2026-27

Catalog

Kankakee Community College

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Welcome to KCC

2025-2026 College Catalog

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

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

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

About this Catalog

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

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

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

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

Equal Opportunity/Affirmative Action

KCC is an equal opportunity/affirmative action employer and complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 540 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the college that no person on the basis of race, gender identity/expression, sexual orientation, sex, genetic information, creed, religion, color, marital or parental status, veteran status, age, national origin, membership in any professional group, organization or association, socioeconomic status, mental or physical disability shall be discriminated against. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, educational programs, or activities. Lack of English skills is not a barrier to admission and participation in educational programs. Inquiries or complaints may be addressed to David Cagle, director of human resources/Affirmative Action officer; Meredith Purcell, vice president for student affairs/Title IX coordinator; or Kim Jeffreys, director of support services/Section 504 coordinator; Kankakee Community College, 100 College Drive, Kankakee, IL 60901-6505; 815-802-8100. TTY users may phone 711. Outside of Illinois, dial 1-800-526-0844.

Cagle and Purcell ensure that the college is in compliance with the federal law by handling complaints, answering questions, organizing information and relevant statistics and staying informed regarding laws which affect these areas.

Jeffreys coordinates the college's services/programs which ensure access to education for students with disabilities.

Accreditation

KCC is accredited by the Higher Learning Commission (HLC) which accredits degree-granting post-secondary educational institutions. The college participates in the Open Pathway, and is scheduled for its next comprehensive visit in 2034-2035.

Additional information about accreditation is available from KCC's vice president for strategy and institutional effectiveness, who serves as the accreditation liaison officer.

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

The college also seeks specific programmatic accreditations in the following areas.

Accreditation status and program outcomes are located within each program listed.

Program	Accrediting Body	Initial Accreditation	Most Recent Accreditation	Next Reaccreditation
Paramedic (Riverside)	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	3/20/2015	1/16/2020	3/31/2025
Registered Nursing	Accreditation Commission of Education in Nursing (ACEN)	3/30/2015	March 2021	Fall 2028
Practical Nursing	Accreditation Commission of Education in Nursing (ACEN)	4/1/2019	March 2021	Fall 2028
Respiratory Therapist	Commission on Accreditation for Respiratory Care (CoARC)	9/19/2008	3/1/2018	3/31/2028
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)	4/19/2011	5/4/2016	6/30/2026
Medical Laboratory Technology	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	9/21/2012	9/27/2024	10/31/2029
Phlebotomy	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	9/21/2012	9/27/2024	10/31/2029

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 third Tuesday 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.

Current Board of Trustees - Bill Orr of Reddick, a trustee since 2014, is chair. Michael Proctor of Bourbonnais, a trustee since 2021, is vice-chair (not pictured). Todd A. Widholm of Clifton, a trustee since 2010, is secretary (not pictured). Other seated trustees, and the years they joined the board, are: Bradley W. Hove of Bourbonnais, 2006; Cathy Boicken of Bourbonnais, 2015; Michael J. Kick of Bourbonnais, 2024; and Eric Peterson of Manteno, 2025.

Annually, the Student Advisory Council appoints a student trustee to represent student interests. The next student trustee from June 2026 to May 2027 has not yet been named.

Claire Chaplinski serves as legal counsel. KCC's president is Michael Boyd, Ph.D.

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

Commencement

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

Historical Background

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

Today, the college has a Riverfront Campus in Kankakee, extension centers in Bradley and Watseka, and a Manufacturing and Industrial Technology Center in Kankakee. KCC serves as an educational, vocational, and recreational center for residents of Community College District 520, an area encompassing all of Kankakee County and parts of Iroquois, Ford, Grundy, Livingston, and Will counties.

For a complete history of the college, visit www.kcc.edu/history.

Mission, Vision, Core Values

Mission:

Enhancing quality of life through learning

Vision:

KCC is a flexible organization where teamwork is the expectation and student/client success the driving force. Our shared vision is to be a leader in creatively and rapidly responding to our community's educational needs, emphasizing quality, affordability

and effective partnerships. 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.

Core Values:

The core values represent shared beliefs about the qualities that reflect KCC's essential characteristics.

- Respect
- Excellence
- Learning
- Integrity
- Collaboration

General Education Outcomes:

1. **Communication** - Create and interpret messages within specific contexts, and multiple channels and modalities.
2. **Critical Thinking** - Comprehensively analyze and elevate issues, ideas and evidence before accepting or formulating an opinion or conclusion.
3. **Responsibility** - Model ethical and professional behavior and cultivate an environment of equity, diversity, inclusion and belonging.

Strategic Goals:

1. Improve student success through increased enrollment, retention, transfer, and completion rates.
2. Create diverse, inclusive, and equitable teaching, learning, and work environments.
3. Improve physical and virtual teaching and learning spaces.
4. Increase visibility and value in the community.
5. Provide development opportunities to enhance KCC employee skills and knowledge.

General Education Outcomes

Gen Ed Outcomes are the knowledge, skills, abilities, attitudes, and behaviors that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services, both inside and outside of the classroom.

KCC has three General Education Outcomes:

Communication

- Students who graduate from KCC will be able to create and interpret messages within specific contexts and multiple channels and modalities.

Critical Thinking

- Students who graduate from KCC will be able to comprehensively analyze and evaluate issues, ideas, and evidence before accepting or formulating an opinion or conclusion.

Responsibility

- Students who graduate from KCC will model ethical and professional behavior and cultivate an environment supportive of equity, diversity, inclusion, and belonging.

Locations

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

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

Riverfront Campus

The college's Riverfront Campus has 178 acres located on the southern edge of the city of Kankakee. Situated on the tree-lined banks of the Kankakee River, the campus is surrounded by rich, agricultural land and the scenic Kankakee Conservation Area. Services and amenities include in-person registration, testing, advising, financial aid, the Hammes Bookstore, classrooms, Workforce Development Center, Health Careers Center for Excellence, Harold and Jean Miner Memorial Library, computer labs, a full-service cafeteria, auditoriums, athletic fields, gymnasium and fitness center. Visit kcc.edu/riverfront for directions and related information.

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

South Extension Center

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

North Extension Center

The KCC North Extension Center, at 450 N. Kinzie Ave. in Bradley, serves the northern communities of KCC's district and offers credit division courses, corporate training, adult education, ALIVE

literacy services and high school equivalency classes. Kankakee Workforce Services also is at this location. Visit kcc.edu/nec for more information.

Manufacturing and Industrial Technology Center

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

College Center

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

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

The lower-level of the College Center is a student recreational area called Cavalier Corner. It features gathering spaces for socializing, air hockey, ping pong, foosball, and e-sports gaming, all with an unbeatable view of the riverfront. Stop by to relax, gather with friends, or de-stress with some recreational fun. See Student Life information for more ways to get involved.

The Center for Equity, Diversity and inclusion is also in the College Center.

Fitness Center

The KCC Fitness Center is located in the Kankakee Valley Park District's Ice Valley Centre, 1601 River Road in Kankakee, immediately east of the KCC Riverfront Campus. The Fitness Center has a vast array of cardio equipment, strength machines and free weights to keep KCC students, community members, faculty, and staff strong and fit. A personal trainer/health wellness coach also is available for an additional fee.

Find additional information on the Fitness Center website.

George H. Ryan Activities Center

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

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

Degrees

AGRI-HORT

Agriculture: Sample Transfer Plan

Degree Type
Associate of Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
CHEM 1624	General Chemistry II	4
Sub-Total Credits		**4**

Choose two:

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).

Course Code	Course Title	Credits
AGRC 1624	Soil Science	4
AGRC 1704	Animal Science	4
AGRC 1724	Plant Science	4
HORT 1513	Introduction to Horticulture Science	3
Sub-Total Credits		**7-8**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Laboratory Science

Course Code	Course Title	Credits
CHEM 1614	General Chemistry I	4
BIOL 1514	General Biology I	4
Sub-Total Credits		**8**

Mathematics

Choose two:

Course Code	Course Title	Credits
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
Sub-Total Credits		**7-8**

Humanities

Choose one course from general humanities and one from the fine arts or interdisciplinary categories.

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

Choose two courses, with different prefixes:

Course Code	Course Title	Credits
ECON 1553	Principles of Macroeconomics	3
ECON 1563	Principles of Microeconomics	3
PSYC 1813	Introduction to Psychology	3
PLSC 1513	American Government	3
Sub-Total Credits		**6**

Electives

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

Course Code	Course Title	Credits
Elective Courses		16-17
Sub-Total Credits		**16-17**

	Total Credits	**64**

Agri-Hort Technology

Degree Type

Associate of Applied Science

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 agriculture and/or 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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AGHT 1013	Integrated Pest Management	3
AGHT 1024	Engineering Applications	4
AGRC 1624	Soil Science	4
AGRC 1724	Plant Science	4
AGHT 2012 or AGHT 2022		2
BSNS 1553 or BSNS 2113		3
COSC 1513	Introduction to Information Processing	3
ECON 1543 or ECON 1553 and ECON 1563		3
Sub-Total Credits		**26**

General Education

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
BIOL 1504	Principles of Biology	4
COMM 1553	Introductory Speech	3
COMM 1603	Organizational Communication	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3

Sub-Total Credits	**16**

Electives

Choose 18 credits

Please see an advisor to select electives for your career goals.

For agriculture, choosing from these options is recommended: AGRC 1704, AGRC 1153, AGHT 1103, HORT 1023, WELD 1114, ELTR 1004, MAFT 1323, and/or HORT 1323.

For horticulture, choosing from these options is recommended: HORT 1513, AGHT 1103, HORT 1023, HORT 1173, HORT 1314, HORT 1323, and/or MAFT 1323.

Course Code	Course Title	Credits
AGHT 1103	Introduction to Farmsteading	3
AGRC 1153	Companion Animals	3
AGRC 1704	Animal Science	4
ELTR 1004	Fundamentals of Electricity	4
HORT 1023	Plant Propagation	3
HORT 1173	Greenhouse Operations	3
HORT 1314	Landscape Plants and Design	4
HORT 1323	Fruit and Vegetable Production	3
HORT 1513	Introduction to Horticulture Science	3
MAFT 1323	Lean and Quality Overview	3
WELD 1114	Basic Welding	4
Sub-Total Credits		**18**

	Total Credits	**60**

Agriculture

Degree Type

Advanced Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AGHT 1024	Engineering Applications	4
AGHT 1013	Integrated Pest Management	3
AGRC 1624	Soil Science	4

AGRC 1724	Plant Science	4
COSC 1513	Introduction to Information Processing	3
ECON 1543	Principles of Economics	3
AGRC 1704 or AGRC 1153		3-4
BSNS 1553 or BSNS 2113		3
Sub-Total Credits		**27-28**

Choose One Course

Course Code	Course Title	Credits
AGHT 1103	Introduction to Farmsteading	3
ELTR 1004	Fundamentals of Electricity	4
HORT 1023	Plant Propagation	3
HORT 1323	Fruit and Vegetable Production	3
MAFT 1323	Lean and Quality Overview	3
WELD 1114	Basic Welding	4
Sub-Total Credits		**3-4**

	Total Credits	**30**

Horticulture

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AGHT 1013	Integrated Pest Management	3
AGHT 1024	Engineering Applications	4
AGRC 1624	Soil Science	4
COSC 1513	Introduction to Information Processing	3
ECON 1543	Principles of Economics	3
HORT 1023	Plant Propagation	3
HORT 1513	Introduction to Horticulture Science	3
BSNS 1553 or BSNS 2113		3
Sub-Total Credits		**26**

Choose 2 Courses

Course Code	Course Title	Credits
AGHT 1103	Introduction to Farmsteading	3
HORT 1173	Greenhouse Operations	3
HORT 1314	Landscape Plants and Design	4
HORT 1323	Fruit and Vegetable Production	3
MAFT 1323	Lean and Quality Overview	3
Sub-Total Credits		**6-7**

[redacted]	**Total Credits**	**32**

Agriculture

Degree Type

Certificate

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.

Requirements

Choose 18 Credits

Course Code	Course Title	Credits
AGHT 1103	Introduction to Farmsteading	3
AGHT 1013	Integrated Pest Management	3
AGHT 1024	Engineering Applications	4
AGRC 1624	Soil Science	4
AGRC 1724	Plant Science	4
HORT 1323	Fruit and Vegetable Production	3
MAFT 1323	Lean and Quality Overview	3
AGRC 1704 or AGRC 1153		3-4
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

Horticulture

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AGRC 1624	Soil Science	4
AGHT 1013	Integrated Pest Management	3
HORT 1023	Plant Propagation	3
HORT 1513	Introduction to Horticulture Science	3
Sub-Total Credits		**13**

Choose 2 Courses

Course Code	Course Title	Credits
AGHT 1024	Engineering Applications	4
HORT 1173	Greenhouse Operations	3
HORT 1314	Landscape Plants and Design	4
MAFT 1323	Lean and Quality Overview	3
Sub-Total Credits		**6-8**

	Total Credits	**19**

Local Foods

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AGHT 1013	Integrated Pest Management	3
HORT 1323	Fruit and Vegetable Production	3
HORT 1023	Plant Propagation	3
HORT 1173	Greenhouse Operations	3

HORT 1014 or HORT 1513		3-4
MAFT 1323	Lean and Quality Overview	3
Sub-Total Credits		**18-19**

[redacted]	**Total Credits**	**18**

AIR CONDIT & REFRIGERATION

Air Conditioning and Refrigeration

Degree Type

Associate of Applied Science

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1214	Heating Plants	4
AIRC 1313	Air Handling	3
ELTR 1004	Fundamentals of Electricity	4
ELTR 1402	Industrial Safety	2
ELTR 2074	DC & AC Rotating Machines	4
Sub-Total Credits		**21**

General Education

A higher level English course(s) can be substituted for COMM 1113 and/or ENGL 1613.

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
COMM 1113	Career Writing	3
ELTR 1503	Survey of Renewable Energy	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3
PSCI 1114	Applied Technical Science	4

Sub-Total Credits	**16**

Specialization

Commercial refrigeration

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

Course Code	Course Title	Credits
AIRC 1114	Domestic Refrigeration	4
AIRC 1124	Commercial Refrigeration	4
COGT 2114	AutoCAD I	4
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
ELTR 2454	Industrial Instrumentation	4
ELTR 2464	Process Control	4
Sub-Total Credits		**33**

Domestic refrigeration

Course Code	Course Title	Credits
AIRC 1023	Controls and Circuitry for HVAC	3
AIRC 1114	Domestic Refrigeration	4
AIRC 1124	Commercial Refrigeration	4
AIRC 1222	Heat Pumps	2
AIRC 1422	Installation Skills	2
AIRC 2222	Geothermal Systems	2
COGT 2114	AutoCAD I	4
ENGY 1102	Customer Relations	2
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 2414	Industrial Motor Control	4
Sub-Total Credits		**31**

Energy audit

Course Code	Course Title	Credits
AIRC 1222	Heat Pumps	2
AIRC 2222	Geothermal Systems	2
ENGY 1013	Intro to Energy Auditing	3
ENGY 1102	Customer Relations	2
ENGY 1203	Mechanical & Envelope Evaluation	3
ENGY 2103	Indoor Air Analysis	3
ENGY 2203	Building & Energy Analysis	3

Sub-Total Credits	**18**

Choose two

Course Code	Course Title	Credits
AIRC 1023	Controls and Circuitry for HVAC	3
COGT 2114	AutoCAD I	4
ELTR 2414	Industrial Motor Control	4
Sub-Total Credits		**7-8**

[redacted]	**Total Credits**	**64**

Energy Audit

Degree Type

Advanced Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1214	Heating Plants	4
AIRC 1313	Air Handling	3
AIRC 2222	Geothermal Systems	2
ELTR 1004	Fundamentals of Electricity	4
ELTR 2074	DC & AC Rotating Machines	4
ENGY 1013	Intro to Energy Auditing	3
ENGY 1102	Customer Relations	2
ENGY 1203	Mechanical & Envelope Evaluation	3
ENGY 2103	Indoor Air Analysis	3
ENGY 2203	Building & Energy Analysis	3
Sub-Total Credits		**35**

[redacted]	**Total Credits**	**35**

HVAC/R Service

Degree Type

Advanced Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1023	Controls and Circuitry for HVAC	3
AIRC 1114	Domestic Refrigeration	4
AIRC 1124	Commercial Refrigeration	4
AIRC 1214	Heating Plants	4
AIRC 1222	Heat Pumps	2
AIRC 1313	Air Handling	3
AIRC 1422	Installation Skills	2
ELTR 1004	Fundamentals of Electricity	4
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 2074	DC & AC Rotating Machines	4
Sub-Total Credits		**38**

	Total Credits	**38**

Air Conditioning and Refrigeration

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1114	Domestic Refrigeration	4

AIRC 1124	Commercial Refrigeration	4
Sub-Total Credits		**12**

[redacted]	**Total Credits**	**12**

Energy Audit

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ENGY 1013	Intro to Energy Auditing	3
ENGY 1203	Mechanical & Envelope Evaluation	3
ENGY 2203	Building & Energy Analysis	3
Sub-Total Credits		**9**

[redacted]	**Total Credits**	**9**

Energy Audit Flow

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1313	Air Handling	3
ENGY 1013	Intro to Energy Auditing	3

ENGY 1203	Mechanical & Envelope Evaluation	3
ENGY 2203	Building & Energy Analysis	3
Sub-Total Credits		**12**

[redacted]	**Total Credits**	**12**

General Technician, Certificate

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1124	Commercial Refrigeration	4
AIRC 1214	Heating Plants	4
Sub-Total Credits		**12**

[redacted]	**Total Credits**	**12**

Heating Systems

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4

AIRC 1214	Heating Plants	4
AIRC 1222	Heat Pumps	2
AIRC 2222	Geothermal Systems	2
Sub-Total Credits		**12**

	Total Credits	**12**

ART

Visual Arts: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
ARTS 1623	Survey of Art-Renaissance to Rococo	3
ARTS 1633	Survey of Art-1800 to Present	3
Sub-Total Credits		**6**

Supplemental Courses

Course Code	Course Title	Credits
ARTS 1503	Basic Drawing	3
ARTS 1513	Two Dimensional Design	3

ARTS 1603	Drawing II	3
ARTS 1813	Three Dimensional Design	3
Sub-Total Credits		**12**

Choose one

Course Code	Course Title	Credits
ARTS 2513	Painting	3
ARTS 2523	Painting II	3
ARTS 2533	Ceramics I	3
ARTS 2553	Photography	3
ARTS 2643	Computer Art	3
ARTS 2563	Photography II	3
ARTS 2573	Introduction to Printmaking	3
ARTS 2583	Color Photography	3
ACCT 2613	Intermediate Accounting I	3
ARTS 2623	Figure Drawing II	3
ARTS 2713	Introduction to Sculpture	3
Sub-Total Credits		**3**

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

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4

MATH 1834	Calculus for Business & Social Science	4
MATH 1704	Contemporary Mathematics	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Humanities

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

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

Course Code	Course Title	Credits
HUMS 1513	Introduction to Humanities	3
ARTS 1613	Survey of Art-Caves to Cathedrals	3
HIST 1513 or HIST 1533		3
Humanities Course		3
Sub-Total Credits		**12**

Social and Behavioral Science

One course must have a prefix other than PLSC.

Course Code	Course Title	Credits
PLSC 1513	American Government	3
Social and Behavioral Science Courses		6
Sub-Total Credits		**9**

Elective

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

Course Code	Course Title	Credits
Elective Course		2
Sub-Total Credits		**2**

	Total Credits	**64-67**

Art

Degree Type

Associate of Fine Arts

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.

Use the Transfer Guide

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ARTS 1503	Basic Drawing	3
ARTS 1513	Two Dimensional Design	3
ARTS 1603	Drawing II	3
ARTS 1813	Three Dimensional Design	3
ARTS 2613	Figure Drawing	3
Sub-Total Credits		**15**

Art Electives

Choose three:

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

Course Code	Course Title	Credits
ARTS 2513	Painting	3
ARTS 2523	Painting II	3
ARTS 2533	Ceramics I	3
ARTS 2713	Introduction to Sculpture	3
ARTS 2553	Photography	3
ARTS 2563	Photography II	3
ARTS 2573	Introduction to Printmaking	3
ARTS 2583	Color Photography	3
ARTS 2623	Figure Drawing II	3
ARTS 2643	Computer Art	3
Sub-Total Credits		**9**

Humanities

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

Course Code	Course Title	Credits
HIST 1513 or HIST 1533		3
Humanities Course		3
Sub-Total Credits		**6**

Choose three

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

Course Code	Course Title	Credits
ARTS 1613	Survey of Art-Caves to Cathedrals	3
ARTS 1623	Survey of Art-Renaissance to Rococo	3
ARTS 1633	Survey of Art-1800 to Present	3
ARTS 1643	Non-Western Art	3
Sub-Total Credits		**9**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Social and Behavioral Science

Two courses from different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**64-67**

AUTOMOTIVE TECHNOLOGY

Automotive Technology

Degree Type

Associate of Applied Science

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AUTO 1021	Service Shop Operations I	1
AUTO 1064	Internal Combustion Engines	4
AUTO 1143	Brakes	3
AUTO 1213	Manual Transmissions & Driveline	3
AUTO 1223	Automatic Transmissions	3
AUTO 2013	Computerized Engine Controls I	3
AUTO 2206	Engine Diagnosis & Overhaul	6
AUTO 2233	Heating & Air Conditioning	3
AUTO 2243	Alignment, Steering & Suspension	3
AUTO 2252	Service Shop Operations II	2
COGT 2114	AutoCAD I	4
COSC 1513	Introduction to Information Processing	3
ELTR 1004	Fundamentals of Electricity	4
Sub-Total Credits		**48**

General Education

A higher level mathematics course can be substituted.

Higher level English course(s) may be substituted for COMM 1113 and/or ENGL 1613.

Course Code	Course Title	Credits
COMM 1113	Career Writing	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3
PSCI 1114	Applied Technical Science	4

SOCY 2513	Sociology	3
Sub-Total Credits		**16**

[redacted]	**Total Credits**	**64**

Automotive Technology

Degree Type

Advanced Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AUTO 1064	Internal Combustion Engines	4
AUTO 1073	Vehicle Electrical Systems I	3
AUTO 1123	Vehicle Electrical Systems II	3
AUTO 1143	Brakes	3
AUTO 1213	Manual Transmissions & Driveline	3
AUTO 1223	Automatic Transmissions	3
AUTO 2013	Computerized Engine Controls I	3
AUTO 2206	Engine Diagnosis & Overhaul	6
AUTO 2233	Heating & Air Conditioning	3
AUTO 2243	Alignment, Steering & Suspension	3
Sub-Total Credits		**34**

[redacted]	**Total Credits**	**34**

Advanced Drivetrains-Powertrains

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AUTO 1064	Internal Combustion Engines	4
AUTO 1213	Manual Transmissions & Driveline	3
AUTO 1223	Automatic Transmissions	3
AUTO 2206	Engine Diagnosis & Overhaul	6
MCHN 1214	Machine Tool I	4
Sub-Total Credits		**20**

[redacted]	**Total Credits**	**20**

Automotive Heating and Air Conditioning

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AUTO 2233	Heating & Air Conditioning	3
Sub-Total Credits		**3**

[redacted]	**Total Credits**	**3**

Brakes and Alignment

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AUTO 1143	Brakes	3
AUTO 2243	Alignment, Steering & Suspension	3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**6**

Drivelines

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AUTO 1213	Manual Transmissions & Driveline	3
AUTO 1223	Automatic Transmissions	3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**6**

BIOLOGY

Biological Sciences: Sample Transfer Plan

Degree Type

Associate of Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Laboratory Science

Course Code	Course Title	Credits
BIOL 1514	General Biology I	4
CHEM 1614	General Chemistry I	4
Sub-Total Credits		**8**

Program-Specific Courses

Course Code	Course Title	Credits
BIOL 1524	General Biology II	4
CHEM 1624	General Chemistry II	4
CHEM 2714	Organic Chemistry I	4
CHEM 2724	Organic Chemistry II	4
Sub-Total Credits		**16**

Supporting Course

Course Code	Course Title	Credits
PHYS 1514 or PHYS 2614		4
Sub-Total Credits		**4**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

Course Code	Course Title	Credits
MATH 1774 and MATH 2515; OR MATH 2515 and MATH 2524		9

Sub-Total Credits	**9**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

Choose two courses from two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**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. A maximum of four (4) credit hours can come from physical education activity courses. Recommended courses are PHYS 1524 or PHYS 2624; and MATH 1774 or MATH 2524. Courses such as BIOL 2714 and BIOL 2644 sometimes can be transferred to a four-year school for credit for health career majors, but seldom transfer as credit for biology majors.

Course Code	Course Title	Credits
Elective Courses		5-6
Sub-Total Credits		**5-6**

	Total Credits	**64**

BUSINESS

Accounting I

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits

ACCT 1514	Financial Accounting	4
ACCT 1523	Managerial Accounting	3
ACCT 2613	Intermediate Accounting I	3
ACCT 2753	Cost Accounting	3
COSC 1372	Excel	2
Sub-Total Credits		**15**

[redacted]	**Total Credits**	**15**

Accounting II

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ACCT 1514	Financial Accounting	4
ACCT 1523	Managerial Accounting	3
ACCT 2613	Intermediate Accounting I	3
ACCT 2753	Cost Accounting	3
BSNS 1553	Introduction to Business	3
BSNS 2423	Internship Experience	3
COMM 1603	Organizational Communication	3
COSC 1372	Excel	2
COSC 1513	Introduction to Information Processing	3
Sub-Total Credits		**27**

[redacted]	**Total Credits**	**27**

Business

Degree Type

Associate of Applied Science

Program Overview

The Associate in Applied Science Business program empowers students who want to advance in their careers or enter the workforce. This program offers courses which meet local business needs and focus on skills and qualifications for career advancement. Students select their specialization from Accounting, Ag-Hort, Digital Marketing/Web Development, Information Technology Management, Marketing/ Management, or Supply Chain Management. Along with mutually beneficial community partnerships, the program uses innovative teaching techniques, delivered by passionate faculty who can share real world experiences.

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.

Requirements

Program-Specific Courses

For an Accounting specialization, the recommendation is ACCT 1514.

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 1653 or BSNS 1663		3
BSNS 2553	Principles of Management	3
ACCT 1413 or ACCT 1514		3-4
COSC 1513	Introduction to Information Processing	3
MKTG 1553	Principles of Marketing	3
Sub-Total Credits		**18**

General Education

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
COMM 1113	Career Writing	3
ENGL 1613	English I	3
ENGL 1623	English II	3
MATH 1213	Business Mathematics	3
Elective - General Education Courses for Occupational Degrees		4
Sub-Total Credits		**16**

Choose one

Course Code	Course Title	Credits
ECON 1543	Principles of Economics	3
ECON 1553	Principles of Macroeconomics	3
ECON 1563	Principles of Microeconomics	3
Sub-Total Credits		**3**

Electives

Course Code	Course Title	Credits
Business Electives		12
Sub-Total Credits		**12**

Specialization

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

Sub-Total Credits	**11**

Accounting

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

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

Agri-Hort

Course Code	Course Title	Credits
AGRC 1624	Soil Science	4
AGRC 1724	Plant Science	4
HORT 1513 or AGRC 1704		3-4
AGHT 2012 or AGHT 2022		2

Digital marketing and web development

Course Code	Course Title	Credits
COGT 2463	Social Media Marketing	3
ITSM 1113	Web Development - HTML5 and CSS	3
ITSM 1143	Web Principles and User Experience	3
ITSM 1153	Mobile Application Fundamentals	3
ITSM 2113	Web Development - JavaScript	3

Information technology management

Course Code	Course Title	Credits
ITSM 1203	IT Fundamentals	3
ITSM 1213	IT Systems and Hardware	3
ITSM 1223	IT Systems and Management	3
ITSM 1423	Modern Operating Systems	3
ITSM 1243 or ITSM 1253		3

Marketing/management

Course Code	Course Title	Credits
MKTG 1253	Sales & Customer Service	3
MKTG 2063	Fundamentals of Advertising	3
BSNS 2113 or BSNS 1373		3
BSNS 2213	Human Resource Management	3

Supply chain management

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

	Total Credits	**61**

Business

Degree Type

Advanced Certificate

Program Overview

The advanced certificate in Business empowers students who want to further their careers or enter the workforce. This program offers course choices to meet local business needs and focus on skills and qualifications for career advancement. The program also 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. Along with mutually beneficial community partnerships, the program uses innovative teaching techniques, delivered by passionate faculty who can share real world experiences.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 1653 or BSNS 1663		3
BSNS 2113 or BSNS 1373		3
BSNS 2213	Human Resource Management	3
BSNS 2423 or BSNS 2413		3
BSNS 2553	Principles of Management	3
ACCT 1413 or ACCT 1514		3-4
COMM 1603	Organizational Communication	3
COSC 1513	Introduction to Information Processing	3
MKTG 1553	Principles of Marketing	3
Sub-Total Credits		**30-31**

[redacted]	**Total Credits**	**30**

Business

Degree Type

Certificate

Program Overview

The mission of the Business certificate program is to empower students seeking a concentrated area of study by developing skills for employment advancement in business. We do this through innovative teaching techniques, delivered by passionate faculty who can share real world experiences. 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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 2213	Human Resource Management	3
BSNS 2553	Principles of Management	3
COMM 1603	Organizational Communication	3
MKTG 1553	Principles of Marketing	3
Sub-Total Credits		**15**

[redacted]	**Total Credits**	**15**

Business: Sample Transfer Plan

Degree Type

Associate of Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
ACCT 1514	Financial Accounting	4
ACCT 1523	Managerial Accounting	3
BSNS 2514	Business Statistics	4
COSC 1513	Introduction to Information Processing	3
Sub-Total Credits		**14**

Supporting Courses

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 1653 or BSNS 1663		3
ECON 1563	Principles of Microeconomics	3
Sub-Total Credits		**9**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

Course Code	Course Title	Credits
Life Science Course		4
Physical Science Course		4
Sub-Total Credits		**8**

Mathematics

Course Code	Course Title	Credits
MATH 1713	Finite Mathematics	3
MATH 1834 or MATH 2515		4-5
Sub-Total Credits		**7-8**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

Course Code	Course Title	Credits
PSYC 1813 or SOCY 2513		3
ECON 1553	Principles of Macroeconomics	3
Sub-Total Credits		**6**

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. A maximum of four credit hours can come from physical education activity courses. Undecided business majors might find courses such as MKTG 1553 and BSNS 2553 helpful in determining their major. Credit for these courses will be accepted by bachelor's degree colleges/ universities, but may not meet specific requirements of a bachelor's degree in business.

Course Code	Course Title	Credits
Elective Courses		4-5
Sub-Total Credits		**4-5**

	Total Credits	**64**

Business Management

Degree Type

Certificate

Program Overview

The mission of the Business Management certificate program is to empower students seeking a concentrated area of study by developing skills for employment advancement in management. We do this through innovative teaching techniques, delivered by passionate faculty who can share real world experiences and by creating mutually beneficial community partnerships. 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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 2113	Small Business Management	3

BSNS 2213	Human Resource Management	3
BSNS 2423 or BSNS 2413		3
BSNS 2553	Principles of Management	3
COMM 1603	Organizational Communication	3
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

Business Marketing

Degree Type

Certificate

Program Overview

The mission of the Business Marketing certificate program is to empower students seeking a concentrated area of study by developing skills for employment advancement in marketing. We do this through innovative teaching techniques, delivered by passionate faculty who can share real world experiences. 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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 2113	Small Business Management	3
BSNS 2143	Human Relations in Business	3
MKTG 1253	Sales & Customer Service	3
MKTG 1553	Principles of Marketing	3
MKTG 2063	Fundamentals of Advertising	3
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

Entrepreneurship

Degree Type

Certificate

Program Overview

The mission of the Small Business Management (Entrepreneurship) certificate program is to empower students seeking a concentrated area of study by developing skills for managing or creating a small business. We do this through innovative teaching techniques, delivered

by passionate faculty who can share real world experiences. 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.

Requirements

Program-Specific Courses

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

Course Code	Course Title	Credits
ACCT 1413	General Accounting	3
BSNS 1133	Introduction to Entrepreneurship	3
BSNS 1553	Introduction to Business	3
BSNS 2113	Small Business Management	3
MKTG 1553	Principles of Marketing	3
Sub-Total Credits		**15**

[redacted]	**Total Credits**	**15**

Hospitality Operations

Degree Type

Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
HOSM 1003	Introduction to Hospitality	3
HOSM 1013	Front Office Operations	3
HOSM 1023	HR Management and Training	3
HOSM 1033	Quality and Service Management	3
BSNS 1133	Introduction to Entrepreneurship	3
BSNS 2423	Internship Experience	3
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

Human Resources

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
COMM 1603	Organizational Communication	3
BSNS 1663	Legal & Social Env of Business	3
BSNS 2143	Human Relations in Business	3
BSNS 2213	Human Resource Management	3
BSNS 2553	Principles of Management	3
Sub-Total Credits		**15**

	Total Credits	**15**

CHEMISTRY

Chemistry: Sample Transfer Plan

Degree Type

Associate of Science

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.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
CHEM 1614	General Chemistry I	4
CHEM 1624	General Chemistry II	4
CHEM 2714	Organic Chemistry I	4
CHEM 2724	Organic Chemistry II	4
Sub-Total Credits		**16**

Supporting Courses

Course Code	Course Title	Credits
PHYS 2624	Physics II	4
PHYS 2634	Physics III	4
Sub-Total Credits		**8**

Laboratory Science

Course Code	Course Title	Credits
BIOL 1514	General Biology I	4
PHYS 2614	Physics I	4
Sub-Total Credits		**8**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

Course Code	Course Title	Credits
MATH 2515	Calculus & Analytic Geometry I	5
MATH 2524	Calculus & Analytic Geometry II	4
Sub-Total Credits		**9**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

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

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**6**

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. MATH 2534 is strongly recommended.

Course Code	Course Title	Credits
Elective Course		2
Sub-Total Credits		**2**

	Total Credits	**64**

COMMUNICATION

Mass Communication: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
COMM 1673	Introduction to Mass Communication	3
JOUR 1653	Introduction to Journalism	3
Sub-Total Credits		**6**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses with Fine Arts		9
Sub-Total Credits		**9**

Social and Behavioral Science

Three courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		9
Sub-Total Credits		**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. A maximum of four (4) credit hours can come from physical education activity courses.Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses.

Course Code	Course Title	Credits
Elective Courses		16-17
Sub-Total Credits		**16-17**

	Total Credits	**60**

COMPUTER GRAPHIC TECHNOLOGY

Computer Graphic Technology

Degree Type

Associate of Applied Science

Program Overview

The Computer Graphic Technology program is designed to prepare students for employment as graphics technicians. Students work in computer labs developing their graphics skills, techniques, and concepts through individual and team-based projects. Graduates of this program will work as graphics practitioners to produce 3D art, multimedia products, 3D technical illustrations, 3D printing, marketing materials, advertising materials, game designs, entertainment animation, photography, websites, video editors, engineering drawings, architectural drawings, and technical manuals. This degree is not designed for transfer.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
COGT 1113	Digital Photography	3
COGT 1213	Photoshop Digital Imaging	3
COGT 2422	Intro to Video Game Design	2
COGT 2432	Digital Sculpting with Mudbox	2
COGT 2452	Video Editing with Adobe Premiere	2
ITSM 1113	Web Development - HTML5 and CSS	3

Sub-Total Credits	**15**

General Education

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

Course Code	Course Title	Credits
ARTS 1503	Basic Drawing	3
COMM 1113	Career Writing	3
ELTR 1503	Survey of Renewable Energy	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3
Sub-Total Credits		**15**

Specialization

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

Sub-Total Credits	**30-33**

Computer Graphic Technology

Course Code	Course Title	Credits
COGT 1133	Package Design	3
COGT 1223	2D Animation	3
COGT 1233	Publications with Adobe InDesign	3
COGT 1243	Computer Illustration	3
COGT 2114	AutoCAD I	4
COGT 2123	AutoCAD II	3
COGT 2414	Architectural Design With Revit	4
COGT 2443	Animation & Rendering with 3ds Max	3
STEM 1502	3D Printing & 3D Technologies	2
STEM 1512	STEM Guitar	2
COGT 2163 or COGT 2173		3

Engineering Design

Course Code	Course Title	Credits
COGT 2114	AutoCAD I	4
COGT 2123	AutoCAD II	3
COGT 2414	Architectural Design With Revit	4
COGT 2443	Animation & Rendering with 3ds Max	3
ELTR 1004	Fundamentals of Electricity	4
ELTR 1402	Industrial Safety	2
MCHN 1214	Machine Tool I	4
MCHN 1311	Precision Measurement	1

STEM 1502	3D Printing & 3D Technologies	2
STEM 1512	STEM Guitar	2
COGT 2163 or COGT 2173		3

Graphic Design

Course Code	Course Title	Credits
ARTS 1513	Two Dimensional Design	3
ARTS 1813	Three Dimensional Design	3
COGT 1133	Package Design	3
COGT 1223	2D Animation	3
COGT 1233	Publications with Adobe InDesign	3
COGT 1243	Computer Illustration	3
COGT 2114	AutoCAD I	4
COGT 2123	AutoCAD II	3
COGT 2443	Animation & Rendering with 3ds Max	3
STEM 1502	3D Printing & 3D Technologies	2
STEM 1512	STEM Guitar	2

Social Media

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 2113	Small Business Management	3
COGT 1133	Package Design	3
COGT 1223	2D Animation	3
COGT 1233	Publications with Adobe InDesign	3
COGT 1243	Computer Illustration	3
COGT 2463	Social Media Marketing	3
COSC 1513	Introduction to Information Processing	3
MKTG 1553	Principles of Marketing	3
MKTG 2063	Fundamentals of Advertising	3

	Total Credits	**60-63**

Computer Graphic Technology

Degree Type

Advanced Certificate

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.

Part-time enrollment options also available.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
COGT 1113	Digital Photography	3
COGT 1133	Package Design	3
COGT 1213	Photoshop Digital Imaging	3
COGT 1223	2D Animation	3
COGT 1233	Publications with Adobe InDesign	3
COGT 1243	Computer Illustration	3
COGT 2114	AutoCAD I	4
COGT 2123	AutoCAD II	3
COGT 2414	Architectural Design With Revit	4
COGT 2422	Intro to Video Game Design	2
COGT 2432	Digital Sculpting with Mudbox	2
COGT 2443	Animation & Rendering with 3ds Max	3
COGT 2452	Video Editing with Adobe Premiere	2
ITSM 1113	Web Development - HTML5 and CSS	3
STEM 1502	3D Printing & 3D Technologies	2
STEM 1512	STEM Guitar	2
COGT 2163 or COGT 2173		3
Sub-Total Credits		**48**

[redacted]	**Total Credits**	**48**

Computer Graphic Technology, Certificate I

Degree Type

Certificate

Program Overview

This program helps prepare students for entry in the field of computer graphic technology.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
COGT 1213	Photoshop Digital Imaging	3
COGT 2114	AutoCAD I	4
COGT 2422	Intro to Video Game Design	2

COGT 2432	Digital Sculpting with Mudbox	2
Sub-Total Credits		**11**

[redacted]	**Total Credits**	**11**

Computer Graphic Technology, Certificate II

Degree Type

Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
COGT 1113	Digital Photography	3
COGT 1133	Package Design	3
COGT 1213	Photoshop Digital Imaging	3
COGT 1233	Publications with Adobe InDesign	3
COGT 1243	Computer Illustration	3
COGT 2114	AutoCAD I	4
COGT 2123	AutoCAD II	3
COGT 2422	Intro to Video Game Design	2
COGT 2432	Digital Sculpting with Mudbox	2
Sub-Total Credits		**26**

[redacted]	**Total Credits**	**26**

CRIM. JUSTICE/LAW ENFORCEMENT

Criminal Justice: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

GEN.AA.B50, Major B51

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Supportive Courses

Course Code	Course Title	Credits
LAWF 1713	Basic Criminal Law	3
COSC 1513	Introduction to Information Processing	3
Sub-Total Credits		**6**

Choose one

Course Code	Course Title	Credits
LAWF 1623	Traffic Administration	3
LAWF 1633	Police Ethics	3
LAWF 1723	Criminal Procedures	3
LAWF 1733	Criminal Investigation	3
LAWF 2623	Organization & Administration	3
LAWF 2733	Private Security	3
LAWF 2743	Crisis and Conflict Resolution	3
Sub-Total Credits		**3**

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 1753	Juvenile Delinquency	3
LAWF 2513	Criminology	3
LAWF 2723	Introduction to Corrections	3
Sub-Total Credits		**12**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Laboratory Science

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

The Social and Behavioral Science elective cannot be PSYC 1813 or SOCY 2513. PLSC 1513 is recommended.

Course Code	Course Title	Credits
PSYC 1813	Introduction to Psychology	3
SOCY 2513	Sociology	3
Social and Behavioral Science Course		3
Sub-Total Credits		**9**

	Total Credits	**60**

Law Enforcement

Degree Type

Associate of Applied Science

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 1633	Police Ethics	3
LAWF 1713	Basic Criminal Law	3
LAWF 1723	Criminal Procedures	3
LAWF 1733	Criminal Investigation	3
LAWF 1753	Juvenile Delinquency	3
LAWF 2513	Criminology	3
LAWF 2623	Organization & Administration	3
LAWF 2723	Introduction to Corrections	3
LAWF 2743	Crisis and Conflict Resolution	3
Sub-Total Credits		**30**

General Education

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
PLSC 1513	American Government	3
PSYC 1813	Introduction to Psychology	3
SOCY 2513	Sociology	3
Sub-Total Credits		**12**

Choose two

Course Code	Course Title	Credits
COMM 1603	Business Communication	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**6**

Electives

Note: A maximum of two (2) credit hours can come from physical education activity courses.

Course Code	Course Title	Credits
Elective Courses		16
Sub-Total Credits		**16**

[redacted]	**Total Credits**	**64**

Law Enforcement

Degree Type

Advanced Certificate

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

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 1633	Police Ethics	3
LAWF 1713	Basic Criminal Law	3
LAWF 1723	Criminal Procedures	3
LAWF 1733	Criminal Investigation	3
LAWF 1753	Juvenile Delinquency	3
LAWF 2513	Criminology	3
LAWF 2623	Organization & Administration	3
LAWF 2723	Introduction to Corrections	3
LAWF 2743	Crisis and Conflict Resolution	3
Sub-Total Credits		**30**

[redacted]	**Total Credits**	**30**

Basic Law Enforcement Principles

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 1633	Police Ethics	3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**6**

Crime, Criminals, and Corrections

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 2513	Criminology	3
LAWF 2723	Introduction to Corrections	3
Sub-Total Credits		**9**

[redacted]	**Total Credits**	**9**

Investigation and Organization

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 1733	Criminal Investigation	3
LAWF 2413	Computer Crime Investigation	3
LAWF 2623	Organization & Administration	3
Sub-Total Credits		**12**

	Total Credits	**12**

Laws and Evidentiary Procedures

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1713	Basic Criminal Law	3
LAWF 1723	Criminal Procedures	3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**6**

Private Security

Degree Type

Certificate

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.

Requirements

Curriculum Code: C94F

Course Code	Course Title	Credits
LAWF 1513	Introduction to Criminal Justice	3
LAWF 1713	Basic Criminal Law	3
LAWF 2733	Private Security	3
Sub-Total Credits		**9**

[redacted]	**Total Credits**	**9**

Relationships and Juveniles

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
LAWF 1753	Juvenile Delinquency	3
LAWF 2743	Crisis and Conflict Resolution	3

Sub-Total Credits	**6**

[redacted]	**Total Credits**	**6**

DIESEL MECHANIC

Auto/Diesel Mechanic

Degree Type
Certificate

Program Overview
This certificate was created to offer coursework in both internal combustion engine basics as well as diesel basics, creating a well-rounded entry level mechanic or assistant. It is specifically for Kankakee Area Career Center students to be able to transition to either an Automotive Technology or Diesel Technology program at KCC.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
DESL 1003	Diesel Fundamentals	3
DESL 1013	Diesel Brakes	3
AUTO 1064	Internal Combustion Engines	4
AUTO 1073	Vehicle Electrical Systems I	3
Sub-Total Credits		**13**

[redacted]	**Total Credits**	**13**

Diesel Mechanic

Degree Type
Certificate

Program Overview
This program builds skill sets within the growing diesel repair and service industry. Students take part in a combination of in-class, lab, and on-site experiences. Upon completion, students will be able to perform general service of major diesel vehicle and equipment components. Coursework also includes diagnostics as well as using tools to repair vehicles and equipment.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits

DESL 1003	Diesel Fundamentals	3
DESL 1013	Diesel Brakes	3
DESL 1023	Diesel Electrical	3
DESL 1033	Diesel Steering and Suspension	3
DESL 1043	Diesel Transmissions	3
DESL 1053	Diesel Engines and Repairs	3
Sub-Total Credits		**18**

	Total Credits	**18**

EARLY CHILDHOOD EDUCATION

Early Childhood Education

Degree Type

Associate of Applied Science

Program Overview

The education option in the Early Childhood Education associate degree program is designed to provide individuals with the theoretical background and practical skills necessary to assume various roles and responsibilities in the child care profession. The student, depending on individual interests and career objectives, may pursue a wide variety of options including child care, teaching, program administration, nanny training, family day care home management, Child Development Associate (CDA) training, infant/toddler care, school-aged care, and assistant in a child care or public/private school setting.

Additional Program Information

Students must be at least 19 years of age upon completion of the program to be qualified as a child care worker and 21 years of age to be a child care center director, according to Department of Children and Family Services regulations. (See other program requirements on this page.) KCC also offers a Paraprofessional Educator/Teacher's Aide program. Students should see the Early Childhood Education program coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

Program Admission Process

Child Development Program Requirements

Basic laboratory experience is required in many early childhood education courses within the program. Specific tasks performed in the lab setting will vary according to skills, interests, and course requirements. Prior to initiating lab assignments and projects, Early Childhood Education students must meet the requirements for staff in child care facilities as outlined by the Illinois Department of Children and Family Services Child Care Facility Regulations: (1) must have a high school diploma or its equivalent; (2) must be able to pass a DCFS criminal background check; (3) must have a completed health form; and (4) must have a signed mandated reporter form on file. It is the student's responsibility to make sure all program requirements are current and on file with the program coordinator.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3

ECED 2163	Discipline/Classroom Management	3
ECED 2223	Art/Music Activities	3
ECED 2233	Language Acquisition & Development	3
ECED 2243	Science/Math Activities	3
ECED 2253	Motor Development/Physical Activities	3
ECED 2403	Clinical Experience	3
ECED 2513	Child, Family & Community Relations	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2533	Early Childhood Curriculum Development	3
ECED 2543	Child Study & Observation	3
ECED 2633	Health, Nutrition & Safety	3
EDUC 1833	The Exceptional Learner/Child	3
Sub-Total Credits		**39**

Choose two

Course Code	Course Title	Credits
ECED 1013	Foundations of Early Childhood Education	3
ECED 1023	Experiential Learning	3
ECED 2103	School Aged Programming	3
ECED 2153	Infant/Toddler Care	3
ECED 2263	Heads Up Reading	3
ECED 2363	Administration in Child Care Settings	3
EDUC 1763	Technology in Education	3
Sub-Total Credits		**6**

General Education

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
PSYC 1813	Introduction to Psychology	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**12**

Electives

Choose one humanities, social and behavioral science, science, or mathematics course.

Course Code	Course Title	Credits
General Education Courses - Occupational Degrees		3
Sub-Total Credits		**3**

	Total Credits	**60**

Early Childhood Education – Director/Administrator Option

Degree Type

Associate of Applied Science

Program Overview

The director/administrator option in the Early Childhood Education associate degree program is designed to provide individuals with skills in caring for children and business management necessary to assume the role of child care teacher, director, administrator, or program manager with a wide variety of options for specialization.

Additional Program Information

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2363	Administration in Child Care Settings	3
ECED 2403	Clinical Experience	3
ECED 2533	Early Childhood Curriculum Development	3
ECED 2543	Child Study & Observation	3
ECED 2633	Health, Nutrition & Safety	3
EDUC 1833	The Exceptional Learner/Child	3
BSNS 1553	Introduction to Business	3
BSNS 2143	Human Relations in Business	3
BSNS 2113	Small Business Management	3
BSNS 2213	Human Resource Management	3
COMM 1603	Organizational Communication	3
ACCT 1413 or ACCT 1514		3-4
Sub-Total Credits		**42-43**

Choose one

Course Code	Course Title	Credits
ECED 1013	Foundations of Early Childhood Education	3
ECED 1023	Experiential Learning	3
ECED 2103	School Aged Programming	3
ECED 2513	Child, Family & Community Relations	3
ECED 2153	Infant/Toddler Care	3
ECED 2163	Discipline/Classroom Management	3

ECED 2223	Art/Music Activities	3
ECED 2233	Language Acquisition & Development	3
ECED 2243	Science/Math Activities	3
ECED 2253	Motor Development/Physical Activities	3
ECED 2263	Heads Up Reading	3
Sub-Total Credits		**3**

General Education

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
PSYC 1813 or SOCY 2513		3
Sub-Total Credits		**12**

Electives

Choose one humanities, social and behavioral science, science, or mathematics course.

Course Code	Course Title	Credits
General Education Courses - Occupational Degrees		3
Sub-Total Credits		**3**

	Total Credits	**60-61**

Early Childhood Education

Degree Type

Advanced Certificate

Program Overview

The certificate program for Early Childhood Education is designed to provide students with practical skills necessary for entry into the field of caring for young children. Students completing the program will be prepared to assist teachers in child care settings. Students must be at least 19 years of age with one year (1,560 clock hours) in a licensed day care facility upon program completion to be qualified as a child care worker, according to Department of Children and Family Services regulations.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2163	Discipline/Classroom Management	3
ECED 2233	Language Acquisition & Development	3

ECED 2513	Child, Family & Community Relations	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2533	Early Childhood Curriculum Development	3
ECED 2543	Child Study & Observation	3
ECED 2633	Health, Nutrition & Safety	3
Sub-Total Credits		**24**

Choose one

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

General Education

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
PSYC 1813 or SOCY 2513		3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**33**

Early Childhood Education Level Four Transfer Pathway

Degree Type

Advanced Certificate

Program Overview

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

Additional Program Information

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2633	Health, Nutrition & Safety	3
ECED 2513	Child, Family & Community Relations	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2533	Early Childhood Curriculum Development	3
ECED 2543	Child Study & Observation	3
EDUC 1833	The Exceptional Learner/Child	3
ENGL 1613	English I	3
MATH 1613	Mathematics for Elementary Teachers I	3
PSYC 1813	Introduction to Psychology	3
Early Childhood Education Elective		6
Sub-Total Credits		**36**

	Total Credits	**36**

Early Childhood Education Level Three Transfer Pathway

Degree Type

Advanced Certificate

Program Overview

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

Additional Program Information

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2633	Health, Nutrition & Safety	3
ECED 2513	Child, Family & Community Relations	3
ECED 2523	Intro to Early Childhood Education	3
General Education Courses - Occupational Degrees		3
General Education Courses - Occupational Degrees		3
Sub-Total Credits		**18**

General Education

Course Code	Course Title	Credits
EDUC 1833	The Exceptional Learner/Child	3
ENGL 1613	English I	3
MATH 1613	Mathematics for Elementary Teachers I	3
PSYC 1813	Introduction to Psychology	3
Sub-Total Credits		**12**

[redacted]	**Total Credits**	**30**

Early Childhood Education Infant - Toddler Level

Degree Type

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 early childhood education coursework and expands on foundational professional knowledge while supporting progression to the Level Three Credential or direct exit into the field.

Additional Program Information

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2633	Health, Nutrition & Safety	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2543	Child Study & Observation	3
ECED 2153	Infant/Toddler Care	3
Sub-Total Credits		**15**

[redacted]	**Total Credits**	**15**

Early Childhood Education Level Four Credential

Degree Type

Certificate

Program Overview

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

Additional Program Information

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

Requirements

This Certificate Requires Completion of an Associate Degree or 60 Semester Hours Including:

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2633	Health, Nutrition & Safety	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2543	Child Study & Observation	3
ECED 2533	Early Childhood Curriculum Development	3
ECED 2513	Child, Family & Community Relations	3
ECED 2403	Clinical Experience	3
EDUC 1833	The Exceptional Learner/Child	3
ENGL 1613	English I	3
PSYC 1813	Introduction to Psychology	3
Early Childhood Education Elective		3
Sub-Total Credits		**33**
	Total Credits	**33**

Early Childhood Education Level Three Credential

Degree Type

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 early childhood education coursework. 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.

Requirements

Major Requirements

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2633	Health, Nutrition & Safety	3
ECED 2523	Intro to Early Childhood Education	3
ECED 2543	Child Study & Observation	3
ECED 2533	Early Childhood Curriculum Development	3
ECED 2513	Child, Family & Community Relations	3
ENGL 1613	English I	3
MATH 1613	Mathematics for Elementary Teachers I	3
PSYC 1813 or SOCY 2513		3
Sub-Total Credits		**27**

	Total Credits	**27**

Early Childhood Education Level Two Credential

Degree Type

Certificate

Program Overview

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

Additional Program Information

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

Requirements

Program-Specific Courses

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

Sub-Total Credits	**18**

[redacted]	**Total Credits**	**18**

Early Childhood Education Level Two Transfer Pathway

Degree Type

Certificate

Program Overview

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

Additional Program Information

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

Requirements

Program-Specific Courses

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.

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2633	Health, Nutrition & Safety	3
ECED 2513	Child, Family & Community Relations	3
EDUC 1833	The Exceptional Learner/Child	3
General Education Courses - Occupational Degrees		3
General Education Courses - Occupational Degrees		3
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

EDUCATION

Elementary Education: Sample Transfer Plan

Degree Type

Associate of Arts

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.

Use the Transfer Guide

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

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
EDUC 1713	Intro to Public Education	3
EDUC 1833	The Exceptional Learner/Child	3
MATH 1613	Mathematics for Elementary Teachers I	3
Sub-Total Credits		**9**

Choose one

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
EDUC 2613	Educational Psychology	3
PSYC 2553	Lifespan Developmental Psychology	3
Sub-Total Credits		**3**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

BIOL 1514 is recommended by some universities.

Course Code	Course Title	Credits

Life Science Course	3-4
Physical Science Course	3-4
Sub-Total Credits	**7**

Mathematics

Course Code	Course Title	Credits
MATH 1623	Math for Elementary Teachers II	3
Sub-Total Credits		**3**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

Course Code	Course Title	Credits
PSYC 1813	Introduction to Psychology	3
Sub-Total Credits		**3**

Choose two

Course Code	Course Title	Credits
HIST 2513	History of the U.S. to 1877	3
HIST 2523	History of the U.S. 1877 to Present	3
PLSC 1513	American Government	3
Sub-Total Credits		**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. A maximum of four (4) credit hours can come from physical education activity courses. Suggested electives: EDUC 1763; EDUC 2513; EDUC 2533; *GEOG 1513; *HUMS 2613; PHED 1512 and ECED 2633 or HLTH 1513; IAI mathematics course(s); IAI Laboratory science course(s), CHEM 1504 may be accepted by some universities; IAI course(s) in the area of concentration.*

**Satisfies the non-Western Culture requirement.*

Course Code	Course Title	Credits
Elective Courses		10
Sub-Total Credits		**10**

	Total Credits	**60**

Secondary Education: Sample Transfer Plan

Degree Type

Associate of Arts

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

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

Use the Transfer Guide

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

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
EDUC 1713	Intro to Public Education	3
EDUC 1763	Technology in Education	3
EDUC 1833	The Exceptional Learner/Child	3
EDUC 2613	Educational Psychology	3
Sub-Total Credits		**12**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3

ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Laboratory Science Course		4
Sub-Total Credits		**11-12**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

Course Code	Course Title	Credits
PSYC 1813	Introduction to Psychology	3
PLSC 1513	American Government	3
Sub-Total Credits		**6**

Choose one

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

SOCY 2513	Sociology	3
Sub-Total Credits		**3**

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. A maximum of four (4) credit hours can come from physical education activity courses, including PHED 1512. EDUC 2533 and EDUC 2513, which are recommended.

Course Code	Course Title	Credits
Elective Courses		6-7
Sub-Total Credits		**6-7**

	Total Credits	**60**

Paraprofessional Educator/Teacher's Aide

Degree Type

Associate of Applied Science

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2233	Language Acquisition & Development	3
ECED 2263	Heads Up Reading	3
EDUC 1713	Intro to Public Education	3
EDUC 1763	Technology in Education	3
EDUC 1833	The Exceptional Learner/Child	3
EDUC 2613	Educational Psychology	3
Sub-Total Credits		**21**

General Education

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

SOCY 2513	Sociology	3
Sub-Total Credits		**9**

Laboratory Science and Mathematics

Choose 10 credit hours, with at least one course from mathematics and at least one course from science.

Course Code	Course Title	Credits
Laboratory Science Course		4-8
Mathematics Courses		3-6
Sub-Total Credits		**10**

Choose Two

Course Code	Course Title	Credits
COMM 1603	Organizational Communication	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**6**

Choose One

Course Code	Course Title	Credits
Humanities Elective		3
Social and Behavioral Science Elective		3
Laboratory Science Course		4
Mathematics Courses		3-5
Sub-Total Credits		**3-5**

Electives

Choose 12 credits

Choose 12 credit hours from the Paraprofessional Educator electives list (above).

Course Code	Course Title	Credits
Paraprofessional Educator Electives		12
Sub-Total Credits		**12**

	Total Credits	**61**

Paraprofessional Educator/Teacher's Aide

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ECED 1513	Child Growth & Development	3
ECED 2223	Art/Music Activities	3
EDUC 1713	Intro to Public Education	3
EDUC 1763	Technology in Education	3
EDUC 1833	The Exceptional Learner/Child	3
Paraprofessional Educator Electives		6
Sub-Total Credits		**21**

General Education

Choose Mathematics and General Education electives from the General Education Courses for Applied Scien/node/1424ce Degrees.

Course Code	Course Title	Credits
General Education Courses - Occupational Degrees		3
Sub-Total Credits		**3**

Choose two

Course Code	Course Title	Credits
COMM 1603	Organizational Communication	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**30**

ELECTRICAL TECHNOLOGY

Electrical Engineering Technology

Degree Type

Associate of Applied Science

Program Overview

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

The Electrical Technology program prepares students to construct, install, maintain, troubleshoot, and repair electrical circuits and systems. Basic knowledge, fundamental skills and industry standards will be emphasized as students learn to work in the field of electrical technology. All degree-seeking students in Electrical Technology take the same common core of freshman-level courses; then develop skills in the specialization area of Industrial Electrical Technology. KCC offers three other Electrical Technology specialization tracks: Industrial Instrumentation and Process Control, Industrial Machinery Maintenance, and Renewable Energy Technology. Students will be required to purchase a minimum set of components and/or tools in some courses. Electrical Technology graduates are generally prepared to enter electrical technology programs at selected colleges and universities with junior status.

Accreditation

KCC is the only solar-PV training program in the state of Illinois and one of only three in the 18-state region that is accredited by the Interstate Renewable Energy Council (IREC).

IREC (Interstate Renewable Energy Council) is a non-profit organization accelerating the use of renewable energy and energy efficiency since 1982. IREC develops renewable energy consensus-based standards to promote best practices and provide a benchmark for effective and safe workforce training practices.

KCC is a member of the Midwest Solar Training Network, a group of technical and community colleges, non-profit organizations, universities, and industry partners who are working together to build solar training capacity in the Midwest.

Professor Sterling's certifications

IREC Certified Trainer for Solar-PV and Wind

CITCA (Communications Industry Training & Certification Academy) Certified Wind Tower and Nacelle Rescue Instructor

Site Assessment Certificate Program Midwest Renewable Energy Association/Site Assessment Certificate Program.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1023	Basic Circuit Analysis	3
ELTR 1043	Semiconductor Electronics	3
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 1113	Digital Fundamentals	3
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 1302	Electrical Installation Skills I	2
ELTR 1402	Industrial Safety	2
ELTR 2074	DC & AC Rotating Machines	4
Sub-Total Credits		**30**

General Education

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

Course Code	Course Title	Credits
ELTR 1503	Survey of Renewable Energy	3
MATH 1103	Technical Mathematics	3

MATH 1133	Technical Math for Electrical Circuitry	3
PSCI 1114	Applied Technical Science	4
COMM 1113 or ENGL 1613		3
Sub-Total Credits		**16**

Specialization

Sub-Total Credits	**17-29**

Industrial electrical

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

Course Code	Course Title	Credits
ELTR 2303	Electrical Installation Skills II	3
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
ELTR 2474	Advanced Programmable Controllers	4
AIRC 1422	Installation Skills	2
Technical Elective		2-4

Industrial instrumentation and process control

Course Code	Course Title	Credits
ELTR 2303	Electrical Installation Skills II	3
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
ELTR 2454	Industrial Instrumentation	4
ELTR 2464	Process Control	4
ELTR 2474	Advanced Programmable Controllers	4
AIRC 1422	Installation Skills	2
Technical Elective		2-4

Industrial machinery maintenance

Course Code	Course Title	Credits
ELTR 2303	Electrical Installation Skills II	3
ELTR 2414	Industrial Motor Control	4
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1422	Installation Skills	2
MCHN 1214	Machine Tool I	4
WELD 1114	Basic Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4

Renewable energy technology

Course Code	Course Title	Credits

ELTR 2314	Introduction to Solar-Thermal Technology	4
ELTR 2324	Introduction to Small-Wind Technology	4
ELTR 2334	Intro to Solar-Photovoltaic Tech	4
ELTR 2343	Advanced Photovoltaic Installation	3
ELTR 2353	Solar Operations & Maintenance	3
COGT 2114	AutoCAD I	4
	Total Credits	**65**

Industrial Electrical Engineering Technology

Degree Type

Advanced Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1023	Basic Circuit Analysis	3
ELTR 1043	Semiconductor Electronics	3
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 1113	Digital Fundamentals	3
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 1302	Electrical Installation Skills I	2
ELTR 1402	Industrial Safety	2
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2303	Electrical Installation Skills II	3
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
ELTR 2474	Advanced Programmable Controllers	4
Sub-Total Credits		**45**
	Total Credits	**45**

Instrumentation and Process Control

Degree Type

Advanced Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1023	Basic Circuit Analysis	3
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 1113	Digital Fundamentals	3
ELTR 1302	Electrical Installation Skills I	2
ELTR 1402	Industrial Safety	2
ELTR 2303	Electrical Installation Skills II	3
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
ELTR 2454	Industrial Instrumentation	4
ELTR 2464	Process Control	4
ELTR 2474	Advanced Programmable Controllers	4
Sub-Total Credits		**42**

	Total Credits	**42**

Electronic Technician

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1023	Basic Circuit Analysis	3
ELTR 1043	Semiconductor Electronics	3
ELTR 1113	Digital Fundamentals	3
ELTR 1402	Industrial Safety	2
Sub-Total Credits		**15**

[redacted]	**Total Credits**	**15**

Industrial Motor Control

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1402	Industrial Safety	2
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2414	Industrial Motor Control	4
Sub-Total Credits		**14**

[redacted]	**Total Credits**	**14**

Pneumatic and Hydraulic Power

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 1402	Industrial Safety	2
ELTR 2414	Industrial Motor Control	4
MCHN 1214	Machine Tool I	4
Sub-Total Credits		**19**

[redacted]	**Total Credits**	**19**

Programmable Logic Controllers

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1402	Industrial Safety	2
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
ELTR 2474	Advanced Programmable Controllers	4
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

Residential and Industrial Wiring

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 1302	Electrical Installation Skills I	2
ELTR 1402	Industrial Safety	2
ELTR 2414	Industrial Motor Control	4
Sub-Total Credits		**16**

	Total Credits	**16**

Small-Wind Technology

Degree Type

Certificate

Program Overview

KCC offers a Small-Wind Technology certificate and specialization track in the Electrical Technology program

The Introduction to Small-Wind Technology course, ELTR 2324, 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.

Accreditation

CITCA certification

This certification includes climbing and rescue training for the wind turbine industry.

Communications Industry Training and Certification Academy (CITCA) is a nationally recognized training academy, developed by a group of communications industry specialists, offering a complete line of college accredited tower erection and safety training programs directly related to the communications industry.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 1402	Industrial Safety	2

ELTR 1503	Survey of Renewable Energy	3
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2324	Introduction to Small-Wind Technology	4
Sub-Total Credits		**21**

[redacted]	**Total Credits**	**21**

Solar-Photovoltaic Technology

Degree Type

Certificate

Program Overview

KCC offers a Solar-Photovoltaic certificate and specialization track in the Electrical Technology program.

The Introduction to Solar-Photovoltaic Technology course, ELTR 2334, explores the design, installation and use of solar-photovoltaic power systems for consumer and commercial applications. Students will receive hands-on lab experience, sizing, installing and maintaining solar-photovoltaic electrical generating systems.

Accreditation

NABCEP certification

North American Board of Certified Energy Practitioners certification is the gold standard for photovoltaic and solar heating installation. NABCEP is the most respected, well-established, and widely recognized certification organization for North American solar professionals in the field of renewable energy.

At the end of the photovoltaic course, students will take the NABCEP PV Associate Level Exam. Passing the NABCEP PV Entry Level Exam demonstrates basic knowledge of the fundamental principles of the application, design, installation and operation of photovoltaic systems.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 1402	Industrial Safety	2
ELTR 1503	Survey of Renewable Energy	3
ELTR 2334	Intro to Solar-Photovoltaic Tech	4
ELTR 2343	Advanced Photovoltaic Installation	3
ELTR 2353	Solar Operations & Maintenance	3
ELTR 2414	Industrial Motor Control	4
Sub-Total Credits		**27**

[redacted]	**Total Credits**	**27**

Solar-Thermal Technology

Degree Type
Certificate

Program Overview
KCC offers a Solar-Thermal certificate and specialization track in the Electrical Technology program

The Introduction to Solar-Thermal Technology course, ELTR 2314, explores the use of Solar-Thermal technology for space heating and water heating. Students will receive hands-on lab experience, sizing, installing and maintaining solar-thermal heating systems.

Accreditation
NABCEP certification

The North American Board of Certified Energy Practitioners certification is the gold standard for photovoltaic and solar heating installation. NABCEP is the most respected, well-established, and widely recognized certification organization for North American solar professionals in the field of renewable energy.

Passing the NABCEP Entry Solar-Thermal Level Exam demonstrates a basic knowledge of the fundamental principles of the application, design, installation and operation of solar heating systems.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1214	Heating Plants	4
ELTR 1004	Fundamentals of Electricity	4
ELTR 1402	Industrial Safety	2
ELTR 1503	Survey of Renewable Energy	3
ELTR 2314	Introduction to Solar-Thermal Technology	4
Sub-Total Credits		**21**

	Total Credits	**21**

ENGINEERING

Engineering

Degree Type
Associate of Engineering Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Engineering Specialty Courses

Choose 8 or more credit hours

Course Code	Course Title	Credits
CHEM 2714	Organic Chemistry I	4
CHEM 2724	Organic Chemistry II	4
ENGR 1513	Engineering Design Graphics/CAD	3
ENGR 2503	Statics	3
ENGR 2523	Dynamics	3
ENGR 2533	Mechanics of Materials	3
ENGR 2613	Electrical Circuits & Networks	3
Sub-Total Credits		**8**

Supporting Courses

Course Code	Course Title	Credits
COSC 2613	C++ Programming for STEM Majors	3
MATH 2534	Calculus and Analytic Geometry III	4
MATH 2613	Differential Equations	3
PHYS 2614	Physics I	4
PHYS 2624	Physics II	4
PHYS 2634	Physics III	4
Sub-Total Credits		**22**

Laboratory Science

Course Code	Course Title	Credits
CHEM 1614	General Chemistry I	4
CHEM 1624	General Chemistry II	4
Sub-Total Credits		**8**

Communications

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

Course Code	Course Title	Credits
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**6**

Mathematics

Course Code	Course Title	Credits
MATH 2515	Calculus & Analytic Geometry I	5
MATH 2524	Calculus & Analytic Geometry II	4
Sub-Total Credits		**9**

Humanities

One course.

Course Code	Course Title	Credits
Humanities Course		3
Sub-Total Credits		**3**

Social and Behavioral Science

Two courses. Note: ECON 1553 or ECON 1563 is recommended.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**6**

Electives

Choose two courses from the following options: an engineering specialty course listed above, a foreign language course, a general biology course, an IAI social and behavioral science course, or an IAI humanities course.

Course Code	Course Title	Credits
Elective Courses		6
Sub-Total Credits		**6**

	Total Credits	**68**

ENGLISH

English: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
ENGL 2733	American Literature From 1865	3
Sub-Total Credits		**3**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

Choose one

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

MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

Three courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**6**

Electives

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

Course Code	Course Title	Credits
Elective Courses		19-20
Sub-Total Credits		**19-20**

[redacted]	**Total Credits**	**60**

GENERAL

General Education Core Curriculum (GECC)

Degree Type

Certificate

Program Overview

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

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

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

Requirements

Communications

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Social and Behaviorial Science

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

Course Code	Course Title	Credits
Social and Behavioral Science Courses		9
Sub-Total Credits		**9**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Mathematics

Choose one course from the Mathematics category in the IAI course options.

Course Code	Course Title	Credits
Mathematics Elective		3-5
Sub-Total Credits		**3-5**

Laboratory Science

Choose from Lab Science category in the IAI course options.

Course Code	Course Title	Credits
Life Science Course		3-4
Life Science or Physical Science Course		3-4
Sub-Total Credits		**7-8**

	Total Credits	**37**

General Studies

Degree Type

Associate of General Studies

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.

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.

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3

ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**6-8**

Mathematics

Choose from the mathematics category.

Course Code	Course Title	Credits
Mathematics Elective		3-5
Sub-Total Credits		**3-5**

Humanities

Choose two courses from the Humanities category.

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behaviorial Science

Choose two courses from the Social and Behavioral Science category.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**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.

Sub-Total Credits	**28-29**

[redacted]	**Total Credits**	**60**

General Transfer: Sample Transfer Plan

Degree Type

Associate of Arts

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

Additional Program Information

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

Use the Transfer Guide

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

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

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

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 1843	Discrete Math	3

MATH 2515	Calculus & Analytic Geometry I	5
MATH 1623	Math for Elementary Teachers II	3
Sub-Total Credits		**3**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7**

Social and Behavioral Science

Three courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		9
Sub-Total Credits		**9**

Electives

Notes: Choose courses from any elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four credit hours can come from physical education activity courses. Some Bachelor of Arts degree programs require the equivalent of two years of study of a foreign language at the college level. Students are advised to complete this requirement before transferring. In most cases, each year of high school foreign language may be substituted for one college semester.

Course Code	Course Title	Credits
Elective Courses		22-23
Sub-Total Credits		**22**

	Total Credits	**60**

General Transfer: Sample Transfer Plan

Degree Type

Associate of Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Life Sciences and Physical Sciences

Course Code	Course Title	Credits
Life Science Course		4
Physical Science Course		4
Sub-Total Credits		**8**

Mathematics

Choose two

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4

MATH 1843	Discrete Math	3
MATH 2515	Calculus & Analytic Geometry I	5
MATH 2524	Calculus & Analytic Geometry II	4
Sub-Total Credits		**7**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

Two courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**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. 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.

Course Code	Course Title	Credits
Science and Specialization Courses		6-8
Sub-Total Credits		**6**

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

Course Code	Course Title	Credits
Elective Courses		21-22
Sub-Total Credits		**21**

[redacted]	**Total Credits**	**64**

GENERAL HEALTH

Healthcare Assistant

Degree Type

Certificate

Program Overview

The Healthcare Assistant program is designed to prepare individuals to administer client care as members of a nursing team in physician offices, clinics, hospitals, nursing homes, home health agencies, and other extended care facilities. The Medical Terminology course is designed to assist with knowledge of medical vocabulary. The nursing assistant course consists 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. The phlebotomy courses consist of lecture, lab practice and a clinical practicum collecting laboratory specimens.

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PNUR 1438	Nursing Assistant	8
HLTH 1312	Medical Terminology	2
HLTH 1404	Phlebotomy Techniques	4
HLTH 1412 or HLTH 1416		2-6
Sub-Total Credits		**16-20**

	Total Credits	**16**

Mental Health Technician

Degree Type

Certificate

Program Overview

Mental health technicians play a crucial role in promoting community well-being. This Mental Health Technician Certificate is designed for students interested in entering the mental health field, working in human services positions specializing in behavioral and mental health. This certificate also offers a valuable and specialized skill set that is increasingly relevant in our communities. The program includes hands-on training, practical skills development, and real-world scenarios. Students develop essential communication, empathy, and interpersonal skills that are valuable in a professional setting. These skills also contribute to students' personal development and ability to navigate various social contexts. Graduates are well-positioned for entry-level positions in psychiatric hospitals, community mental health centers, and other healthcare settings. This certificate is also the foundation for further education and career advancement such as higher degrees in psychology, counseling, and related fields.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PSYC 1813	Introduction to Psychology	3

PSYC 2513	Abnormal Psychology	3
PSYC 2623	Learning and Conditioning	3
PSYC 2464	Professional Standards Clinical Care	4
SOCY 1613	Diversity, Equity, Inclusion & Belonging	3
Sub-Total Credits		**16**

Electives

Choose one course from the list below:

Course Code	Course Title	Credits
PSYC 2553	Lifespan Developmental Psychology	3
PSYC 2633	Human Sexuality	3
SOCW 2523	Introduction to Social Work	3
Sub-Total Credits		**3**

	Total Credits	**19**

HISTORY

History: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
HIST 1513	Western Civilization to 1648	3
HIST 1533	Western Civilization 1648 to Present	3
HIST 2513	History of the U.S. to 1877	3
HIST 2523	History of the U.S. 1877 to Present	3
Sub-Total Credits		**12**

Communications

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

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

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Life Sciences and Physical Sciences

Course Code	Course Title	Credits
Life Science Course		3-4

Physical Science Course	3-4
Sub-Total Credits	**7-8**

At least one course must be designated as a laboratory course.

Humanities

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

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

Social and Behavioral Science

Course Code	Course Title	Credits
Social and Behavioral Science Courses		9
Sub-Total Credits		**9**

Three courses from at least two different prefixes.

Electives

Course Code	Course Title	Credits
Elective Courses		10
Sub-Total Credits		**10**

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

[redacted]	**Total Credits**	**60**

INFORMATION TECHNOLOGY

Information Technology

Degree Type

Associate of Applied Science

Program Overview

This is a comprehensive program which provides essential skills and knowledge in diverse areas of information technology. This program offers a balanced curriculum covering various aspects of IT, including PC maintenance, networking, LAN (local area network) and WAN (wide area network) technologies, technical support, operating systems, software development, website development, and cybersecurity. Through hands-on classes and practical training, students will gain the expertise needed to excel in the dynamic and rapidly evolving IT industry. Components of this program are designed to help students obtain various industry certifications such as from CompTIA(R) and Oracle(R). This degree is not designed for transfer.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ITSM 1113	Web Development - HTML5 and CSS	3
ITSM 1163	Database Design & Implementation	3
ITSM 1203	IT Fundamentals	3
ITSM 1213	IT Systems and Hardware	3
ITSM 1223	IT Systems and Management	3
ITSM 1243	Networking Technologies	3
ITSM 1253	Cyber Security Fundamentals	3
ITSM 1303	Programming Logic	3
ITSM 1423	Modern Operating Systems	3
COSC 1513	Introduction to Information Processing	3
Sub-Total Credits		**30**

General Education

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
COMM 1603	Organizational Communication	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3
PSCI 1114	Applied Technical Science	4
Sub-Total Credits		**16**

Electives

Choose five ITSM courses from the list of course options.

Course Code	Course Title	Credits
ITSM 1013	AI Basics & Prompting	3
ITSM 1033	AI Workplace Applications	3
ITSM 1043	AI & Big Data: Concepts & Ethics	3
ITSM 1143	Web Principles and User Experience	3
ITSM 1153	Mobile Application Fundamentals	3

ITSM 1313	Java I	3
ITSM 1323	Python®	3
ITSM 2113	Web Development - JavaScript	3
ITSM 2123	Advanced Web Development	3
ITSM 2313	Java II	3
ITSM 2333	Machine Learning with Python	3
ITSM 2433	Cyber Security With Linux	3
Sub-Total Credits		**15**

	Total Credits	**61**

Information Technology Specialist

Degree Type

Advanced Certificate

Program Overview

Building upon the IT Professional certificate, the Information Technology Specialist certificate is a comprehensive program designed to provide students with essential skills and knowledge in diverse areas of information technology. This program offers a balanced curriculum covering various aspects of IT, including PC maintenance, networking, LAN (local area network) and WAN (wide area network) technologies, technical support, operating systems, software development, website development, and cybersecurity. Through hands-on classes and practical training, students will gain the expertise needed to excel in the dynamic and rapidly evolving IT industry.

Requirements

Program-Specific Courses

To be eligible for this degree, students must have a minimum grade point average (GPA) of 2.0 in all required courses for this program.

Course Code	Course Title	Credits
ITSM 1213	IT Systems and Hardware	3
ITSM 1223	IT Systems and Management	3
ITSM 1243	Networking Technologies	3
ITSM 1253	Cyber Security Fundamentals	3
ITSM 1303	Programming Logic	3
ITSM 1313	Java I	3
ITSM 1423	Modern Operating Systems	3
ITSM 2313	Java II	3
Sub-Total Credits		**24**

Electives

Choose three ITSM courses from the list of course options.

Course Code	Course Title	Credits

ITSM 1113	Web Development - HTML5 and CSS	3
ITSM 1203	IT Fundamentals	3
ITSM 1163	Database Design & Implementation	3
ITSM 1323	Python®	3
ITSM 2113	Web Development - JavaScript	3
ITSM 2123	Advanced Web Development	3
ITSM 2433	Cyber Security With Linux	3
Sub-Total Credits		**9**

	Total Credits	**33**

Information Technology Professional

Degree Type

Certificate

Program Overview

The Information Technology Professional program builds on the "PC Support Technician" certificate. As a foundation, the program provides a wide range of skills essential for information technology professionals in the digital age. Students will gain a comprehensive understanding of relevant operating systems, software development, website design and implementation. Problem-solving abilities and critical thinking are also fostered. Students will learn to approach challenges from many perspectives. Even as the technological landscape evolves, that versatility will enable graduates to excel in many IT roles.

Requirements

Program-Specific Courses

To be eligible for this degree, students must have a minimum grade point average (GPA) of 2.0 in all required courses for this program.

Course Code	Course Title	Credits
ITSM 1113	Web Development - HTML5 and CSS	3
ITSM 1213	IT Systems and Hardware	3
ITSM 1223	IT Systems and Management	3
ITSM 1303	Programming Logic	3
ITSM 1313	Java I	3
ITSM 1423	Modern Operating Systems	3
Sub-Total Credits		**18**

Electives

Choose one course from the list of ITSM courses.

Course Code	Course Title	Credits
ITSM 1163	Database Design & Implementation	3
ITSM 1323	Python®	3
ITSM 2113	Web Development - JavaScript	3

ITSM 2313	Java II	3
Sub-Total Credits		**3**

[redacted]	**Total Credits**	**21**

Interactive Web Developer

Degree Type

Certificate

Program Overview

The Interactive Web Developer certificate is a comprehensive program designed to provide students with the essential knowledge and skills required to build modern and interactive websites. Through theoretical instruction and hands-on projects, students will gain proficiency in front-end and back-end web development, web design principles, and industry-standard tools and technologies. This certificate program equips students with the necessary skills to pursue entry-level positions in web development or to continue their education in the field.

Program Admission Process

To be eligible for this degree, students must have a minimum grade point average (GPA) of 2.0 in all required courses for this program.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ITSM 1113	Web Development - HTML5 and CSS	3
ITSM 1143	Web Principles and User Experience	3
ITSM 1153	Mobile Application Fundamentals	3
ITSM 1303	Programming Logic	3
ITSM 2113	Web Development - JavaScript	3
ITSM 2123	Advanced Web Development	3
Sub-Total Credits		**18**

[redacted]	**Total Credits**	**18**

Java Software Developer

Degree Type

Certificate

Program Overview

The Java Software Developer Certificate Program is a comprehensive and hands-on training initiative designed to equip students with the skills and knowledge to become proficient Java developers. This program is tailored for individuals seeking to kickstart their career in software development or those looking to enhance their existing Java programming skills. Through a combination of theoretical learning, practical exercises, and real-world projects, participants will gain a solid foundation in Java programming and application development.

This specialized program focuses on preparing candidates to earn the prestigious Oracle Certified Associate (OCA) certification, which serves as a testament to their proficiency in Java programming and positions them as competent professionals in the field.

Requirements

Program-Specific Courses

To be eligible for this degree, students must have a minimum grade point average (GPA) of 2.0 in all required courses for this program.

Course Code	Course Title	Credits
ITSM 1303	Programming Logic	3
ITSM 1313	Java I	3
ITSM 2313	Java II	3
Sub-Total Credits		**9**

	Total Credits	**9**

PC Support Technician

Degree Type

Certificate

Program Overview

This program prepares students to work in entry-level information technology support, maintenance, and repair roles. Students will learn the hardware and software skills needed by technicians to help meet the growing demand for entry-level IT professionals. PC Technicians are essential to keeping small and large organizations' personal computers, network, and software systems operational. This curriculum also prepares students for the CompTIA® A+ Core 1 (1101) and CompTIA Core 2 (1102) exam.

The PC Support Technician certificate is the foundation for more advanced KCC certificates--Information Technology Professional and Information Technology Specialist (proposed).

Program Admission Process

To be eligible for this degree, students must have a minimum grade point average (GPA) of 2.0 in all required courses for this program.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
ITSM 1213	IT Systems and Hardware	3
ITSM 1223	IT Systems and Management	3
Sub-Total Credits		**6**

[redacted]	**Total Credits**	**6**

MACHINE TOOL

Machine Tool Technology

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1234	Machine Tool III	4
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 2314	Fund of CNC Machining & Programming	4
COGT 2114	AutoCAD I	4
WELD 1263	Metallurgy & Heat Treatment	3
Sub-Total Credits		**27**

General Education

Course Code	Course Title	Credits
MATH 1103	Technical Mathematics	3
Sub-Total Credits		**3**

Elective

Course Code	Course Title	Credits
Welding Electives		4
Sub-Total Credits		**4**

[redacted]	**Total Credits**	**34**

Millwright

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 1432	Millwright	2
MCHN 1442	Rigging	2
MCHN 1452	Lubrication	2
COGT 2114	AutoCAD I	4
ELTR 1004	Fundamentals of Electricity	4
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 1402	Industrial Safety	2
MATH 1103	Technical Mathematics	3
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 1263	Metallurgy & Heat Treatment	3
Sub-Total Credits		**47**

Choose one

Course Code	Course Title	Credits
WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2
WELD 2172	Pipe Weld Special Problems	2
Sub-Total Credits		**2**

	Total Credits	**49**

MANUFACTURING TECHNOLOGY

Manufacturing Technology

Degree Type

Associate of Applied Science

Program Overview

Specializations:

- Industrial Maintenance
- Machine Tool
- Transportation/Warehousing/Distribution/Logistics (TWDL)
- Welding

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).

Requirements

Major Courses

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
MCHN 1311	Precision Measurement	1
Sub-Total Credits		**12**

General Education

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.

Choose the Technology course from the Technical Electives list.

Course Code	Course Title	Credits
COMM 1553 or COMM 1113		3
BSNS 2423	Internship Experience	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3
General Education Courses - Occupational Degrees		3
Technical Elective		3
Technical Elective		3
Sub-Total Credits		**21**

Specialization

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

Industrial maintenance

Course Code	Course Title	Credits
ELTR 1004	Fundamentals of Electricity	4
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1452	Lubrication	2
WELD 1114	Basic Welding	4
Sub-Total Credits		**30**

Machine tool

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1234	Machine Tool III	4
MCHN 1323	Fabrication	3
MCHN 1432	Millwright	2
MCHN 1442	Rigging	2
MCHN 2314	Fund of CNC Machining & Programming	4
COGT 2114	AutoCAD I	4
WELD 1263	Metallurgy & Heat Treatment	3

Sub-Total Credits	**30**

Transportation/warehousing/distribution/logistics (TWDL)

Course Code	Course Title	Credits
TWDL 1003	Transportation & Physical Distribution	3
TWDL 1103	Introduction to Supply Chain Management	3
TWDL 1113	Certified Logistics Associate	3
TWDL 1203	Introduction to Import/Export	3
TWDL 1223	Certified Logistics Technician	3
TWDL 1303	Principles of Operations Management	3
TWDL 1402	Transportation & Cargo Security	2
BSNS 1553	Introduction to Business	3
COSC 1372	Excel	2
COSC 1513	Introduction to Information Processing	3
ELTR 1402	Industrial Safety	2
MAFT 1102	Manufacturing Forklift	2
MCHN 1442	Rigging	2
MCHN 1452	Lubrication	2
SPAN 1503	Basic Spanish	3
Sub-Total Credits		**39**

Welding

Course Code	Course Title	Credits
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 1263	Metallurgy & Heat Treatment	3
WELD 2044	Pipe Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
MCHN 1323	Fabrication	3
MCHN 1442	Rigging	2
WELD 2062, WELD 2072, or WELD 2172		2
Sub-Total Credits		**30**

[redacted]	**Total Credits**	**63**

Intermediate Manufacturing Industrial Maintenance

Degree Type

Advanced Certificate

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).

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1311	Precision Measurement	1
MCHN 1452	Lubrication	2
ELTR 1004	Fundamentals of Electricity	4
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
WELD 1114	Basic Welding	4
Sub-Total Credits		**31**

	Total Credits	**31**

Intermediate Manufacturing Machine Tool

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4

MCHN 1234	Machine Tool III	4
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 1432	Millwright	2
MCHN 1442	Rigging	2
MCHN 2314	Fund of CNC Machining & Programming	4
COGT 2114	AutoCAD I	4
WELD 1263	Metallurgy & Heat Treatment	3
Sub-Total Credits		**31**

	Total Credits	**31**

Intermediate Manufacturing TWDL

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
TWDL 1003	Transportation & Physical Distribution	3
TWDL 1103	Introduction to Supply Chain Management	3
TWDL 1203	Introduction to Import/Export	3
TWDL 1303	Principles of Operations Management	3
TWDL 1402	Transportation & Cargo Security	2
BSNS 1553	Introduction to Business	3
COSC 1372	Excel	2
COSC 1513	Introduction to Information Processing	3
MAFT 1102	Manufacturing Forklift	2
MCHN 1442	Rigging	2
MCHN 1452	Lubrication	2
SPAN 1503	Basic Spanish	3

Sub-Total Credits	**31**

[redacted]	**Total Credits**	**31**

Intermediate Manufacturing Welding

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 1442	Rigging	2
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 1263	Metallurgy & Heat Treatment	3
WELD 2044	Pipe Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
Sub-Total Credits		**29**

Choose one

Course Code	Course Title	Credits
WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2
WELD 2172	Pipe Weld Special Problems	2
Sub-Total Credits		**2**

[redacted]	**Total Credits**	**31**

Manufacturing Industrial Maintenance II

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
ELTR 1004	Fundamentals of Electricity	4
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2414	Industrial Motor Control	4
ELTR 2444	Programmable Controllers	4
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1311	Precision Measurement	1
MCHN 1452	Lubrication	2
WELD 1114	Basic Welding	4
Sub-Total Credits		**42**

General Education

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MATH 1103	Technical Mathematics	3
Sub-Total Credits		**3**

[redacted]	**Total Credits**	**45**

Manufacturing Machine Tool II

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1234	Machine Tool III	4
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 1432	Millwright	2
MCHN 1442	Rigging	2
MCHN 2314	Fund of CNC Machining & Programming	4
COGT 2114	AutoCAD I	4
MATH 1103	Technical Mathematics	3
WELD 1263	Metallurgy & Heat Treatment	3
Sub-Total Credits		**45**

	Total Credits	**45**

Manufacturing Technology: Welding II

Degree Type

Advanced Certificate

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.

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
MATH 1103	Technical Mathematics	3
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 1263	Metallurgy & Heat Treatment	3
WELD 2044	Pipe Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 1442	Rigging	2
Sub-Total Credits		**43**

Choose One

Course Code	Course Title	Credits
WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2
WELD 2172	Pipe Weld Special Problems	2

Sub-Total Credits	**2**

Total Credits	**45**

Manufacturing Transportation, Warehousing, Distribution and Logistics II

Degree Type

Advanced Certificate

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).

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
TWDL 1003	Transportation & Physical Distribution	3
TWDL 1103	Introduction to Supply Chain Management	3
TWDL 1113	Certified Logistics Associate	3
TWDL 1203	Introduction to Import/Export	3
TWDL 1223	Certified Logistics Technician	3
TWDL 1303	Principles of Operations Management	3
TWDL 1402	Transportation & Cargo Security	2
BSNS 1553	Introduction to Business	3
COSC 1372	Excel	2
COSC 1513	Introduction to Information Processing	3
ELTR 1402	Industrial Safety	2
MAFT 1102	Manufacturing Forklift	2
MAFT 1323	Lean and Quality Overview	3
MATH 1103	Technical Mathematics	3

MCHN 1442	Rigging	2
MCHN 1452	Lubrication	2
SPAN 1503	Basic Spanish	3
Sub-Total Credits		**45**

[redacted]	**Total Credits**	**45**

Basic Manufacturing Industrial Maintenance

Degree Type

Certificate

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).

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1311	Precision Measurement	1
ELTR 1004	Fundamentals of Electricity	4
WELD 1114	Basic Welding	4
Sub-Total Credits		**13**

[redacted]	**Total Credits**	**13**

Basic Manufacturing Machine Tool

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1311	Precision Measurement	1
COGT 2114	AutoCAD I	4
Sub-Total Credits		**13**

[redacted]	**Total Credits**	**13**

Basic Manufacturing TWDL

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
TWDL 1003	Transportation & Physical Distribution	3
COSC 1372	Excel	2
COSC 1513	Introduction to Information Processing	3
MAFT 1102	Manufacturing Forklift	2
SPAN 1503	Basic Spanish	3
Sub-Total Credits		**13**

[redacted]	**Total Credits**	**13**

Basic Manufacturing Welding

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
MCHN 1311	Precision Measurement	1
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
Sub-Total Credits		**13**

Choose one

Course Code	Course Title	Credits
WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2
WELD 2172	Pipe Weld Special Problems	2
Sub-Total Credits		**2**

	Total Credits	**15**

Manufacturing Industrial Maintenance I

Degree Type

Certificate

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).

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
ELTR 1004	Fundamentals of Electricity	4
MATH 1103	Technical Mathematics	3
MCHN 1214	Machine Tool I	4
MCHN 1311	Precision Measurement	1
WELD 1114	Basic Welding	4
Sub-Total Credits		**27**

	Total Credits	**27**

Manufacturing Logistics

Degree Type

Certificate

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 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 core the 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.

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MAFT 1323	Lean and Quality Overview	3
TWDL 1113	Certified Logistics Associate	3
TWDL 1223	Certified Logistics Technician	3
MATH 1103	Technical Mathematics	3
ELTR 1402	Industrial Safety	2
Sub-Total Credits		**14**

	Total Credits	**14**

Manufacturing Production

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
MATH 1103	Technical Mathematics	3
Sub-Total Credits		**14**

	Total Credits	**14**

Manufacturing Technology: Machine Tool I

Degree Type

Certificate

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).

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
COGT 2114	AutoCAD I	4
MATH 1103	Technical Mathematics	3
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1311	Precision Measurement	1
Sub-Total Credits		**27**

	Total Credits	**27**

Manufacturing Transportation, Warehousing, Distribution and Logistics I

Degree Type

Certificate

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).

Requirements

Program-Specific Courses

A higher level mathematics course can be substituted.

Course Code	Course Title	Credits
TWDL 1003	Transportation & Physical Distribution	3
TWDL 1113	Certified Logistics Associate	3
TWDL 1223	Certified Logistics Technician	3
COSC 1372	Excel	2

COSC 1513	Introduction to Information Processing	3
ELTR 1402	Industrial Safety	2
MAFT 1102	Manufacturing Forklift	2
MAFT 1323	Lean and Quality Overview	3
MATH 1103	Technical Mathematics	3
SPAN 1503	Basic Spanish	3
Sub-Total Credits		**27**

	Total Credits	**27**

Manufacturing Welding I

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

A higher level mathematics course may be substituted.

Course Code	Course Title	Credits
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
MATH 1103	Technical Mathematics	3
MCHN 1311	Precision Measurement	1
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
Sub-Total Credits		**27**

Choose one

Course Code	Course Title	Credits

WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2
WELD 2172	Pipe Weld Special Problems	2
Sub-Total Credits		**2**

[redacted]	**Total Credits**	**29**

Process Technology Solutions

Degree Type

Certificate

Program Overview

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

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PTEC 1302	Intro to Process Technology	2
PTEC 1303	Process Technology Equipment I	3
PTEC 1312	Safety, Health & Environment	2
PTEC 1422	Process Quality	2
COSC 1513	Introduction to Information Processing	3
ELTR 1402	Industrial Safety	2
Sub-Total Credits		**14**

[redacted]	**Total Credits**	**14**

MATHEMATICS

Mathematics: Sample Transfer Plan

Degree Type

Associate of Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Mathematics

Course Code	Course Title	Credits
MATH 2515	Calculus & Analytic Geometry I	5
MATH 2524	Calculus & Analytic Geometry II	4
Sub-Total Credits		**9**

Program-Specific Courses

Course Code	Course Title	Credits
COSC 2613	C++ Programming for STEM Majors	3
MATH 2534	Calculus and Analytic Geometry III	4
MATH 2613	Differential Equations	3
Sub-Total Credits		**10**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Laboratory Science

Course Code	Course Title	Credits
PHYS 2614	Physics I	4
Life Science Course		4
Sub-Total Credits		**8**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

Choose two courses from two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**6**

Electives

Choose 16 credit hours 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 Economics and Accounting courses if interested in actuarial science. A maximum of four credit hours can come from physical education activity courses.

Course Code	Course Title	Credits
Elective Courses		15-16
Sub-Total Credits		**15-16**

	Total Credits	**64**

MEDICAL LABORATORY ASSISTANT

Medical Laboratory Assistant

Degree Type

Certificate

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.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

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

Requirements

Program-Specific Courses

Students would be allowed to take either HLTH 1404 and HLTH 1412 or HLTH 1416. But all students are still required to take MEDT 1044.

Course Code	Course Title	Credits
MEDT 1044	Medical Lab Assistant Skills	4
HLTH 1404	Phlebotomy Techniques	4
HLTH 1412 or HLTH 1416		2-6
Sub-Total Credits		**10-14**

	Total Credits	**10**

MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technology

Degree Type

Associate of Applied Science

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.

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

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

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Classes in the Medical Laboratory Technology program and advanced placement sequence are offered in a hybrid online format. For online hybrid courses in this curriculum, students' only in-person meetings are every two weeks for hands-on laboratory sessions at KCC.

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

Program Admission Process

Prospective students should consult the Health Careers Requirements page for the complete process to apply and enroll in a health program--including deadlines, Medical Laboratory Technology eligibility worksheet, essential physical capabilities and functions.

Competitive entry process

Being accepted to KCC does not mean acceptance into the Medical Laboratory Technology program. A competitive entry enrollment process is used because there is a limit to the number of students who may be accepted.

The MLT program accepts 15 new students into the program each fall. For the Advanced Option 1, eligible applicants will be accepted based on whether there are open seats to maintain the 15-seat capacity.

Applicants who meet minimum records and academic eligibility requirements by the deadline must meet with a health careers advisor for clearance to take the A2 Entrance Exam. The A2 Entrance Exam (HESI A2) must be passed with a 70% or higher to maintain eligibility to enter the program. Eligible students who are not offered a seat will be alternates.

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance.

Accreditation

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

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

Medical Laboratory Technology program outcomes are based on NAACLS (National Accrediting Agency for Clinical Laboratory Science, the program's accrediting body) criteria.

Requirements

Program-Specific Courses

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

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.

Course Code	Course Title	Credits
MEDT 1014	Medical Laboratory Skills	4
MEDT 1104	Urinalysis and Immunology	4
MEDT 1124	Hematology & Coagulation	4
MEDT 1224	Blood Bank	4
MEDT 2044	Clinical Microbiology	4
MEDT 2214	Clinical Chemistry	4
MEDT 2316	Clinical Practicum I	6
MEDT 2326	Clinical Practicum II	6
MEDT 2462	Medical Laboratory Technology Seminar	2
Sub-Total Credits		**38**

General Education

Course Code	Course Title	Credits
BIOL 1514	General Biology I	4
BIOL 1564	Intro to Anatomy & Physiology	4

BIOL 2714	Microbiology	4
CHEM 1614	General Chemistry I	4
CHEM 1624	General Chemistry II	4
ENGL 1613	English I	3
ENGL 1623	English II	3
PSYC 1813	Introduction to Psychology	3
Sub-Total Credits		**29**

	Total Credits	**67**

Medical Laboratory Technology Advanced Placement Sequence (Option 1)

Degree Type

Advanced Placement Sequence

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.

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

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

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Classes in the Medical Laboratory Technology program and advanced placement sequence are offered in a hybrid online format. For online hybrid courses in this curriculum, students' only in-person meetings are every two weeks for hands-on laboratory sessions at KCC.

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

Program Admission Process

Prospective students should consult Health Careers Requirements for the complete process to apply and enroll in a health program--including deadlines, Medical Laboratory Technology eligibility worksheet, essential physical capabilities and functions.

Competitive entry process

Being accepted to KCC does not mean acceptance into the Medical Laboratory Technology program. A competitive entry enrollment process is used because there is a limit to the number of students who may be accepted.

The MLT program accepts 15 new students into the program each fall. For the Advanced Option 1, eligible applicants will be accepted based on whether there are open seats to maintain the 15 seat capacity.

Applicants who meet minimum records and academic eligibility requirements by the deadline must meet with a health careers advisor for clearance to take the A2 Entrance Exam. The A2 Entrance Exam (HESI A2) must be passed with a 70% or higher to maintain eligibility to enter the program. Eligible students who are not offered a seat will be alternates.

Program outcomes

Medical Laboratory Technology program outcomes are based on NAACLS (National Accrediting Agency for Clinical Laboratory Science, the program's accrediting body) criteria.

Accreditation

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

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

Requirements

Courses Required Prior to Acceptance In the Program

Course Code	Course Title	Credits
BIOL 1514	General Biology I	4
BIOL 1564	Intro to Anatomy & Physiology	4
BIOL 2714	Microbiology	4
CHEM 1614	General Chemistry I	4
CHEM 1624	General Chemistry II	4
ENGL 1613	English I	3
ENGL 1623	English II	3
PSYC 1813	Introduction to Psychology	3
Sub-Total Credits		**29**

Program-Specific Courses

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

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

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

Sub-Total Credits	**38**

[redacted]	**Total Credits**	**67**

NURSING

Registered Nursing

Degree Type

Associate of Applied Science

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.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

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

Licensed practical nurses may receive advanced placement.

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

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

Program Admission Process

Health Careers Requirements - Consult this information for steps to apply and enroll in a health program, deadlines, eligibility worksheets, and essential physical capabilities and functions.

Accreditation

The associate degree nursing program at Kankakee Community College located in Kankakee, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

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

View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/search-programs

The Registered Nursing program at Kankakee Community College meets the state education requirements for a registered nursing license in the state of Illinois. KCC has not determined if the registered nursing program at KCC meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful.

Requirements

Program-Specific Courses

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

Course Code	Course Title	Credits
RNUR 1106	Introduction to Nursing	6
RNUR 1128	Nursing--Adult & Child I	8
RNUR 1152	Introduction to Pharmacology	2
RNUR 1461	Nursing Seminar II	1
RNUR 2228	Nursing--Adult & Child II	8
RNUR 2122	Nursing--Adult & Child III	2
RNUR 2237	Nursing--Adult & Child IV	7
RNUR 2443	Concepts of Clinical Pharmacology	3
RNUR 2461	Nursing Seminar IV	1
MATH 1141	Introduction to Dosage Calculations	1
Sub-Total Credits		**39**

General Education

Courses listed in the General Education requirements section can be completed prior to program acceptance.

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.

Course Code	Course Title	Credits
ENGL 1613	English I	3
COMM 1553	Introductory Speech	3
BIOL 2644	Anatomy & Physiology I	4
BIOL 2654	Anatomy & Physiology II	4
BIOL 2714	Microbiology	4
PSYC 1813	Introduction to Psychology	3
PSYC 2553	Lifespan Developmental Psychology	3
Sub-Total Credits		**24**

[redacted]	**Total Credits**	**63**

Registered Nursing – Advanced Placement

Degree Type

Associate of Applied Science

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.

Program eligibility requirements apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

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

Requirements for consideration of acceptance in the advanced placement sequence will be the same as those for students applying to the first semester of the Associate Degree Nursing program. Graduates of the Associate in Applied Science Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

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

Program Admission Process

Health Careers Requirements - Consult this information for steps to apply and enroll in a health program, deadlines, eligibility worksheets, and essential physical capabilities and functions.

Accreditation

The associate degree nursing program at Kankakee Community College located in Kankakee, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is: Continuing Accreditation.
View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/acen-programs-05202024/kankakee-community-college.

The Registered Nursing program at Kankakee Community College meets the state education requirements for a registered nursing license in the state of Illinois. KCC has not determined if the registered nursing program at KCC meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful.

Requirements

Courses Required Prior to Acceptance in the Program

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

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

Sub-Total Credits	**7**

RNUR Advanced Placement Credit

Course Code	Course Title	Credits
Advanced Placement Credit		9
Sub-Total Credits		**9**

Program-Specific Courses

Course Code	Course Title	Credits
RNUR 1128	Nursing--Adult & Child I	8
RNUR 1461	Nursing Seminar II	1
RNUR 2228	Nursing--Adult & Child II	8
RNUR 2122	Nursing--Adult & Child III	2
RNUR 2237	Nursing--Adult & Child IV	7
RNUR 2443	Concepts of Clinical Pharmacology	3
RNUR 2461	Nursing Seminar IV	1
Sub-Total Credits		**30**

General education

Courses listed in the General Education requirements section can be completed prior to program acceptance.

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.

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
BIOL 2654	Anatomy & Physiology II	4
BIOL 2714	Microbiology	4
PSYC 1813	Introduction to Psychology	3
PSYC 2553	Lifespan Developmental Psychology	3
Sub-Total Credits		**17**

[redacted]	**Total Credits**	**63**

Practical Nursing

Degree Type

Advanced Certificate

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.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

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

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

Program Admission Process

Health Careers Requirements - Consult this information for steps to apply and enroll in a health program, deadlines, eligibility worksheets, and essential physical capabilities and functions.

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance.

Accreditation

The practical nursing certificate program at Kankakee Community College located in Kankakee, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing certificate program is: Continuing Accreditation.
View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/acen-programs-05202024/kankakee-community-college-d29c2.

The Practical Nursing program at Kankakee Community College meets the state education requirements for a practical nursing license in the state of Illinois. KCC has not determined if the practical nursing program at KCC meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PNUR 1138	Practical Nursing I	8
PNUR 1241	Practical Nursing Pharmacology I	1
PNUR 1140	Practical Nursing II	10
PNUR 1262	Practical Nursing Pharmacology II	2
PNUR 1316	Practical Nursing III	6

PNUR 1491	Practical Nursing Seminar	1
Sub-Total Credits		**28**

General Education

The biology course(s) must be completed prior to PNUR 1140.

Course Code	Course Title	Credits
BIOL 1564; OR BIOL 2644 and BIOL 2654		4-8
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
Sub-Total Credits		**10-14**

	Total Credits	**38**

Practical Nursing - Advanced Placement

Degree Type

Advanced Certificate

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.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Program Description

Students who have completed RNUR 1106 and RNUR 1152 (in the Registered Nursing program, first semester) can earn advanced placement to enter the second semester of the Practical Nursing program. After successful completion of PNUR 1140 and PNUR 1262, the student will receive advanced credit to satisfy the requirements of PNUR 1138 and PNUR 1241.

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 Admission Process

Health Careers Requirements - Consult this information for steps to apply and enroll in a health program, deadlines, eligibility worksheets, and essential physical capabilities and functions.

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance.

Accreditation

The practical nursing certificate program at Kankakee Community College located in Kankakee, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing certificate program is: Continuing Accreditation.
View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/acen-programs-05202024/kankakee-community-college-d29c2.

The Practical Nursing program at Kankakee Community College meets the state education requirements for a practical nursing license in the state of Illinois. KCC has not determined if the practical nursing program at KCC meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful.

Requirements

Courses Required Prior to Acceptance in the Program

Complete RNUR 1106 and RNUR 1152 prior to enrollment in the second semester of the Practical Nursing program.

Course Code	Course Title	Credits
BIOL 1564; OR BIOL 2644 and BIOL 2654		4-8
ENGL 1613	English I	3
RNUR 1106	Introduction to Nursing	6
RNUR 1152	Introduction to Pharmacology	2
Sub-Total Credits		**19**

PNUR Advanced Placement Credit

Course Code	Course Title	Credits
PNUR 1138	Practical Nursing I	8
PNUR 1241	Practical Nursing Pharmacology I	1
Sub-Total Credits		**9**

Program-Specific Courses

Course Code	Course Title	Credits
PNUR 1140	Practical Nursing II	10
PNUR 1262	Practical Nursing Pharmacology II	2
PNUR 1316	Practical Nursing III	6
PNUR 1491	Practical Nursing Seminar	1
Sub-Total Credits		**19**

General Education

Course Code	Course Title	Credits

COMM 1553	Introductory Speech	3
Sub-Total Credits		**3**

[redacted]	**Total Credits**	**38**

Certified Nursing Assistant

Degree Type

Certificate

Program Overview

This program 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. This program is designed to meet the curriculum requirements of the Illinois Department of Public Health.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PNUR 1438	Nursing Assistant	8
Sub-Total Credits		**8**

[redacted]	**Total Credits**	**8**

PARAMEDIC

Paramedic

Degree Type

Associate of Applied Science

Program Overview

Offered in partnership with Riverside Medical Center

The Paramedic program prepares individuals to provide advanced life support in and out of the hospital settings to critically ill and injured persons. To prepare individuals to function in the paramedic role, a combination of educational methods are used in this program, including theory, instruction, demonstration and practice of life-saving skills for simulated and real emergency situations.

Instruction is provided by physicians specializing in emergency medicine, registered nurses with advanced education in trauma management and paramedics approved by the emergency medical services director. The associate degree curriculum offers the student the opportunity to learn fundamental principles necessary for supervisory roles. This degree typically is not designed for transfer.

Program eligibility standards apply; consult a KCC advisor.

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

Additional Program Information

Before enrollment, the student must provide a copy of his/her current Illinois state EMT-B 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).

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 Admission Process

Consult the Health Careers Requirements Pages for steps to apply and enroll in a health program, deadlines, eligibility worksheets, and essential physical capabilities and function

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance except for MATH 1141 which must be completed while enrolled in the program.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PMED 2115	Paramedic I	15
PMED 2215	Paramedic II	15
PMED 2315	Paramedic III	15
Sub-Total Credits		**45**

General Education

Course Code	Course Title	Credits
BIOL 1564	Intro to Anatomy & Physiology	4
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
MATH 1141	Introduction to Dosage Calculations	1
PSYC 1813	Introduction to Psychology	3
PSYC 2553	Lifespan Developmental Psychology	3
Sub-Total Credits		**17**

[redacted]	**Total Credits**	**62**

Emergency Medical Technician – Paramedic (EMT-P)

Degree Type

Advanced Certificate

Program Overview

Offered in partnership with Riverside Medical Center

This certificate curriculum prepares individuals to take the state examination required for an entry-level position as an Emergency Medical Technician - Paramedic (EMT-P). Students completing a certificate in Emergency Medical Technician - Paramedic may elect to complete an Associate in Applied Science degree in Paramedic Supervision.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

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

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider).

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PMED 2115	Paramedic I	15
PMED 2215	Paramedic II	15
PMED 2315	Paramedic III	15
Sub-Total Credits		**45**

[redacted]	**Total Credits**	**45**

Emergency Medical Technician – Basic (EMT-B)

Degree Type

Certificate

Program Overview

Offered in partnership with Riverside Medical Center

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

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

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

Each student in this program must have a (physical exam, criminal background check without any disqualifying convictions, a negative drug screen), and current CPR certification from the American Heart Association (BLS for Healthcare Provider).

Program Admission Process

Program eligibility/application process - Consult this information for steps to apply and enroll in a health program, deadlines, eligibility worksheets, and essential physical capabilities and functions.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
PMED 1018	Emergency Medical Technician--Basic	8
Sub-Total Credits		**8**

[redacted]	**Total Credits**	**8**

PHLEBOTOMY

Phlebotomy

Degree Type

Certificate

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

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, and a negative drug screen after registering for HLTH 1412 - Phlebotomy Practicum.

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

Note: KCC also offers a Healthcare Assistant Certificate.

Accreditation

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
HLTH 1404	Phlebotomy Techniques	4
HLTH 1412 or HLTH 1416		2-6
Sub-Total Credits		**6**

	Total Credits	**6**

PHYSICAL FITNESS/EDUCATION

Exercise Science: Sample Transfer Plan

Degree Type

Associate of Arts

Program Overview

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

Use the Transfer Guide

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

Requirements

Program-Specific Courses

Choose 18 credits

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

PHED 2523	Exercise Physiology	3
Sub-Total Credits		**18**

Supporting Courses

Course Code	Course Title	Credits
BIOL 2644	Anatomy & Physiology I	4
BIOL 2654	Anatomy & Physiology II	4
Sub-Total Credits		**8**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Laboratory Science

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Mathematics

Choose one

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

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

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9

Sub-Total Credits	**9**

Social and Behavioral Science

Three courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		9
Sub-Total Credits		**9**

[redacted]	**Total Credits**	**64**

PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistant

Degree Type

Associate of Applied Science

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. Students who anticipate seeking a state licensure outside of Illinois should contact the program director for assistance in locating specific requirements. This degree typically is not designed for transfer.

More information about a career as a Physical Therapist Assistant.

Nondiscrimination Statement

Students in the PTA program should expect to be treated fairly, professionally and with mutual courtesy and dignity. Students have the right to privacy, confidentiality and non-discrimination. Students also shall not endure any form of harassment or misconduct on the part of the faculty or the clinical instructor and staff of a clinical facility. Students have the right to a safe practice environment in the lab and clinical setting.

Mission, Goal and Objectives

Program mission

Enhancing quality of life through learning by committing to academic excellence in physical therapy education; developing entry-level physical therapist assistants who function effectively in an ever-changing healthcare environment; and providing exceptional services to our academic, professional, and community partners.

Additional Program Information

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

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Program Admission Process

Admission Requirements

A competitive entry enrollment process is used for the PTA program because the program accepts a maximum of 20 new students each fall. Therefore, being accepted to KCC does not mean acceptance into the PTA program. 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.

Prospective students can find more on the application process--including deadlines, PTA eligibility worksheet, essential physical capabilities and functions--on KCC's website.

Applicants who meet minimum records and academic eligibility requirements by the deadline move to the next step, the A2 Entrance Exam. Students who achieve a score of 70% or higher are ranked for program entry based on their test scores. Eligible students who are not offered a seat will be alternates.

How to apply

- Step 1: Apply to KCC
- Step 2: Make an appointment with a health careers advisor to let them know that you would like to apply to the PTA program: Advising: advising@kcc.edu, phone: 815-802-8500.
- Step 3: Request your high school and any college transcripts to be sent to KCC. Please do this before you meet with the advisor.
- Step 4: After meeting with an advisor, you will be directed to pay for and schedule your A2 test.
- Step 5: Complete 10 documented hours observation/volunteer time in physical therapy or 200 hours work experience in a physical therapy setting within two years of application. The Physical Therapy Observation/Volunteer or Work Verification form has full details.

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance.

Accreditation

KCC is officially recognized by the Illinois Community College Board and accredited by the Higher Learning Commission, which accredits degree-granting post-secondary educational institutions in the North Central region. The Higher Learning Commission is located at 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604-1411.

The Physical Therapist Assistant Program at KCC is accredited by
Commission on Accreditation in Physical Therapy Education (CAPTE)
3030 Potomac Ave., Suite 100
Alexandria, Virginia 22305-3085

Telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org/. If needing to contact the program/institution directly, please call 815-802-8816 or email klibby@kcc.edu.

The program is designed to meet and exceed the criteria and standards of all governing agencies to ensure the program quality necessary for successful operation and continuous quality monitoring and improvement. Accreditation is the extensive review process conducted by the Commission on Accreditation in Physical Therapy Education (CAPTE) to assure quality- both that the quality of your course work is high and that the program produces people qualified to serve the public. In order to take the licensure exam, individuals must have graduated from a CAPTE-accredited program.

Click the CAPTE logo to verify accreditation status.

To file a complaint with CAPTE: Complete the steps on the CAPTE complaints page.

Requirements

Program-Specific Courses

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

Course Code	Course Title	Credits
PHTA 1101	Introduction to Health Care	1
PHTA 1103	Kinesiology I	3
PHTA 1115	PTA Fundamentals I	5
PHTA 1133	PTA Fundamentals II	3
PHTA 1172	Pathology I for the PTA	2
PHTA 1203	Kinesiology II	3
PHTA 1243	Manual Therapy for the PTA	3
PHTA 1272	Pathology II for the PTA	2
PHTA 2001	Professional Standards of the PTA	1
PHTA 2053	PTA Clinical Practicum I	3
PHTA 2145	Orthopedics for the PTA	5
PHTA 2156	PTA Fundamentals III	6
PHTA 2185	PTA Fundamentals IV	5
PHTA 2201	Current Issues in PT Practice	1
PHTA 2224	PTA Clinical Practicum II	4
PHTA 2234	PTA Clinical Practicum III	4
PHTA 2293	PTA Fundamentals V	3
Sub-Total Credits		**54**

General Education

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

Course Code	Course Title	Credits
BIOL 2644	Anatomy & Physiology I	4
BIOL 2654	Anatomy & Physiology II	4
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
PSYC 1813	Introduction to Psychology	3
Sub-Total Credits		**17**

	Total Credits	**71**

PHYSICS

Physics: Sample Transfer Plan

Degree Type

Associate of Science

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
PHYS 2614	Physics I	4
PHYS 2624	Physics II	4
PHYS 2634	Physics III	4
Sub-Total Credits		**12**

Supporting Courses

Course Code	Course Title	Credits
CHEM 1624	General Chemistry II	4
MATH 2534	Calculus and Analytic Geometry III	4
MATH 2613	Differential Equations	3
Sub-Total Credits		**11**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3

ENGL 1623	English II	3
Sub-Total Credits		**9**

Laboratory Science

Course Code	Course Title	Credits
BIOL 1514	General Biology I	4
CHEM 1614	General Chemistry I	4
Sub-Total Credits		**8**

Mathematics

Course Code	Course Title	Credits
MATH 2515	Calculus & Analytic Geometry I	5
MATH 2524	Calculus & Analytic Geometry II	4
Sub-Total Credits		**9**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		6
Sub-Total Credits		**6**

Social and Behavioral Science

Two IAI courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		6
Sub-Total Credits		**6**

Elective

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.

Course Code	Course Title	Credits
Elective Course		3
Sub-Total Credits		**3**

	Total Credits	**64**

POLITICAL SCIENCE

Political Science: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
PLSC 1513	American Government	3
Sub-Total Credits		**3**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4

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

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

Three courses from at least two different prefixes.

Course Code	Course Title	Credits
Social and Behavioral Science Courses		9
Sub-Total Credits		**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 (4) credit hours can come from physical education activity courses.

Course Code	Course Title	Credits
Elective Courses		19-20
Sub-Total Credits		**19-20**

	Total Credits	**60**

PSYCHOLOGY

Psychology: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
PSYC 2513	Abnormal Psychology	3
PSYC 2773	Social Psychology	3
Sub-Total Credits		**6**

Communications

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

Course Code	Course Title	Credits
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
ENGL 1623	English II	3
Sub-Total Credits		**9**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7**

At least one course must be designated as a laboratory course.

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

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

Course Code	Course Title	Credits
PSYC 1813	Introduction to Psychology	3
Social and Behavioral Science Courses		6
Sub-Total Credits		**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. A maximum of four (4) credit hours can come from physical education activity courses. IAI recommends no more than three psychology courses beyond PSYC 1813 or General Psychology at the two-year institution.

Course Code	Course Title	Credits
Elective Courses		16-17
Sub-Total Credits		**16-17**

	Total Credits	**60-61**

RADIOGRAPHY

Radiography

Degree Type
Associate of Applied Science

Program Overview
Radiographers, also known as radiologic technologists, are healthcare professionals who create high-quality images of the body's internal structures through utilizing ionizing radiation and patient positioning.

Radiologic technologists are the third-largest group of health care professionals (after nurses and physicians). To become a radiographer, an associate degree in radiologic sciences is required. KCC's Radiography program requires two years of full-time study and combines classroom theory with clinical experiences.

Students learn:

- Radiographic physics and biology
- Radiation safety
- Patient positioning and lab procedures
- Anatomy and pathology
- Image analysis
- Patience care
- Communication

KCC Radiography graduates are eligible to sit for the American Registry of Radiologic Technologists (ARRT) credentialing examination. In addition to the ARRT, graduates are eligible to apply for state licensure with the Illinois Emergency Management Agency (IEMA)/Division of Nuclear Safety (DNS), which is required for employment in Illinois.

Students interested in a bachelor's degree should consult their advisor. Although this program is not part of the Illinois Articulation Initiative, it has at least one transfer agreement, with University of St. Francis in Joliet, Illinois B.S. in Health Care Management information.

Program Mission Statement

The mission for the Kankakee Community College Radiography program is to promote and educate students coming from diverse backgrounds the fundamental skills, knowledge, and practice in order to prepare for positions as highly qualified entry level Radiographers. The program will promote life-long learning to keep abreast of the technologic advancements within medical imaging. Encourage individuals to be aware of social and health care needs within the community through service projects.

Program Goals

In support of the program's mission statement, the following goals have been developed. Upon completion of the radiography program, the graduate will:

1. **Clinical Competency:** Students will perform, in the clinical setting, competently as an entry-level radiographer.
2. **Communication Skills:** Students must employ effective communication skills.
3. **Critical Thinking Skills:** Students will develop and utilize critical thinking skills.

Additional Program Information
Physical exam/background check

Each student selected into the Radiography Program will be required to have a mandatory background check (without any disqualifying convictions) and a negative drug screen prior to the start of classes. A physical exam, titers, vaccinations/immunizations, 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) are also requirements. The student is responsible for the fee/cost associated with the requirements. KCC offers financial assistance through various resources as well as the health career success navigator.

Grading scale

The student must earn a "C" or better in all Radiography (XRAY) and general education courses required in the curriculum for the Associate in Applied Science degree in Radiography.
The grading scale for the KCC Radiography Program courses is:

Percentage of total points	Letter grade
91% or above	A
90% - 83%	B
82% - 75%	C
74% and below	F

*Any score below a 75% is considered failure of the course.

A student receiving an "F" for any radiography program courses are referred to the readmission criteria in the Radiography program handbook.
Additional course specific grading criteria are found within each course's syllabus.

Program completion/graduation

After successful completion of the 24 months of didactic and clinical education, the student will be awarded an Associate in Applied Science degree in Radiography. The AAS in Radiography allows the graduate eligibility to apply to take the ARRT (American Registry of Radiologic Technologists) national certification examination.

For successful program completion and graduation from the program, the student must meet all ARRT didactic and clinical competency requirements found here; and must have satisfactory completion of:

- All required clinical hours and clinical objectives.
- All competency examinations with a minimum of 75%.
- All required XRAY curriculum course examinations with an average grade of 75% or better.
- All radiography program courses listed in the KCC academic catalog with a grade of 75% or better.
- Any general education requirements needed for the AAS in Radiography.
- All attendance requirements.

Program handbook

Download the KCC Radiography Handbook.

Program Admission Process

Prospective students should consult Health Careers Requirements for the complete process to apply and enroll in a health program--including deadlines, Radiography eligibility worksheet, essential physical capabilities and functions.

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.

Applicants who meet minimum records and academic eligibility requirements by the deadline move to the next step, the HESI A2 Entrance Exam. Students who achieve a score of 70% or higher are ranked for program entry based on their test scores. The top-ranking students will be offered seats in the program and eligible students who are not offered seats, will be alternates. In the event that there is a tie in HESI A2 scores, the student scoring the highest in the reading section of the HESI A2 will be offered a seat.

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance.

Accreditation

KCC's Radiography Program is accredited by the Joint Review Committee on Education in Radiology Technology (JRCERT). More information about JRCERT can be found at www.JRCERT.org; or by contacting JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182; phone 312-704-5300; fax 312-704-5304.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
XRAY 1014	Introduction to Radiography	4
XRAY 1033	Radiographic Anatomy & Positioning I	3
XRAY 1042	Radiographic Quality	2
XRAY 1053	Radiographic Anatomy & Positioning II	3
XRAY 1212	Radiographic Image Analysis I	2
XRAY 1232	Radiographic Image Analysis II	2
XRAY 1316	Clinical I	6
XRAY 1326	Clinical II	6
XRAY 1333	Clinical III	3
XRAY 1346	Clinical IV	6
XRAY 1356	Clinical V	6
XRAY 2103	Advanced Radiologic Technology I	3
XRAY 2125	Advanced Radiologic Technology II	5
XRAY 2212	Surgical and Special Procedures	2
Sub-Total Credits		**53**

General Education

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

Course Code	Course Title	Credits
BIOL 2644	Anatomy & Physiology I	4
BIOL 2654	Anatomy & Physiology II	4
COMM 1553	Introductory Speech	3
ENGL 1613	English I	3
PSYC 1813	Introduction to Psychology	3
Sub-Total Credits		**17**

[redacted]	**Total Credits**	**70**

RESPIRATORY THERAPIST

Respiratory Therapist

Degree Type
Associate of Applied Science

Program Overview
This program is designed to prepare graduates as competent respiratory therapists. Therapists provide care and treatment to patients suffering from breathing disorders and also may be involved in diagnostic testing, clinical supervision, and decision-making. This two-year program puts equal emphasis on theory, clinical practice, and the professional behavior expected of a respiratory care therapist. This degree typically is not designed for transfer.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

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

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 Admission Process
Prospective students should consult Health Careers Requirements for the complete process to apply and enroll in a health program--including deadlines, Respiratory Therapist eligibility worksheet, essential physical capabilities and functions.

General education courses

Courses listed in the General Education requirements section can be completed prior to program acceptance except for MATH 1142 which must be completed while enrolled in the program.

Accreditation
The Kankakee Community College, 200441, AAS, Kankakee, IL is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. The CoARC website includes programmatic outcomes data and a list of CoARC accredited programs.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
RESP 1113	Respiratory Physiology	3
RESP 1224	Clinical I	4

RESP 1324	Respiratory Procedures I	4
RESP 1331	Respiratory Skills I	1
RESP 1445	Respiratory Procedures III	5
RESP 1458	Intro to Respiratory Critical Care	8
RESP 2213	Clinical Medicine	3
RESP 2225	Clinical II	5
RESP 2245	Clinical III	5
RESP 2353	Cardiopulmonary Procedures	3
RESP 2411	Professional Skills	1
RESP 2445	Respiratory Procedures V	5
RESP 2453	Respiratory Procedures VI	3
RESP 2483	Respiratory Seminar	3
Sub-Total Credits		**53**

General Education

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

Course Code	Course Title	Credits
ENGL 1613	English I	3
COMM 1553	Introductory Speech	3
BIOL 1564 or BIOL 2644		4
MATH 1142	Intro to Respiratory Calculations	2
PSYC 2553	Lifespan Developmental Psychology	3
Sub-Total Credits		**15**

[redacted]	**Total Credits**	**68**

Respiratory Therapist - Advanced Placement

Degree Type

Associate of Applied Science

Program Overview

Certified Respiratory Therapists (CRT) can earn advanced placement in the Respiratory Therapist associate degree program. Certified therapists who earned a Respiratory Care Technology certificate from KCC will have satisfied the requirements for BIOL 1564, RESP 1324, RESP 1331, RESP 1113, RESP 1445, RESP 1224, RESP 2213, RESP 2445, and RESP 2225. Certified therapists who graduated from a different program will be evaluated on an individual basis. This degree typically is not designed for transfer.

Program eligibility requirements apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 13.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Requirements for consideration of acceptance into the advanced placement sequence will be the same as for those students applying to the first semester of the program.

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 Admission Process

Prospective students should consult Health Careers Requirements for the complete process to apply and enroll in a health program--including deadlines, Respiratory Therapist eligibility worksheet, essential physical capabilities and functions.

Accreditation

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

Requirements

Respiratory Therapist Advanced Placement Credit

Sub-Total Credits	**39**

Program-Specific Courses

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

Course Code	Course Title	Credits
RESP 2245	Clinical III	5
RESP 2353	Cardiopulmonary Procedures	3
RESP 2433	Respiratory Procedures IV	3
RESP 2453	Respiratory Procedures VI	3
RESP 2411	Professional Skills	1
RESP 2483	Respiratory Seminar	3
Sub-Total Credits		**18**

General Education

Courses listed in the General Education requirements section can be completed prior to program acceptance except for MATH 1142 which must be completed while enrolled in the program.

Course Code	Course Title	Credits
ENGL 1613	English I	3
COMM 1553 or COMM 1563		3
MATH 1142	Intro to Respiratory Calculations	2
PSYC 2553	Lifespan Developmental Psychology	3

Sub-Total Credits		**11**

	Total Credits	68

SOCIOLOGY

Sociology: Sample Transfer Plan

Degree Type

Associate of Arts

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 to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Requirements

Student Success

Course Code	Course Title	Credits
ORIN 1541	Foundations for Student Success	1
Sub-Total Credits		**1**

Program-Specific Courses

Course Code	Course Title	Credits
SOCW 2523	Introduction to Social Work	3
SOCY 2543	Racial and Ethnic Relations	3
SOCY 2553	Sociology of the Family	3
Sub-Total Credits		**9**

Communications

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

Course Code	Course Title	Credits
ENGL 1613	English I	3
ENGL 1623	English II	3
COMM 1553	Introductory Speech	3
Sub-Total Credits		**9**

Mathematics

Choose one

Course Code	Course Title	Credits
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 2515	Calculus & Analytic Geometry I	5
Sub-Total Credits		**3-5**

Life Sciences and Physical Sciences

At least one course must be designated as a laboratory course.

Course Code	Course Title	Credits
Life Science Course		3-4
Physical Science Course		3-4
Sub-Total Credits		**7-8**

Humanities

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

Course Code	Course Title	Credits
Humanities Courses		9
Sub-Total Credits		**9**

Social and Behavioral Science

One course must have a prefix other than SOCY. ANTH 1713 is recommended.

Course Code	Course Title	Credits
SOCY 2513	Sociology	3
Social and Behavioral Science Courses		6
Sub-Total Credits		**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. A maximum of four (4) credit hours can come from physical education activity courses. Students must achieve competency in a single foreign language. Four semesters of college-level study in a single foreign language is required. In most cases, each year of high school foreign language may be substituted for one college semester.

Course Code	Course Title	Credits
Elective Courses		13
Sub-Total Credits		**13-14**

[redacted]	**Total Credits**	**60**

TRANSPORTATION-TWDL

Global Supply Chain

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
BSNS 1553	Introduction to Business	3
BSNS 2143	Human Relations in Business	3
BSNS 2553	Principles of Management	3
COMM 1603	Organizational Communication	3
COSC 1513	Introduction to Information Processing	3
TWDL 1003	Transportation & Physical Distribution	3
TWDL 1103	Introduction to Supply Chain Management	3
TWDL 1203	Introduction to Import/Export	3
TWDL 1303	Principles of Operations Management	3
TWDL 1402	Transportation & Cargo Security	2
Sub-Total Credits		**29**

[redacted]	**Total Credits**	**29**

Supply Chain Management

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
TWDL 1003	Transportation & Physical Distribution	3
TWDL 1103	Introduction to Supply Chain Management	3
TWDL 1203	Introduction to Import/Export	3
TWDL 1303	Principles of Operations Management	3
TWDL 1402	Transportation & Cargo Security	2
Sub-Total Credits		**14**

	Total Credits	**14**

WELDING TECHNOLOGY

Welding Technology

Degree Type

Associate of Applied Science

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 1263	Metallurgy & Heat Treatment	3
WELD 2044	Pipe Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
COGT 2114	AutoCAD I	4
COSC 1513	Introduction to Information Processing	3
ELTR 1004	Fundamentals of Electricity	4
ELTR 1402	Industrial Safety	2

MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
Sub-Total Credits		**44**

Choose two

Course Code	Course Title	Credits
WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2
WELD 2172	Pipe Weld Special Problems	2
Sub-Total Credits		**4**

General Education

A higher level mathematics course can be substituted.

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

Course Code	Course Title	Credits
COMM 1603	Organizational Communication	3
ELTR 1503	Survey of Renewable Energy	3
ENGL 1613	English I	3
MATH 1103	Technical Mathematics	3
PSCI 1114	Applied Technical Science	4
Sub-Total Credits		**16**

[redacted]	**Total Credits**	**64**

Welding Technology

Degree Type

Advanced Certificate

Program Overview

This program builds skill sets within the growing diesel repair and service industry. Students take part in a combination of in-class, lab, and on-site experiences. Upon completion, students will be able to perform general service of major diesel vehicle and equipment components. Coursework also includes diagnostics as well as using tools to repair vehicles and equipment.Demonstrate safe work habits in the operation of welding, cutting and fabrication.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4

WELD 1263	Metallurgy & Heat Treatment	3
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
COGT 2114	AutoCAD I	4
MCHN 1214	Machine Tool I	4
Sub-Total Credits		**27**

Electives

Course Code	Course Title	Credits
Elective Courses		5
Sub-Total Credits		**5**

Choose from any of these prefixes: AIRC, AUTO, COGT, ELTR, MAFT, MCHN or WELD.

[redacted]	**Total Credits**	**32**

Maintenance Welding

Degree Type

Certificate

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.

Requirements

Major Courses

Course Code	Course Title	Credits
WELD 1114	Basic Welding	4
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
Sub-Total Credits		**12**

[redacted]	**Total Credits**	**12**

Pipe Welding

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 2044	Pipe Welding	4
Sub-Total Credits		**12**

[redacted]	**Total Credits**	**12**

Shielded Metal-Arc All Positions

Degree Type

Certificate

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.

Requirements

Program-Specific Courses

Course Code	Course Title	Credits
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
Sub-Total Credits		**8**

[redacted]	**Total Credits**	**8**

Tungsten Inert Gas and Metallic Inert Gas

Degree Type

Certificate

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.

Requirements

Course Code	Course Title	Credits
WELD 2124	Tungsten Inert Gas Welding	4
WELD 2224	Metallic Inert Gas Welding	4
Sub-Total Credits		**8**
	Total Credits	**8**

Course Information

Overview

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.

Some courses have notations of prerequisites and corequisites. Those are:

- Prerequisite(s): Requirement(s) to be completed prior to taking the course.
- Corequisite(s): Requirement(s) to be taken at the same time as the course.
- Prerequisite(s) or corequisite(s): Requirements to complete either prior to or at the same time as the course.

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

Course Code	Course Information
MATH 0974	Foundation course, four credit hours.
ACCT 1523	First year course, within a transfer curricula, three credit hours.

Course Code	Course Information
ELTR 2414	Second year course, within an occupational curricula, four credit hours.

Types of Courses

There are three types of classes at KCC: In-person, online and hybrid courses. For online and hybrid classes, students should be ready to ask and answer questions, participate in discussions, and take tests online. These courses require a reliable Internet connection (preferably high-speed). Students in online and hybrid courses must understand basic computing, email, word processing and Internet navigation.

Email helpdesk@kcc.edu or phone 815-802-8900 for more information regarding technology requirements.

The course delivery modes at KCC are:

In-person

For in-person classes, students attend class at a KCC location on specific times and days. There is face-to-face interaction between faculty and students in small class sizes.

Hybrid course

Hybrid courses combine face-to-face and online instruction and activities. A portion of the course instruction/content is delivered face-to-face in a classroom setting while a portion of the course instruction/content is delivered online through KCC's learning management system (Canvas). Course instructors will explain specific course requirements to students in detail during their first on-campus meeting or online interaction.

Online course

All content/instruction is online and accessible through KCC's learning management system (Canvas) with regular and substantive interaction between students and the instructor. Students can finish an online course without coming to KCC's campus, but may be required to take tests/assessments in a pre-approved testing center.

Courses

ACCOUNTING

ACCT 1413: General Accounting

3 credit hours (3 lecture/0 lab)
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 credit hours (4 lecture/0 lab)
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.

ACCT 1523: Managerial Accounting

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
ACCT 1514 with a grade of C or better or consent of instructor

ACCT 2613: Intermediate Accounting I

3 credit hours (3 lecture/0 lab)
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(s)
ACCT 1523

ACCT 2753: Cost Accounting

3 credit hours (3 lecture/0 lab)
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(s)
ACCT 1523

AGRI-HORT

AGHT 1013: Integrated Pest Management

3 credit hours (3 lecture/0 lab)
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 credit hours (2 lecture/4 lab)
Students will receive an introduction to surveying, construction, electricity, and small engines. Specific topics will include slope measurement, structural design, fundamentals of electrical flow, and principles of engine and equipment systems operation. This course will also teach irrigation system concepts, equipment, design, troubleshooting, and repair. Emphasis will be on residential design systems. Golf Course systems will be introduced.

AGHT 1103: Introduction to Farmsteading

3 credit hours (2 lecture/2 lab)

This course provides the fundamental principles pertaining to farmsteading. Structured around sustainable agriculture, students will learn essential information for starting up and/or improving a farmstead through demonstration, instruction and practical application. Topics include securing land, farm planning, soil fertility, plant propagation, animal husbandry, marketing, U.S. Department of Agriculture Good Agricultural Practices, and more.

AGHT 1254: Basic Soils

4 credit hours (3 lecture/2 lab)

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 credit hours (0 lecture/10 lab)

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(s)

14 credit hours of Agri-Hort Technology core courses with a grade of C or better

AGHT 2022: Special Topics

2 credit hours (2 lecture/0 lab)

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(s)

14 credit hours of Agri-Hort Technology core courses with a grade of C or better

AGRC 1153: Companion Animals

3 credit hours (3 lecture/0 lab)

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 credit hours (2 lecture/2 lab)

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.

AGRC 1704: Animal Science

4 credit hours (3 lecture/2 lab)

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.

AGRC 1724: Plant Science

4 credit hours (3 lecture/2 lab)

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.

HORT 1014: Fundamentals of Horticulture

4 credit hours (3 lecture/2 lab)

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 credit hours (2 lecture/2 lab)

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 credit hours (2 lecture/4 lab)

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 credit hours (2 lecture/2 lab)

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 credit hours (2 lecture/4 lab)

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 credit hours (3 lecture/2 lab)

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 credit hours (2 lecture/2 lab)

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 credit hours (2 lecture/2 lab)

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.

AIR CONDIT & REFRIGERATION

AIRC 1014: Fundamentals of Air Conditioning

4 credit hours (2 lecture/4 lab)

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 credit hours (2 lecture/2 lab)

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 credit hours (2 lecture/4 lab)

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(s)

AIRC 1014

AIRC 1124: Commercial Refrigeration

4 credit hours (2 lecture/4 lab)
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(s)
AIRC 1014

AIRC 1214: Heating Plants

4 credit hours (2 lecture/4 lab)
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 credit hours (1 lecture/2 lab)
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(s)
AIRC 1014

AIRC 1313: Air Handling

3 credit hours (2 lecture/2 lab)
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(s)
AIRC 1014

AIRC 1422: Installation Skills

2 credit hours (1 lecture/2 lab)
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 credit hours (1 lecture/2 lab)
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(s)
AIRC 1014

ENGY 1013: Intro to Energy Auditing

3 credit hours (2.5 lecture/1 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/2 lab)
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 credit hours (2 lecture/2 lab)
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(s)
ENGY 1203

ENGY 2203: Building & Energy Analysis

3 credit hours (2 lecture/2 lab)
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(s)
ENGY 1203

AMERICAN SIGN LANGUAGE

SIGN 1503: American Sign Language I

3 credit hours (3 lecture/0 lab)
This course is designed for those with little or no experience in American Sign Language. Everyday communication is the centerpiece, as students learn conversational strategies through interactive exercises. Topics revolve around sharing information about the environment and each other. Grammar is introduced in context, with an emphasis on developing question and answering skills.

SIGN 1513: American Sign Language II

3 credit hours (3 lecture/0 lab)
Students will build upon sign language skills learned in SIGN 1503. Emphasis is on continued development and refinement of comprehension, production, grammar, and interpersonal skills. Information about Deaf community and Deaf culture will be introduced.

Prerequisite(s)
SIGN 1503 with a grade of C or better

SIGN 1523: Fingerspelling and Numbers

3 credit hours (3 lecture/0 lab)
This course provides targeted development to advance students' skills in fingerspelled word recognition and numbering systems used in American Sign Language. Students will practice specific skills to become proficient in recognizing fingerspelled words and numbers in context. In addition to receptive skill development, students will hone their articulation and production of fingerspelling and numbering.

Prerequisite(s)
SIGN 1513 with a grade of C or better or program coordinator approval

SIGN 2503: Introduction to Deaf Culture

3 credit hours (3 lecture/0 lab)
This course introduces American Deaf culture and provides a comprehensive analysis of how Deaf people are understood from a cultural perspective. The identities, contributions, and experiences of Deaf people, as well as definitions, norms, tensions, diversity, evolution and history of the culture are explored.

SIGN 2513: American Sign Language III

3 credit hours (3 lecture/0 lab)
The foundational skills and knowledge learned in SIGN 1513 and SIGN 1523 continue in this course. Emphasis will be on the expansion and refinement of comprehension, production, and interactional skills. Students will also learn more complex grammatical abilities through expressive and receptive narratives and dialogues.

Prerequisite(s)
SIGN 1523 with a grade of C or better

SIGN 2523: ASL Linguistics and Grammar

3 credit hours (3 lecture/0 lab)
This course teaches the concepts of linguistics pertaining to American Sign Language. The fundamental areas of linguistics (phonology, morphology, syntax, and use of language) will be introduced, compared and contrasted with phonological, morphological and syntactical and sociolinguistic structures of American Sign Language.

Prerequisite(s)
SIGN 2513 with a grade of C or better

SIGN 2533: American Sign Language IV-Lit

3 credit hours (3 lecture/0 lab)
This course is a continuation of SIGN 2523, focusing on comprehension and production skills including complex grammar, short stories, narratives, and interactive use of American Sign Language as well as the rich aspects of American Sign Language Literature. Students will continue an in-depth study of the Deaf community and the global Deaf culture.

Prerequisite(s)
SIGN 2523 with a grade of C or better

ART

ARTS 1503: Basic Drawing

3 credit hours (1 lecture/5 lab)
This course focuses on the descriptive process of seeing. Students will learn to draw using a variety of black and white media, including charcoal, conte crayon, graphite pencil, and pen and ink to produce contour, gesture and modeled drawings. The concepts of linear perspective and value rendering are given particular attention, while sight measuring and other basic formulas and theories for studio sketching are reinforced throughout the course. AAS: Humanities/fine arts elective.

ARTS 1513: Two Dimensional Design

3 credit hours (1 lecture/5 lab)
This course is an introduction to the study of the elements of design: line, value, color, shape and form, texture, and space. Through projects involving planning and the manipulation of various media, students will gain experience in the use of design principles and conceptual development of ideas in a two-dimensional format. The material covered in this course is the basis for all art, from drawing to commercial design. AAS: Humanities/fine arts elective.

ARTS 1553: Art Appreciation

3 credit hours (2 lecture/2 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ARTS 1603: Drawing II

3 credit hours (1 lecture/5 lab)
This course seeks to strengthen the ability to perceive the visual world and certain phenomena in it while also focusing on the inventive processes of drawing. It will focus on the development of drawing skills and the use of traditional drawing media such as charcoal, but primarily those in color: pastels, colored pencil, and inks and watercolor washes. Instruction in color theory and in matting and framing are included in this course. AAS: Humanities/fine arts elective.

ARTS 1613: Survey of Art-Caves to Cathedrals

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ARTS 1623: Survey of Art-Renaissance to Rococo

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ARTS 1633: Survey of Art-1800 to Present

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ARTS 1643: Non-Western Art

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ARTS 1813: Three Dimensional Design

3 credit hours (1 lecture/5 lab)

In this course, students will develop skill in using the fundamental elements of design--line, value, color, shape and form, texture, and space--to create effective three-dimensional forms. Ideas will be formulated and visualized through the use of various recent media such as cardboard, foam core, found objects and traditional media such as clay, wood, and plaster. The main emphasis of this course is the development of critical thinking skills as they apply to three-dimensional art forms and to help you gain a deeper understanding of visual art. Students will receive instruction on the safe and effective use of light power tools. AAS: Humanities/fine arts elective.

Prerequisite(s)

ARTS 1513

ARTS 1833: Art for Elementary Teachers

3 credit hours (3 lecture/0 lab)

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 credit hours (1 lecture/5 lab)

This is an introductory course in the use of water-base and/or oil-based paints. Following brief lectures and demonstrations, students will explore various painting techniques and begin to apply their technical knowledge to various expressive concerns. Painting subjects may include studio still-life, compositions derived from previous drawing courses, and free interpretation based on traditional theories. AAS: Humanities/fine arts elective.

Prerequisite(s)

ARTS 1503 and ARTS 1513 recommended

ARTS 2523: Painting II

3 credit hours (1 lecture/5 lab)

This course will deal with developing the student's understanding about the source of "art ideas" used in painting. In order to deal with these ideas effectively, the student will continue to perfect his or her understanding about the materials which are used in painting and how to manipulate them to express his or her own ideas. AAS: Humanities/fine arts elective.

Prerequisite(s)

ARTS 2513

ARTS 2533: Ceramics I

3 credit hours (1 lecture/5 lab)

In this beginning course, students will be introduced to the art and craft of ceramics through hand-building techniques. Students will complete several projects to gain an understanding of material, process, form, composition, and surface. The assigned projects will develop knowledge of the technique and aesthetic aspects of ceramic objects. A practical knowledge of clay and glaze will be imparted. Writing assignments, as appropriate to the discipline, are part of the course.

ARTS 2553: Photography

3 credit hours (1 lecture/5 lab)

This course is designed for the student who has little or no experience with a camera or for the experienced student who would like to revitalize his or her basic knowledge. Students will learn the basics of photography and darkroom techniques through lectures and demonstrations. Students will become proficient in darkroom practices by learning to develop film and make prints. A 35mm adjustable camera is recommended for this class. AAS: Humanities/fine arts elective.

ARTS 2563: Photography II

3 credit hours (1 lecture/5 lab)

This course will explore the physical and chemical structure of photography. The course also will help students refine basic photography skills to develop their particular style. Students will experiment with a variety of topics to gain experience in photographing diverse subjects. Critiques will be an important part of this course to emphasize various elements that give a photograph its greatest impact. Students will learn various special effects techniques such as applying color to black and white photographs to enhance the visual effectiveness. A 35mm adjustable camera is required for this class. AAS: Humanities/fine arts elective.

Prerequisite(s)

ARTS 2553

ARTS 2573: Introduction to Printmaking

3 credit hours (1 lecture/5 lab)

Printmaking will introduce the student to various methods of creating a hand-printed art product. Methods may include wood or linoleum block printing, serigraphy (silkscreening), paper lithography, and etching. Emphasis will center on plate or screen prepress preparation and working with specific inks and papers. An ability to draw is not crucial for success in this course. This course is designed for anyone who is interested in graphic reproduction techniques either on a personal or a commercial level.

ARTS 2583: Color Photography

3 credit hours (1 lecture/5 lab)

This introductory course makes available to the student the mechanics of processing color film and prints. The student will receive instruction in color theory, and he or she will be required to apply these theories to assignments. The student will learn the effects of color as applied to particular environments. The student will develop an understanding of the aesthetics that have evolved to make a color image. A 35mm adjustable camera is required for this class.

Prerequisite(s)

ARTS 2553

ARTS 2613: Figure Drawing

3 credit hours (1 lecture/5 lab)

This course presents procedures for learning to draw the human figure, using schematic theories as well as studio practice using a live, nude 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(s)

ARTS 1503 or ARTS 1603

ARTS 2623: Figure Drawing II

3 credit hours (1 lecture/5 lab)

This course emphasizes the interpretation of the human figure. It focuses on the depiction of the human figure through the use of a live, nude model 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(s)

ARTS 2613

ARTS 2643: Computer Art

3 credit hours (1 lecture/5 lab)

This hands-on digital art course blends traditional concepts with modern tools to create original computer art. Artistic styles, theory, and core digital techniques will be learned. Industry-based software, such as Adobe Photoshop® and Adobe Illustrator®, will be used. Topics include digital painting, digital drawing, photography, and fostering artistic expression.

Prerequisite(s)

ARTS 1503 or ARTS 1513 recommended

ARTS 2713: Introduction to Sculpture

3 credit hours (1 lecture/5 lab)
This studio class is an introduction to elementary materials and methods of sculpture. The course will include the techniques of modeling, molding, and casting through additive, subtractive, and substitution methods.

Prerequisite(s)
ARTS 1503 and ARTS 1813 recommended

ARTS 2833: American Art 1945-Present

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

ARTS 2903: Spanish Art History

3 credit hours (3 lecture/0 lab)
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.

AUTOMOTIVE TECHNOLOGY

AUTO 1021: Service Shop Operations I

1 credit hours (1 lecture/0 lab)
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 credit hours (2 lecture/4 lab)
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: Vehicle Electrical Systems I

3 credit hours (2 lecture/2 lab)
In this course, students will learn the fundamentals of automotive electrical systems, including wiring repair, meter usage, low-voltage battery systems, and starting systems. Students will also gain hands-on experience in utilizing electrical testing equipment to diagnose and repair electrical issues in vehicles.

AUTO 1123: Vehicle Electrical Systems II

3 credit hours (2 lecture/3 lab)
Topics in this course include lighting circuits, computer-controlled systems, network communications, and the integration of safety, anti-theft, and entertainment systems in modern vehicles. The course will focus on electrical principles, circuit testing, diagnostics, and troubleshooting. Students will also learn about the role of electrical systems in vehicle safety and security. By the end of the course, students will be equipped with the skills needed to work with automotive electrical systems.

Prerequisite(s)
AUTO 1073

AUTO 1143: Brakes

3 credit hours (2 lecture/2 lab)
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 credit hours (2 lecture/2 lab)
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 credit hours (2 lecture/2 lab)
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 credit hours (2 lecture/2 lab)
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(s)
AUTO 1064 and AUTO 1073

AUTO 2206: Engine Diagnosis & Overhaul

6 credit hours (2 lecture/8 lab)
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(s)
AUTO 1064

AUTO 2233: Heating & Air Conditioning

3 credit hours (2 lecture/2 lab)
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 credit hours (2 lecture/2 lab)
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 credit hours (1 lecture/2 lab)
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(s)
AUTO 1021, AUTO 1064, AUTO 1073, and AUTO 1143

AUTO 2331: Electrified Vehicle Safety

1 credit hours (1 lecture/1 lab)
This course will provide essential knowledge on how to verify the safety of electric vehicles before working on or around them. Students will learn key safety protocols, inspection techniques, and how to assess potential hazards, ensuring a safe environment for both the technician and the vehicle.

AUTO 2343: Electrified Vehicle Theory

3 credit hours (2 lecture/3 lab)
This course provides an in-depth understanding of the key subsystems within electrified vehicles. Students will learn how essential systems such as the battery, electric motor, charging systems, and thermal management operate and interact.

Prerequisite(s)
AUTO 1073 and AUTO 2331

AUTO 2353: Electrified Vehicle Diagnosis & Repair

3 credit hours (2 lecture/3 lab)
This course provides students with the skills necessary to diagnose, troubleshoot, and repair electric and hybrid vehicle (xEV) systems. Topics include diagnostic tools, fault identification, and repair techniques for key subsystems such as the battery, electric motor, power electronics, and thermal management systems. Students will gain hands-on experience in performing diagnostic tests.

Prerequisite(s)
AUTO 2331 and AUTO 2343

BIOLOGY

BIOL 1503: Heredity and Society

3 credit hours (3 lecture/0 lab)
This course exposes students to a breadth of biological concepts including the scientific method, evolution, cell and molecular biology, genetics, heredity and biotechnology. The relationship of human genetics and inheritance to society is emphasized.

BIOL 1504: Principles of Biology

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

BIOL 1513: Microbes in Society

3 credit hours (3 lecture/0 lab)
Students will be introduced to the everyday presence and importance of microbes throughout society. Discussions will be on evolution, cell and molecular biology, microbe structure and function, microbial genetics, heredity and ecology. Students will also learn the impact of microbes in public health, the environment (as decomposers and recyclers), agriculture, protection of the human body, food preparation, and biotechnology.

BIOL 1514: General Biology I

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s)
Appropriate assessment score or completion of MATH 1424 with a grade of C or better, or STEM pathway of transitional math

BIOL 1524: General Biology II

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s)
BIOL 1514

BIOL 1534: Human Biology

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

BIOL 1564: Intro to Anatomy & Physiology

4 credit hours (3 lecture/2 lab)
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. AAS: Life science (Laboratory science) elective.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

BIOL 1584: Environmental Biology

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

BIOL 1614: General Zoology

4 credit hours (3 lecture/2 lab)
The student will make a comparative study of animal life from the protozoans through the chordates. Morphological, physiological, ecological, and evolutionary relationships will be stressed. Laboratory work will focus on classification and dissection of representative species.

Prerequisite(s)
BIOL 1514

BIOL 1714: General Botany

4 credit hours (3 lecture/2 lab)
Reproduction, anatomy, physiology, growth, and classification of the various plant groups will be studied. Part of the course will involve a study of local flora.

Prerequisite(s)
BIOL 1514

BIOL 2644: Anatomy & Physiology I

4 credit hours (3 lecture/2 lab)
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. AAS: Life science (laboratory science) elective.

Prerequisite(s)
BIOL 1564 with a grade of C or better, or appropriate high school introductory anatomy and physiology course

BIOL 2654: Anatomy & Physiology II

4 credit hours (3 lecture/2 lab)
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(s)
BIOL 2644 with a grade of C or better

BIOL 2714: Microbiology

4 credit hours (3 lecture/3 lab)
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(s)
A grade of C or better in one of the following: BIOL 1514, BIOL 1564, CHEM 1614; or appropriate high school chemistry or anatomy and physiology course

BIOL 2803: Gross Human Anatomy

3 credit hours (2 lecture/2 lab)
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(s)
BIOL 2654 with a grade of C or better and consent of instructor following application to enroll

BUSINESS

BSNS 1133: Introduction to Entrepreneurship

3 credit hours (3 lecture/0 lab)
This course exposes students to the knowledge needed to start their own business from a personal, professional, and emotional perspective. The class provides basic understanding of how to become an entrepreneur, locate opportunities, and why a business plan is an entrepreneur's best friend. AAS: Business elective.

BSNS 1373: Personal Finance

3 credit hours (3 lecture/0 lab)
Students will study the basic principles and concepts of personal finance. Topics include: credit, loans, insurance, stocks, bonds, mutual funds, real estate, retirement, and estate planning. AAS: Business elective.

BSNS 1553: Introduction to Business

3 credit hours (3 lecture/0 lab)
The student will discuss the nature of our business environment in the United States. The student will indicate the advantages and disadvantages of the common forms of business organization and also will discuss and analyze problems related to finance, the operation of a business, marketing, management, personnel, and labor relations in a contemporary situation.

BSNS 1653: Business Law

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)

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 credit hours (3 lecture/0 lab)

This course covers basic concepts and methods necessary for effective start-up and management of a small business. Topics include planning, legal aspects, financing, accounting, marketing, and management. Theoretical and practical learning exercises will be incorporated in the class. This course may be taken under the Pass/Fail grading option. AAS: Business elective.

BSNS 2143: Human Relations in Business

3 credit hours (3 lecture/0 lab)

This course is intended to prepare students to handle effectively the responsibility of relating to other people. The ultimate goal is to learn how to motivate individuals to work together productively, to satisfy their personal needs, and at the same time to meet organizational objectives. AAS: Business elective.

BSNS 2213: Human Resource Management

3 credit hours (3 lecture/0 lab)

This course covers basic principles and procedures of personnel administration. Topics include: job analysis, staffing, training, performance appraisal, compensation, and labor relations. AAS: Business elective.

BSNS 2413: Management Field Project

3 credit hours (0 lecture/10 lab)

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(s)

Successful completion of at least half of the courses required in the Business Management and Marketing curriculum

BSNS 2423: Internship Experience

3 credit hours (0 lecture/15 lab)

The student will apply his/her knowledge in a selected career field by working a minimum of 240 hours at a cooperating employer under the supervision of a training sponsor at the employer and a KCC representative. This course may be repeated twice for credit. AAS: Business elective.

Prerequisite(s)

Approval of 16 semester hours of KCC coursework

BSNS 2514: Business Statistics

4 credit hours (4 lecture/0 lab)

This course focuses on statistical reasoning and solving problems using real-world data. Students will use technology-based computations using a graphing calculator with a statistical package, spreadsheets, or statistical computing software. Emphasis is on interpretation and evaluation of statistical results. Topics include data collection processes (observational studies, experimental design, sampling techniques, bias), descriptive methods using quantitative and qualitative data, bivariate data, correlation, least-squares regression, basic probability theory, probability distributions (normal distributions and normal curve, binomial distribution), chi-square tests, one-way analysis of variance, and confidence intervals and hypothesis tests using p-values. Students cannot receive credit for both MATH 1774 and BSNS 2514.

Prerequisite(s)

Appropriate assessment score; MATH 1424 with a grade of C or better; MATH 0985 with a grade of C or better; or High School transitional math: STEM pathway

BSNS 2553: Principles of Management

3 credit hours (3 lecture/0 lab)

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.

COMP 1521: Computer Literacy

1 credit hours (1 lecture/0.5 lab)

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.

COSC 1341: PowerPoint

1 credit hours (1 lecture/0 lab)
This is an introductory course to develop skills in preparing and using the graphics and presentation software PowerPoint. Students will learn how to include text, bullets, and charts in their PowerPoint presentations. AAS: Business elective.

Prerequisite(s)
COSC 1152 or COSC 1513 or consent of instructor

COSC 1352: Word

2 credit hours (2 lecture/0 lab)
This course is an introduction to Microsoft Word. Instruction includes entering, editing, enhancing, and revising text material. AAS: Business elective.

Prerequisite(s)
COSC 1152 or COSC 1513 or consent of instructor

COSC 1362: Access

2 credit hours (2 lecture/0 lab)
This course is an introduction to the database management software Access. Topics include designing and creating databases, maintaining databases, creating queries, reports, forms, and menus in addition to working with multiple files and setting up relationships. AAS: Business elective.

Prerequisite(s)
COSC 1152 or COSC 1513 or consent of instructor

COSC 1372: Excel

2 credit hours (2 lecture/0 lab)
This is an introductory course to develop skills in creating, revising, and printing spreadsheets, charts, and graphs. AAS: Business elective.

Prerequisite(s)
COSC 1152 or COSC 1513 or consent of instructor

COSC 1513: Introduction to Information Processing

3 credit hours (2 lecture/2 lab)
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.

HOSM 1003: Introduction to Hospitality

3 credit hours (3 lecture/0 lab)
This course introduces the history, opportunities, problems and trends of the hospitality industry. It covers the organization of different sectors of the hospitality industry, including human resources, general business considerations, and management theory.

HOSM 1013: Front Office Operations

3 credit hours (3 lecture/0 lab)
This course establishes a systematic approach to front office operations, detailing the flow of business through the hotel from reservations to checkout. Front office management is placed within the context of the overall operation of the hotel. Methods of handling guest folios, reservations systems, property management systems, and cash controls are discussed.

HOSM 1023: HR Management and Training

3 credit hours (3 lecture/0 lab)
This course prepares students for interviewing, training, and developing employees. It covers management skills (technical, human, and conceptual) and leadership. Topics also include establishment and use of effective training, as well as performance evaluation measures to improve productivity. The emphasis is on staff and customer relations.

HOSM 1033: Quality and Service Management

3 credit hours (3 lecture/0 lab)
This course provides a study and analysis of service delivery systems for the hospitality industry. Particular emphasis will be on implementing a consumer driven, top-down, policy oriented, quality service program. Principles of total quality management (TQM), outcome assessment, and leadership will be integrated throughout the course.

Prerequisite(s)
HOSM 1023

BUSINESS MANAGEMENT/ MARKETING

MKTG 1253: Sales & Customer Service

3 credit hours (3 lecture/0 lab)
The student will study and practice sales and customer service skills. He/she will be able to identify customer needs, communicate the selling points of a product, demonstrate the techniques of making a sale, and describe how to establish long-term relationships with clients by providing follow-up and customer service after the sale. AAS: Business elective.

MKTG 1553: Principles of Marketing

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
The student will study advertising planning and strategy. Topics include marketing research, target marketing, copy, media, budget, and sales promotion strategy. Theoretical and practical learning exercises will be incorporated in the class. AAS: Business elective.

CHEMISTRY

CHEM 1504: Survey of General, Organic & Biochem

4 credit hours (3 lecture/2 lab)
This course presents general principles and theories of chemistry and selected topics in organic and biochemistry. Topics include measurement, atomic theory, radioactivity, chemical bonding and reactions, chemical equilibrium, gas laws, solutions, acids and bases, organic chemistry and biologically important compounds and processes. This course is designed for students preparing to take anatomy and physiology and/or microbiology courses. AAS: Physical science (laboratory science) elective.

Prerequisite(s)
MATH 0985, MATH 1103, or MATH 1414 with a grade of C or better or appropriate assessment score

CHEM 1534: Introductory Chemistry

4 credit hours (3 lecture/2 lab)
This course is an introduction to the fundamental concepts of general chemistry for students with no previous background in chemistry. Topics include measurement, atomic structure, chemical bonding and nomenclature, chemical reactions, stoichiometry, states of matter, solutions, acid-base chemistry, and chemical equilibrium. AAS: Physical science (laboratory science) elective.

Prerequisite(s)
MATH 1103 or MATH 1414 with a grade of C or better or appropriate assessment score

CHEM 1614: General Chemistry I

4 credit hours (4 lecture/3 lab)
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.

Prerequisite(s)
CHEM 1534 with a grade of C or better or appropriate high school chemistry course with a grade of C or better and MATH 1424 with a grade of C or better or appropriate assessment score, or STEM pathway of transitional math

CHEM 1624: General Chemistry II

4 credit hours (3 lecture/3 lab)
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.

Prerequisite(s)
CHEM 1614 with a grade of C or better

CHEM 2614: Quantitative Analysis

4 credit hours (3 lecture/2 lab)
The student will perform laboratory analyses to determine the percentage composition of unknown substances. Techniques used in the laboratory will be chosen from: volumetric methods (acid-base, precipitation, or complex formation), gravimetric methods, electrogravimetric analysis, spectrophotometric methods, and chromatographic methods. The student will use mathematical conversions and chemical stoichiometry in the calculation of the composition.

Prerequisite(s)
CHEM 1624 with a grade of C or better

CHEM 2714: Organic Chemistry I

4 credit hours (3 lecture/4 lab)
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(s)
CHEM 1624 with a grade of C or better

CHEM 2724: Organic Chemistry II

4 credit hours (3 lecture/4 lab)
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(s)
CHEM 2714 with a grade of C or better

COLLEGE SUCCESS SKILLS

ORIN 1501: College Success Skills

1 credit hours (1 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
This is a foundational course in active learning strategies and effective study skills that focuses on the learner's role and responsibility in the learning process. Topics will include time management, study methods, test-taking tips, information literacy, and financial awareness.

ORIN 1541: Foundations for Student Success

1 credit hours (1 lecture/0 lab)
This course focuses on a learner's role and responsibility in the learning process. Students will develop active learning strategies and effective study skills to become broadly educated individuals who are creative, critical thinkers able to solve problems and competently communicate. Upon completion, students will understand the purpose of higher education and the value of a college degree in lifelong learning.

ORIN 1542: Strategies for Academic Success

2 credit hours (2 lecture/0 lab)
Students will receive instruction on study skills essential for success in college-level 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 hours (1 lecture/0 lab)
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.

COMMUNICATION

COMM 1113: Career Writing

3 credit hours (3 lecture/0 lab)
Students will examine a variety of writing samples from their chosen profession and demonstrate the skills needed to successfully communicate through professionally written emails, memos, business letters, and various types of reports and analyses that accompany the technical writing process. Students will learn to evaluate and respond to the ideas that they encounter within the selections. The course will develop students' writing skills essential to produce professional documents including letters and resumes.

COMM 1553: Introductory Speech

3 credit hours (3 lecture/0 lab)
The student will be introduced to basic principles of effective speaking and listening. Emphasis is on both understanding basic communication theory and on improving oral communication skills. The student will learn to prepare, organize, and deliver effective research-based informative and persuasive speeches. AAS: Business elective.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

COMM 1563: Interpersonal Communication

3 credit hours (3 lecture/0 lab)
The student will study the basic principles and elements of communication between individuals and in groups. Interpersonal communication skills will be explored, analyzed, and practiced. Among the topics covered are the communication process, verbal and nonverbal communication, conflict management and cooperative resolution. Interpersonal communication principles will be applied to a variety of settings. AAS: Humanities elective.

COMM 1603: Business Communication

3 credit hours (3 lecture/0 lab)
This course emphasizes the concepts and theories in organizational communication. Students will learn the importance of internal and external communication. Effective written and oral communication techniques will be taught, including how they relate to organizational behaviors. AAS: Communication elective for specific curricula only.

COMM 1603: Organizational Communication

3 credit hours (3 lecture/0 lab)
This course emphasizes the concepts and theories in organizational communication. Students will learn the importance of internal and external communication. Effective written and oral communication techniques will be taught, including how to relate to organizational behaviors. AAS: Communication elective for specific curricula only.

COMM 1673: Introduction to Mass Communication

3 credit hours (3 lecture/0 lab)
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.

COMM 1683: Introduction to Radio Production

3 credit hours (2 lecture/2 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

COMM 2623: Introduction to Public Relations

3 credit hours (3 lecture/0 lab)
This course provides an overview of the practices, theories, ethics, issues, and problems of public relations. Integrated into the course are practical applications that help students develop a strong foundation in public relations principles. Through lectures, discussions, case studies, and projects, students will explore the historical development of the field, communication theories, and ethical considerations.

COMM 2623: Introduction to Public Relations

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COMPUTER GRAPHIC TECHNOLOGY

COGT 1113: Digital Photography

3 credit hours (3 lecture/0 lab)
This course is designed to provide students with the photography skills to become proficient in the use of digital cameras. Topics include composition, file formats, quality settings, resolution, characteristics of light, controlling the shutter speed and aperture. Students will utilize their own digital cameras for assignments that require understanding and adjusting shutter speed and aperture, commonly identified by (M) Manual Mode, (S) or (TV) Shutter Speed Mode and (A) or (AV) Aperture Mode. Smart phones and/or tablets are not permitted. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

COGT 1123: Intro to Web Design

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
COGT 1213 or COGT 1243

COGT 1133: Package Design

3 credit hours (3 lecture/0 lab)
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 and Adobe Dimension, 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 credit hours (3 lecture/0 lab)
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: 2D Animation

3 credit hours (3 lecture/0 lab)
This course explores the generation and manipulation of motion photographic and graphic images using industry standard software, Adobe Animate. Topics include composition, nesting, resolution, layers, effects, RAM preview and animation, mask and track mattes, text and presets. Students will use effective visual communication as they explore various publication scenarios.

Prerequisite(s)
COGT 1213 or consent of instructor

COGT 1233: Publications with Adobe InDesign

3 credit hours (3 lecture/0 lab)
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(s)
COGT 1213 or consent of instructor

COGT 1243: Computer Illustration

3 credit hours (3 lecture/0 lab)
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 credit hours (1.5 lecture/3 lab)
This is a capstone course for the Computer Graphic Technology 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 and/or Autodesk 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 Technology advisory committee.

Prerequisite(s)
Completion of any four COGT courses and consent of program coordinator

COGT 2114: AutoCAD I

4 credit hours (2.5 lecture/3 lab)
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, singe-line text, modifying objects, arranging and patterning objects, multiview drawings, section views and graphic patterns, dimension styles and dimensioning. Standard drafting practices are used. This course includes blueprint reading. General knowledge of the Windows operating system is recommended.

COGT 2123: AutoCAD II

3 credit hours (2 lecture/2 lab)
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(s)
COGT 2114

COGT 2132: 3D Modeling with AutoCAD

2 credit hours (1 lecture/1 lab)
This course explores the 3D construction and viewing capabilities of AutoCAD. Topics covered include: user coordinate systems, composite solid modeling and editing, visual styles, materials, lighting, rendering, animation, and creating 2D drawings from 3D models.

Prerequisite(s)
COGT 2114

COGT 2163: Product Design with Inventor

3 credit hours (2 lecture/2 lab)
This course is an introduction to Autodesk Inventor software. Students will learn how to design everyday consumer products in 3D. A product designer combines art, design, and technology to create new products that people can use. Topics include: sketching a part, adding constraints and dimensions, modeling a part, parametric design, creating assembly drawings, producing 2D working part drawings, creating renderings and animations, sheet metal components, and stress analysis.

COGT 2173: Infrastructure Design With Civil 3D

3 credit hours (2 lecture/1 lab)
This course is an introduction to Autodesk Civil 3D software. This class considers the needs of professionals such as engineers, surveyors, watershed and storm water analysts, land developers and computer-aided drafting (CAD) technicians who wish to learn about various infrastructure projects. Topics include: points, surfaces, surface analysis, alignments, profiles, assemblies and sub-assemblies, corridors, parcels, sections, quantity takeoffs, grading, earthwork calculations, and pipe and pressure networks.

Prerequisite(s)
COGT 2114

COGT 2233: Computer Graphic Technology Intern

3 credit hours (0 lecture/15 lab)
Students will apply computer graphic technology knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

Prerequisite(s)
Completion of any four COGT courses and consent of program coordinator

COGT 2414: Architectural Design With Revit

4 credit hours (2 lecture/4 lab)
This course is an introduction to Autodesk Revit Architecture software. Autodesk Revit is a building design software with three-dimensional Building Information Modeling (BIM) tools for design conceptualization, visualization, analyzing and two-dimensional documentation. Topics include: walls, doors, windows, roofs, ceilings, stairs, foundations, structural members, views, annotations, schedules, dimensions, site features, massing tools and detailing. Each student will be required to complete a set of working drawings.

COGT 2422: Intro to Video Game Design

2 credit hours (1.25 lecture/1.5 lab)
This course provides the theory of video game design and is built around three sequences: Unity builds, programming, and art. Students will learn every piece of a video game, from characters, story, interface, immersion, strategy, sound art, animation, and programming. Games will be based on the freeware software Unity Game Engine.

COGT 2432: Digital Sculpting with Mudbox

2 credit hours (1.25 lecture/1.5 lab)
In this course, students will use Autodesk Mudbox software to create artwork and everyday products. Students will create digital sculptures called models. Mudbox will be used for sculpting, posing, compositing, painting, texturizing, animating, and rendering. This course develops skills used by game developers, visual effects artists, 3D artists, designers, engineers, and visualization specialists.

COGT 2443: Animation & Rendering with 3ds Max

3 credit hours (1.5 lecture/3 lab)
This course introduces Autodesk 3ds Max software principles and features for a variety of film, television, game, architectural, and industrial applications. Students will learn and use tools for 3D modeling, animation, rendering, dynamics, and compositing related to fields of game development, visual effects, architecture, design, engineering, and visualization. Topics will include standard and extended primitives models, default objects, mesh models, splines, materials and maps, lights and cameras, animation basics, and particle systems.

Prerequisite(s)
COGT 2114

COGT 2452: Video Editing with Adobe Premiere

2 credit hours (1 lecture/1 lab)
This class explores cinematic storytelling through digital video/ film making. Adobe Premium Pro is used to edit videos and movies and is the industry standard software for video editing by filmmakers all over the world. Topics include: importing media files, assembling sequences in a timeline, editing clips, creating titles, adding transitions, editing audio, adding effects, animating motion, compositing, and exporting the sequence.

Prerequisite(s)
COGT 1213 or COGT 1243

COGT 2463: Social Media Marketing

3 credit hours (3 lecture/0 lab)
This course provides a comprehensive overview of the field of social media marketing. Students will gain a deep understanding of what social media marketing entails, including the various social media platforms that are available. Focus will be on best practices for creating engaging content, developing a comprehensive social media marketing strategy, and effectively managing and measuring the impact of social media campaigns. Through hands-on activities and real-world case studies, students will learn how to select the right social media platforms for their business, target their audience, and create a marketing plan that effectively meets their goals. By the end of this course, students will have the skills and knowledge necessary to develop and execute a successful social media marketing plan.

Prerequisite(s)
COGT 1213 and MKTG 1553

STEM 1502: 3D Printing & 3D Technologies

2 credit hours (1 lecture/2 lab)
This course introduces 3D printing and 3D related technologies. Students will use open-source 3D printers, 3D scanners, and CNC routers (3D carver). Autodesk Fusion will be used to create 3D models which can be 3D printed or 3D carved. This applied course uses science, technology, engineering, and mathematics (STEM) principles in an interdisciplinary approach to learning where rigorous academic concepts are coupled with real-world lessons.

STEM 1512: STEM Guitar

2 credit hours (1 lecture/2 lab)
This is a project-based course covering a variety of Science, Technology, Engineering, Math (STEM) concepts. Students will learn (or review) an apply STEM concepts to the hands-on design and fabrication of solid-body electric guitars. Focus will be on design, manufacturing and assembly of the guitars. Students can keep their successfully completed guitars. This applied course uses STEM principles in an interdisciplinary approach to learning where rigorous academic concepts are coupled with real-world lessons.

STEM 1522: Stem Guitar II - Acoustic

2 credit hours (1 lecture/2 lab)
This hands-on course introduces STEM concepts during a real-world guitar building experience. Each student will focus on using specialized tools, techniques and craftsmanship to design and fabricate a custom hollow body acoustic guitar. Each student will follow a rigorous academic schedule which develops skills across disciplines including science, technology, engineering, and mathematics (STEM). Students will keep their guitar once it is completed.

Prerequisite(s)
STEM 1512

CRIM. JUSTICE/LAW ENFORCEMENT

LAWF 1513: Introduction to Criminal Justice

3 credit hours (3 lecture/0 lab)
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.

LAWF 1623: Traffic Administration

3 credit hours (3 lecture/0 lab)
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 1633: Police Ethics

3 credit hours (3 lecture/0 lab)
This course provides a strong theoretical foundation for solving ethical dilemmas in the field of criminal justice. Students will gain a realistic picture not only of what ethical questions arise, but, also how sound moral decisions are made in response to them.

LAWF 1713: Basic Criminal Law

3 credit hours (3 lecture/0 lab)
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 Procedures

3 credit hours (3 lecture/0 lab)
This course covers constitutional and statutory guidelines for arrest, detention, use of force, search and seizure, warrant requirements, line-ups and identification procedures, confessions, admissions and interrogation. Emphasis is on the procedural considerations affecting law enforcement actions as restricted by the constitution, statutes, and case law. Illinois criminal procedure will also be covered.

LAWF 1733: Criminal Investigation

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
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.

LAWF 2315: Selective Problems in Law Enforcement

1 credit hours
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 credit hours (3 lecture/0 lab)
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(s)
LAWF 1733 or consent of instructor

LAWF 2513: Criminology

3 credit hours (3 lecture/0 lab)
This course is an introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; the interactive roles of the system, victim, and offender.

LAWF 2543: Intro to Prob, Parole, & Comm Correct

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
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 2723: Introduction to Corrections

3 credit hours (3 lecture/0 lab)
This course is an overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law.

LAWF 2733: Private Security

3 credit hours (3 lecture/0 lab)
This course will cover the scope, purpose, and function of private security. It includes methods and systems of loss prevention, relationship with local law enforcement systems, criminal and civil laws, fire safety, and situational instruction in the simulation lab.

LAWF 2743: Crisis and Conflict Resolution

3 credit hours (3 lecture/0 lab)

This course presents the psychophysiology of crisis situations, such as: crisis communication, use of force, suicide and the psychology of self-destruction, domestic violence, injuries, and other forms of interpersonal conflicts and violence. Students will develop strategies for professional assessment, intervention and follow-up in these situations.

DIESEL MECHANIC

DESL 1003: Diesel Fundamentals

3 credit hours (2 lecture/2 lab)

This course introduces the student to KCC's Diesel Program, focused on diesel power overview, shop safety, tools, equipment, courses, overall layout and expectations for courses and program. The student will be introduced to diesel engines, repairs, brakes, electrical, suspension and transmissions as well as employment options in transportation and agriculture. The course is a mixture of textbook, videos, lecture, hands-on exercises, and on-site instruction at a local diesel repair facility. This course prepares students to complete the Snap On NC3 Tool ID and Safety Certification.

DESL 1013: Diesel Brakes

3 credit hours (2 lecture/2 lab)

This course covers the operation of the complete air and brake system including troubleshooting and repair of air systems, foundation brakes, valving, compressors, antilock, traction control and stability management systems used on trucks and trailers. The course is a mixture of textbook, videos, lecture, hands-on exercises and on-site instruction at a local diesel repair facility.

DESL 1023: Diesel Electrical

3 credit hours (2 lecture/2 lab)

This course is an introduction to the basic electricity and electronic principles that apply to diesel powered equipment. Systems and components covered include: starting, charging, lighting, wiring, instrumentation, DVOM operation, 12- and 24-volt systems and accessories. The course is a mixture of textbook, videos, lecture, hands-on exercises and on-site instruction at a local diesel repair facility. This course prepares students to complete the Snap On NC3 Electricity Introduction, Measurement , and Circuits and NC3 596F Multimeter Certifications.

DESL 1033: Diesel Steering and Suspension

3 credit hours (2 lecture/2 lab)

This course is designed to provide the necessary knowledge required to be able to: identify, service, troubleshoot, remove, disassemble, inspect, reassemble, and install steering assemblies and suspensions. Lubrication, manual and remote controls for tag/lift axles, frame repair, cab suspension, failure analysis and parts evaluation are included. The course is a mixture of textbook, videos, lecture, hands-on exercises and on-site instruction at a local diesel repair facility.

DESL 1043: Diesel Transmissions

3 credit hours (2 lecture/2 lab)

This course introduces the necessary knowledge required to be able to identify, service, troubleshoot, remove, disassemble, inspect, reassemble and install manual, automated and automatic transmissions. Lubrication, clutch operation and adjustment, transmission and clutch failure analysis, air and electric systems, and parts evaluation are included. The course is a mixture of textbook, videos, lecture, hands-on exercises and on-site instruction at a local diesel repair facility.

DESL 1053: Diesel Engines and Repairs

3 credit hours (2 lecture/2 lab)

This course provides the student with both theory and practical background in the basic operating and repair principles of diesel engines. The course includes practical experience in repairing, rebuilding, testing, troubleshooting, and tuning diesel engines. Additionally, the student will gain experience in the proper use of tools and equipment. The course is a mixture of textbook, videos, lecture, hands-on exercises and on-site instruction at a local diesel repair facility.

EARLY CHILDHOOD EDUCATION

ECED 1013: Foundations of Early Childhood Education

3 credit hours (3 lecture/0 lab)

This is an overview of basic principles of child development and learning, professionalism in the field of early care and education, and planning and maintaining safe and healthy learning environments. The course includes how providers advance and support children's physical, intellectual, social, and emotional development. Experiential learning opportunities engage students in building productive relationships with families.

ECED 1023: Experiential Learning

3 credit hours (0 lecture/15 lab)
The student will apply their knowledge while completing 240 hours of professional work experience with young children in an eligible setting. Work experience must be with at least 10 children enrolled in either of the following age groups: infant/toddler (0-2 years old) or preschool (3-5 years old). The student will be under the supervision of a training mentor and the program coordinator. This course may be repeated twice for credit. Verification and reflection of learning will be assessed by the instructor.

ECED 1513: Child Growth & Development

3 credit hours (3 lecture/0 lab)
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.

ECED 2013: History & Philosophy of Early Child Ed

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2103: School Aged Programming

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2153: Infant/Toddler Care

3 credit hours (3 lecture/0 lab)
This course examines the theories and research related to infants and toddlers in the social, emotional, physical, and cognitive areas of development. Focus is given to parent/care giver communication and interpersonal skills, developmentally appropriate curriculum planning based on observation, the nature of group care, and the needs of the individual. This course requires 15 hours of observation and participation. This course is part of the Illinois Gateways to Opportunity Early Childhood Infant/Toddler Credential.

Prerequisite(s) or Corequisite(s)
ECED 1513

ECED 2163: Discipline/Classroom Management

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2223: Art/Music Activities

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2233: Language Acquisition & Development

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2243: Science/Math Activities

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2253: Motor Development/Physical Activities

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2263: Heads Up Reading

3 credit hours (3 lecture/0 lab)
This course includes research-based principles and practices for providing children birth through age 5 with a strong foundation in early reading and writing while using a developmentally appropriate approach.

ECED 2363: Administration in Child Care Settings

3 credit hours (3 lecture/0 lab)
This course is designed for early childhood professionals with a focus on administration in early childhood settings. Program planning, policy formation, personnel selection, training and supervision, facilities management and budgeting, state licensing standards, and interpersonal skills are examined. Included are analysis of current trends, community resources, and program evaluation. The course requires 15 hours of observation/ shadowing an early childhood administrator. This course is part of the Illinois Gateways to Opportunity Director Credential.

Prerequisite(s) or Corequisite(s)
ECED 1513

ECED 2403: Clinical Experience

3 credit hours (1 lecture/6 lab)
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(s)
ECED 1513 and ECED 2533 with a minimum of 15 hours of Early Childhood Education courses

ECED 2513: Child, Family & Community Relations

3 credit hours (3 lecture/0 lab)
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 lifestyles, 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(s)
ECED 1513

ECED 2523: Intro to Early Childhood Education

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
ECED 1513

ECED 2533: Early Childhood Curriculum Development

3 credit hours (3 lecture/0 lab)

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(s) or Corequisite(s)

ECED 1513

ECED 2543: Child Study & Observation

3 credit hours (3 lecture/0 lab)

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(s) or Corequisite(s)

ECED 1513

ECED 2633: Health, Nutrition & Safety

3 credit hours (3 lecture/0 lab)

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(s) or Corequisite(s)

ECED 1513

ECONOMICS

ECON 1543: Principles of Economics

3 credit hours (3 lecture/0 lab)

This is a survey course covering select topics in microeconomics and macroeconomics. It is a study of product and resource markets, market structures, interactions between government and firms, the determinants of economic activity, money and banking, monetary and fiscal policy implications, international trade, and international finance. Students cannot receive credit for this course if ECON 1553 or ECON 1563 has been completed.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ECON 1553: Principles of Macroeconomics

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s)

MATH 1424 with a grade of C or better or appropriate assessment score, or STEM pathway of transitional math

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ECON 1563: Principles of Microeconomics

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s)

MATH 1424 with a grade of C or better or appropriate assessment score, or STEM pathway of transitional math

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

EDUCATION

EDUC 1713: Intro to Public Education

3 credit hours (3 lecture/0 lab)
The student shall be able to identify and explain characteristics of the organization and administration of American public education - federal, state, and local. Students will analyze American education in its legal and financial aspects, identify current issues, and discuss developments and responsibilities of membership in the teaching profession. At least 15 hours of field experience at an approved learning institution is required. A criminal background check will be required before placement in a field experience setting.

EDUC 1763: Technology in Education

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
This course is designed to introduce current and future educators and trainers to methods and practices employed in online teaching and training.

3 credit hours (3 lecture/0 lab)
This is a survey course which presents the historical, philosophical and legal foundations (IFSP, IEP, 504 plan) of special education (birth to adulthood). The course analyzes topics that impact students from early childhood through high school. There will be a review of the Individuals with Disabilities Education Act. Students will discuss characteristics of individuals with disabilities as well as the diverse populations they belong to. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential. A field experience component, with background check, is required of all students.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

EDUC 2513: The Multicultural Classroom

3 credit hours (3 lecture/0 lab)
The Multicultural Classroom provides a theoretical and empirical overview of public school issues affecting minority students. Students will analyze historical trends regarding groups including, but not limited to, Native Americans, Asian Americans, Latinx, African Americans, the working class, women, LGBTQ+, and individuals with exceptionalities.

EDUC 2533: Foundations of Reading

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
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(s)
PSYC 1813

ELECTRICAL TECHNOLOGY

ELTR 1004: Fundamentals of Electricity

4 credit hours (2.5 lecture/3 lab)
This is an elementary course designed to introduce basic electrical and electronic circuits, devices, and concepts found in residential, commercial, and/or industrial electrical and electronic systems. Laboratory exercises will include electrical and electronic connections, tool identification demonstrations, instrument usage and D.C. circuits. Lectures will cover basic electrical and electronic theory, OHM's law, conductors, electrical safety, rotating machinery and semiconductor devices. Basic components must be purchased by the student.

ELTR 1023: Basic Circuit Analysis

3 credit hours (1.5 lecture/3 lab)
This course is the second of two which will lay the foundation for all levels of study in the electricity/electronics field. It is designed to utilize a lecture/lab format to cover basic concepts of alternating current (AC) circuits. It is a continuation of ELTR 1004. Such topics as fundamental sine-wave analysis and measurement, electro-magnetics, AC power, inductance, capacitance, reactive circuits, impedance, resonance, and passive filters will be discussed.

Prerequisite(s)
ELTR 1004

ELTR 1043: Semiconductor Electronics

3 credit hours (1.5 lecture/3 lab)
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(s) or Corequisite(s)
ELTR 1023

ELTR 1073: Hydraulic Systems

3 credit hours (1.5 lecture/3 lab)
This course surveys the basics of hydraulics applied in both industrial and some mobile hydraulic systems. The operation and use of components associated with hydraulic systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, cylinders, pumps, filters and other components common to hydraulic systems.

ELTR 1082: Pneumatics & Electro-Pneumatics

2 credit hours (1 lecture/2 lab)
This course surveys the basics of pneumatic and electro-pneumatics as they apply to industrial pneumatic systems. The operation and use of components associated with pneumatic systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, cylinders, compressors, filters, and other components common to pneumatic systems. Basic electrical circuits that control common industrial pneumatic circuits will be discussed. The student will demonstrate his/her ability in practical application electro-pneumatics.

Prerequisite(s)
ELTR 1073

ELTR 1113: Digital Fundamentals

3 credit hours (1.5 lecture/3 lab)
The student will employ Boolean Algebra, binary number system, and Logic Converter to solve logic problems. He or she will use the flip-flops, AND gates, OR gates, NAND gates, and NOR gates to create logic circuits. Basic components and a scientific calculator must be purchased by the student.

Prerequisite(s) or Corequisite(s)
ELTR 1004; MATH 1103 or higher-level math course, or one year high school algebra with a grade of C or better, or appropriate assessment score; or consent of the instructor

ELTR 1174: Natl Electric Code & Wiring Methods

4 credit hours (2.5 lecture/3 lab)
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(s)
ELTR 1004 or consent of instructor

ELTR 1302: Electrical Installation Skills I

2 credit hours (1 lecture/2 lab)
The student will learn about and how to use basic tools, power tools and fasteners used in the electrical industries. Students will learn about tools commonly used in the electrical industry as well as how and when to select appropriate each one. Using tools safely and with the proper body mechanics will be a focus of the course.

ELTR 1402: Industrial Safety

2 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/2 lab)

Students will draw, read, and interpret various types of diagrams and drawings used to represent electrical and electronic circuitry. Topics include board-drafting fundamentals; digital logic diagrams; relay and ladder logic diagrams; wiring diagrams; residential wiring; schematic symbols and diagrams; and printed circuit board artwork. Students will work manually on a drafting table and will engage in computer-aided drafting and computer simulation of various electrical and electronic circuits. Emphasis will be placed on developing the student`s ability to correctly understand and interpret electrical and electronic drawings and diagrams. All students will complete a project which involves drafting a proper schematic diagram, creating printed circuit board artwork, fabricating a printed circuit board, and assembling a working electronic circuit. Lab assignments require basic drafting tools.

ELTR 1503: Survey of Renewable Energy

3 credit hours (3 lecture/0 lab)

This course examines the rapidly spreading use of renewable energy technology through exploration of environmental and energy sustainability, current social and technological issues. Scientific concepts of inertia, force, power, energy, solar astronomy and the basic laws of thermodynamics will be explored and explained. An examination of energy conservation, energy conversion-efficiency, and common renewable energy sources such as Solar-Thermal; Solar-Photovoltaic; Wind Energy; Hydro-Power will be discussed. Other topics such as alternative means of space heating, water heating, and alternative transportation technologies will be included.

Prerequisite(s)

Basic computer skills for word processing, performing internet searches, sending and receiving email; basic math skills; and ability to use a calculator

ELTR 2074: DC & AC Rotating Machines

4 credit hours (2.5 lecture/3 lab)

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(s)

ELTR 1004

ELTR 2082: Microcomputer Systems

2 credit hours (1.5 lecture/1 lab)

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 credit hours (1.5 lecture/1 lab)

Students will investigate the characteristics and operation of individual electronic devices and/or systems. This may include lasers, fiber optics, phase-locked-loops, active filers, microprocessors, microcomputer hardware and software, and others. A formal paper will be required upon completion of this course.

Prerequisite(s)

ELTR 1043 or equivalent or consent of instructor

ELTR 2172: Selected Studies II

2 credit hours (1.5 lecture/1 lab)

This course is a continuation of ELTR 2162 - Selected Studies I.

Prerequisite(s)

ELTR 2162 and consent of instructor

ELTR 2182: Special Projects I

2 credit hours (1.5 lecture/1 lab)

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(s)

ELTR 1043 or equivalent and consent of instructor

ELTR 2192: Special Projects II

2 credit hours (1.5 lecture/1 lab)

This course is a continuation of ELTR 2182 - Special Projects I.

Prerequisite(s)

ELTR 2182 and consent of instructor

ELTR 2302: Electronics/Electrical Internship

2 credit hours (0 lecture/10 lab)
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(s)
A minimum of 30 credits of ELTR courses and approval of the program coordinator

ELTR 2303: Electrical Installation Skills II

3 credit hours (1 lecture/4 lab)
The student will learn common installation practices for industrial and commercial electrical circuits, including how and when to use the appropriate tools and materials. Students will wire both industrial power circuits and control circuits following blueprints and electrical schematics. Using tools safely and with the proper body mechanics will be a focus of the course.

Prerequisite(s)
ELTR 1302

ELTR 2314: Introduction to Solar-Thermal Technology

4 credit hours (2.5 lecture/3 lab)
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(s)
ELTR 1004 and ELTR 1503

ELTR 2324: Introduction to Small-Wind Technology

4 credit hours (2.5 lecture/3 lab)
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(s)
ELTR 1004, ELTR 1174, and ELTR 1503

ELTR 2334: Intro to Solar-Photovoltaic Tech

4 credit hours (2.5 lecture/3 lab)
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(s)
ELTR 1004 and ELTR 1302

ELTR 2343: Advanced Photovoltaic Installation

3 credit hours (1.5 lecture/3 lab)
This course focuses on the design of various types of National Electric Code compliant photovoltaic systems (solar electric) as well as the installation of photovoltaic systems using industry accepted best practices.

Prerequisite(s)
ELTR 2334

ELTR 2353: Solar Operations & Maintenance

3 credit hours (1.5 lecture/3 lab)
This course will train students to safely and effectively perform tasks to assess performance of existing solar electric systems, commission systems and the use of troubleshooting skills to determine under performance. Students will learn techniques in the use of analytical tools such as meters, I-V tracers, IR cameras, and insulation meters. In addition, students learn procedures for documentation of work and budget development.

Prerequisite(s)
ELTR 2334

ELTR 2414: Industrial Motor Control

4 credit hours (2.5 lecture/3 lab)
The purpose and function of AC and DC motor controls is covered in this course. By using motor control symbols and line diagrams, students will install and troubleshoot various industrial control circuits found in a modern industrial setting. Students will be required to earn third-party certification for Arc Flash Safety. Basic tools must be supplied by the students.

Prerequisite(s)
ELTR 1004

ELTR 2444: Programmable Controllers

4 credit hours (2.5 lecture/3 lab)

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(s)

ELTR 2414

ELTR 2454: Industrial Instrumentation

4 credit hours (2.5 lecture/3 lab)

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(s)

ELTR 1004 and PSCI 1114

ELTR 2464: Process Control

4 credit hours (2.5 lecture/3 lab)

This course gives students the basic understanding of process control and elements of feedback control loop. Control valves, their selection, calibration, installation, and repair will be explored. Various control strategies including on-off, proportional (P), proportional-integral (PI), and proportional-integral-derivative (PID) will be covered. Different methods of controller tuning will be practiced. Advanced control strategies such as cascade, ratio and feedforward will also be covered. Methods of signal transmission in process control loops will be taught. Students will set up and operate various process control loops and analyze their performance. All laboratory experiments including control loops configuration, controllers tuning, process graphics (HMI) design, and loops operation, will be conducted using Rockwell PlantPAx Process Automation System and CompactLogix controllers.

Prerequisite(s)

ELTR 2454

ELTR 2472: In-Plant Training

2 credit hours (0 lecture/10 lab)

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 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 credit hours (2.5 lecture/3 lab)

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(s)

ELTR 2444

ELTR 2482: Advanced Programmable Controllers II

2 credit hours (0.5 lecture/1.5 lab)

This course will provide students with an understanding of the operation and development of Seimens or other industrial based program controllers, HMI (Human-Machine Interface) development, and industrial networking system design and implementation. Students will program standard industrial equipment and will develop process graphics to control and monitor the equipment.

Prerequisite(s)

ELTR 2474

ELTR 2492: Advanced Variable Frequency Drives

2 credit hours (0.5 lecture/1.5 lab)

This course provides a comprehensive introduction to programming Variable Frequency Drives (VFDs), focusing on their operation, configuration, and applications in industrial motor. Students will learn how to program via software to regulate motor speed, torque, and many other settings. The course covers essential programming parameters, troubleshooting techniques, and integration with automation systems such as PLCs (Programmable Logic Controllers). They will gain hands-on experience in configuring acceleration and deceleration rates, setting up communication protocols, and diagnosing common faults. Additionally, the course will emphasize safety procedures and best practices for maintaining and troubleshooting VFDs in real-world scenarios. By the end of the course, students will be able to confidently program and adjust VFD settings for various applications, ensuring optimal performance.

Prerequisite(s)

ELTR 2074 and ELTR 2474

ELTR 2493: Introduction to Robotics

3 credit hours (1 lecture/2 lab)

This course will provide procedures for creating a Handling PRO virtual workcell. When completed, the workcell created will contain a FANUC (Fuji Automatic Numerical Control) robot with end-of-arm tooling, one or more fixtures for holding a part and a robot TPP (Teach Pendant Programming) which moves the part from one fixture to the other.

Prerequisite(s)

ELTR 1004 or consent of instructor

ENGINEERING

COSC 2513: Introduction to Computer Science

3 credit hours (2 lecture/2 lab)

The student will demonstrate knowledge of the use of the computer as a problem-solving tool in applications that are primarily mathematic or scientific in nature. He or she will demonstrate an ability to define solutions to computer applications with algorithms. The student will create, test, and debug computer programs in the C++ language for the solutions of different applications. Students cannot receive credit for both COSC 2513 and COSC 2613.

Prerequisite(s)

MATH 1814 or higher level or appropriate assessment score or consent of instructor

COSC 2613: C++ Programming for STEM Majors

3 credit hours (2 lecture/2 lab)

This is a course for students who need to use the computer as a problem-solving tool in mathematical, scientific and engineering applications. Students will write programs in C++ to solve calculus problems. 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(s)

MATH 2515 with a grade of C or better

COSC 2624: Computer Programming in C++

4 credit hours (2 lecture/2 lab)

This course is a continuation of COSC 2613 to emphasize mathematics, engineering, science and computer science applications. Students will use the C++ programming language to develop an object-oriented approach to the design and implementation of large-scale problems. The course introduces data structures: arrays, files, sets, pointers, lists, stacks, queues, trees, and graphs as well as program verification and complexity. By building on previous knowledge of searching and sorting, students will be introduced to recursion and study practical examples of complexity analysis.

Prerequisite(s)

COSC 2613 with a grade of C or better

ENGR 1513: Engineering Design Graphics/CAD

3 credit hours (1.5 lecture/4.5 lab)

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.

Prerequisite(s)

One year of high school geometry with a grade of C or better or MATH 1453

ENGR 2503: Statics

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
MATH 2515 and PHYS 2614

ENGR 2523: Dynamics

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
ENGR 2503

ENGR 2533: Mechanics of Materials

3 credit hours (3 lecture/0 lab)
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(s)
ENGR 2503

ENGR 2613: Electrical Circuits & Networks

3 credit hours (3 lecture/0 lab)
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).

Prerequisite(s)
MATH 2534 and PHYS 2624

ENGLISH

ENGL 1422: Accelerated Writing Instruction

2 credit hours (2 lecture/0 lab)
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(s)
Appropriate assessment score
Corequisite(s)
ENGL 1613

ENGL 1423: Accelerated Learning: Reading & Writing

3 credit hours (3 lecture/0 lab)
This course is designed for students whose placement score indicates additional instructional support could increase their success in ENGL 1613. ENGL 1423 provides instruction in writing, reading, and college success strategies. Course work will help students develop as college writers and readers through assignments, discussions, and workshops that complement ENGL 1613 coursework. ENGL 1423 is a co-requisite of ENGL 1613 with its own objectives and assignments.

Prerequisite(s)
Appropriate assessment score
Corequisite(s)
ENGL 1613

ENGL 1513: Comm for English Language Learners

3 credit hours (3 lecture/0 lab)
This course is designed to support English language learners as they work toward the communication skills necessary for professional and academic achievement. Students will receive instruction and practice in professional and academic communication, both verbal and written, with a focus on situational and interpersonal communication.

ENGL 1613: English I

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 1623: English II

3 credit hours (3 lecture/0 lab)
The student will continue to develop the writing skills studied in ENGL 1613. This course is designed to prepare students to write in multiple rhetorical situations including academic and professional fields of study. To receive credit toward the IAI General Education Requirements, this course must be completed with a grade of C or better. AAS: Communications elective.

Prerequisite(s)
ENGL 1613 with a grade of C or better

ENGL 1713: Introduction to Poetry

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 1723: Introduction to Film Study

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 1743: Introduction to Literature

3 credit hours (3 lecture/0 lab)
In this course, students will read and analyze texts from a variety of literary forms and periods. The student will engage with multiple approaches to determine literary meaning, form, and value through the application of various critical perspectives, including multiple literary theories.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 1853: Introduction to Shakespeare

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2533: Survey of British Lit II

3 credit hours (3 lecture/0 lab)
This course is taught at a study abroad site. Survey of major writers from 1800 to the present.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2553: Children's Literature

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2613: Ancient & Medieval World Literature

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2623: Global Voices in Modern World Literature

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2713: Intl Survey of Brit Lit I

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

ENGL 2723: Amer Literature Up to 1865

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2733: American Literature From 1865

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

ENGL 2813: Creative Writing

3 credit hours (3 lecture/0 lab)
The student will sharpen his or her perceptions and ability to express them creatively. Published and peer examples of poetry, short fiction, creative nonfiction, and drama will be read and analyzed. The student will compose original works within the four genres of creative writing. AAS: Humanities elective.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

JOUR 1653: Introduction to Journalism

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

FOREIGN LANGUAGE

FREN 1514: Elementary French I

4 credit hours (4 lecture/0 lab)
This class is held at Olivet Nazarene University. See French 101 in Olivet Nazarene University catalog.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

FREN 1524: Elementary French II

4 credit hours (4 lecture/0 lab)
This class is held at Olivet Nazarene University. See French 102 in Olivet Nazarene University catalog.

Prerequisite(s)
FREN 1514 with a grade of C or better

FREN 2513: Intermediate French I

3 credit hours (3 lecture/0 lab)
This class is held at Olivet Nazarene University. Please see FREN 211 in Olivet Nazarene University catalog.

Prerequisite(s)
FREN 1524 with a grade of C or better

FREN 2523: Intermediate French II

3 credit hours (3 lecture/0 lab)
This class is held at Olivet Nazarene University. See French 212 in Olivet Nazarene University catalog.

Prerequisite(s)
FREN 2513 with a grade of C or better

FREN 2625: French Culture

3 credit hours (3 lecture/0 lab)
This class is held at Olivet Nazarene University. See French 325 in Olivet Nazarene University catalog.

Prerequisite(s)
See FREN 325 in Olivet Nazarene University catalog

FREN 2702: Communication in French

2 credit hours (2 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

FREN 2713: Advanced Comm in French

3 credit hours (3 lecture/0 lab)
This class is held at Olivet Nazarene University. See French 342 in Olivet catalog.

GERM 1502: German Conversation I

2 credit hours (2 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

GERM 1514: Elementary German

4 credit hours (4 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

GERM 1524: Intermediate German

4 credit hours (4 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

SPAN 1503: Basic Spanish

3 credit hours (3 lecture/0 lab)
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-along course. It is an excellent supplement to the regular Spanish sequence of SPAN 1514 and SPAN 1524 since it gives additional practice in basic conversational patterns. Students who choose to take the regular sequence can take this course prior to, concurrently with, or following SPAN 1514 and/or SPAN 1524. AAS: Humanities elective & business elective.

SPAN 1514: Elementary Spanish I

4 credit hours (4 lecture/0 lab)
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(s)
Appropriate assessment score or ENGL 1613 with a grade of C or better

SPAN 1524: Elementary Spanish II

4 credit hours (4 lecture/0 lab)
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(s)
SPAN 1514

SPAN 2514: Intermediate Spanish I

4 credit hours (4 lecture/0 lab)
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(s)
SPAN 1524

SPAN 2524: Intermediate Spanish II

4 credit hours (4 lecture/0 lab)
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.

Prerequisite(s)
SPAN 2514

SPAN 2533: Introduction to Mexican Culture

3 credit hours (2 lecture/3 lab)
This course is taught at a study abroad site. This course provides a study of the prehistory through contemporary peoples of Mexico.

SPAN 2713: Advanced Communications in Spanish

3 credit hours (3 lecture/0 lab)
This course is designed to give intensive practice in communicating in Spanish. The course provides opportunities to improve listening, speaking, and writing abilities.

Prerequisite(s)
SPAN 2514

GENERAL HEALTH

HLTH 1312: Medical Terminology

2 credit hours (2 lecture/0 lab)
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(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HLTH 1513: Nutrition

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

GEOGRAPHY

GEOG 1513: World Regional Geography

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HISTORY

HIST 1513: Western Civilization to 1648

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 1533: Western Civilization 1648 to Present

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 1534: Western Civ Through Independent Study

4 credit hours (1 lecture/9 lab)

Students will travel through various foreign countries for an in-depth study of each specific country's contributions to Western civilization. The course work involves attendance at orientation sessions, independent study for the educational tour, a formal writing assignment, and participation in the foreign country tour. This course may be repeated twice for credit.

HIST 1613: Austrian Civilization

3 credit hours (3 lecture/0 lab)

This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

HIST 1643: Middle East History 600 to Present

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 1723: Modern World History

3 credit hours (3 lecture/0 lab)

This course explores big questions about the global connections and conflicts that have shaped the world from 1500 to the present. How did European exploration and colonization of the Americas change societies in Asia, Africa, the Americas, and Europe? How did different political systems and political ideas develop over time, and what allowed revolutionary movements to set up new regimes in countries like the United States, France, Russia, China, and Iran? How has the Industrial Revolution changed the lives of ordinary people as well as the global economy and balance of power? What were the causes and effects of World War I, World War II, and the Cold War in the twentieth century? By learning about these historical events, students can understand the connections and conflicts of the 21st century in a deeper way.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 1823: African American History

3 credit hours (3 lecture/0 lab)

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(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 1913: Illinois History

3 credit hours (3 lecture/0 lab)

This course is a survey of the history of Illinois from its early Native American history to the present. Emphasis will be on the political, social, economic, and cultural forces that have shaped the state's past.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 2513: History of the U.S. to 1877

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 2523: History of the U.S. 1877 to Present

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 2533: Latin American History

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HIST 2543: British History I

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

HIST 2553: British History II

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

HIST 2613: Modern Britain

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

HIST 2633: Middle Ages

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

HIST 2643: US History 1933-1950

3 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

HIST 2903: History of Spain

3 credit hours (3 lecture/0 lab)
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.

HUMANITIES

HUMS 1513: Introduction to Humanities

3 credit hours (3 lecture/0 lab)
This course is designed to provide students with an interdisciplinary study of selected works of art, music, literature, and philosophy through either a thematic or a genre-based approach. AAS: Humanities elective.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HUMS 1534: Int'l Studies in the Humanities

4 credit hours (1 lecture/9 lab)
This course is taught at a study abroad site. Students will travel to international/regional locations that may vary from year to year to study selected topics in the humanities. These topics may include the literature, language, performing arts, visual arts, or philosophy of the area. The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include--but are not limited to--field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of four credit hours can be used toward a degree or certificate.

HUMS 1553: Intro to Women's & Gender Studies

3 credit hours (3 lecture/0 lab)

This course introduces the study of women and gender from an interdisciplinary perspective, drawing on literary, historical, sociological, philosophical, political, and cultural spheres. Students will learn to critically think about the construction and performance of gender and the ways gender, race, class, religion, and sexuality intersect. The course will survey key issues, questions, and debates, both historical and contemporary, in the field of gender studies. AAS: Interdisciplinary Humanities elective.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HUMS 1712: Leadership Development

2 credit hours (2 lecture/0 lab)

Students will develop leadership abilities through the use of theoretical and practical experiences. The course includes topics such as leadership and group dynamics, moral and ethical responsibilities of leadership, delegation of authority, conflict resolution, and civic engagement.

HUMS 1813: African Amer Cultural Expression

3 credit hours (3 lecture/0 lab)

Interdisciplinary study of art, architecture, music, literature, history, and philosophy reflecting the cultural identity of African Americans.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HUMS 1833: Hispanic Latino Culture

3 credit hours (3 lecture/0 lab)

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(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HUMS 1853: Arts and Culture of the Middle East

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HUMS 2613: World Religions

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

HUMS 2903: The Three Cultures of Spain

3 credit hours (3 lecture/0 lab)

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.

INFORMATION TECHNOLOGY

ITSM 1013: AI Basics & Prompting

3 credit hours (2 lecture/2 lab)

This beginner-friendly course introduces students to artificial intelligence (AI) and teaches them how to use tools like ChatGPT® through clear and effective prompt engineering techniques. Students will learn AI basics, including key concepts, how machine learning works, and why data matters. The course also teaches practical skills like improving AI responses, using AI for writing, planning, and summarizing, and exploring the future of AI and its impact on society. Responsible AI use is a key focus throughout.

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ITSM 1033: AI Workplace Applications

3 credit hours (2 lecture/2 lab)

This course introduces students to the fundamentals of artificial intelligence and how it is used in business. Students will learn about technologies like machine learning, neural networks, and natural language processing. The course shows how these tools are changing the way businesses operate, make decisions, and compete. Through real-world examples, students will discover how AI can help solve business problems and create new opportunities.

ITSM 1033: AI Workplace Applications

3 credit hours (2 lecture/2 lab)

This course introduces students to the fundamentals of artificial intelligence and how it is used in business. Students will learn about technologies like machine learning, neural networks, and natural language processing. The course shows how these tools are changing the way businesses operate, make decisions, and compete. Through real-world examples, students will discover how AI can help solve business problems and create new opportunities.

ITSM 1043: AI & Big Data: Concepts & Ethics

3 credit hours (2 lecture/2 lab)

For those interested in technology and its impact on society, this course is the ideal introduction. Students will learn about artificial intelligence, big data, and their ethical implications. Using uCertify's courses in AI, Big Data and AI Ethics, students explore how these technologies are applied in everyday life. Topics include machine learning, data analysis, automation, and responsible data use. The course also addresses important ethical issues such as privacy, bias, and fairness in AI systems.

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ITSM 1113: Web Development - HTML5 and CSS

3 credit hours (2 lecture/2 lab)

This course examines the process of developing web sites using HTML5 and Cascading Style Sheets (CSS). The course introduces topics such as text configuration, color configuration, and page layout, with an enhanced focus on design, accessibility, and Web standards. For a final project, students will design and create a fully functional multi-page web site using given specifications.

ITSM 1143: Web Principles and User Experience

3 credit hours (2 lecture/2 lab)

This course provides an in-depth exploration of the principles and techniques involved in designing effective web sites with a focus on user experience (UX). Students will learn the fundamental concepts of web design, including visual design principles, usability, accessibility, and interaction design. Through hands-on projects and case studies, students will develop a strong foundation in designing user-centric websites that meet both aesthetic and functional requirements.

Prerequisite(s) or Corequisite(s)

ITSM 1113 or consent of instructor

ITSM 1153: Mobile Application Fundamentals

3 credit hours (3 lecture/0 lab)

This course provides a comprehensive understanding of the fundamental principles and concepts involved in mobile application development. Students will explore the theoretical aspects of mobile app development, including architecture, design principles, user experience (UX), and industry best practices. While this course does not include programming, it serves as an essential foundation for students interested in pursuing mobile app development or related fields.

ITSM 1163: Database Design & Implementation

3 credit hours (2 lecture/2 lab)

This course provides a comprehensive overview of the principles and practices involved in the design and implementation of databases. Through a combination of theoretical foundations and practical applications, students will learn to create efficient and effective database systems to meet the information needs of organizations. The course covers essential topics such as database modeling, relational database management systems (RDBMS), normalization, SQL programming, and database administration. Successful completion of ITSM 1203 Information Technology Fundamentals and ITSM 1303 Programming logic are recommended prior to taking this course.

Prerequisite(s)

Successful completion of ITSM 1203 and ITSM 1303 recommended

ITSM 1203: IT Fundamentals

3 credit hours (2 lecture/2 lab)

This comprehensive course is designed to provide students with a foundational understanding of essential information technology concepts and skills, focusing on the CompTIA® IT Fundamentals (ITF+) certification objectives. The course serves as an introduction to the world of IT, catering to students with little to no prior IT experience. Through a combination of theoretical knowledge and hands-on practical exercises, students will gain a strong grasp of fundamental IT principles, preparing them for further studies or entry-level positions in the IT industry. From networking and cybersecurity essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace. This course prepares students for the CompTIA ITF+ (FCU-U61) exam.

ITSM 1213: IT Systems and Hardware

3 credit hours (2 lecture/2 lab)

This course, the first in a two-course series, provides the computer hardware and software skills needed to help meet the growing demand for entry-level information technology professionals. The fundamentals of computer architecture including operating systems, central processing unit (CPU), RAM, storage, basic input/output systems, and software and peripherals will be introduced as well as relevant responsibilities of an IT professional. Basics of hardware, software and network troubleshooting skills will also be covered. This course prepares students for the CompTIA® A+ Core 1 (1101) exam. Operational knowledge of PCs, software and Internet technologies is strongly recommended before enrollment.

Prerequisite(s)

Operational knowledge of PCs, software and Internet technologies strongly recommended

ITSM 1223: IT Systems and Management

3 credit hours (2 lecture/2 lab)

This course, the second in a two-course series, provides the software, security, and operational skills necessary to help meet the growing demand for entry-level information technology professionals. The fundamentals of installing and configuring operating systems, cyber security, software troubleshooting, and IT operational procedures will be explored. Emphasis is on the installation and administration of operating systems, as well as how computer architecture is implemented and maintained in order to support an organization. Students will learn to address common computer and operating system issues and how to identify common security threats to computer resources. This course prepares students for the CompTIA® A+ Core 2 (1102) exams. Operational knowledge of PCs, software and Internet technologies is strongly recommended before enrollment.

Prerequisite(s)

Operational knowledge of PCs, software and Internet technologies strongly recommended

ITSM 1243: Networking Technologies

3 credit hours (2 lecture/2 lab)

This course provides an introduction to the design, deployment, and operation of computer networks. Students will learn the OSI (Open Systems Interconnection) model of network communication, protocols, services, devices, and support methodology of modern networks. The proper use of networking tools will be introduced, as well as the monitoring of network activity, performance and availability issues. Students will learn network hardening techniques and will be able to manage, configure, and troubleshoot wired and wireless network infrastructures. Basic datacenter, cloud, and virtual networking concepts will be introduced. This course prepares students for the CompTIA® Network+ (N10-008) certification exam.

Prerequisite(s)

Operational knowledge of PCs, software, and Internet technologies. Strong knowledge of basic networking highly recommended.

ITSM 1253: Cyber Security Fundamentals

3 credit hours (2 lecture/2 lab)

This course introduces the fundamentals of cyber security technologies. Students will learn about current vulnerabilities and threats to data and the relevant techniques to defend a network from these attacks. Cyber security topics such as vulnerability testing, cryptography, forensics, security engineering, and hacking techniques used by cyber criminals will be covered. Security policy planning and creation, including important legal and ethical standards, will also be discussed.

Prerequisite(s)

Operational knowledge of PCs, software and Internet technologies. Strong knowledge of basic networking highly recommended.

ITSM 1303: Programming Logic

3 credit hours (2 lecture/2 lab)

This course is designed to provide students with a comprehensive introduction to programming logic and design. Through a combination of theoretical knowledge and hands-on practical exercises, students will develop a solid foundation in programming concepts and problem-solving techniques. Concepts, including algorithms, flowcharts, and pseudocode, which form the basis for understanding the logic behind program development, will be explored. Students will learn how to break down complex problems into smaller, manageable tasks and to create logical solutions using structured programming techniques.

ITSM 1313: Java I

3 credit hours (2 lecture/2 lab)

This course provides a comprehensive introduction to Java programming through a combination of theoretical concepts, practical coding exercises, and hands-on projects. Students will acquire a solid understanding of Java's core features and object-oriented programming principles. Through theoretical lectures, hands-on coding exercises, and challenging projects, students will develop a strong foundation in Java programming, enabling them to pursue careers in software engineering, web development, and other Java-centric domains.

Prerequisite(s) or Corequisite(s)

ITSM 1303 or consent of instructor

ITSM 1323: Python®

3 credit hours (2 lecture/2 lab)

This course provides an introduction to programming using Python®, a versatile and widely-used programming language known for its simplicity and readability. Students will learn fundamental programming concepts such as variables, data types, control structures, functions, and object-oriented programming principles. Through hands-on coding exercises and projects, students will gain practical experience in developing software applications using Python®.

Prerequisite(s) or Corequisite(s)

ITSM 1303 or consent of instructor

ITSM 1423: Modern Operating Systems

3 credit hours (2 lecture/2 lab)

This course provides an introduction to operating system basics to give students a deeper understanding of the various operating systems available. Relevant macOS and Windows desktop operating systems will be covered, as well as Windows Server and Linux. Students will learn networking basics and information for how to create mixed environments. Topics will include installation, configuration and maintenance of the operating systems as well as the devices and systems contained within the OS.

ITSM 2113: Web Development - JavaScript

3 credit hours (2 lecture/2 lab)

This course provides a solid foundation in web programming essentials, focusing on JavaScript and jQuery. Through a hands-on approach, students will gain practical knowledge and skills for creating dynamic and interactive web applications. Students will explore the fundamentals of JavaScript, such as variables, data types, control structures, functions, and objects. They will learn how to leverage jQuery to manipulate HTML elements, handle events, create animations, and make asynchronous requests to server-side resources.

Prerequisite(s)

ITSM 1113 or consent of instructor

ITSM 2123: Advanced Web Development

3 credit hours (2 lecture/2 lab)

Students will learn PHP and MySQL tools and techniques. The course includes hands-on experience in Web application development using PHP to implement security, networks and protocol functions, authentication, personalization, image generation, debugging and logging. Students will learn proper coding techniques and become adept in developing websites using PHP while integrating them with internet databases.

Prerequisite(s)

ITSM 1113 or consent of instructor

ITSM 2313: Java II

3 credit hours (2 lecture/2 lab)

This course delves into advanced Java programming concepts and techniques. Building upon the introductory course, Java II explores intricate aspects of Java, including advanced language features, graphical user interfaces (GUIs), multithreading, networking, and database connectivity. Through hands-on projects and interactive lessons, students will gain a deep understanding of advanced Java programming, preparing them for challenging roles in software development, enterprise applications, and cutting-edge technology fields.

Prerequisite(s)

ITSM 1313

ITSM 2333: Machine Learning with Python

3 credit hours (2 lecture/2 lab)

This course introduces students to the fundamentals of machine learning using the Python® programming language. Designed for beginners with little or no experience in machine learning, the course covers essential concepts such as supervised and unsupervised learning, model evaluation, and data preparation. Students will use real-world datasets and Python tools to build, train, and test their own machine learning models. Emphasis is placed on hands-on learning through coding exercises, projects, and visual explanations rather than advanced mathematics.

Prerequisite(s)

ITSM 1323 or consent of instructor

ITSM 2333: Machine Learning with Python

3 credit hours (2 lecture/2 lab)

This course introduces students to the fundamentals of machine learning using the Python® programming language. Designed for beginners with little or no experience in machine learning, the course covers essential concepts such as supervised and unsupervised learning, model evaluation, and data preparation. Students will use real-world datasets and Python tools to build, train, and test their own machine learning models. Emphasis is placed on hands-on learning through coding exercises, projects, and visual explanations rather than advanced mathematics.

ITSM 2433: Cyber Security With Linux

3 credit hours (2 lecture/2 lab)

This course provides a comprehensive introduction to Linux operating systems with a focus on its application in cybersecurity. Students will delve into the fundamental concepts of Linux, gaining practical skills and knowledge essential for securing Linux-based systems. Through hands-on labs, and interactive exercises, participants will learn how to navigate the Linux environment, manage users and permissions, configure networking settings, and implement security measures to protect against common cyber threats. ITSM 1423 is recommended; and familiarity with command-line interfaces and basic system administration tasks is recommended before enrollment.

Prerequisite(s)

An understanding of computer systems and networking concepts

LIBRARY INFORMATION

LRCS 1512: Library and Information Literacy

2 credit hours (1 lecture/2 lab)
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

MCHN 1214: Machine Tool I

4 credit hours (2 lecture/4 lab)
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(s) or Corequisite(s)
MCHN 1311

MCHN 1224: Machine Tool II

4 credit hours (2 lecture/4 lab)
The student will describe engine lathe types and construction, milling machine types and construction, lathe cutting tools, and milling cutters. He or she will explain proper procedures for maintenance of the lathe and milling machines, for lathe facing operations, for lathe speeds and feeds, for center drilling in the lathe, for drilling, reaming, and straight turning in the lathe, for milling speeds and fees, and for basic milling operations. The student will describe necessary safety precautions for machine tool operations. The student will describe necessary safety precautions for working with the lathe and milling machines and demonstrate these procedures and operations in practical applications in the machine tool laboratory.

Prerequisite(s) or Corequisite(s)
MCHN 1214

MCHN 1234: Machine Tool III

4 credit hours (2 lecture/4 lab)
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(s) or Corequisite(s)
MCHN 1224

MCHN 1311: Precision Measurement

1 credit hours (0.5 lecture/1 lab)
This is a course designed to provide students with skills that are essential to a wide variety of industrial and technical trade areas. Topics include on-the-job applications of whole numbers, fractions, decimals, percentages, measurement and operations with signed numbers.

MCHN 1323: Fabrication

3 credit hours (2 lecture/2 lab)
Students will learn practical layout and fabrication techniques. A primary focus will be sheet metal fabrication to safely operate equipment such as power shears, hydraulic press brakes, slip rollers, and finger brakes. Some welding techniques will be discussed and performed. This is a hands-on, project-oriented course. Long sleeves, a welding jacket and boots are required at all class meetings.

Prerequisite(s) or Corequisite(s)
WELD 2124 OR WELD 2224 with a grade of C or better

MCHN 1432: Millwright

2 credit hours (2 lecture/2 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/4 lab)
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(s)
MCHN 1224 and MATH 1103

MANUFACTURING TECHNOLOGY

MAFT 1102: Manufacturing Forklift

2 credit hours (1 lecture/2 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (2 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
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.

PTEC 1302: Intro to Process Technology

2 credit hours (2 lecture/0 lab)
This course provides an overview of chemical process industries and chemical technology with focus on the role of the process operator and technician. It includes concepts of safety, regulation, laws affecting the job and the industry, and quality control.

PTEC 1303: Process Technology Equipment I

3 credit hours (3 lecture/0 lab)
This course introduces basic operating principles of equipment such as valves, piping, pumps, compressors, generators, motors, and lubrication systems. The mechanical characteristics and the interactions of the plant equipment will be explored.

PTEC 1312: Safety, Health & Environment

2 credit hours (2 lecture/0 lab)
This course introduces the field of safety, health, and environment within the process industry. Students will explore various types of process hazards, safety and environmental systems, and equipment and regulations under which plants are governed.

PTEC 1422: Process Quality

2 credit hours (2 lecture/0 lab)
This course provides an overview of the field of quality within the process industry. It introduces process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, statistical process control (SPC), and preparation of memoranda and briefs.

TWDL 1113: Certified Logistics Associate

3 credit hours (2 lecture/2 lab)
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 1223: Certified Logistics Technician

3 credit hours (2 lecture/2 lab)
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(s)
TWDL 1113

MATHEMATICS

MATH 0891: Prep for Contemporary Math

1 credit hours (1 lecture/0 lab)
This course is designed to support students enrolled in MATH 1704. The student will study problem solving techniques that involve concepts such as estimation, solving linear equations and systems of equations, graphing functions, and using functions as models, interpreting graphs and Venn diagrams, solving problems involving percents, and using appropriate formulas.

Prerequisite(s)
Appropriate assessment score
Corequisite(s)
MATH 1704

MATH 0974: Fundamentals of Mathematics

4 credit hours (4 lecture/0 lab)
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(s)
Appropriate assessment score

MATH 0981: Prep for Math Literacy

1 credit hours (1 lecture/0 lab)
The student will study arithmetic concepts, including the four operations of real numbers, percents, and percent change. Computations and applications will be stressed. This course is designed to prepare students for MATH 0985.

Prerequisite(s)
Appropriate assessment score
Corequisite(s)
MATH 0984

MATH 0984: Math Literacy

4 credit hours (4 lecture/0 lab)
This course is designed to be an alternative developmental mathematics path for non-STEM majors who plan to take general education mathematics and/or general education statistics. Topics in this course are presented in context and focus on numeracy, proportional reasoning, algebraic reasoning and functions. In addition to algebra topics, this course promotes developing mathematical reasoning through problem solving, critical thinking, data analysis, and the writing and communication of mathematics.

Prerequisite(s)
MATH 0974 with a grade of C or better or appropriate assessment score

MATH 0985: Math Literacy

5 credit hours (5 lecture/0 lab)
This course is designed to be an alternative developmental mathematics path for non-STEM majors who plan to take general education mathematics and/or general education statistics. Topics in this course are presented in context and focus on numeracy, proportional reasoning, algebraic reasoning and functions. In addition to algebra topics, this courses promotes developing mathematical reasoning through problem solving, critical thinking, data analysis, and the writing and communication of mathematics.

Prerequisite(s)
MATH 0974 with a grade of C or better or appropriate assessment score

MATH 0991: Preparation for Statistics

1 credit hours (1 lecture/0 lab)
This course focuses on preparing students for statistical reasoning and solving problems using real-world data. Students will be introduced to technology used in statistics courses (graphing calculators, spreadsheets, or statistical software). Topics include visual display of data, using formulas, linear equations, graphing linear equations, rules of exponents, inequalities, and the language of probability.

Prerequisite(s)
Appropriate assessment score
Corequisite(s)
MATH 1774 or BSNS 2514

MATH 1103: Technical Mathematics

3 credit hours (3 lecture/0 lab)
This course presents arithmetic, algebra, geometry and trigonometry content focused on applications used in technical disciplines. Topics include fundamental operations with real numbers, measurement, formulas, ratio and proportions, plane and solid geometry, right triangle trigonometry and interpretation of graphs and charts. AAS: Mathematics elective.

MATH 1133: Technical Math for Electrical Circuitry

3 credit hours (3 lecture/0 lab)
This course presents basic mathematical principles, laws and formulas which relate to alternating (AC) and direct current (DC) circuit applications in electricity. These applications are presented in real work scenarios using residential, commercial and industrial electrical circuits. Topics include application of alternative number systems, proportions, linear and nonlinear graphs, trigonometric functions, vectors and complex numbers. AAS: Mathematics elective.

Prerequisite(s)
MATH 1103 with a grade of C or better; or appropriate assessment score; or High School transitional math: Technical Math/quantitative literacy (QL) or STEM Pathway; or consent of instructor

MATH 1141: Introduction to Dosage Calculations

1 credit hours (1 lecture/0 lab)
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(s) or Corequisite(s)
RNUR 1106 or PMED 2115

MATH 1142: Intro to Respiratory Calculations

2 credit hours (2 lecture/0 lab)
This course is for Respiratory Therapist students to learn applications of mathematical concepts in the field. Topics include systems of measurement, dosage calculations, gas laws, concepts of oxygenation and use of formulas for specific respiratory applications.

Corequisite(s)
RESP 1113 and RESP 1324

MATH 1151: Medical Math

1 credit hours (1 lecture/0 lab)
This course will provide the student with a working knowledge of all math formulas and equations relative to patient care. Students will supplement and reinforce mathematics learned within health programs. This course builds upon MATH 1141 to develop discipline-specific applications.

Corequisite(s)
MATH 1141

MATH 1213: Business Mathematics

3 credit hours (3 lecture/0 lab)
The emphasis in this course is on real-world mathematics concepts used in the workplace or in a person's daily life. This course will develop skills needed for solving business and consumer-related problems, analyzing and interpreting data, and applying sound decision-making skills. After a review of the fundamental processes, problems are covered which involve percentage, markup, discounts, interest, taxation, bank reconciliation, payroll, and insurance. AAS: Mathematics elective.

MATH 1414: Basic Algebra

4 credit hours (4 lecture/0 lab)
The course presents the basic principles of algebra and its application. Topics include the study of properties of real numbers, equations and inequalities of one variable, introduction to graphing, systems of equations in two variables, and operations and factoring of polynomials. Skills for success in more advanced courses are emphasized; consequently, the student must have a strong working knowledge of arithmetic before entering this course.

Prerequisite(s)
MATH 0974 with a grade of C or better or appropriate assessment score

MATH 1424: Intermediate Algebra

4 credit hours (4 lecture/0 lab)
Topics include sets, real numbers, factoring, functions, expressions (polynomial, rational, exponential, logarithmic, and radical), equations (linear, absolute value, rational, quadratic, exponential, logarithmic, and radical) and inequalities (linear and absolute value). Systems of three equations and complex numbers are introduced. Word problems are studied in detail. Skills for success in transfer-level mathematics courses are emphasized.

Prerequisite(s)
MATH 1414 with a grade of C or better or appropriate assessment score

MATH 1453: Geometry

3 credit hours (3 lecture/0 lab)
The student will use inductive, deductive, and indirect proofs in the study of plane and solid geometry, properties of congruence, similarity, ratio and proportion, area, perimeter, and volume of basic figures.

Prerequisite(s)
MATH 1424 with a grade of C or better

MATH 1613: Mathematics for Elementary Teachers I

3 credit hours (3 lecture/0 lab)
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(s)
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)

MATH 1623: Math for Elementary Teachers II

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
MATH 1613 with a grade of C or better

MATH 1704: Contemporary Mathematics

4 credit hours (4 lecture/0 lab)
This is a general education mathematics course. It focuses on mathematical reasoning, solving real-life problems and appreciating math's function, rather than on routine skills. Three or four of the following topics will be studied in depth: geometry; both counting techniques and probability; graph theory; both logic and set theory; mathematical modeling; mathematics of finance; game theory; linear programming, including the simplex method; statistics; and both voting and apportionment.

Prerequisite(s)
MATH 1424 or MATH 0984 with a grade of C or better, appropriate assessment score, or High School Transitional Math: quantitative literacy (QL) pathways/STEM pathway

MATH 1713: Finite Mathematics

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s)

MATH 1814 with a grade of C or better or appropriate assessment score

MATH 1774: Statistics

4 credit hours (4 lecture/0 lab)

This course focuses on statistical reasoning and on solving problems using real-world data rather than on computational skills. Use of technology-based computations (such as graphing calculators with a statistical package, spreadsheets, or statistical computing software) is required with emphasis on interpretation and evaluation of statistical results. Topics include data collection processes (observational studies, experimental design, sampling techniques, bias), descriptive methods using quantitative and qualitative data, bivariate data, correlation, and least-squares regression, basic probability theory, probability distributions (normal distributions and normal curve, binomial distribution), chi-square tests, one-way analysis of variance, confidence intervals and hypothesis tests using p-values. Students cannot receive credit for both MATH 1774 and BSNS 2514.

Prerequisite(s)

MATH 1424 or MATH 0984 with a grade of C or better, appropriate assessment score, or High School Transitional Math: quantitative literacy (QL) or STEM pathway

MATH 1803: Trigonometry

3 credit hours (3 lecture/0 lab)

Definitions of trigonometric functions are defined using the unit circle then extended to the solution of right triangles. Content includes radian measure, trigonometric functions and their inverses, identities, graphs, equations, triangles, the Laws of Cosines and Sines and applications of trig functions. Skills for success in more advanced courses are emphasized. Consequently, the student must have a strong working knowledge of algebra before entering the course. AAS: Mathematics elective.

Prerequisite(s)

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 grade of C or better) or High School Transitional Math: STEM pathway

Prerequisite(s) or Corequisite(s)

Can be taken concurrently with MATH 1814

MATH 1814: College Algebra

4 credit hours (4 lecture/0 lab)

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(s)

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 grade of C or better) or High School Transitional Math: STEM pathway

MATH 1834: Calculus for Business & Social Science

4 credit hours (4 lecture/0 lab)

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.

Prerequisite(s)

MATH 1814 with a grade of C or better; or appropriate assessment scores

MATH 1843: Discrete Math

3 credit hours (3 lecture/0 lab)
Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures, and algorithms. Includes sets and logic, subscripts, arrays, number systems, counting, recursion, graph theory, trees, nets, and Boolean algebra.

Prerequisite(s)
MATH 1814 with a grade of C or better or appropriate assessment score

MATH 2515: Calculus & Analytic Geometry I

5 credit hours (5 lecture/0 lab)
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.

Prerequisite(s)
Grades of C or better in both MATH 1803 and MATH 1814 or appropriate assessment score
Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

MATH 2524: Calculus & Analytic Geometry II

4 credit hours (4 lecture/0 lab)
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.

Prerequisite(s)
MATH 2515 with a grade of C or better or appropriate advanced placement exam score
Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

MATH 2534: Calculus and Analytic Geometry III

4 credit hours (4 lecture/0 lab)
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.

Prerequisite(s)
MATH 2524 with a grade of C or better

MATH 2613: Differential Equations

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
MATH 2524 with a grade of C or better or equivalent

MEDICAL LABORATORY ASSISTANT

MEDT 1044: Medical Lab Assistant Skills

4 credit hours (3 lecture/2 lab)
This course provides students with an understanding and knowledge of the health care delivery systems; medical terminology; infection control; safety; quality control; test results; central processing; and work skills such as communication, professionalism, computer, and math skills. Also included is basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences; urinalysis, hematology, chemistry, microbiology, and immunology. Students will be trained to be competent in performing simple or waived tests (Clinical Laboratory Improvement Amendments regulations) done in hospital labs, clinics, physicians' offices, and ambulatory care settings.

Prerequisite(s)
HLTH 1404 with a grade of C or better

MEDICAL LABORATORY TECHNOLOGY

MEDT 1014: Medical Laboratory Skills

4 credit hours (3 lecture/2 lab)

This course provides students with understanding and knowledge of the health care delivery systems, medical terminology, infection control, safety, quality control, blood collection, central processing, and work skills in communication, mathematics, professionalism, and using a computer. Basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences - urinalysis, hematology, chemistry, microbiology, and immunology - will also be covered. Students will be trained to perform blood collections and simple or waived tests (CLIA Regulations). In addition, the student receives an orientation to the clinical laboratory through 10 hours of observation at the hospital.

Prerequisite(s)

Admission into the Medical Laboratory Technology Program, or consent of instructor

MEDT 1104: Urinalysis and Immunology

4 credit hours (3 lecture/3 lab)

This course and all MEDT courses are designed to prepare the student for MEDT 2316 and MEDT 2326. This course is an in-depth study of biochemistry and analysis involved in the production of urine and body fluids as they relate to health and disease. Students will be introduced to basic genetics and the nature of the immune system, with emphasis on the constituents that comprise serum-mediated immunity. Basic laboratory principles and procedures are studied.

Prerequisite(s)

Admission to the Medical Laboratory Technology Program, or consent of instructor

MEDT 1124: Hematology & Coagulation

4 credit hours (3 lecture/3 lab)

This course is designed to prepare the student for Clinical Practicum I and II. Included are introductions to the following topics: lab safety, lab instrumentation, and laboratory mathematics. Theoretical and practical laboratory applications of principles and techniques in phlebotomy, normal to abnormal hematology, and coagulation are covered in depth.

Prerequisite(s)

Admission to the Medical Laboratory Technology program and CHEM 1614 or consent of instructor

MEDT 1224: Blood Bank

4 credit hours (3 lecture/3 lab)

This course provides an introduction to basic genetics and the nature of the immune system as it relates to immunohematology. It looks at blood-related antigens and antibodies encountered in the clinical lab, along with their relationship to safe transfusion of blood and its components. Laboratory exercises include all the commonly performed immunohematology procedures.

Prerequisite(s)

MEDT 1104 with a grade of C or better

MEDT 2044: Clinical Microbiology

4 credit hours (3 lecture/3 lab)

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, media 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(s)

Admission to the Medical Laboratory Technology program and BIOL 2714; or consent of instructor

MEDT 2214: Clinical Chemistry

4 credit hours (3 lecture/3 lab)

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(s)

MEDT 1124 and CHEM 1624; or consent of instructor

MEDT 2316: Clinical Practicum I

6 credit hours (0 lecture/18 lab)
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(s)
MEDT 1014, MEDT 1104, MEDT 1124, MEDT 1224, MEDT 2044 and MEDT 2214 with a grade of C or better
Corequisite(s)
MEDT 2326

MEDT 2326: Clinical Practicum II

6 credit hours (0 lecture/18 lab)
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(s)
MEDT 2044 and MEDT 2214
Corequisite(s)
MEDT 2316

MEDT 2462: Medical Laboratory Technology Seminar

2 credit hours (2 lecture/0 lab)
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(s)
MEDT 2044 and MEDT 2214

MILITARY SCIENCE

MSCI 1513: Introduction to Leadership

3 credit hours (3 lecture/0 lab)
This course focuses on an introduction to the Army and basic Soldier skills. It introduces students to the Army and the Profession of Arms. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of the Army Leadership Requirements Model while gaining a complete understanding of the Reserve Officers' Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. Students also learn to perform basic Soldier skills to survive in a field environment to support their development as an Army leader. Included is a weekly lab facilitated by MS III Cadets, supervised by MS IV's and Cadre.

Prerequisite(s) Approval from the Registrar's Office and enrollment in an Army ROTC program.

MSCI 1523: Leadership & Decision Making

3 credit hours (3 lecture/0 lab)
This course is designed for students in an Army ROTC program and introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, time management, goal setting, and communication. Cadets learn the basics of the communications process and the importance for leaders to develop the essential skills to effectively communicate in the Army. Cadets will begin learning the basics of squad level tactics that will be reinforced during a weekly lab facilitated by MS III Cadets, supervised by MS IVs and Cadre.

Prerequisite(s)
MSCI 1513

MSCI 2513: Leadership & Problem Solving

3 credit hours (3 lecture/0 lab)
This course focuses on leadership and ethics and adds depth to the Cadets knowledge of the different leadership styles. Cadets will conduct a leadership analysis of famous leaders and self-assessment of their own leadership style. The Army Profession is presented through the understanding of values, ethics and how to apply both to different situations they may encounter as a leader. Army Values and Ethics and their relationship to the Law of Armed Conflict (LOAC) and philosophy of military service are also discussed. Cadets are then required to apply their knowledge outside the classroom during hands-on performance-oriented environments at the weekly lab facilitated by MS III Cadets, supervised by MS IV's and cadre.

Prerequisite(s)
MSCI 1523

MSCI 2523: Small Unit Leadership & Tactics

3 credit hours (3 lecture/0 lab)
This course focuses on Army doctrine and team development. The course begins the journey to understand and demonstrate competencies as they relate to Army doctrine. Army Values, Teamwork, and Warrior Ethos and their relationship to the Law of Land Warfare and philosophy of military service are also stressed. The ability to lead and follow is also covered through Team Building exercises at squad level. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during a weekly lab facilitated by MSL III Cadets and supervised by cadre.

Prerequisite(s)
MSCI 2513

MUSIC

MUSC 1513: Music Appreciation

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

MUSC 1621: Community Choir

1 credit hours (0 lecture/2 lab)
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 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

MUSC 1641: Music Performance and Ensemble

1 credit hours (0 lecture/2 lab)
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(s)
Audition and acceptance into course

NURSING ASSISTANT

PNUR 1438: Nursing Assistant

8 credit hours (4.5 lecture/7 lab)
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 Affairs. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite(s)
Appropriate assessment score

PNUR 1456: Advanced Nursing Assistant II

6 credit hours (5 lecture/1 lab)

This course prepares individuals to function in the role of nursing assistant II under the supervision of a licensed nurse. Students will be prepared to offer advanced services related to the comfort, welfare and safety of persons requiring health care. This course meets 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 Affairs. Each student in this course must have a physical exam, criminal background check which includes fingerprinting, and a negative drug screen.

Prerequisite(s)

PNUR 1438 and current on the Health Care Worker Registry

OFFICE PROFESSIONAL

BSNS 1312: Proofreading & Editing

2 credit hours (2 lecture/0 lab)

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 credit hours (2 lecture/2 lab)

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(s)

COSC 1513 and COSC 1023

BSNS 1411: Keyboarding

1 credit hours (0.5 lecture/1 lab)

This course will provide basic instruction in the "touch" system of keyboarding. Students will use personal computers while learning to type with the proper fingers without watching the keys. Students will learn both the alpha-numeric keyboard and the 10-key pad. Students who are enrolled currently or who have received credit for COSC 1023 or COSC 2033 will not receive credit for this course. This also applies to similar courses transferred from other colleges or universities. BSNS 1411 may be waived if one semester of high school typing has been completed with a grade of C or better.

BSNS 2311: Successful Customer Service

1 credit hours (1 lecture/0 lab)

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 credit hours (0 lecture/15 lab)

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(s)

The successful completion of courses listed in the first four semesters of the Office Professional curriculum and approval of program coordinator

COSC 1023: Intermediate Word

3 credit hours (2 lecture/2 lab)

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(s)

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

COSC 1152: Introduction to Windows

2 credit hours (1 lecture/2 lab)
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 2033: Advanced Word

3 credit hours (2 lecture/2 lab)
This capstone document production course for administrative and office assistant training places heavy emphasis on using technology to produce various desktop publishing documents.

Prerequisite(s)
COSC 1023 with a grade of C or better
Prerequisite(s) or Corequisite(s)
COSC 1513 with a grade of C or better

PARAMEDIC

PMED 1018: Emergency Medical Technician--Basic

8 credit hours (7 lecture/3 lab)
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(s)
Appropriate assessment score; the Office of Admissions and Registration must have proof of current CPR certification at the Healthcare Provider level; and the student's official high school transcript indicating graduation or GED scores indicating successful completion must be on file. (High school seniors should consult an advisor for requirements.) To sit for the Illinois Department of Public Health EMT-B test, the student must be at least 18 years of age.

PMED 2115: Paramedic I

15 credit hours (11 lecture/12 lab)
Through clinical and classroom experiences, students will learn the role of the paramedic as well as ethical and legal aspects of the Emergency Medical Services system. Primary and secondary physical assessment will be studied along with a review of human anatomy and physiology. Topics also will include pharmacology, general drug groupings, calculations of drug dosages, classification of drugs, their therapeutic effect, indications and contraindications and side effects. Students will learn advanced airway management techniques and interventions, management of traumatic injuries (including fluid, shock and trauma-related respiratory and cardiac emergencies), and use of devices to communicate with hospitals. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite(s)
PMED 1018, successful completion of the state certification exam for EMT-B, and proof of current CPR certification at the Health Care Provider level

PMED 2215: Paramedic II

15 credit hours (11 lecture/12 lab)
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(s)
PMED 2115

PMED 2315: Paramedic III

15 credit hours (11 lecture/12 lab)
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(s)
PMED 2215

PHILOSOPHY

PHIL 2513: Introduction to Philosophy

3 credit hours (3 lecture/0 lab)
An introduction to the perennial issues of philosophy. Both historical and contemporary approaches may be explored.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHIL 2523: Ethics

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHIL 2533: Logic

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHIL 2543: Death and Dying

3 credit hours (3 lecture/0 lab)
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(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHIL 2713: Philosophy of Religion

3 credit hours (3 lecture/0 lab)
A study of selected religious concepts and theories, such as the existence and nature of a deity, the nature of good and evil, reason and faith, ethics, and the afterlife. May include an examination of the nature of religious language and experience.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHIL 2723: Special Topics in Philosophy

3 credit hours (3 lecture/0 lab)
Students will cultivate scientific and cultural awareness by engaging philosophically with topics such as education, business, biomedical and healthcare ethics, environmental ethics, legal theory, and social and political philosophy.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHLEBOTOMY

HLTH 1404: Phlebotomy Techniques

4 credit hours (3 lecture/2 lab)
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(s)
Appropriate assessment score

HLTH 1412: Phlebotomy Techniques Practicum

2 credit hours (0 lecture/8 lab)

HLTH 1412 cannot be taken more than 13 months after completing HLTH 1404. This course consists of 100 hours of clinical rotation practice at an affiliate hospital or clinic. This supervised training will emphasize competency in blood collection, specimen handling and processing, safety, quality control, communication skills, attitude and professionalism for effective functioning as part of the medical lab team. Upon completion of the clinical rotation, students will be eligible to take the Phlebotomy certification exam offered by certifying agencies. Each student in this course must have a physical exam, criminal background check with no disqualifying convictions and a negative drug screen.

Prerequisite(s)

HLTH 1404 with a grade of C or better or consent of instructor

HLTH 1416: Phlebotomy CBE

6 credit hours (3 lecture/10 lab)

This course consists of online lectures, laboratory practice and a 100-hour clinical experience at an affiliate hospital or clinic. Topics and skills to be emphasized will include terminology, anatomy and physiology appropriate to phlebotomy, phlebotomy techniques, one-on-one demonstration of blood collection, safety, quality control, specimen handling, communication, and attitudes and professionalism needed to be an effective member of the medical laboratory team. Upon completion of the clinical rotation, students will be eligible to obtain a national certification in Phlebotomy. As a Competency Based Education course (CBE), students' prior learning will be taken into account, and progress during the online portion of the course will be based on students' mastery in a subject--rather than relying on a time-based structure. Each student in this course must have a physical exam, criminal background check with no disqualifying convictions, a negative drug screen and proof of various immunizations, including COVID-19.

Prerequisite(s)

Appropriate assessment score

PHYSICAL FITNESS/EDUCATION

PHEC 1611: Personal Fitness

1 credit hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

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 hours (0 lecture/2 lab)

This course presents the fundamental principles of circuit training through participation in a fast-paced regime that works the entire body through calisthenics, running, resistance training, plyometric training, agility drills, and other training. Emphasis will be on discipline, intensity and goal-oriented results. Students will train with a variety of equipment including jump ropes, weights, kettlebells, and medicine balls.

PHEC 1791: Golf

1 credit hours (0 lecture/2 lab)

This course provides the student the basics of etiquette, techniques and rules of golf as a leisure fun time activity. Topics include: practice techniques, strategy, grips, stances, chips, putts, full swings, sand shots and club selection. Course content emphasizes the basic skills involved in club selection, golf course layout, shot selection and execution and the golf swing. Rules, golf ready play, scoring, handicapping, terminology, tee times, pace of play, care of course, safety, warm-up, conditioning and etiquette are practiced on the Driving Range and the Course.

PHED 1512: Health Education

2 credit hours (2 lecture/0 lab)

A fundamentals course dealing with personal lifestyle choices and health. Information units may include: drugs, sexuality, mental health, physical health, nutrition, environmental issues, aging, consumer education, and death. AAS: Health education elective.

PHED 1513: Introduction to Exercise Science

3 credit hours (3 lecture/0 lab)

This course provides an introduction to the field of exercise science, including its history and sub-disciplines. Other topics include anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor learning and control, and introductory exercise assessment for various populations. Current research and issues in the field of exercise science also will be addressed.

PHED 1613: Intro to Sport & Exercise Psychology

3 credit hours (3 lecture/0 lab)

This course will provide an introduction to the field of sport and exercise psychology, including psychological and moral development, goal setting, anxiety. It includes personal and situational factors that influence behaviors and group interactions in sport and exercise performance. Psychological techniques to help improve performance will be discussed.

PHED 1623: Structural Kinesiology

3 credit hours (3 lecture/0 lab)

This kinesiology course introduces human movement based on anatomic and mechanical principles, including how these principles are applied in exercise and physical activity. Postural and loco motor patterns will be studied, as will the performance, and qualitative analysis, of basic movement skills.

Prerequisite(s)

BIOL 2644 and BIOL 2654 with a grade of C or better

PHED 1713: Intro to P.E. and Kinesiology

3 credit hours (3 lecture/0 lab)
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 1733: Introduction to Kinesiology

3 credit hours (3 lecture/0 lab)
Utilizing a practical, career-oriented framework, this course explores sub-disciplines in kinesiology, which include physical education, motor behavior, exercise physiology and biomechanics. Sport and exercise sociology and psychology will be studied. The course includes the history, philosophies, scientific foundations, and principles of these disciplines. Career pathways and current research in the field will be addressed.

PHED 1913: Introduction to Athletic Training

3 credit hours (3 lecture/0 lab)
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 credit hours (2 lecture/0 lab)
This course is designed to introduce students to basic first aid and emergency care techniques.

PHED 2513: Exercise Testing & Assessment

3 credit hours (3 lecture/0 lab)
In this course, students will study the following for a variety of individuals and groups: processes and procedures of assessing physical fitness; prescribing exercise programs; and identifying, educating and fostering healthy living styles.

PHED 2523: Exercise Physiology

3 credit hours (2 lecture/2 lab)
This lecture/laboratory course is for the student interested in the fundamentals of exercise science, and includes applied knowledge in the human's physiological responses to exercise. Topics and discussion will include skeletal muscle structure and function, the cardiorespiratory system, nutrition, environment stressors, and exercise training.

Prerequisite(s)
BIOL 2644 and BIOL 2654 with a grade of C or better

PHED 2524: Principles of Training

4 credit hours (2 lecture/2 lab)
Students will learn to advise clients on practical fitness routines. Topics will include properly screening and evaluation clients, designing and implementing individual exercise programs, and managing personal training services. The course includes preparation for certification/training exams from the American College of Sports Medicine and National Strength and Conditioning Association.

PHED 2801: Exercise Science Internship

1 credit hours (1 lecture/0 lab)
This internship experience allows student to learn, observe and work in the exercise science field. Students will be involved in various activities surrounding daily operations, fitness assessment and exercise programming in a fitness facility. This internship includes 80 hours working on-site at KCC's and other local fitness centers.

PHEM 2511: Physical Activities-Men

1 credit hours (0 lecture/2 lab)
Intercollegiate basketball, baseball and soccer teams.

PHEM 2521: Physical Activities-Men

1 credit hours (0 lecture/2 lab)
Intercollegiate basketball, baseball and soccer teams.

PHEW 2511: Physical Activities-Women

1 credit hours (0 lecture/2 lab)
Intercollegiate volleyball, basketball and softball teams.

PHEW 2521: Physical Activities-Women

1 credit hours (0 lecture/2 lab)
Intercollegiate volleyball, basketball and softball teams.

PHYSICAL THERAPIST ASSISTANT

PHTA 1101: Introduction to Health Care

1 credit hours (1 lecture/0 lab)
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(s)
Admission to the Physical Therapist Assistant program

PHTA 1103: Kinesiology I

3 credit hours (2 lecture/2 lab)
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. An introduction to principles of exercise through a study of all body systems is also included. The laboratory will allow for hands-on practice and application of the concepts and skills necessary for the understanding of human movement.

Prerequisite(s)
Admission to the Physical Therapist Assistant program
Prerequisite(s) or Corequisite(s)
BIOL 2644

PHTA 1115: PTA Fundamentals I

5 credit hours (3 lecture/4 lab)
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(s)
Admission to Physical Therapist Assistant program
Prerequisite(s) or Corequisite(s)
BIOL 2644

PHTA 1133: PTA Fundamentals II

3 credit hours (1 lecture/4 lab)
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(s)
Admission to the Physical Therapist Assistant program, BIOL 2644, PHTA 1103 and PHTA 1115 with a grade of C or better

PHTA 1172: Pathology I for the PTA

2 credit hours (2 lecture/0 lab)
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(s)
Admission to the Physical Therapist Assistant program
Prerequisite(s) or Corequisite(s)
BIOL 2644

PHTA 1203: Kinesiology II

3 credit hours (2 lecture/2 lab)

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, goniometry, and an introduction to principles of exercise through a study of the musculoskeletal and neuromuscular systems. The laboratory will allow for hands-on practice and application of the concepts and skills necessary for the understanding of human movement.

Prerequisite(s)

PHTA 1101, PHTA 1115, and BIOL 2644

Prerequisite(s) or Corequisite(s)

BIOL 2654

PHTA 1243: Manual Therapy for the PTA

3 credit hours (1 lecture/4 lab)

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(s)

PHTA 1103, PHTA 1115 and BIOL 2644

PHTA 1272: Pathology II for the PTA

2 credit hours (2 lecture/0 lab)

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(s)

PHTA 1103, PHTA 1115, PHTA 1172, and BIOL 2644

PHTA 2001: Professional Standards of the PTA

1 credit hours (1 lecture/0 lab)

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(s)

PHTA 1133, PHTA 1203, PHTA 1243, and PHTA 1272

PHTA 2053: PTA Clinical Practicum I

3 credit hours (0 lecture/9 lab)

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(s)

PHTA 1203, PHTA 1243, PHTA 1272, and BIOL 2654

Prerequisite(s) or Corequisite(s)

PHTA 2001

PHTA 2145: Orthopedics for the PTA

5 credit hours (3 lecture/4 lab)

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(s)

PHTA 2001 and PHTA 2053

PHTA 2156: PTA Fundamentals III

6 credit hours (4 lecture/4 lab)

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(s)

PHTA 2001 and PHTA 2053

PHTA 2185: PTA Fundamentals IV

5 credit hours (3 lecture/4 lab)

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(s) PHTA 2001 and PHTA 2053

PHTA 2201: Current Issues in PT Practice

1 credit hours (1 lecture/0 lab)

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(s)

PHTA 2145, PHTA 2156, and PHTA 2185

PHTA 2224: PTA Clinical Practicum II

4 credit hours (0 lecture/12 lab)

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(s)

PHTA 2145, PHTA 2156, and PHTA 2185

PHTA 2234: PTA Clinical Practicum III

4 credit hours (0 lecture/12 lab)

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(s)

PHTA 2145, PHTA 2156, and PHTA 2185

Prerequisite(s) or Corequisite(s)

PHTA 2224

PHTA 2293: PTA Fundamentals V

3 credit hours (2 lecture/2 lab)

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(s)

PHTA 2145, PHTA 2156 and PHTA 2185

PHYSICS

PHYS 1514: General Physics I

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s)
MATH 1803 and MATH 1814 with grades of C or better or appropriate assessment score
Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PHYS 1524: General Physics II

4 credit hours (3 lecture/2 lab)
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(s)
PHYS 1514 with a grade of C or better

PHYS 2614: Physics I

4 credit hours (3 lecture/3 lab)
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.

Prerequisite(s) or Corequisite(s)
MATH 2515 with a grade of C or better

PHYS 2624: Physics II

4 credit hours (3 lecture/3 lab)
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(s)
PHYS 2614 and MATH 2515 both with a grade of C or better

PHYS 2634: Physics III

4 credit hours (3 lecture/2 lab)
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(s)
PHYS 2624 with a grade of C or better

PSCI 1114: Applied Technical Science

4 credit hours (3 lecture/2 lab)
This course introduces physical concepts and theories pertaining to current applications and trends in physics. Applications to technology are emphasized. Basic concepts in chemistry with the focus on technical careers will also be illustrated. AAS: Physical science elective.

Prerequisite(s)
Appropriate assessment score, MATH 1103 with a grade of C or better, or consent of instructor

PSCI 1503: Introduction to Astronomy

3 credit hours (3 lecture/0 lab)
This course is designed to introduce the non-science major to the basic concepts of astronomy. The student will examine the structure, properties, evolution and dynamics of earth, our solar system, stars, galaxies and the universe.

PSCI 1514: Introduction to Physical Science

4 credit hours (3 lecture/2 lab)
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.

Prerequisite(s)
MATH 1103 or MATH 1414 with a grade of C or better or appropriate assessment score

PSCI 1524: Earth Science & Society

4 credit hours (3 lecture/2 lab)
This laboratory course is designed to introduce the non-science major to the basic concepts of the earth sciences and how modern society affects the planet. The student will describe and analyze the structure, evolution, and dynamics of the earth. In the laboratory, the student will apply this knowledge to better understand the natural world.

POLITICAL SCIENCE

PLSC 1513: American Government

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PLSC 1523: State and Local Government

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
PLSC 1513

PLSC 1553: Comparative Government

3 credit hours (3 lecture/0 lab)
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 credit hours (3 lecture/0 lab)
This course is offered through the Study Abroad program. Consult an advisor in Student Affairs for more details.

PLSC 2613: Introduction to International Relations

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PRACTICAL NURSING

PNUR 1138: Practical Nursing I

8 credit hours (4.5 lecture/7 lab)
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(s)
Admission to the Practical Nursing program
Prerequisite(s) or Corequisite(s)
BIOL 1564 or both BIOL 2644 & BIOL 2654

PNUR 1140: Practical Nursing II

10 credit hours (5 lecture/10 lab)
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(s)
PNUR 1138 and PNUR 1241, BIOL 1564 or both BIOL 2644 & BIOL 2654

PNUR 1241: Practical Nursing Pharmacology I

1 credit hours (1 lecture/0 lab)
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 Licensed Practical Nurse's responsibilities in IV therapy will be taught.

Prerequisite(s)
Admission to Practical Nursing program
Corequisite(s)
PNUR 1138
Prerequisite(s) or Corequisite(s)
BIOL 1564 or both BIOL 2644 & BIOL 2654

PNUR 1262: Practical Nursing Pharmacology II

2 credit hours (2 lecture/0 lab)

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(s)

PNUR 1241, BIOL 1564 or both BIOL 2644 & BIOL 2654

Corequisite(s)

PNUR 1140

PNUR 1316: Practical Nursing III

6 credit hours (3 lecture/6 lab)

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(s)

PNUR 1140, PNUR 1262, and BIOL 1564 or both BIOL 2644 & BIOL 2654

PNUR 1491: Practical Nursing Seminar

1 credit hours (1 lecture/0 lab)

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(s) or Corequisite(s)

PNUR 1316

PSYCHOLOGY

PSYC 1813: Introduction to Psychology

3 credit hours (3 lecture/0 lab)

This course consists of a survey of the major topics in psychology; analysis of psychological research; intelligence, memory, and thinking; the biological basis of behavior; emotions, perception and sensation, motivation; wellness and stress; personality; heredity and learning; developmental psychology; social psychology, abnormal psychology (including therapy and treatment); and states of consciousness. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. AAS: Business elective.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PSYC 2464: Professional Standards Clinical Care

4 credit hours (3 lecture/1 lab)

The purpose of this course is to assist students in understanding the ethical practice and professional standards needed to work with individuals in mental health settings. This course is designed to teach communication, and professional boundaries and evaluate ethical considerations faced in human services.

Prerequisite(s)

PSYC 1813

PSYC 2513: Abnormal Psychology

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s)

PSYC 1813

PSYC 2553: Lifespan Developmental Psychology

3 credit hours (3 lecture/0 lab)

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.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

PSYC 2573: Adulthood and Aging

3 credit hours (3 lecture/0 lab)
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.

PSYC 2623: Learning and Conditioning

3 credit hours (3 lecture/0 lab)
This course examines the theoretical principles underlying classical and operant conditioning and observational learning. Students will also study how these principles can be applied to modifying target behaviors in animals and humans. This course is particularly helpful for students pursuing careers in human services such as mental health, law enforcement, and education, as well as business and training.

Prerequisite(s)
PSYC 1813

PSYC 2633: Human Sexuality

3 credit hours (3 lecture/0 lab)
This course explores the biological, psychological, and sociocultural aspects of human sexuality. Topics include sexual health, relationships, gender, orientation, and the diversity of sexual experiences, emphasizing critical thinking and respectful discussions.

PSYC 2773: Social Psychology

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
PSYC 1813

RADIOGRAPHY

XRAY 1014: Introduction to Radiography

4 credit hours (4 lecture/0 lab)
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(s)
Admission to Radiography program

XRAY 1033: Radiographic Anatomy & Positioning I

3 credit hours (2 lecture/2 lab)
Students in this course learn precise and detailed information on anatomy and positions of the chest, abdomen, upper and lower extremities, shoulder girdle, hip and pelvis, and upper and lower gastrointestinal system. Carefully correlated instruction in anatomy will precede each positioning unit. Laboratory sessions will include demonstrations of positions to develop skills necessary to succeed during clinical assignments. Anatomy and positions learned in this course are the basis for understanding more specialized procedures.

Prerequisite(s)
XRAY 1014
Corequisite(s)
XRAY 1212 and XRAY 1316
Prerequisite(s) or Corequisite(s)
BIOL 2644

XRAY 1042: Radiographic Quality

2 credit hours (2 lecture/0 lab)
This course covers concepts involved with digital X-ray equipment operation and quality assurance. It includes image acquisition, digital imaging characteristics, and technical evaluation. Focus is placed on the correlation between X-ray exposure and the effect on image quality. The properties of image receptor exposure, contrast, detail and distortion are analyzed extensively with emphasis on the factors that control and influence them (mAs, SID, OID, kVp). Other topics include: collimation, filtration, and grid usage. Students will gain a better understanding of exposure factor formulation by performing experiments in the energized lab utilizing anthropomorphic phantoms.

Prerequisite(s)
XRAY 1033, XRAY 1212, and XRAY 1316
Corequisite(s)
XRAY 1053, XRAY 1232, and XRAY 1326

XRAY 1053: Radiographic Anatomy & Positioning II

3 credit hours (2 lecture/2 lab)
Students in this course learn precise and detailed information on the anatomy and positions of the biliary system; urinary system; cranium; sella turcica and petrous bones; facial bones; optic foramen; mandible; temporomandibular joint (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. Carefully correlated instruction in anatomy will precede each positioning unit. Laboratory sessions will include demonstrations of positions to develop skills necessary to succeed during clinical assignments. Anatomy and positions learned in this course are the basis for understanding more specialized procedures.

Prerequisite(s)
XRAY 1033, XRAY 1212, and XRAY 1316
Corequisite(s)
XRAY 1042, XRAY 1232, and XRAY 1326
Prerequisite(s) or Corequisite(s)
BIOL 2654

XRAY 1212: Radiographic Image Analysis I

2 credit hours (2 lecture/0 lab)
This hybrid course provides precise and detailed information on image analysis and pathology of the chest, abdomen, upper and lower extremities, shoulder girdle, hip and pelvis, and upper and lower gastrointestinal system. Reading assignments and preparation time are included. Skills acquired in this course enable the student to understand the importance of determining adequate radiographs.

Prerequisite(s)
XRAY 1014
Corequisite(s)
XRAY 1033 and XRAY 1316

XRAY 1232: Radiographic Image Analysis II

2 credit hours (2 lecture/0 lab)
This hybrid course provides precise and detailed information on image analysis and pathology of the biliary system; urinary system; cranium; sella turcica and petrous bones; facial bones; optic foramen; mandible; temporomandibular joint (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. Reading assignments and preparation time are included. Skills acquired in this course enable the student to understand the importance of determining adequate radiographs.

Prerequisite(s)
XRAY 1033, XRAY 1212, and XRAY 1316
Corequisite(s)
XRAY 1042, XRAY 1053, and XRAY 1326

XRAY 1316: Clinical I

6 credit hours (0 lecture/18 lab)
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(s)
XRAY 1014
Corequisite(s)
XRAY 1033 and XRAY 1212

XRAY 1326: Clinical II

6 credit hours (0 lecture/18 lab)
Students will continue to observe/participate in programmed clinical experiences within the radiology departments at area hospitals.

Prerequisite(s)
XRAY 1033, XRAY 1212, and XRAY 1316
Corequisite(s)
XRAY 1042, XRAY 1053, and XRAY 1232

XRAY 1333: Clinical III

3 credit hours (0 lecture/9 lab)
Students will participate in programmed clinical experiences within the radiology departments of area hospitals.

Prerequisite(s)
XRAY 1042, XRAY 1053, XRAY 1232, and XRAY 1326
Corequisite(s)
XRAY 2212

XRAY 1346: Clinical IV

6 credit hours (0 lecture/18 lab)
Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals, dealing with advanced radiographic procedures.

Prerequisite(s)
XRAY 1333 and XRAY 2212
Corequisite(s)
XRAY 2103

XRAY 1356: Clinical V

6 credit hours (0 lecture/18 lab)
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(s)
XRAY 1346 and XRAY 2103
Corequisite(s)
XRAY 2125

XRAY 2103: Advanced Radiologic Technology I

3 credit hours (3 lecture/0 lab)
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(s)
XRAY 1333 and XRAY 2212
Corequisite(s)
XRAY 1346

XRAY 2125: Advanced Radiologic Technology II

5 credit hours (5 lecture/0 lab)
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(s)
XRAY 1346 and XRAY 2103
Corequisite(s)
XRAY 1356

XRAY 2212: Surgical and Special Procedures

2 credit hours (3 lecture/0 lab)
Prerequisite(s)
XRAY 1042, XRAY 1053, XRAY 1232, and XRAY 1326
Corequisite(s)
XRAY 1333

REGISTERED NURSING

RNUR 1106: Introduction to Nursing

6 credit hours (3.5 lecture/5 lab)
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(s)
Admission to the Associate Degree Nursing program
Prerequisite(s) or Corequisite(s)
BIOL 2644

RNUR 1128: Nursing--Adult & Child I

8 credit hours (4 lecture/8 lab)
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(s)
MATH 1141, RNUR 1152, and RNUR 1106
Prerequisite(s) or Corequisite(s)
BIOL 2654

RNUR 1152: Introduction to Pharmacology

2 credit hours (2 lecture/0 lab)
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(s)
Admission to the Associate Degree Nursing program

RNUR 1461: Nursing Seminar II

1 credit hours (1 lecture/0 lab)
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(s)
RNUR 1106

RNUR 2122: Nursing--Adult & Child III

2 credit hours (1 lecture/2 lab)
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(s)
RNUR 2228

RNUR 2228: Nursing--Adult & Child II

8 credit hours (4 lecture/8 lab)
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(s)
RNUR 1128
Prerequisite(s) or Corequisite(s)
PSYC 1813 and BIOL 2714

RNUR 2237: Nursing--Adult & Child IV

7 credit hours (3.5 lecture/7 lab)
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(s)
RNUR 2228 and RNUR 2443

RNUR 2443: Concepts of Clinical Pharmacology

3 credit hours (3 lecture/0 lab)
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(s)
RNUR 1152
Prerequisite(s) or Corequisite(s)
RNUR 1128

RNUR 2461: Nursing Seminar IV

1 credit hours (1 lecture/0 lab)
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(s)
RNUR 2228

RESPIRATORY THERAPIST

RESP 1113: Respiratory Physiology

3 credit hours (3 lecture/0 lab)
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.

Corequisite(s)
MATH 1142
Prerequisite(s) or Corequisite(s)
BIOL 1564 or BIOL 2654 with a grade of C or better

RESP 1224: Clinical I

4 credit hours (0 lecture/12 lab)
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(s)
RESP 1445 with a grade of C or better

RESP 1324: Respiratory Procedures I

4 credit hours (4 lecture/0 lab)
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.

Corequisite(s)
MATH 1142
Prerequisite(s) or Corequisite(s)
BIOL 1564 or BIOL 2654

RESP 1331: Respiratory Skills I

1 credit hours (0 lecture/2 lab)
This course emphasizes hands-on learning experiences with respiratory equipment and procedures. The didactic portion of this material is presented in RESP 1324. Students will practice and demonstrate competency of the skills associated with this information.

Corequisite(s)
MATH 1142
Prerequisite(s) or Corequisite(s)
BIOL 1564 OR BIOL 2654

RESP 1445: Respiratory Procedures III

5 credit hours (5 lecture/0 lab)
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(s)
RESP 1331, RESP 1113, RESP 1324, MATH 1142, and BIOL 1564 or BIOL 2654 completed with a grade of C or better

RESP 1458: Intro to Respiratory Critical Care

8 credit hours (7 lecture/2 lab)

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(s)

RESP 1445 with a grade of C or better

RESP 2213: Clinical Medicine

3 credit hours (3 lecture/0 lab)

This course is designed to provide students with the basic knowledge and understanding to assess and treat patients with respiratory disease.

Prerequisite(s)

RESP 1224 and RESP 1458 with grades of C or better

RESP 2225: Clinical II

5 credit hours (0 lecture/15 lab)

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(s)

RESP 1224 and RESP 1458 with grades of C or better

RESP 2245: Clinical III

5 credit hours (0 lecture/15 lab)

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(s)

RESP 2453 with a grade of C or better

RESP 2353: Cardiopulmonary Procedures

3 credit hours (3 lecture/0 lab)

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. In will include home care, nutrition for the pulmonary patient, pulmonary rehabilitation, cardiopulmonary stress testing, and sleep and breathing disorders.

Prerequisite(s)

RESP 2453 with a grade of C or better

RESP 2411: Professional Skills

1 credit hours (1 lecture/0 lab)

This course will stress the non-technical skills expected of a respiratory therapist. Verbal and written communication skills will be stressed.

Prerequisite(s)

RESP 1224 and RESP 1458 with grades of C or better

RESP 2433: Respiratory Procedures IV

3 credit hours (3 lecture/0 lab)

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(s)

RESP 1445 with a grade of C or better

RESP 2445: Respiratory Procedures V

5 credit hours (4 lecture/2 lab)

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(s)

RESP 1224 and RESP 1458 with grades of C or better

RESP 2453: Respiratory Procedures VI

3 credit hours (3 lecture/0 lab)
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(s)
RESP 2213, RESP 2225, RESP 2411, and RESP 2445 with grades of C or better

RESP 2483: Respiratory Seminar

3 credit hours (3 lecture/0 lab)
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(s)
RESP 2453 with a grade of C or better

SOCIAL WORK

SOCW 2523: Introduction to Social Work

3 credit hours (3 lecture/0 lab)
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(s)
PSYC 1813 or SOCY 2513 or ANTH 1713 or experience in the field

SOCIOLOGY

ANTH 1713: Introduction to Anthropology

3 credit hours (3 lecture/0 lab)
This course provides an introduction to the nature of humans and their development and relationship to the physical and social environment today and in the past. The class surveys the major subfields of anthropology, cultural anthropology, physical anthropology, archaeology, and linguistics.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

SOCY 1613: Diversity, Equity, Inclusion & Belonging

3 credit hours (3 lecture/0 lab)
This course provides an interdisciplinary approach to identifying and understanding the issues surrounding diversity, equity, inclusion, and belonging in the United States. Using a variety of lenses and methodologies (e.g. sociological, economic, historical, and psychological), students will analyze the relationship between the individual, society, and culture within America and how that relationship has created, maintained, and challenged inequality.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

SOCY 2513: Sociology

3 credit hours (3 lecture/0 lab)
This course will acquaint the student with basic concepts and methods used in the study of sociology. Materials will cover major social differences, such as class, race, sex, age, and deviant behavior. Institutions of social life, such as family, education, religion, power, and work will be examined. AAS: Business elective.

Prerequisite(s) or Corequisite(s)
Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

SOCY 2523: Contemporary Social Problems

3 credit hours (3 lecture/0 lab)
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.

Prerequisite(s)
PSYC 1813 or SOCY 2513 or ANTH 1713

SOCY 2543: Racial and Ethnic Relations

3 credit hours (3 lecture/0 lab)

This course is a comparative analysis of racial and ethnic groups; examining elements of group identity, social movements, government policy, individual and institutional discrimination, and related social problems.

Prerequisite(s) or Corequisite(s)

Appropriate assessment score or completion/concurrent enrollment in ENGL 1422 with a grade of C or better

SOCY 2553: Sociology of the Family

3 credit hours (3 lecture/0 lab)

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.

SOSC 1533: Int'l Studies in the Social Sciences

3 credit hours (1 lecture/6 lab)

This course is taught at a study abroad site. Students will travel to international/regional locations that may vary from year to year to study selected topics or current issues in the social or behavioral sciences (anthropology, economics, geography, history, political science, psychology). The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include, but are not limited to, field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of three credit hours can be used toward a degree or certificate.

TRANSPORTATION-TWDL

TWDL 1003: Transportation & Physical Distribution

3 credit hours (3 lecture/0 lab)

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 credit hours (3 lecture/0 lab)

This course covers the basics of supply chain management, which includes all activities in the flow of materials from the supplier to the consumer. Such activities include the supply chain concept, inventory and warehouse management, physical distribution, order management, materials handling, capacity management, just-in-time manufacturing and total quality management.

TWDL 1203: Introduction to Import/Export

3 credit hours (3 lecture/0 lab)

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 1303: Principles of Operations Management

3 credit hours (3 lecture/0 lab)

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 credit hours (2 lecture/0 lab)

This course examines relevant facets of maritime, land, pipeline, and air transportation security related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation.

WELDING TECHNOLOGY

WELD 1114: Basic Welding

4 credit hours (2 lecture/4 lab)
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 credit hours (2 lecture/4 lab)
The student will be able to explain the principles of design of weldments, weldability of metals, welding defects, weld testing and inspection, and preheating and post-heating. The student also will weld various joint designs in the vertical and overhead projections using a variety of electrodes.

Prerequisite(s)
WELD 1114 with a grade of C or better

WELD 1263: Metallurgy & Heat Treatment

3 credit hours (3 lecture/0 lab)
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 credit hours (2 lecture/4 lab)
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(s)
WELD 1124 with a grade of C or better

WELD 2062: Fillet Weld Special Problems

2 credit hours (0 lecture/4 lab)
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(s)
WELD 1124 or consent of instructor

WELD 2072: Groove Weld Special Problems

2 credit hours (0 lecture/4 lab)
This course prepares the student to take any/all of the American Welding Society Filler Welder Qualification Tests (1G, 2G, 3G, 4G).

Prerequisite(s)
WELD 1124

WELD 2124: Tungsten Inert Gas Welding

4 credit hours (2 lecture/4 lab)
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 credit hours (0 lecture/4 lab)
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(s)
WELD 2044

WELD 2224: Metallic Inert Gas Welding

4 credit hours (2 lecture/4 lab)
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.

KCC at a Glance

Alumni Association

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

Faculty and Deans

Deans

Paul Carlson
Business, Technology & Human Services Division
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Ed.M. University of Illinois

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M.S. Illinois State University

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B.HSc. Nova Southeastern University Fischler College of Education & School of Criminal Justice
M.A. Nova Southeastern University Fischler College of Education & School of Criminal Justice

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Ed.D. Olivet Nazarene University

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D.C. National University of Health Sciences

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B.A. Brigham Young University, Utah
M.A.R. Yale University Divinity School

List as of Sept. 15, 2025

Glossary of Terms

academic placement: Unless direct from a high school which provides an ACT or SAT score, most entering credit students are required to take institutional placement tests which determine knowledge in basic reading, writing and math or provide formal documentation of basic learning skills.

academic calendar: Important dates for each semester; e.g., registration, when classes begin, withdrawal deadlines, holidays and exams.

academic advisor: KCC staff member who assists students in planning course work to complete their academic goals.

area of concentration: Courses that create a foundation for an intended major or electives to meet credit-hour requirements for a degree.

associate degree: Various types are offered at KCC including Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Associate in Engineering Science (A.E.S.), Associate in Fine Arts (A.F.A.), and Associate in General Studies (A.G.S.).

articulated course: A course that meets the requirements for a specific course or elective credit at a four-year college or university. This term could also apply to a high school course that meets the requirements of a specific college course.

attendance policy: The number of absences permitted will vary from class to class.

audit: Taking a class to benefit from experience without receiving a grade or college credit. The cost of auditing a course is the same as that charged for enrolling for credit. Special registration procedures apply.

certificates: Certificates and advanced certificates are awarded to students who complete specific requirements in career education certificate programs.

cooperative agreement: The understanding between KCC and other community colleges that residents can pay in-district rates when enrolled in programs named under the agreement.

corequisite(s): Requirement(s) that must be taken at the same time as the course.

credit by examination: Course credit awarded to students demonstrating knowledge through proficiency exams.

credit hour: The unit used to quantitatively measure courses. The number of credits assigned to a course is usually determined by the number of in-class hours per week and the number of weeks per session.

degree: Awarded to a student who has completed all requirements for a program of study.

developmental course work: Provides the knowledge of basic reading, writing, and mathematical skills that are necessary for success in the course or program of study chosen by the student. Developmental courses do not meet graduation requirements.

disciplinary action: Students who fail to comply with KCC policies, regulations, and rules will be subject to disciplinary action, which may include dismissal from the college.

district: The communities within the geographic boundaries of the college.

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

drop a course: Action taken when a student no longer wants to take a course for which he/she has registered. A course dropped during the refund period does not appear on the student's transcript. Dates when a drop is permitted are listed in course syllabi.

elective: Course that a student chooses (elects) to take in order to reach the required number of hours for a certificate or degree. Some curricula have "suggested electives" or "program electives."

extension sites: An outreach center of KCC offering credit and/or non-credit courses.

extracurricular activities: Activities and events offered beyond regularly scheduled coursework; e.g. intramural sports.

fee: Money charged for additional services other than tuition (e.g. laboratory fee).

financial aid: Financial assistance designed to bridge the gap between the resources of students and their families and the cost of attending KCC. The different forms of financial aid are: grants, loans, work on or off campus, scholarships, and veterans' benefits.

flexible scheduling: Classes offered with varying times, course lengths and locations that respond to the students' needs.

full time: Enrollment in 12 or more credit hours per semester (six credit hours in summer).

general studies: A type of associate degree (A.G.S.) intended for students whose educational goals cannot be precisely met by other degree programs. The A.G.S. is awarded in personalized curricula that have been agreed upon by the student and his/her advisor within college regulations.

grade point: Numerical value assigned to the letter grade received in a class. Used to calculate a grade point average.

graduation petition: A form required for a student to be considered for graduation.

incomplete grade: If a student is passing a course and misses the final examination (with authorization of the appropriate dean) or fails to complete a major course assignment, the instructor may assign a grade of "I" – Incomplete. Coursework must be completed within the time period stated on the approval request, not to exceed six months.

international student procedure: Non-U.S. citizens who plan to attend KCC must comply with the student and exchange visitor information system (SEVIS) application procedure.

lecture/lab: Number of hours students spend in a course per week in lecture and/or laboratory time.

orientation: An information session designed to introduce students to KCC programs, services, and facilities.

part time: Enrollment in fewer than 12 credit hours per semester (less than six credit hours in summer).

permanent record: The college's internal document reflecting the unabridged academic history of the student at the institution.

placement tests: Institutional placement tests in reading and math are required for most credit-seeking students. Students enrolling in an English or math course must have placement test results on file.

prerequisite: Requirement(s) that must be completed prior to taking the course.

prerequisite(s) or corequisite(s): Requirements to complete either prior to or at the same time as the course.

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

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

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

repeating a course: Students may repeat courses in which they have received D and/or F grades but may not receive credit for

the courses more than once. Only the most recent of the two grades will be used in computing the grade point average. This policy pertains to courses taken and repeated at KCC.

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

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

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

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

semester hour: See credit hour.

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

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

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

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

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

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

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

Student Right-to-Know Act

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

Admissions & Registration

Overview

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

Admissions

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

Degree/certificate-seeking students are expected to have a high school diploma or the equivalent of a high school diploma (GED) for financial aid purposes. 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.

Students are encouraged to meet with an advisor for more information on completing the assessment standardized placement Accuplacer and ALEKS tests. The scores are used for advising purposes and are required for placement in some classes. Admission to KCC may be affected for selective programs. For more information, visit kcc.edu/admissions/testing. If the applicant has taken the American College Testing (ACT) examination or SAT, 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 the College Credit 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 two years.

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

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

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

Full- and Part-Time Enrollment

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

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

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

Students should consult a KCC advisor regarding individual circumstances.

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

Earning College Credit for Prior Learning

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

Registration

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

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

For more information, visit www.kcc.edu/academics/register.

Course Withdrawal Policy

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

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

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

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

Course Cancellations

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

Auditing Classes

KCC does allow students to audit classes.

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

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

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.

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.

Program Information

Check KCC's pathways information for help choosing among the program options. Guidance on choosing a career path is also on KCC's Career Coach page.

All Associate Degrees

General Education Requirements

The requirements for an associate's degree (A.A., A.S., A.A.S., A.E.S., or A.F.A.) consist of a minimum of 60 credit hours taken from three components: (1) general education core, (2) courses taken in the major/minor field and (3) electives.

Course work in the general education core:

Provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world. KCC's general education program consists of a core of intellectual, aesthetic, and cultural experiences which introduce students to essential knowledge, skills, and values for future success in their field of study and the workplace and which encourage connections across disciplines.

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

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

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

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

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

Occupational Programs

Info on Occupational Programs

KCC's occupational programs in business, health and technology areas offer students educational and technological opportunities in a wide variety of fields. The programs provide career preparation, job retraining, and skills upgrading.

Occupational programs include Associate in Applied Science degrees which require between 60 and 72 credit hours, depending on the field of study; advanced certificates of 30 to 50 credit hours; and certificates of completion which require a series of courses.

The Associate in Applied Science degree (AAS) requires successful completion of a minimum of 15 credit hours of general education courses (six credit hours from the communications area; and nine credit hours in any combination of humanities, math/science or social and behavioral science).

Each curriculum lists its required courses (and their credit hour values). General education courses for Associate in Applied Science and certificate students are listed here.

Exceptions to all certificate and degree requirements must be approved by petition to the Graduate Review Committee.

Due to curriculum revisions, state agency or accrediting agency changes or other factors beyond the college's control, the curricula shown may have been modified after this catalog was published. Please check with the Department of Student Affairs for the most current curriculum outlines.

View the cost book for career and technical education programs

Cooperative Agreements

Cooperative agreements are offered as an option for KCC district residents to attend other community colleges without paying an out-of-district tuition rate.

Degrees or certificates for all cooperative agreements are awarded by the cooperative college. Contact the Department of Student Affairs at KCC, 815-802-8500, for information regarding these agreements before enrolling at the cooperating college.

KCC students can enroll in any occupational program at these colleges at the in-district rate if the program is not offered at KCC:

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

General Education Courses - Occupational Degrees

Program Overview

Course work in the general education core provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world.

KCC's general education program consists of a core of intellectual, aesthetic, and cultural experiences which introduce students to essential knowledge, skills, and values for future success in their field of study and the workplace; and which encourage connections across disciplines.

Career students intending to transfer should consult an advisor about IAI transfer requirements. Students in transfer degree programs should refer to general education requirements.

Requirements

The following list identifies the courses which meet KCC's general education requirements for Associate in Applied Science degrees and Associate in General Studies degrees.

All courses listed in the IAI General Education Core are accepted as electives for occupational degrees.

General Education Courses for AAS & AGS Degrees

Communications

For specific curricula only:

Course Code	Course Title	Credits
COMM 1603	Business Communication	3

Health education

Course Code	Course Title	Credits
PHED 1512	Health Education	2

Humanities/Fine arts

Course Code	Course Title	Credits
ARTS 1503	Basic Drawing	3
ARTS 1513	Two Dimensional Design	3
ARTS 1603	Drawing II	3
ARTS 1813	Three Dimensional Design	3
ARTS 2513	Painting	3
ARTS 2523	Painting II	3

ARTS 2553	Photography	3
ARTS 2563	Photography II	3
ARTS 2613	Figure Drawing	3
ARTS 2623	Figure Drawing II	3
COMM 1563	Interpersonal Communication	3
ENGL 2813	Creative Writing	3
PHIL 2543	Death and Dying	3
SPAN 1503	Basic Spanish	3
SPAN 1514	Elementary Spanish I	4
PHIL 2723	Special Topics in Philosophy	3
ARTS 2643	Computer Art	3

Mathematics

Course Code	Course Title	Credits
MATH 1103	Technical Mathematics	3
MATH 1213	Business Mathematics	3
MATH 1803	Trigonometry	3
MATH 1814	College Algebra	4
MATH 2613	Differential Equations	3

Life science (laboratory science)

Course Code	Course Title	Credits
BIOL 1564	Intro to Anatomy & Physiology	4
BIOL 2644	Anatomy & Physiology I	4
BIOL 2654	Anatomy & Physiology II	4
BIOL 2714	Microbiology	4
BIOL 2803	Gross Human Anatomy	3

Physical science (laboratory science)

Course Code	Course Title	Credits
CHEM 1504	Survey of General, Organic & Biochem	4
CHEM 1624	General Chemistry II	4
CHEM 2714	Organic Chemistry I	4
CHEM 2724	Organic Chemistry II	4
ELTR 1503	Survey of Renewable Energy	3
PHYS 1524	General Physics II	4
PHYS 2624	Physics II	4
PHYS 2634	Physics III	4
PSCI 1114	Applied Technical Science	4

Social and behavioral science

Course Code	Course Title	Credits
HIST 1823	African American History	3
PSYC 2513	Abnormal Psychology	3

STEM

Course Code	Course Title	Credits
STEM 1502	3D Printing & 3D Technologies	2
STEM 1512	STEM Guitar	2

Business Elective Courses

Requirements

Course Code	Course Title	Credits
BSNS 1133	Introduction to Entrepreneurship	3
BSNS 1373	Personal Finance	3
BSNS 2113	Small Business Management	3
BSNS 2143	Human Relations in Business	3
BSNS 2213	Human Resource Management	3
BSNS 2413	Management Field Project	3
BSNS 2423	Internship Experience	3
COMM 1553	Introductory Speech	3
COSC 1341	PowerPoint	1
COSC 1352	Word	2
COSC 1362	Access	2
COSC 1372	Excel	2
ITSM 1113	Web Development - HTML5 and CSS	3
ITSM 1143	Web Principles and User Experience	3
ITSM 1153	Mobile Application Fundamentals	3
ITSM 1163	Database Design & Implementation	3

ITSM 1203	IT Fundamentals	3
ITSM 1213	IT Systems and Hardware	3
ITSM 1223	IT Systems and Management	3
ITSM 1243	Networking Technologies	3
ITSM 1253	Cyber Security Fundamentals	3
ITSM 1013	AI Basics & Prompting	3
ITSM 1033	AI Workplace Applications	3
ITSM 1043	AI & Big Data: Concepts & Ethics	3
ITSM 1303	Programming Logic	3
ITSM 1313	Java I	3
ITSM 1323	Python®	3
ITSM 1423	Modern Operating Systems	3
ITSM 2113	Web Development - JavaScript	3
ITSM 2123	Advanced Web Development	3
ITSM 2313	Java II	3
ITSM 2333	Machine Learning with Python	3
ITSM 2433	Cyber Security With Linux	3
MKTG 1253	Sales & Customer Service	3
MKTG 2063	Fundamentals of Advertising	3
PSYC 1813	Introduction to Psychology	3
SOCY 2513	Sociology	3
SPAN 1503	Basic Spanish	3
ITSM 1013	AI Basics & Prompting	3
ITSM 1033	AI Workplace Applications	3
ITSM 1043	AI & Big Data: Concepts & Ethics	3
ITSM 2333	Machine Learning with Python	3
Sub-Total Credits		**121**

Technical Elective Courses

Requirements

All courses with the prefix AIRC, AUTO, COGT, ELTR, MAFT, MCHN, STEM and WELD can be used as technical electives.

COSC 1513 also can be used as a technical elective.

Course Code	Course Title	Credits
AIRC 1014	Fundamentals of Air Conditioning	4
AIRC 1023	Controls and Circuitry for HVAC	3
AIRC 1114	Domestic Refrigeration	4
AIRC 1124	Commercial Refrigeration	4
AIRC 1214	Heating Plants	4
AIRC 1222	Heat Pumps	2
AIRC 1313	Air Handling	3
AIRC 1422	Installation Skills	2
AIRC 2222	Geothermal Systems	2
AUTO 1021	Service Shop Operations I	1
AUTO 1064	Internal Combustion Engines	4
AUTO 1073	Vehicle Electrical Systems I	3
AUTO 1123	Vehicle Electrical Systems II	3
AUTO 1143	Brakes	3
AUTO 1213	Manual Transmissions & Driveline	3
AUTO 1223	Automatic Transmissions	3
AUTO 2013	Computerized Engine Controls I	3
AUTO 2206	Engine Diagnosis & Overhaul	6
AUTO 2233	Heating & Air Conditioning	3
AUTO 2243	Alignment, Steering & Suspension	3
AUTO 2252	Service Shop Operations II	2
AUTO 2331	Electrified Vehicle Safety	1
AUTO 2343	Electrified Vehicle Theory	3
AUTO 2353	Electrified Vehicle Diagnosis & Repair	3
COGT 1113	Digital Photography	3
COGT 1123	Intro to Web Design	3
COGT 1133	Package Design	3
COGT 1213	Photoshop Digital Imaging	3

COGT 1223	2D Animation	3
COGT 1233	Publications with Adobe InDesign	3
COGT 1243	Computer Illustration	3
COGT 1253	Portfolio Development	3
COGT 2114	AutoCAD I	4
COGT 2123	AutoCAD II	3
COGT 2132	3D Modeling with AutoCAD	2
COGT 2163	Product Design with Inventor	3
COGT 2173	Infrastructure Design With Civil 3D	3
COGT 2233	Computer Graphic Technology Intern	3
COGT 2414	Architectural Design With Revit	4
COGT 2422	Intro to Video Game Design	2
COGT 2432	Digital Sculpting with Mudbox	2
ELTR 1004	Fundamentals of Electricity	4
ELTR 1023	Basic Circuit Analysis	3
ELTR 1043	Semiconductor Electronics	3
ELTR 1073	Hydraulic Systems	3
ELTR 1082	Pneumatics & Electro-Pneumatics	2
ELTR 1113	Digital Fundamentals	3
ELTR 1174	Natl Electric Code & Wiring Methods	4
ELTR 1302	Electrical Installation Skills I	2
ELTR 1402	Industrial Safety	2
ELTR 1423	Electrical/Electronic Drafting	3
ELTR 2074	DC & AC Rotating Machines	4
ELTR 2082	Microcomputer Systems	2
ELTR 2162	Selected Studies I	2
ELTR 2172	Selected Studies II	2
ELTR 2182	Special Projects I	2
ELTR 2192	Special Projects II	2
ELTR 2302	Electronics/Electrical Internship	2
ELTR 2303	Electrical Installation Skills II	3
ELTR 2314	Introduction to Solar-Thermal Technology	4
ELTR 2324	Introduction to Small-Wind Technology	4
MAFT 1102	Manufacturing Forklift	2
MAFT 1112	Intro to Manufacturing and Safety	2
MAFT 1222	Quality and Measurement	2
MAFT 1232	Manufacturing Processes	2
MAFT 1312	Intro to Manufacturing Maintenance	2
MAFT 1323	Lean and Quality Overview	3
MCHN 1214	Machine Tool I	4
MCHN 1224	Machine Tool II	4
MCHN 1234	Machine Tool III	4
MCHN 1311	Precision Measurement	1
MCHN 1323	Fabrication	3
MCHN 1432	Millwright	2
MCHN 1442	Rigging	2
MCHN 1452	Lubrication	2
MCHN 2314	Fund of CNC Machining & Programming	4
STEM 1502	3D Printing & 3D Technologies	2
STEM 1512	STEM Guitar	2
STEM 1522	Stem Guitar II - Acoustic	2
WELD 1114	Basic Welding	4
WELD 1124	Advanced Arc Welding	4
WELD 1263	Metallurgy & Heat Treatment	3
WELD 2044	Pipe Welding	4
WELD 2062	Fillet Weld Special Problems	2
WELD 2072	Groove Weld Special Problems	2

WELD 2124	Tungsten Inert Gas Welding	4
WELD 2172	Pipe Weld Special Problems	2
WELD 2224	Metallic Inert Gas Welding	4
COSC 1513	Introduction to Information Processing	3
Sub-Total Credits		**255**

Transfer Programs

Information

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

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

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

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

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 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.

Admission Requirements

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

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

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

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

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

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

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

Illinois Articulation Initiative

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

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

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

General Education Core

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

The General Education Core courses also are identified by code at the end of the individual course descriptions. 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

Illinois Articulation Initiative 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.

Transfer Services

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

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

Visit https://www.kcc.edu/student-resources/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.

IAI General Education Core Requirements

Requirements

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

Communications (9 Credit Hours)

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

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

Life Sciences and Physical Sciences (7-8 Credit Hours)

Two courses with one from life sciences and one from physical sciences. Laboratory Science courses are 4 credits.

Life science

Course Code	Course Title	Credits
BIOL 1503	Heredity and Society	3
BIOL 1504	Principles of Biology	4
BIOL 1513	Microbes in Society	3
BIOL 1514	General Biology I	4
BIOL 1524	General Biology II	4
BIOL 1534	Human Biology	4
BIOL 1584	Environmental Biology	4

Physical science

Course Code	Course Title	Credits
CHEM 1534	Introductory Chemistry	4
CHEM 1614	General Chemistry I	4
PHYS 1514	General Physics I	4
PHYS 2614	Physics I	4
PSCI 1503	Introduction to Astronomy	3
PSCI 1524	Earth Science & Society	4

Mathematics (3-6 Credit Hours)

One or two courses

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

Course Code	Course Title	Credits
BSNS 2514	Business Statistics	4
MATH 1623	Math for Elementary Teachers II	3
MATH 1704	Contemporary Mathematics	4
MATH 1713	Finite Mathematics	3
MATH 1774	Statistics	4
MATH 1834	Calculus for Business & Social Science	4
MATH 1843	Discrete Math	3
MATH 2515	Calculus & Analytic Geometry I	5
MATH 2524	Calculus & Analytic Geometry II	4
MATH 2534	Calculus and Analytic Geometry III	4

Humanities (6-9 Credit Hours)

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

The courses which meet the non-Western culture or diversity requirement of some majors are: ARTS 1643 (N), HUMS 2613 (N), HUMS 1813 (D), HUMS 1853 (N), and MUSC 1623 (N).

General humanities

Course Code	Course Title	Credits
ENGL 1743	Introduction to Literature	3
ENGL 1853	Introduction to Shakespeare	3
ENGL 2553	Children's Literature	3
ENGL 2613	Ancient & Medieval World Literature	3
ENGL 2623	Global Voices in Modern World Literature	3
ENGL 2723	Amer Literature Up to 1865	3
ENGL 2733	American Literature From 1865	3
HIST 1513	Western Civilization to 1648	3
HIST 1533	Western Civilization 1648 to Present	3
HUMS 2613	World Religions	3
PHIL 2513	Introduction to Philosophy	3
PHIL 2523	Ethics	3
PHIL 2533	Logic	3
PHIL 2713	Philosophy of Religion	3
SPAN 2524	Intermediate Spanish II	4

Fine arts

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

Interdisciplinary

Course Code	Course Title	Credits
HUMS 1513	Introduction to Humanities	3

HUMS 1553	Intro to Women's & Gender Studies	3
HUMS 1813	African Amer Cultural Expression	3
HUMS 1853	Arts and Culture of the Middle East	3

Social and Behavioral Science (6-9 Credit Hours)

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

The courses which meet meet the non-Western culture or diversity requirement of some majors are: ANTH 1713 (N), HIST 1723 (N), HIST 2533 (N), and SOCY 2543 (D).

Course Code	Course Title	Credits
ANTH 1713	Introduction to Anthropology	3
ECON 1543	Principles of Economics	3
ECON 1553	Principles of Macroeconomics	3
ECON 1563	Principles of Microeconomics	3
GEOG 1513	World Regional Geography	3
HIST 1723	Modern World History	3
HIST 2513	History of the U.S. to 1877	3
HIST 2523	History of the U.S. 1877 to Present	3
HIST 2533	Latin American History	3
PLSC 1513	American Government	3
PSYC 1813	Introduction to Psychology	3
PSYC 2553	Lifespan Developmental Psychology	3
PSYC 2573	Adulthood and Aging	3
PSYC 2773	Social Psychology	3
SOCY 1613	Diversity, Equity, Inclusion & Belonging	3
SOCY 2513	Sociology	3
SOCY 2523	Contemporary Social Problems	3
SOCY 2543	Racial and Ethnic Relations	3
SOCY 2553	Sociology of the Family	3

Tuition, Financial Aid & Scholarships

Tuition

KCC's tuition for College Credit Division courses are $155 per credit hour for KCC district residents, plus fees of $19 per credit hour. Total cost of tuition plus fees for out-of-district Illinois residents is $452 per credit hour; and total cost of tuition and fees for out-of-state residents is $624 per credit hour.

The current rate is published on the college website.

Senior citizens (60 years of age or older) residing in Illinois will not be assessed any tuition for credit division courses, provided sufficient tuition-paying students are enrolled in the class to cover the cost of offering it. Senior citizens will be assessed a $19 fee for each credit hour plus any required course fees.

The Educator's Tuition Waiver program allows a tuition waiver for one credit class per fiscal year to teachers, principals, counselors – and others – who work in kindergarten through senior high school districts within KCC district 520. Tuition waivers cannot be used for classes offered through the office of Continuing Education & Business Partnerships. 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.kcc.edu/continuinged

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 restrict enrollment of students who are in debt to the institution.

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

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

Additional Fees

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

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

Refunds

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

Course withdrawals

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

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

Course cancellation

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

Financial Aid

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

The first step for students seeking federal financial aid is to complete a Free Application for Federal Student Aid (FAFSA) on the Federal Student Aid website. For students who are not eligible U.S. citizens, the first step to apply for state financial aid is to complete the Alternative Application for Financial Aid at www.isac.org.

The four major types of financial aid available through KCC are scholarships, grants, loans, and part-time student employment.

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

Information for Veterans

Military veterans and dependents can learn more about their benefits at www.kcc.edu/veterans.

Compliance with 38 USC 3679(e) - VA Pending Payment Compliance

Beginning Aug. 1, 2019, and despite any policy to the contrary, KCC will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

See also the US Code document.

Foundation Scholarship Program

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

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

Services

Overview

KCC provides assistance to students in attaining their educational and personal goals. Realizing that many times the desire to learn is not all that is needed to succeed, KCC offers a wide array of services to help students. Details are in this section.

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

Academic Advisement

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

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

Advisement services include:

- Developing a student's master academic plan.
- Providing transfer information about four-year institutions.
- Reviewing program-specific requirements and course selections.
- Help undecided students explore different major/career options using Career Coach, a computer based career exploration tool. Additional Career preparation aids are available.
- Providing information about other campus support services.

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

Master Academic Plan

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

Career Services

The Charlton Career Center teaches students, alumni and the community about successfully searching for a job and preparing effective resumes that appeal to employers.

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

- Assistance in locating internships, part-time and full-time jobs.
- Job fairs and hiring events.
- Computers with software to create resumes, search employment opportunities, conduct online career interest assessments, and more.
- Career preparation workshops and webinars.
- Links to employment opportunities posted on Handshake and Career Coach.
- Resume review by a Certified Professional Resume Writer.
- Mock interviews.

For employers, KCC's Charlton Career Center offers free job-opening advertisements, and access to space on campus for recruiting potential employees.

For more information on services provided by the Charlton Career Center, or to schedule an appointment, phone 815-802-8222 or email careerservices@kcc.edu.

Campus Safety

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

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

All concerns and reports are confidential.

Incidents relative to security should be reported in writing. Incident Report forms are available in Student Affairs. Campus police lock west entrance doors at 6 p.m. weekdays. All doors are locked by 11 p.m. Monday through Thursday and by 6 p.m. Fridays. On Saturdays, doors are locked depending on when classes and events are finished.

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

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

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

The Campus Safety and Security Committee is responsible for reviewing topics and concerns relative to campus security. It welcomes suggestions on security and topics for programs on security awareness and crime prevention. The college also recommends that all students, staff, and visitors intensify their awareness and take responsibility for locking vehicles, being consciously aware of personal belongings, and identifying and reporting unsafe conditions. Should the college become aware of potential dangers, it will communicate those conditions via public postings on campus. Campus police also provide an escort service from campus buildings to parking lots when requested.

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

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

Center for Equity, Diversity & Inclusion

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

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

Counseling Referral Services

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

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

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

Disability Services

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

Harold and Jean Miner Memorial Library

The Harold and Jean Miner Memorial Library collection includes curriculum-related books, magazines, journals, audiobooks, DVDs and videos; children's, young adult, and adult fiction books; ebooks and audiobooks for download; and access to online databases. The library also offers group and quiet study rooms, as well as access to computers and printing.

Library staff offer students research help in-person and online. Instructors can contact the library to arrange for library tours or research instruction sessions for their classes.

The Student Success Center, on the upper level of the Miner Memorial Library, is home to Tutoring Services and our Teaching and Learning Center.

Tutoring Services offers free assistance in most core subjects, including writing for any course, math, accounting, and some sciences. In-person tutoring services are located in the Student Success Center, and online tutoring services offer a way to get help without having to leave home.

More details on all services are at 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.

Hammes Bookstore

The KCC Hammes Bookstore sells required textbooks, tools, uniforms, and school supplies as well as optional course resource books. Some textbooks are available to rent. Greeting cards, gift items, KCC clothing, computers, food service gift cards and gift

certificates are also available. All book purchases/rentals require a KCC student ID and class schedule. Textbooks and other course materials can also be ordered online at books.kcc.edu. The bookstore purchases select textbooks back at the end of the semester at a percentage of the original cost during book buyback days. New, used and loose leaf versions are all accepted. Complete bookstore information is at books.kcc.edu.

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/admissions/testing or www.kcc.edu/community/testing-center.

Tutoring Services

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

In-person tutoring services are located in the Student Success Center, on the upper level of the Miner Memorial Library. Online tutoring services can be found on our website and offer a way to get help without having to leave home. No appointment is necessary for either method of tutoring.

Tutoring schedule, subjects, and online tutoring can be found at www.kcc.edu/tutoring.

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. Bradley Blvd., in Bradley. More information about the Workforce Investment Opportunity Act (WIOA) scholarship, workshops and local job openings can be found at www.kcc.edu/workforceservices.

Workforce Innovation and Opportunity Act Program

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

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

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

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

For more information on KCC WIOA programs, visit www.kcc.edu/wioa, phone 815-802-8960, or email workforceservices@kcc.edu. WIOA programs are funded by the Grundy Livingston Kankakee Workforce Board.

Student Life

Life at KCC is more than just going to class!

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

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

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

A complete list of and more information is on the Clubs and Organizations web site.

Athletics

The KCC Cavaliers play in the following sports:

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

KCC has won three national championships: women's basketball, NJCAA Div. II, 1994-95; women's softball, NJCAA Div. II, 2015; and men's baseball, Div. II, 2017. Home games are played in the George H. Ryan Activities Center 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 https://athletics.kcc.edu.

Student Opportunities

Study Abroad Program

KCC students have the opportunity to study in another country through the college's partnership with the Illinois Consortium for International Studies and Programs. The program provides students with a deeper understanding of cultural sensitivity, cognitive skills, and responsibility by allowing them to study and immerse themselves in a country and culture outside of their own.

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

TRIO Programs

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

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

The TRIO Upward Bound Program assists students from Kankakee High School and St. Anne Community High School 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 Illinois State University in Normal. More information is at upwardbound.kcc.edu/page/about-us.

The TRIO Talent Search program assists low-income and/or first generation college-bound students in grades six through 12 at at Kankakee Junior High School, Kankakee High School, and St. Anne Community High School. 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 talentsearch.kcc.edu/page/aboutus.

Other Educational Opportunities

Adult Education

KCC offers courses to help prepare students to take the GED exam, which results in earning the Illinois High School Diploma. These course can also be taken to build foundational skills in preparation for undergraduate programs, but do not count toward a certificate or degree.

All Adult Education courses are offered at no charge to students.

To learn more about these services, visit www.kcc.edu/adulted.

- **High School Diploma –** These courses teach students the reading, writing, math, social studies, natural science, and state and federal constitution information necessary to pass a high school (such as GED) examination. Online instruction is available to qualified students.
- **Adult Basic Education –** Foundational reading, writing and math skills.
- **English as a Second Language (ESL)** – The ESL program provides non-native English speakers an opportunity to develop English speaking, listening, reading and writing skills. Assessment of language skills is conducted before entering class.
- **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 17 years and older.

Continuing Education and Business Partnerships

The KCC Office of Continuing Education and Business Partnerships 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 Business Partnerships 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 kcc.edu/continuinged.

Academic Regulations & Conduct Guide

Code of Campus Affairs: Overview/Admissions & Enrollment

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.

1. Students requesting admission to transfer programs should have qualifications similar to those established by state universities for comparable programs. Students accepted on a provisional basis with deficiencies as defined by Public Act 86-0954 may be admitted to transfer programs by completing the number of transfer-level semester hours specified in the admission requirements for baccalaureate-transfer programs with a grade point average (GPA) of 2.0 or better. Students must submit assessment scores as proof of qualification and for academic advisement and placement. Transfer students exempted from assessment requirements will meet the admissions records obligation. Go to www.kcc.edu/admissions for more information.

2.4 Students seeking financial aid are subject to additional records requirements. For example, to receive Title IV funds, a student must be qualified to study at the postsecondary level. Part of this requirement is that students must be beyond the age of compulsory school attendance in the state in which the institution is physically located. Visit www.kcc.edu/financialaid for information.

2.5 The Social Security number will be requested, though not required, to process the admission form. After the admissions form has been processed, a permanent identification number will be assigned. If no social security number is provided, tax implications may arise.

2.6 The Admissions form must be submitted to the Office of Admissions and Registration.

2.7 Applicants planning to enroll:

1. Request the high school last attended to send an official transcript directly to the college.
2. 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.
3. Official transcripts of previously attended colleges or universities must be on file for coursework evaluations needed for graduations.
4. 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.
5. Students applying to health career programs are responsible to meet timelines and eligibility requirements. Information concerning health career requirements is available at www.kcc.edu/healthprograms/.
6. Before enrolling, international applicants must submit TOEFL (Test of English as a Foreign Language) scores as evidence of English language proficiency and evidence demonstrating the ability to meet financial obligations. Special admissions packets are available in Student Affairs or online at www.kcc.edu under Admissions and Registration. International students may be required to submit their transcripts from foreign colleges to an approved member of the National Association of Credential Evaluation Services (NACES) to complete a course by course transcript evaluation.

2.8 Student admission and registration data are the property of the college. Information recorded on the official transcript is transferable to a third party only upon written consent of the student.

2.9 A student's semester hour load may be limited by an advisor or the Academic Appeals Committee upon review of assessment scores, GED scores, academic records, or the lack of academic records.

2.10 Students will be initially classified in a curriculum based on their Admissions Form and the criteria for the requested program.

2.11 High school students enrolling in general courses:

High school students 16 and older must request that their high school transcripts be sent directly to the KCC Office of Admissions and Registration.

1. Students under 16 years of age are required to meet with the vice president for student affairs to review their appropriate enrollment in classes. Students must provide college placement scores and be eligible for high school before they are considered for admission.
2. *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 Readmissions

3.1 Students who have not attended KCC for more than three years, may be required to file for readmission to the college.

3.2 Students academically suspended from KCC must petition the Academic Appeals Committee for readmission, meet with the respective academic division dean, and appear in person at the next scheduled Academic Appeals Committee meeting. Readmission appeals will be considered on a case-by-case basis. Petition and appeal are addressed in Section 15.0.

3.3 Students suspended for disciplinary reasons from KCC must request readmission through the KCC Code of Conduct appeal process (Section 21.0)

3.4 Students readmitted following academic suspension may be restricted to a limited academic load during the first term/ semester of their readmission and abide by any requirements imposed by the Academic Appeals Committee.

4.0 Registration

4.1 Students must register during registration dates which are published in this catalog and other registration publications.

4.2 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.

4.3 Before registering for their second semester/term, degree/ certificate seeking students must have a Master Academic Plan on file.

5.0 Change of Schedule

5.1 Students wishing to add or drop a class or withdraw from the college must complete a Change of Schedule form, including the required signatures. The form is available in Student Affairs and at www.kcc.edu/admissions.

5.2 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.

6.0 State and District Resident

To be classified as a resident of the district, one must have occupied a dwelling in the community college district for 30 days immediately prior to the beginning of the term/semester and must demonstrate district residency by providing a high school transcript, a driver's license, a voter's registration card, or other requested documentation.

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.

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.

Students owning property within the district will be assessed in-

district tuition if acceptable documentation is provided.

6.1 Other Provisions

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.

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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

6.6 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.

6.7 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.

6.8 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.

6.9 Students utilizing benefits under the federal All-Volunteer Force Educational Assistance Program will be treated as Illinois residents for tuition purposes.

6.10 Full-time KCC staff members and their dependents will be treated as in-district residents.

Code of Campus Affairs: Academic Records & Progress

7.0 Credit, Grades and Grade Points

7.1 KCC uses the semester hour system. The academic year consists of two semesters (fall and spring) and a summer term.

7.2 Class standing is determined by the total number of hours earned by a student. The classification follows:

- 0-29 hours earned = Freshman
- 30-64 hours earned = Sophomore
- 65 or more hours earned = Advanced
- Degree or advanced certificate earned = Graduate
- Concurrent enrollment in high school = Dual enrolled

7.3 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.

7.4 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.

7.5 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.

7.6 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 7.9 are received.)
3. Divide the total grade points earned by the credit hours attempted.

7.7 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.

7.8 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

7.9 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.

7.10 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.

7.11 A student may register to audit a class if they meet 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 their 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 they receive written approval from the instructor of the class and the appropriate dean. These written approvals must be obtained by the student and presented to the Office of Admissions and Registration prior to the mid-point of the course. Audits are not permitted for Fitness Center enrollments.

7.12 Course withdrawals made before the refund deadline, as designated on the registration statement, will not be included on a the student's permanent record. A course withdrawal after the refund deadline, but before the withdrawal period ends for that specific course, will be recorded as a W grade. Students who violate the KCC student code of conduct may not be eligible to withdraw from the course due to the imposed sanction. Additionally, a student may have a temporary hold on their account, so they can neither withdraw from the course nor register for future courses until the current matter is settled. See section 19.6 for prohibited student conduct.

7.13 The last date for withdrawal from a course(s) is dependent upon the length of the course as established on the following basis:

- 14-week and 16-week courses
  20 school days after the mid-point
- 6-week and 8-week courses
  10 school days after the mid-point
- 4-week course
  5 school days after the mid-point
- 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:

- Spring semester course: The last day of the following fall semester.
- Summer session course: The last day of the following fall semester.
- Fall semester course: The last day of the following spring semester.

Petition and appeal are addressed in Section 15.0.

7.14 Students who need to withdraw from all classes after the deadline (due to special circumstances such as health emergency, employment issues, or family crisis) can appeal to the vice president for student affairs by completing the Enrollment Status Appeal form. All appeals will require supporting documentation. See withdrawal deadlines above. The registration statement found in Self-Service, include important details on withdrawal deadlines.

7.15 The grade submitted to the Office of Admissions and Registration at the end of the academic session is final. A faculty member's recommendation for change of a grade must receive written approval from the dean for that division before being acted upon by the Office of Admissions and Registration.

7.16 Unless otherwise officially designated, a student who receives a grade of D or F in a course may repeat the course only once for the purpose of improving his or her grade, and only the latter grade will enter into the computation of the semester/term and cumulative GPA. This regulation applies only to KCC courses. Students who still fail to improve their grade and need to take the course for a third time must petition the Academic Appeals Committee. A fourth petition requires the student to appear in person at the next committee meeting. Petition and appeal are addressed in Section 15.0.

7.17 Enrolled students who submit official written orders to report for military obligations with the United States Armed Services before the end of currently enrolled course(s) may choose one of the following options:

1. Submit classwork and complete any other class assignments missed due to the student participating in a drill or other military obligation required as a member of the United States Armed Services or the reserve component; or
2. Withdrawal from course(s) with a grade of W, and receive a full refund of tuition and fees to the appropriate party; or
3. Receive a grade of incomplete, or equivalent, for the course(s). The student will have six months after the course ends to complete the course(s). (Refer to 7.10)

7.18 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.

7.19 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.

7.20 Students may file a "Grade Forgiveness Petition" with the Office of Admissions and Registration to request removal of D and/or F grades (maximum 15 credit hours) from computation of their KCC GPAs if they satisfy the following conditions:

1. 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.
2. 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.
3. The student must have a cumulative GPA of 2.5 or lower.

If the petition is granted, the original grade(s) will remain on the transcript, and an "X" will appear next to the deleted grade(s) which no longer will be used to compute the KCC GPA.

This forgiveness policy may be used only once by a student and does not apply to non-credit division courses such as those with course numbers from 0001 to 0999, Adult Education courses, Continuing Education courses, or Corporate Education courses.

7.21 Students may petition their advisor for permission to repeat a science course required for restricted health programs, or an occupational or developmental course, if they have 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.

8.0 Academic Honors

8.1 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.

8.2 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.

9.0 Academic Warning and Suspension

9.1 A student will be informed of academic warning at the close of any semester/term that they fail 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

9.2 A student who is informed of academic warning must have a conference with an advisor before they may register again. The student may be restricted as to the number of hours enrolled.

9.3 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.

9.4 A student will be suspended for academic reasons if at the end of a term/semester the student:

1. 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
2. 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.

9.5 Students may enroll in academic success courses or workshops, Adult Education courses, and Continuing Education (non-credit) courses while on academic suspension.

10.0 Credit by Examination

10.1 A maximum of one-fourth of the credit for a degree or certificate may be earned by proficiency or other recognized test instrument.

10.2 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.

10.3 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.

10.4 Credit earned through proficiency examinations will be added to the total credit and entered on the student transcript as Credit by Proficiency, "PR."

10.5 Proficiency Examination Procedures:

1. A student who has an Admissions Form on file at KCC may petition for a proficiency examination. A student may not sit for a proficiency examination to earn credit for a course in which they already have received a grade, nor may they register for credit in a course for which proficiency credit has previously been received. Furthermore, a student may not receive proficiency credit for a course when they have completed a higher-level course in the same discipline, as determined by the appropriate 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 dean/program director/faculty to determine eligibility and obtain the necessary petition. Eligibility is determined by proof of work experience, life experience, independent study, or industry recognized credential. Not every course will be eligible for a proficiency examination.
2. The appropriate dean/program director will determine a student's final eligibility for proficiency and whether the student is allowed to sit for said proficiency exam.
3. A student desiring general information about a proficiency exam may contact the appropriate dean/program director. If the 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.
4. Upon payment of the examination fee, the petition will be sent to the appropriate dean/program director who will schedule the exam at a time that is agreeable to both the student and the test administrator. The examination will be taken within 10 class days of payment of fees.
5. The dean/program director/faculty or his/her designate is responsible for administering and scoring the examination.
6. Prior to the examination, the dean/program director will provide the student with the following:
   1) the course syllabus
   2) a description of the type of proficiency test to be given.
7. 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.
8. To take a proficiency examination for course(s) in which they are presently enrolled, the student must complete the examination(s) prior to the mid-term date. If the student successfully passes the proficiency examination(s), they must complete a withdrawal in Student Affairs prior to the mid-term of the course(s) to avoid receiving a grade for that enrollment. A refund will only be given during the designated refund date for the course.
9. A student may be required to pass an exam for health career and/or occupational programs to prove competency in certain course work toward the degree in order to advance in the program, though additional credit is not awarded on the transcript. The student must fill out the proficiency form with the appropriate dean/program director.
10. A student may take a proficiency examination for a course only one time.

11.0 Credit Granted for Work Completed While in the United States Armed Forces

11.1 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).

12.0 Acceptance and Evaluation of Transfer Credits

12.1 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.

12.2 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.

13.0 Requirements for Graduation

13.1 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.

13.2 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).

13.3 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.

13.4 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.

13.5 Graduates of KCC must satisfy the following residency requirements:

1. To obtain a degree, a student must either earn 35 semester hours in KCC courses or 15 of the final 30 hours toward that degree in KCC courses.
2. To obtain an advanced certificate at KCC, a student must earn at least one-half of the required credits through KCC courses.
3. 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.
4. Proficiency and similar tests do not satisfy residency requirements.

13.6 Students may graduate according to curricular requirements:

1. In effect at the time of their graduation; or
2. 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.

13.7 The Graduate Review Committee consists of the vice president for academic affairs and the dean(s) whose department(s) is (are) affected by the requested substitution(s).

13.8 The Graduate Review Committee has the authority to grant exceptions to graduation requirements. A majority opinion will dictate action.

14.0 Academic Eligibility

14.1 To be eligible to participate in intercollegiate athletics, a student must meet National Junior College Athletic Association (NJCAA) eligibility standards.

14.2 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.

15.0 Academic Petition and Appeal

15.1 All official action relative to a student appeal must be in writing. Copies of correspondence will be filed with the Office of Admissions and Registration.

15.2 An Academic Appeals Petition form (available in Student Affairs) must be filed to withdraw from a course(s); repeat a course; be re-admitted after suspension; or amend a limited academic load during the first term/semester of readmission. A student has the right to—or may be asked to—appear before the Academic Appeals Committee.

15.3 The student and other involved personnel will be notified in writing of the decision made by the Academic Appeals Committee.

15.4 A student may appeal a decision of the Academic Appeals Committee to the vice president for academic affairs in writing within 10 business days of the committee's decision. The vice president will only review those appeals based on one or more of the following grounds:

- New information exists that was not provided nor considered by the Academic Appeals Committee that could affect the outcome
- A procedural error occurred which could substantially affect the outcome
- A committee member(s) had a conflict of interest or bias for or against the students requesting the appeal
- The intervention(s) or sanction(s) imposed were disproportionate to the academic appeal.
- Documentation must be provided at the time of the appeal. If the student does not submit the appeal within the designated timeframe, the decision of the Academic Appeals Committee will become final. All decisions made by the vice president for academic affairs are final.

Code of Campus Affairs: Privacy & Reporting Emergencies

16.0 Privacy Act and Directory Information

16.1 In compliance with the Family Educational Rights and Privacy Act (FERPA) and all amendments, any unit of the college holding student records shall obtain written consent of the student before disclosing personally identifiable information other than directory information from his/her educational records. Student educational records are under the direct supervision and coordination of the Registrar, while records on disciplinary actions are held by the vice president for student affairs. Students are afforded the following rights with respect to their education records. These rights include:

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.

The right to request the amendment of the student's education records that the student believes are inaccurate. Students who believe that information in their records is inaccurate, misleading, or violates privacy may make a request to the Registrar to amend the records. In a written statement to the registrar, students should identify the part of the record they want changed and specify why it is inaccurate, misleading, or violates their privacy. If the registrar decides not to amend the record as requested, the student will be notified in writing of the decision and will advise the student of his/her right to request a hearing to the vice president for student affairs regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.

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.

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

16.2 KCC hereby designates the following categories of student information as public or "Directory Information": name, address, telephone number, enrollment status (full- or part-time), dates of attendance, most recent institution attended, major field of study, awards, honors, degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical data (height and weight of athletes only), date and place of birth, e-mail address, and photo ID. Such information may be disclosed to inquiring parties at the discretion of the college.

Under provision of FERPA, currently enrolled students may prevent disclosure of information under FERPA by completing the "Student Request to Prevent Disclosure of Directory Information" to the Registrar during the first 10 days of the semester. The form is available in Admissions and Registration. Once received, all directory information will be withheld until such time that the student notifies the Registrar in writing to have the hold removed. Note: if a student places a hold on directory information at the time of graduation or withdrawal from the college, the college will be unable to comply with any directory information requests received after the student's departure. The student must consider the consequences of any decision to withhold directory information, because future requests for such information from other schools, prospective employers or other persons or organizations will be refused. The college assumes no liability for honoring the student's instructions to withhold information. Only a student who is currently enrolled at the college may suppress directory information. If the form is not received in the Office of Admissions and Registration by the 10th day of the semester, it is assumed that the above information may be disclosed.

If a student wishes to have his/her attendance, academic progress, financial information, etc., discussed by staff/instructor with another person(s) whom the student designates, the student must first complete and present the "FERPA Release Form" to the Registrar. All forms may be obtained by the Office of Admissions and Registration or from the KCC web site at www.kcc.edu/ferpa/.

Students are annually informed of the FERPA Act through this section in the official college catalog and through the web site mentioned above.

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: www.kcc.edu/about/police-and-safety/#reporting-a-crime
- Online report of discrimination, harassment or misconduct: www.kcc.edu/titleix

All concerns and reports are confidential.

17.2 The college reserves the right to call an ambulance and/or the Kankakee Police Department if a student appears to be in imminent danger of harming himself/herself or has threatened to harm others.

17.3 The state of Illinois Public Act 099-0278 requires that an institution of higher learning provide all students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

KCC may disclose a student's mental health information if a qualified examiner employed by the college determines that the student poses a clear danger to himself, herself, or others. This action can be taken to protect the student or other person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person or by the student on himself, herself, or another.

The information from the qualified examiner will be disclosed to the designated person as soon as practical, but no more than 24 hours after making the mental health determination. A designated person can be a parent, guardian, or other person over age 18 designated by a student to receive disclosure of certain private mental health information.

Code of Campus Affairs: Conduct, Expectations & Accountability

18.0 Attendance and Campus Behavior

18.1 Regular attendance at scheduled class sessions is expected. Refer to your course syllabus for classroom policies.

18.2 Administrative Withdrawal

Students who are reported at mid-term by their instructors on the mid-term grade lists as non-attending/failing "F" (not actively pursuing completion of the course) will be institutionally withdrawn from those courses and will have final grades of WX recorded on their transcripts. The WX grade is treated the same as a withdrawal (W) grade. When the semester or term ends, "WX" will be officially recorded as the final grade.

An instructor may ask a student whose behavior is disruptive to leave the classroom. If an instructor feels a student's behavior justifies dismissal from a course, program or the college, a recommendation shall be submitted to the vice president for student affairs for consideration, recommendation, and action. The vice president for student affairs will initiate an investigation of reported violations in accordance with college policy for student due process.

18.3 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 with the exception of students under the Title IX regulation regarding pregnant and parenting students.

18.4 If an instructor is more than 15 minutes late in arriving at a class session, the students may be excused.

18.5 Classroom visitors are prohibited without prior permission from the instructor. Approved visitors to laboratory classes are required to have approved safety equipment.

18.6 For their safety and well-being, children are not permitted in classes, in the testing center, in computer, or tutoring labs, or in employee work areas.

Also, for safety reasons, children under age 14 cannot be left unattended. This includes KCC campus property and vehicles, satellite centers, employee work areas, and college events. In the event a child under the age of 14 years is left unattended, KCC employees will notify campus security and the vice president for student affairs to locate the parent/guardian and document the incident. Every effort will be made to locate the child's parents/ guardians before contacting the Department of Children and Family Services (DCFS).

19.0 Code of Conduct

19.1 Purpose:

KCC has an obligation to adopt rules and regulations that both respect and protect the rights of its students and the college community. KCC encourages students to rise above the minimum standards, and work to build a community of learners where all members of the college community show respect for the views of others and to accept responsibility for their own actions. The violation of KCC policies, rules and regulations is counterproductive to building a learning community. Hence, the college will act immediately to protect the life and property of KCC, while maintaining and balancing the rights of students and the KCC community. The right of every student to learn will be protected by implementing the KCC Code of Conduct. To this end, the college is committed to a community of learners where all students have the same opportunity to succeed.

19.2 Scope:

The Code of Conduct shall apply to student conduct on college premises; to conduct that occurs at or in connection with college-sponsored activities; and to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

Jurisdiction extends to locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, athletic events, activities taking place in student-athlete housing, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences, and any other college-sanctioned or club activities.

Students are responsible for their conduct from the time they are notified of their acceptance for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from the college while a disciplinary matter is pending.

A report may be filed against a student or student organization charged with a violation of a law that is also a violation of this code if both violations result from the same factual situation, independent of any pending criminal prosecution or civil litigation. Proceedings under the Code may be carried out prior to, simultaneously with, or following criminal prosecution or civil litigation.

19.3 Definitions

A. Appellate Body – Any person or persons (e.g. appeals review board) authorized by the President or designee to consider and handle appeals in accordance with this policy and procedures related to this policy. The President or designee is authorized to reassign any and all of the student conduct appellate body's duties or responsibilities as set forth by college policy.
B. Business Day – A weekday, excluding weekends, college holidays and Fridays during in May, June and July.
C. Charged Student – The student or student organization accused of violating the Code of Conduct or any college policy. Also referred to as "Respondent" or "Responding Party."
D. College – The term "college or KCC" means Kankakee Community College.
E. College Community – Any person who is a faculty, staff member, student, alumni or affiliate of KCC.
F. College Premises – Shall include all campuses and grounds of the college, indoors and outdoors, wherever located, and includes all land, buildings, facilities, vehicles, equipment, fixtures, and other property owned, used, or controlled by the college.
G. College-sponsored Activity – Any activity, event, function, program, or service on or off college properties that is organized, sponsored, supervised, or directly initiated by the college, including its employees on behalf of the college, and including registered student organizations.
H. Complainant – Any person who files or reports a complaint alleging that a student or student organization violated the Code of Conduct or college policies. Complainant also refers to the college when the college initiates the complaint.
I. Disciplinary Procedures – The process by which the college imposes discipline against a student for an alleged violation of the Code of Conduct.
J. Faculty – Any person employed by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
K. Judicial Review Board – a group of persons designated by the vice president for Student Affairs or designee to conduct formal hearings.
L. Preponderance of the Evidence – The standard of proof that is used in all student conduct proceedings to determine if a violation occurred. It means that the evidence, considered as a whole, indicates that the fact sought to be proved is more probable than not, or that it is more likely than not that the alleged behavior occurred and violates the Code of Conduct.
M. President – The President of the college. The President is authorized to delegate any of their responsibilities as set forth by college policy.
N. Respondent – The student or student organization accused of violating the Code of Conduct or any college policy. Also referred to as the "charged student."
O. Sanction – An educational outcome imposed as a result of a finding of responsibility for a violation of the Code of Conduct or college policy.
P. Staff – Any person employed by the college.
Q. Student – Includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit, non-credit, online, or any format. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college and college community, or who have been notified of their acceptance for admission, are considered "students" for the purpose of this policy.
R. Student Conduct Officer – A college administrator designated by the President or designee for implementing and enforcing the Code of Conduct. This person is the principal investigator and administrator for alleged violations of the Code of Conduct. The President or designee may reassign any and all of the Student Conduct Officer's responsibilities pursuant to college policy.
S. Student Organization – A student club, society, group, or sports team approved, registered, recognized or going through the process to be recognized through student activities, an academic unit, or other administrative department. The term "student" shall also include student organizations.

T. Outcome – The finding of "responsible" or "not responsible" for each alleged violation, as well as any sanction(s) imposed.

19.4 Authority

The KCC Board of Trustees delegates authority for student conduct and discipline to the President. The President has delegated authority for administration of the Student Conduct Code to the vice president for Student Affairs or designee. Judicial Review Board members shall be authorized by the vice president for Student Affairs or designee to conduct disciplinary proceedings. Appellate bodies shall be authorized by the college President or designee to conduct appeal reviews.

In addition to initiating discipline proceedings for violation of the Code of Conduct, the college may refer any alleged violations of federal, state or local laws to civil and criminal authorities for disposition. The college may proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

19.5 Interpretation of Policy and Procedures

Any question of interpretation regarding the Code of Conduct and the Disciplinary Process shall be referred to the vice president for Student Affairs for final determination.

19.6 Review of Policy and Procedures

A. The Code of Conduct and its procedures shall be reviewed biennially by a committee appointed by the vice president for Student Affairs.
B. At the discretion of the Board of Trustees, President or designee, a review of the Code of Conduct and its procedures may be requested prior to the two-year term date.
C. The committee shall consist of faculty, staff and student representatives that reflect the diverse and cultural dynamics of the college.
D. The biennial review shall occur during each odd year and recommendations must be made to the vice president for Student Affairs no later than Dec. 31 of the review year. The Board of Trustees shall have final approval and adoption of the code and/or any revisions thereof.

19.7 Student Rights and Responsibilities

A. Student Rights
    I. All students are entitled to the rights protected by the United States and Illinois Constitutions and laws, subject to reasonable restrictions consistent with the college's role and mission. Students are expected to exercise these rights responsibly and respect the rights of others. The following is a non-exhaustive list of student rights:
    II. The right to pursue appropriate educational goals from among the college's programs, curricula, and services.
    III. The right to be graded fairly, without bias or unfair treatment. Students are responsible for meeting the academic standards and expectations set by their instructors.
    IV. The right to a learning environment free from harassment and unlawful discrimination based on race, sex, national origin, sexual orientation, gender identity or expression, or any other protected status, including freedom from sexual harassment.
    V. The right to free speech and peaceful assembly consistent with college policies and lawful regulations.
    VI. The rights guaranteed under the Family Educational Rights and Privacy Act (FERPA), including the right to inspect and request corrections to educational records and to have those records maintained confidentially.
    VII. The right to file a grievance or raise an academic or non-academic concern, including complaints of discrimination or harassment.
B. Student Responsibilities
    Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. As a result of this responsibility, students are expected to:
    I. Demonstrate courtesy;
    II. Behave in a responsible manner, always exercising self-discipline;
    III. Attend all classes, regularly and on time;
    IV. Prepare for each class and take appropriate materials and assignments to class;
    V. Obey all classroom rules;
    VI. Respect the rights and privileges of fellow students, faculty, other college staff, volunteers, and visitors;
    VII. Respect the property of others, including college property and facilities; and
    VIII. Cooperate with and assist the college staff in maintaining safety, order, and discipline.

19.8 Prohibited Student Conduct

The college may impose educational sanctions against a student who commits, attempts to commit, aids, abets, incites, solicits, encourages or assists another person to commit, any act(s) of misconduct. The below is not an exhaustive list of prohibited conduct but merely represents examples of unacceptable behavior and conduct.

A. Non-Academic Misconduct

I. Providing false information.
    a. Providing false, fraudulent, misleading or altered information, documents, evidence or materials to any faculty or staff.
    b. Reproduction, alteration, forgery, or unauthorized use of another person's or group's college documents, keys, codes, electronic access devices, or property.
    c. Misrepresentation of another person's identity including misuse of another person's identification.
    d. Allowing another person to use one's identification information.
    e. Acting on or pretending to act on behalf of another person, group, or the college without expressed consent or authorization.
    f. Any other acts of falsification, misrepresentation, fraud, or false testimony.

II. Obstruction of college Business and Activities.
    a. Behavior of a boisterous, disorderly, obscene, lewd, abusive, or inciting character such that there is a clear and present danger of creating panic, alarming persons, violent retaliation, or sufficient public disruption so as to threaten the safety of others where no legitimate reason for alarm exists.

III. Inappropriate conduct/Disruption
    a. Behavior or actions that demonstrates indecency, contempt for the generally accepted values, or disrespect for the normal standards of the college and its community.
    b. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession, for which the student is taking a course or is pursuing as an educational goal or major.
    c. Obscene behavior not of a sexual nature.
    d. Violating the behavioral or ethical standards of practices in professional programs (i.e., health careers or athletics, and the like, as outlined in the handbook and/or curricula of the respective program).

IV. IV. Property Misuse: Theft, Trespass and Vandalism
    a. Intentionally, knowingly, or negligently defacing, damaging or destroying college property or property owned by others, including but not limited to acts of vandalism.
    b. Gaining access or attempting to gain entry to college facilities or property without authorization.
    c. Possession, use, or duplication of college keys, access cards, or other material used to gain access to college facilities without authorization.
    d. Theft or removal of property from another person, group or the college without expressed consent or permission.
    e. Possession or sale of stolen property.
    f. Use of college premises for any activity prohibited by federal, state, local laws, or institutional policy or procedures.

V. Failure to comply
    a. Failure to comply with the direction or notice from a college official or employee who is acting in the legitimate performance of their duties including any investigatory or disciplinary body
    b. Failure to properly identify oneself or provide identification when requested to do so by a college officer or employee who is acting in the legitimate performance of his or her duties when such a request is made.
    c. Failure to comply with any disciplinary sanction(s), interim measures, mediation agreements, behavioral intervention programs, and safety remedies imposed under this Code of Conduct or other college policies related to student behavior or conduct.
    d. Failure to comply with college rules and procedures for use of college facilities, space, and/or public assembly.

VI. Possession, use or distribution of alcohol.
    a. Possession, use, sale, distribution, delivery, manufacture, or consumption of alcohol or intoxicating beverage, regardless of age, on college premises, or at any college-sponsored activity, unless such is pursuant to the requirements of an academic program or the student has received prior written approval from the President or designee.
    b. Public intoxication or being under the influence of alcohol or intoxicating beverages.

VII. Illicit drugs and controlled substances.
    a. The use, possession, manufacture, delivery, sale, of illegal drugs or controlled substances, in any form except, as prescribed for a student's use by a licensed practitioner.
    b. Intoxication, intoxicated behavior or being under the influence of illegal drug, controlled substance, prescription drug or medication or other substances that are prohibited by local, state and/or federal law.
    c. Use, possession, control, manufacture ,transmission or sale of drug paraphernalia.

d. Anyone suspected, in the judgment of KCC faculty/administrators/police/security, to be under the influence of drugs, alcohol or other behavior-altering substances may be tested without notice. Failure to comply with the college procedure for testing will constitute a separate violation of the Code of Conduct.

VIII. Weapons.

a. Use or possession of any firearm, ammunition, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, BB guns, paintball markers, slingshots, crossbows, stun guns, tasers, metallic knuckles, archery equipment, or any dangerous chemical or biological agent, or any other weapon or explosive apparently capable of producing bodily harm is prohibited on college premises and at college-sponsored activities.

   Note: Exceptions to the possession of firearm are as follows

   i. Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties, including members of the KCC Police Department, are authorized to carry firearms in accordance with state law and their police department regulations.
   ii. Individuals possessing a valid license to carry a concealed firearm may store the weapon in a secure case or a locked container out of plain view in their vehicle or in the vehicle's trunk.
   iii. Subject to board approval, where such use or possession is part of a course curriculum or training program.
   iv. Possession and/or use of disabling chemical sprays for self-defense.

b. Use or possession of unauthorized knives, swords, blades, hatchets, switchblades or other cutting or stabbing instruments, capable of producing bodily harm is prohibited on college premises and at college-sponsored activity.
c. Instruments used to simulate such weapons (i.e. "look a-likes") in acts that endanger or tend to endanger any person shall be considered weapons.

IX. Abuse of computer technology.

a. Theft or other misuse of computer time or other electronic information resources of the college.
b. Allowing another person to use one's college username and password for any purpose aligned with other violations described in the Code of Conduct.
c. Attempting to access or circumvent passwords or other security-related information of the college, students, or employees.
d. Knowingly or intentionally uploading or creating computer viruses using or directed at college electronic resources.
e. Attempting to alter, destroy, or disable college technology resources, including but not limited to, computers and related equipment, college data, the data of others, or other networks connected to the college's system.
f. Using the internet, social media, or other electronic communications to threaten college students, employees, or volunteers.
g. Use of college resources in sending, posting, or possessing electronic messages or images that are abusive, obscene, sexually oriented, threatening, harassing, or illegal.
h. Unauthorized alteration or degradation of college computer equipment, software, network, data or system performance, or using college resources for that purpose.
i. Unauthorized copying, duplication, transfer or distribution of computer program, file, message, or other software or data.
j. Unauthorized use of college computer resources for commercial purposes or personal, financial, or other gain. This includes, but is not limited to, advertising a product or service on personal web pages, spam, unsolicited electronic communications, fundraising or advertising on behalf of unsanctioned non-college organizations, publicizing of unsanctioned non-college activities, the reselling of college resources to any non-college individuals or organizations, and the unauthorized use of the college's name or logos.
k. Use of college resources in violation of applicable copyright, trademark, or other applicable intellectual property law.
l. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization.
m. Any other violations of the college's electronic or computer use policies or agreements signed by the student regarding the use of technology resources.

X. Motorized vehicle noncompliance.

a. Failure to comply with parking and transportation rules and regulations.
b. Failure to pay fines or citations issued by KCC Police or other authorized officials related to parking and transportation rules and regulations.

XI. Gambling.
a. Engaging in or offering games of chance for money or other gain (e.g. raffles) where a person or group has paid, including donations, with a promise or communication to win or receive an item of value for such purchase or donation without prior approval by the vice president for Student Affairs or designee.
b. Hosting, coordinating, advertising, or participating in casino nights or sporting event bracket pools without prior written approval from the college.

XII. Posting/Promotions/Solicitation.
a. Solicitation (e.g. passing or handing out flyers, promotional material, surveys, selling products, and any method of communication to induce support) on college premises without prior written consent of the Office of Student Affairs, or where the activity interferes, impedes or disrupts the normal operations and functions of the college.
b. Posting of flyers, posters, banners, cards, or any promotional or informational material, including but not limited to the exterior and interior of college facilities, buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, reserved display cases, vending machines, doors, classrooms, departments and unauthorized bulletin boards, railings, elevators, bathrooms, art/sculptures, or that otherwise interferes with, impedes or disrupts the normal operations and functions of the college without permission of the Office of Student Affairs.
c. Use of chalk or powder-like substance on lawn areas, or the exterior or interior of any college facility or building.
d. Use of "A" signs or free-standing signs that interferes with or disrupt the normal operations and functions of the college, block an entrance/ exit, or impede or blocks the normal movement of pedestrian or vehicle traffic.

XIII. Tobacco use.
a. Use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument on college premises without exception. "Tobacco" includes any lit or unlit cigarette, electronic cigarette (e-cigarette), cigar, pipe, vaping device and any other smoking product; and smokeless tobaccos, also known as dip, chew, or snuff in any form.

XIV. Unauthorized use or possession of keys.
a. The unauthorized possession, duplication or use of keys to any college premises.

XV. Fire and safety violations.
a. Non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the college community, is prohibited.
b. Setting or causing of unauthorized fires.
c. Inappropriate activation or triggering of any emergency warning equipment or system.
d. False reporting of any emergency.

XVI. Failure to meet debts and obligations.
1. 1. Not meeting all financial obligations to the college. Note: the registered student is responsible for their own financial obligations.

XVII. Hazing

Any intentional or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against another when: the person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress and the act was associated with pledging, joining, being initiated into, affiliating with, holding office in or maintaining membership in any organization, including athletic team, regardless of the willingness of such other person or persons to participate. Hazing includes but is not limited to:

a. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body or similar activity
b. Causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity
c. Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances
d. Causing, coercing or otherwise inducing another person to perform sexual acts
e. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct

f. Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, or similar program sanctioned by the college.

XVIII. Endangerment.
- a. Physical violence or harm toward another person or group.
- b. Threatening another person, regardless of directly, indirectly or via third-party, where the threat would cause a reasonable person to be concerned or fearful for their safety or the safety of others.
- c. Interference with the ability of another person or group to move about in a lawful manner and/or manner free of harm.
- d. Willful and malicious behavior or actions that interrupt the speaker of any lawful assembly or impair the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- e. Willful and malicious behavior or actions that obstruct or cause the obstruction of any doorway, hall, or any other passageway in a college building to such an extent that the employees, officers, and other persons, including visitors, having business with the college are denied entrance into, exit from, or free passage in such building, office, classroom, or the like.
- f. Any other conduct that endangers the health, safety or well-being of another person or group.

XIX. Pets and Animals.
- a. Bringing any animal into any college building or bringing any unleashed animal on college premises, including parking lots and sports fields, except for a service animal as defined under federal law. "Service animal" means any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability. An animal whose sole function is to provide comfort or emotional support do not qualify as a service animal under the Americans with Disabilities Act.

XX. Recreation Mobility.
- a. Operation or use of skateboards, skates, bicycles, or motorized vehicles inside of any college buildings.
- b. Operation or use of motorized vehicles on walkways, sidewalks, lawns, or grass without authorization.

XXI. Retaliation.
- a. Retaliation against any person or group as a result of reporting or filing a complaint, providing information, reporting an incident, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.
- b. Retaliation against a hearing body, appellate body or other disciplinary or investigatory body.

XXII. Shared Responsibility, Guests and Children.
- a. Students and organizations may be held responsible for the conduct of their guests while on college premises, at college-sponsored activities, and at functions sponsored by any registered student organization.
- b. Children shall not be allowed in classrooms while class is in session.
- c. Children shall not be allowed in or at high-risk areas, including but not limited to, laboratories, clinical sites, gaming/recreational facilities, or construction sites.
- d. Children shall not be left unattended while the parent or guardian is attending class or conducting any business on college premises.

XXIII. Policy or Legal Violations.
- a. Violation of any college policy or written rules governing student behavior, including but not limited to, academic/administrative units, athletic teams, and student organizations.
- b. Violation of any federal, state, or local law, tribal law or rule

B. Academic Misconduct

I. Cheating.
- a. Any attempt to give or obtain unauthorized assistance/materials relating to the completion of an academic assignment and/or test, including collaboration with another individual relating to the completion of an academic assignment without permission from the assignment administrator.
- b. Copying from or reviewing another student's examination, paper, laboratory report, presentation, computer program, or other assignment prior to or during the examination.

c. Submitting the same paper, report, or other assignment for more than one course without the expressed permission of the faculty member. If a student believes they can complete an assignment that meets the requirements of two or more faculty members, they should obtain prior approval from all faculty involved.
d. Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a paper, test, or any other assignment, whether or not it has been administered.
e. The unauthorized transporting or removal, in whole or in part, of the contents of a test, whether it has been administered or not.
f. Permitting another student to substitute for oneself to take a test or allowing another student to copy or use one's answers during an examination or in the completion of an assignment.
g. Bribing another person to obtain a test or information about a test, whether it has been administered or not.
h. Taking, completing, or attempting to take an examination or complete an assignment for another student.
i. Using artificial intelligence software or tools for homework, quizzes, tests, and any assignment unless authorized by the course instructor.

II. Plagiarism.
a. Taking, reproducing, and/or using as one's own, without proper attribution, the ideas, writings, paraphrases, data, reports, graphic designs, or computer codes of published or unpublished work of another person in completing an academic assignment.
b. The unauthorized submission for credit of academic work that has been submitted for credit in another course.

III. Fabrication.
a. Falsifying data, information, or citations in completing an academic assignment or obligation.
b. Providing false or deceptive information to a faculty member concerning the completion of an assignment.
c. Listing another student on a group assignment when the student did not contribute in any manner toward completion of the assignment.
d. Unauthorized altering of grades on an assignment, examination, laboratory report, quiz, or other academic work and submitting such to a faculty member or college employee.

IV. Intellectual Property Dishonesty.
1. Altering, removing, or defacing college library or educational materials.
2. Selling, electronically posting, publishing, or distributing course lecture notes, handouts, recordings, or other materials or information of any course without the expressed permission of the faculty member.
3. Removing or damaging the academic property of a faculty member or another student, including projects, books, papers, notes, laboratory assignments, clinical forms, or electronic hardware or software.
4. Obtaining or using the password of a faculty member or another student without authorization of the password owner to access course hardware or software.
5. Violating the ethical standards of practices in professional programs (i.e., health sciences, and the like, as outlined in the handbook and/or curricula of the respective program).

V. Facilitation of Academic Dishonesty
1. Any other acts of dishonesty including aiding, abetting, or attempting to commit any academic misconduct violation or permitting another student to violate any provision of this code.

20.0 Discipline Procedures

20.1 Purpose

Through the judicial process, KCC may impose sanctions and/or disciplinary action for a student found in violation of the College's Code of Conduct. Every effort will be taken to advise and guide the student to more appropriate behavior.

Alleged acts of misconduct that are not sex- or gender-based discrimination or harassment will be investigated pursuant to these procedures. Allegations of sex-based discrimination, harassment or misconduct will be processed according to the college's Harassment, Discrimination and Sexual Misconduct Policy Complaint Procedures, which can be found on KCC's web page.

20.2 Rights

A. Respondent's Rights
A student charged with a violation of the Code of Conduct ("Respondent") has the right to:
I. Receive written notice including the alleged Code of Conduct charges, specific details of the incident, and the possible range of sanctions.
II. Access counseling or other support services upon request, coordinated through the student conduct officer or Counseling Office.

III. Review all information in their conduct file before a hearing. The student conduct officer may restrict what is included documents as necessary to protect the identities of individuals involved.
IV. Present evidence, witnesses, and/or signed written statements on their behalf.
V. In a formal hearing, examine witness testimony and supporting documents, except where the student has waived this right or chosen a summary resolution.
VI. Be accompanied by an adviser of their choice when participating in meetings or hearings. The adviser may not serve as a witness, represent the student, or speak on the student's behalf.
VII. Request to testify privately, provided this does not compromise the Respondent's right to cross-examination. The student conduct officer or chair will make the determination.
VIII. Be present during all or part of the hearing, as determined by the student conduct officer or chair.
IX. Receive written notification of the disciplinary decision and any appeal outcome within **10 business days** after a decision.
X. Submit a written appeal within 10 **business days** of receiving the disciplinary decision (see Appeals section 21.0).

B. Complainant's Rights

Complainants have the right to:

I. Be accompanied by an adviser of their choice when participating in meetings or hearings. The adviser may not serve as a witness, represent the student, or speak on the student's behalf.
II. Access counseling or other support services upon request, coordinated through the student conduct officer or Counseling Office.
III. Present evidence, witnesses, and/or signed written statements on their behalf.
IV. Submit a written impact statement to the Hearing Body, to be considered only during sanctioning if the Respondent is found responsible.
V. Have unrelated past behavior excluded from the hearing. The student conduct officer or chair of the Judicial Review Board will determine what is unrelated.
VI. Submit questions to the Hearing Body, which will decide whether to pose them to the charged student.
VII. Request to testify privately, provided this does not compromise the Respondent's right to cross-examination. The student conduct officer or chair will make the determination.
VIII. Be present during all or part of the hearing, as determined by the student conduct officer or chair.
IX. Receive written notice of the disciplinary decision and any appeal outcome at the same time as the Respondent.

20.3 Conflicts of Interest

A. The student conduct officer, Judicial Review Board members or any individuals who play a role in receiving, investigating, and otherwise processing complaints shall not have any conflict of interest in the process and must not participate in any case in which they are a complainant, witness, or have a personal or professional interest, bias, or prior involvement.
B. If a conflict of interest arises, it must be disclosed. Parties who believe a conflict exists may report it to the student conduct officer, who will decide if action is needed.
C. Judicial Review Board members may be disqualified if a conflict of interest is raised. The remaining members, excluding the challenged individual, will decide the outcome of the challenge.
D. In cases where the challenge is against the chair or student conduct officer, the vice president for student affairs shall decide on the challenge.
E. If a member is disqualified or disqualifies themself from a case, the student conduct officer or chair will appoint a replacement.

20.4 Administrative Authorities

A. Student conduct officer
   I. Facilitates and oversees the student conduct process for alleged violations of college policies.
   II. Determines the type of resolution (summary, mediation or formal) as dictated by the allegations of the case and possible sanctions available.
   III. When a formal hearing is held, presents the charges, and the evidence supporting the administration's recommended finding(s) and sanction(s), to the Judicial Review Board.
B. Judicial Review Board
   I. The Judicial Review Board is designated by the vice president for student affairs or designee to conduct formal hearings.
   II. The Judicial Review Board is composed of a procedural chair (non-voting capacity), two faculty members, two enrolled students, and two staff members.
   III. In times of limited student availability, or when a conflict of interest is identified, a hearing may proceed with 3 or 4 voting members.
C. Role of the Judicial Review Board Chair
   I. Ensure a fair and impartial hearing and that all of the Respondent's and Complainant's rights are protected.
   II. If an adviser is present, review the adviser's role and limitations during the hearing.
   III. Make all administrative decisions on matters relating to the conduct of the hearing, including matters regarding admission of relevant evidence, testimony and questions.

IV. Ensure that the Respondent has the right to present questions to all witnesses in an orderly and respectful fashion.
V. Maintain an orderly hearing and permit no person to be subjected to abusive treatment, intimidation or harassment removing anyone who refuses to be orderly and respectful.
VI. Administer an appropriate oath of truthful testimony to the charged student and all witnesses.

20.5 Burden of Proof

A. All disciplinary cases use the *preponderance of the evidence* standard, meaning it is more likely than not that the alleged conduct occurred and violates the Code of Conduct.
B. Students are presumed not responsible unless the evidence establishes responsibility by a preponderance of the evidence.
C. The college administration bears the burden of proving any alleged violation.

20.6 Scope of Inquiry

A. A student's academic or prior disciplinary record cannot be considered when determining responsibility
B. Such records may, however, be reviewed when determining sanctions after a finding of responsibility.

20.7 Student Conduct Processes and Procedures

A. Initiating Charges
    I. Any person may report a violation of the Code of Conduct, federal, state or local law by:
        a. Submitting a Student Behavior Incident Report form (online, email or in person).
        b. Filing a report with the KCC Police Department or requesting that a report from a law enforcement agency be sent to the campus police or Student Conduct Office.
        c. A report from an outside law enforcement agency is sent directly to the college.
    II. The student conduct officer will review all reports to determine if sufficient grounds exist to file charges and may request additional documentation if needed.
    III. The student's enrollment status shall remain unchanged pending the college's final decision in the matter except in cases where the student conduct officer determines that the safety, health, or general welfare of the student, any individual, or any part of the college may be jeopardized.
    IV. If the student conduct officer determines there are insufficient grounds to proceed, no charges will be filed, and the reporting party will be notified. Under FERPA, specific reasons for the decision may not be disclosed.
B. Timely Reporting
    I. Reports must be filed with the student conduct officer within ninety (90) calendar days of the incident, or knowledge of the incident. The college may extend this timeframe in cases involving safety threats.
    II. Untimely complaints may be dismissed with notice to the filer.
C. Notice of Charges
    I. When formal charges are warranted, notice of charges will be sent to the Respondent within 10 business days of the decision to proceed. Extended time may be required if further investigation or additional documentation is required to substantiate initiating student conduct charges.
    II. The notice given will include:
        a. The specific Code of Conduct or college policy that the Respondent is alleged to have violated
        b. A brief description of the alleged offense(s) upon which the charges are based
        c. An invitation to attend an information session, to review the charges, rights, and procedures.
D. Response to Notification
    I. Students must respond within 5 business days of the notice. Extensions may be granted for verified extenuating circumstances
    II. If a student fails to respond or attend a scheduled information session, the student waives their right to an information session, and the student conduct officer will proceed according to the standard disciplinary resolution procedure.
    III. In cases where the possible sanctions do not include suspension, dismissal or expulsion, the student conduct officer will make a disciplinary determination based on the information that is available and will issue a written decision, including findings and any sanctions imposed, within 10 business days of when the determination is made.
    IV. In cases where the possible sanctions include suspension, dismissal or expulsion, the student conduct officer will proceed by scheduling a hearing date and issuing written notice of the hearing to the charged student.
E. Information Session
    During the information session, the student will be provided the following:
    I. Clear explanation of the charges and allegations
    II. Information about rights, responsibilities, and hearing preparation
    III. The opportunity to provide information about the incident

IV. The option to proceed with summary resolution or a formal hearing

F. Types of Resolution
   I. Summary Resolutions (Informal Hearings)
      a. Held when cases involve few or no disputed questions of fact and possible sanctions do not include separation from the college.
      b. Student chooses to accept responsibility for the alleged charge as presented.
      c. If found responsible, sanctions may be imposed immediately.
      d. Not audio recorded. Written decisions will serve as the official records of informal hearings.
      e. Students waive their right to have an adviser, cross-examine witnesses, and to a formal hearing.
      f. The student conduct officer may interview other parties or review documentation relevant to the incident in determining sanctions.
   II. Mediated Forums
      a. An informal process to address concerning behaviors through mediation, conflict resolution and/or behavioral interventions.
      b. At any point prior to a final disciplinary determination being made, a Respondent may request to participate in a mediated forum.
      c. Not audio recorded. Written and signed agreements of applicable parties may serve as the official record of mediated forums.
      d. The student conduct officer may interview other parties or review documentation relevant to the incident in determining agreement requirements and behavioral intervention plans.
      e. May include the use of mediation agreements and/or behavioral intervention plans aimed at remedying prohibited behaviors mutually agreed upon process by the Respondent and the college.
         i. If an agreement is reached at the conclusion of a mediated forum, a written agreement and/or behavioral intervention plan will serve as the final outcome. By signing the written agreement and/or behavioral intervention plan, the Respondent waives their right to a formal hearing and any subsequent appeal.
         ii. If no agreement is reached at the conclusion of a mediated forum, the college will proceed according to the standard disciplinary resolution procedure.
   III. Formal Hearings (Administrative Hearings and Board Hearings)
      a. Held when cases involve disputed questions of fact or serious alleged violations of the Code.
      b. Required for alleged violations involving acts or attempted acts of Title IX violations
      c. May require the Judicial Review Board to call appropriate witnesses or obtain witness statements, reports or other information in support of the charges.
      d. Allow the presence of an adviser of the respondent's choosing and expense.
      e. Formal hearings will be audio recorded, and the recording will serve as the official record of the proceedings.
   IV. Formal Hearing Procedures
      a. Disciplinary Consolidations
         i. When possible, in cases where more than one student is charged with an alleged violation in the same incident(s), each case will be heard by the same Judicial Review Board.
         ii. The charged students may elect to forego individual hearings in favor of a single consolidated hearing.
         iii. The student conduct officer shall make the final decision on all consolidation requests.
   V. Hearing Notification
      a. Respondents will be notified, in writing (email or letter), at least five business days prior to a formal hearing, of the date and time of the hearing. Notice of the hearing will include:
         i. The date, time and location for the hearing
         ii. The name(s) of the Judicial Review Board members.
      b. If the charged student fails to appear at the scheduled hearing and fails to provide adequate written notice prior to the scheduled hearing, the hearing will be held in the student's absence.
         i. No student may be found responsible for a violation solely because they fail to appear before a Judicial Review Board.
         ii. The decision of the Judicial Review Board will be based on the documentation and testimony presented at the hearing.
   VI. Hearing Procedures
      a. All hearings are private and closed to the public.
         i. The charged student and their adviser may be present for the entirety of the hearing.
         ii. Witnesses may be present in the hearing only during their time of testimony.
         iii. If a witness is not available in person, a written statement may be accepted.
      b. Official Record of Disciplinary Proceeding
         i. An audio recording will be made of all formal hearings before the Judicial Review Board. The recording shall be the official

record of the disciplinary proceeding and shall be maintained by the student conduct officer.

ii. If a recording malfunction occurs, the Judicial Review Board shall include a summary of the testimony, which is detailed to permit a review of the hearing in case of appeal.

iii. A Respondent may review the recording of their hearing by scheduling an appointment with the student conduct officer. A copy of recorded hearings will not be provided to any person.

c. The Formal hearing agenda will be:
   i. Call to order
   ii. Introductory statement by Judicial Board Chair
   iii. Procedural questions by the Judicial Board Chair
   iv. Presentation of charges
   v. Respondent's claim to each charge.
   vi. Opening statement by the Respondent(s).
   vii. Witness statements.
   viii. Closing statements.
   ix. Deliberations and decision making.

d. Hearing Behavior
   i. The Judicial Review Board chair will exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses.
   ii. The Judicial Review Board chair has the right to make the appropriate revisions to the hearing procedure so long as the student's rights are upheld and maintained.
   iii. Any person who disrupts a hearing or who fails to adhere to the guidelines set by the Judicial Review Board chair, may be dismissed from the proceedings.

e. Deliberations
   i. Deliberations are closed, except for members of the Judicial Review Board, and are not recorded.
   ii. Responsibility is determined by a majority vote of the Judicial Review Board members, except in cases involving expulsion.
      1. Cases involving expulsion must be unanimous.
      2. The vote and final decision of the Judicial Review Board, including the determination of responsibility and sanctions are recorded and become the official record of the hearing.

VII. Notification of Outcome

a. Within10 business days after the conclusion of deliberations, the Judicial Review Board Chair shall provide the Respondent with written notification of the Judicial Review Board's decision, which will include:
   i. A summary of the findings of fact used to support its determination and rationale.
   ii. Findings as to whether the Respondent is found responsible or not responsible for each alleged violation listed in the notice of charge(s) letter
   iii. If applicable, the appropriate sanction(s)
   iv. The procedure for requesting an appeal.

b. The Judicial Review Board shall provide written notification of the disciplinary determination to the Complainant(s), as defined in this Code, at the same time such notification is provided to the Respondent.

c. In cases of suspension or expulsion, the appropriate college officials will be notified in accordance with federal and state law.

d. In all Title IX investigations, the Complainant and/ or complainant and the respondent shall receive simultaneous, written notification of the Title IX determination, including information regarding appeal rights, within seven (7) days of when the determination is made.

20.8 Educational Sanctions / Interventions

When a student is found responsible for violating the Code of Conduct, one or more of the following sanctions may be imposed.

A. Warning
   I. *Verbal Warning:* Notice that the student has violated the Code and that future violations may result in stronger action.
   II. *Written Reprimand:* Formal notice that conduct is unacceptable and that additional violations may lead to more severe sanctions.

B. Educational Assignments

   Educational assignments are developmental tasks designed to support student learning and contribute positively to the college community. Assignments may include
   I. Apology letters
   II. Attendance at workshops or seminars
   III. Tutoring or academic support center sessions
   IV. Research projects
   V. Reflection papers or essays
   VI. Meetings or interviews with college officials or other appropriate individuals
   VII. Planning or implementing educational programs

C. Service Hours
Completion of assigned service to the college or local community.
D. Restitution
    I. Monetary compensation
    II. Property replacement or services equal to the amount of the loss or damage
    III. Restitution may also take the form of service provided to the affected person, group, or organization
E. Campus Access Restrictions
    I. Relocation to another class, classroom, building, facility, or campus
    II. Restriction or termination of the privilege to enter specific campus areas or any campus grounds
F. Removal from Class
Student receives a WX grade (institutional withdrawal) and no refund will be issued unless an exception is granted by the vice president for student affairs or designee.
G. Admission / Enrollment Revocation
If a student is found to have provided false, fraudulent, or incomplete information in any application materials (including admission forms, residency documents, or graduation-related statements), the college may:
    I. Deny or revoke admission or further registration
    II. Invalidate academic credit earned
    III. Invalidate or revoke a degree awarded based on such credit
H. No Contact Order
Directive prohibiting intentional direct or indirect contact with designated individuals or groups through any means.
I. Behavioral Assessment
Referral for personal, mental, or academic assessment through college counseling services or a licensed external provider as designated by the vice president for student affairs or a designee. Written conditions will outline requirements:
    I. For successful completion of probation or a deferred suspension
    II. For reenrollment following suspension or dismissal.
    III. Specific documentation and testing required in the assessment
J. Loss of College Privileges or Associations
    I. Withdrawal of certain privileges or associations for a period not to exceed two academic years.
    II. May include loss of eligibility for student organizations, athletics, recreational activities, leadership roles, or organizational fundraising/social privileges.
K. Deferred Suspension
    I. Suspension is postponed pending completion of required sanctions.
    II. All conditions must be met by the assigned deadline.
    III. Failure to complete requirements results in automatic suspension.
    IV. Degree conferral may be delayed during the deferred suspension period.
L. Suspension (Individual Student)
Separation from the college, including removal from enrollment, loss of privileges, and denial of campus access, for up to two years. Written conditions for possible readmission will be provided.
M. XIII. Suspension (Student Organization
Loss of recognized status and college privileges for up to two years. Written conditions for possible reinstatement will be provided.
N. Dismissal (Individual Student)
Separation from the college for two to five years, including loss of enrollment and all privileges, and prohibition from campus. Written conditions for possible readmission will be provided.
O. Dismissal (Student Organization)
Loss of recognized status and college privileges for two to five years. Written conditions for possible reinstatement will be provided.
P. Expulsion (Individual Student)
Permanent termination of student status and enrollment. All communications during the expulsion period must be directed to the vice president for student affairs or designee. Requires unanimous decision by a Judicial Hearing Board.

20.9 Academic Dishonesty Penalties

A. Instructor-Level Actions
    I. When an instructor determines that academic dishonesty has occurred, the instructor may impose one or more of the following actions:
        a. Verbal Warning
            i. Notification that academic dishonesty has occurred, and further violations may result in more severe consequences.
        b. Assignment or Assessment Revision
            i. Require the student to resubmit the assignment
            ii. Require the student to retake a quiz or examination
        c. Grade Penalties
            i. Assign a lower grade on the assignment or examination
            ii. Assign a grade of zero on an assignment, lab activity, internship requirement, or examinatio
            iii. Issue a failing grade for the course, lab, or internship.
B. Reports to the Student Conduct Office
    I. Instructors are encouraged to report all academic misconduct incidents to the Student Conduct Office

II. A record of reports will be maintained in a confidential file in the Student Conduct Office
III. If it is the student's first offense, the student conduct officer shall send a letter to the student confirming informal action and outlining the consequences of subsequent academic dishonesty offenses. A copy of the letter shall be provided to the instructor and appropriate academic dean.
IV. In cases where a student has multiple incidents of academic misconduct recorded, the student conduct officer reserves the right to proceed with formal charges of a violation of this Code against the student
V. Instructors have the right to request formal action be taken by the college for any acts of academic misconduct
VI. Students have the right to appeal the decision of an instructor regarding grading in accordance with the Instructional or Grade Complaint Process established by the college.

20.10. Interim and Emergency Actions

A. Grounds for Interim and Emergency Action
Interim and emergency action may be taken in situations, prior to an investigation or hearing, where the vice president for student affairs or designee has reasonable cause to believe a student's alleged conduct and/or continued presence at the college poses a significant risk to the health or safety of others.
B. Types of Interim and Emergency Actions
The following immediate temporary action may include an imposition of the following:
I. Interim "No Contact Order" which prohibits communicating with a specific person, group, department or organization
II. Interim removal from a course, classrooms, office, building, area or any college premise
III. Interim restriction from participating in specified student organizations, athletic teams, academic or social activities, and/or college sponsored activities
IV. Interim withdrawal or suspension from the college
C. Interim and Emergency Action Status Change
A student under interim action will remain in such status until one of the following occurs:
I. The interim action is modified or rescinded, in writing, by the vice president for student affairs or designee
II. The written outcome from a hearing or mediated forum regarding the matter warrants a change in status
D. Interim and Emergency Action Notice
I. An interim and emergency notice will be provided to the student, in writing, by express mail, hand delivery by a college official or KCC student email within 72 hours from the decision to enact the interim and emergency action.
II. The notice given to a student under interim action will include:
a. Notice that temporary action is being taken
b. The type(s) of interim and emergency action(s) being put in place
c. The specific Code charge(s)
d. A brief description of the allegations that led to charge(s)
e. An invitation for the student to attend an information session where the charges will be explained and the student can respond.

20.11. Failure to Respond to Disciplinary Action

A. A student who fails to comply with any disciplinary action, sanction, or request within the specified time frame may be charged with the Student Conduct Code violation, "Failure to Comply."
B. Any student who withholds information or tries to interfere with the code of conduct process can be charged with "Failure to Comply."
C. It is the student's responsibility to notify the student conduct officer if there are mitigating circumstances that prevent them from completing the disciplinary action(s)/sanction(s) by a specified time frame.

20.12 Notification

A. Delivery of Disciplinary Notification
I. The mailing address and/or KCC student email address on file with the registrar's office will be used for all disciplinary notices issued to a student. It is the responsibility of the student to ensure the address and email address on file with the registrar are current and updated on a regular basis.
II. In cases where the assurance of the safety of the person or others is required, written disciplinary notices may be delivered by hand to the student.
III. In cases involving a student organization, disciplinary notices will be delivered to the student organization president or chair. A copy of all disciplinary notices will be sent to the faculty adviser for the organization and college official(s) responsible for the oversight of student organizations.
B. Parental Notification
In accordance with the Family Educational Rights and Privacy Act (FERPA), authorized college officials may inform the parents or legal guardians of students under the age of 18 of any disciplinary action taken by the college.

20.13 Disciplinary Records

A. Disciplinary Holds
    I. A disciplinary hold will be placed on the records and registration to prohibit re-registration or a student's graduation of any student who:
        a. Fails to respond to a disciplinary notice by the student conduct officer or Judicial Review Board.
        b. Fails to comply with disciplinary sanctions.
        c. Is under an interim suspension from the college.
        d. Is under suspension or dismissal from the college.
        e. Is under expulsion from the college.
    II. The disciplinary hold will not be removed until the student has resolved any pending disciplinary matters including
        a. Completing any pending disciplinary investigation or process
        b. Completion of disciplinary sanctions
        c. The term of suspension or dismissal has lapsed
        d. Successfully meeting the requirements for readmission set forth by the disciplinary or appellate authority
        e. Submitting a written request for a student to obtain their official transcript.

B. Record Maintenance
In accordance with the Family Educational Rights and Privacy Act (FERPA), all student discipline records, including records of any disciplinary proceedings and appellate records of students and student organizations (including audio recordings, if applicable), will be maintained by the Student Conduct Office.

21.0 Appeal Procedures

21.1 Right to Appeal

A. Students have the right to appeal any disciplinary outcome and/or imposed sanction issued by the Conduct Officer or Disciplinary Board. Appeals may address concerns regarding matters related to the Code of Conduct, Title IX, Academic Grievance procedures, Health Careers Handbook violations, or Athletic Handbook violations.
B. The appeal request must be typewritten and must state the grounds for appeal to the appropriate office as designated in the original outcome letter.
C. For Title IX determinations, both the victim and/or complainant and the respondent have a right to appeal.

21.2 Appeal Basis
Appeals can only be based on one or more of the following:

A. A procedural error occurred.
B. The findings of fact in the decision contain inaccurate information.
C. New information not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new information must be described.
D. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

21.3 Appeal timelines
Appeals must be submitted in writing (student email, mail, or appeal form) to the individual designated in the outcome letter within 10 business days after the date on the letter of the determination.

A. If a student does not appeal within the 10 business day period, the outcome determination will be final.
B. Within 10 business days after receipt of the appeal request, appellate office will decide if the appeal meets one of the above enumerated grounds of appeal.
C. When an appeal is filed, the sanctions are not enacted until a final decision is made by the appellate body, except in cases of an interim suspension, campus access restriction or if it is determined by the vice president for student affairs or designee that the student poses a threat to the safety or welfare of the college community.

21.4 Burden of Proof
The burden of proof at the appellate level rests with the student requesting the review to clearly demonstrate that an error has occurred during the disciplinary process. Appeals are **not re-hearings** of the case but reviews of the alleged error based on the stated grounds for appeal.

21.5 Appellate Forums
The vice president for student affairs or designee has the authority to refer the request for an appeal to an appeals review board, other appellate body or college administrator.

21.6 Appeal Process

A. Appellate Review
    I. The appellate body will review the appeal within 10 business days of receiving it. Additional time may be granted at the discretion of the Vice President for Student Affairs or designee.
    II. The review will be limited to the stated grounds for appeal.
    III. The appellate body will review all relevant materials and determine if a valid basis for appeal exists.
    IV. If a valid basis is found, an appellate conference will be scheduled, and the student will be notified in writing of the date and time.

V. If no valid basis is found, the student will receive a written denial within 5 business days of the appeal decision, including the rationale for the decision. The appellate body's decision is final.

B. Appellate Conference Procedures
   I. If an appeal is granted, the appellate conference will be held within 10 business days of that decision.
   II. The conference may be audio recorded as deemed necessary by the appellate body.
   III. The conference may include:
      a. Questioning of any party involved, limited to the established grounds for appeal.
      b. Attendance by the Respondent or, in applicable cases, the victim/complainant, who may each bring an advisor (advisors may not speak on the student's behalf).
   IV. If the Respondent fails to appear, the conference will proceed in their absence, and the appellate decision will stand as final college action.

C. Appellate Decisions
   I. After an appellate conference, the appellate body may:
      a. Uphold the outcome decision
      b. Reverse the outcome decision and dismiss the case.
      c. Modify the outcome decision.
      d. Modify the disciplinary action(s) and/or sanction(s) rendered by the outcome decision.
   II. Sanction deadline dates may be changed to reflect the time taken to complete the appeals process.
   III. Decisions of the appellate body constitute final action on behalf of the college.

21.7 Appeal Notification

A. The appellant will be notified of the final appeal decision via KCC student email or by certified mail (return receipt upon request).
B. The final appellate decision will be sent in writing within 10 business days of the conference, unless additional time is required.
C. In Title IX appeals, both the complainant and respondent will receive the written appeal decision after the conclusion of the appeal review.

Additional Policies: Behaviors, Rights & Reporting

Behavioral Intervention and Threat Assessment

KCC is concerned about the care, welfare, safety and security of everyone and is committed to providing an environment in which individuals are free to work, learn and teach without threats of intimidation and harm. The Campus Threat Assessment policy follows Illinois mandate Title 29: Emergency Services, Disasters, and Civil Defense, Section 305.80, Campus Threat Assessment Team (Behavioral Intervention Team).

Each higher education institution is required to develop and implement a Campus Threat Assessment Team to address behavior that could pose a threat to the campus community or facility. Students and employees of the college are usually the first to notice when a member of the community is distressed or behaving in a potentially dangerous or disruptive manner.

The goal of the Behavioral Intervention Team is to promote a safe environment for all students and staff. The team encourages members of the campus community to report behaviors that are concerning. This action enables intervention, support, and quick connections to appropriate resources. The team includes personnel from faculty, campus police, counseling, disability services, health care administration, and student affairs and human resources. The team also provides education about services at the college and in the community, including mental health services, crisis management and services for victims.

The college offers information sessions to students and employees on "Identifying Red Flag Behaviors" throughout the semester.

If a team member has contact with or receives a report on an individual who appears to be in imminent danger of harming themselves, or has threatened to harm others, the member will call for an ambulance and/or the KCC Police Department as appropriate.

The Behavioral Intervention Team invites suggestions to improve its services and resources. Contact the BIT chair at bit@kcc.edu.

For more information on other emergency management efforts, contact the chief of police at 815-802-8195.

Reporting a Concern

Emergency concerns: Call 911, or call KCC security at 5555 from any campus phone. Non-emergency referrals: email bit@kcc.edu, or phone the Behavioral Intervention Team chair at 815-802-8514 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.

Non-Discrimination Policy/Sexual Harassment

As prohibited by applicable state and federal laws and regulations, Kankakee Community College does not condone discrimination or sexual harassment by any employee or students. Students suspecting instances of discrimination or sexual harassment should contact the vice president for student affairs, Meredith Purcell (mpurcell@kcc.edu or 815-802-8510), or the Affirmative Action officer, David Cagle (dcagle@kcc.edu or 815-802-8128) to report such events and to be advised as to college policy regarding these issues. Students may file complaints with the aforementioned administrators or directly with the Office for Civil Rights. The vice president for students affairs or Affirmative Action officer can provide students with a printed copy of the college's Discrimination, Harassment, Misconduct Complaint policy. To submit a complaint, visit the Student Complaint Procedures page on KCC's website.

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 Clove Alliance to provide confidential advisors to victims who wish to remain anonymous when they report a crime that involves sexual violence. Confidential advisors are available 24/7/365 days a year to provide support, information, referrals, and empathy. Anyone can call for any reason. Callers can say as little or as much as they wish in confidence. Caller ID is not used. Local hospitals also use the hotline to request advocates to support survivors in the emergency room.

If you or someone else is in immediate danger, call 911.

24-Hour hotlines:

- Kankakee County: 815-932-3322
- Iroquois County: 815-432-0420

Inquiries or complaints may be filed online at www.kcc.edu/titleix or addressed to David Cagle, Affirmative Action officer at dcagle@kcc.edu or 815-802-8128; or Meredith Purcell, Title IX coordinator at mpurcell@kcc.edu or 815-802-8510; Kankakee Community College, 100 College Drive, Kankakee, IL 60901-6505; 815-802-8100; TTY users may phone 711. Outside of Illinois, dial 1-800-526-0844.

To learn more about available support, our disciplinary proceedings, reporting protocols, policies and more related to Violence Against Women Act-related incidents, please go to: www.kcc.edu/titleix.

Bystander Intervention Strategies

Bystanders have the power to stop assaults from occurring and to get help for people who have been victimized. KCC wants to create a culture engaged in the prevention of violence, bullying and abuse, with active bystanders who speak up when necessary. As the largest group of people involved in violence, proactive bystanders can help prevent sexual harassment and sexual violence by using these proactive strategies:

- Believe violence is unacceptable and say it aloud
- Treat people with respect
- Speak up when people make statements that blame the victims
- Talk with male friends about confronting violence against women
- Encourage female friends to trust their instincts
- Be a knowledgeable resource for victims
- Don’t laugh at sexist jokes or comments
- Look out for friends when you’re out, especially at parties
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower victims to tell their stories

Reactive Bystander Strategies

Bystanders can positively intervene in instances of sexual harassment or sexual violence in the following ways:

- Get campus police or other authorities involved
- Tell someone else
- Get help
- Ask a friend in a potentially dangerous situation if they want to leave
- Make sure they get home safely
- Ask a victim if they are okay
- Provide options and a listening ear
- Call the campus or local counseling/crisis center for support and options

Formal Student Complaint Policy

KCC is committed to providing excellent service and academic experiences for students, community members, and staff. If you experience anything less, you may file a complaint by choosing the appropriate form at www.kcc.edu/student-resources/student-complaint-policy. Types of complaints which can be submitted are:

- Instructional/grades
- Non-instructional/general
- Discrimination or sexual harassment

All complaints will be taken seriously and addressed promptly. If an issue is not resolved at the college level, or if you prefer, you may file a complaint with the Illinois Board of Higher Education or the U.S. Office for Civil Rights.

Silent Witness Program

Share crime information anonymously. If you witness a crime at KCC or have pertinent information about a crime or incident that could be helpful to campus security, you are encouraged to make a report.

The “Silent Witness Program” is an opportunity to report information anonymously.

Visit www.kcc.edu/silentwitness to complete the anonymous information. Your identity will be protected to the fullest extent possible.

Religious Observations

As provided by Illinois Public Act 84-212, Kankakee Community College will reasonably accommodate the religious observations of individual students in regard to admissions, class attendance, the scheduling of examinations, and work requirements. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may seek redress through the vice president for student affairs.

Rights of Persons with Disabilities

KCC shall provide that no otherwise qualified disabled person shall, solely by reason of disability, be excluded from the participation in, denied the benefits of, or subjected to discrimination under any program of activity engaged in by the college as required by Section 504 of the Rehabilitation Act of 1973. Inquiries and complaints may be addressed to the Office of Disability Services, Kankakee Community College, 100 College Drive, Kankakee, IL 60901-6505; 815-802-8468. TTY users in Illinois may contact the office by phoning Illinois Relay at 711. Outside of Illinois, the toll-free number is 800-526-0844.

To accommodate the needs of disabled students, KCC provides that any student who has a physical disability that prevents him or her from accessing a classroom for a particular course shall have the right to petition the coordinator of Disability Services to have the meeting place relocated.

In compliance with revisions made by the Department of Justice to the Americans with Disabilities Act (2010), KCC recognizes the use of service animals as required under titles II and III of the ADA.

Specifically defined, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Additionally, per Illinois State Law HB 3826, miniature horses are also recognized as allowable service animals in schools and are allowed to go anywhere a service dog is allowed.

All other animals or pets are prohibited from buildings and grounds owned and operated by KCC.

Sexual Misconduct Policy

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, KCC has adopted a policy concerning forcible and non-forcible sex offenses. The policy, available in the Student Affairs Department, specifies prohibited conduct, disciplinary action and awareness programs.

Sex Offender Policy Statement

In accordance with the Campus Sex Crimes Prevention Act of 2002, it is the policy of KCC to track convicted sex offenders enrolled in classes or employed at the college, and communicate as necessary to the college community. It may be necessary to place certain restrictions on these individuals in terms of their use and/or utilization of college facilities and resources. All registered sex offenders must meet with a member of the KCC Police Department each semester/term of enrollment. Arrangements can be made by phone at 815-802-8195.

Drug and Alcohol-free Learning and Working Environment Policy

This information is provided to students and employees in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL-101-226) and the Drug-Free Workplace Act of 1988 (PL 100-690).

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 (PL 101-226). 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.

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 Harold and Jean Miner

Memorial Library and online at www.legis.state.il.us. The Illinois statutes are consistent with federal law, and local law is subject to state law.

Standards of Conduct

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226), KCC reiterates its position and sanctions concerning drug abuse as found in PL 100-690, the Drug-Free Workplace 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, and 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 might include dismissal from the college.
2. **Employee notice of conviction**
   As a condition of employment, Kankakee Community College 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 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 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;
   b. might 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 being suspended and/or expelled from the institution. Other penalties for drug and/or alcohol abuse are detailed in the KCC Code of Conduct.
4. **Rights of due process**
   Rights of due process for employees and/or students are addressed in the KCC Code of Conduct, found in the college catalog 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. Students and employees are provided copies of the college's Drug and Alcohol-Free Learning and Working Environment Policy.
   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 might be imposed on employees and students for drug abuse and alcohol violations.

The college's policy/program administrator is the vice president for student affairs, 815-802-8510.

Health Risks

Illegal substances - drugs and alcohol	Physical Effects/ Symptoms	Dangers
Alcohol	Absorbed directly into bloodstream, enters every organ of the body and depresses the central nervous system; results in intoxication, dizziness, slurred speech, unsteady walk, relaxation, relaxed inhibitions, impaired coordination and slowed reflexes.	Addiction: accidents, impaired ability, coordination and judgment; memory loss; vision disturbance; reduced ability to concentrate; heart and liver damage; nausea; vomiting; other physical damage; and death.
Cocaine (AKA: Crack)	Decreased appetite, increased heart rate/ temperature/blood pressure, slowed breathing, brief intense euphoria, restlessness, excitement, and a feeling of well-being followed by depression.	Addiction: heart failure, ulcers in nose, seizures, lung damage, severe depression and sudden death.
Marijuana/ Cannabis	Altered perceptions, increased heart rate, high blood pressure, reduced fertility, red eyes, dry mouth, reduced	Panic reaction, impaired short-term memory, addiction, lack of motivation, anxiety/panic, impaired coordination and lung damage.

Illegal substances - drugs and alcohol	Physical Effects/ Symptoms	Dangers
	concentration and coordination, euphoria, laughing and hunger.	
Hallucinogens (AKA: Acid, angel dust, but- tons, cactus, hog, killer weed, magic mushrooms, microdot, PCP, LSD, red dragon, sugar cubes, white lightning)	Altered mood and perception, focus on details, anxiety, panic, nausea, synaesthesia (ex. smell colors, see sounds), illusions, hallucinations, dilated pupils, elevated body temperature, and sleeplessness; repeated heavy use can lead to increased heart rate/blood pressure.	Unpredictable behavior, emotional instability, convulsions, coma, heart/lung failure, inability to feel pain, disorientation, flashbacks, ruptured blood vessels in the brain, tremors, violent behavior (with PCP), can cause the appearance of schizophrenic-like psychosis.
Inhalants (AKA: Aerosol sprays, bolt, cli- max, huff, laughing gas, locker room, poppers, snappers, solvents, whippets)	Nausea, dizziness, headache, lack of coordination and control, rapid pulse, loss of appetite and involuntary passing of urine or feces.	Unconscious, suffocation, nausea and vomiting, permanent damage to brain and central nervous system, hepatitis or brain damage, electrolyte imbalance and muscle fatigue, violent behavior, suffocation and sudden death.
Narcotics (AKA: Big H, codeine, darvon, demerol, dolophine, heroin, horse, junk, lomotil, methadone, morphine, mud, opium, pectoral syrup, smack)	Euphoria, drowsiness, insensitivity to pain, nausea, vomiting, watery eyes, runny nose, slow shallow breathing, clammy skin and convulsions.	Addiction, lethargy, weight loss, contamination from utensils (hepatitis, AIDS), accidental overdose, coma, death, premature or stillborn infants and severe withdrawal.
Stimulants other than cocaine (AKA: Black beauties, crank, crystal meth, diet pills, ice, pep pills, speed, uppers)	Alertness, talkativeness, wakefulness, increased heart rate/blood pressure, loss of appetite, rapid breathing, headache, dizziness, dilated pupils, heavy sweating and shaky hands; repeated use can lead to brain damage/ ulcers/malnutrition.	Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possibly hallucinations, anxiety/panic and violent behavior.
Depressants (AKA: Amytal, barbs, blue devils, downers, librium, ludes, miltown, nembutal, quaaludes, red devils, seconal, serax, valium, yellow jackets)	Depressed breathing, slow heartbeat, intoxication, drowsiness and uncoordinated movements.	Possible overdose (combination with alcohol can multiply the effect), muscle rigidity and addiction; withdrawal and overdose require medical treatment; high doses can result in coma and death.

Support and Resources

For the benefit of both students and employees, the college has a number of alternative assistance and support services for dealing with substance abuse concerns. Student Affairs staff also may provide lists of a broad range of referral agencies and organizations which offer free or inexpensive services to residents of the community. A partial list is provided here:

- Al-Anon Meetings - Kankakeealanon.com; Alanon.kankakee@gmail.com
- Alcoholics Anonymous - 815-939-4996
- St. Mary's Hospital, Kankakee - 815-937-2081
- Aunt Martha's Health and Wellness Center - 877-692-8686
- Banyan Heartland Treatment Facility - 815-671-4392
- Center on Addiction (helping kids and teens) - 855-378-4373
- Duane Dean Behavioral Health Center - 815-939-0125
- Illinois Helpline - 833-234-6343
- Riverside Healthcare Behavioral Medicine Services - 844-442-2551
- Substance Abuse and Mental Health Services Administration - 24-hour-a-day/365 day-a-year Helpline - 1-800-662-HELP (4357) or TTY 1-800-487-4889

KCC

Kankakee Community College

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