KC KISHWAUKEE COLLEGE

2016-2017 Catalog

Kishwaukee College

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Dr. Laurie Borowicz

Kishwaukee College is a two-year community college serving the residents of Community College District 523.

KC KISHWAUKEE COLLEGE

21193 Malta Road
Malta, IL 60150
Phone: 815-825-2086
TTY: 815-825-9106
Fax: 815-825-2072
www.kishwaukeecollege.edu

Table of Contents

About Kishwaukee College

Mission, Vision, and Extended Purposes 7
College Profile 8
Telephone Directory 9
Calendar 10

Admissions

Open Door Policy 11
Admissions Requirements 11
Costs/Financing 15
Cooperative/Joint Agreements 17
Non Traditional Learning Credit 18
College Level Examination Program (CLEP) 20
Dual Credit 22
Admission/Registration Checklists 26
Residency Requirements 28
Academic Advising/Educational Planning 29

Educational Opportunities

Educational Opportunities at a Glance 30
Study Abroad 30
Degrees and Certificates 31
Honors Program 31
Center for Business Development and Continuing Education 33
Adult Education and Transition Programs 34

Transfer Programs

Baccalaureate/Transfer Programs 35
Transfer Degree Requirements 37
Applying for Graduation 48
Transfer Guarantee 49
Assessment 50
Recommended Courses for Certain Transfer Degree Disciplines 51

Career/Occupational Programs

Career/Occupational Programs 59
Graduation Requirements for AAS and Certificates 62
Applying for Graduation 62
Career/Occupational Degree Requirements 64
Career Program Guarantees 99

Notice of Disclaimer

The information in this catalog is subject to change without prior notice or obligation.

Non-Discrimination/Affirmative Action Policy

It is the policy of Kishwaukee College not to tolerate sexual harassment in any form nor to discriminate on the basis of sex, age, race, creed, religion, national origin, disability status, or sexual orientation in its educational programs, activities, or employment practices. Kishwaukee College complies with the Age Discrimination in Employment Act of 1975. Inquiries regarding compliance may be directed to the Director of Human Resources at Kishwaukee College: 815-825-2086, ext. 2200.

Student Responsibility

All students are expected to familiarize themselves with the provisions of this catalog. Enrollment at Kishwaukee College implies an understanding and acceptance by the student of an obligation to abide by the academic, administrative, and social regulations of the college. Failure to read and comply with college regulations does not exempt a student from such responsibility.

Table of Contents

Course Descriptions

Alphabetical Listing of all Transfer and Career/Occupational Courses 97

Campus Life & Support Services

Support Services 156
Financial Aid 160
Campus Life/Student Organizations 164

Policies & Procedures

Important Definitions 165
Academic Policies and Procedures 166
Grading 168
College Policies and Procedures 172
Code of Student Conduct and Discipline 175
Confidentiality of Student Records 188
Security and Miscellaneous Regulations 189

The People Behind the College

Board of Trustees 192
Kishwaukee College Foundation 193
Administration 194
Faculty 195
Professional Staff 197

Index

Index 198
District Map 200
Campus Map 201

Accreditations & Recognition

The Higher Learning Commission
A Commission of the North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 800-621-7440/312-263-0456, www.hlcommission.org

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300, Fax: 312-704-5304, www.jrcert.org

National Automotive Technicians Education Foundation
101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6650, 703-669-6125, www.natef.org

Officially Recognized By

The Illinois Community College Board
401 East Capitol Avenue, Springfield, IL 62701-1711, 217-785-0123, www.iccb.state.il.us

The Illinois Board of Higher Education
43 East Adams, 2nd Floor, Springfield, IL 62701-1404, 217-782-2551, www.ibhe.org

Audubon International
Cooperative Sanctuary, 46 Rarick Road, Selkirk, NY, 12158, 518-767-9051, www.audubonintenational.org

Message from the President

Welcome to Kishwaukee College!

Continuing your education, whether you have just finished high school or are returning to school after being in the workforce, is a big decision. There are many higher education options. Thank you for choosing Kish as the next step of your learning journey.

Take some time to look through our catalog and you will see the wide variety of programs we offer and the opportunities that are waiting for you here. I encourage you to explore, challenge yourself, and become enmeshed in the Kish experience. You will find our faculty are not only knowledgeable in their fields but are dedicated to sharing that knowledge with you and guiding you to take what you learn to new and greater heights. There are many support services on campus to help you achieve your educational goals.

I also encourage you to take advantage of your time at Kishwaukee College. We are more than just classes. Get involved on campus through one of our clubs or organizations. Take in an athletic event. Work out in our fitness center. Participate in Student Life Events. There are so many excellent opportunities that provide our students a full college experience. It's all waiting for you here at Kish.

I look forward to seeing you on campus! On behalf of the faculty and staff, thank you for selecting Kishwaukee College as the next step to your great future!

Dr. Laurie D. Borowicz

College Mission & Vision

Mission

At Kishwaukee College, we are passionate about enhancing lives and fulfilling dreams. We provide excellent, innovative, and affordable education in a welcoming environment to learners who can benefit from diverse programs and services.

Vision

Kishwaukee College will be the driving force behind turning student aspirations and community potential into enduring success.

Extended Purposes

Transfer Programs

Kishwaukee College provides a broad and appropriate range of general education and elective courses which lead to a smooth and complete articulation to Illinois colleges and universities.

Career Programs

Kishwaukee College provides appropriate course work and related training in occupational vocations which lead to employment, job advancement and, where appropriate, post associate course work or degrees.

General Education

Kishwaukee College provides a broad range of general education classes designed to assist students in acquiring critical competence, creative competence, communicative competence and cultural competence.

Developmental Programs

Kishwaukee College provides instructional programs with related support services that will assist learners in the attainment of improved literacy skills, completion of the high school equivalency diploma, and transition to other educational and training programs.

Continuing Education

Kishwaukee College provides continuing education opportunities for community members to enhance personal skills, professional development, and community involvement.

Business Development

Kishwaukee College contributes to the economic development of the business, industrial, and governmental entities through partnerships.

Personal Development

Kishwaukee College offers curricular and co-curricular courses, activities, and services which contribute to the personal development of our students.

Student Services

Kishwaukee College provides accessible and quality academic and student support services.

Teaching Excellence

Kishwaukee College encourages, supports, and recognizes excellence in teaching.

Profile

For over 40 years Kishwaukee College has served students and community members through programs and services that help enhance lives and fulfill dreams. Located in rural Malta, IL, Kishwaukee College offers four transfer degrees and over 60 career/occupational degrees and certificates. There are four for-credit academic divisions: Arts/Communications/Social Sciences, Math/Science/Business, Health & Education, and Career Technologies. Kishwaukee College is accredited by the Higher Learning Commission through the Academic Quality Improvement Program.

Kishwaukee College offers a multitude of services for its students, many of which are conveniently housed in the Student Center. The Counseling & Student Development Center offers personal, academic, and career counseling services.

The Financial Aid Office assists students with creating the best financial aid packages available to pay for the already affordable education at Kishwaukee College. The Learning Skills Center offers a full range of individual tutoring, Writing Center, Math Lab, and study skills assistance. Testing Services (located within the Learning Skills Center) provides testing for placement, High School Equivalency (HSE) Certificate, coursework exams, and certifications as well as accommodations for disabilities and proctoring services.

When preparing for graduation and employment in their field, students can take advantage of the resume writing and interview skills workshops, as well as the job listings and Internet job boards offered by the Career Center.

Students at Kishwaukee College benefit from small class size and well-qualified instructors holding graduate degrees from some of the most prestigious universities in the nation. Enrolling in courses at Kishwaukee College means students are joining the perfect balance of classroom discussion, lecture, and hands-on labs and activities with faculty who take a genuine interest in the student experience.

In addition, the Center for Business Development and Continuing Education offers lifelong learning opportunities for both personal enrichment and business and industry training and development. The Adult Education & Transition Programs division offers adult basic education, High School Equivalency (HSE) Certificate preparation, English as a Second Language, as well as special programs for adults to transition to college.

Kishwaukee College is passionate about providing excellent, innovative, and affordable education to students of all ages who aspire to realize their fullest potential, reach for their goals, and make their dreams a reality. Kishwaukee College offers accessible opportunity for every student.

Kishwaukee College Quick Facts

District number	523
Founded	1968
Number of students	7,926
Average student age (credit)	26
Average student age (non-credit)	45
Class size range	5-40
Total faculty	355
Total administrators & staff	210
Facilities	578,953 sq ft
Campus size	120 acres
District population	112,500

	EXT.
Art Gallery	5610
Arts/Communications/Social Sciences (ACSS)	2600
Anthropology	
Art	
Communication	
English/Reading	
French	
German	
History	
Humanities	
Music	
Philosophy	
Political Science	
Psychology	
Spanish	
Sociology	
Theatre	
Administration	
President	2010
Vice President of Instruction	2930
Vice President of Student Services	2490
Vice President of Institutional Effectiveness	3800
Adult Education & Transition Programs (AETP)	3111
Adult Education Transition Specialist	3190
ESL Transition Specialist	3130
English as a Second Language (ESL)	3180
Family Literacy	2910
Adult Basic/Secondary Education	3180
IL workNet Center	815-901-0177 ext. 240
Literacy Program	3200
Right to Succeed	3190
Workforce Preparation for Youth	5190
Athletics	5380
Bookstore	2270
Business Office	3410
Campus Operations	3050
Custodial Services	3980
Grounds	2701
Maintenance	4030
Career Center	4080
Student On-Campus Employment	4080
Career Technologies (CT)	2030
Agriculture	
Agriculture Transfer	
Automated Engineering Tech	
Automotive Technology	
Aviation Flight	
Collision Repair Technology	
Computer-Aided Design Technology	
Computer Information Systems	
Criminal Justice	
Diesel Power Technology	
Electronics	
Horticulture	
Office Systems	
Truck Driver Training	
Welding Technology	
Center for Business Development & Continuing Education	
Business Development	3950
Continuing Education	2040
Copy Center/Mail Services	2060
Dual Credit Instruction	3470
Early Childhood Center	2150
Facility Reservation	2101
Food Service	5930
Foundation Development	2660
Health & Education	2510
Basic Nurse Assisting	
Early Childhood Education	
Education	
Emergency Medical Services	
Esthetics	
Health	
Nursing	
Physical Education	
Radiologic Technology	
Therapeutic Massage	
Human Resources	2200
Information Desk	0
Information Technology	4040
HELP Desk	4357
Institutional Effectiveness	3500
Learning Skills Center	3880
Testing	6062
Tutoring	3880
Library	2250
Marketing & Public Relations	4910
Math/Science/Business (MSB)	2070
Accounting	
Biology	
Business	
Chemistry	
Economics	
Engineering	
Geography	
Marketing Management	
Mathematics	
Military Science	
Physical Science	
Physics	
Media Services	2260
New Student Connections	2351
Security-DeKalb Co Sheriff's Office	5420
Lost and Found (Information Desk)	0
Student Services	2740
Academic Advising/Counseling	5070
Admissions	4190
Assistive Resources/Disability Services	4290
Financial Aid	2240
Orientation-New Students	5070
Placement Test Scheduling	5070
Records	2180
Registration	2740
Retention & Student Success	2352
Student Activities	5390
Student Association	2140
Student Outreach and Orientation	2351
Study Abroad	4180
Transfer Services	5910
TRiO	5082
Veterans' Office	3390
Voter Registration	3180
Wellness Center	3840

Accessibility Assistance
Individuals needing accommodations to access the courses, programs, services, or activities publicized in this catalog should contact the Assistive Resources Center Coordinator, Room A1317, regarding course accommodations or the office of a college staff member sponsoring the program, service, or activity for which there is accessibility concern. Access for patrons who are deaf or hard of hearing can be obtained by calling 815-825-9106 (TTY).

Si habla español y necesita más información, llame al 815-825-2086, ext. 3130.

College Calendar

Summer Term - 2016

Memorial Day observed - no classes - offices closed	Mon	May 30
Classes begin	Tue	May 31
Independence Day - no classes - offices closed	Mon	July 4
End of Summer Term	Fri	August 5
Grades Due	Sat	August 6

Fall Semester - 2016

Faculty Colloquium	Wed-Fri	August 24-26
Classes begin	Mon	August 29
Labor Day holiday - no classes - offices closed	Mon	September 5
Fall Friday - no classes - offices closed	Fri	October 21
Thanksgiving vacation - no classes - offices closed	Wed, 5 pm, Thurs-Sat	November 24-26
Classes resume	Mon	November 28
Final examinations	Fri-Thu	December 16-22
Last day Fall semester	Thu	December 22
Grades Due	Fri	December 23

Spring Semester - 2017

Martin Luther King Day - no classes - offices closed	Mon	January 16
Classes Begin	Tue	January 17
Spring Break - no classes	Mon-Sun	March 13-19
Classes resume	Mon	March 20
Faculty/Staff Development Day - no classes	Thur	April 13
Spring Friday - no classes - offices closed	Fri	April 14
Final examinations	Sat-Fri	May 13-19
Last day Spring semester	Fri	May 19
Commencement	Sat	May 20
Grades Due	Sat	May 20

Summer Term - 2017

Memorial Day observed - no classes - offices closed	Mon	May 29
Classes begin	Tue	May 30
Independence Day - no classes - offices closed	Tue	July 4
End of Summer Term	Fri	August 4
Grades Due	Sat	August 5

Fall Semester - 2017

Faculty Colloquium	Wed-Fri	August 23-25
Classes begin	Mon	August 28
Labor Day holiday - no classes - offices closed	Mon	September 4
Fall Friday - no classes - offices closed	Fri	October 20
Thanksgiving vacation - no classes - offices closed	Wed, 5 pm, Thurs-Sat	November 22-25
Classes resume	Mon	November 27
Final examinations	Fri-Thu	December 15-21
Last day Fall semester	Thu	December 21
Grades Due	Fri	December 22

Spring Semester - 2018

Martin Luther King Day - no classes - offices closed	Mon	January 15
Classes Begin	Tue	January 16
Spring Break - no classes	Mon-Sun	March 12-18
Classes resume	Mon	March 19
Faculty/Staff Development Day - no classes	Thu	March 29
Spring Friday - no classes - offices closed	Fri	March 30
Final examinations	Sat-Fri	May 12-18
Last day Spring semester	Fri	May 18
Commencement	Sat	May 19
Grades Due	Sat	May 19

Academic calendar is subject to change.

Open Door Policy

Admission to Kishwaukee College is open to all in-district residents of Community College District 523 who are high school graduates or the equivalent High School Equivalency (HSE) Certificate or non-graduates who will be 18 years of age or older during their first semester of enrollment. For age requirements to enroll in High School Equivalency (HSE) Certificate preparation courses and testing, contact the Adult Education office.

Admission is also open to out-of-district, out-of-state, and residents of foreign countries. However, there may be some program restrictions, differential tuition charges, and/or special admission requirements.

Kishwaukee College reserves the right to restrict students' admission to those courses in which their success seems most probable as indicated by their high school record, transcripts from other educational institutions attended, test results, work experiences, and college counseling interviews. Those students who do not have an adequate background to take the courses of their choice may have the opportunity to take special courses to prepare them for more advanced course work.

Admission to Kishwaukee College does not guarantee enrollment in any specific program of instruction.

See page 26 for Admissions/Registration checklists.

Admissions Requirements

Admission to Associate in Arts and Associate in Science Degrees

In accordance with P.A. 86-0954 and Section 103, paragraph 17, of the Illinois Public Community College Act, Kishwaukee College has adopted the following policy on minimum high school course requirements or acceptable equivalents to be regularly admitted to an approved baccalaureate/transfer degree program starting with the fall 1993 admission of new, first-time, college students:

Minimum High School Requirements for Regular A.A./A.S. Admission		
English	4*	Emphasizing written and oral communications and literature
Social Studies	2-3*	Emphasizing history and government
Mathematics	2-3*	Introductory through advanced algebra, geometry, and trigonometry
Science	2-3*	Laboratory sciences
Electives	2-5*	Foreign language, music, vocational education, or art courses or a combination
	Total 15	
**Students planning to transfer to complete a baccalaureate degree are strongly encouraged to follow a college-preparatory program in high school: 4 years of English, 3 years of social studies, 3 years of mathematics, 3 years of laboratory science, and at least 2 years of appropriate electives.*		

Students who do not meet the 15 subject units described above or fail to present acceptable equivalents**; or who meet the unit requirements but who score below freshman-level English or below intermediate algebra course placement on the College's assessment tests will be conditionally admitted to an approved baccalaureate/transfer degree program.

Conditionally admitted students will be allowed to enroll at Kishwaukee College in accordance with the College's "Open Door" admissions philosophy/policy. Conditionally admitted students will meet periodically with an advisor or counselor to select appropriate courses that remediate skill deficiencies or make up for subject unit deficiencies. Once skill and/or subject unit deficiencies are removed, the student will be regularly admitted to an approved baccalaureate/transfer degree program.

Alternatively, students with academic deficiencies (subject unit deficiencies, or skill deficiencies in English, reading, or mathematics), will satisfy requirements for regular admission to an approved baccalaureate/transfer degree upon successful completion of 24 credit hours of college-level credit (courses numbered at the 100- or 200- level) which must include English 103, Communication 100, one social science course, one four-hour laboratory science course, and one mathematics course, with a minimum grade point average of 2.000.

*** Such as ACT, SAT, or Kishwaukee College placement test scores or nontraditional credit evaluations. For a complete description of cut-off scores required or nontraditional credit evaluation methods available, contact the Office of Admissions, Registration & Records.*

Readmission

All students who intend to reenter after a two-year absence must complete a new Student Information Form prior to advisement and registration. Degree or certificate seeking students must provide official transcripts from all colleges or universities attended since their last enrollment at Kishwaukee College prior to advisement and registration.

Admission to Health Technology Programs

Students interested in admission to Kishwaukee College's health technology programs must meet other admissions requirements in addition to those identified above.

These programs are the EMT-Paramedic degree (A.A.S.), the Nursing degree (A.A.S.), the Radiologic Technology degree (A.A.S.), and Therapeutic Massage certificate. Interested students should contact the relevant health program department.

Dual Credit in Kishwaukee Education Consortium and Kishwaukee College

To participate in the KEC program, a student must be enrolled in a Kishwaukee Education Consortium (KEC) high school and be participating in a KEC sponsored course.

Currently, the consortium includes: DeKalb (CUSD #428), Genoa Kingston (CUSD #424), Hiawatha (CUSD #426), Rochelle (CUSD #212), and Sycamore (CUSD #427).

Students enrolling in KEC Dual Credit courses must have a high school minimum GPA of 2.5 and display sufficient emotional maturity and study habits to benefit from the program. As a rule, KEC Dual Credit courses will be offered only for students in 10th grade and beyond.

Students under the age of 16 may not participate without special administrative approval from Kishwaukee College.

The student must be recommended by his or her high school counselor and principal. School representatives reserve the option to deny a request based on academic or behavior records which indicate that the student would not be best served by this program.

The KEC Enrollment Form must be completed by the student, including the student's parent or legal guardian's signature indicating permission for participation and that of the high school principal or his/her designee. The Director of the KEC and the Director of Admissions, Registration & Records at Kishwaukee College must approve all permission forms. Interested students can contact the Dual Credit Coordinator at Kishwaukee College for more information at 815-825-2086 ext. 3470.

Students must also complete Kishwaukee's Student Information Form and KEC Registration Form. No college fees or tuition are charged for KEC Dual Credit courses. Textbook expenses are paid by the KEC. Students are encouraged to get a Kishwaukee College student identification card. Students are granted full student status with all rights and privileges of services.

All Kishwaukee College credits earned through Dual Credit prior to graduation from high school will be recorded on the student's academic transcript at Kishwaukee College including D and F grades. Students should understand that they must maintain a Kishwaukee College GPA of 1.75 after attempting 12-20 credit hours in order to maintain good academic standing at the college.

Note: Students enrolled in high school are not eligible for federal and/or state financial aid. KEC courses receiving college credit will count as hours attempted at Kishwaukee College. Grades received, including withdrawals, could affect the receipt of future financial aid at the college (For more information, refer to the Financial Aid Standards of Academic Progress section).

Students may exercise the right to withdraw from Kishwaukee College courses while enrolled as a KEC student. The college's withdrawal policy must be followed and the deadline must be included in the college syllabus. The student will remain enrolled in the KEC course.

Admission for High School Students and Students 16 Years of Age or Younger

Students under 18 must submit written approval from the high school principal or counselor at the school where they have legal residence and from the student's parent or legal guardian. High school students under age 16 may be considered for enrollment in credit classes with the joint approval of the high school principal and the Director of Admissions, Registration & Records at Kishwaukee College. Those students currently attending high school who wish to enroll at Kishwaukee College simultaneously in 100- or 200- level college courses will earn credit toward Kishwaukee College degree requirements. Students enrolled in high school are not eligible for federal and/or state financial aid.

Dual Enrollment/Dual Credit opportunities are available through selected high schools. Dual Enrollment courses can be taken during or after the high school day for college credit only. Dual Credit courses allow the student to earn credit at both Kishwaukee College and the student's high school. Consult high school counselors for details.

Citizens of Foreign Countries

Kishwaukee College is authorized under federal law to enroll non-immigrant alien students. All applicants who are citizens of non-English speaking countries will be eligible for admission to Kishwaukee College when they complete the following requirements:

1. Complete and submit an online or paper New Student Information Form for admission to Kishwaukee College with a non-refundable $15 processing fee.
2. Make arrangements to send or request official copies of your academic records, both high school and college, must be translated into English prior to it being sent to the College. Evaluations can be performed by one of the following accredited organizations: ECE (www.ece.org), ACEI (www.acei-global.org) or WES (www.wes.org).
3. Applicants from non-English speaking countries must provide proof of written and oral English competency by submitting official copies of scores from the TOEFL (Test of English as a Foreign Language). Kishwaukee College requires a score of 500 on the paper version of the TOEFL (computer-based = 173; internet-based = 61). Alternative options for non-English applicants for admissions would be the successful completion of an intensive English training program at any of the following locations: Northern Illinois University, ESL Center, phone: 815-753-4600, Internexus English Language Center, phone: 815-226-4114, ELS Language Center, phone: 708-771-7746. Applicants who attend one of these centers to gain English proficiency, upon completion, must provide evidence of English proficiency at level seven (7) or above to be considered for admission to Kishwaukee College.
4. In addition with the other required documents, all applicants must submit an International Student Statement of Finances to demonstrate that you have adequate financial resources to meet your educational expenses. Kishwaukee College requires that all F-1 visa status applicants submit evidence of adequate financial support to cover costs of attendance for at least one full year of studies. This support may be provided through any combination of personal or sponsored funds.

   If supported by personal and/or family funds, submit signed International Student Statement of Finances and original bank statement reflecting an available bank balance equal to or greater than $29,000 for Fall 2015-Spring 2016. Personal bank and sponsor letters should be signed or stamped by the sponsor/bank official and can be sent by mail, fax, or email. These documents cannot be older than ninety (90) days from the initial term start date. Financial materials sent to Kishwaukee College will not be returned. Students should not expect to be able to find a job off campus and are not eligible for grants or scholarships.
5. All international students who are transferring from a College or University, within the United States, must have the International Transfer to Kishwaukee College form completed by the institution last attended. This form is required to be completed as a part of the enrollment procedure.
   - You can mail a completed application, official transcripts, language test scores, bank statement and proof of support to:

     Kishwaukee College
     Admission, Registration and Records Office
     c/o Records Analyst
     21193 Malta Rd.
     Malta, IL 60150
6. Once students receive their I-20 from Kishwaukee College, they must obtain an I-901 form and pay the SEVIS fee at www.ice.gov/sevis prior to embassy appointment to obtain a student visa.
   - To enter the country you must have a valid passport and your current I-20. You will receive an I-94 card upon your arrival.
   - If you are a transfer student from a college, university or language center, you must also present a copy of your current passport, I-20 and I-94 documentation. A Kishwaukee College I-20 will not be issued until all forms have been received and evaluated.
   - If you need an I-20 sent by Federal Express, you must pay the cost. Kishwaukee College cannot be responsible for paying this expense.
7. The New Student Information Form and all required materials must be completed and received in the Admissions office by the following deadlines:
   - Fall Semester (beginning in August) - June 15th
   - Spring Semester (beginning in January) - November 15th
   - Transfer students or F-1 Students already in the United States have until July 1st or December 1st.

Please allow 2-3 weeks for the New Student Information Form to be evaluated. Applicants will be contacted by letter after the New Student Information Form has been evaluated. All documents submitted to Kishwaukee College become property of the college and will not be returned to the student.

Transferring to Kishwaukee College from Another School

Acceptance of Transfer Credit

Students at KC who have transfer credits from another institution and plan to enroll in a degree/certificate program should submit an official transcript. The official transcripts can be sent electronically or submitted in a sealed envelope from the transfer institution to the Admissions, Registration and Records Office. Official transcripts cannot be faxed or scanned.

Evaluations may take 1-4 weeks after submission of official transcripts. An email will be sent to your Kish Student email account after your evaluation has been completed.

Criteria for evaluation of transferable credits:

- Transfer credit must be earned at a regionally accredited institution.
- Transfer credits may be awarded for 100-200-300 level courses. A maximum of 49 credits including a maximum of 27 open elective credits will be applied toward a transfer degree. You will be required to complete at least 15 residency hours depending on the total of transfer credits applied.
- Any elective credit(s) shown as a 1XX, 2XX or 3XX on your Kish evaluation may be re-evaluated by submitting a syllabus to the Admissions Analyst in the Admissions, Registration & Records Office.
- Kish accepts passing grades of "D" for transfer credit; however the course may need to be repeated for specific course prerequisites and program criteria. Please refer to the college catalog for requirements.
- Students who transfer 30 or more credits will not be required to complete the Student Success portion of the degree requirement and will receive a waiver. However, a student may choose to enroll in any of the Student Success courses to earn more credits in the open elective area.
- Transfer credit does not affect cumulative GPA.
- Any CLEP or AP credits earned must have official test scores submitted.
- Foreign transfer credits must be translated and evaluated by Education Credentials Evaluators (ECE) www.ece.org or World Education Services (WES) www.wes.org . Please contact the Admissions Analyst in the Admissions, Registration & Records Office with questions concerning foreign transcripts.
- Military transfer credits will be evaluated by submitting official transcripts from Joint Services Transcript (JST). Order online cost-free at https://jst.doded.mil . Submission of official DD-214 form will earn a maximum of (4) Physical Education activity credits for basic training.

Forfeiture of Transfer Credit

A student may repeat at Kishwaukee College a course for which credit was earned at another post-secondary institution. Doing so causes the student to forfeit any credit awarded in transfer, unless the Kishwaukee College course was not completed. If the student's record indicates the same course had been successfully completed at both Kishwaukee College and another institution, regardless of the order in which they were taken, the Kishwaukee course shall be the one used in the overall grade point average.

If a student fails a course at Kishwaukee College in which transfer credit has been earned, the Kishwaukee College grade will remain on the student's transcript and the student will be given credit for the course in transfer.

Placement Testing for Students Transferring to Kishwaukee College

Transfer students may be required to take placement tests before course enrollment. During advising, students will be informed of any placement tests they will be required to take.

Students who do not comply with the placement testing policy will be administratively dropped from their course enrollment(s) until testing has been completed and appropriate course placement indicated.

Transfer Physical Education Activity

Transfer credit is awarded for a maximum of four credit hours in physical education activity courses, based on the chronological order in which they were completed. Students receiving transfer credit in activity courses will later forfeit the corresponding transfer credit in excess of the four credit hours for credits earned in activity courses at Kishwaukee College.

Pass/Fail Transfer Credit

Transfer credit for courses graded under a pass/fail option will normally be awarded open elective credit toward A.A. or A.S. degree requirements. Pass courses do not carry transfer credit for required courses in certificate of completion, A.A.S., or other degree programs.

Please Note: All documents submitted to Kishwaukee College for admission or transfer evaluation purposes become the property of the College. These documents, or copies of the documents, will not be released to students, nor will they be forwarded to other educational institutions or agencies. Students needing copies of transcripts from other institutions should contact those institutions directly.

Costs/Financing

Tuition & Fees

Total in-district cost is calculated using the following table:

	$ Per Credit Hour			$ Per Class		
	Tuition**	Activity Fee	Technology Fee	Registration Fee	Online/Hybrid Course Fee	Course Fees
In-District	$129.00	$6.00	$6.00	$6.00	$30.00	varies by course
Out-of-District	$258.00	$6.00	$6.00	$6.00	$30.00	
Out-of-State	$387.00	$6.00	$6.00	$6.00	$30.00	
Foreign Student	$387.00	$6.00	$6.00	$6.00	$30.00	
Cooperative Agreements	$129.00	$6.00	$6.00	$6.00	$30.00	
Authorization for Partial Student Support – Chargeback	$129.00	$6.00	$6.00	$6.00	$30.00	

Online courses offered by Kishwaukee College will be charged in-district tuition.

Tuition and fees are subject to change without notice. See www.kishwaukeecollege.edu for current tuition and fee rates.

A variable tuition rate of $129 per credit hour in addition to the standard tuition rate, will be applied to all nursing courses in the ADN/LPN program and in the Radiologic Technology program. All ADN/LPN nursing courses will be subject to variable tuition effective Spring 2015. All Radiologic Technology courses will be subject to variable tuition effective Fall 2016. Students enrolled in the Radiologic Technology program prior to Fall 2016 will remain at standard tuition rates until Fall 2017.

Proficiency Administration and Recording Fees

See Nontraditional Learning section of this catalog. These fees vary and are charged to cover the costs involved with proficiency credit evaluation.

Senior Citizens

Residents of Kishwaukee College District 523 who are 60 years of age at the time of registration are not charged tuition for college credit classes. They must still pay the Registration Fee, Technology Fee, Student Activity Fee and any Course Fees. Senior citizens registering for non-credit classes must pay the full cost of the class. Senior citizens on a Cooperative Agreement, senior citizens must pay the full cost of the class.

Tuition Due Date

- If you register before the tuition due date: Your tuition will be due by midnight of the tuition due date
- If you register after the tuition due date: Your tuition will be due by midnight on the day you register

Payment Methods

- **Cash, check, credit card, and e-check:** Payment can be made by mail, in person, by phone or online through the students myKC.
- **KIPP (Kishwaukee College Installment Payment Plan):** This is a great way to manage your payments. You can spread installments over as many as six months. There is a non-refundable enrollment fee of $50 per semester.
- **DFAPP (Deferred Financial Aid Payment Plan):** If you plan to use financial aid to cover your tuition and fees, you must set up a deferred financial aid payment plan, which will go into effect if you do not receive your financial aid or if your aid does not cover your entire bill. There is a non-refundable enrollment fee of $50 per semester, but is only charged if the plan goes into effect.
- **Financial Aid:** Apply early. This money is awarded to you to help pay for college expenses, including tuition and fees, books and supplies. Types of aid include federal and student aid (fafsa.ed.gov including grants, loans, Kishwaukee College Foundation scholarships and military/veteran benefits.

  NOTE: If you plan to use financial aid to cover your tuition and fees, you must set up a ***deferred financial aid payment plan (DFAPP),*** which will go into effect only if you do not receive your financial aid or your aid does not cover your entire bill. There is a $50 non refundable enrollment fee per semester, but is only charged if the plan goes into effect.

  Deferred Financial Aid Payment Plan Eligibility:

  - Students must have a FAFSA form on file in the Kishwaukee College's Financial Aid office and have an EFC below 3001
  - Students who been awarded a Federal Direct Student Loan
  - Veteran students who have veteran educational benefits awarded to them at Kishwaukee College
  - Students must not be in default of a student loan and meet the minimum satisfactory academic progress (see financial aid section for more details)

  If you do not meet any of the above criteria, you must sign up for KIPP (see above) or pay in full.

More information on Tuition Due Dates and Payment Methods can be found at www.kishwaukeecollege.edu/tuition

Refund Policy

A 100% refund will be granted for classes dropped within the first 6% of the class, as measured using the start and end dates of each class. A 50% refund will be granted for classes dropped after 6% of the course has expired but within the first 12% of the class. The amount of refund is calculated from the date the class is dropped. The exact drop dates for each course can be found on the student schedule bill and online through myKC.

Refunds will be made only after a student drops a class, either in person or online. Refund credit can be applied to the cost of other classes during the same semester. Otherwise, a refund will be mailed or credited to a credit card within 45 days from the date of withdrawal from the class. A full refund will be granted for classes canceled by the College. Refunds are not granted if a student has been withdrawn due to misconduct or delinquent attendance. This policy does not apply to Continuing Education classes.

If Financial Aid was used to pay tuition and fees, the refund will be applied to the financial aid programs that paid the charges. The Higher Education Amendments of 1998 have mandated additional requirements concerning refunds of tuition and fees to Title IV Financial Aid programs for students who use Title IV funds. If students withdraw from all courses before 60% and/or earn a failing grade (F) or an incomplete (I) of the term has elapsed, they may owe a portion of the financial aid previously disbursed. For further information on this refund law, contact the Financial Aid office.

Refunds For Noncredit Classes

No refunds are issued after the first class session unless otherwise specified in the class listing.

A full refund will be granted for classes cancelled by Kishwaukee College.

Attendance Verification

Students who do not attend their class during the refund period will be dropped from the class roster and will be charged for the class. Reduced classes / credits will be reflected in your enrollment status and may affect eligibility for athletics, scholarships, financial aid and other programs. For online classes, logging into the class does not constitute attendance, as the student must be participating in a discussion or other class participation based upon the instructors discretion.

Cooperative and Joint Educational Agreements

Kishwaukee College has Cooperative Educational Agreements and Joint Educational Agreements with various other colleges. These agreements allow Kishwaukee College district residents to attend other colleges for programs not offered by Kishwaukee College. These agreements usually allow students to pay the sponsoring college's in-district tuition rate. Residents of other districts may enroll in occupational degree or certificate programs at Kishwaukee College that are not offered by their home district.

The most extensive joint agreement in which Kishwaukee College participates is known as CAREERS (Comprehensive Agreement Regarding the Expansion of Educational Resources). Any career program (A.A.S. or certificate) at the following 27 community colleges that is not offered at Kishwaukee College is eligible for joint agreement. Kishwaukee has Cooperative Educational Agreements with **Black Hawk, Carl Sandburg, Danville, Elgin, Heartland, Highland, Illinois Central, Illinois Valley, John Wood, Joliet Junior, Kankakee, Kaskaskia, Lake Land, Lewis and Clark, Lincoln Land, McHenry, Moraine Valley, Morton, Prairie State, Rend Lake, Richland, Rock Valley, Sauk Valley, South Suburban, Southwestern Illinois, Spoon River, and Waubonsee Community College Districts.**

Cooperative/Joint Agreement Guidelines:

Nonresidents of Kishwaukee Community College District 523 who wish to attend Kishwaukee College under a chargeback or cooperative agreement should initiate this process with their local districts 30 days prior to enrollment.

A written authorization from the student's home district is required. If the authorization is approved and, upon presentation to Kishwaukee College's Admissions, Registration & Records, in-district tuition will be charged.

Students from districts other than the above should check with their home districts to determine if a program is part of a "Cooperative Agreement" or if a "Chargeback" must be obtained.

Individuals who reside in the Oregon Community School District #220 will be charged in-district tuition for enrollment in courses or programs under a cooperative agreement with Highland, Rock Valley, and Sauk Valley Community Colleges.

Kishwaukee College - College of Dupage, Glen Ellyn, IL

College of DuPage district residents may enter the following programs at Kishwaukee College without paying out-of-district rates:

Collision Repair Technology	AAS
Collision Repair	Certificate
Diesel Power Technology	AAS
Diesel Power/Equipment Repair	Certificate

Kishwaukee College district residents may enter the following programs at College of DuPage without paying out-of-district rates:

Diagnostic Medical Imaging Nuclear Medicine	Certificate
Graphic Design	AAS
Graphic Design, Level 1, 2	Certificate
Photography	AAS
Photography Technology	Certificate
Respiratory Care CRT and RRT	AAS
Surgical Technology	AAS, Certificate

Kishwaukee College - Harper College, Palatine, IL

Harper College district residents may enter the following programs at Kishwaukee College without paying out-of-district rates:

Ornamental Horticulture/Floral Design	AAS
Ornamental Horticulture/General	AAS
Ornamental Horticulture/ Sports Turf Management	AAS
Ornamental Horticulture/Greenhouse	AAS
Ornamental Horticulture/Landscape Design & Construction	AAS
Ornamental Horticulture/Nursery Management	AAS
Floral Horticulture	Certificate
Garden Center Operations	Certificate
Turf Management	Certificate
Greenhouse Production	Certificate
Horticulture Mechanics Technology	Certificate
Landscape Design and Plant Identification	Certificate
Nursery Management	Certificate
Sustainable Horticulture	Certificate

Kishwaukee College district residents may enter the following programs at Harper College without paying out-of-district rates:

Cardiac Technology	AAS
Dental Hygiene	AAS
Diagnostic Medical Sonography	AAS
Fashion Design	AAS
Fashion Merchandising	AAS
Advanced Patternmaking	Certificate
Apparel Construction	Certificate
Textiles	Certificate

Non-Traditional Learning Credit (NTL)

Students enrolled at Kishwaukee College may receive college credit for previous experience and learning by one or a combination of the methods listed below.

However, in no instance may a student use any combination of non-traditional learning credits toward more than 75% of the credits required for a degree (A.A./A.S./A.A.S.) or 50% of the credits required for a certificate program. In addition, only 50% of the credits required for any degree may consist of life experience credits. Credit will not be awarded for any non-traditional learning credits which duplicate accredited college course work already completed.

Credit hours granted through non-traditional learning evaluation (e.g. CLEP, proficiency examination, etc.) may not be applied to meet residency requirements for graduation.

Credit will not be recorded on a student's official academic record until the student has completed the residency requirements for the degree or certificate program(s) being pursued.

Fees are not charged for NTL credit awarded for learning completed prior to entering Kishwaukee College, except for the proficiency evaluation methods which involve more extensive administration, evaluation, and recording time on the part of the institution.

Also exempt from fee payment are the evaluations of credit based on outside formal instruction including, but not limited to, unaccredited schools, business colleges, police academies, and/or recommendations of the American Council on Education. Such evaluation is part of the admissions process and is performed by the Admissions, Registration & Records Office.

Advanced Standing

A number of occupational programs may award credit in their programs to students who have completed approved training programs, or who have obtained previous certification of training from recognized state agencies.

If academic credit is granted, students enter these programs with advanced standing status. Acceptance of previous certification training leading to advanced standing credit is determined by the Director of Admissions, Registration & Records and the appropriate academic dean.

Advanced Placement (AP) Program College Entrance Examination Board

Students who have taken the College Entrance Examination Board Advanced Placement tests should have official copies of their AP test results sent to the Admissions, Registration & Records Office. Credit may be awarded to students who have received scores of three or above.

Advanced Placement Program			
AP Exam	***Score***	***KC Credit***	***Kish Policy # Credit Hours***
Art History	3, 4, 5	ART 282	3
Art/Studio, Drawing or General Portfolio	3, 4, 5	Art Studio Elective, 3 hrs.	3
Biology	5	BIO 201	4
Biology	4	BIO 103/105	4
Biology	3	BIO 103	3
Calculus AB	3, 4, 5	MAT 229	5
Calculus BC	4, 5	MAT 229 & 230	10
Calculus BC	2, 3	MAT 229	5
Chemistry	5	CHE 210 & 211	10
Chemistry	4	CHE 210	5
Chemistry	3	CHE 110	3
Chinese Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Computer Science A	3, 4, 5	CIS 101	3
Computer Science Principles	3, 4, 5	CIS 101	3
Economics: Macro	3, 4, 5	ECO 260	3
Economics: Micro	3, 4, 5	ECO 261	3
English Language & Composition	3 4, 5	ENG 103 ENG 103 & 104	3 6
English Literature & Composition	3, 4, 5	Humanities Elective	3
Environmental Science	3, 4.5	Geography Elective	3
European History	3 4, 5	HIS 131 HIS 131 & 132	3 6
French Language & Culture	3 4 5	FRN 101 & 102 FRN 101 & 102 FRN 101, 102 & 201	6 6 9
German Language & Culture	3 4 5	GER 101 & 102 GER 101 & 102 GER 101, 102 & 201	6 6 9
Government & Politics, U.S.	3, 4, 5	PLS 140	3
Government & Politics, Comp.	3, 4, 5	PLS 250	3
Human Geography	3, 4, 5	Geography Elective	3
Italian Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Japanese Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Latin	3, 4, 5	Humanities Elective	6, 6, 9
Music Theory	3 4, 5	MUS 100 MUS 100 & 101	3 6
Physics 1: Algebra-based	3, 4, 5	PHY 150	3
Physics 2: Algebra-based	3, 4, 5 Physics 1 + 3, 4, 5 Physics 2	PHY 250 & 251	8
Physics C, Mechanics	3, 4, 5	PHY 250	4
Physics C: Electricity Magnetism	3, 4, 5 Physics C Mechanics + 3, 4, 5 Physics Magnetism	PHY 250 & 251	8
Psychology	3, 4, 5	PSY 102	3
Research New 2015-2016	3, 4, 5	General Elective Credit	3
Seminar New 2015-2016	3, 4, 5	General Elective Credit	3
Spanish Language & Culture	3 4 5	SPA 101 & 102 SPA 101 & 102 SPA 101, 102 & 201	6 6 9
Spanish Language & Culture	3 4 5	SPA 101 & 102 SPA 101 & 102 SPA 101, 102 & 201	6 6 9
Statistics	3, 4, 5	MAT 208	4
Studio Art 2-D design	3, 4, 5	Art Studio Elective	3
Studio Art 3-D design	3, 4, 5	Art Studio Elective	3
U.S. History	3 4, 5	HIS 220 HIS 220 & HIS 222	3 6
World History	3, 4, 5	HIS 172	3

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides the student an opportunity to receive credit towards Kishwaukee College's degree and/or course requirements. Kishwaukee College awards credit based on CLEP scores as follows:

CLEP credit will NOT be awarded for any area/course in which credit had previously been earned/awarded; nor will CLEP credit be awarded for any course previously attempted and not completed.

For an evaluation of potential credit through CLEP, the Admissions, Registration & Records Office must receive an official examination report for any tests completed. For further information on CLEP registration procedures or credit policies, contact the Admissions, Registration & Records office.

College Level Examination Program (CLEP)		
General Examination	***Score***	***KC Credit***
Humanities	50 or above	6 hrs – HUM 119 & 129
Natural Sciences	50 or above	3 hrs – Sciences
Social Science and History	50 minimum	6 hrs – Social Science / History
Subject Examination	***Score***	***KC Credit***
American Government	50 minimum	PLS 140
American Literature	50 minimum	6 hrs – ENG 211 & ENG 212
Biology	50 minimum	BIO 103
Calculus	50 minimum	MAT 229
Chemistry	50 minimum	CHE 110
College Algebra	50 minimum	MAT 150
College Math	50 minimum	MAT 101
College Composition	50 minimum	ENG 103
Educational Psychology	50 minimum	PSY 210
English Literature	50 minimum	6 hrs – ENG 201 & ENG 202
Financial Accounting	50 minimum	ACC 108
French Language, Level 1	50 minimum	6 hrs – FRN 101 & 102
French Language, Level 2	59 minimum	12 hrs – FRN 101, 102, 201 & 202
German Language, Level 1	50 minimum	6 hrs – GER 101 & 102
German Language, Level 2	63 minimum	12 hrs – GER 101, 102, 201 & 202
History of US I	50 minimum	HIS 220
History of US II	50 minimum	HIS 222
Human Growth and Development	50 minimum	PSY 280
Information Systems and Computer Applications	49 minimum	CIS 101
Introduction to Psychology	50 minimum	3 hrs – PSY 102
Introductory Business Law	51 minimum	3 hrs – BUS 256
Introductory Sociology	50 minimum	3 hrs – SOC 170
Precalculus	50 minimum	3 hrs – MAT 155
Principles of Management	49 minimum	3 hrs – MM 162
Principles of Macroeconomics	50 minimum	3 hrs – ECO 260
Principles of Marketing	50 minimum	3 hrs – MM 149
Principles of Microeconomics	50 minimum	3 hrs – ECO 261
Spanish Language, Level 1	50 minimum	6 hrs – SPA 101 & 102
Spanish Language, Level 2	63 minimum	12 hrs – SPA 101, 102, 201 & 202
Western Civilization I	50 minimum	3 hrs – HIS 130
Western Civilization II	50 minimum	3 hrs – HIS 131

Departmental Proficiency Evaluation

Students who feel they have already obtained knowledge and skills equivalent to courses offered by Kishwaukee College may request a proficiency evaluation to demonstrate their knowledge level. Such requests are typically based on learning acquired during job experiences and/or private study done over a period of time.

Students who are successful in passing a proficiency evaluation receive credit for the course, and the credit hours earned count toward graduation requirements on the same basis as if the credit had been earned through traditional classroom learning. A performance evaluation of a "C" or higher grade is required for granting proficiency credit; however, no grade or grade points are assigned for the course in which a student receives proficiency credit. An official record is not maintained nor is course credit granted for proficiency evaluation for grades less than "C".

If a student does not pass a proficiency exam, he or she will not be permitted to attempt the same proficiency examination a second time.

Proficiency evaluation is not available for removal of "D" or "F" grades received in regular courses. Additionally, for students who receive proficiency credit and later complete the same course through traditional classroom learning, the original proficiency credit will be forfeited. Credit will not be given by proficiency evaluation for courses which duplicate accredited college work already completed.

Proficiency evaluations must be completed in proper course sequence for each discipline. Once students have received credit for a particular course, either through completion via enrollment or proficiency evaluation, they may not apply for or receive credit for a lower level course in that same sequence unless approved by the appropriate academic dean.

A maximum of 75% of the credit hours for a degree or 50% of the credit hours for a certificate may be fulfilled by proficiency evaluation or any combination of non-traditional learning credits. However, only 50% of the credits required for any degree may consist of life experience credits. All other graduation requirements must also be satisfied. The administration of proficiency evaluations is under the direction of the respective division in which the courses are offered for which students wish to receive proficiency credit.

A $15 per credit hour non-refundable fee is charged for the evaluation of each proficiency examination or portfolio reviewed by an instructor. A Proficiency Evaluation form, available in Division Offices and the Admissions, Registration & Records Office, must be completed and all fees paid in the Business Office prior to commencement of the proficiency examination.

There are two methods of Departmental Proficiency Evaluation. Due to the non-comparative nature of every individual's experiences and accomplishments, it is the college policy that students desiring proficiency credit(s) will demonstrate their knowledge via a proficiency examination rather than a portfolio of life experiences as long as an examination is available.

1. A proficiency examination specifying the student's knowledge of the course material.

   To initiate proficiency examination consideration, students should contact the division office in which the course desired for credit is taught.

2. A portfolio of life experiences presented as evidence that the student possesses college equivalent knowledge or skills demanded by the course.

Students must consult with the dean's office before pursuing portfolio development to insure that a qualified instructor is available. If no qualified instructor can be located, life experience credit for this course will not be granted.

In order to assist students in potentially translating their previous experiences into college-equivalent credits, the college requires that students using this proficiency method develop a portfolio which will document their past experiences and accomplishments. A portfolio is a file or folder of this past information which will permit prior learning to be assessed.

Military Service Credit

The evaluation of credit for military experience and training is performed by the Admissions, Registration & Records Office. Students should submit official JST - Joint Services Transcripts.

Dual Credit

These options are available in the following high schools: DeKalb, Genoa-Kingston, Hiawatha, Rochelle, and Sycamore. For further information, contact your high school counselor or the Kishwaukee Education Consortium (KEC) coordinator at 815-825-2000.

The following programs are offered for dual credit through Kishwaukee College and KEC: Automotive Technology, Automated Engineering Technology, Aviation Flight Academy, Collision Repair Technology, Computer Information Systems, Criminal Justice, Diesel Technology, Early Childhood Education, Esthetics, First Aid, Health Occupations, Welding Technology.

Admission procedures for these programs:

- The KEC Enrollment Form must be signed by the parent/guardian and high school principal or designee during the registration process at the student's high school.
- Students must also complete Kishwaukee College's Student Information Form and Kishwaukee College's KEC Registration Form. No college tuition or fees are charged for KEC Dual Credit courses. Most textbook expenses are paid by KEC; please check with the KEC office to verify textbook costs for your selected coures.
- Students are encouraged to get a Kishwaukee College student identification card. Students are granted full student status with all rights and privileges of services.
- Complete testing if required.

Dual Credit – Non-KEC/Academic Transfer

Dual Credit courses are typically taught by high school instructors during the school day at the student's high school. Instructors follow the same course syllabus and have the same expectations of students as if the course was being taught on campus. Each high school has its own dual credit offerings by cooperative agreement with Kishwaukee College and only specific courses are offered. Students should check with their high school counselor to discuss student qualifications and course availability.

For more information about Dual Credit through Kishwaukee College, contact the Dual Credit Coordinator, 815-825-2086, ext. 3470.

- Complete placement testing as required.
- Students will be contacted at their high school for registration completion.
- Students are encouraged to obtain a Kishwaukee College student identification card. Students are granted full student status with all rights and privileges of services.
- Reduced college tuition is charged for transfer courses. The student activity fee and technology fee will be waived, all other fees apply (online, lab, field trip, etc.). When a student and parent/guardian complete and submit the Kishwaukee College Registration/Permission form for a dual credit course, a bill for tuition will be sent. Payment is expected at by the College's tuition due date. The high school will provide the textbook for the course or students will be required to purchase the textbook depending on the high school policy.

Dual Credit Courses

KEC Course	College Credit	Kishwaukee College Course
Agriculture Business Academy	1	AGT 100 Orientation to Agricultural Careers
Automated Engineering Technology I	2 4	MT 102 Metrology MT 104 Intro to Manufacturing and Safety
Automated Engineering Technology II	2 2	MT 108 Intro to MFG Maintenance MT 215 Manufacturing Processes I
Automotive Technology I	3	AMT 113 Basic Electrical
Automotive Technology II	4 4	AMT 110 Automotive Brake Systems AMT 120 Suspension, Alignment and Balance
Aviation Flight Academy I	4	AVF 101 Primary Flight Theory
Aviation Flight Academy II	4	AVF 121 Human Factors for Aviators
Collision Repair Technology I	4 4	CRT 111 Introduction Collision Repair CRT 112 Non-Structural Repairs
Collision Repair II	3	AMT 113 Basic Electrical
Computer Information Systems	4 3	CIS 140 Networking Fundamentals CIS/ELE 142 PC Repair and Configuration
Criminal Justice I	3 3	CRJ 101 Introduction to Criminal Justice CRJ 170 Crisis/Conflict Mediation
Criminal Justice II	3 3	CRJ 152 Community Oriented Policing CRJ 201 Criminal Investigation
Diesel I	2 3	DPT 175 Introduction to Tool Safety and Usage DPT 199 Small Engine Maintenance & Repair
Diesel II	4 3	DPT 172 Basic Engine Overhaul DPT 177 Introduction to Diesels
Early Childhood Education 2	3	ECE 112 Guiding Young Children
Esthetics & First Aid	1 3	EST 100 Introduction to Esthetics PE 162 First Aid and Emergency Response
Health Occupations I	7	NUR 100 Basic Nurse Assistant Training
Health Occupations II	3	OS 216 Medical Terminology I
Senior Business Leadership Academy	3	BUS 107 Practical Business Principles
Welding I	2 2	WT 122 Shielded Metal Arc Welding I WT 126 Gas Metal and Flux Core Arc Welding
Welding II	2 2	WT 116 Fundamental Welding Processes WT 128 Oxyfuel Welding/Cutting

Dual Credit – Non-KEC

These options are available in the following high schools: DeKalb, Genoa-Kingston, Hiawatha, Rochelle, and Sycamore. For further information, contact your high school counselor or the Kishwaukee Education Consortium (KEC) coordinator at 815-8 Not all of these courses are offered every semester for dual credit. Students should contact their high school counselor to discuss course availability.

DeKalb High School Course		
Dual Credit Speech	3	COM 100 Oral Communication
Dual Credit American History	3 3	HIS 220 United States History to 1877 HIS 222 United States History since 1877
American Government and Civics	3	PLS 140 Intro to American Government & Politics
Paw Paw High School Course		
College English	3 3	ENG 103 Composition I ENG 104 Composition II
College Algebra	4	MAT 150 College Algebra
Trig-Advanced Algebra	3	MAT 155 Trigonometry
Calculus	5	MAT 229 Calculus and Analytic Geometry I
Rochelle Township High School Course		
Engineering Drafting I	1 3	CAD 110 Orientation to CADD CAD 120 Technical Graphics/CADD
Senior Speech	3	COM 100 Oral Communication
Advanced Composition	3	ENG 103 Composition I
Government	3	PLS 140 Intro to American Government & Politics
Spanish IV	3 3	SPA 201 Intermediate Spanish I SPA 202 Intermediate Spanish II
Sycamore High School Course		
Agriculture Business Academy	1	AGT 100 Orientation to Agricultural Careers
Dual Credit college General Biology	3 1	BIO 103 General Biology BIO 105 General Biology Laboratory
Senior Composition I	3	ENG 103 Composition I
Senior Composition II	3	ENG 104 Composition II
College Algebra	4	MAT 150 College Algebra
College Trigonometry	3	MAT 155 Trigonometry
Manufacturing Academy	3	MT 106 Survey of Manufacturing
Health Careers Academy	3	NUR 106 Health Careers Academy
College Government	3	PLS 140 Intro to American Government & Politics
Technology Center of DuPage Course		
Auto Body Repair and Refinishing I	4 4	CRT 111 Introduction to Collision Repair CRT 112 Non-Structural Repairs

Career Technologies Programs – Non Dual Credit Articulated Courses

High school students enrolled in participating high schools and vocational centers may be eligible for college credit. Kishwaukee College may award credit to students who have successfully completed approved secondary courses and are able to demonstrate the basic skill competency requirements for the equivalent college course in selected programs.

The criteria for awarding credit or advanced course placement are:

1. The student must enroll in an approved college curriculum at Kishwaukee College within 18 months from the date of high school graduation. Students not completing high school must enroll within 18 months of their last term of high school attendance. The student must send an official high school transcript reflecting the date of graduation or the last term of attendance to the Admissions, Registration & Records Office at Kishwaukee College.
2. The student must have completed articulated high school course work with a grade of "B" or higher. If a grade of "C" was earned in the first semester and a grade of "A" was earned in the second semester, a "B" average will be accepted.
3. The student must be enrolled at Kishwaukee College and in good academic standing.
4. If credit is awarded, the credit will be posted to the student's Kishwaukee College academic record only after the residency requirement has been met and the student submits a completed Career Technologies Articulated Credit Proficiency Form.
5. Additional requirements such as portfolio review, skill demonstrations, or tests relative to a specific program may be required for validation.
6. Students may contact the Kishwaukee College Admissions, Registration & Records Office at 815-825-2086, ext. 2180.

ARTICULATED COURSES		
Indian Valley Vocational Center		
Welding & Fabrication I	2 2	WT 116 Fundamental Welding Processes WT 128 Oxyfuel Welding/Cutting
Stillman Valley High School		
Horticulture *Must complete these three courses at high school level: Greenhouse Production & Floral Design (CEANCI #16020), Landscaping & Turf Management (CEANCI #16005), and Horticultural Production & Management (Adv Hort) (CEANCI #16007)*	3	HOR 112 Greenhouse Management I
Horticulture *Must complete at high school level: Greenhouse Production & Floral Design (CEANCI #16020), Horticultural Production & Management (Adv Hort) (CEANCI #16007) and Horticultural Production & Management Pesticide Exam with a "B" average (83% or higher)*	3	HOR 103 Horticulture Science
Horticulture *Must complete these two courses at high school level: Basic Horticultural Science (CEANCI #16003) and Biological Science Applications in Agriculture Plant Science (CEANCI #10507)*	3	HOR 105 Botany for Horticulture
VALEES Regional (Valley Education for Employment System)		
Small Engines II (I-355)	3	DPT 199 Small Engine Maintenance and Repair
Care and Learning Services Occupations 19054A001 and Care and Learning Services Management 19055A001	3	ECE 110 Foundations of Early Childhood Education
BNATP Basic Nursing Assistant Training Program, 51.3902	7	NUR 100 Basic Nursing Assistant Training

Admission/Registration Checklists

The following checklists will help you get admitted to Kishwaukee College and register for classes. Select the checklist below that applies to you and follow the instructions carefully.

New, Transfer Student Registration Checklist

1. Complete the Student Information Form and submit it to the Admissions, Registration & Records Office. Student Information Forms are available from that office or online.
2. Submit official high school and/or High School Equivalency (HSE) Certificate transcripts and any former college transcripts to the Admissions, Registration & Records Office. Transfer students from other colleges or universities who are not completing a degree or certificate must submit a completed Request for Prerequisite Evaluation Form along with the official transcript(s).
3. Send a copy of official JST - Joint Services Transcripts for any military learning experiences gained through the Armed Services.
4. New students must meet placement requirements in reading, English, and math for many courses. Placement will be determined through a combination of ACT scores, prior college credit, credit by examination, and placement testing. Please submit official transcripts as well as any AP, CLEP, and ACT scores to Admissions, Records & Registration (C2100) prior to scheduling an appointment for placement testing. Contact Counseling and Student Development at ext. 5070 to schedule an appointment for placement testing, if needed.
5. Meet with a Counselor or Advisor. Students enrolling for the first time at Kishwaukee College and who plan to enroll full-time (12 hours or more) are required to meet with a Counselor or Advisor prior to registration.
6. Register for classes online or in-person in the Admissions, Registration & Records Office. All Admissions, Registration & Records Office transactions require a photo ID.
7. Arrange to pay tuition and fees by the established tuition due dates. Financial aid may be available and information can be obtained through the Financial Aid Office.
8. Attend New Student Orientation (NSO) to learn more about getting involved, student success tips and tricks, Honors Program, Kougar Athletics, Financial Aid and how to succeed at Kishwaukee College and beyond. Tours will also be provided.

Returning Student Registration Checklist

Use this checklist if you have been enrolled at Kishwaukee College during a previous semester but have not attended classes during the past two years.

1. Submit the Student Information form to the Admissions, Registration & Records Office. Student Information Forms are available from that office or online.
2. Send official transcripts from the military (JST - Joint Services Transcripts) or any colleges or universities attended since the last enrollment at Kishwaukee College to the Admissions, Registration & Records Office. Students may also need to resubmit official transcripts from institutions previously attended.
3. Meet with a Counselor or Advisor.
4. Register for classes online or in-person in the Admissions, Registration & Records Office.

   All Admissions, Registration & Records Office transactions require a photo ID.
5. Arrange to pay tuition and fees by the established tuition due dates. Financial aid may be available and information can be obtained through the Financial Aid Office.

Visiting Student Registration Checklist

Students who may be taking one or a couple of classes at Kishwaukee College and are not declaring a program may use unofficial documentation to enroll in courses with prerequisites. All students must complete the Admissions form. Go to the website to complete: www.kishwaukeecollege.edu

1. Submit unofficial documentation such as grade reports, schedules, unofficial transcripts, AP scores, CLEP scores, etc. The documentation must display your name, date and institution where prerequisite was completed. You will not receive any transfer credits with the submission of unofficial documentation.
2. Submit unofficial documentation by fax (815-825-2306), email (arr@kishwaukeecollege.edu), or in-person to the Admissions, Registration & Records Office.
3. Complete the Request for Prerequisite Evaluation Form or use your Kish student email to request the course you want to enroll in.

4. If you are using a schedule which shows an in-progress prerequisite course and a grade is required, you must submit the final grade report to remain registered for the course. All final grades must be submitted 1 week prior to the start of the class.
5. Register for classes online or in-person in the Admissions, Registration & Records Office. All Admissions, Registration & Records Office transactions require a photo ID.
6. Arrange to pay tuition and fees by the established tuition due dates. Financial aid may be available and information can be obtained through the Financial Aid Office.

Continuing Education Registration Checklist

1. Select your classes.
2. Select your registration method.
   - **TELEPHONE – CREDIT CARD ONLY –** Register for any Continuing Education class by telephone using your VISA, MasterCard, or Discover card. Telephone registration hours are 7:30 am - 3:30 p.m. Monday - Friday. Call 815-825-2086, ext. 3111.
   - **MAIL–** Complete a registration form and mail it with total payment to:

     Kishwaukee College
     Admissions, Registration & Records
     21193 Malta Road • Malta IL 60150-9699
   - **ONLINE –** Register and pay online at www.kishwaukeecollege.edu
   - **WALK IN –** Register in the Admissions, Registration & Records Office, C2100. On-campus registration hours are Monday - Thursday, 8 am - 6 pm and Friday, 8 am - 4 pm

   **All payments with a credit/debit card will be charged a service fee.*
3. Call 815-825-2086, ext. 3111 for updated class information or with any questions.

Students' registrations are not final, nor is enrollment in Continuing Education classes complete until full payment has been received.

Adult Education Registration Checklist

Adult Education students, including basic education, High School Equivalency (HSE) Certificate, and ESL students, may register at the class site or in the Adult Education and Transition Programs (AETP) Division office. Program placement tests are also provided at class sites and on campus. Students under 18 years old must provide documentation to verify separation from the school district prior to enrollment in adult education classes. For more information call 815-825-2086, ext. 3180.

Residency Requirements

Please Note: All documents submitted to Kishwaukee College for admission or transfer evaluation purposes become the property of the College. These documents, or copies of the documents, will not be released to students, nor will they be forwarded to other educational institutions or agencies. Students needing copies of transcripts from other institutions should contact those institutions directly.

In-District Resident

Students are considered residents of the district if their legal residence is within the boundaries of District #523 for at least 30 days immediately prior to the start of the term for which they wish to register. However, students who have moved from an out-of-district or out-of-state residence to an in-district residence for reasons other than attending Kishwaukee College are exempt from the 30-day requirement. District #523 boundaries include the high school districts of DeKalb, Genoa-Kingston, Hiawatha at Kirkland, Indian Creek (formerly Shabbona and Waterman), Rochelle, and Sycamore. Also included are individuals residing in the eastern half of the Oregon Community District #220, and the residents of that portion of Lee Center Community District #271, lying east of the West Brooklyn spur (Paw Paw High School attendance center). The Admissions, Registration & Records Office will make the final determination of residency status. Supporting documents for any changes to residency must be received by mid-term of the semester to which the change is applicable.

Employment in the District: Students who are not residents of Kishwaukee College District 523 but who are employed full-time (35 hours per week) in the district are eligible for in-district tuition and fees. To qualify, a letter must be on file in the Admissions, Registration & Records Office each semester prior to the student's registration.

The letter must be written on company stationery and must be signed by either the supervisor or the director of human resources.

Out-of-District Resident

Students whose legal residence is outside District #523, but in-state, will be classified as out-of-district residents. Out-of-district residents are considered for admission on the same basis as in-district residents, except for admission to the health technology programs for which preference is given to students who are legal residents of District #523. Out-of-district residents whose course or program enrollments do not qualify under Cooperative Agreements, Chargebacks to their home districts, Variable Tuition eligibility, In-district Employment Waiver, or other waivers will be charged the out-of-district tuition rate.

Individuals who reside in the Oregon Community School District #220 will be charged in-district tuition for enrollment in **courses or programs** under a cooperative agreement with Highland, Rock Valley, and Sauk Valley Community Colleges; and the authorization form is not necessary.

Cooperative Agreements/Joint Educational Agreements allow students to enroll in certain degree or certificate programs not offered by their home district colleges at the prevailing in-district tuition rate of the college of attendance and the home district is not billed for the out-of-district tuition portion. Kishwaukee College has Cooperative Agreements and Joint Educational Agreements with several community college districts whereby residents of these districts may enroll in occupational degree or certificate programs at Kishwaukee that are not offered by their home district. Consult the catalog section "Cooperative Agreements/Joint Educational Agreements" for more information.

Kishwaukee College in-district tuition is charged and an authorization from their home college must be signed by an authorized official from that college listing the program being approved to be taken at Kishwaukee College.

The authorization should be presented to the Kishwaukee College Admissions, Registration & Records Office at the time of registration. Students from districts other than the above should check with their home districts to determine if a program offered at Kishwaukee College is part of a "Cooperative Agreement" or if a "Chargeback" must be obtained.

Chargebacks may be requested by **out-of-district residents** who wish to enroll in programs at Kishwaukee College not available at their local community college and not covered by a "Cooperative Agreement" between the two districts by filing an "Authorization for Partial Support" form with their local district 30 days prior to the start of the term of attendance at Kishwaukee College. The authorization is valid for one academic year including the summer term. This form, signed by an authorized official from the resident's home district, authorizes the student to attend Kishwaukee College at Kishwaukee's in-district tuition rate and for the home district to be billed by Kishwaukee College for the difference between the in-district and out-of-district tuition rate.

Chargebacks may be requested by **district residents** who wish to enroll in programs at another community college that are not offered at Kishwaukee College and not covered by a "Cooperative Agreement" between the two districts by filing an "Authorization for Partial Support" form with Kishwaukee College 30 days prior to the start of the term of attendance at the other community college. The authorization is valid for one academic year beginning with the summer term. This form, signed by the Director of Admissions, Registration & Records at Kishwaukee College, authorizes the student to attend another community college for the receiving colleges in-district tuition and for Kishwaukee College to be billed for the difference between the in-district and out-of-district tuition rate.

Out-of-State/Foreign Country Resident

Students who are legal residents of another state will be classified as out-of-state residents and charged the out-of-state tuition rate unless they qualify for a tuition waiver. Students who are permanent residents of another country and apply for admission to Kishwaukee College as international students are classified as foreign students and charged the foreign student tuition rate.

Academic Advising/Educational Planning

The Couseling & Student Development Center and select faculty advisors provide academic advising and educational planning services to students as they pursue their educational goals at Kishwaukee College. Students are encouraged to consult with a counselor or their faculty advisor to become familiar with degree programs and to understand graduation requirements for their educational program.

The following students are REQUIRED to meet with a counselor or faculty advisor prior to registering for classes:

1. First time, full-time enrollees. This includes those who plan to register for 12 or more credit hours, or those who indicated intentions of full-time attendance on their new Student Information Form.
2. Students registering for an overload of more than 18 credit hours for fall or spring semester, or more than a total of 9 total credit hours in any combination of summer terms.
3. Students who are classified as being on "Restricted Standing." See the "Academic Standings" section of this catalog for details.
4. International students on F-1 Visas.
5. All degree seeking students transferring coursework to Kishwaukee College from another institution.

Students with disabilities, requiring classroom or testing accommodations should meet with the Disability Services Staff in A1317 or call 815-825-2086, ext. 4290; 815-825-9106 (TTY).

Advising for Adult Education and Transition Programs Courses

Students enrolling in Adult Education or special grant-funded programs should consult with the Adult Education and Transition Programs office concerning any advising requirements for registration into these types of courses or programs.

Determining Placement

Kishwaukee College is an open admission institution requiring students to determine placement in a reading, English and math for many courses. Placement can be determined through a combination of ACT or SAT scores, prior college credit, credit by examination, and placement testing. Please submit official transcripts as well as any AP, CLEP and ACT, SAT scores to Admissions, Records and Registration (C2100) prior to scheduling an appointment for placement testing. Contact Counseling and Student Development at ext. 5070 to schedule an appointment for placement testing, if needed.

Accommodations for students with documented disabilities may be approved through the Assistive Resources/Disability Services prior to the placement testing. Please contact 815-825-2086, ext. 4290 to make an appointment.

Reviewing math formulas, grammar rules, and reading basics can refresh your skills and help build confidence for testing. Please visit the website www.kishwaukeecollege.edu for additional information on placement testing, sample questions, and ACT score requirements.

Unit of Credit

The unit of credit is the credit hour, which is the credit earned by meeting the equivalent of one hour a week for a 16-week period, or two hours a week for an 8-week period, or four hours a week for a 4-week period. Most laboratory courses require additional hours per week, which do not necessarily increase the credit hours awarded for these courses.

Educational Opportunities at a Glance

Transfer Degrees

Students can spend their first two years at Kishwaukee College and then complete a bachelor's degree at a public or private four-year school. With the Illinois Articulation Agreement, Kishwaukee College associate degree courses transfer easily to all public universities in Illinois.

The College's Transfer Services and in the Counseling Office can help students create a customized transfer plan to any other school they choose — anywhere in the country, public or private. Go to www.itransfer.org for additional information.

Career Degrees

The Associate in Applied Science (A.A.S.) degree prepares students to enter the workforce right after graduation. Most A.A.S. degrees take about two years to complete and require fewer general education courses than transfer-oriented degrees.

Certificates

Choosing a Certificate Program will also prepare students to enter the workforce after graduation. Certificate programs are shorter in duration (many can be completed in less than one year) and consist of courses more directly focused on specific career areas. Certificate programs often do not require the general education requirements (such as math and English) required for the A.A.S. degree.

Other Educational Opportunities

Adult Education

Adult Education courses are designed to meet the basic educational needs of adults. Classes offered under this program are basic education, High School Equivalency (HSE) Certificate preparation, Spanish High School Equivalency (HSE) Certificate, English as a Second Language, basic skills for employment, and computer literacy. These courses are free and are offered in several locations throughout the community at various times for the convenience of adult learners interested in attending classes. Students receive academic counseling, career guidance, and assistance to transition to college.

The Adult Education Department also provides social service referrals for assistance in various areas.

For more information on the Adult Education and Transition Programs Division and its programs, call 815-825-2086, ext. 3760 or e-mail joanne.kantner@kishwaukeecollege.edu.

TRiO Student Support Services

Additional information found under Campus Life and Support Services.

Study Abroad

As a member of the Illinois Consortium for International Studies and Programs (ICISP), Kishwaukee College offers several cost-effective study abroad opportunities. Over the years, Kishwaukee College students have enjoyed study abroad experiences in Ireland, England, Austria, Costa Rica, France, Spain, and China. Both fall semester and summer term study abroad opportuntities are available.

For more information, contact the Study Abroad Coordinator, at 815-825-2086, ext. 4180 or email tammy.tiggelaar@kishwaukeecollege.edu.

Center for Business Development & Continuing Education

Additional information found on page 33.

Associate Degrees

Kishwaukee College awards six degrees, the Associate in Arts, the Associate in Engineering Science, the Associate in Fine Arts – Art Education emphasis, the Associate in Fine Arts – Fine Arts emphasis, the Associate in Science, and the Associate in Applied Science.

Associate in Arts/Associate in Science

The Associate in Arts (A.A.) and Associate in Science (A.S.) degrees are intended for students who plan to transfer to four-year institutions. Students planning to transfer should consult the catalog of the college or university to which they plan to transfer after completing the A.A. or A.S. degree. This will aid in appropriate course selection at Kishwaukee College. Students are strongly urged to meet with a member of the Student Services Transfer Services or the Counseling Staff to assist in the planning of their transfer programs.

Completion of the A.S. degree does not fulfill the requirements of the IAI General Education Core Curriculum.

Associate in Applied Science

The Associate in Applied Science (A.A.S.) degree is intended for students planning a career upon completion of study. While career program course work is not intended for transfer, some career programs or courses are transferable to some four-year institutions. Students enrolled in A.A.S. programs should plan their degree programs with the help of a Counselor or faculty advisor. A listing of programs offering the Associate in Applied Science degree may be found in the section titled Career/Occupational Programs.

Associate in Engineering Science degree

To transfer as a junior into a baccalaureate engineering program, students must complete a minimum of 64 credit hours. Since admission is highly competitive, completion of the degree does not guarantee admission to engineering programs at four-year institutions. Usually, a grade of "C" or better is required for a course to fulfill a degree requirement. Students should decide on their engineering specialty and their transfer school no later than the beginning of the sophomore year. Since engineering course selections vary by specialty and school, students should select their courses in consultation with a Counselor at Kishwaukee College.

Completion of the A.E.S. degree does not fulfill the requirements of the IAI General Education Core Curriculum, nor does it fulfill the requirements for the A.A. or the A.S. degree. Students will need to fulfill the general education requirements of the institution to which they transfer.

Associate in Fine Arts Degree
(Fine Arts emphasis)

To transfer as a junior into a B.F.A. program with a major in Art, students should follow the requirements for the degree in consultation with an art department advisor. Completion of the A.F.A. degree does not fulfill the requirements of the IAI General Education Core Curriculum, nor does it fulfill the requirements for the A.A. or the A.S. degree. Students will need to fulfill the general education requirements of the institution to which they transfer.

Associate in Fine Arts Degree
(Art Education emphasis)

To teach in Illinois public schools, teachers must be certified by the State of Illinois. To transfer as a junior into an approved baccalaureate program in art education (K-12 or 6-12), students must complete a minimum of 60 credit hours, including the general education courses specified to meet teacher certification requirements and the art courses. Completion of the A.F.A. degree does not fulfill the requirements of the IAI General Education Core Curriculum, nor does it fulfill the requirements for the A.A. or the A.S. degree. Therefore, students will need to fulfill the general education requirements of the institution to which they transfer.

Certificates

A Certificate of Completion is awarded by Kishwaukee College upon satisfactory completion of courses required for certificate programs. Application for a certificate should be made by the deadline established for the term in which all certificate requirements are satisfied. Application forms are available in the Admissions, Registration & Records Office.

A listing of the programs offering certificates of completion may be found in the section of this catalog titled Career/Occupational Programs.

Honors Program

The Honors Program is dedicated to providing Kishwaukee's most exceptional, highly motivated, and forward-thinking students with opportunities for intellectual growth, academic challenge, and greater competitiveness when transferring to another school or applying for a job. The program connects the expertise of faculty with a select group of students who are eager to demonstrate their own abilities and their willingness to learn on a new and higher level.

For eligibility and completion requirements, an application form, a list of Honors courses offered in a particular semester, and other information related to the Honors Program, please visit www.kishwaukeecollege.edu/honors.

Associate in Applied Science (A.A.S.) Degree Requirements

1. Complete specific course and program requirements for A.A.S. degree as outlined in the Career/Occupational Programs section of this catalog. Each curriculum identifies the specific course requirements needed to complete an A.A.S. degree.
2. Meet the residency requirement: a minimum of 15 credit hours in 100/200 level Kishwaukee College course work, applicable to the degree, for each degree earned.
3. Fulfill the grade point average requirement of an overall 2.000 GPA in all required and elective course work applicable to the specific degree program requirement.
4. Resolve any incomplete grades in Kishwaukee College course work.
5. Apply for graduation in the Admissions, Registration & Records Office or through KishSOS.

Certificate of Completion Requirements

1. Complete specific course and program graduation requirements for the Certificate of Completion as outlined in the Career/Occupational programs section of this catalog. Each curriculum identifies the specific course requirements needed to complete a Certificate of Completion.
2. Meet the College's academic residency requirement as outlined below:

Hours Required for Certificate	Hours Residency Required
Less than 8	All Hours Required at Kishwaukee College
8 - 15	3
16 - 30	6
31 - 45	9
46 - 60	12
61+	15

**Hours must be applicable to the certificate*

3. Achieve an overall 2.000 GPA in all required and elective course work applicable to the Certificate program requirements.
4. Resolve any incomplete grades in Kishwaukee College course work.
5. Apply for graduation in the Admissions, Registration & Records Office.

Course Substitutions/Waivers A.A.S. and Certificate of Completion

In the Associate in Applied Science or Certificate of Completion programs, course substitutions or waivers may be appropriate depending on the student's academic background, work experience, goals, and occupational plans. Students should discuss their programs with the faculty advisor in their program area. The faculty advisor may tentatively approve and recommend program changes. Final approval of course substitutions and/or waivers rests with the faculty advisor's appropriate academic dean and the director of Admissions, Registration & Records. Any substitutions and/or waivers must be documented in writing by the faculty advisor, approved in writing by the appropriate dean, and forwarded to the Admissions, Registration & Records Office.

Business Development & Continuing Education

Business Development and Continuing Education serves all business, industry and community members with education, training, professional development and personal enrichment classes and workshops.

Our mission exists to support and enhance the economic and social well-being of our community through the creation and delivery of high quality training, lifelong learning opportunities and related services.

The Center develops a productive workforce by establishing effective leadership, training, and career programs to strengthen the skills and abilities of managers, employees and individuals upskilling for career advancement.

Business Development

Business Development is designed to assist local business and industry through evaluative services and customized training. Whatever is needed to keep a company and its employees competitive in today's global economy, the professional staff in Business Development can provide the workshop, seminar, or training to ensure continuous quality and development. The staff in Business Development can arrange customized training either at the company's work site or on the Kishwaukee College campus.

Customized Training

Business Development will customize training programs precisely geared to meet an organization's needs. The knowledgeable staff partners with companies to develop training topics and programs that effectively impact problem areas, improvements, or new products and services including: Leadership and Management, Industrial and Technical Training, Computer Training, and OSHA Health & Safety Courses.

Consulting

The Kishwaukee College Business Development consultants provide businesses contact with the right people, analyze needs, and recommend effective courses of action.

Small Business Start-Up and Improvement

Free QuickStart Business Counseling sessions are offered several times a year by the Center for Business Development. The two-hour sessions are led by a representative from the Illinois Small Business Development Center and cover topics such as: legal structures, business plan preparation, financial requirements/options and government regulations.

For more information, call 815-825-2086, ext. 3950 or email melissa.gallagher@kishwaukeecollege.edu

weTRaIN Connects Businesses to Training/Trainers

Kishwaukee College works in partnership with 132 statewide representatives and some of the nation's top training firms to offer clients easy and affordable access to a wide pool of trainers, resources, and support services. As the largest training provider in the state, the Illinois Community Colleges weTRaIN network serves nearly 3,000 firms each year through 38 training centers.

Continuing Education (CE) and Short-Term Training

The CE department meets the lifelong learning needs of our local communities by bringing courses to sites within the district's communities and provides opportunities for short-term training leading to employment.

Continuing Professional Development Units

Kishwaukee College has been approved as a provider of Continuing Professional Development Units by the Illinois State Board of Education for the purpose of teacher recertification and by the Northwest Illinois Area Health Education Center Network for the purprose of nursing continuing education units.

Online Classes

Business Development offers a wide array of online classes that can provide businesses a chance to train one or a few employees, to access training in unique topics, or to start training immediately.

Over 1000 titles are available including Spanish language courses specific to the workplace, leadership and management, computer training, industrial and technical training, human resources subjects, small business topics, and OSHA health and safety courses.

Career Development with Short-Term Training

CE offers short-term courses and programs to provide the training necessary for possible entry into high-growth employment areas. Several of these occupational training course align with noncredit industry certifications. Programs include: CNA Train-the-Trainer, Food Sanitation, Forklift Operators Training, Personal Fitness Trainer, Phlebotomy Technician, Truck Driver Training and Veterinary Assistant.

Adult Education & Transition Programs

A program of courses specifically designed to address the basic education needs of adults is offered through the Adult Education Department. These courses provide instruction in three areas: adult basic education (ABE) for students with reading skills below the ninth grade level, adult secondary education (ASE) for students with ninth grade and above reading levels who are preparing for the High School Equivalency (HSE) Certificate, and English as a Second Language (ESL) for limited English proficient students who want to improve their English language skills.

ABE, ASE, and ESL courses provide instruction to meet the educational needs of the adult learner. Thus, instruction may be provided through individualized, group, online, or volunteer tutoring formats. Instructional materials and methods are chosen based on educational abilities, strengths, and weaknesses, giving learners an opportunity to determine the content of their learning experience. Computer-aided instruction and the use of current materials are important components of instruction. Regular testing and assessment of student abilities and progress are provided to determine the accomplishments and needs of the learner.

Student-centered instruction adapts the basic curriculum to address student needs and learning styles. This approach allows students to set their own objectives and progress at the pace needed to make them successful.

To residents of the Kishwaukee College district, ABE, ASE, and ESL classes are provided at no cost depending on federal and state funding. Textbooks are provided at no cost for classroom use.

Classes are offered on campus and at community locations throughout the district. Day and evening classes are available. Limited child care for children 0-10 years old is available at some class sites.

Programs

Adult Basic Education (ABE)

Courses offered under this area cover instruction appropriate for adults with first through eighth grade equivalency reading levels. The curriculum includes instruction in reasoning through language arts, mathematical reasoning, social studies, science, and the U.S. Constitution at the pre-High School Equivalency (HSE) Certificate level. In addition, courses in adult basic education also include subjects in the following life skills areas: interpersonal communication, career/job preparation, occupational knowledge, job search, computer literacy, community resources, consumer education, government and law, health and safety, family, and civics.

Adult Secondary Education (ASE)

Courses offered under this area will prepare adults for completion of the requirements for the Illinois High School Equivalency (HSE) Certificate. Adults study the following HSE Certificate test areas: reasoning through language arts, mathematical reasoning, social studies, science, and the U.S. Constitution. In addition, courses in adult secondary education also include subjects in the following life skills areas: interpersonal communication, career/job preparation, occupational knowledge, job search, computer literacy, community resources, consumer education, government and law, health and safety, family, and civics. Students receive counseling and career guidance to transition to college programs.

Spanish ASE

Courses offered in Spanish provide instruction for High School Equivalency (HSE) Certificate preparation. Spanish HSE Certificate classes prepare students for the Spanish HSE tests. Spanish HSE students lacking English language skills are also encouraged to attend ESL classes.

High School Equivalency (HSE) Certificate Testing

HSE tests are administered through Testing Services at the Kishwaukee College Learning Skills Center. Students may take the tests in English or Spanish. Tests are also available to accommodate a documented disability. More information is available on the College's website www.kishwaukeecollege.edu or at the Testing Services department.

English as a Second Language (ESL)

For those whose first language is not English, an English language program is offered that addresses the language needs of adults with limited English proficiency. English as a Second Language (ESL) courses give adults lacking adequate English language skills the necessary instruction to meet their daily communication needs at home, in the community, and at work. ESL courses cover language training in listening comprehension, oral communication, reading, writing, critical thinking, pronunciation, and computer literacy. Cultural awareness assists newcomers in their adjustment to the United States. ESL instruction is provided for beginning, intermediate, and advance levels. A variety of textbooks, instructional aids, and teaching methods address the varying language needs of multicultural and multi-level classes.

Advanced & Academic ESL

Advanced ESL and Academics ESL classes are offered to help students improve language skills for employment and academic needs. Students in Academic ESL and Transition ESL classes develop skills in listening, speaking, reading, writing, pronunciation, study, and learning strategies.

Baccalaureate/Transfer Programs

Baccalaureate/Transfer programs provide an opportunity for students to complete their first two years of study leading to a baccalaureate degree. The third and fourth years of study will be completed at a four-year college or university to which students transfer after completion of the Associate in Arts (A.A.) or Associate in Science (A.S.) at Kishwaukee College.

The A.A. or A.S. degree includes the Illinois Articulation Initiative (IAI) General Education requirements that transfer to a participating four-year college or university in Illinois and satisfy the general education requirements of the four-year institution. Transferring with an A.A. or A.S. degree with their general education completed allows students to concentrate on their "major" coursework at the four-year institution.

Kishwaukee College students pursuing their A.A. or A.S. degrees do not typically take their "major" courses until after transferring to a four-year institution. However, students enrolled at Kishwaukee College should meet with a counselor for assistance in selecting the appropriate coursework at Kishwaukee College for their intended major.

Transferring

Each of the keys to success in transferring to a four-year college or university rests on the ability of students to decide early in their college career on the institution they plan to attend after Kishwaukee College. Students may contact institutions in which they are interested for catalogs and admissions information. The Counseling and Student Development staff are available by appointment to assist students in planning programs and selecting courses, as well as helping to overcome potential obstacles with the transfer process. The counselors will assist in the formulation of an educational plan incorporating Kishwaukee College degree requirements as well as the transfer requirements of the school a student plans to attend.

Another source of information about transfer requirements is the Transfer Services located in the Counseling and Student Development Center, where many catalogs and information items from other colleges are located. The website www.itransfer.org can also assist in planning your schedule.

Students who entered Kishwaukee College prior to summer 1998 and who intend to transfer to Chicago State University, Eastern Illinois University, Governor's State University, Illinois State University, Northern Illinois University, University of Illinois at Springfield, Southern Illinois University, or Western Illinois University are strongly encouraged to pursue Associate in Arts or Associate in Science degree completion under the Illinois Community College Board's "Model A.A. or A.S. Degree" requirements.

Earning an A.A. or A.S. degree from Kishwaukee under the requirements of the ICCB's "Model A.A. or A.S. Degrees" or as part of the "Compact Agreement" between Illinois Public Community Colleges and those above listed Illinois universities, will usually guarantee a student junior standing and as having met all lower level general education requirements for the bachelor degree. Students who do not complete a transfer degree from Kishwaukee College may lose credit in transfer.

Students planning to attend colleges or universities not listed above should check that school's requirements. Additionally, any students planning to transfer, but who do not intend to pursue an A.A. or A.S. degree through Kishwaukee College, should plan their course work by checking the specific requirements of the college to which they intend to transfer.

For students who entered Kishwaukee College summer of 1998 or after, it is recommended that they complete the A.A. or A.S. degree which includes the Illinois Articulation Initiative's (IAI) General Education Core requirements. Students who complete the IAI General Education Core requirements with or without completion of the A.A. or A.S. degree may receive credit for completion of the receiving institution's general education requirement at Illinois colleges and universities participating in the IAI General Education Core curriculum.

Students taking courses to meet their major requirements under the approved IAI Majors courses should check with their transferring institution for how these credits will be evaluated and, if in Illinois, whether their receiving institution is participating in their particular IAI Major.

A great variety of differences exists in the baccalaureate degree requirements among four-year colleges and universities. In addition, the requirements for satisfaction of major requirements vary significantly among the four-year institutions. For these reasons, the importance of planning course selection with a Counselor or advisor can not be over emphasized.

Transfer of Credit to Other Institutions

Earning an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree from Kishwaukee College under the requirements of the Illinois Community College Board's "Model A.A. or A.S. Degrees" or as part of the "Compact Agreement" between Illinois Public Community Colleges and most Illinois state universities, will guarantee a transfer student as having met all lower level general education requirements for the bachelor degree at these Illinois universities. Acceptance of college level course work in transfer without completion of an A.A. or A.S. degree depends upon the transfer credit policy of the institution to which a student transfers.

Students who complete the Illinois Articulation Initiative's (IAI) approved General Education Core requirements with or without completion of the A.A. or A.S. degrees will receive credit for completion of the receiving institution's general education requirement at Illinois colleges and universities participating in the IAI General Education Core curriculum. Students taking courses to meet their major requirements under the approved IAI Majors courses should check with their receiving institution for how these credits will be evaluated and, if in Illinois, whether their receiving institution is participating in their particular IAI Major.

Completion of the Associate in Fine Arts degree does not guarantee admission to the baccalaureate program nor fulfill the requirements of the IAI General Education Core Curriculum. Therefore, students will need to fulfill the general education requirements of the institution to which they transfer.

Completion of the Associate in Engineering Science does not fulfill the requirements of the IAI General Education Core Curriculum. Students will need to complete the general education requirements of the institution to which they transfer. Since engineering course selections vary by specialty and school, students should select their courses in consultation with an engineering advisor at Kishwaukee College.

The career program degrees (A.A.S.) at Kishwaukee College are not intended as transferable degrees and are not a part of any "Compact Agreement" or "Model Degrees." However, credits earned in these degree programs are accepted in whole or in part at some senior institutions.

Students concerned about the transferability of their credits to any institution should schedule an appointment to see a Counselor in the Counseling and Student Development Center.

Students are strongly encouraged to contact the school of their choice, especially when transferring to an Illinois private institution or any out-of-state institution.

Associate in Arts Degree Requirements

General education provides students the knowledge and abilities necessary for future growth as lifelong learners. The abilities of a generally educated person include, but are not limited to, reading, writing, listening, speaking, observing, calculating, and using technology.

The goals of general education aim toward development of general knowledge and intellectual concepts; a system of personal values; higher level skills in communication, quantification, and thinking; and understanding and appreciation of diverse cultures and environments; and personal responsibility.

Institutional Student Learning Objectives are divided into four broad categories: Critical Competency, Creative Competency, Communicative Competency, and Cultural Competency. A complete list of the Student Learning Outcomes are available from the Dean of Arts/Communications/Social Sciences, the Dean of Math/Science/Business, or the Vice President of Instruction.

Kishwaukee College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that general education requirements for an associate or bachelor degree have been satisfied. A receiving institution may require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum.

These requirements are effective for students entering Kishwaukee College or any participating Illinois college or university in summer 1998 or later. Students who entered Kishwaukee College prior to summer 1998 may choose to complete the requirements listed below or choose to follow the requirements listed in a prior catalog according to the choice of catalog policy.

A minimum of 64 credit hours are required for the Associate in Arts degree or the Associate in Science degree. In fulfilling the required hours for the degree, no more than four hours of physical education activity courses may be used to fulfill the minimum hours required. Within the 64 hours, the following must be completed:

I. GENERAL EDUCATION

COMMUNICATIONS – 9 CREDIT HOURS

Students whose first semester of postsecondary education is summer 1998 or later must receive grades of "C" or higher in ENG 103 and 104.

COM 100	Oral Communication	(3)
ENG 103	Composition I	(3)
■ ENG 104	Composition II	(3)

MATHEMATICS – 3 CREDIT HOURS

MAT 101	Topics in Mathematics	(3)
MAT 202	Mathematics for Elementary Teachers II	(3)

(Both MAT 201 and 202 must be satisfactorily completed to fulfill the three-hour mathematics requirement. This two-course sequence fulfills the general education requirement only for students seeking state certification as elementary teachers.)

MAT 208	Introductory Statistics	(4)
MAT 210	Finite Mathematics	(3)
MAT 211	Calculus for Business and Social Sciences	(4)
MAT 220	Business Statistics	(4)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)

Attention Transfer Students:

The recommended courses listed should be reviewed with a Counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the A.A. or A.S. degree must be satisfied.

Graduates earning the Associate in Arts or Associate in Science, meet the requirement for course work on improving human relations as defined in Public Act 87-581. Courses meeting this requirement are designated with a ■

SCIENCE – 7 CREDIT HOURS

Must include a course in life sciences and a course in physical science, and a lab corresponding to one of these courses.

*Denotes approved laboratory science course.

LIFE SCIENCES – 3 TO 4 CREDIT HOURS

■ BIO 101	Environmental Biology	(3)
BIO 102*	Environmental Biology Laboratory	(1)
■ BIO 103	General Biology	(3)
BIO 105*	General Biology Laboratory	(1)
BIO 107*	Animal Ecology	(4)
BIO 109	Human Biology	(3)
BIO 110*	Human Biology Laboratory	(1)
BIO 201*	Cellular Biology	(4)

PHYSICAL SCIENCES – 3 TO 4 CREDIT HOURS

CHE 110	Basic Chemistry	(3)
CHE 111*	Basic Chemistry Laboratory	(1)
CHE 150	Introductory Organic Chemistry	(3)
CHE 151	Introductory Organic Chemistry Laboratory	(1)
CHE 210*	General Chemistry I	(5)
PHS 118*	Physical Science Lab	(1)
PHS 119	Introduction to Physical Science	(3)
PHS 120	Introduction to Physical Geology	(3)
PHY 150	Introductory Physics	(3)
PHY 151*	Introductory Physics Laboratory	(1)
PHY 250*	General Physics I	(4)
PHY 260*	Physics for Science and Engineering	(5)

SOCIAL SCIENCE – 9 CREDIT HOURS

Must include courses in at least two disciplines

■ ANT 120	Introduction to Anthropology	(3)
ANT 203	Introduction to Archaeology	(3)
ANT 220	Introduction to Cultural Anthropology	(3)
ANT 240	Physical Anthropology	(3)
ECO 160	Introduction to Economics	(3)
ECO 260	Principles of Macroeconomics	(3)
■ ECO 261	Principles of Microeconomics	(3)
GEO 202	World Regional Geography	(3)
PLS 140	Introduction to American Government and Politics	(3)
■ PLS 210	International Relations	(3)
PLS 240	State and Local Government	(3)
PLS 250	Introduction to Comparative Foreign Governments	(3)
■ PSY 102	Introduction to Psychology	(3)
■ PSY 225	Psychology of Childhood and Adolescence	(3)
PSY 280	Life-Span Human Development	(3)
PSY 286	Social Psychology	(3)
■ SOC 170	Introduction to Sociology	(3)
■ SOC 200	Race and Ethnic Relations	(3)
SOC 219	Marriage and Family	(3)
■ SOC 283	Social Problems	(3)

HUMANITIES AND FINE ARTS – 9 CREDIT HOURS

Must include one course in humanities, one course in fine arts, and one course in either humanities or fine arts.

HUMANITIES – 3 TO 6 CREDIT HOURS

ENG 201	British Literature: Middle Ages - 1800	(3)
ENG 202	British Literature: 1800 to Present	(3)
ENG 205	Introduction to Shakespeare	(3)
■ ENG 206	Introduction to Fiction	(3)
ENG 211	American Literature: Colonial Period to 1865	(3)
ENG 212	American Literature: 1865 to Present	(3)
ENG 215	Children's Literature	(3)
ENG 216	Introduction to Poetry	(3)
ENG 217	Introduction to Drama	(3)
ENG 270	The Bible as Literature	(3)
■ ENG 283	Images of Women	(3)
ENG 286**	Literature and Film	(3)
ENG 288	American Ethnic Literature	(3)
ENG 292	Non-Western Literature in English OR	(3)
ENG 293	Introduction to Latin American Literature	(3)
FRN 202	Intermediate French II OR	(3)
GER 202	Intermediate German II OR	(3)
SPA 202	Intermediate Spanish II	(3)
HIS 130	History of Western Civilization to 1500	(3)
HIS 131	History of Western Civilization 1500-1815 OR	(3)
HIS 132	History of Western Civilization 1815 to Present	(3)
HIS 172	World History to 1500	(3)
HIS 220	United States History to 1877	(3)
HIS 222	United States History Since1877	(3)
HUM 119**	Humanities I	(3)
HUM 129**	Humanities II	(3)
HUM 217	World Mythology	(3)
PHL 101	Introduction to Philosophy	(3)
PHL 103	Introduction to Logic	(3)
PHL 198	World Religions	(3)
PHL 200	Ethics	(3)

FINE ARTS - 3-6 CREDIT HOURS

■ ART 282	Introduction to Visual Arts	(3)
ART 291	History of Art I	(3)
ART 292	History of Art II	(3)
ART 294	History of Photography	(3)
ENG 286**	Literature and Film	(3)
HUM 119**	Humanities I	(3)
HUM 129**	Humanities II	(3)
HUM 150	Introduction to Film Appreciation	(3)
■ MUS 130	Survey of American Music	(3)
MUS 220	Music Appreciation	(3)
■ MUS 222	Exploring Non-Western World Culture Through Music	(3)
THE 203	Introduction to Theatre	(3)

****ENG 286, HUM 119 or HUM 129 can fulfill one humanities/fine arts area but not both.**

II. Student Success

Students transferring from other institutions with 30 or more credit hours will be exempt from the Student Success requirement. This requirement will be waived for students pursuing a second degree at Kishwaukee College.

One of the following:

AGT 100	Orientation to Agricultural Careers	(1)
CSD 100	The College Experience	(2)
CSD 101	Career Planning	(2)
CSD 120	Orientation	(1)
ENG 111	College Study Skills	(2)
LIB 100	Information Skills for Success	(1)

III. Open Electives

Courses used to meet the open elective requirement may be selected from 100/200 level courses in fine arts, humanities, mathematics, physical science, life science, social sciences, or other undergraduate-level credit courses. Courses should be chosen according to the student's intended major at the bachelor's degree level. Students must consult the Counseling Center, a Kishwaukee College faculty advisor, or a counselor at the transfer institution to verify that selected courses will meet the requirements of that transfer institution. Educational Guarantees will be voided if this is not done.

A maximum of 4 credit hours of physical education activity credit can be applied to meeting this requirement.

IV. Additional Requirements

A. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.

B. Fulfill the cumulative grade point average requirement of a grade point average of 2.000 ("C") in all 100/200 level courses attempted at Kishwaukee College.

C. Resolve any incomplete grades in Kishwaukee College course work.

D. Apply for graduation in the Admissions, Registration & Records office or through KishSOS.

Associate in Science Degree Requirements

General education provides students the knowledge and abilities necessary for future growth as lifelong learners. The abilities of a generally educated person include, but are not limited to, reading, writing, listening, speaking, observing, calculating, and using technology.

The goals of general education aim toward development of general knowledge and intellectual concepts; a system of personal values; higher level skills in communication, quantification, and thinking; and understanding and appreciation of diverse cultures and environments; and personal responsibility.

Institutional Student Learning Objectives are divided into four broad categories: Critical Competency, Creative Competency, Communicative Competency, and Cultural Competency. A complete list of the Student Learning Outcomes are available from the Dean of Arts/Communications/Social Sciences, the Dean of Math/Science/Business, or the Vice President of Instruction.

Completion of this Associate in Science curriculum does not fulfill the requirements of the Illinois Articulation Initiative General Education Core Curriculum (GECC). Students will need to complete the general education requirements of the institution to which they transfer. Post transfer students can complete three (3) credits of Social Science and three (3) credits of Humanities and Fine Arts at the Illinois 4-year public institution to complete the GECC requirement. **It is strongly recommended you consult with your Kishwaukee College counselor regarding the GECC requirements to transfer.**

These requirements are effective for students entering Kishwaukee College or any participating Illinois college or university in summer 2016 or later.

A minimum of 64 credit hours are required for the Associate in Science degree. In fulfilling the required hours for the degree, no more than four hours of physical education activity courses may be used to fulfill the minimum hours required. Within the 64 hours, the following must be completed:

I. GENERAL EDUCATION

COMMUNICATIONS – 9 CREDIT HOURS

Students whose first semester of postsecondary education is summer 1998 or later must receive grades of "C" or higher in ENG 103 and 104.

COM 100	Oral Communication	(3)
ENG 103	Composition I	(3)
■ ENG 104	Composition II	(3)

MATHEMATICS – 6-9 CREDIT HOURS

Students pursuing a mathematics pathway should take more mathematic credits.

Must choose 3-6 credits from these courses:

MAT 101	Topics in Mathematics	(3)
MAT 202	Mathematics for Elementary Teachers II	(3)
MAT 208	Introductory Statistics	(4)
MAT 210	Finite Mathematics	(3)
MAT 211	Calculus for Business and Social Sciences	(4)
MAT 220	Business Statistics	(4)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)

An additional 3-6 credits may be selected from 100/200 level courses in mathematics.

Attention Transfer Students:

The recommended courses listed should be reviewed with a Counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the A.A. or A.S. degree must be satisfied.

Graduates earning the Associate in Arts or Associate in Science, meet the requirement for course work on improving human relations as defined in Public Act 87-581. Courses meeting this requirement are designated with a ■

SCIENCE – 10-11 CREDIT HOURS

Students pursuing a science pathway should take more science credits.

Must choose 7-8 credits from these courses. **Must include a course in life sciences and a course in physical science, and a lab corresponding to one of these courses.**

LIFE SCIENCES

■ BIO 101	Environmental Biology	(3)
BIO 102*	Environmental Biology Laboratory	(1)
■ BIO 103	General Biology	(3)
BIO 105*	General Biology Laboratory	(1)
BIO 107*	Animal Ecology	(4)
BIO 109	Human Biology	(3)
BIO 110*	Human Biology Laboratory	(1)
BIO 201*	Cellular Biology	(4)

PHYSICAL SCIENCES

CHE 110	Basic Chemistry	(3)
CHE 111*	Basic Chemistry Laboratory	(1)
CHE 150	Introductory Organic Chemistry	(3)
CHE 151	Introductory Organic Chemistry Laboratory	(1)
CHE 210*	General Chemistry I	(5)
PHS 118*	Physical Science Lab	(1)
PHS 119	Introduction to Physical Science	(3)
PHS 120	Introduction to Physical Geology	(3)
PHY 150	Introductory Physics	(3)
PHY 151*	Introductory Physics Laboratory	(1)
PHY 250*	General Physics I	(4)
PHY 260*	Physics for Science and Engineering	(5)

An additional 2-4 credits may be selected from 100/200 level courses in life sciences or physical sciences.

*Denotes laboratory course.

SOCIAL SCIENCE – 6 CREDIT HOURS

Must include courses in at least two disciplines

■ ANT 120	Introduction to Anthropology	(3)
ANT 203	Introduction to Archaeology	(3)
ANT 220	Introduction to Cultural Anthropology	(3)
ANT 240	Physical Anthropology	(3)
ECO 160	Introduction to Economics	(3)
ECO 260	Principles of Macroeconomics	(3)
■ ECO 261	Principles of Microeconomics	(3)
GEO 202	World Regional Geography	(3)
PLS 140	Introduction to American Government and Politics	(3)
■ PLS 210	International Relations	(3)
PLS 240	State and Local Government	(3)
PLS 250	Introduction to Comparative Foreign Governments	(3)
■ PSY 102	Introduction to Psychology	(3)
■ PSY 225	Psychology of Childhood and Adolescence	(3)
PSY 280	Life-Span Human Development	(3)
PSY 286	Social Psychology	(3)
■ SOC 170	Introduction to Sociology	(3)
■ SOC 200	Race and Ethnic Relations	(3)
SOC 219	Marriage and Family	(3)
■ SOC 283	Social Problems	(3)

HUMANITIES AND FINE ARTS – 6 CREDIT HOURS

Must include one course in humanities, one course in fine arts.

HUMANITIES

ENG 201	British Literature: Middle Ages - 1800	(3)
ENG 202	British Literature: 1800 to Present	(3)
ENG 205	Introduction to Shakespeare	(3)
■ ENG 206	Introduction to Fiction	(3)
ENG 211	American Literature: Colonial Period to 1865	(3)
ENG 212	American Literature: 1865 to Present	(3)
ENG 215	Children's Literature	(3)
ENG 216	Introduction to Poetry	(3)
ENG 217	Introduction to Drama	(3)
ENG 270	The Bible as Literature	(3)
■ ENG 283	Images of Women	(3)
ENG 286**	Literature and Film	(3)
ENG 288	American Ethnic Literature	(3)
ENG 292	Non-Western Literature in English OR	(3)
ENG 293	Introduction to Latin American Literature	(3)
FRN 202	Intermediate French II OR	(3)
GER 202	Intermediate German II OR	(3)
SPA 202	Intermediate Spanish II	(3)
HIS 130	History of Western Civilization to 1500	(3)
HIS 131	History of Western Civilization 1500-1815 OR	(3)
HIS 132	History of Western Civilization 1815 to Present	(3)
HIS 172	World History to 1500	(3)
HIS 220	United States History to 1877	(3)
HIS 222	United States History Since1877	(3)
HUM 119**	Humanities I	(3)
HUM 129**	Humanities II	(3)
HUM 217	World Mythology	(3)
PHL 101	Introduction to Philosophy	(3)
PHL 103	Introduction to Logic	(3)
PHL 198	World Religions	(3)
PHL 200	Ethics	(3)

FINE ARTS

■ ART 282	Introduction to Visual Arts	(3)
ART 291	History of Art I	(3)
ART 292	History of Art II	(3)
ART 294	History of Photography	(3)
ENG 286**	Literature and Film	(3)
HUM 119**	Humanities I	(3)
HUM 129**	Humanities II	(3)
HUM 150	Introduction to Film Appreciation	(3)
■ MUS 130	Survey of American Music	(3)
MUS 220	Music Appreciation	(3)
■ MUS 221	Music History and Literature	(3)
■ MUS 222	Exploring Non-Western World Culture Through Music	(3)
THE 203	Introduction to Theatre	(3)

****ENG 286, HUM 119 or HUM 129 can fulfill one humanities/fine arts area but not both.**

II. Student Success

Students transferring from other institutions with 30 or more credit hours will be exempt from the Student Success requirement. This requirement will be waived for students pursuing a second degree at Kishwaukee College.

One of the following:

AGT 100	Orientation to Agricultural Careers	(1)
CSD 100	The College Experience	(2)
CSD 101	Career Planning	(2)
CSD 120	Orientation	(1)
ENG 111	College Study Skills	(2)
LIB 100	Information Skills for Success	(1)

III. Open Electives

Courses used to meet the open elective requirement may be selected from 100/200 level courses in fine arts, humanities, mathematics, physical science, life science, social sciences, or other undergraduate-level credit courses. Courses should be chosen according to the student's intended major at the bachelor's degree level. Students must consult the Counseling Center, a Kishwaukee College faculty advisor, or a counselor at the transfer institution to verify that selected courses will meet the requirements of that transfer institution. Educational Guarantees will be voided if this is not done.

A maximum of 4 credit hours of physical education activity credit can be applied to meeting this requirement.

IV. Additional Requirements

A. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.

B. Fulfill the cumulative grade point average requirement of a grade point average of 2.000 ("C") in all 100/200 level courses attempted at Kishwaukee College.

C. Resolve any incomplete grades in Kishwaukee College course work.

D. Apply for graduation in the Admissions, Registration & Records office or through KishSOS.

Associate in Engineering Science Degree Requirements

To transfer as a junior into a baccalaureate engineering program, students must complete a minimum of 64 credit hours from the list below, including prerequisite courses. Since admission is highly competitive, completion of the courses listed below does not guarantee admission to engineering programs at four-year institutions. Usually, a grade of "C" or better is required for a course to fulfill a degree requirement. Students should decide on their engineering specialty and their transfer school no later than the beginning of the sophomore year. Since engineering course selections vary by specialty and school, students should select their courses in consultation with an engineering advisor at Kishwaukee College.

Completion of this engineering curriculum does not fulfill the requirements of the Illinois Articulation Initiative General Education Core Curriculum. Students will need to complete the general education requirements of the institution to which they transfer.

A minimum of 64 credit hours are required for the Associate in Engineering Science degree. Within the 64 hours, the following must be completed:

I. GENERAL EDUCATION

COMMUNICATIONS – 6 CREDIT HOURS

Students whose first semester of postsecondary education is summer 1998 or later must receive grades of "C" or higher in ENG 103 and 104.

COM 100	Oral Communication	(3)
ENG 103	Composition I	(3)
■ ENG 104	Composition II	(3)

SOCIAL/BEHAVIORAL SCIENCES – 6 CREDIT HOURS

A two semester sequence in the same discipline is recommended.

■ ANT 120	Introduction to Anthropology	(3)
ANT 203	Introduction to Archaeology	(3)
ANT 220	Introduction to Cultural Anthropology	(3)
ANT 240	Physical Anthropology	(3)
ECO 160	Introduction to Economics	(3)
ECO 260	Principles of Macroeconomics	(3)
■ ECO 261*	Principles of Microeconomics	(3)
GEO 202	World Regional Geography	(3)
PLS 140	Introduction to American Government	(3)
■ PLS 210	International Relations	(3)
PLS 240	State and Local Government	(3)
PLS 250	Introduction to Comparative Foreign Governments	(3)
■ PSY 102	Introduction to Psychology	(3)
■ PSY 225	Psychology of Childhood and Adolescence	(3)
PSY 280	Life-Span Development	(3)
PSY 286	Social Psychology	(3)
■ SOC 170	Introduction to Sociology	(3)
■ SOC 200	Race and Ethnic Relations	(3)
SOC 219	Marriage and Family	(3)
■ SOC 283	Social Problems	(3)

***ECO 261 can fulfill specialty course elective or general education but not both.**

HUMANITIES/FINE ARTS – 6 CREDIT HOURS

A two semester sequence in the same discipline is recommended.

HUMANITIES

ENG 201	British Literature: Middle Ages - 1800	(3)
ENG 202	British Literature: 1800 to Present	(3)
ENG 205	Introduction to Shakespeare	(3)
■ ENG 206	Introduction to Fiction	(3)
ENG 211	American Literature: Colonial Period to 1865	(3)
ENG 212	American Literature: 1865 to Present	(3)
ENG 216	Introduction to Poetry	(3)
ENG 217	Introduction to Drama	(3)
■ ENG 283	Images of Women	(3)
ENG 286	Literature and Film	(3)
ENG 288	American Ethnic Literature	(3)
ENG 292	Non-Western Literature in English	(3)
ENG 293	Introduction to Latin American Literature	(3)
FRN 202	Intermediate French II	(3)
GER 202	Intermediate German II	(3)
HIS 130	History of Western Civilization to 1500	(3)
HIS 131	History of Western Civilization 1500-1815	(3)
HIS 132	History of Western Civilization 1815 to Present	(3)
HIS 172	World History to 1500	(3)
HIS 220	United States History to 1877	(3)
HIS 222	United States History Since 1877	(3)
HUM 119	Humanities I	(3)
HUM 129	Humanities II	(3)
HUM 150	Introduction to Film Appreciation	(3)
PHL 101	Introduction to Philosophy	(3)
PHL 103	Introduction to Logic	(3)
PHL 198	World Religions	(3)
PHL 200	Ethics	(3)
SPA 202	Intermediate Spanish II	(3)

Graduates earning the Associate in Engineering Science, meet the requirement for course work on improving human relations as defined in Public Act 87-581. Courses meeting this requirement are designated with a ■

FINE ARTS

ART 282	Introduction to Visual Arts	(3)
ART 291	History of Art I	(3)
ART 292	History of Art II	(3)
ART 294	History of Photography	(3)
■ MUS 130	Survey of American Music	(3)
MUS 220	Music Appreciation	(3)
■ MUS 222	Exploring Non-Western Culture Through Music	(3)
THE 203	Introduction to Theatre	(3)

MATHEMATICS – 5 CREDIT HOURS

MAT 229	Calculus and Analytic Geometry I	(5)

PHYSICAL SCIENCE – 5 CREDIT HOURS

PHY 260	Physics for Science and Engineering I	(5)

II. MAJOR RECOMMENDATION

18 CREDIT HOURS

CHE 210	General Chemistry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)
MAT 260	Differential Equations	(3)
PHY 261	Physics for Science and Engineering II	(5)

III. ENGINEERING SPECIALTY COURSES

13 CREDIT HOURS

In meeting the 13 hours of engineering specialty courses the IAI recommends the following if a student is interested in:

CHEMICAL ENGINEERING

CHE 211	General Chemistry II	(5)
CHE 270	Organic Chemistry I	(3)
CHE 271	Organic Chemistry II	(3)
CHE 272	Organic Chemistry Laboratory I	(2)
CHE 273	Organic Chemistry Lab II	(2)
EGR 280	Mechanics of Materials	(3)

CIVIL ENGINEERING

EGR 270	Statics	(3)
EGR 272	Dynamics	(3)

COMPUTER ENGINEERING

CIS 150	C++ Programming I	(3)
CIS 250	C++ Programming II	(3)

ELECTRICAL ENGINEERING

■ ECO 261*	Principles of Microeconomics	(3)

INDUSTRIAL ENGINEERING

■ ECO 261*	Principles of Microeconomics	(3)
EGR 270	Statics	(3)
EGR 272	Dynamics	(3)
EGR 280	Mechanics of Materials	(3)

MECHANICAL ENGINEERING

EGR 270	Statics	(3)
EGR 272	Dynamics	(3)
EGR 280	Mechanics of Materials	(3)

***ECO 261 may fulfill specialty elective or general education but not both.**

IV. ADDITIONAL REQUIREMENTS

A. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.

B. Fulfill the cumulative grade point average requirement of a grade point average of 2.000 in all applicable courses attempted at Kishwaukee College.

C. Resolve any incomplete grades in Kishwaukee College course work.

D. Apply for graduation in the Admissions, Registration & Records office or through KishSOS.

Associate in Fine Arts Degree Requirements (Fine Art Emphasis)

To transfer as a junior into a B.F.A. program with a major in Art, students should follow the requirements described below in consultation with an art department advisor. Completion of the A.F.A. degree, however, does not fulfill the requirements of the IAI General Education Core Curriculum, nor does it fulfill the requirements for the A.A. or the A.S. degree.

Therefore, students will need to fulfill the general education requirements of the institution to which they transfer.

Transfer admission is competitive at many four-year schools. Completion of the A.F.A. alone does not guarantee admission to the baccalaureate program or to upper-division or specialty art courses. Students may be required to demonstrate skill level through a portfolio review at the institution to which they transfer for admission to a B.F.A. program, for registration in advanced studio courses, and/or for scholarship consideration. Some colleges and universities may require competency in a foreign language.

A minimum of 64 credit hours are required for the Associate in Fine Arts Degree (Fine Arts Emphasis). Within the 64 hours, the following must be completed.

I. GENERAL EDUCATION

31 CREDIT HOURS

COMMUNICATIONS – 9 CREDIT HOURS

Students whose first semester of postsecondary education is summer 1998 or later must receive grades of "C" or higher in ENG 103 and 104.

COM 100	Oral Communication	(3)
ENG 103	Composition I	(3)
■ ENG 104	Composition II	(3)

MATHEMATICS – 3 CREDIT HOURS

MAT 101	Topics in Mathematics	(3)
MAT 208	Introductory Statistics	(4)
MAT 210	Finite Mathematics	(3)
MAT 211	Calculus for Business and Social Sciences	(4)
MAT 220	Business Statistics	(4)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)

SCIENCE – 7 CREDIT HOURS

Must include a course in life sciences and a course in physical science, and a lab corresponding to one of these courses.

*Denotes approved laboratory science course.

LIFE SCIENCES – 3 TO 4 CREDIT HOURS

■ BIO 101	Environmental Biology	(3)
BIO 102*	Environmental Biology Laboratory	(1)
■ BIO 103	General Biology	(3)
BIO 105*	General Biology Laboratory	(1)
BIO 109	Human Biology	(3)
BIO 110*	Human Biology Laboratory	(1)

PHYSICAL SCIENCES – 3 TO 4 CREDIT HOURS

CHE 110	Basic Chemistry	(3)
CHE 111*	Basic Chemistry Laboratory	(1)
CHE 150	Introductory Organic Chemistry	(3)
CHE 210*	General Chemistry I	(5)
PHS 118*	Physical Science Lab	(1)
PHS 119	Introduction to Physical Science	(3)
PHS 120	Introduction to Physical Geology	(3)
PHY 150	Introductory Physics	(3)
PHY 151*	Introductory Physics Laboratory	(1)
PHY 250*	General Physics I	(4)
PHY 260	Physics for Science and Engineering*	(5)

SOCIAL SCIENCE – 6 CREDIT HOURS

Must include courses in at least two disciplines

■ ANT 120	Introduction to Anthropology	(3)
ANT 203	Introduction to Archaeology	(3)
ANT 220	Introduction to Cultural Anthropology	(3)
ECO 160	Introduction to Economics	(3)
ECO 260	Principles of Macroeconomics	(3)
ECO 261	Principles of Microeconomics	(3)
GEO 202	World Regional Geography	(3)
PLS 140	Introduction to American Government and Politics	(3)
■ PLS 210	International Relations	(3)
PLS 240	State and Local Government	(3)
PLS 250	Introduction to Comparative Foreign Governments	(3)
■ PSY 102	Introduction to Psychology	(3)
■ PSY 225	Psychology of Childhood and Adolescence	(3)
PSY 280	Life-Span Human Development	(3)
PSY 286	Social Psychology	(3)
■ SOC 170	Introduction to Sociology	(3)
■ SOC 200	Race and Ethnic Relations	(3)
SOC 219	Marriage and Family	(3)
■ SOC 283	Social Problems	(3)

Graduates earning the Associate in Fine Arts (Fine Arts Emphasis) meet the requirement for course work on improving human relations as defined in Public Act 87-581. Courses meeting this requirement are designated with a ■

HUMANITIES – 6 CREDIT HOURS

Must include courses in at least two disciplines

ENG 201	British Literature: Middle Ages - 1800	(3)
ENG 202	British Literature: 1800 to Present	(3)
ENG 205	Introduction to Shakespeare	(3)
■ ENG 206	Introduction to Fiction	(3)
ENG 211	American Literature: Colonial Period to 1865	(3)
ENG 212	American Literature: 1865 to Present	(3)
ENG 216	Introduction to Poetry	(3)
ENG 217	Introduction to Drama	(3)
•ENG 283	Images of Women	(3)
ENG 286	Literature and Film	(3)
ENG 288	American Ethnic Literature	(3)
ENG 292	Non-Western Literature in English	(3)
ENG 293	Introduction to Latin American Literature	(3)
FRN 202	Intermediate French II	(3)
GER 202	Intermediate German II	(3)
HIS 130	History of Western Civilization to 1500	(3)
HIS 131	History of Western Civilization 1500-1815	(3)
HIS 132	History of Western Civilization 1815 to Present	(3)
HIS 172	World History to 1500	(3)
HIS 220	United States History to 1877	(3)
HIS 222	United States History Since 1877	(3)
HUM 119	Humanities I	(3)
HUM 129	Humanities II	(3)
PHL 101	Introduction to Philosophy	(3)
PHL 198	World Religions	(3)
PHL 200	Ethics	(3)
SPA 202	Intermediate Spanish II	(3)

II. REQUIRED ART COURSES

21 CREDIT HOURS

ART 100	Basic Drawing	(3)
ART 101	Intermediate Drawing	(3)
ART 200	Life Drawing I	(3)
ART 211	Two Dimensional Design	(3)
ART 212	Three Dimensional Design	(3)
ART 291	History of Art I	(3)
ART 292	History of Art II	(3)

III. REQUIRED STUDIO ART

12 CREDIT HOURS

Select 9 hours from at least two media in consultation with Art Department Advisor.

ART 103	Intro to Digital Art	(3)
ART 167	Graphic Design I	(3)
ART 201	Life Drawing II	(3)
ART 203	Digital Imaging	(3)
ART 204	Digital Illustration	(3)
ART 207	Video Art	(3)
ART 214	Intaglio Printmaking	(3)
ART 223	Beginning Photography	(3)
ART 224	Intermediate Photography	(3)
ART 231	Beginning Sculpture	(3)
ART 232	Intermediate Sculpture	(3)
ART 235	Beginning Metalwork and Jewelry	(3)
ART 236	Intermediate Metalwork and Jewelry	(3)
ART 241	Beginning Ceramics	(3)
ART 242	Intermediate Ceramics	(3)
ART 250	Relief Printing	(3)
ART 260	Beginning Painting	(3)
ART 261	Intermediate Painting	(3)
ART 267	Graphic Design II	(3)

IV. ADDITIONAL REQUIREMENTS

A. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.

B. Fulfill the cumulative grade point average requirement: a grade point average of 2.000 in all applicable courses attempted at Kishwaukee College.

C. Resolve any incomplete grades in Kishwaukee College course work.

D. Apply for graduation in the Admissions, Registration & Records office or through KishSOS.

Associate in Fine Arts Degree Requirements (Art Education Emphasis)

To teach in Illinois public schools, teachers must be certified by the State of Illinois. To transfer as a junior into an approved baccalaureate program in art education (K-12 or 6-12), students must complete a minimum of 60 semester credits, including the general education courses specified to meet teacher certification requirements and the art courses specified below.

Students will need to fulfill the general education and teacher certification requirements of the institution to which they transfer. Admission to teacher certification programs is competitive, with most institutions requiring a minimum grade point average of 2.5 (on a 4.0 scale). Students must also pass examinations in basic skills (reading, writing, grammar, and math). Kishwaukee College students are strongly encouraged to complete a degree that is designed for transfer. Courses should be selected in consultation with an art education advisor.

A minimum of 67 credit hours are required for the Associate in Fine Arts Degree (Art Education Emphasis). With the 67 hours, the following must be completed:

I. GENERAL EDUCATION

37 CREDIT HOURS

COMMUNICATIONS – 9 CREDIT HOURS

Students whose first semester of postsecondary education is summer 1998 or later must receive grades of "C" or higher in ENG 103 and 104.

COM 100	Oral Communication	(3)
ENG 103	Composition I	(3)
■ ENG 104	Composition II	(3)

MATHEMATICS – 3 CREDIT HOURS

MAT 101	Topics in Mathematics	(3)
MAT 208	Introductory Statistics	(4)
MAT 210	Finite Mathematics	(3)
MAT 211	Calculus for Business and Social Sciences	(4)
MAT 220	Business Statistics	(4)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)

SCIENCE – 7 CREDIT HOURS

Must include a course in life sciences and a course in physical science, and a lab corresponding to one of these courses.

*Denotes approved laboratory science course.

LIFE SCIENCES – 3 TO 4 CREDIT HOURS

■ BIO 101	Environmental Biology	(3)
BIO 102*	Environmental Biology Laboratory	(1)
■ BIO 103	General Biology	(3)
BIO 105*	General Biology Laboratory	(1)
BIO 109	Human Biology	(3)
BIO 110*	Human Biology Laboratory	(1)

PHYSICAL SCIENCES – 3 TO 4 CREDIT HOURS

CHE 110	Basic Chemistry	(3)
CHE 111*	Basic Chemistry Laboratory	(1)
CHE 150	Introductory Organic Chemistry	(3)
CHE 210*	General Chemistry I	(5)
PHS 119	Introduction to Physical Science	(3)
PHS 120	Introduction to Physical Geology	(3)
PHY 150	Introductory Physics	(3)
PHY 151*	Introductory Physics Laboratory	(1)
PHY 250*	General Physics I	(4)
PHY 260*	Physics for Science and Engineering	(5)

SOCIAL SCIENCE – 9 CREDIT HOURS

ANT 120	Introduction to Anthropology	(3)
PLS 140	Introduction to American Government and Politics	(3)
■ PSY 102	Introduction to Psychology	(3)

HUMANITIES AND FINE ARTS – 9 CREDIT HOURS

3 hours from:

MUS 222	Exploring Non-Western World Culture Through Music	(3)

6 hours from:

ENG 201	British Literature: Middle Ages - 1800	(3)
ENG 202	British Literature: 1800 to Present	(3)
ENG 205	Introduction to Shakespeare	(3)
■ ENG 206	Introduction to Fiction	(3)
ENG 211	American Literature: Colonial Period to 1865	(3)
ENG 212	American Literature: 1865 to Present	(3)
ENG 216	Introduction to Poetry	(3)
ENG 217	Introduction to Drama	(3)
■ ENG 283	Images of Women	(3)
ENG 286	Literature and Film	(3)
ENG 288	American Ethnic Literature	(3)
ENG 292	Non-Western Literature in English	(3)
ENG 293	Introduction to Latin American Literature	(3)

Graduates earning the Associate in Fine Arts (Art Education Emphasis), meet the requirement for course work on improving human relations as defined in Public Act 87-581. Courses meeting this requirement are designated with a ■

II. REQUIRED ART COURSES

21 CREDIT HOURS FROM THE FOLLOWING:

ART 100	Basic Drawing	(3)
ART 101	Intermediate Drawing	(3)
ART 200	Life Drawing I	(3)
ART 211	Two Dimensional Design	(3)
ART 212	Three Dimensional Design	(3)
ART 291	History of Art I	(3)
ART 292	History of Art II	(3)

9 CREDIT HOURS FROM THE FOLLOWING:

ART 103	Intro to Digital Art	(3)
ART 167	Graphic Design I	(3)
ART 203	Digital Imaging	(3)
ART 204	Digital Illustration	(3)
ART 207	Video Art	(3)
ART 214	Intaglio Printmaking	(3)
ART 223	Beginning Photography	(3)
ART 231	Beginning Sculpture	(3)
ART 235	Beginning Metalwork and Jewelry	(3)
ART 241	Beginning Ceramics	(3)
ART 250	Relief Printing	(3)
ART 260	Beginning Painting	(3)
ART 267	Graphic Design II	(3)

III. ADDITIONAL REQUIREMENTS

A. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.

B. Fulfill the cumulative grade point average requirement: a grade point average of 2.000 in all applicable courses attempted at Kishwaukee College.

C. Resolve any incomplete grades in Kishwaukee College course work.

D. Apply for graduation in the Admissions, Registration & Records office or through KishSOS.

Applying for Graduation

Candidates for graduation must file an Application for Graduation at the beginning of their last semester or term of degree or certificate course work. Students expecting to complete requirements for more than one degree or certificate program must complete a separate Application for Graduation for each degree or certificate program. Graduation applications must be submitted by the deadline listed in the Class Schedule for the term in which the student intends to complete degree or certificate requirements.

Prior to registration for their last semester or term of course work, students should schedule an appointment with a counselor in the Counseling and Student Development Center for a review of the outstanding requirements remaining for graduation. Ultimately, it is a student's responsibility to insure that all graduation requirements are satisfied.

Students who have attended other colleges or universities must have official transcripts sent to the Admissions, Registration, and Records Office at Kishwaukee College from each school previously attended. Evaluation of records toward degree or certificate requirements cannot be completed until official transcripts from each college are on file in the Admissions, Registration, and Records Office.

Two commencement ceremonies are held in May of each year. Students who have completed degree or certificate requirements at the end of the previous fall semester or summer term will be invited to participate in one of these ceremonies.

Catalog for Graduation

Students must follow the graduation requirements of the catalog in effect at the time of entry or any catalog published there after. However, no student may graduate using the requirements of a Kishwaukee College Catalog that is more than five years old prior to the date of graduation.

Second Associate Degree

A student who has received or qualified for one associate degree from Kishwaukee College may receive a second such degree upon satisfactory completion of all graduation requirements for the second degree, including an additional 15 credit hours of 100/200 level courses in residency at Kishwaukee College. All specific course requirements for the second degree must be satisfied and at least 15 credit hours of credit not applied to meet minimum requirements for the first degree must be applicable toward the second degree.

Second Certificate

Candidates for certificates must fulfill the appropriate residency requirements for each certificate pursued. Individual certificate residency requirements, however, may be waived for students who have fulfilled requirements for a degree through Kishwaukee College.

Graduation Honors

Associate Degrees

Students must have completed at least 30 credit hours of 100 and/or 200-level Kishwaukee College coursework to qualify for graduation honors for degree programs.

In addition, a 3.25 or higher cumulative grade point average (GPA) will receive the following honors posted to their academic records upon satisfaction of all degree requirements:

Summa Cum Laude – 3.750 - 4.000
Magna Cum Laude – 3.500 - 3.749
Cum Laude – 3.250 - 3.499

In determining graduation honors for students in transfer degree programs (A.A. or A.S.), the calculation of the cumulative GPA will include 100-200 level Kishwaukee College courses.

For students completing the Associate in Fine Arts (A.F.A.), the Associate in Engineering Science (A.E.S.), or the Associate in Applied Science (A.A.S.), the program GPA (only Kishwaukee College course work used toward degree requirements) is used to determine graduation honors eligibility.

Certificates

Students must have completed a minimum of six credit hours of Kishwaukee College coursework applicable to the certificate to qualify for graduation honors for certificate programs. Students who complete requirements for a certificate from Kishwaukee College with a 3.250 or higher program GPA will be awarded the certificate with distinction. For certificate programs, the program GPA (only Kishwaukee College coursework used toward the certificate requirement) is used to determine graduation honors eligibility.

Residency Requirements

Candidates for degrees must earn in residence a minimum of 15 credit hours credit in 100 and/or 200-level course work through Kishwaukee College. The 15 credit hour residency requirement is applicable for each degree received through Kishwaukee College. For example, students receiving two degrees must earn at least 30 credit hours of credit in college-level course work through Kishwaukee College.

The following residency requirements are established for students planning to receive Certificates of Completion through Kishwaukee College.

Candidates for certificates must fulfill the appropriate residency requirements for each certificate pursued. Individual certificate residency requirements, however, may be waived for students who have fulfilled requirements for a degree through Kishwaukee College.

Hours Required for Certificate	Hours Residency Required
Less than 8	All Hours Required at Kishwaukee College
8 - 15	3
16 - 30	6
31 - 45	9
46 - 60	12
61+	15

Credit hours granted through non-traditional learning evaluation (e.g., CLEP, proficiency examination, etc.) may not be applied to meet residency requirements for graduation.
**Hours must be applicable to the certificate*

Transfer Guarantee

Kishwaukee College is committed to facilitating articulation between the College and other higher education institutions. The College states that courses approved for transfer to any state or private college or university in Illinois that has voluntarily complied with the Illinois Articulation Agreement or affords compact benefits, will be honored either as program requirements or electives. If they are not, and all provisions of the Transfer Guarantee are followed, the College will refund all tuition and fees paid for such courses within 60 days.

1. Students must complete approved course work toward an approved baccalaureate/transfer degree at Kishwaukee. Students who complete an approved baccalaureate/transfer degree at Kishwaukee as of December 1993 or after are eligible.
2. Each term, a counselor or advisor must sign the student's initial registration form and any subsequent course additions.
3. The student must earn at least a grade of "C" for the course(s) and comply with any sequencing or other special requirements.
4. The student must make a claim under this guarantee as stipulated herein within one year after completion of an approved baccalaureate/transfer degree or following an official evaluation of course work by an institution recognized by this guarantee. A claim is filed by contacting the Vice President of Student Services in writing within 60 days after learning that course credit has been declined or refused. All copies of correspondence related to the transfer credit must accompany the notice.
5. The student must cooperate fully with Kishwaukee College in its efforts to have the credit transferred or accepted by the transfer institution, and must give any necessary consents or releases regarding student records.
6. Following the completion of the 15th hour and prior to registration for additional hours, the student must identify an intended four-year transfer college or university that affords compact benefits or follows the Illinois Articulation Agreement guidelines. The 15 hours of work must be taken from general education or open electives that are applicable to an approved baccalaureate/transfer degree.

   Note: An institution may award fewer credits for the course than Kishwaukee awards; this statement applies only when the transfer institution awards no credits.

These provisions do not assure the graduate that the letter grade earned at Kishwaukee College for the course will be considered by the transfer institution for determining the grade point average, honors, or other purposes, but only that the transfer institution will grant at least elective credit.

These provisions do not apply to Kishwaukee College courses not awarded credit by a senior institution as a result of the student exceeding the four-year school's maximum number of credit hours allowed in course transfer from a community college or exceeding the maximum allowable discipline hours of the senior institution such as physical education activity courses or other similar discipline limits to credit. Developmental courses at Kishwaukee College are not included as a part of these provisions.

These provisions make no representation regarding the graduate being admitted to a four-year college or university as each determines its own admission criteria.

The College's liability is limited to the compensation stated herein.

Guiding Principles for Assessment of Student Learning Outcomes

Kishwaukee College is committed not only to providing excellent, innovative, and affordable educational opportunities to our students, but also to measuring our success in providing those opportunities. To that end, the College endeavors to develop student outcome measures that are in line with the following basic principles:

- We affirm the importance of developing student learning outcomes that are derived from our mission statement: At Kishwaukee College, we are passionate about enhancing lives and fulfilling dreams. We provide excellent, innovative, and affordable education in a welcoming environment to learners who can benefit from diverse programs and services.
- We maintain that the outcomes developed should be applicable to all of the different constituencies of learners we serve, including those in transfer programs, those in career technology programs, adult education programs, developmental courses, and continuing education.
- We believe in the importance of measuring outcomes in both curricular programs and co-curricular programs and services such as athletics and student organizations.
- We affirm the importance of measuring outcomes at all levels (college level, program level, course level) and recognize that different measuring instruments may be appropriate at different levels.
- We maintain that the importance of outcomes measures is to be found in their invaluable role in the continuous improvement of the educational opportunities we offer at all levels.
- We believe that developing, measuring, and using student learning outcomes is a dynamic process, one that should be a regular part of what we do both in planning and delivering educational opportunities and demonstrating our accountability to our learners, our community, and our accreditors.

Institutional-Level Student Learning Outcomes

Kishwaukee College is "passionate about enhancing lives and fulfilling dreams" for all learners who pass through our doors. To that end, we aim to enhance learners' lives by guiding them in the development of a set of four core competences that will enable them to fulfill their educational goals.

Critical competence: Learners will be able to understand, apply, and analyze concepts. Learners will develop the ability to organize their thinking about concepts according to the dictates of sound reasoning, as appropriate. Learners will demonstrate the capacity to formulate appropriate conclusions based on their reasoning.

Creative competence: Learners will exhibit the ability to recognize connections and transfer concepts between areas, as appropriate. Learners will demonstrate the ability to synthesize concepts and ideas. Learners will use innovative thinking and explore multiple perspectives in formulating solutions to problems encountered in different aspects of their experience.

Communicative competence: Learners will be able to formulate a central message and share it with others. Learners will demonstrate the ability to support that central message and present their discourse according to sound organizational principles. Learners will exhibit an appropriate command of the elements necessary for communicating that central message to others.

Cultural competence: Learners will demonstrate awareness of their own culture and how it relates to other cultures. Learners' interactions with individuals from diverse cultures will be informed by their ability to empathize with those individuals. Learners will develop an attitude of curiosity toward their own and other cultures, as well as openness toward other cultures.

Individual programs and courses will assess students using a variety of measures. Some include interviews, capstone experiences, course embedded measures, performance demonstrations, and portfolios.

Recommended Courses for Certain Transfer Degree Disciplines

Attention Transfer Students:

The recommended courses listed should be reviewed with a counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the A.A. or A.S. degree must be satisfied.

ACCOUNTING

Advisement Code No. 122

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Accounting/Business Core Courses

ACC 121	Financial Accounting	(4)
ACC 122	Managerial Accounting	(4)
BUS 256	Business Law	(3)

Computer Information Systems

CIS 123	Management Information Systems	(3)

Mathematics

MAT 211	Calculus for Business/Social Sciences	(4)
MAT 220	Business Statistics	(4)

Office Systems

OS 133	Spreadsheets/Excel	(3)

Social Sciences

ECO 260	Principles of Macroeconomics	(3)
ECO 261	Principles of Microeconomics	(3)
PSY 102	Introduction to Psychology	(3)

Other general education or major courses specific to the transfer institution.

AGRICULTURE

Advisement Code No. 101

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Career Technologies Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

A four semester course planner is available from the Career Technologies Division office for your assistance.

Recommended Courses:

Agriculture Core Courses

AGT 100	Orientation to Agricultural Careers	(1)
AGT 140	Introduction to Animal Science	(4)
AGT 160	Introduction to Agricultural Economics	(4)
AGT 170	Introduction to Agricultural Mechanization	(3)
AGT 210	Introduction to Crop Science	(4)
AGT 215	Introduction to Soils and Fertilizers	(4)

Not all courses may be required for all agricultural specialization areas. Check with the transfer institution for specific program requirements.

Science

BIO 103	General Biology	(3)
BIO 105	General Biology Laboratory	(1)
CHE 210	General Chemistry I	(5)

Additional courses may be required for certain agricultural specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 210	Finite Mathematics	(3)

Social Sciences

ECO 260	Principles of Macroeconomics	(3)

Other general education or major courses specific to the transfer institution.

AVIATION

Advisement Code No. 117

Check with the four-year college or university you plan to transfer to for specific course transferability and school/major specific requirements. For a listing of the complete A.A. degree requirements, see the Career Technologies Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.A. degree must be satisfied. A four semester course planner is available from the Career Technologies Division office for your assistance.

Recommended Courses:

Aviation Core Courses

AVF 101	Primary Flight Theory	(4)
AVF 108	Visual Aircraft Recognition	(1)
AVF 111	Aircraft Systems	(4)
AVF 115	Meteorology	(3)
AVF 116	Flight Simulation Training	(1)
AVF 121	Human Factors for Aviators	(4)
AVF 201	Instrument Flight Theory	(4)
AVF 211	Commercial Flight Theory	(4)
AVF 299	Aviation Flight Internship	(3)

Pilot Courses

AVF 102	Primary Flight I	(3)
AVF 110	Primary Flight II	(3)

BIOLOGICAL SCIENCES

Advisement Code No. 103

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Biology Core Courses

BIO 201	Cellular Biology	(4)
BIO 202	Organismal Biology	(4)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Science

CHE 210	General Chemistry I	(5)
CHE 211	General Chemistry II	(5)
CHE 270	Organic Chemistry I	(3)
CHE 271	Organic Chemistry II	(3)
CHE 272	Organic Chemistry Lab I	(2)
CHE 273	Organic Chemistry Lab II	(2)
PHY 250	General Physics I and	(4)
PHY 251	General Physics II **OR**	(4)
PHY 260	Physics for Science & Engineering I **AND**	(5)
PHY 261	Physics for Science & Engineering II	(5)

Additional courses may be required for certain agricultural specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 155	Trigonometry	(3)

Social Sciences

ECO 260	Principles of Macroeconomics	(3)

Other general education or major courses specific to the transfer institution.

BUSINESS

Advisement Code No. 104

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Business/Accounting Core Courses

ACC 121	Financial Accounting	(4)
ACC 122	Managerial Accounting	(4)
BUS 101	Introduction to Business	(3)
BUS 256	Business Law	(3)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Computer Information Systems

CIS 123	Management Information Systems	(3)

Mathematics

MAT 211	Calculus for Business/Social Sciences **OR**	(4)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 220	Business Statistics	(4)

Office Systems

OS 133	Spreadsheets/Excel	(3)

Social Sciences

ECO 260	Principles of Macroeconomics	(3)
ECO 261	Principles of Microeconomics	(3)
PSY 102	Introduction to Psychology	(3)

Other general education or major courses specific to the transfer institution.

CHEMISTRY

Advisement Code No. 119

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Chemistry Core Courses

CHE 210	General Chemistry I	(5)
CHE 211	General Chemistry II	(5)
CHE 270	Organic Chemistry I	(3)
CHE 271	Organic Chemistry II	(3)
CHE 272	Organic Chemistry Laboratory I	(2)
CHE 273	Organic Chemistry Laboratory II	(2)

Not all courses may be required for all specialization areas. Additional courses may be required for certain specialization areas. Check with the transfer institution for specific program requirements.

Science

PHY 250	General Physics I and	(4)
PHY 251	General Physics II **OR**	(4)
PHY 260	Physics for Science & Engineering I **AND**	(5)
PHY 261	Physics for Science & Engineering II	(5)

Additional courses may be required for certain specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)
MAT 260	Differential Equations	(3)

Other general education or major courses specific to the transfer institution.

COMPUTER SCIENCE

Advisement Code No. 123

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Career Technologies Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer.All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

A four semester course planner is available from the Career Technologies Division office for your assistance.

Recommended Courses:

Mathematics

MAT 210	Finite Mathematics **AND**	(3)
MAT 211	Calculus for Business and Social Sciences **OR**	(4)
MAT 229	Calculus and Analytic Geometry I **AND**	(5)
MAT 230	Calculus and Analytic Geometry II **AND**	(5)
MAT 231	Calculus and Analytic Geometry II	(5)
MAT 220	Business Statistics	(4)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Computer Information Systems

CIS 123	Management Information Systems	(3)
CIS 150	C++ Programming I	(3)
CIS 250	C++ Programming II	(3)

Social Sciences

ECO 260	Principles of Macroeconomics	(3)
ECO 261	Principles of Microeconomics	(3)

Accounting

ACC 121	Financial Accounting	(4)
ACC 122	Managerial Accounting	(4)

Not required for all specialization areas. Check with the transfer institution for specific program requirements.

Other general education or major courses specific to the transfer institution.

CRIMINAL JUSTICE/CRIMINOLOGY

Advisement Code No. 147

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Career Technologies Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

A four semester course planner is available from the Career Technologies Division office for your assistance.

Recommended Courses:

Criminal Justice

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 107	Criminal Law I	(3)
CRJ 209	Juvenile Delinquency/Juvenile Justice	(3)
CRJ 211	Introduction to Corrections	(3)
CRJ 221	Constitutional Law for Police	(3)
CRJ 230	Ethics for Criminal Justice	(3)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 208	Introductory Statistics	(4)
MAT 210	Finite Mathematics	(3)

Social Sciences

PLS 140	Introduction to American Government and Politics **OR**	(3)
PLS 240	State and Local Government	(3)
PSY 102	Introduction to Psychology	(3)
SOC 170	Introduction to Sociology	(3)
SOC 283	Social Problems	(3)
SOC 288	Criminology	(3)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Other general education or major courses specific to the transfer institution.

ELEMENTARY EDUCATION

Advisement Code No. 142

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Health, Education Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Elementary Education Core Courses

EDU 107	Introduction to Special Education	(3)
EDU 201	Introduction to Education	(3)
EDU 282	Clinical Experiences in Education	(1)
EDU 285	Intro to Technology in EDU	(3)

**It is recommended that students complete the ACT plus writing with a score of 22 or above. This score cannot be older than 5 years old, OR it is recommended that the student complete the TAP test. The results of either test must be submitted to the four-year school before admittance into the College of Education. Check with transfer institution for specific program requirements.

Humanities and Social Sciences

PSY 102	Introduction to Psychology	(3)
PSY 210	Educational Psychology	(3)
PSY 225	Psychology of Childhood/Adolescence	(1)
ART 283	Art in the Elementary School	(3)
MUS 209	Music for the Elementary School	(3)
PE 250	Physical Education for Children	(3)

Choose two of the three (ART 283, MUS 209, PE 250). Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 201	Mathematics for Elementary Teachers I	(3)
MAT 202	Mathematics for Elementary Teachers II	(3)

Other general education or major courses specific to the transfer institution.

SECONDARY EDUCATION

Advisement Code No. 143

Students intending to teach a subject at the secondary level should have the same course work as if they were majoring in that subject, plus the following courses:

Recommended Courses:

Elementary Education Core Courses

EDU 107	Introduction to Special Education	(3)
EDU 201	Introduction to Education	(3)
EDU 282	Clinical Experiences in Education	(1)
EDU 285	Intro to Technology in EDU	(3)
HIS 220	United States History to 1877	(3)
HIS 222	United States History Since 1877	(3)
HLT 201	Human Nutrition **OR**	
HLT 206	Contemporary Health Concepts	(3)
ENG 292	Non-Western Literature in English **OR**	(3)
MUS 222	Exploring Non-Western World Culture Through Music **OR**	(3)
PLS 140	Introduction to American Government and Politics	(3)
PSY 102	Introduction to Psychology	(3)

SPECIAL EDUCATION

Advisement Code No. 144

Some of the courses recommended for elementary education majors should be completed by special education majors, depending on the specific type of teacher certification to be pursued and the college to be attended after Kishwaukee College. Students interested in special education emphases should meet with a counselor or advisor to assist in the selection of recommended course work.

TEACHER AIDE CERTIFICATION

Kishwaukee College does not offer an actual teacher aide certificate, but certification in Illinois as a teacher's aide is possible based on completion of college-level course work. For Illinois teacher aide certification, a total of sixty (60) credit hours of college credit must be successfully completed effective for those hired in 2006. It is strongly recommended that students select course work from general education courses as well as course offerings recommended for education majors. Students pursuing teacher aide certification are encouraged to meet with a counselor or advisor to assist in course selection.

ENGINEERING

Advisement Code No. 116

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Engineering Core Courses

EGR 270	Statics	(3)
EGR 272	Dynamics	(3)
EGR 280	Mechanics of Material	(3)

Additional courses may be required for certain specialization areas. Check with the transfer institution for specific program requirements.

Science

CHE 210	General Chemistry I	(5)
CHE 211	General Chemistry II	(5)
CIS 150	C++ Programming I	(3)
CIS 250	C++ Programming II	(3)
EGR 177	Engineering Design Graphics	(4)
EGR 290	Circuit Analysis	(3)
PHY 260	Physics for Science & Engineering I **AND**	(5)
PHY 261	Physics for Science & Engineering II	(5)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)
MAT 260	Differential Equations	(3)

Other general education or major courses specific to the transfer institution.

INDUSTRIAL TECHNOLOGY

Advisement Code No. 107

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Career Technologies Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

A four semester course planner is available from the Career Technologies Division office for your assistance.

Recommended Courses:

Science

CHE 110	Basic Chemistry AND	(3)
CHE 111	Basic Chemistry Laboratory **OR**	(1)
CHE 210	General Chemistry I	(5)
PHY 150	Introductory Physics **AND**	(3)
PHY 151	Introductory Physics Laboratory **OR**	(1)
PHY 250	General Physics I	(4)

Mathematics

MAT 155	Trigonometry	(3)
MAT 210	Finite Mathematics	(3)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Technology

CAD 151	Fundamentals 2-D CAD-AutoCAD	(3)
CIS 101	Introduction to Computers	(3)
CIS 150	C++ Programming I	(3)
MT 215	Manufacturing Processes I	(2)
MT 216	Fabrication Practices	(2)
MT 261	Manufacturing Processes II	(4)

Not required for all specialization areas. Check with the transfer institution for specific program requirements.

Other general education or major courses specific to the transfer institution.

MATHEMATICS

Advisement Code No. 110

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Mathematics Core Courses

MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)
MAT 260	Differential Equations	(3)

Additional courses may be required for certain specialization areas. Check with the transfer institution for specific program requirements.

Science

BIO 103	General Biology I and	(3)
BIO 105	General Biology Lab **OR**	(1)
CHE 210	General Chemistry I	(5)
CHE 211	General Chemistry II **OR**	(5)
PHY 250	General Physics I and	(4)
PHY 251	General Physics II **OR**	(4)
PHY 260	Physics for Science & Engineering I **AND**	(5)
PHY 261	Physics for Science & Engineering II	(5)

Not required for all specialization areas. Check with the transfer institution for specific program requirements.

Other general education or major courses specific to the transfer institution.

PHYSICS

Advisement Code No. 133

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Math, Science, Business Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

Recommended Courses:

Physics Core Courses

PHY 260	Physics for Science & Engineering I **AND**	(5)
PHY 261	Physics for Science & Engineering II	(5)

Additional courses may be required for certain specialization areas. Check with the transfer institution for specific program requirements.

Science

CHE 210	General Chemistry I	(5)
CHE 211	General Chemistry II	(5)
EGR 270	Statics	(3)
EGR 272	Dynamics	(3)
EGR 280	Mechanics of Material	(3)

Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

Mathematics

MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(5)
MAT 231	Calculus and Analytic Geometry III	(5)
MAT 260	Differential Equations	(3)

Social Sciences

ECO 260	Principles of Macroeconomics	(3)

Other general education or major courses specific to the transfer institution.

PRE-VETERINARY

Advisement Code No. 137

Check with the four-year college or university you plan to transfer to for specific course transferability and school requirements.

For a listing of the complete A.S. degree requirements, see the Career Technologies Division office or the Kishwaukee College catalog. The recommended courses listed should be reviewed with a faculty advisor/counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor degree requirements of the four-year institution to which the student will transfer. All graduation and degree requirements for the Kishwaukee College A.S. degree must be satisfied.

A four semester course planner is available from the Career Technologies Division office for your assistance.

Recommended Courses:

Agriculture Core Courses

AGT 100	Orientation to Agricultural Careers	(1)
AGT 140	Introduction to Animal Science	(4)

Science

BIO 201	Cellular Biology	(4)
BIO 205	Organismal Diversity	(4)
CHE 210	General Chemistry I	(5)
CHE 211	General Chemistry II	(5)
PHY 250	General Physics I	(4)
PHY 251	General Physics II	(4)

Mathematics

MAT 155	Trigonometry	(3)
MAT 208	Introductory Statistics	(4)
MAT 211	Calculus for Business and Social Sciences	(4)

Other general education or major courses specific to the transfer institution.

Career/Occupational Programs

The career/occupational programs have been developed for those students who wish to complete a college program which will prepare them to enter business, technical, professional employment at a level of competence requiring more than a high school education but less than a four-year college degree. Some A.A.S. degrees will transfer into a Capstone Program at a four-year university. Specific information is available in division dean offices.

External Internships or Clinical Experiences are required for many Career/Occupational Programs. External Internships are strongly recommended for students in the Career/Occupational Programs that do not explicitly require internship experiences. Internships and Clinical Experiences provide students with opportunities for career exploration, work experience in their program and the ability to gain marketable on-the-job skills in their chosen field. Kishwaukee College will provide the initial connection and the contact information for local businesses, agencies, and industries to students to assist in planning and preparing for an internship or clinical experience. Students interested in an internship should contact their academic advisor.

Automated Engineering Tech

Automated Engineering Tech (A.A.S.)
CNC Production Technician (Certificate)
Automated Industrial Tech (Certificate)
Certified Production Tech (Certificate)
Precision Machining Apprentice (Certificate)

Automotive

Automotive Technology (A.A.S.)
Collision Repair Technology (A.A.S)
Basic Automotive Technology (Certificate)
Advanced Automotive Technology (Certificate)
Collision Repair (Certificate)

Aviation Flight

Private Pilot Training (Certificate)

Computer-Aided Design Technology

Computer-Aided Architectural Design (A.A.S.)
Computer-Aided Mechanical Design (A.A.S.)
Computer-Aided Architectural Drafting (Certificate)
Computer-Aided Mechanical Drafting (Certificate)

Computer Information Systems

Computer Information Systems (A.A.S.)
Networking and Systems Administration (A.A.S.)
Computer Programming (Certificate)
Microcomputer Applications (Certificate)
Web Development (Certificate)
PC Technician (Certificate)
Network Administration (Certificate)
Cisco Networking (Certificate)

Criminal Justice

Criminal Justice - General (A.A.S.)
Criminal Justice - Forensic Tech (A.A.S.)
Crime Scene Processing (Certificate)
Criminal Investigations (Certificate)
Criminal Justice Management (Certificate)
Law for Policing (Certificate)
Social Role of Law Enforcement (Certificate)
Traffic Investigations (Certificate)

Diesel Power Technology

Diesel Power Technology (A.A.S.)
Diesel Power/Equipment Repair (Certificate)

Early Childhood Education

Early Childhood Education (A.A.S.)

Education

Paraprofessional Educator (A.A.S.)

Electronics

Electronics and Computer Technology (A.A.S.)
Alternative Energy Technology (Certificate)
Industrial Electricity (Certificate)
Industrial Electronics/A+ Preparation and Controls (Certificate)

Emergency Medical Services

Paramedic (A.A.S.)
Paramedic Certificate
EMT (Certificate)

Esthetics

Esthetics (Certificate)

Horticulture

Ornamental Horticulture/Floral Design (A.A.S.)
Ornamental Horticulture/General (A.A.S.)
Ornamental Horticulture/Greenhouse (A.A.S.)
Ornamental Horticulture/Landscape Design & Construction (A.A.S.)
Ornamental Horticulture/Nursery Management (A.A.S.)
Ornamental Horticulture/Sports Turf Management (A.A.S.)
Floral Horticulture (Certificate)
Garden Center Operations (Certificate)
Greenhouse Production (Certificate)
Horticulture Mechanics Technology (Certificate)
Landscape Design and Plant Identification (Certificate)
Nursery Management (Certificate)
Sustainable Horticulture (Certificate)
Turf Management (Certificate)

Marketing and Management

Marketing and Management (A.A.S.)
Retailing (Certificate)

Nursing

Nursing (A.A.S.)
Registered Nursing (A.A.S.)
Practical Nursing (Certificate)
Basic Nurse Assisting (Certificate)

Office Systems

Office Systems (A.A.S.)
Administrative Assistant (Certificate)
Application Specialist (Certificate)
Medical Billing and Coding (Certificate)

Radiology

Radiologic Technology (A.A.S.)

Therapeutic Massage

Therapeutic Massage (Certificate)

Welding

Basic Welding Technology (Certificate)

PATHWAYS TO COLLEGE & CAREER READINESS

Career Clusters™

The framework of Career Clusters, Career Pathways, and Programs of Study organizes educational preparation and occupational choices into a unified concept. By combining rigorous academics with career and technical education, students have a clear path to their future.

Agriculture, Food & Natural Resources

Career Pathway	Program of Study	Dept.		Kishwaukee College Program
Plant Systems	Floriculture/Floristry Operations	HOR	227	Floral Horticulture
Plant Systems	Greenhouse Operations & Management	HOR	241	Greenhouse/Garden Center
Plant Systems	Horticulture Service Operations & Management General	HOR	438	Horticulture Mechanics Technology
Plant Systems	Horticulture Service Operations & Management General	HOR	402	Ornamental Horticulture/Greenhouse
Plant Systems	Landscape Operations & Management	HOR	238	Landscape Design & Plant ID
Plant Systems	Landscape Operations & Management	HOR	404	Ornmntl Hort/Lndscp Dsgn/Constrction
Plant Systems	Landscape Operations & Management	HOR	290	Sustainable Horticulture
Plant Systems	Nursery Operations & Management	HOR	240	Garden Center Operations
Plant Systems	Nursery Operations & Management	HOR	471	Nursery Management
Plant Systems	Ornamental Horticulture, Operations & Management	HOR	403	Ornamental Hort/Floral Design
Plant Systems	Ornamental Horticulture, Operations & Management	HOR	407	Ornamental Hort/Nursery Management
Plant Systems	Ornamental Horticulture, Operations & Management	HOR	405	Ornamental Hort/Sports Turf Mgmt
Plant Systems	Ornamental Horticulture, Operations & Management	HOR	401	Ornamental Horticulture/General
Plant Systems	Turf Management	HOR	239	Turf Management
Power Structural & Technical Systems	Agricultural Power Machinery Operation	DPT	429	Diesel Power/Equipment Repair

Architecture & Construction

Career Pathway	Program of Study	Dept.		Kishwaukee College Program
Construction	Building & Property Maintenance	MT	283	Automated Industrial Tech
Construction	Electrician	ELE	435	Industrial Electricity
Construction	Energy Management & Systems Technology	ELE	295	Alternative Energy Technology
Design/Pre-Construction	CAD/CADD Drafting and/or Design Tech	CAD	414	Computer-Aid Architectural Drafting
Design/Pre-Construction	CAD/CADD Drafting and/or Design Tech	CAD	412	Computer-Aided Architectural Design
Design/Pre-Construction	CAD/CADD Drafting and/or Design Tech	CAD	413	Computer-Aided Mechanical Design
Design/Pre-Construction	Mechanical Drafting and Mechanical Design	CAD	415	Computer-Aided Mechanical Drafting

Business Management & Administration

Career Pathway	Program of Study	Dept.		Kishwaukee College Program
Administrative Support	Administrative Assistant/Secretarial Science, General	OS	406	Office Systems
Administrative Support	Data Entry/Microcomputer Applications	OS	445	Application Specialist
Administrative Support	Data Entry/Microcomputer Applications	CIS	452	Microcomputer Applications
Administrative Support	General Office/Clerical & Typing Services	OS	213	Administrative Assistant
General Management	Business Administration & Management, General	MM	218	Marketing And Management

Education & Training

Career Pathway	Program of Study	Dept.		Kishwaukee College Program
Teaching/Training	Teacher Assistant/Aide	EDUC	485	Paraprofessional Educator

Health Science

Career Pathway	Program of Study	Dept.		Kishwaukee College Program
Diagnostics Services	Emergency Medical Technology/Technician	EMS	456	Paramedic
Diagnostics Services	Emergency Medical Technology/Technician	EMS	457	Paramedic Certificate
Diagnostics Services	Radiologic Technology	RA	222	Radiologic Technology
Health Informatics	Medical Insurance Coding Specialist	OS	274	Medical Billing and Coding
Therapeutic Services	Emergency Care Attendant	EMS	458	EMT
Therapeutic Services	Nursing	NUR	310	Basic Nurse Assisting
Therapeutic Services	Nursing	NUR	258	Nursing
Therapeutic Services	Nursing	NUR	216	Practical Nursing
Therapeutic Services	Nursing	NUR	366	Registered Nursing
Therapeutic Services	Therapeutic Massage	TPM	444	Therapeutic Massage

The Career Clusters™ logo and its extensions are the property of the National Career Technical Education Foundation, as managed by NASDCTEc. In total, there are 16 Career Clusters in the National Career Clusters™ Framework, representing more than 79 Career Pathways to help students navigate their way to greater success in college and career.

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS

Human Services

Career Pathway	Program of Study	Dept.	Kishwaukee College Program
Early Childhood Development & Services	Child Care Provider/Assistant	ECE 259	Early Childhood Education
Personal Care Services	Esthetician and Skin Care Specialist	EST 450	Esthetics

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS

Information Technology

Career Pathway	Program of Study	Dept.	Kishwaukee College Program
Information Support & Services	Information Technology	CIS 437	Computer Information Systems
Information Support & Services	Network & System Administrator	CIS 467	Network Administration
Information Support & Services	Network & System Administrator	CIS 460	Networking & Systems Administration
Network Systems	Computer Systems Network & Telecommunications	CIS 468	Cisco Networking
Programming & Software Development	Computer Programming	CIS 451	Computer Programming
Web & Digital Communications	Web/Multimedia Management & Webmaster	CIS 454	Web Development

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS

Law, Public Safety, Corrections & Security

Career Pathway	Program of Study	Dept.	Kishwaukee College Program
Law Enforcement Services	Criminal Justice/Safety Studies	CRJ 214	Criminal Investigations
Law Enforcement Services	Criminal Justice/Safety Studies	CRJ 228	Criminal Justice General
Law Enforcement Services	Criminal Justice/Safety Studies	CRJ 223	Criminal Justice Management
Law Enforcement Services	Criminal Justice/Safety Studies	CRJ 217	Law For Policing
Law Enforcement Services	Criminal Justice/Safety Studies	CRJ 224	Social Aspects of CRJ
Law Enforcement Services	Criminal Justice/Safety Studies	CRJ 208	Traffic Investigations
Law Enforcement Services	Forensic Technology/Technician	CRJ 218	Crime Scene Processing
Law Enforcement Services	Forensic Technology/Technician	CRJ 350	Criminal Justice-Forensic Tech

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS

Manufacturing

Career Pathway	Program of Study	Dept.	Kishwaukee College Program
Maintenance, Installation & Repair	Computer Installer & Repair Technology/Technician	CIS 466	PC Technician
Maintenance, Installation & Repair	Electrical, Electronic & Com Eng Tech	ELE 434	Electronics and Computer Technology
Maintenance, Installation & Repair	Electrical, Electronic & Com Eng Tech	ELE 439	Indstrl Electronics/A+ Prep/Controls
Maintenance, Installation & Repair	Manufacturing Technology/Technician	MT 289	Automated Engineering Tech
Maintenance, Installation & Repair	Manufacturing Technology/Technician	MT 422	CNC Production Technician
Maintenance, Installation & Repair	Manufacturing Technology/Technician	MT 242	Certified Production Tech
Production	Tool & Die Technology/Technician	MT 233	Precision Machining Apprentice
Production	Welding Technology/Welder	WT 252	Basic Welding Technology

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS

Marketing

Career Pathway	Program of Study	Dept.	Kishwaukee College Program
Professional Sales	Retailing & Retail Operations	MM 293	Retailing

CareerClusters™ PATHWAYS TO COLLEGE & CAREER READINESS

Transportation, Distribution & Logistics

Career Pathway	Program of Study	Dept.	Kishwaukee College Program
Facility & Mobile Equipment Maintenance	Autobody/Collision Repair Technology/Technician	AMT 417	Advanced Automotive Technology
Facility & Mobile Equipment Maintenance	Autobody/Collision Repair Technology/Technician	AMT 230	Automotive Technology
Facility & Mobile Equipment Maintenance	Autobody/Collision Repair Technology/Technician	AMT 416	Basic Automotive Technology
Facility & Mobile Equipment Maintenance	Autobody/Collision Repair Technology/Technician	CRT 255	Collision Repair
Facility & Mobile Equipment Maintenance	Autobody/Collision Repair Technology/Technician	CRT 270	Collision Repair Technology
Facility & Mobile Equipment Maintenance	Diesel Engine Mechanic & Repair	DPT 426	Diesel Power Technology
Transportation Operations	Aircraft Pilot & Navigator	AVF 481	Private Pilot Training

Graduation Requirements for A.A.S. and Certificates

Associate in Applied Science (A.A.S.) Degree Requirements

1. Complete specific course and program requirements for A.A.S. degree as outlined in the Career/Occupational Programs section of this catalog. Each curriculum identifies the specific course requirements needed to complete an A.A.S. degree.
2. Meet the residency requirement: a minimum of 15 credit hours in 100/200 level Kishwaukee College course work applicable to the degree, for each degree earned.
3. Fulfill the grade point average requirement:
   - an overall 2.000 GPA in all Kishwaukee College required and elective course work applicable to the specific degree program requirement.
4. Resolve any incomplete grades in Kishwaukee College course work applicable to the degree.
5. Apply for graduation in the Admissions, Registration & Records office.

Certificate of Completion Requirements

1. Complete specific course and program graduation requirements for the Certificate of Completion as outlined in the Career/Occupational programs section of this catalog. Each curriculum identifies the specific course requirements needed to complete a Certificate of Completion.
2. Meet the College's academic residency requirement as outlined in the chart above.
3. Achieve an overall 2.000 GPA in all Kishwaukee College required and elective course work applicable to the Certificate program requirements.

Hours Required for Certificate	Hours Residency Required
Less than 8	All Hours Required at Kishwaukee College
8 - 15	3
16 - 30	6
31 - 45	9
46 - 60	12
61+	15

**Hours must be applicable to the certificate*

4. Resolve any incomplete grades in Kishwaukee College course work applicable to the certificate.
5. Apply for graduation in the Admissions, Registration & Records office.

Course Substitutions/Waivers A.A.S. and Certificate of Completion

In the Associate in Applied Science or Certificate of Completion programs, course substitutions or waivers may be appropriate depending on the student's academic background, work experience, goals, and career plans. Students should discuss their programs with the faculty advisor in their program area. The faculty advisor may tentatively approve and recommend program changes.

Final approval of course substitutions and/or waivers rests with the faculty advisor's appropriate academic dean and the director of Admissions, Registration & Records.

Any substitutions and/or waivers must be documented in writing by the faculty advisor, approved in writing by the appropriate dean, and forwarded to the Admissions, Registration & Records office.

Applying for Graduation

Candidates for graduation must file an Application for Graduation at the beginning of their last semester or term of degree or certificate course work. Students expecting to complete requirements for more than one degree or certificate program must complete a separate Application for Graduation for each degree or certificate program. Graduation applications must be submitted by the deadline listed in the Class Schedule for the term in which the student intends to complete degree or certificate requirements.

Prior to registration for their last semester or term of course work, students should schedule an appointment with a counselor in the Counseling and Student Development Center for a review of the outstanding requirements remaining for graduation. Ultimately, it is a student's responsibility to insure that all graduation requirements are satisfied.

Students who have attended other colleges or universities must have official transcripts sent to the Admissions, Registration & Records Office at Kishwaukee College from each school previously attended. Evaluation of records toward degree or certificate requirements cannot be completed until official transcripts from each college are on file in the Admissions, Registration & Records Office.

One Commencement Ceremony is held in May of each year. Students who have completed degree or certificate requirements at the end of the previous fall semester or summer term will be invited to participate in the ceremony.

Catalog for Graduation

Students must follow the graduation requirements of the catalog in effect at the time of entry or any catalog published thereafter. However, no student may graduate using the requirements of a Kishwaukee College Catalog that is more than five years old prior to the date of graduation.

Students Pursuing the Associate in Applied Science Degree or the Certificate of Completion

Students may fulfill the graduation requirements of the catalog in effect at the time of their initial enrollment in career credit courses at Kishwaukee College, provided at least one course successfully completed is applicable towards the student's degree or certificate.

In the event of curricular changes or time limitations in program approval by the Illinois Community College Board, adjustments may be made to a student's degree program or certificate program. The student may be required to satisfy requirements listed under the current catalog. Every effort will be made to apply course work completed toward current certificate/degree requirements. Course substitutions for applied degree or certificate of completion will be recommended by the appropriate faculty, approved by the instructional dean, and submitted to the Admissions, Registration & Records office in writing.

Second Associate Degree

A student who has received or qualified for one associate degree from Kishwaukee College may receive a second such degree upon satisfactory completion of all graduation requirements for the second degree, including an additional 15 credit hours of 100/200 level courses in residency at Kishwaukee College. All specific course requirements for the second degree must be satisfied and at least 15 credit hours of credit not applied to meet minimum requirements for the first degree must be applicable toward the second degree.

Graduation Honors

Associate Degrees

Students must have completed at least 30 credit hours of 100 and/or 200-level Kishwaukee College coursework to qualify for graduation honors for degree programs.

In addition, a 3.25 or higher cumulative grade point average (GPA) will receive the following honors posted to their academic records upon satisfaction of all degree requirements:

Summa Cum Laude – 3.75 - 4.000

Magna Cum Laude – 3.500 - 3.749

Cum Laude – 3.250 - 3.499

For students completing the Associate in Applied Science (A.A.S.), the program GPA (only Kishwaukee College course work used toward degree requirements) is used to determine graduation honors eligibility.

Certificates

Students who complete requirements for a certificate from Kishwaukee College with a 3.250 or higher program GPA will be awarded the certificate with distinction. For certificate programs, the program GPA (only Kishwaukee College course work used toward the certificate requirements) is used to determine graduation honors eligibility.

Second Certificate

Candidates for certificates must fulfill the appropriate residency requirements for each certificate pursued. Individual certificate residency requirements, however, may be waived for students who have fulfilled requirements for a degree through Kishwaukee College.

Residency Requirements

Candidates for degrees must earn in residence a minimum of 15 credit hours in 100 and/or 200-level course work applicable to the degree, through Kishwaukee College. The 15 credit hour residency requirement is applicable for each degree received through Kishwaukee College. For example, students receiving two degrees must earn at least 30 credit hours in college-level course work through Kishwaukee College.

The residency requirements are established for students planning to receive Certificates of Completion through Kishwaukee College.

Candidates for certificates must fulfill the appropriate residency requirements for each certificate pursued. Individual certificate residency requirements, however, may be waived for students who have fulfilled requirements for a degree through Kishwaukee College.

Hours Required for Certificate	Hours Residency Required
Less than 8	All Hours Required at Kishwaukee College
8 - 15	3
16 - 30	6
31 - 45	9
46 - 60	12
61+	15

**Hours must be applicable to the certificate*

Credit hours granted through non-traditional learning evaluation (e.g., CLEP, proficiency examination, etc.) may not be applied to meet residency requirements for graduation.

AUTOMATED ENGINEERING TECH

DEGREE (A.A.S.)

Automated Engineering Tech
Curriculum No. 289 Credit hours required: 60

CERTIFICATES

CNC Production Technician
Curriculum No. 422 Credit hours required: 48

Automated Industrial Tech
Curriculum No. 283 Credit hours required: 28

Certified Production Tech
Curriculum No. 242 Credit hours required: 16

Precision Machining Apprentice
Curriculum No. 233 Credit hours required: 31

The programs available in Automated Engineering Tech are intended to train students for entry-level industrial employment as production engineering professionals, computer numerical control (CNC) operators, tool designers, or precision machining operators. Students can select electives in the 60 credit hour degree program, in conjunction with an AET faculty advisor, to further specialize in their areas of interest.

Automated Engineering Tech – Degree

Curriculum No. 289

This degree program is designed to prepare students for employment in industry as entry-level tool makers, tool designers, mechanical drafters, or production engineering aides, with an emphasis on computer numerical control. Requires 60 credit hours.

Fall Semester - First Year

MAT 150	College Algebra	(4)
MT 101	Print Reading for Industry	(2)
MT 102	Metrology	(2)
MT 104	Intro to Manufacturing & Safety	(4)
MT 108	Intro to Mfg Maintenance	(2)
MT 215	Manufacturing Processes I	(2)
		(16)

Spring Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
MAT 155	Trigonometry	(3)
MT 261	Manufacturing Processes II	(4)
MT 290	Intro Computer Numerical Control	(4)
		(15)

Fall Semester - Second Year

CAD 171	Fundamentals of CAD-SolidWorks	(3)
MT 264	Fixture Design	(4)
MT 294	Advanced Computer Numerical Control	(4)
PHY 150	Introductory Physics	(3)
PHY 151	Introductory Physics Lab	(1)
		(15)

Spring Semester - Second Year

ENG 103	Composition I	(3)
MT 216	Fabrication Practices	(2)
MT 283	Automated Engineer Tech Intern	(3)
COM 100	Oral Communications **OR**	
COM 201	Small Group Communications **OR**	
OS 246	Business Communications	(3)
General Eduation Elective		(3)
		(14)

CNC Production Technician - Certificate

Curriculum No. 422

This certificate program is a combination of computer-aided drafting and computer numerical control. Students will use AutoCAD, a standard design and drafting package, to develop drawings. These drawings are then post-processed using industry standard CAM software, to generate CNC programs. Instruction will include machine tool processes and CNC machining. This program will prepare students for the new technological area called CAD/CAM. Requires 48 credit hours.

Fall Semester - First Year

MT 104	Intro to Manufacturing & Safety	(4)
MT 151	Machine Shop Math I	(3)
MT 215	Manufacturing Processes I	(2)
MT 290	Intro Computer Numerical Control	(4)
		(13)

Spring Semester - First Year

CAD 171	Fundamentals of CAD-SolidWorks	(3)
COM 201	Small Group Communications	(3)
MT 101	Print Reading for Industry	(2)
MT 152	Machine Shop Mathematics II	(3)
		(11)

Fall Semester - Second Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
MT 102	Metrology	(2)
MT 108	Intro to Mfg Maintenance	(2)
MT 294	Advanced Computer Numerical Control	(4)
		(12)

Spring Semester - Second Year

MT 205	Metallurgy	(3)
MT 216	Fabrication Practices	(2)
MT 264	Fixture Design	(4)
MT 296	Computer-Aided Manufacturing	(3)
		(12)

Automated Industrial Tech – Certificate

Curriculum No. 283

This certificate program is designed to provide courses in job-related theory for persons who are employed as maintenance apprentices. Graduates of this program are prepared to perform industrial maintenance activities in business and industry facilities. Substitutions for some courses may be made with the employers and college advisors approval. Approved by the U.S. Department of Labor. Requires 28 credit hours.

Fall Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
ELE 101	Industrial Electricity	(3)
ELE 130	Intro to Programmable Logic Controllers	(3)
MT 101	Print Reading for Industry	(2)
MT 108	Intro to Mfg Maintenance	(2)
MT 215	Manufacturing Processes I	(2)
		(16)

Spring Semester - First Year

CIS 123	Management Information Systems	(3)
ELE 103	AC Electronic Circuits	(3)
MT 104	Intro to Manufacturing & Safety	(4)
WT 116	Fundamental Welding Processes	(2)
		(12)

Certified Production Tech - Certificate

Curriculum No. 242

This certificate program provides students with an overview of the modern manufacturing environment. The program provides basic knowledge and skills in safety, quality and measurement, manufacutirng processes, and manufacturing maintenance that allow students to qualify for entry-level employment within the manufacturing industry. Successful completion of courses leads to the Certified Production Technician (CPT) industry certification via the Manufacturing Skills Standards Certification (MSSC) program. Requires 16 credit hours.

Fall or First 8 Weeks

MT 102	Metrology	(2)
MT 104	Intro to Manufacturing & Safety	(4)
MT 151	Machine Shop Math I	(3)
		(9)

Spring or Second 8 Weeks

MT 108	Intro to Mfg Maintenance	(2)
MT 215	Manufacturing Processes I	(2)
MT 283	Automated Engineer Tech Intern	(3)
		(7)

Precision Machining Apprentice - Certificate

Curriculum No. 233

An apprenticeship certificate program designed to provide courses in job-related theory for persons who are employed as apprentices. Substitutions for some courses may be made with the employers and college advisors approval. Approved by the U.S. Department of Labor. Requires 31 credit hours.

Fall Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
MT 102	Metrology*	(2)
MT 104	Intro to Manufacturing & Safety*	(4)
MT 108	Intro to Mfg Maintenance*	(2)
MT 151	Machine Shop Mathematics I*	(3)
MT 215	Manufacturing Processes I*	(2)
		(17)

Spring Semester - First Year

MT 101	Print Reading for Industry	(2)
MT 152	Machine Shop Mathematics II	(3)
MT 205	Metallurgy	(3)
MT 216	Fabrication Practices	(2)
MT 264	Fixture Design	(4)
		(14)

*CPT Certificate Course

AUTOMOTIVE

DEGREES (A.A.S.)

Automotive Technology
Curriculum No. 230 Credit hours required: 69

Collision Repair Technology
Curriculum No. 270 Credit hours required: 64

CERTIFICATES

Basic Automotive Technology
Curriculum No. 416 Credit hours required: 27

Advanced Automotive Technology
Curriculum No. 417 Credit hours required: 54

Collision Repair
Curriculum No. 255 Credit hours required: 46

Diesel Mechanics Technology programs are listed under Diesel Power Technology.

Automotive Technology – Degree

Curriculum No. 230

The automotive technician is faced with rapidly changing technology that ushers the auto industry into the new millennium. Current technology includes electronically controlled systems such as fuel injection, distributorless ignitions, transmissions, transaxles, anti-lock brakes, active suspension and traction control units. A combination of classroom theory, shop "hands-on" training and experience are all vital components for today's technician. The automotive technology student begins with the basic classes in the first year and progresses to more challenging and advanced courses in the second year. In addition to the required automotive technology courses, the Associate in Applied Science degree in Automotive Technology requires completion of 15 credit hours in approved general education courses. Requires 69 credit hours.

Fall Semester - First Year

AMT 103	Fundamentals of Auto Equip & Tools	(2)
AMT 110	Automotive Brake Systems	(4)
AMT 113	Basic Electrical	(3)
AMT 120	Suspension, Alignment and Balance	(4)
COM 100	Oral Communication	(3)
		(16)

Spring Semester - First Year

AMT 107	Automotive Fuel Injection Systems	(3)
AMT 111	Engine Performance I	(3)
AMT 114	Advanced Electrical Systems	(3)
AMT 115	Heating & Air Conditioning	(4)
CIS 101	Introduction to Computers **OR**	
BUS 101	Introduction to Business **OR**	
	General Education Elective	(3)
BIO 101	Environmental Biology	(3)
		(19)

Fall Semester - Second Year

AMT 202	Basic Engines	(4)
AMT 210	Transmissions & Drivelines	(4)
AMT 216	Engine Performance II	(3)
AMT 218	Vehicle Electronics	(3)
ENG 109	Introduction to Tech Report Writing	(3)
		(17)

Spring Semester - Second Year

AMT 212	Advanced Engines	(4)
AMT 213	Diagnosis and Testing	(5)
AMT 220	Automatic Transmissions	(5)
Social Science/Humanities Elective		(3)
		(17)

Collision Repair Technology – Degree

Curriculum No. 270

This degree program provides students with technical and general skills necessary for success in entry level careers through supervisory positions in the auto collision repair industry. Technical skills are developed using current technology and industry specifications. Students are also expected to improve communication skills and environmental awareness through computer literacy, speech, writing, science and other general education courses. Requires 64 credit hours.

Fall Semester

CRT 111	Introduction to Collision Repair	(4)
CRT 112	Non-Structural Repairs	(4)
CRT 113	Welding for Collision Repair	(4)
CRT 114	Introduction to Coatings	(4)
CRT 143	Vehicle Systems I	(4)
TMAT 100	Technical Mathematics	(3)
		(23)

Spring Semester

CIS 101	Introduction to Computers	(3)
CRT 117	Collision Repair Business	(4)
CRT 128	Collision & Refinish Processes	(3)
CRT 134	Tinting and Blending	(4)
CRT 137	Advanced Refinish Processes	(3)
CRT 144	Vehicle Systems II	(4)
		(21)

Summer Term

CRT 121	Damage Analysis	(4)
CRT 124	Structural Repairs	(4)
		(8)

Fall Semester

BIO 101	Environmental Biology	(3)
ENG 109	Introduction to Technical Report Writing	(3)
COM 100	Oral Communication	(3)
Social Science/Humanities elective		(3)
		(12)

Basic Automotive Technology – Certificate

Curriculum No. 416

The basic certificate in automotive technology is designed for the student who wants to learn automotive fundamentals and enter the field of automotive servicing and repair. Instruction is designed to provide basic entry-level skills suitable for service station or general garage work. Requires 27 credit hours.

AMT 103	Fundamentals of Auto Equip & Tools	(2)
AMT 107	Automotive Fuel Injection Systems	(3)
AMT 110	Automotive Brake Systems	(4)
AMT 111	Engine Performance I	(3)
AMT 113	Basic Electrical	(3)
AMT 115	Heating and Air Conditioning	(4)
AMT 120	Suspension, Alignment and Balance	(4)
AMT 210	Transmissions and Drivelines	(4)

Advanced Automotive Technology – Certificate

Curriculum No. 417

This certificate program provides an intermediate step between the basic automotive certificate and the Automotive Technology A.A.S. degree program. All of the automotive technology courses required for the degree, with the exception of AMT 106, are required for this certificate. However, the general education course requirements needed for A.A.S. completion are not required for this certificate. Students successfully completing this certificate program should possess the necessary knowledge and skills needed to work as an entry-level automotive technician. Requires 54 credit hours.

AMT 103	Fundamentals of Auto Equip & Tools	(2)
AMT 107	Automotive Fuel Injection Systems	(3)
AMT 110	Automotive Brake Systems	(4)
AMT 111	Engine Performance I	(3)
AMT 113	Basic Electrical	(3)
AMT 114	Advanced Electrical Systems	(3)
AMT 115	Heating & Air Conditioning	(4)
AMT 120	Suspension, Alignment and Balance	(4)
AMT 202	Basic Engines	(4)
AMT 210	Transmissions and Drivelines	(4)
AMT 212	Advanced Engines	(4)
AMT 213	Diagnosis and Testing	(5)
AMT 216	Engine Performance II	(3)
AMT 218	Vehicle Electronics	(3)
AMT 220	Automatic Transmissions	(5)

Collision Repair – Certificate

Curriculum No. 255

This certificate program is designed to provide students with the knowledge required to work in an entry level automotive collision repair career. Students are trained in collision repair using up-to-date equipment, materials and technology. Requires 46 credit hours.

Fall Semester

CRT 111	Introduction to Collision Repair	(4)
CRT 112	Non-Structural Repairs	(4)
CRT 113	Welding for Collision Repair	(4)
CRT 114	Introduction to Coatings	(4)
CRT 143	Vehicle Systems I	(4)
		(20)

Spring Semester

CRT 117	Collision Repair Business	(4)
CRT 128	Collision Refinish Processes	(3)
CRT 134	Tinting and Blending	(4)
CRT 137	Advanced Refinish Processes	(3)
CRT 144	Vehicle Systems II	(4)
		(18)

Summer Term

CRT 121	Damage Analysis	(4)
CRT 124	Structural Repairs	(4)
		(8)

AVIATION FLIGHT

CERTIFICATE

Private Pilot Training
Curriculum No. 481 Credit hours required: 17

The Aviation Flight program is designed to provide a foundation for students who are interested in becoming professional pilots or pursuing professional careers related to aviation. Students may complete the requirements that prepare them to receive the FAA private pilot certification. This certification allows a pilot to rent, own, lease, borrow and fly an aircraft solo or with passengers during times of adequate visibility. A private pilot is not allowed to receive compensation for his/her services.

Students have an option to transfer to selected Universities offering aviation programs. The training when combined with general education courses provides a student the choice of a Kishwaukee College Certificate of Completion or an Associate in Arts degree. Students interested in transferring to a four-year aviation program should consult the Aviation Flight Coordinator.

An appointment with the Aviation Program Coordinator prior to enrollment is strongly recommended. Contact Kishwaukee College Career Technologies Division at 815-825-2086, ext. 2030 for an appointment.

Due to the expenses associated with the program, a student is urged to contact the Kishwaukee College Career Technologies Division office to arrange for a career conference with the Aviation Flight Coordinator to discuss FAA pilot certification requirements.

Private Pilot Training – Certificate

Curriculum No. 481

This certificate prepares the student to earn the private pilot certification. Ground school, simulator training and supporting courses prepare the student for the required FAA knowledge exam. AVF 102 Flight Training I and AVF 110 Flight Training II are credits earned through proficiency training at area flight schools. Requires 17 credit hours.

AVF 101	Primary Flight Theory	(4)
AVF 102	Primary Flight I	(3)
AVF 110	Primary Flight II	(3)
AVF 111	Aircraft Systems	(4)
Elective		(3)
		(17)

Electives:

AVF 108	Visual Aircraft Recognition	(1)
AVF 115	Meteorology	(3)
AVF 116	Flight Simulation Training	(1)
AVF 213	Advanced Aircraft Systems	(4)
AVF 299	Aviation Flight Internship	(3)
ENG 111	College Study Skills	(2)
PSY 102	Introduction to Psychology	(3)
PE 162	First Aid and Emergency Response	(3)

COMPUTER-AIDED DESIGN TECHNOLOGY

DEGREES (A.A.S.)

Computer-Aided Architectural Design
Curriculum No. 412 Credit hours required: 64

Computer-Aided Mechanical Design
Curriculum No. 413 Credit hours required: 64

CERTIFICATE

Computer-Aided Architectural Drafting
Curriculum No. 414 Credit hours required: 23

Computer-Aided Mechanical Drafting
Curriculum No. 415 Credit hours required: 25

Computer-Aided Architectural Design – Degree

Curriculum No. 412

This degree program prepares students for employment or transfer in the field of architectural design and those fields closely related such as surveying. Course content places emphasis on the process of completing 2-D production drawings as well as 3-D CAD models to standards. Architectural CAD designers serve as support personnel to architects. Requires 64 credit hours.

Fall Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
CAD 131	Print Reading for Construction Trades	(3)
CAD 151	Fundamental 2-D CAD-AutoCAD	(3)
CAD 152	Intermediate 3-D CAD-AutoCAD	(3)
COM 100	Oral Communication	(3)
		(16)

Spring Semester - First Year

CAD 112	Technical Illustration	(3)
CAD 154	Advanced Computer-Aided Drafting/Architectural	(4)
CAD 221	Descriptive Geometry	(3)
ENG 103	Composition I **OR**	
ENG 109	Intro to Technical Report Writing	(3)
MAT 150	College Algebra **OR** Higher Level Mathematics	(3-4)
		(16-17)

Fall Semester - Second Year

CAD 210	Principles of Consumer Design	(3)
CAD 251	3-D CAD Modeling/Rendering/Animation	(3)
PHY 150	Introductory Physics	(3)
PHY 151	Introductory Physics Laboratory	(1)
CAD or CIS Elective		(3)
Social Science or Humanities Elective		(3)
		(16)

Spring Semester - Second Year

CAD 254	Computer-Aided Architectural Design	(3)
MAT 155	Trigonometry	(3)
CAD Elective		(9)
		(15)

Electives:

CAD 153	Advanced Computer-Aided Drafting/Mechanical	SP(4)
CAD 171	Fundamentals of CAD - SolidWorks	SP(3)
CAD 211	Design Problems	(4)
CAD 231	Geometric Dimensioning & Tolerancing	SP(2)
CAD 259	CAD Customization/Management	(3)
CAD 270	Drafting and Design Internship	(.5-3)

SP = Only offered in the Spring semester

Computer-Aided Mechanical Design – Degree

Curriculum No. 413

This degree program prepares students for employment or transfer in the field of mechanical design and those fields closely related such as CAD-CAM. Course content places emphasis on the process of completing 2-D production drawings as well as 3-D models to standards. Mechanical CAD designers serve as support personnel to licensed engineers. Requires 64 credit hours.

Fall Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
CAD 151	Fundamental 2-D CAD-AutoCAD	(3)
CAD 152	Intermediate 3-D CAD-AutoCAD	(3)
MAT 150	College Algebra **OR** Higher Level Mathematics	(3-4)
COM 100	Oral Communication	(3)
		(16-17)

Spring Semester - First Year

CAD 112	Technical Illustration	(3)
CAD 153	Advanced Computer-Aided Drafting/Mechanical	(4)
CAD 221	Descriptive Geometry	(3)
CAD 231	Geometric Dimensioning & Tolerancing	(2)
ENG 103	Composition I **OR**	
ENG 109	Intro to Technical Report Writing	(3)
CAD Elective		(3)
		(18)

Fall Semester - Second Year

CAD 171	Fundamentals of CAD - SolidWorks	(3)
CAD 210	Principles of Consumer Design	(3)
CAD 251	3-D CAD Modeling/Rendering/Animation	(3)
MT 215	Manufacturing Processes I	(2)
PHY 150	Introductory Physics	(3)
PHY 151	Introductory Physics Laboratory	(1)
		(15)

Spring Semester - Second Year

CAD 253	Computer-Aided Mechanical Design	(3)
MT 152	Machine Shop Math II **OR**	
MAT 155	Trigonometry	(3)
Humanities or Social Science Elective		(3)
CAD/CIS Elective		(6)
		(15)

Electives:

CAD 131	Print Reading for Construction Trades	FA(3)
CAD 154	Advanced Computer-Aided Drafting/ Architectural	SP(4)
CAD 172	Intermediate CAD-SolidWorks	(3)
CAD 211	Design Problems	(4)
CAD 259	CAD Customization/Management	(3)
CAD 270	Drafting and Design Internship	(.5-3)

Computer-Aided Architectural Drafting - Certificate

Curriculum No. 414

This certificate program prepares students for employment in the field of architectural drafting and those fields closely related such as surveying. Course content places emphasis on the process of completing 2-D production drawings to standards. Architectural CAD drafters serve as support personnel to CAD designers. Requires 23 credit hours.

Fall Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
CAD 131	Print Reading for Construction Trades	(3)
CAD 151	Fundamental 2-D CAD-AutoCAD	(3)
CAD 152	Intermediate 3-D CAD-AutoCAD	(3)
		(13)

Spring Semester - First Year

CAD 154	Advanced Computer-Aided Drafting/ Architectural	(4)
CAD 221	Descriptive Geometry	(3)
CAD 112	Technical Illustration	(3)
		(10)

Computer-Aided Mechanical Drafting – Certificate

Curriculum No. 415

This certificate program prepares students for employment in the field of mechanical drafting and those fields closely related such as CAD-CAM. Course content places emphasis on the process of completing 2-D production drawings to standards. Mechanical CAD drafters serve as support personnel to CAD designers. Requires 25 credit hours.

Fall Semester

CAD 110	Orientation to CADD	(1)
CAD 120	Technical Graphics/CAD	(3)
CAD 151	Fundamental 2-D CAD-AutoCAD	(3)
CAD 152	Intermediate 3-D CAD-AutoCAD	(3)
CAD 171	Fundamentals of CAD - SolidWorks	(3)
		(13)

Spring Semester

CAD 112	Technical Illustration	(3)
CAD 153	Advanced Computer-Aided Drafting/ Mechanical	(4)
CAD 221	Descriptive Geometry	(3)
CAD 231	Geometric Dimensioning & Tolerancing	(2)
		(12)

SP=Only offered in the Spring semester
FA=Only offered in the Fall semester

COMPUTER INFORMATION SYSTEMS

Degree (A.A.S.)

Computer Information Systems
Curriculum No. 437 Credit hours required: 62

Networking and Systems Administration
Curriculum No. 460 Credit hours required: 61

CERTIFICATES

Computer Programming
Curriculum No. 451 Credit hours required: 27

Microcomputer Applications
Curriculum No. 452 Credit hours required: 20.5

Web Development
Curriculum No. 454 Credit hours required: 34

PC Technician
Curriculum No. 466 Credit hours required: 16

Network Administration
Curriculum No. 467 Credit hours required: 24

Cisco Networking
Curriculum No. 468 Credit hours required: 22

Computer Information Systems - Degree

Curriculum No. 437

This degree program prepares students for employment as entry level application programmers or operators. Requires 62 credit hours.

Complete Web Development Option or Programming Option

WEB DEVELOPMENT OPTION:

Fall Semester - First Year

CIS 101	Introduction to Computers	(3)
CIS 111	Logic and Program Design	(3)
CIS 115	Internet Fundamentals	(2)
CIS 118	Foundations of Web Site Development	(3)
ENG 103	Composition I **OR**	
ENG 109	Intro to Technical Report Writing	(3)
MAT 150	College Algebra **OR**	
MAT 210	Finite Mathematics	(3-4)
		(17-18)

Spring Semester - First Year

CIS 119	JavaScript	(3)
CIS 123	Management Information Systems	(3)
CIS 140	Networking Fundamentals	(4)
COM 100	Oral Communication	(3)
Social Science Elective		(3)
		(16)

Fall Semester - Second Year

CIS 124	Introduction to XML	(3)
CIS 160	Java Programming I	(3)
CIS 170	Introduction to UNIX	(3)
CIS 237	Database Management and SQL	(3)
Humanities Elective		(3)
		(15)

Spring Semester - Second Year

CIS 260	Java Programming II	(3)
CIS 236	CIS Project **OR**	
CIS 296	CIS Internship	(3)
CIS 265	Server-Side Programming	(3)
CIS Electives		(5)
		(14)

CIS Electives:

CIS 110	Visual Basic Programming	(3)
CIS 121	Web Animation-Flash	(2)
CIS 122	Web Site Creation Software	(2)
CIS 150	C++ Programming I	(3)
CIS 182	Window Server Fundamentals I	(3)
CIS 210	Visual Basic Programming II	(3)
CIS 238	Systems Analysis and Design	(3)
CIS 250	C++ Programming II	(3)
CIS 270	Fundamentals of Linux Administration	(3)
CIS 282	Windows Server II Networking	(3)
CIS 283	Network Security+	(3)

Other relevant courses with consent of CIS department

PROGRAMMING OPTION:

Fall Semester - First Year

CIS 101	Introduction to Computers	(3)
CIS 110	Visual Basic Programming	(3)
CIS 111	Logic and Program Design	(3)
CIS 115	Internet Fundamentals	(2)
CIS 118	Foundations of Web Site Development	(3)
ENG 103	Composition I **OR**	
ENG 109	Intro to Technical Report Writing	(3)
		(17)

Spring Semester - First Year

CIS 123	Management Information Systems	(3)
CIS 140	Networking Fundamentals	(4)
COM 100	Oral Communication	(3)
MAT 150	College Algebra **OR**	
MAT 210	Finite Mathematics	(3-4)
Social Science Elective		(3)
		(16-17)

Fall Semester - Second Year

CIS 150	C++ Programming I	(3)
CIS 160	Java Programming I	(3)
CIS 170	Introduction to UNIX	(3)
CIS 237	Database Management and SQL	(3)
Humanities Elective		(3)
		(15)

Spring Semester - Second Year

CIS 250	C++ Programming II	(3)
CIS 260	Java Programming II	(3)
CIS 238	Systems Analysis and Design	(3)
CIS 236	CIS Project **OR**	
CIS 296	CIS Internship	(3)
Elective from list		(2)
		(13-14)

Electives:

Any CIS Course		(.5-4)
ACC 108	Business Accounting	(3)
ACC 121	Financial Accounting	(4)

Networking & Systems Administration – Degree

Curriculum No. 460

This degree prepares students for employment as entry-level computer support specialists or systems administrators. Choose the Cisco or Network Administration option. Requires 61 credit hours.

Complete Cisco Option or Network Administration Option

CISCO OPTION:

Fall Semester - First Year

CIS 140	Networking Fundamentals	(4)
CIS 145	Cisco Networking I	(4)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
MAT 150	College Algebra **OR**	
MAT 210	Finite Mathematics	(3-4)
COM 100	Oral Communication	(3)
		(17-18)

Spring Semester - First Year

CIS 142	PC Repair and Configuration	(3)
CIS 146	Cisco Networking II	(4)
Computer Information Systems Elective		(3)
Humanities Elective		(3)
Social Science Elective		(3)
		(16)

Fall Semester - Second Year

CIS 110	Visual Basic Programming **OR**	
CIS 150	C++ Programming I **OR**	
CIS 160	Java Programming I	(3)
CIS 147	Cisco Networking III	(4)
CIS 170	Introduction to UNIX **OR**	
CIS 182	Windows Server Fundamentals I	(3)
Computer Information Systems Elective		(2)
		(12)

Spring Semester - Second Year

CIS 123	Management Information Systems	(3)
CIS 148	Cisco Networking IV	(4)
CIS 236	CIS Project **OR**	
CIS 296	CIS Internship	(3)
CIS 270	Fundamentals of Linux Administration **OR**	
CIS 282	Windows Server II Networking	(3)
Computer Information Systems Elective		(2-3)
		(15-16)

NETWORK ADMINISTRATION OPTION:

Fall Semester - First Year

CIS 140	Networking Fundamentals	(4)
CIS 182	Windows Server Fundamentals I	(3)
CIS 184	Windows Professional Configuration	(3)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
MAT 150	College Algebra **OR**	
MAT 210	Finite Mathematics	(3-4)
		(16-17)

Spring Semester - First Year

CIS 123	Management Information Systems	(3)
CIS 142	PC Repair and Configuration	(3)
CIS 282	Windows Server II Networking	(3)
Humanities Elective		(3)
Social Science Elective		(3)
		(15)

Fall Semester - Second Year

CIS 110	Visual Basic Programming **OR**	
CIS 150	C++ Programming I **OR**	
CIS 160	Java Programming I	(3)
CIS 143	Wireless Communication	(2)
CIS 170	Introduction to UNIX	(3)
CIS 237	Database Management and SQL	(3)
COM 100	Oral Communication	(3)
		(14)

Spring Semester - Second Year

CIS 236	CIS Project **OR**	
CIS 296	CIS Internship	(3)
CIS 270	Fundamentals of Linux Administration	(3)
CIS 283	Network Security +	(3)
Computer Information Systems Electives		(6-7)
		(15-16)

Computer Programming – Certificate

Curriculum No. 451

This certificate is available for students who are interested in pursuing a career as a computer programmer. Graduates will be proficient at C/C++ or Java, as well as other languages based upon their elective choices. Requires 27 credit hours.

Fall Semester

CIS 101	Introduction to Computers **OR**	
CIS 123	Management Information Systems	(3)
CIS 110	Visual Basic Programming **OR**	
CIS 160	Java Programming I	(3)
CIS 111	Logic and Program Design	(3)
CIS 150	C++ Programming I	(3)
		(12)

Spring Semester

CIS 210	Visual Basic Programming II **OR**	
CIS 260	Java Programming II	(3)
CIS 237	Database Management and SQL	(3)
CIS 238	Systems Analysis and Design	(3)
CIS 250	C++ Programming II	(3)
CIS Electives		(3)
		(15)

Microcomputer Applications – Certificate

Curriculum No. 452

This certificate is available for students who are interested in employment in business and government in jobs that require general computer skills. General computing skills are stressed along with popular application packages. Requires 20.5 credit hours.

Fall Semester

CIS 101	Introduction to Computers **OR**	
CIS or OS electives		(3)*
CIS 105	Introduction to Microsoft Windows	(1)
CIS 115	Internet Fundamentals	(2)
CIS 133	Spreadsheets/Excel **OR**	
OS 133	Spreadsheets/Excel	(3)
OS 125	Word Processing/Word	(3)
		(12)

Spring Semester

CIS 123	Management Information Systems **OR**	
CIS or OS Electives		(3)*
CIS 135	Database/Access **OR**	
OS 135	Database/Access	(3)
OS 136	Presentation Graphics/PowerPoint	(1.5)
CIS OR OS electives		(1)
		(8.5)

***Student must take either CIS 101 or CIS 123**

Web Development – Certificate

Curriculum No. 454

This certificate is available for students who are pursuing a career as a Web Developer. The Web Developer would work directly on design and development of the websites. Requires 34 credit hours.

Fall Semester

CIS 101	Introduction to Computers **OR**	
CIS 123	Management Information Systems	(3)
CIS 111	Logic and Program Design	(3)
CIS 115	Internet Fundamentals	(2)
CIS 118	Foundations of Web Site Development	(3)
CIS 160	Java Programming I	(3)
CIS 140	Networking Fundamentals **OR**	
CIS 170	Introduction to UNIX	(3-4)
		(17-18)

Spring Semester

BUS 101	Introduction to Business	(3)
CIS 119	Java Script	(3)
CIS 122	Web Site Creation Software	(2)
CIS 237	Database Management and SQ	(3)
CIS 260	Java Programming II	(3)
CIS 265	Server-side Programming	(3)
		(17)

PC Technician – Certificate

Curriculum No. 466

This certificate is available for students who are interested in employment in the IT field with a specialization in personal computer technician. Requires 16 credit hours.

Fall Semester

CIS 140	Networking Fundamentals	(4)
CIS 170	Introduction to UNIX	(3)
		(7)

Spring Semester

CIS 142	PC Repair and Configuration	(3)

Fall Semester

CIS 182	Windows Server Fundamentals I	(3)
CIS 184	Windows Professional Configuration	(3)
		(6)

Network Administration – Certificate

Curriculum No. 467

This certificate is available for students who are interested in employment in the IT field with a specialization in Network Administration. Requires 24 credit hours.

Fall Semester

CIS 140	Networking Fundamentals	(4)
CIS 182	Windows Server Fundamentals I	(3)
		(7)

Spring Semester

CIS 282	Windows Server II Networking	(3)

Fall Semester

CIS 143	Wireless Communication	(2)
CIS 170	Introduction to UNIX	(3)
CIS 184	Windows Professional Configuration	(3)
		(8)

Spring Semester

CIS 270	Fundamentals of Linux Administration	(3)
CIS 283	Network Security+	(3)
		(6)

Cisco Networking – Certificate

Curriculum No. 468

This certificate is available for students who are interested in employment in Cisco Networking. Requires 22 credit hours.

Fall Semester - First Year

CIS 145	Cisco Networking I	(4)

Spring Semester -First Year

CIS 146	Cisco Networking II	(4)

Fall Semester - Second Year

CIS 147	Cisco Networking III	(4)
CIS 182	Windows Server Fundamentals I **OR**	
CIS 170	Introduction to UNIX	(3)
		(7)

Spring Semester - Second Year

CIS 148	Cisco Networking IV	(4)
CIS 282	Windows Server II Networking **OR**	
CIS 270	Fundamentals of Linux Administration	(3)
		(7)

CRIMINAL JUSTICE

Degrees (A.A.S.)

Criminal Justice - General
Curriculum No. 228 Credit hours required: 64

Criminal Justice - Forensic Tech
Curriculum No. 350 Credit hours required: 64

CERTIFICATES

Crime Scene Processing
Curriculum No. 218 Credit hours required: 19

Criminal Investigations
Curriculum No. 214 Credit hours required: 18

Criminal Justice Management
Curriculum No. 223 Credit hours required: 24

Law for Policing
Curriculum No. 217 Credit hours required: 21

Social Role of Law Enforcement
Curriculum No. 224 Credit hours required: 18

Traffic Investigations
Curriculum No. 208 Credit hours required: 21

Criminal Justice – General Degree

Curriculum No. 228

This degree program is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes necessary for employment or promotion in law enforcement occupational fields. Requires 64 credit hours.

Fall Semester - First Year

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 107	Criminal Law I	(3)
CRJ 109	Traffic Law Enforcement	(3)
CRJ 201	Criminal Investigation	(3)
CRJ 250	Criminalistics I	(3)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
		(18)

Spring Semester - First Year

CRJ 119	Criminal Justice Administration	(3)
CRJ 151	Narcotics and Drug Enforcement	(3)
CRJ 160	Field Report Writing	(3)
COM 100	Oral Communication	(3)
Elective from list below		(3)
		(15)

Fall Semester - Second Year

CRJ 170	Crisis/Conflict Mediation	(3)
CRJ 221	Constitutional Law for Police	(3)
PSY 102	Introduction to Psychology	(3)
SOC 170	Introduction to Sociology	(3)
Elective from list below		(3)
		(15)

Spring Semester - Second Year

CRJ 209	Juvenile Delinquency/Juvenile Justice	(3)
CRJ 230	Ethics for Criminal Justice	(3)
MAT 101	Topics in Mathematics **OR**	
	Higher Level Mathematics course	(3-4)
SOC 288	Criminology	(3)
Electives from list below		(3-4)
		(15-17)

Electives:

CRJ 103	Introduction to Commercial Security	(1.5)
CRJ 110	Traffic Accident Investigation	(3)
CRJ 152	Community Oriented Policing	(3)
CRJ 207	Criminal Law II	(3)
CRJ 211	Introduction to Corrections	(3)
CRJ 215	Gangs and Security Threat Groups	(3)
CRJ 232	Criminal Evidence	(3)
CRJ 251	Criminalistics II	(3)
CRJ 288	CRJ Internship Orientation	(1)
CRJ 290	CRJ Internship I	(3)
CRJ 291	CRJ Internship II	(3)

Criminal Justice – Forensic Tech Degree

Curriculum No. 350

This degree is designed for students interested in a career in criminal justice with an emphasis in forensic science. The program will provide students with learning experiences and instruction in the technical areas of forensic science, allowing them to develop the skills necessary for this specialty area of law enforcement. Requires 64 credit hours.

Fall Semester - First Year

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 107	Criminal Law I	(3)
CRJ 201	Criminal Investigation	(3)
CRJ 250	Criminalistics I	(3)
ENG 103	Composition I	(3)
		(15)

Spring Semester - First Year

CRJ 160	Field Report Writing	(3)
CRJ 251	Criminalistics II	(3)
BIO 103	General Biology	(3)
BIO 105	General Biology Lab	(1)
COM 100	Oral Communication	(3)
MAT 150	College Algebra **OR**	
Higher level mathematics		(3-4)
		(16-17)

Fall Semester - Second Year

CRJ 119	Criminal Justice Administration	(3)
CRJ 170	Crisis/Conflict Mediation	(3)
CRJ 221	Constitutional Law for Police	(3)
SOC 170	Introduction to Sociology	(3)
ANT 240	Physical Anthropology	(3)
Elective from list below		(0-1)
		(15-16)

Spring Semester - Second Year

CRJ 151	Narcotics and Drug Enforcement	(3)
CRJ 230	Ethics for Criminal Justice	(3)
CHE 210	General Chemistry I	(5)
PSY 102	Introduction to Psychology	(3)
SOC 288	Criminology	(3)
		(17)

Electives:

CRJ 103	Introduction to Commercial Security	(1.5)
CRJ 110	Traffic Accident Investigation	(3)
CRJ 152	Community Oriented Policing	(3)
CRJ 207	Criminal Law II	(3)
CRJ 211	Introduction to Corrections	(3)
CRJ 215	Gangs and Security Threat Groups	(3)
CRJ 232	Criminal Evidence	(3)
CRJ 251	Criminalistics II	(3)
CRJ 288	CRJ Internship Orientation	(1)
CRJ 290	CRJ Internship I	(3)
CRJ 291	CRJ Internship II	(3)

Crime Scene Processing – Certificate

Curriculum No. 218

This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to criminal investigation, evidence collection, and crime scene processing for employment and promotion. Requires 19 credit hours

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 201	Criminal Investigation	(3)
CRJ 232	Criminal Evidence	(3)
CRJ 250	Criminalistics I	(3)
CRJ 251	Criminalistics II	(3)
CRJ 288	CRJ Internship Orientation	(1)
CRJ 290	CRJ Internship I	(3)
		(19)

Criminal Investigations – Certificate

Curriculum No. 214

This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to criminal, gang, and narcotics investigations necessary for employment and promotion. Requires 18 credit hours.

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 107	Criminal Law I	(3)
CRJ 151	Narcotics and Drug Enforcement	(3)
CRJ 201	Criminal Investigation	(3)
CRJ 215	Gangs and Security Threat Groups	(3)
CRJ 250	Criminalistics I	(3)
		(18)

Criminal Justice Management – Certificate

Curriculum No. 223

This certificate is designed especially for students interested in and qualified for a career in criminal justice administration and management. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to law enforcement management, community engagement, communications, crisis and conflict mediation, and ethical practices for employment and promotion. Requires 24 credit hours.

COM 100	Oral Communication	(3)
CRJ 101	Introduction to Criminal Justice	(3)
CRJ 119	Criminal Justice Administration	(3)
CRJ 152	Community Oriented Policing	(3)
CRJ 160	Field Report Writing	(3)
CRJ 170	Crisis Conflict Mediation	(3)
CRJ 230	Ethics for Criminal Justice	(3)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
		(24)

Law For Policing – Certificate

Curriculum No. 217

This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to the legal system and the role of law enforcement processes related to criminal, traffic, juvenile, and constitutional law for employment and promotion. Requires 21 credit hours.

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 107	Criminal Law I	(3)
CRJ 109	Traffic Law Enforcement	(3)
CRJ 207	Criminal Law II	(3)
CRJ 209	Juvenile Delinquency/Juvenile Justice	(3)
CRJ 221	Constitutional Law for Police	(3)
CRJ 232	Criminal Evidence	(3)
		(21)

Social Role Of Law Enforcement – Certificate

Curriculum No. 224

This certificate is designed especially for students interested in and qualified for careers in criminal justice and related social services. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to the societal role and social aspects of law enforcement for employment and promotion. Requires 18 credit hours.

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 152	Community Oriented Policing	(3)
CRJ 170	Crisis Conflict Mediation	(3)
PSY 102	Introduction to Psychology	(3)
SOC 170	Introduction to Sociology	(3)
SOC 288	Criminology	(3)
		(18)

Traffic Investigations – Certificate

Curriculum No. 208

This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to traffic law enforcement and investigation necessary for employment and promotion. Requires 21 credit hours.

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 107	Criminal Law I	(3)
CRJ 109	Traffic Law Enforcement	(3)
CRJ 110	Traffic Accident Investigation	(3)
CRJ 151	Narcotics and Drug Enforcement	(3)
CRJ 160	Field Report Writing	(3)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
		(21)

DIESEL POWER TECHNOLOGY

Degree (A.A.S.)

Diesel Power Technology
Curriculum Number 426 Credit hours required: 72

Certificate

Diesel Power/Equipment Repair
Curriculum No. 429 Credit hours required: 51

Diesel Power Technology – Degree

Curriculum No. 426

This degree program is designed to prepare students for employment in the agricultural and industrial machinery business. The development of mechanical and technical skills in diesel equipment repair is the primary emphasis. Student learning incorporates lecture, hands-on shop work, self-paced computer tutorials and on-the-job placement. Requires 72 credit hours, 10 hours of which are in internship training.

Fall Semester - First Year

DPT 101	Diesel Power Technology Careers	(1)
DPT 172	Basic Engine Overhaul	(4)
DPT 173	Mobile Systems Electronics I	(3)
DPT 175	Introduction to Tool Safety and Usage	(2)
DPT 176	Basic Transmissions and Final Drives	(3)
DPT 178	Basic Hydraulics	(4)
TMAT 100	Technical Mathematics	(3)
		(20)

Spring Semester - First Year

DPT 106	Diesel Power Technology Internship Preparation	(1)
DPT 177	Introduction to Diesels	(3)
DPT 197	Diesel Power Tech Intern	(4)
DPT 278	Advanced Hydraulics	(3)
DPT 280	Advanced Transmissions and Final Drives	(3)
Open Elective		(3)
		(17)

Fall Semester - Second Year

DPT 154	Truck Brakes and Suspension	(4)
DPT 279	Advanced Diesels	(3)
ENG 109	Intro to Technical Report Writing	(3)
COM 100	Oral Communication	(3)
Humanities/Social Science Elective		(3)
Science Elective		(3)
		(19)

Spring Semester - Second Year

DPT 272	Advanced Engine Overhaul	(4)
DPT 273	Mobile Systems Electronics II	(3)
DPT 274	Vehicle Air Conditioning	(3)
DPT 293	Diesel Power Tech Intern II	(4)
WT 116	Fundamental Welding Processes	(2)
		(16)

Open Electives: Choose three (3) credit hour in any 100 or 200 level courses such as those listed below or others from the catalog.

DPT 199	Small Engine Maintenance & Repair	(3)
DPT 277	Combine Repair (Spring)	(3)
OS 108	Introduction to Software Application	(3)

Diesel Power/Equipment Repair – Certificate

Curriculum No. 429

An advanced certificate program providing comprehensive training, skills and knowledge needed for careers in diesel power equipment technology. Requires 51 credit hours, 8 hours of which are internship training.

Fall Semester - First Year

DPT 101	Diesel Power Technology Careers	(1)
DPT 172	Basic Engine Overhaul	(4)
DPT 173	Mobile Systems Electronics I	(3)
DPT 175	Introduction to Tool Safety and Usage	(2)
DPT 176	Basic Transmissions and Final Drives	(3)
DPT 178	Basic Hydraulics	(4)
		(17)

Spring Semester - First Year

DPT 106	Diesel Power Technology Internship Preparation	(1)
DPT 177	Introduction to Diesels	(3)
DPT 197	Diesel Power Tech Intern I	(4)
WT 116	Fundamental Welding Processes	(2)
DPT Electives		(3)
		(13)

Fall Semester - Second Year

DPT 154	Truck Brakes and Suspension	(4)
DPT 279	Advanced Diesels	(3)
DPT 293	Diesel Power Tech Intern II	(4)
		(11)

Spring Semester - Second Year

DPT 272	Advanced Engine Overhaul	(4)
DPT 273	Mobile Systems Electronics II	(3)
DPT 274	Vehicle Air Conditioning	(3)
		(10)

Electives: Choose three (3) credit hours from list below.

DPT 199	Small Engine Maintenance and Repair	(3)
DPT 277	Combine Repair	(3)
DPT 278	Advanced Hydraulics	(3)
DPT 280	Advanced Transmissions and Final Drives	(3)

EARLY CHILDHOOD EDUCATION

Degree (A.A.S.)

Early Childhood Education
Curriculum No. 259 Credit hours required: 63

Early Childhood Education – Degree

Curriculum No. 259

This degree program prepares students for careers in the field of early childhood education. It is designed to provide the mid-management skills needed to work in child care centers, preschools, and special programs for children ages infant-8 years. Students must earn a grade of "C" or higher in all required Early Childhood Education courses, including those chosen as electives used for the degree. Requires 63 credit hours.

Fall Semester - First Year

ECE 111	The Developing Child	(3)
ECE 112	Guiding Young Children	(3)
ECE 220	Fostering Creative Expression in Young Children	(3)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
MAT 101	Topics in Mathematics	(3)
		(15)

Spring Semester - First Year

COM 100	Oral Communication	(3)
ECE 110	Foundations of Early Childhood Education	(3)
ECE 221	Language of the Young Child	(3)
ECE 223	Science/Math in Early Childhood Education	(3)
ECE 225	Techniques and Curriculum Planning	(4)
		(16)

Fall Semester - Second Year

ECE 161	Family and Community Relationships	(3)
ECE 222	Child Nutrition and Health	(3)
ECE 280	Early Childhood Education Practicum I	(4)
PSY 102	Introduction to Psychology	(3)
Early Childhood Education Elective		(3)
		(16)

Spring Semester - Second Year

ECE 172	Play and Movement for the Young Child	(3)
ECE 281	Early Childhood Education Practicum II	(4)
PE 162	First Aid and Emergency Response	(3)
Early Childhood Education Elective		(3)
Science Elective		(3)
		(16)

Electives: Six (6) credit hours selected from the following with consent of program advisor.

ECE 131	Caregiving - Infants and Toddlers	(3)
ECE 210	The School-Age Child	(3)
ECE 211	Facility Organization and Supervision	(3)
ECE 212	Administration of Day Care Homes	(3)
EDU 107	Introduction to Special Education	(3)
ENG 215	Children's Literature	(3)
PSY 225	Psychology of Childhood and Adolescence	(3)

EDUCATION

Degree (A.A.S.)

Paraprofessional Educator
Curriculum No. 485 Credit hours required: 62

Paraprofessional Educator – Degree

Curriculum No. 485

This degree program is intended for students who intend to be paraprofessional educators in the K - 12 grades. The program will allow students to acquire the theoretical and technical knowledge to meet or exceed the guidelines established by the Common Core Standards. It will also integrate general education requirements, electives, and professional education requirements that will enable students to effectively assume the role of a paraprofessional educator. The program is designed to prepare students seeking employment as teachers aides/assistant. Contact the Regional Office of Education (ROE) for more specific information on obtaining paraprofessional certification based on district requirements. Requires 62 credit hours.

Fall Semester - First Year

EDU 201	Introduction to Education	(3)
ENG 103	Composition I	(3)
MAT 201	Mathematics for Elementary Teachers I	(3)
MUS 222	Exploring Non-Western World Culture Through Music	(3)
PSY 102	Introduction to Psychology	(3)
		(15)

Spring Semester - First Year

ANT 120	Introduction to Anthropology	(3)
EDU 107	Introduction to Special Education	(3)
EDU 282	Clinical Experiences in Education	(1)
ENG 104	Composition II	(3)
MAT 202	Mathematics for Elementary Teachers II	(3)
Elective		(3)
		(16)

Fall Semester - Second Year

COM 100	Oral Communication	(3)
PSY 280	Life-Span and Human Development	(3)
ENG 110	College Reading	(3)
BIO 101	Environmental Biology and	
BIO 102	Environmental Biology Laboratory **OR**	
BIO 103	General Biology and	
BIO 105	General Biology Laboratory **OR**	
BIO 109	Human Biology and	
BIO 110	Human Biology Laboratory **OR**	
CHE 110	Basic Chemistry and	
CHE 111	Basic Chemistry Laboratory **OR**	
PHS 118	Physical Science Lab and	
PHS 119	Introduction to Physical Science **OR**	
PHY 150	Introductory Physics and	
PHY 151	Introductory Physics Laboratory	(4)
Elective		(3)
		(16)

Spring Semester - Second Year

ENG 215	Children's Literature	(3)
PSY 210	Educational Psychology	(3)
EDU 285	Intro to Technology in EDU	(3)
Electives		(6)
		(15)

Electives: Choose 12 credit hours of 100 - 200 level course work from one or more of the following disciplines:

Early Childhood Education
Fine Arts
Foreign Language
Humanities
Life Science
Mathematics
Physical Science
Social Science
Or other electives with consent of program advisor

ELECTRONICS

Degree (A.A.S.)

Electronics and Computer Technology
Curriculum No. 434 Credit hours required: 63

Certificates

Alternative Energy Technology
Curriculum No. 295 Credit hours required: 16

Industrial Electricity
Curriculum No. 435 Credit hours required: 16

Industrial Electronics/A+ Preparation and Controls
Curriculum No. 439 Credit hours required: 30

Electronics and Computer Technology – Degree

Curriculum No. 434

This Electronics Technology program prepares the graduate to enter the job market as a technologist in electronics, automation, and computer repair. Graduates who have completed A+ preparation may move into supervisory positions. The program emphasizes a hands-on approach in laboratory exercises that reinforce theoretical material. Requires 63 credit hours.

Fall Semester - First Year

ELE 101	Industrial Electricity	(3)
ELE 102	PC Maintenance and Repair	(1)
ELE 110	Active Devices/Computer Simulation	(3)
ELE 130	Introduction to Programmable Logic Controllers	(3)
ENG 109	Intro to Technical Report Writing	(3)
Humanities or Social Science elective		(3)
		(16)

Spring Semester - First Year

ELE 103	AC Electronic Circuits	(3)
ELE 204	Active Devices II	(3)
ELE 210	Robotics and Data Acquisition	(3)
MAT 150	College Algebra **OR**	
MT 151	Machine Shop Math I **AND**	
MT 152	Machine Shop Math II	(4-6)
PHY 150	Introductory Physics	(3)
		(16-18)

Fall Semester - Second Year

COM 100	Oral Communication	(3)
ELE 211	Automatic and HVAC Motor Controls	(3)
CIS, CAD, ELE, or MT elective		(9)
		(15)

Spring Semester - Second Year

ELE 230	Computer Devices II	(3)
CIS, CAD, ELE, or MT electives		(11-13)
		(14-16)

Alternative Energy Technology – Certificate

Curriculum No. 295

A certificate program that prepares students with skills in the use of alternative energy sources for the generation of electricity. Learning experiences and instruction will emphasize the use of solar and wind energy technologies and their adaptation to specific home and industry uses. Requires 16 credit hours.

ELE 101	Industrial Electricity	(3)
ELE 102	PC Maintenance and Repair	(1)
ELE 110	Active Devices/Computer Simulation **OR**	
ELE 210	Robotics and Data Acquisition	(3)
ELE 124	Alternative Energy Systems	(3)
ELE 130	Introduction to Programmable Logic Controllers	(3)
ELE 211	Automatic and HVAC Motor Controls	(3)

Industrial Electricity – Certificate

Curriculum No. 435

A certificate program created to prepare students with marketable skills in electricity and to provide the industries of the district with skilled electrical workers. Requires 16 credit hours.

ELE 101	Industrial Electricity	(3)
ELE 102	PC Maintenance and Repair	(1)
ELE 110	Active Devices/Computer Simulation	(3)
ELE 130	Introduction to Programmable Logic Controllers	(3)
ELE 210	Robotics and Data Acquisition	(3)
ELE 211	Automatic and HVAC Motor Controls	(3)

Industrial Electronics/A+ Preparation and Controls – Certificate

Curriculum No. 439

A certificate program created to prepare students for employment in the field of electronics and industrial automation. Students that complete this certificate will have mastered solid state and digital circuitry and have automation skills involving circuits that are controlled by Programmable Logic Controller and desktop computers. Requires 30 credit hours.

ELE 101	Industrial Electricity	(3)
ELE 102	PC Maintenance and Repair	(1)
ELE 103	AC Electronic Circuits	(3)
ELE 110	Active Devices/Computer Simulation	(3)
ELE 130	Intro to Programmable Logic Controllers	(3)
ELE 210	Robotics and Data Acquisition	(3)
ELE 211	Automatic and HVAC Motor Controls	(3)
ELE 230	Computer Devices II	(3)
TMAT 100	Technical Mathematics **OR**	
MT 151	Machine Shop Mathematics I	(3)
CAD, CIS, ELE, MT electives		(5)

EMERGENCY MEDICAL SERVICES

Degree (A.A.S.)

Paramedic
Curriculum No. 456 Credit hours required: 70

Certificates

Paramedic Certificate
Curriculum No. 457 Credit hours required: 50

EMT
Curriculum No. 458 Credit hours required: 7

The Emergency Medical Services program is composed of professional and general education courses. The purpose of this program is to provide course work specialization in the vital field of Emergency Medicine, while upon successful completion obtaining an EMS certificate or articulating into the A.A.S Paramedic Degree. The type of jobs available to the EMT/ Paramedic include not only municipality emergency services, but also private ambulance services, public sports arenas, airports, and a variety of other settings.

The Kishwaukee College Paramedic program holds a Letter of Review, which is NOT a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

Contact CoAEMSP, 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088 Phone: 214-703-8445, Fax: 214-703-8992 www.coaemsp.org for more information.

Admission

Admission to the Emergency Medical Services programs are selective, based upon pre-admission test scores, academic achievement, professional compatibility and clinical site capacity. Further information is located on the Kishwaukee College EMS website. Please note admission criteria and program requirements are subject to change based on accreditation, legislative, and clinical site mandates.

Requirements for consideration for admission into the EMT Program include the following:

1. Students must be 18 years or older by the course completion and have a High School diploma or equivalency.
2. Students are required to have a background check and required immunizations for clinical. (see application checklist on website).
3. Students are required to prove reading competency through the placement test or coursework.
4. All students must complete and submit a KCEMS EMT course application located on the Kishwaukee College Emergency Medical Services website.

Requirements for consideration for admission into the Paramedic Program include the following:

1. Must hold a current State of Illinois EMT license or Advanced EMT license, one year EMT experience recommended.
2. Must successfully pass a written entrance exam based on the EMT National Curriculum.
3. Students are required to prove reading competency through the placement test or coursework.
4. All students must complete a physical exam and provide proof of certain immunizations (see application checklist on website).
5. Must complete and submit a KCEMS Paramedic Training course application located on the Kishwaukee College Emergency Medical Services website.
6. Must complete a personal interview with course instructor satisfactorily.

Paramedic - Degree

Curriculum No. 456

Fall Semester - First Year

EMS 107	Emergency Medical Technician	(7)
ENG 103	Composition I	(3)
OS 216	Medical Terminology I	(3)
		(13)

Spring Semester - First Year

BIO 112	The Human Body	(5)
CIS 101	Introduction to Computers **OR** Approved Elective	(3)
COM 100	Oral Communication	(3)
PSY 102	Introduction to Psychology	(3)
		(14)

Fall Semester - Second Year

EMS 110	Paramedic I	(14)

Spring Semester - Second Year

EMS 111	Paramedic II	(19)

Summer Term - Second Year

EMS 112	Paramedic III	(10)

Paramedic Certificate

Curriculum No. 457

Fall or Spring Semester - First Year

EMS 107	Emergency Medical Technician	(7)

Fall Semester - Second Year

EMS 110	Paramedic I	(14)

Spring Semester - Second Year

EMS 111	Paramedic II	(19)

Summer Term - Second Year

EMS 112	Paramedic III	(10)
		(50)

EMT - Certificate

Curriculum No. 458

EMS 107	Emergency Medical Technician	(7)

ESTHETICS

Certificate

Esthetics
Curriculum No. 450 Credit hours required: 33

Esthetics - Certificate

Curriculum No. 450

The Esthetics certificate is designed to prepare an individual to become a Licensed Esthetician, also known as a Skin Care Specialist. This 3 semester, 760 hour program meets the requirements of the Illinois Department of Financial and Professional Regulation (IDFPR) and graduates will be eligible to sit for the exam approved by the IDFPR to become a Licensed Esthetician in the State of Illinois. The program includes the study of scientific concepts, ethics, business practices, and the theory and application of esthetics technology. An on-campus clinical experience is included. This certificate requires 33 credit hours.

Applications for Esthetics admission are distributed during the EST 100 course. Additional information should be requested from the Coordinator of Complementary Health Programs.

Preadmission

EST 100	Introduction to Esthetics	(1)
HLT 122	Introduction to Nutrition	(1)
OS 216	Medical Terminology	(3)
PE 162	First Aid and Emergency Response	(3)
		(8)

First Semester

BIO 112	The Human Body **OR**	
TPM 112	Anatomy/Physiology Comp Health	(5)
EST 110*	Esthetics Procedures I	(4)
EST 111*	Esthetics Clinical	(3)
		(12)

Second Semester

EST 120**	Esthetics Procedures II	(4)
EST 121**	Advanced Esthetics Clinical	(3)
EST 130	Esthetics Licensure Seminar	(1)
TPM 109	Pathology	(2)
TPM 124	Busines Practices and Ethics	(3)
		(13)

* EST 110 and EST 111 must be taken together.
**EST 120 and EST 121 must be taken together.

HORTICULTURE

Degrees (A.A.S.)

Ornamental Horticulture/Floral Design
Curriculum No. 403 Credit hours required: 68.5

Ornamental Horticulture/General
Curriculum No. 401 Credit hours required: 68

Ornamental Horticulture/Sports Turf Management
Curriculum No. 405 Credit hours required: 70

Ornamental Horticulture/Greenhouse
Curriculum No. 402 Credit hours required: 70

Ornamental Horticulture/Landscape Design & Construction
Curriculum No. 404 Credit hours required: 71

Ornamental Horticulture/Nursery Management
Curriculum No. 407 Credit hours required: 66

Certificates

Floral Horticulture
Curriculum No. 227 Credit hours required: 26.5

Turf Management
Curriculum No. 239 Credit hours required: 25

Greenhouse/Garden Center
Curriculum No. 241 Credit hours required: 28

Landscape Design and Plant Identification
Curriculum No. 238 Credit hours required: 26

Nursery Management
Curriculum No. 471 Credit hours required: 25

Sustainable Horticulture
Curriculum No. 290 Credit hours required: 24

Ornamental Horticulture/Floral Design – Degree

Curriculum No. 403

This degree program option is available for students who are interested in careers in the floral design industry. Students completing this degree will have skills and knowledge which prepares them for employment in the floral industry as well as a garden center. Requires 68.5 credit hours.

Fall Semester - First Year

HOR 101	Introduction to Horticulture Related Occupations	(1)
HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 141	Beginning Floral Arrangements	(3)
HOR 158	Special Events I	(2)
HOR 243	Interior Plantscaping	(3)
HOR ***	Field Studies	(1)
TMAT 100	Technical Mathematics	(3)
		(19)

Spring Semester - First Year

HOR 105	Botany for Horticulture	(3)
HOR 106	Orientation to Horticulture Internship	(1)
HOR 128	Plant Propagation	(3)
HOR 142	Advanced Floral Arrangements	(3)
HOR 196	Horticulture Internship	(4)
Social Science Elective		(3)
		(17)

Fall Semester - Second Year

AGT 215	Introduction to Soils and Fertilizers	(4)
COM 100	Oral Communication	(3)
ENG 109	Introduction to Technical Report Writing	(3)
HOR 235	Flower Store Management	(3)
HOR 275	Fall Greenhouse Crops	(3)
HOR ***	Field Studies	(1)
		(17)

Spring Semester - Second Year

HOR 143	Sympathy Design Techniques	(1)
HOR 146	Sustainable Perennials	(3)
HOR 242	Wedding and Corsage Design	(3)
HOR 244	Survey of Floral Operations	(15)
HOR 247	Special Events II	(1)
HOR 277	Bedding Plant Production	(3)
Humanities/Social Science Elective		(3)
		(15.5)

***Field Studies: Offered Fall semester only. A total of two (2) hours required from HOR 284, HOR 285, HOR 286, HOR 287, HOR 288, or HOR 289.

Ornamental Horticulture/General – Degree

Curriculum No. 401

This degree program option is available for students who have not identified a specific career area in horticulture. Requires 68 credit hours.

Fall Semester - First Year

COM 100	Oral Communication	(3)
HOR 101	Introduction to Horticulture Related Occupations	(1)
HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR ***	Field Studies	(1)
TMAT 100	Technical Mathematics	(3)
		(17)

Spring Semester - First Year

HOR 105	Botany for Horticulture	(3)
HOR 106	Orientation to Horticulture Internship	(1)
HOR 146	Sustainable Perennials	(3)
HOR 196	Horticulture Internship	(4)
Humanities/Social Science Elective		(6)
		(17)

Fall Semester - Second Year

AGT 215	Introduction to Soils and Fertilizers	(4)
HOR 127	Propagation Techniques	(1)
HOR 166	Landscape Design	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 256	Turf and Lawn Management	(3)
HOR 271	Greenhouse Management II	(3)
HOR ***	Field Studies	(1)
		(18)

Spring Semester - Second Year

ENG 109	Introduction to Technical Report Writing	(3)
HOR 128	Plant Propagation	(3)
HOR 141	Beginning Floral Arrangements	(3)
HOR 277	Bedding Plant Production	(3)
Horticulture Electives		(4)
		(16)

***Field Studies: Offered Fall semester only. A total of two (2) hours required from HOR 284, HOR 285, HOR 286, HOR 287, HOR 288, or HOR 289.

Ornamental Horticulture/Sports Turf Management – Degree

Curriculum No. 405

This degree program option is available for students who are interested in the production and maintenance of turfs for aesthetic and recreational purposes, such as parks or golf courses. Requires 70 credit hours.

Fall Semester - First Year

HOR 101	Introduction to Horticulture Related Occupations	(1)
HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 256	Turf and Lawn Management	(3)
HOR ***	Field Studies	(1)
TMAT 100	Technical Mathematics	(3)
		(17)

Spring Semester - First Year

ENG 109	Introduction to Technical Report Writing	(3)
HOR 105	Botany for Horticulture	(3)
HOR 106	Orientation to Horticulture Internship	(1)
HOR 146	Sustainable Perennials	(3)
HOR 196	Horticulture Internship	(4)
Humanities/Social Science Electives		(6)
		(20)

Fall Semester - Second Year

AGT 215	Introduction to Soils and Fertilizers	(4)
COM 100	Oral Communication	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 166	Landscape Design	(3)
HOR 281	Irrigation Function and Maintenance	(3)
HOR ***	Field Studies	(1)
		(17)

Spring Semester - Second Year

HOR 128	Plant Propagation	(3)
HOR 141	Beginning Floral Arrangements	(3)
HOR 257	Sports Turf Management	(2)
HOR 258	Resource Mgmt for Horticulture	(2)
HOR 277	Bedding Plant Production	(3)
HOR 282	Equipment Maintenance	(3)
		(16)

***Field Studies: Offered Fall semester only. A total of two (2) hours required from HOR 284, HOR 285, HOR 286, HOR 287, HOR 288, or HOR 289.

Ornamental Horticulture/ Greenhouse – Degree

Curriculum No. 402

This degree program option is available for students who are interested in careers in greenhouse production or interior plantscaping. Requires 70 credit hours.

Fall Semester - First Year

COM 100	Oral Communication	(3)
HOR 101	Introduction to Horticulture Related Occupations	(1)
HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR ***	Field Studies	(1)
TMAT 100	Technical Mathematics	(3)
		(17)

Spring Semester - First Year

ENG 109	Intro to Technical Report Writing	(3)
HOR 105	Botany for Horticulture	(3)
HOR 106	Orientation to Horticulture Internship	(1)
HOR 141	Beginning Floral Arrangements	(3)
HOR 146	Sustainable Perennials	(3)
HOR 196	Horticulture Internship	(4)
HOR 245	Survey of Greenhouse Operations	(1)
		(18)

Fall Semester - Second Year

AGT 215	Introduction to Soils and Fertilizers	(4)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 243	Interior Plantscaping	(3)
HOR 271	Greenhouse Management II	(3)
HOR 275	Fall Greenhouse Crops	(3)
HOR ***	Field Studies	(1)
		(17)

Spring Semester - Second Year

HOR 128	Plant Propagation	(3)
HOR 276	Spring Greenhouse Crops	(3)
HOR 277	Bedding Plant Production	(3)
Horticulture elective		(3)
Humanities/Social Science Electives		(6)
		(18)

***Field Studies: Offered Fall semester only. A total of two (2) hours required from HOR 284, HOR 285, HOR 286, HOR 287, HOR 288, or HOR 289.

Ornamental Horticulture/Landscape Design & Construction – Degree

Curriculum No. 404

This degree program option is available for students who are interested in the production, installation, design, and maintenance of landscaping plant materials. Instruction on installation of paving, retaining walls, and decks will also be covered. Requires 71 credit hours.

Fall Semester - First Year

COM 100	Oral Communication	(3)
HOR 101	Introduction to Horticulture Related Occupations	(1)
HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR ***	Field Studies	(1)
TMAT 100	Technical Mathematics	(3)
		(17)

Spring Semester - First Year

HOR 105	Botany for Horticulture	(3)
HOR 106	Orientation to Horticulture Internship	(1)
HOR 126	Nursery Management	(3)
HOR 141	Beginning Floral Arrangements	(3)
HOR 146	Sustainable Perennials	(3)
HOR 196	Horticulture Internship	(4)
Humanities/Social Science Elective		(3)
		(20)

Fall Semester - Second Year

AGT 215	Introduction to Soils and Fertilizers	(4)
ENG 109	Intro to Technical Report Writing	(3)
HOR 166	Landscape Design	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 248	Hardscapes	(2)
HOR 256	Turf and Lawn Management	(3)
HOR ***	Field Studies	(1)
		(19)

Spring Semester - Second Year

HOR 128	Plant Propagation	(3)
HOR 266	Advanced Landscape Design	(3)
HOR 267	Digital Landscape Design	(3)
HOR 277	Bedding Plant Production	(3)
Humanities/Social Science Elective		(3)
		(15)

***Field Studies: Offered Fall semester only. A total of two (2) hours required from HOR 284, HOR 285, HOR 286, HOR 287, HOR 288, or HOR 289.

Ornamental Horticulture/Nursery Management – Degree

Curriculum No. 407

This degree addresses the need for program graduates to have specific skills in the following technical areas: plant material identification and culture; landscape design plan reading; nursery pest management; and, plant propagation. A general education component is included to develop graduates' skills in computer usage, and oral and written communication. The field of nursery management will continue to grow to produce and supply nursery stock for wholesale as well as retail sales. Requires 66 credit hours.

Fall Semester - First Year

COM 100	Oral Communication	(3)
HOR 101	Introduction to Horticulture Related Occupations	(1)
HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR ***	Field Studies	(1)
TMAT 100	Technical Mathematics	(3)
		(17)

Spring Semester - First Year

HOR 105	Botany for Horticulture	(3)
HOR 106	Orientation to Horticulture Internship	(1)
HOR 126	Nursery Management	(3)
HOR 146	Sustainable Perennials	(3)
HOR 196	Horticulture Internship	(4)
Humanities/Social Science Elective		(3)
		(17)

Fall Semester - Second Year

AGT 215	Introduction to Soils and Fertilizers	(4)
HOR 166	Landscape Design	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 281	Irrigation Function and Maintenance	(3)
HOR ***	Field Studies	(1)
Humanities/Social Science Elective		(3)
		(17)

Spring Semester - Second Year

ENG 109	Introduction to Technical Report Writing	(3)
HOR 128	Plant Propagation	(3)
HOR 141	Beginning Floral Arrangements	(3)
HOR 277	Bedding Plant Production	(3)
HOR 282	Equipment Maintenance	(3)
		(15)

***Field Studies: Offered Fall semester only. A total of two (2) hours required from HOR 284, HOR 285, HOR 286, HOR 287, HOR 288, or HOR 289.

Floral Horticulture – Certificate

Curriculum No. 227

Students completing this certificate should have skills and knowledge which prepares them for employment in the floral industry in a retail shop or mass merchandiser. All aspects of floral design including wedding, funeral, and all-occasion designs will be practiced in class and marketing concepts will be emphasized. Requires 26.5 credit hours.

Fall Semester - First Year

HOR 141	Beginning Floral Arrangements	(3)
HOR 158	Special Events I	(2)
HOR 235	Flower Store Management	(3)
HOR 243	Interior Plantscaping	(3)
HOR Elective		(3)
		(14)

Spring Semester - First Year

HOR 142	Advanced Floral Arrangements	(3)
HOR 143	Sympathy Design Techniques	(1)
HOR 242	Wedding and Corsage Design	(3)
HOR 244	Survey of Floral Operations	(1.5)
HOR 247	Special Events II	(1)
HOR Elective		(3)
		(12.5)

Elective Options:

HOR 146	Sustainable Perennials	(3)
HOR 150	Fall Prairie Study	(2)
HOR 245	Survey of Greenhouse Operations	(1)
HOR 269	Field Studies Floral Symposium	(1)
HOR 275	Fall Greenhouse Crops	(3)
HOR 276	Spring Greenhouse Crops	(3)
HOR 277	Bedding Plant Production	(3)

Turf Management – Certificate

Curriculum No. 239

This certificate is designed for persons seeking a career in the culture and care of turf grasses as they relate to the golf course, sod farms, cemeteries, sports turf or any private or public institution where the major grounds maintenance responsibility is that of turf management. Requires 25 credit hours.

Fall Semester - First Year

AGT 215	Introduction to Soils and Fertilizers	(4)
HOR 122	Trees/Arboriculture	(3)
HOR 256	Turf and Lawn Management	(3)
HOR 281	Irrigation Function and Maintenance	(3)
		(13)

Spring Semester - First Year

HOR 126	Nursery Management	(3)
HOR 194	Sustainable Land Management	(2)
HOR 257	Sports Turf Management	(2)
HOR 258	Resource Mgmt for Horticulture	(2)
HOR 282	Equipment Maintenance	(3)
		(12)

Greenhouse/Garden Center – Certificate

Curriculum No. 241

This certificate is designed for persons pursuing a career in the production of greenhouse plants sold as cut flowers, potted plants, annual bedding plants, and/or foliage plants. Requires 28 credit hours.

Fall Semester - First Year

HOR 103	Horticulture Science	(3)
HOR 112	Greenhouse Management I	(3)
HOR 271	Greenhouse Management II	(3)
HOR 275	Fall Greenhouse Crops	(3)
HOR 122	Trees/Arboriculture **OR**	
HOR 231	Ornamental Shrubs Identification & Culture **OR**	
HOR 243	Interior Plantscaping	(3)
		(15)

Spring Semester - First Year

HOR 105	Botany for Horticulture	(3)
HOR 146	Sustainable Perennials	(3)
HOR 245	Survey of Greenhouse Operations	(1)
HOR 276	Spring Greenhouse Crops	(3)
HOR 277	Bedding Plant Production	(3)
		(13)

Landscape Design and Plant Identification – Certificate

Curriculum No. 238

This certificate provides training for students to develop employable skills for a career in the production, maintenance or installation of ornamental plants and hardscape features such as walks, patios, decks, and retaining walls. Such persons may be employed in wholesale or retail nurseries, supply firms or landscape operations. Requires 26 credit hours.

Fall Semester - First Year

HOR 103	Horticulture Science	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 166	Landscape Design	(3)
HOR 231	Ornamental Shrubs Identification & Culture	(3)
HOR 248	Hardscapes	(2)
		(14)

Spring Semester - First Year

HOR 146	Sustainable Perennials	(3)
HOR 266	Advanced Landscape Design	(3)
HOR 267	Digital Landscape Design	(3)
HOR Elective		(3)
		(12)

Nursery Management – Certificate

Curriculum No. 471

This certificate program addresses the need for completers to have specific skills in plant material identification and culture, nursery pest management, and plant propagation. Requires 25 credit hours.

Fall Semester - First Year

AGT 215	Introduction to Soils and Fertilizers	(4)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 281	Irrigation Function & Maintenance	(3)
		(16)

Spring Semester - First Year

HOR 126	Nursery Management	(3)
HOR 128	Plant Propagation	(3)
HOR 282	Equipment Maintenance	(3)
		(9)

Sustainable Horticulture - Certificate

Curriculum No. 290

This certificate provides students with foundational knowledge and technical skills relating to sustainability topics in Horticulture. Students will learn how to implement and manage sustainable conservation projects, including water harvesting/storage, habitat creation for wildlife, useful native plants and wildlife projects including nest box surveys for blue birds. Requires 24 credit hours.

Fall Semester

AGT 215	Introduction to Soils and Fertilizers	(4)
HOR 103	Horticulture Science	(3)
HOR 150	Fall Prairie Study	(2)
HOR Elective		(3)
		(12)

Spring Semester

HOR 105	Botany for Horticulture	(3)
HOR 194	Sustainable Land Management	(2)
BIO Elective		(4)
HOR Elective		(3)
		(12)

Electives:

BIO 101	Environmental Biology	(3)
BIO 102	Environmental Biology Lab	(1)
BIO 107	Animal Ecology	(4)
BIO 230	Field Biology	(4)
HOR 122	Trees/Arboriculture (FA)	(3)
HOR 146	Sustainable Perennials (SP)	(3)
HOR 231	Ornamental Shurbs Identification and Culture (FA)	(3)
HOR 256	Turf and Lawn Management (FA)	(3)

FA-Fall Class Only
SP-Spring Class Only

MARKETING AND MANAGEMENT

Degree (A.A.S.)

Marketing and Management
Curriculum No. 218 Credit hours required: 63

Certificate

Retailing
Curriculum No. 293 Credit hours required: 18

Marketing And Management – Degree

Curriculum No. 218

This degree program is designed to prepare students for entry level positions in marketing and management. Since over a quarter of the work force is involved in some form of marketing or management, many career opportunities are available for students. Close cooperation between the college and business helps ensure necessary training is provided to compete in a dynamic business environment. Requires 63 credit hours.

ACC 108	Business Accounting **OR**	
ACC 121	Financial Accounting	(3-4)
BUS 101	Introduction to Business	(3)
BUS 120	Business Mathematics **OR**	
MAT 150	College Algebra **OR** Higher Level Mathematics	(3-4)
BUS 130	Human Relations	(3)
BUS 150	Legal/Social Environment of Business **OR**	
BUS 256	Business Law	(3)
CIS 123	Management Information Systems	(3)
COM 100	Oral Communication	(3)
CSD 120	Orientation **OR**	
LIB 100	Information Skills for Success **OR**	
ENG 111	College Study Skills	(1-2)
ECO 100	Consumer Economics **OR**	
ECO 260	Principles of Macroeconomics **OR**	
ECO 261	Principles of Microeconomics	(3)
ENG 103	Composition I **OR**	
ENG 109	Introduction to Technical Report Writing	(3)
MM 149	Introduction to Marketing	(3)
MM 162	Introduction to Management	(3)
MM 259	Introduction to Finance	(3)
OS 133	Spreadsheet/Excel	(3)
PLS 140	Introduction to American Government and Politics **OR**	
PLS 240	State and Local Government	(3)
PSY 102	Introduction to Psychology	(3)
Mathematics or Science Elective		(3)
Marketing and Management Electives		(6)
ECO, MM OR OS Electives		(6-8)

Electives:

MM 233	Retail Management	(3)
MM 234	Advertising and Promotion	(3)
MM 237	Supervision	(3)
MM 264	Human Resource Management	(3)
MM 266	Principles of Sales	(3)
MM 269	Entrepreneurship	(3)
MM 280	Materials Management Processes	(3)
MM 299	Internship Marketing or Management	(4)
OS 135	Database Access	(3)
OS 138	QuickBooks	(3)
OS 156	Desktop Publishing/Publisher	(3)
OS 246	Business Communications	(3)

Retailing – Certificate

Curriculum No. 293

A certificate program designed for students wanting to upgrade their skills necessary to work in a retail environment. Practical application of communication, basic math, and social skills will prepare students for entry level positions in retail. This certificate meets the recommendations of area retail merchants. Requires 18 credit hours.

BUS 101	Introduction to Business	(3)
BUS 120	Business Mathematics	(3)
BUS 130	Human Relations	(3)
COM 108	Communication in the Workplace	(3)
MM 233	Retail Management	(3)
		(18)

NURSING

Degrees (A.A.S.)

***Nursing**
Curriculum No. 258 Credit hours required: 73
**This program will end December 23, 2016*

Registered Nursing
Curriculum No. 366 Credit hours required: 66

Certificates

Practical Nursing**
Curriculum No. 216 Credit hours required: 44

***Minimum of twelve (12) students required to run this program. Kishwaukee College does not have a "stand alone" LPN Program.*

Basic Nurse Assisting
Curriculum No. 310 Credit hours required: 7

NURSING degree (A.A.S.)

Curriculum No. 258

Curriculum

The curriculum includes theory in communications, science and behavioral sciences as well as nursing. The concepts of holistic health, developmental stages and basic needs provide the organizing framework for curriculum content.

A vital component of the curriculum is the supervised clinical experience provided in area hospitals and community agencies.

Retention

General education courses may be completed prior to final admission. The ADN (Associate Degree in Nursing) courses must be completed within four years of the first admission. All Level II courses must be completed within a two-year time frame. Students who do not complete the Nursing program within the specified time frame are required to repeat all nursing courses for credit. A 2.500 GPA must be maintained in all Kishwaukee College courses once the transfer student enters Kishwaukee College.

Registered Nursing is governed by the State of Illinois Nurse Practice Act of 2007. The Associate in Applied Science degree prepares the graduate to become a member within the profession of nursing. The nurse is a manager and provider of client care, a health teacher and a communicator within the established protocol of the health delivery system. Graduates are eligible to write the licensing examination for Registered Nurses (NCLEX-RN). Requires 73 credit hours.

Satisfactory completion of BIO 213, BIO 258, BIO 259; ENG 103; MAT 208 or MAT 220; PSY 102, PSY 280; HLT 122; NUR 121, 123, 170 and 171 is required for Level II status. Level II status is necessary for enrollment in NUR 264, 265, 292, 293, 294 and 295, offered in both fall and spring semesters.

Students must earn "C" or higher grades in all nursing and general education courses included in the Nursing curriculum as one of the requirements for the Associate in Applied Science in Nursing degree.

Required:

BIO 213	Introductory Microbiology	(4)
BIO 258	Anatomy and Physiology I	(4)
BIO 259	Anatomy and Physiology II	(4)
COM 100	Oral Communication	(3)
ENG 103	Composition I	(3)
HLT 122	Introduction to Nutrition	(1)
MAT 208	Introductory Statistics **OR**	
MAT 220	Business Statistics	(4)
NUR 121	Introduction to Nursing	(8)
NUR 123	Orientation to Pharmacology	(1)
NUR 170	Medical Surgical Nursing I	(6)
NUR 171	Medical Surgical Nursing II	(6)
NUR 264	Advanced Medical-Surgical Nursing	(6)
NUR 265	Community Mental Health Nursing	(6)
NUR 292	Topics in Professional Nursing I	(.5)
NUR 293	Topics in Professional Nursing II	(.5)
NUR 294	Maternal Health Nursing	(5.5)
NUR 295	Pediatric Nursing	(5.5)
PSY 102	Introduction to Psychology	(3)
PSY 280	Life-Span Human Development	(3)

CNAs and LPNs are eligible for reduced clinical hours in this curriculum within nursing courses.

Specific policies, retention and promotion criteria and graduation requirements are included in the Nursing Student Handbook. A copy of the handbook is available on the website, www.kishwaukeecollege.edu.

Registered Nursing Degree (A.A.S.)

Curriculum No. 366

This degree program prepares students to deliver high-quality, safe and cost-effective health care as a Registered Professional Nurse. Registered Professional Nursing is governed by the State of Illinois Nurse Practice Act 2007. It is designed to prepare the entry-level professional nurse to sit for the licensing examination for professional nurses (NCLEX-RN) after graduation. The Registered Professional Nurse advocates for patient safety through use of evidence-based practice, team work, ethics, technology and a focus on continuous quality improvement. The curriculum includes theory in communications, science and behavioral sciences as well as nursing. The Kishwaukee College Nursing Program curriculum utilizes the Quality and Safety Education for Nurses (QSEN) Institute competencies to provide an organizing framework for curriculum content.

The QSEN competencies include:

- Patient-centered care
- Teamwork and Collaboration
- Evidence-based Practice
- Quality Improvement
- Safety
- Informatics

A vital component of the curriculum is the supervised clinical experience provided in area hospitals and community agencies. The newly remodeled facilities which include classrooms, nursing labs, and a high fidelity simulation lab located within the Terry and Sherrie Martin Health Career Wing, provide a quality environment for learning in the 21st century. Requires 66 credit hours.

Interested men and women should attend an information meeting or contact the Coordinator of Nursing for complete admission, selection, re-entrance, and graduation requirements. Program information is available online and in Admissions, Registration & Records.

Specific policies, retention and promotion criteria and graduation requirements are included in the Nursing Student Handbook. A copy of the handbook is available on the College's website, www.kishwaukeecollege.edu.

Admission Criteria

Enrollment in the Associate Degree Nursing (ADN)Program is limited to clinical site capacity. The Nursing Program admits 40 students in the Fall and 40 students in the Spring semesters. All applications are evaluated without discrimination with regard to age, race, sex, creed, national origin, or disability.

Official documentation of completion of ALL ADMISSION CRITERIA must be received before the applicant will be considered for admission.

A variable tuition rate per credit hour in addition to the standard tuition rate will be applied to all nursing courses in the ADN/LPN programs for students admitted as of Fall 2013. All ADN/LPN nursing courses will be subject to variable tuition effective January 2015.

Admission into the Kishwaukee Associate Degree Nursing Program requires the applicant to:

1. Submit official documentation of a *high school diploma or high school equivalency certificate* to the Admissions Office.
2. Submit official *college/university transcript(s),* if applicable to the Admissions Office.
3. Attendance of a Nursing Program information session is recommended. Registration for the session is **not required.** Please check our website at www.kishwaukeecollege.edu for dates and times.
4. Submit the *Nursing program application* to the Health and Education Division Office while in the final semester of prerequisites **OR AFTER ALL REQUIREMENTS HAVE BEEN COMPLETED.** Applications are available in the Health and Education Division office or online.
5. Submit three to four personal reference forms to the Health and Education Division office.
6. Submit a completed *medical/felony form* to the Health and Education Division office.
7. Above requirements, plus criteria outlined below **must be met before application may be submitted.**
   a. Completion of at least 12 credit hours in 100/200 level college course work.
   b. Overall GPA of 2.5 or higher in at least 12 hours within the following course work applicable to nursing. All Kishwaukee College course work must be maintained at 2.5 GPA or above. Gray highlighted courses are not required for the degree at Kishwaukee College, but are required if you choose to continue towards your B.S.N. BIO 103, BIO 105, BIO 213, BIO 258, BIO 259, COM 100, ENG 103, PSY 102, PSY 280, **CHE 110, CHE 111, ENG 104, HLT 201, MAT 208, SOC 170**
   c. Overall College (Kishwaukee and transfer) GPA of 2.5 or above in all 100/200 level course work. Once a student has completed at least 12 hours of 100/200 level coursework at Kishwaukee, the Kishwaukee GPA will be utilized for this requirement.
   d. Completion of BIO 103 and BIO 105 with grades of "B" or higher in the last 5 years. Students who have completed BIO 259 with a "C" or higher in last 5 years may waive this requirement.
   e. Completion of COM 100, ENG 103 and PSY 102 with grades of "C" or higher.
   f. Completion of MAT 086 with a "C" or higher or appropriate placement scores. MAT 086 or appropriate placement scores expire after 5 years.
   g. ATI TEAS (Test of Essential Academic Skills) Testing (version V) with a minimum composite score of 60.0%. Testing includes area of Reading, English, Mathematics, and Science. The testing link is located on the nursing website. Testing is scheduled through the ATI testing website. Students are encouraged to test at Kishwaukee. Testing sessions will be scheduled every 2–3 months. Students may test only once per each session. Students who are unable to test at Kishwaukee must submit scores officially through ATI and show proof that the exam was not taken in the previous 90 days. (TEAS testing requires pre-registration. The current cost is $56 plus tax; this fee is subject to change). Study guides are available for an additional cost at www.atitesting.com.
8. **Apply to the nursing program between February 1st and 15th for Fall admission and between September 1st and 15th for Spring admission. Any applications received prior to or after these dates will not be processed.** Students will be admitted on a space available basis after requirements are completed.

Retention

General education courses may be completed prior to final admission. The ADN (Associate Degree in Nursing) courses must be completed within four years of the first admission. All Level II courses must be completed within a two-year time frame. Students who do not complete the Nursing program within the specified time frame are required to repeat all nursing courses for credit. A 2.500 GPA must be maintained in all Kishwaukee College courses once the transfer student enters Kishwaukee College.

Satisfactory completion of pre-nursing course work and first year course work as outlined below is required for Level II status. Level II status is necessary for enrollment in NUR 226, NUR 227, NUR 239, NUR 249 and NUR 262.

Students must earn "C" or higher grades in all nursing and general education courses included in the Nursing curriculum as one of the requirements for the Associate in Applied Science in Registered Nursing degree.

Pre-Nursing Course Work

BIO 103	General Biology	(3)
BIO 105	General Biology Laboratory	(1)
COM 100	Oral Communication	(3)
ENG 103	Composition I	3)
PSY 102	Introduction to Psychology	(3)
		(13)

First Year - First Semester

BIO 258	Anatomy and Physiology I	(4)
NUR 117	Fundamentals of Nursing	(6-7*)
NUR 123	Orientation to Pharmacology	(1)
PSY 280	Life-Span Human Development	(3)
		(14-15)

First Year - Second Semester

BIO 259	Anatomy and Physiology II	(4)
NUR 168	Adult Health Nursing I	(4-5**)
NUR 169	Adult Health Nursing II	(4-5**)
		(13-14)

Second Year - First Semester

BIO 213	Introductory Microbiology	(4)
NUR 226	Maternal Child Health Nursing	(4.0-4.5**)
NUR 227	Pediatric Health Nursing	(4.0-4.5**)
		(12-13)

Second Year - Second Semester

NUR 239	Adult Health Nursing III	(5)
NUR 249	Mental Health Nursing	(5)
NUR 262	Professional Nursing	(1)
		(11)

*Only CNA's may be eligible to register for reduced credit.
**Only LPN's may be eligible to register for reduced credit

Practical Nursing – Certificate

Curriculum No. 216*

**Minimum of twelve (12) students required to run this program. Kishwaukee College does not have a "stand alone" LPN Program.*

Admission Criteria

Kishwaukee College is a ladder Practical Nursing Program. The Practical Nursing program (PN) admits up to twenty (20) students each summer from students who have completed the first two semesters of Nursing Curriculum 258.

Please see admission requirements under Nursing A.A.S. curriculum no. 258.

Curriculum

The curriculum includes theory in communications, science and behavioral sciences, as well as nursing. The concepts of holistic health, developmental stages, and basic needs provide the organizing framework for curriculum content.

A vital component of the curriculum is the supervised clinical experience provided in area hospitals and community agencies.

Retention

General education courses may be completed prior to final admission. The PN (Practical Nursing) courses must be completed within two years of the first admission. Students who do not complete the Nursing program within the specified time frame are required to repeat all nursing courses for credit. A 2.500 GPA must be maintained in all Kishwaukee College courses once the student enters Kishwaukee College.

Curriculum No. 216

Practical Nursing is governed by the State of Illinois Nurse Practice Act of 2007. The program curriculum for Practical Nursing can be an endpoint for the student, or can be utilized as the first year towards an Associate in Applied Science Degree in Nursing at Kishwaukee College. Because of the nature of the Practical Nurse Program, students interested in a Practical Nursing Certificate must meet the admission and selection criteria and curriculum requirements for the first year of the Associate Degree Nursing Program. The additional five credit hours of course work (NUR 180 and NUR 192) required for the Practical Nursing Certificate will be offered in the summer provided there are twelve or more students who express an interest in completing the certificate program.

Upon successful completion of the practical nursing course work the graduate is eligible to write the licensing examination for Practical Nurses (NCLEX-PN).

The certificate program prepares the graduate to assume the two established functions of the licensed practical nurse: (1) in non-complex nursing situations, to nurse the patient with a minimum of supervision; and (2) in complex nursing situations, to assist the registered nurse in a close working relationship. The licensed practical nurse provides nursing care under the supervision of a registered nurse or licensed physician. Requires 44 credit hours.

Required: Students must earn a "C" grade or higher in all required courses.

BIO 258	Anatomy and Physiology I	(4)
BIO 259	Anatomy and Physiology II	(4)
HLT 122	Introduction to Nutrition	(1)
MAT 208	Introductory Statistics OR	
MAT 220	Business Statistics	(4)
NUR 121	Introduction to Nursing	(8)
NUR 123	Orientation to Pharmacology	(1)
NUR 170	Medical Surgical Nursing I	(6)
NUR 171	Medical Surgical Nursing II	(6)
NUR 180	Maternal-Child Nursing	(4)
NUR 192	Topics in Practical Nursing	(1)
PSY 102	Introduction to Psychology	(3)
PSY 280	Life-Span Human Development	(3)

CNAs are eligible for reduced hours within nursing courses.

Basic Nurse Assisting - Certificate

Curriculum No. 310

This program satisfies the Illinois Department of Public Health requirements for employment in long-term health care facilities, plus home health and acute care facilities. Information regarding admission may be obtained by contacting the Basic Nurse Assisting (BNA) Coordinator.

All students successfully completing the course must take and pass the "hands-on" skills and written, state approved, competency evaluation. With successful passing, the student's name is placed on the nurse assistant state registry for employment. Illinois statute requires all new nurse aides to have a criminal fingerprint background check before their names can be added to the nurse aide registry. This check is completed prior to or during the course enrollment. All entering students are required to have a drug test and required immunizations for clinical. Further information is available through the Basic Nurse Assisting (BNA) Coordinator.

Admission:

1. Students are required to complete one of the following: ENG 103 (Composition I) with a grade of "C" or higher or appropriate placement testing.
2. Be at least 16 years of age.
3. Must have a Social Security card.
4. Approval from a Counselor in Student Services, Dean of Health and Education, or the Program Coordinator (after applicable placement testing score or completion of ENG 103).
5. Students must apply for graduation in the Admissions Office by the deadline listed in the applicable semester's schedule booklet. No graduation fee is required.

Required: A student must complete the course with a minimum "C" grade or higher.

NUR 100	Basic Nurse Assistant Training	(7)

OFFICE SYSTEMS

Degree (A.A.S.)

Office Systems
Curriculum No. 406 Credit Hours required: 63.5

CERTIFICATES

Administrative Assistant
Curriculum No. 213 Credit hours required: 33.5

Application Specialist
Curriculum No. 445 Credit hours required: 17

Medical Billing and Coding
Curriculum No. 274 Credit hours required: 28

Office Systems - Degree

Curriculum No. 406

The Office Systems Degree program is designed for students who wish to prepare for positions as administrative assistants or professional secretaries in business, industry, government, legal or medical offices. The program offers a combination of skill-building and business courses necessary to develop a high degree of competence, as well as general knowledge for the responsible execution of administrative assistant or secretarial duties. Requires 63.5 credit hours.

Fall Semester - First Year

BUS 101	Introduction to Business	(3)
ENG 109	Intro to Technical Report Writing	(3)
OS 101	Beginning Keyboarding***	(3)
OS 122	Reference Manual/Proofreading	(3)
OS 125	Word Processing/Word*	(3)
OS 136	Presentation Graphics/PowerPoint	(1.5)
		(16.5)

Spring Semester - First Year

BUS 130	Human Relations	(3)
COM 100	Oral Communication	(3)
OS 127	Advanced Word Processing/Word	(3)
OS 156	Desktop Publishing/Publisher	(3)
Approved Office Systems Elective		(3)
		(15)

Fall Semester - Second Year

OS 133	Spreadsheets/Excel*	(3)
OS 135	Database/AccessI	(3)
OS 138	QuickBooks	(3)
OS 253	Records Management**	(3)
Marketing/Management Elective		(3)
		(15)

Spring Semester - Second Year

BUS 120	Business Mathematics	(3)
ECO 100	Consumer Economics	(3)
OS 107	Employment Strategies	(2)
OS 246	Business Communications	(3)
OS 252	Office Procedures	(3)
Humanities/Social Science Elective		(3)
		(17)

Humanities/Social Science Electives

HUM 119	Humanities I	(3)
PHL 101	Introduction to Philosophy	(3)
PSY 102	Introduction to Psychology	(3)
SOC 170	Introduction to Sociology	(3)

*MOS Certification **Outlook Certification
***Proficiency test available

Administrative Assistant – Certificate

Curriculum No. 213

A certificate program for students preparing for general office employment in business or government. Requires 33.5 credit hours.

Fall Semester - First Year

OS 101	Beginning Keyboarding***	(3)
OS 107	Employment Strategies	(2)
OS 125	Word Processing/Word*	(3)
OS 133	Spreadsheets/Excel	(3)
OS 135	Database/Access*	(3)
OS 253	Records Management**	(3)
		(17)

Spring Semester - First Year

OS 122	Reference Manual/Proofreading	(3)
OS 127	Advanced Word Processing/Word	(3)
OS 136	Presentation Graphics/PowerPoint	(1.5)
OS 138	QuickBooks	(3)
OS 156	Desktop Publishing/Publisher	(3)
OS 252	Office Procedures	(3)
		(16.5)

*MOS Certification **Outlook Certification
***Proficiency test available

Application Specialist – Certificate

Curriculum No. 445

A certificate program providing training in marketable software application and employability skills. Students will have the opportunity to earn industry Microsoft Office Specialist (MOS) certification in Word, Excel, Access and Outlook. Requires 17 credit hours.

OS 101	Beginning Keyboarding***	(3)
OS 107	Employment Strategies	(2)
OS 125	Word Processing/Word*	(3)
OS 133	Spreadsheets/Excel*	(3)
OS 135	Database/Access*	(3)
OS 253	Records Management**	(3)
		(17)

*MOS Certification **Outlook Certification
***Proficiency test available

Medical Billing And Coding – Certificate

Curriculum No. 274

This certificate program will provide students with the skills needed to complete, file, and respond to medical insurance forms and reports. Students will also learn the skills needed for maintaining appropriate medical office standards and systems, medical insurance processing, and coding procedures. The program is based on certification testing administered by the American Health Information Management Association, the American Academy of Professional Coders, and the experiences of a registered health information administration supervising medical coders. Potential employers include medical offices, healthcare facilities, and insurance companies. Requires 28 credit hours.

Summer Term

OS 115	Introduction to Medical Coding	(2)
OS 216	Medical Terminology I	(3)
		(5)

Fall Semester

OS 219	Medical Terminology II	(4)
OS 220	Health Insurance Billing	(2)
OS 221	Medical Coding I	(3)
Elective from list below		(3)
		(12)

Spring Semester

OS 107	Employment Strategies	(2)
OS 218	Medical Office Procedures	(3)
OS 222	Medical Coding II	(3)
OS 223	Pharmacology & Lab Medicine	(3)
		(11)

Approved Electives:

OS 108	Intro to Software Applications	(3)
OS 125	Word Processing/Word	(3)
OS 127	Advanced Word Processing	(3)
OS 133	Spreadsheets/Excel	(3)
OS 135	Database/Access	(3)
OS 111	Keyboarding Skill Building	(1.5)
OS 217	Medical Transcription I	(3)
OS 218	Medical Office Procedures	(3)
OS 223	Pharmacology & Lab Medicine	(3)
		(15.5)

RADIOLOGIC TECHNOLOGY

Degree (A.A.S.)

Radiologic Technology
Curriculum No. 222 Credit hours required: 72

Radiologic Technology - Degree

Curriculum No. 222

The radiologic technology degree program is composed of professional and general education courses. The professional radiology theory, positioning methods, image assessment and patient care courses are taught concurrently with clinical practicum courses offering the student the opportunity to apply principles and skills as they are learned. Throughout the six terms of the program, students will be scheduled at more than one of the following clinical education sites: Northwestern Medical (Kishwaukee Hospital), DeKalb; Rochelle Community Hospital, Rochelle; Valley West Community Hospital, Sandwich; Rush-Copley Medical Center, Aurora.

Upon completion of the Associate in Applied Science degree program the student is prepared to practice as a professional general diagnostic radiographer and to sit for the American Registry of Radiologic Technology national certification examination.

Program Mission

The mission of the Radiologic Technology Program offered by Kishwaukee College is to provide the medical community with radiographers who possess imaging skills and critical thinking abilities to render competent patient care. A qualified faculty will provide clinical and classroom learning environments which will enhance learning opportunities in current and expanding medical imaging technologies and prepare the student for certification by the American Registry of Radiologic Technologists.

Program Goals

1. Students will demonstrate competence in clinical procedures. Outcomes:
   - *Students will demonstrate skill in patient positioning*
   - *Student will demonstrate skill in technique selection*
   - *Students will provide appropriate care to all patients*
   - *Students will practice radiation protection*
2. Students will communicate effectively. Outcomes:
   - *Students will communicate effectively with patients in the clinic*
   - *Students will communicate effectively with staff, supervisors, physicians and others in the clinical setting*
   - *Students will demonstrate effective oral communication skills*
   - *Students will demonstrate effective written communication skills*
3. Students will use critical thinking and problem-solving skills. Outcomes:
   - *Students will determine modifications of standard procedures to meet patients' needs*
   - *Students will determine appropriate exposure techniques and modify those techniques for different situations*
   - *Student will evaluate images for quality and make necessary adjustments*
4. Students will evaluate the importance of professionalism and professional development. Outcomes:
   - *Students will demonstrate the value of professionalism and professional development*
   - *Students will exhibit professional behavior*
   - *Students will demonstrate the values and ethics of a professional radiographer.*

Assessment of these goals is a continuous process conducted from one to several times annually. Input for analysis is solicited from all communities of interest, both internal and external. Goal monitors, benchmarks, and records of outcomes analyses are available upon request.

I. ADMISSION CRITERIA

Enrollment in the Radiologic Technology Program is limited to clinical site capacity. All applications are evaluated without discrimination with regard to age, race, sex, creed, national origin, or disability (**applicants with disabilities are advised to carefully review item III, required characteristics).

A variable tuition rate per credit hour in addition to the standard tuition rate will be applied to all radiologic technology courses for students admitted as of Fall 2016.

Admission into the Kishwaukee College Radiologic Technology Program requires the applicant to complete the following for submission of records:

1. Official documentation of a high school diploma or high school equivalency certificate.
2. Official documentation of college/university transfer credit must be completed and submitted to the Program Director.
3. Submit a completed Kishwaukee College admissions form to the Admissions Office.
4. Submit the Radiologic Technology program application, $10.00 application fee (must accompany application), and required essay (essay criteria outlined on back of application) to the Program Director.
5. Provide three written character references
6. Current College placement test used by Kishwaukee College unless transferable college credits in ENG 103 with a "C" or higher grade is documented.
7. Current College placement test used by Kishwaukee College unless transferable college credits in MAT 098 with a "C" or higher grade is documented.
8. ATI-TEAS (Test of Essential Academic Skills) test composite score of 60% on version V.
9. Documentation of Kishwaukee or transferable institution credit of BIO 103 & 105 with a "C" or higher grade.
10. Attendance of a Radiology Program information session.
11. OFFICIAL high school transcript, high school equivalency certificate, and college transcripts from all schools attended other than Kishwaukee College, must be submitted to: Kishwaukee College, Director of Radiology, 21193 Malta Road, Malta, IL 60150-9699

Official documentation of completion of all admission criteria must be received before the applicant will be considered for admission.

12. Cumulative college/university GPA of 2.7 or higher
13. Completion of 15 credit hours of college level courses to include 8 credit hours of lab sciences.

II. FINALIZING ADMISSION

1. The Admissions Committee will evaluate the completed application, essay, and transcripts.
2. Applicants that meet the academic and essay criteria will be awarded provisional admission to the next available opening in the program. Candidates will receive written notification of provisional admissions status.
3. Candidates who have been offered provisional acceptance will be required to complete a personal interview to finalize their admission to the program.
4. Candidates will receive written notification of final admissions status.
5. Accepted students may request the opportunity to observe in a radiology department.
6. Kishwaukee College affiliating agencies require criminal background checks and drug screens for all accepted students. Background checks must be favorable to proceed.

All prospective students who have met the academic requirements for admission will be offered provisional admission to the program and will be required to complete a personal interview as the final step in the acceptance process. This interview will be scheduled in the spring semester, prior to the fall in which they have been offered provisional admission.

III. REQUIRED CHARACTERISTICS OF STUDENT RADIOGRAPHERS

In order to understand the theoretical principles and perform the duties of a diagnostic radiographer, the student must possess the following characteristics:

1. Ability to interact and communicate effectively with widely diverse groups of people;
2. Knowledge of basic grammar, writing, and spelling skills;
3. Understand the basic fundamentals of mathematics, including algebra and geometry;
4. Ability to read college level textbooks;
5. Solid understanding of fundamental physical and biological sciences;
6. Ability to listen and follow directions accurately and precisely;
7. Desire and ability to work with people of all ages and physical conditions;
8. Interest in working with mechanical and electronic equipment, including computers;
9. Desire to work in a medical setting with patients in various states of illness or trauma;
10. Ability to work under stressful situations;
11. Ability to walk, stand, bend, stoop, and lift up to 25 lbs;
12. Good eye-hand coordination and manual dexterity;
13. Normal or corrected vision and hearing;
14. Average tactile sensitivity;
15. Ability to stand and walk for long periods of time without a break.

Retention

Completion with a grade of "C" or higher of all previous semester radiologic technology courses is required for enrollment in subsequent semester radiologic technology courses. BIO 258 Anatomy and Physiology I and BIO 259 Anatomy and Physiology II, must be completed with a "C" or higher grade, by the end of the second semester for continued enrollment in Radiologic Technology.

Students must achieve "C" or higher grades in all radiologic technology and general education courses included in the radiology curriculum.

Fall Semester - First Year

BIO 258	Anatomy and Physiology I	(4)
RA 100	Radiographic Imaging I	(2)
RA 101	Patient Care Techniques	(2)
RA 102	Radiographic Positions and Procedures I	(5)
RA 104	Clinical Practicum I	(3)
RA 105	Medical Terminology for Radiography	(1)
		(17)

Spring Semester - First Year

BIO 259	Anatomy and Physiology II	(4)
RA 111	Radiographic Imaging II	(3)
RA 112	Radiographic Positions & Procedures II	(5)
RA 114	Clinical Practicum II	(3)
		(15)

Summer Term - First Year

CIS 101	Introduction to Computers	(3)
RA 122	Radiographic Positions/Procedures III	(1.5)
RA 124	Clinical Practicum III	(2)
		(6.5)

Fall Semester - Second Year

ENG 103	Composition I	(3)
PSY 102	Introduction to Psychology	(3)
RA 204	Advanced Clinical Practicum I	(5)
RA 205	Radiographic Image Evaluation	(2)
RA 220	Radiation Physics	(3)
		(16)

Spring Semester - Second Year

ENG 104	Composition II **OR**	
ENG 109	Introduction to Technical Report Writing **OR**	
COM 100	Oral Communication	(3)
RA 221	Radiation Biology	(2)
RA 222	Advanced Radiology Procedures	(3)
RA 224	Advanced Clinical Practicum II	(5)
RA 225	Radiographic Pathology	(2)
		(15)

Summer Term - Second Year

RA 234	Advanced Clinical Practicum III	(2.5)

THERAPEUTIC MASSAGE

Certificate

Therapeutic Massage
Curriculum No. 444 Credit hours required: 30

Therapeutic Massage – Certificate

Curriculum No. 444

The certificate in therapeutic massage is designed to prepare an individual to become a professional massage therapist. This three-semester, 696 hour program meets the entrance requirements for the Massage and Bodywork Licensing Exam (MBLEx). The program includes the study and practice of various massage techniques, anatomy, physiology, kinesiology and on-campus clinical experience. Requires 30 credit hours.

Admission to Kishwaukee College's Therapeutic Massage program will be based on the following criteria:

1. Minimum age of 18
2. High school graduate transcript or high school equivalency certificate (official transcripts must be on file in the Admissions, Registration & Records Office)
3. Total points earned in TPM 100
4. Total points earned by a written essay
5. Two letters of reference
6. Official transcripts from all colleges/universities attended

Additional information should be requested from the Coordinator of Complementary Health Programs.

Applications for TPM admission are distributed during the TPM 100 course. Fast Track applications must be submitted to the coordinator by May 1st of each year. Regular Track applications must be submitted to the coordinator by August 1st of each year.

Regular Track (part-time) attendees will attend classes two or three evenings per week and on Saturdays for either a half or a full day depending on the semester. Certificate completion may be achieved in fifteen months.

Fast Track (full-time) attendees will attend classes on Monday, Tuesday, Wednesday, Thursday, and Friday for a full day, depending on the courses chosen and the semester in which taken. Certificate completion may be achieved in seven months.

Students must earn "C" or higher grades in all courses required for completion of the Therapeutic Massage Certificate.

REGULAR TRACK OPTION:

Pre-Admission

TPM 100	Introduction to Massage	(1)
OS 216	Medical Terminology I	(3)
		(4)

Fall Semester

BIO 112	The Human Body **OR**	
TPM 112	Anatomy/Physiology Comp Health	(5)
TPM 110	Massage Techniques I	(4)
		(9)

Spring Semester

TPM 114	Musculoskeletal System	(3)
TPM 120	Massage Techniques II	(4)
TPM 124	Business Practices & Ethics	(3)
TPM 140	Massage Clinical	(.5)
		(10.5)

Summer Term

TPM 109	Pathology	(2)
TPM 130	Massage Techniques III	(4)
TPM 140	Massage Clinical	(.5)
		(6.5)

FAST TRACK OPTION:

Pre-Admission

TPM 100	Introduction to Massage	(1)
OS 216	Medical Terminology I	(3)
		(4)

Summer Term

BIO 112	The Human Body **OR**	
TPM 112	Anatomy/Physiology Comp Health	(5)
TPM 109	Pathology	(2)
TPM 110	Massage Techniques I	(4)
		(11)

Fall Semester

TPM 114	Musculoskeletal System	(3)
TPM 120	Massage Techniques II	(4)
TPM 124	Business Practices & Ethics	(3)
TPM 130	Massage Techniques III	(4)
TPM 140	Massage Clinical	(.5)
TPM 140	Massage Clinical (repeat)	(.5)
		(15)

WELDING

Certificate

Basic Welding Technology
Curriculum No. 252 Credit hours required: 21

Basic Welding Technology - Certificate

Curriculum No. 252

This certificate program is designed to provide students with training in Oxy-Fuel, GMAW (MIG), GTAW (TIG) and SMAW welding in addition to necessary related skills such as blueprint reading, metallurgy and manufacturing processes. At the completion of these courses, students may take the AWS Certification test through Rock Valley College. Requires 21 credit hours.

Fall Semester

WT 116	Fundamental Welding Processes	(2)
WT 122	Shielded Metal Arc Welding I	(2)
WT 124	Shielded Metal Arc Welding II	(2)
WT 126	Gas Metal & Flux Core Arc Weld	(2)
WT 128	Oxyfuel Welding/Cutting	(2)
		(10)

Spring Semester

MT 101	Print Reading for Industry	(2)
MT 151	Machine Shop Mathematics I	(3)
WT 257	Certification Welding	(4)
WT 258	TIG Welding	(2)
		(11)

Career/Occupational Program Guarantee

Kishwaukee College, as an expression of confidence in the faculty, staff, and educational programs, states that students graduating with an Associate of Applied Science Degree or Certificate in a career/occupational program be guaranteed competency in the skills represented in the degree or certificate.

Should the graduate not be able to demonstrate the skills expected by his or her employer, the student will be offered free tuition (excluding course fees) up to a total of 12 credit hours of retraining for an Associate of Applied Science degree (AAS) or 9 credit hours of retraining for a credited certificate subject to the following conditions:

1. All course work for the degree or certificate must have been completed at Kishwaukee College.
2. The graduate must have completed the AAS degree within four years of initial enrollment in the AAS degree program at Kishwaukee College or the certificate within two years of initial enrollment in the certificate program at Kishwaukee College.
3. The graduate must have been employed full-time in a job directly related to the program of study within six months of graduation.
4. The employer must verify in writing to Kishwaukee College within 90 days of the graduate's initial employment that the graduate lacks the competency in specific technical skills, as represented by the occupational program requirements.
5. The student's program advisor or counselor, in consultation with the employer and Division Dean, will develop a written educational plan for retraining.
6. The AAS retraining will be limited to a total of 12 semester credit hours (the certificate retraining will be limited to a total of 9 credit hours) relating to the perceived skills deficiency and to those classes regularly scheduled at Kishwaukee College during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The graduate and/or employer is responsible for the cost of books, lab fees, and other course fees.
9. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career or occupation.
10. The student must earn a grade of "C" or higher in all courses for retraining applicable to the program being guaranteed or this guarantee is null and void.
11. The career program guarantee can be initiated through written contact with the Vice President of Instruction.
12. Prerequisite and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
13. Students' rights under this program may not be assigned or transferred to another student voluntarily or involuntarily. Further, no refund is required or will be made if the student received any form of financial assistance to pay the tuition.
14. The sole recourse available to the participants enrolled pursuant to this guarantee program shall be limited to the tuition waiver for the retraining with no recourse for damages, court costs or any associated costs of any kind or right to appeal beyond those specified by Kishwaukee College.

Note: This guarantee applies to software releases and vendor-specific equipment used in courses at the time the student enrolled in the course. The College makes no representation regarding student competency in subsequent releases of software or revised or new equipment. Likewise, the College makes no representation that student knowledge or skills will be valid in the future.

The College's liability is limited to the compensation stated herein.

The Illinois Articulation Initiative (IAI) is designed to facilitate the transfer of students from one Illinois institution to another. To assist students in identifying qualifying general education core courses, appropriate course offerings listed in the following pages are designated with General Education Core areas as follows: **IAI C - Communications, IAI S - Social/ Behavioral Sciences, IAI H - Humanities, IAI HF - Humanities/Fine Arts, IAI M - Mathematics, IAI P - Physical Sciences, IAI L - Life Sciences, IAI F - Fine Arts.**

The Illinois Articulation Initiative/Illinois Baccalaureate Majors' Recommendations (iTransfer Majors) describe courses typically taken by freshmen and sophomores for a specific major. These course recommendations are meant for students who are undecided about a transfer school. The recommended major courses are designated at the end of the appropriate course as follows: **AG (Agriculture), BIO (Biological Science), BUS (Business), CHM (Chemistry), CS (Computer Science), CRJ (Criminal Justice), EGR (Engineering), MC (Mass Communication), MTH (Mathematics), PLS (Political Science), PSY (Psychology), and TA (Theatre Arts).**
For more information go to www.iTransfer.org

Always seek the advice of an academic advisor or admissions counselor when making transfer plans.

All lecture/lab hours are based on a 16 week schedule.

ACCOUNTING (ACC)

ACC 101 — Software for Accounting (1.5)
Prerequisite: None
This is a hands-on course using small business accounting software. Students will learn how to install, set up, and run software for accounting, including accounts receivables, accounts payables, cash sales, payroll, generating reports, and miscellaneous accounting practices. This course is repeatable three times as software changes. One and one-half hours lecture/discussion per week.

ACC 106 — Accounting Seminar (.5-3)
Prerequisite: None
A special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings but do merit college credit and provide for occupational needs. Credit is determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

ACC 108 — Business Accounting (3)
Prerequisite: None
Standard bookkeeping procedures as they apply to personnel records, records of social organizations, and records of professional or small businesses. Course covers the accounting cycle, special journals, banking procedures, and payroll. Not designed for those wishing to continue their study of accounting. Three hours lecture/discussion a week.

ACC 121 — Financial Accounting (4)
Prerequisite: MAT 066 or MAT 096 with a grade of "C" or higher or appropriate placement test.
The development of financial accounting. Students will learn to: construct, interpret, and analyze the balance sheet; analyze period-end adjustments – accruals and deferrals; construct, interpret, and analyze the income statement for a service business and a merchandising business; construct, interpret, and analyze various periodic and perpetual merchandise inventory methods; interpret and analyze the cash account, formulate an accurate policy for future business decisions; interpret and analyze the receivables, construct a depreciation policy for the long-term assets; interpret and analyze liabilities (short-term, long-term, and contingent); construct, interpret and analyze the stockholder's equity section of corporations; construct, interpret and analyze a cash flow statement; and interpret and analyze the financial statements using various ratios and analyses. A working knowledge of spreadsheets or CIS 123, or CIS/OS 133 recommended. Four hours lecture/ discussion a week. **IAI: BUS 903**

ACC 122 — Managerial Accounting (4)
Prerequisite: ACC 121
A continuation of ACC 121. Students will learn to: analyze, interpret and complete both job-order and process cost accounting cycles; construct, analyze and interpret cost-volume-profit relationships; interpret and analyze absorption and variable costing approaches for managerial decisions; formulate, interpret and complete a master budget with pro-forma income statement and balance sheet; construct standard costs and measure variances from standards to material, labor and manufacturing overhead; analyze and interpret differential costs and product decisions; construct, analyze, and interpret activity-based costing as a decision-making tool; construct, analyze and interpret decisions using present value method; and construct, analyze and interpret just-in-time procedures. A working knowledge of spreadsheets or CIS 123, or CIS/OS 133 recommended. Four hours lecture/ discussion a week. **IAI: BUS 904**

ACC 200 — VITA Tax Procedure & Practice (3)
Prerequisite: Consent of Instructor
Application of the basic principles of federal income taxes as they relate to low-to-moderate income individuals. This is a hands-on course consisting of the preparation of various low-to-moderate individual income tax returns using Forms 1040EZ, 1040A, 1040 and IL1040. Participation and certification in the volunteer income tax program is required. Three hours lecture/discussion per week.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education courses are not applicable toward Kishwaukee degree or certificate program requirements. *For more information, see page 34.*

ADULT SECONDARY EDUCATION (ASE)

Adult Secondary Education courses are not applicable toward Kishwaukee degree or certificate program requirements. *For more information, see page 34.*

AGRICULTURE (AGR)

AGR 105 — Agricultural Seminar (.5-3)
Prerequisite: None
Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings, but do merit college credit and provide for occupational needs. Credit determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

AGRICULTURE TRANSFER (AGT)

AGT 100 — Orientation to Agricultural Careers (1)
Prerequisite: None
A study of agriculture employment opportunities both in and outside of the United States. Designed to explore opportunities and to help formulate the beginning of a student's educational career goals and path. Includes an orientation to the college, college expectations, and student success techniques. One hour lecture/discussion a week.

AGT 140 — Introduction to Animal Science (4)
Prerequisite: None
Fundamentals of animal science involving a study of the animal industry, genetics, selection, nutrition and physiology of cattle, swine, sheep, and poultry. Three hours lecture/discussion and two hours lab a week. **IAI: AG 902**

AGT 160 — Introduction to Agricultural Economics (4)
Prerequisite: None
This is an introductory economics course designed to provide students with a background in both micro and macro economics. It is concerned with the practical applications of economics regarding the allocation of scarce resources to achieve the maximum satisfaction of unlimited wants. It is designed to introduce students to the concepts of price theories, the behavior of individuals and firms under varying market conditions, the behavior of consumers, national income theories, economic fluctuations and growth, money and banking, and international economics. Seventy-five percent of this course is devoted to microeconomic theory and topics, and 25% devoted to macroeconomic theory and topics. Four hours lecture/discussion a week. **IAI: AG 901**

AGT 170 — Introduction to Agricultural Mechanization (3)
Prerequisite: None
Emphasis on technical terminology, skill development, and application of principles to agriculture power, machinery, structures, conservation, electrification, and welding. Two hours lecture/discussion and two hours lab a week. **IAI: AG 906**

AGT 210 — Introduction to Crop Science (4)
Prerequisite: None
Basic principles of field crops including cultural practices, fertility, pest control, growth, utilization, and improvement. Emphasis on crop physiology in corn, soybeans, small grains, and forages. Three hours lecture/discussion and two hours lab a week. **IAI: AG 903**

AGT 215 — Introduction to Soils and Fertilizers (4)
Prerequisite: None
The nature and properties of soils including origin, formation, biological, chemical, and physical properties, emphasizing soil management by sampling, testing, and determining fertilizer requirements. Three hours lecture/discussion and two hours lab a week. **IAI: AG 904**

ANTHROPOLOGY (ANT)

ANT 120 — Introduction to Anthropology (3)
Prerequisite: None
A study of the basic concepts and ideas relevant to the fields of anthropology, which is a holistic approach to the study of humankind and human variation. The course surveys the two major subfields of anthropology: physical anthropology (human evolution, non-human primates, and human variation) and cultural anthropology (cultural variation, including language). Three hours lecture/discussion a week. **IAI: S1900N**

ANT 203 – Introduction to Archaeology (3)
Prerequisite: None
An introduction to the subfield of anthropology which studies the prehistory and history of humankind. The class also examines archaeological concepts including research and methods for study of prehistoric cultures. Emphasis will be placed on the excavation and discoveries of material culture, methods of dating artifacts, analysis of artifacts and interpretation of findings. Three hours lecture/discussion a week. **IAI: S1903**

ANT 220 — Introduction to Cultural Anthropology (3)
Prerequisite: None
An introduction to the origin, development, and diversity of cultures focusing on such aspects of culture as social organization, economics, religion, and language. Theories and methods of cultural anthropology will be applied to the analysis of selected cultures. Three hours lecture/discussion a week. **IAI: S1 901N**

ANT 240 — Physical Anthropology (3)
Prerequisite: None

An introduction to human evolutionary history, human biological variation, genetics, evolutionary theory, nonhuman primates, and basic forensics. Theories and methods of physical anthropology will be applied to the analysis of the fossil record and human biology. Three hours lecture/ discussion a week. **IAI: S1 902**

ART (ART)

ART 100 — Basic Drawing (3)
Prerequisite: None

An introduction to the fundamental concepts and techniques of drawing that emphasizes development of visual thinking. Students will investigate a variety of media with an emphasis on observational drawing. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. Six studio hours a week.

ART 101 — Intermediate Drawing (3)
Prerequisite: ART 100

A continuation of ART 100. This course builds on and refines the experiences of ART 100 focusing on black and white media, mixed-media, and color media. Emphasis is on formal concerns, concepts, and invention. Six studio hours a week.

ART 103 – Intro to Digital Art (3)
Prerequisite: None

An introduction to digital art, imaging, and design. Digital image manipulation and generation will be practiced, including the integration of computer hardware, software, and peripheral devices as tools to capture, compose and construct images using traditional and contemporary visual approaches as applied to art and design. Students will study the creation of art and design through the usage of layout devices such as composition, visual hierarchy, content development and concept development. Art and design software standard to the industry will be utilized. Six studio hours a week.

ART 167 — Graphic Design I (3)
Prerequisite: ART 100

An introduction to the fundamentals of graphic design. Topics include research, image manipulation, vector graphics, logo development, typography, and layout design for print and screen. Students will use the formal elements of design including composition, color, texture, pattern, point, line, and shape and apply them using graphic tools into effective graphic design communications. Art and design software standard to the industry will be utilized. Six studio hours a week.

ART 200 — Life Drawing I (3)
Prerequisite: ART 100

An introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive and gestural drawing techniques of the human figure. Drawing activities include drawing the figure, its specific features, and learning to understand and illustrate anatomical differences from a variety of human body types. Six studio hours a week.

ART 201 — Life Drawing II (3)
Prerequisite: ART 200

A continuation of ART 200. This course builds upon aesthetic and technical skills begun in the introductory level course. Six studio hours a week.

ART 203 – Digital Imaging (3)
Prerequisite: None

An introduction to digital imaging using software, graphic images, and photography as tools to create artwork. This course surveys production, manipulation, and output of photographic images electronically and for print. Topics include meaning, aesthetics, historical context, image appropriation, and the implications of photographic electronic imaging to legal, moral, and social issues in the commercial and fine arts fields. Students will learn about raster and vector graphics, resolution, file formats, output devices, color systems, and image-acquisitions. Art and design software standard to the industry will be utilized. Six studio hours a week.

ART 204 – Digital Illustration (3)
Prerequisite: None

An introduction to digital illustration using image editing, vector graphics, and digital drawing and painting to extend and augment a student's skills using analog media and methods. Assignments emphasize traditional illustration skills such as visual problem solving, rendering, and drawing, while exploring the digital possibilities to execute the artwork. Cross-utilizing software and mixing media are encouraged. A range of exercises and projects gives the student experience in a variety of design applications. The relationship of illustration with other fields such as animation, graphic design and painting is examined. Art and design software standard to the industry will be utilized. Six studio hours a week.

ART 207 — Video Art (3)
Prerequisite: None

An introduction to video practice, concentrating on creating, presenting, and analyzing the moving image. Projects will focus on developing a photographic eye, learning the basics of video and sound editing, and building a working knowledge of video art. This course is designed to expand conceptual ideas and visual language by confronting the notion of time within the working process. Readings, research and discussion will supplement the lab work. Art and design software standard to the industry will be utilized. Six studio hours a week.

ART 211 — Two Dimensional Design (3)
Prerequisite: None
A comprehensive study exploring the fundamentals of the visual elements and the principles of design through two-dimensional projects using a variety of black and white, and color media. Six studio hours a week.

ART 212 — Three Dimensional Design (3)
Prerequisite: None
A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through three-dimensional design principles and theories using a variety of media. Studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Six studio hours a week.

ART 214 — Intaglio Printmaking (3)
Prerequisite: None
An introduction to dry point, etching, mezzotint, monotype and other intaglio processes with the emphasis on development of technical skills, aesthetic design, and production of creative art prints. Six studio hours per week.

ART 223 — Beginning Photography (3)
Prerequisite: None
An introductory course that covers the basic principles of black and white photography using a film-based SLR camera, traditional image processing in the chemical darkroom, and the aesthetic concerns as a fine art medium. Framing, composition, and exposure control will be covered as well as an overview of the history of photography and its content as both a commercial medium and a form of artistic expression. Students supply their own SLR film-based cameras, film, and photographic paper. Six studio hours a week.

ART 224 — Intermediate Photography (3)
Prerequisite: ART 223
A continuation of ART 223 with an emphasis on the creative and expressive qualities of film-based photography as an artistic medium. Further development of skills related to darkroom procedures, zone systems for black and white, and experimentation. Individual projects required. Six studio hours a week.

ART 231 — Beginning Sculpture (3)
Prerequisite: ART 212
A studio course introducing basic sculptural processes, materials, and tools, including additive, subtractive, and substitution methods. Studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Six studio hours a week.

ART 232 — Intermediate Sculpture (3)
Prerequisite: ART 231
A continuation of ART 231. This course builds on the aesthetic and technical skills begun in the introductory course. Six studio hours a week.

ART 235 — Beginning Metalwork and Jewelry (3)
Prerequisite: None
A studio course introducing the tools, materials, and fabrication methods of metals used in designing and creating small-scale forms. Studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Six studio hours a week.

ART 236 — Intermediate Metalwork and Jewelry (3)
Prerequisite: ART 235
A continuation of ART 235. This course builds on the aesthetic and technical skills begun in the introductory course. Six studio hours a week.

ART 241 — Beginning Ceramics (3)
Prerequisite: None
An introduction to ceramics. This studio course consists of both hand and wheel methods of construction. Students will learn about clay bodies, glazes, decoration methods, and kiln firing. Course emphasis is on functional as well as sculptural work. Studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Six studio hours a week.

ART 242 — Intermediate Ceramics (3)
Prerequisite: ART 241
A continuation of ART 241. This course builds on the aesthetic and technical skills begun in the introductory course. Six studio hours a week.

ART 250 - Relief Printmaking (3)
Prerequisite: None
An introduction to relief printmaking processes. This course emphasizes the development of technical skills, aesthetic design, and production of creative art prints. Six studio hours a week.

ART 260 — Beginning Painting (3)
Prerequisite: ART 100
An introduction to oil and/or acrylic painting, focusing on traditional painting methods, materials, and techniques. Emphasis is placed upon exploration of formal and technical concerns. Projects will explore a variety of subject matter while focusing on compositional principles, color relationships, the physical and expressive properties of paint, and the creative process. Six studio hours a week.

ART 261 — Intermediate Painting (3)
Prerequisite: ART 260
A continuation of painting concepts explored in ART 260. This course is designed to further acquaint students with technical processes, formal relationships, and conceptual issues. Six studio hours a week.

ART 267 — Graphic Design II (3)
Prerequisite: ART 167

A continuation of ART 167. This course builds on the foundations learned in Graphic Design I. Topics include creation of elements of brand identity programs, such as logos, publications, advertisements, websites and other applications. Emphasis will be placed on developing a portfolio from visualizations to production techniques, through directed studio exercises using the computer. Upon completion, students should be able to effectively apply design principles and visual elements to a wide variety of business identity and communication problems. Art and design software standard to the industry will be utilized. Six studio hours a week.

ART 282 — Introduction to the Visual Arts (3)
Prerequisite: None

An introduction to the visual arts as they illustrate social-cultural traditions, material culture, and aesthetic values. This survey course examines the historical, social, and technological factors that contribute to understanding the function and meaning of works of art. This course does not count for credit toward a major or minor in art. Three hours lecture/discussion a week. **IAI: F2 900**

ART 283 — Art in the Elementary School (3)
Prerequisite: None

An introduction to the principles and practical classroom procedures in art for the elementary school teacher. This course includes such topics as art education theory, art terms, techniques, and various media, economical variations for commonly used materials, children's creative work at various developmental stages, and organization of art programs in the classroom. One hour lecture/discussion and five studio hours a week.

ART 289 — History of Non-Western Art (3)
Prerequisite: None

A survey of the history of the visual arts (painting, drawing, printmaking, sculpture, and architecture) in selected Non-Western societies. Examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Three hours lecture/discussion a week.

ART 291 — History of Art I (3)
Prerequisite: None

A survey of the history of art and architecture from prehistoric times to 1400 A.D. Three hours lecture/discussion a week.
IAI: F2 901

ART 292 — History of Art II (3)
Prerequisite: None

A survey of the history of art and architecture from 1400 to the present. Three hours lecture/discussion a week.
IAI: F2 902

ART 294 — History of Photography (3)
Prerequisite: None

A historical overview of the development of photography as an art form from 1839 to the present, including critical analysis of types of photographs and aesthetic movements in photography. This course examines photographs for their aesthetic and humanistic values, emphasizing photographs as expressions of the ideas and beliefs of photographers within their cultural and social contexts. Three hours lecture/discussion a week. **IAI: F2 904**

ART 298 — Topics in Art History (1-3)
Prerequisite: None

Special topics in art history. When offered, topics may include Non Western Art, Women Artists, or a concentration on a specific Art Period/Style. Slide lectures and discussion. No topics will be offered more than twice in three years. Variable hours, 1-3 contact hours a week. Repeatable three times as topics change.

ART 299 — Topics in Studio Art (1-3)
Prerequisite: None

Special topics in studio art. Possible course offerings will be portfolio development, the management of an art gallery, book and paper arts, or other specialized areas of interest in the studio arts. Variable hours. Repeatable three times as topics change. Two to six studio hours per week.

AUTOMATED ENGINEERING TECH (MT)

MT 101 — Print Reading for Industry (2)
Prerequisite: None

Emphasis on analysis and interpretation of drawings applicable to the metal trades. Includes principles of multi-view projection, sections, dimensional characteristics, notes, and specifications. One hour lecture/discussion and two hours lab a week.

MT 102 — Metrology (2)
Prerequisite: None

Provides an introduction to controlling and improving quality in a manufacturing setting. Explores ways that manufacturers use data and analysis to improve quality. Students will have the opportunity to earn the Quality and Measurement Certification through the Manufacturing Skill Standards Council (MSSC). One hour lecture/discussion and two hours lab a week.

MT 103 — Systems Integration (2)
Prerequisite: None

This course will introduce the student to major systems that are integrated within a variety of industrial and technical occupations. These areas could be but are not limited to manufacturing, aviation, mechanisms, machining processes, quality assurance, electrical concepts, hydraulics, pneumatics and material handling/robotics. This course uses the curriculum defined within the Integrated Systems Technology lab. One hour lecture/discussion and two hours lab a week.

MT 104 Intro to Manufacturing & Safety (4)
Prerequisite: None

An introduction to the manufacturing world and manufacturing specializations such as mechatronics, precision machining and welding. Provides specific instruction to facilitate safe work practices in industrial environments. Covers fire safety, pressurized gases, electrical hazards, OSHA policy and safe machine usage. Students will have the opportunity to earn the Safety Certification through Manufacturing Skill Standards Council (MSSC). Three hours lecture/discussion and two hours lab a week.

MT 106 — Manufacturing Technology Seminar (.5-3)
Prerequisite: None

Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings. Credit determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

MT 108 Intro to Mfg Maintenance (2)
Prerequisite: None

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. Students will have the opportunity to earn Maintenance Awareness Certification through Manufacturing Skill Standards Council (MSSC). One hour lecture/discussion and two hours lab a week.

MT 151 — Machine Shop Mathematics I (3)
Prerequisite: Appropriate placement test score, or MAT 055 with a grade of "C" or higher.

Designed to meet the needs of the vocational-technical student majoring in manufacturing technology. Topics include powers and roots, ratios and proportions, practical measurements, formulas, geometric constructions, and graphs as each applies to the machine shop and the tool and die maker. Emphasizes practical problem-solving. Three hours lecture/discussion a week.

MT 152 — Machine Shop Mathematics II (3)
Prerequisite: MT 151

A continuation of MT 151. Includes further topics in machine shop math, such as applied geometry, trigonometry, belts, and gear trains, and gear computations. Three hours lecture/discussion a week.

MT 205 — Metallurgy (3)
Prerequisite: None

Evaluation of industrial materials including ferrous and non-ferrous metals and non-metallic materials. Selection of materials for product development, taking into account the cost factors, ease of processing, strength, and aesthetic considerations. Three hours lecture/discussion a week.

MT 215 — Manufacturing Processes I (2)
Prerequisite: None

Covers the setup and operation of basic machine tools such as the engine lathe, milling machine, drill press and surface grinder, and allow practice of precision measuring techniques. Students will have the opportunity to earn the Manufacturing Processes Production Certification through the Manufacturing Skill Standards Council (MSSC). One hour lecture/discussion and two hours lab a week.

MT 216 — Fabrication Practices (2)
Prerequisite: MT 215

This course is a supplement to other automated engineering technology courses. This class will enable students to obtain closely supervised hands-on machine tool experience. Operations will include the use of basic machine tools such as the engine lathe, vertical milling machine, drill press, and surface grinder. Students will also be introduced to sheet metal fabrication. Operations will include the use of press brake, shear, iron worker, and spot welder. One hour lecture/discussion and two hours lab a week.

MT 220 — Mechanisms (3)
Prerequisite: None

This course is designed to meet the needs of the maintenance mechanic of the 21st century. This course deals with the analysis of motion characteristics as it relates to industrial mechanisms. Study will include drive mechanisms, bearings, lubricants, cams, gears, pulleys, metrology, allowances, and fits. Professionalism, proper use of manuals, choosing the right tool for the job, and trouble shooting will be dealt with in depth. Three hours lecture/discussion a week.

MT 253 — Industrial Pneumatics (3)
Prerequisite: None

Study of the basic principles of pneumatics; with emphasis on schematic interpretation, valves, actuators, compressors, line sizing, and dryers. Also includes the study of supplier catalogs and technical manuals. Two hours lecture/discussion and two hours lab a week.

MT 255 — Industrial Hydraulics (3)
Prerequisite: None

Study of the basic principles of hydraulics with emphasis on schematic interpretation, valves, actuators, compressors, line sizing, fluid viscosity, and reservoir capacity. Also included is the study of supplier catalogs and technical manuals. Two hours lecture/discussion and two hours lab a week.

MT 261 — Manufacturing Processes II (4)
Prerequisite: MT 215

A continuation of MT 215 with emphasis on advanced metal cutting processes, application of handbook data to solve machining problems, and applied math. Two hours lecture/discussion and four hours lab a week.

MT 264 — Fixture Design (4)
Prerequisite: CAD 120, MT 215

Emphasis on the function and design of fixtures for milling and turning operations. From selected layouts and part prints, students prepare detail drawings, specifying standard components where appropriate. Two hours lecture/discussion and four hours lab a week.

MT 283 — Automated Engineer Tech Intern (3)
Prerequisite: Instructor consent.

Internship training in manufacturing technology with practical occupational experience. Combines classroom with supervised employment and laboratory experience. Must be on the job 225 hours. Fifteen hours lab a week.

MT 290 — Introduction to Computer Numerical Control (4)
Prerequisite: MT 215 or concurrent enrollment

Introduction to Computer Numerical Control including the setup, operation, specifications, format, tooling and trouble shooting of CNC machining processes. Instruction will include manual point to point programming and an introduction to Computer-Aided Manufacturing Software. Three hours lecture/discussion and two hours lab a week.

MT 294 — Advanced Computer Numerical Control (4)
Prerequisite: MT 290

Focuses on advanced CNC programming and processes. Includes use of proper format and documentation for CNC machining and the use of advanced canned cycles used on most control systems in manufacturing. Programming instruction includes the use of CAM systems (SURFCAM) in conjunction with standard CAD part designs such as SolidWorks and AutoCAD. Set-up and implementation of programs on the CNC milling machine, lathe and wire EDM machine. Two hours lecture/discussion and four hours lab a week.

MT 296 — Computer-Aided Manufacturing (3)
Prerequisite: MT 290

This course is designed to introduce the student to the computer assisted part programming as it applies to CNC (Computer Numerical Control). Students will be given instruction on various types of programming systems to include SolidWorks and SURFCAM. Instruction will include piece-part geometry definition, computer input of this geometry and post-processing this information into CNC code. This code will then be used to machine parts as per industry standards. Three hours lecture/discussion a week.

AUTOMOTIVE TECHNOLOGY (AMT)

AMT 103 — Fundamentals of Auto Equip & Tools (2)
Prerequisite: None

This course provides student skill training in the identification, selection, and safe use of automotive equipment and tools used in a repair environment. Other topics will include maintenance of the tools and equipment, equipment location related to efficient shop layout, use of repair manuals, right to know training, and disposal of shop waste. One hour lecture/discussion and two hours lab a week.

AMT 105 — Automotive Technology Seminar (.5-3)
Prerequisite: None

Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings but do merit college credit and provide for occupational needs. Credit will be awarded on a contact hour basis. Repeatable three times as topics change.

AMT 107 — Automotive Fuel Injection Systems (3)
Prerequisite: AMT 113

Detailed study of automotive fuel injection systems. Theory and operation of modern fuel injection systems including port fuel injection, throttle body injection, digital fuel injection, sequential fuel injection, constant fuel injection, and mechanical injection for diesel engines. Overall system operation and system component diagnosis stressed including computer control, fuel pressure regulators, injectors, and necessary sensors for system operation. Two hours lecture/discussion and two hours lab a week.

AMT 110 — Automotive Brake Systems (4)
Prerequisite: None

An in-depth study of automobile brake systems. Includes description, theory, operation, diagnosis, and repair of brake systems. Students are trained in all aspects of brake service, including necessary rebuilding and machine work procedures. In addition, an overview of the theory, operation and diagnosis of anti-lock brake systems. Two hours lecture/discussion and five hours lab a week.

AMT 111 — Engine Performance I (3)
Prerequisite: None

The purpose of this class is to get a good understanding of ignition systems used in automotive vehicles. The basic design of all electronic ignition systems and how to troubleshoot each component for a no-start or drive-ability condition will be taught in the classroom. Basic test equipment such as regular oscilloscopes, hand-held digital storage oscilloscopes, multi-meters, 4-gas analyzer and more will be taught during lab. Two hours lecture/discussion and two hours lab a week.

AMT 113 — Basic Electrical (3)
Prerequisite: None

Theory and operation of basic electrical systems found on the automobile. Includes coverage of basic electrical theory, ohms law, starting/charging systems, lighting, and other basic electrical systems. Course content includes usage of related test equipment and meters. Two hours lecture/discussion and three hours lab a week.

AMT 114 — Advanced Electrical Systems (3)
Prerequisite: AMT 113

Designed for automotive students desiring increased competence in electrical problem solving. Emphasizes in-depth circuit tracing, understanding wiring diagrams, and using diagnostic flow charts. Basic knowledge and competency in automotive electrical systems is needed to derive maximum benefit from this course. Two hours lecture/discussion and three hours lab a week.

AMT 115 — Heating and Air Conditioning (4)
Prerequisite: None

An in-depth study of the automobile air conditioning system. Includes system description, theory, servicing, diagnosis, and repair of heating/air conditioning systems. A/C operation, recharging, leak detection, and diagnosis of system malfunction will be studied, as well as reading of schematics, use of circuit testing equipment circuit analysis and diagnosis. Two hours lecture/discussion and four hours lab a week.

AMT 120 — Suspension, Alignment and Balance (4)
Prerequisite: None

Study of the construction, operation, service, and repair procedures of front and rear suspension on passenger cars and light trucks. Lab experiences include servicing of ball joints, springs, shocks, and other suspension parts, along with steering gears and linkages, wheel alignment, and wheel balance. Special equipment usage and procedures applied to suspension service are also covered. Two hours lecture/discussion and four hours lab a week.

AMT 202 — Basic Engines (4)
Prerequisite: AMT 103

Design, theory, operation, and service of automobile engine systems. Basic engine rebuilding techniques including necessary machine work and machine operations included. Two hours lecture/discussion and four hours lab a week.

AMT 210 — Transmissions and Drivelines (4)
Prerequisite: None

Designed to provide a thorough understanding of manual transmissions and final drive assembly, including rear axle assemblies, manual transaxles, universal joints, constant velocity joints, and clutch assemblies. Emphasizes lab work involving theory, operation and service procedures used during diagnosis, repair, and rebuilding of these driveline systems. Use of special tools and measuring procedures are covered. Two hours lecture/discussion and five hours lab a week.

AMT 212 — Advanced Engines (4)
Prerequisite: AMT 202

Complete engine rebuilding service and procedures are used during this predominately lab oriented course. Students are expected to use previously learned skills from AMT 202 (Basic Engines) to completely rebuild an engine. Major emphasis is placed on correct rebuilding procedures including inspection, measuring, and buildup of the short block assembly. Complete cylinder head rebuilding and machine work are also performed. Two hours lecture/discussion and four hours lab a week.

AMT 213 — Diagnosis and Testing (5)
Prerequisite: AMT 210 and AMT 218.

Students apply skills previously learned and study new problems during internship training. Simulated auto technology shop exposes students to management and business experiences and practical application of diagnosis and testing competencies. Two hours lecture/discussion and six hours lab a week.

AMT 216 — Engine Performance II (3)
Prerequisite: AMT 111

An advanced tune up class that gives students actual experience in lab by working on customer's cars and diagnosing drivability problems using the 4-gas analyzer, computer oscilloscope, and hand-held scanners. Students will be taught how to solve engine performance problems such as not start conditions, poor fuel economy, backfiring, and lack of power. Ignition, fuel injection and computer controlled systems will be emphasized. One hour lecture/discussion and five hours lab a week.

AMT 218 — Vehicle Electronics (3)
Prerequisite: AMT 114

This course provides a comprehensive understanding of power operated accessories. They include electrical circuits, wiring diagrams, digital multi-meters, basic electrical tests, cruise controls, windshield wipers, gauges, fusible links, neutral safety switches, steering wheels, short circuit testers, power seats, electric door locks, vehicle lighting, air bags, and electronic displays. Two hours lecture and three hours lab a week.

AMT 220 — Automatic Transmissions (5)
Prerequisite: AMT 210

Theory and operation of automatic transmissions/ transaxles. Includes theory of hydraulics, in-depth service, overhaul procedures, and diagnosis. Three hours lecture/discussion and five hours lab a week.

AVIATION FLIGHT (AVF)

AVF 101 — Primary Flight Theory (4)
Prerequisite: None

This course is designed to serve as ground training for the private pilot license. Topics will range from aerodynamics, aircraft systems, airport systems, Federal Aviation Regulations, aviation weather and cross-country flight planning. Students must pass the Stage One and Stage Two knowledge tests with a minimum of 80%. Four hours lecture/discussion a week.

AVF 102 — Primary Flight I (3)
Prerequisite: None

This course is designed to prepare the student with aeronautical knowledge and experience necessary for first solo flight. Students will progress through the four basic flight maneuvers to take-off and landing procedures. A solo flight evaluation will be conducted at the end of the course. Three hours lecture/discussion a week.

AVF 106 — Aviation Seminar (.5-3)
Prerequisite: None

Special course on topics of interest for current and aspiring pilots designed to meet specific community and student needs. Credit determined on a contact hour basis. Repeatable three times.

AVF 108 — Visual Aircraft Recognition (1)
Prerequisite: None

This course focuses on the visual identification and performance levels of general aviation, corporate, airline and military aircraft. One hour lecture/discussion a week.

AVF 110 — Primary Flight II (3)
Prerequisite: AVF program coordinator consent required

This course is the final stage of preparation for the private pilot license. Students will be introduced to the soft-field and short-field takeoffs and landings and night-flying operations. Cross-country solo flight preparation using pilotage, dead reckoning, and navigation systems using VFR within the U.S. National Airspace System must be completed. Three hours lecture/discussion a week.

AVF 111 — Aircraft Systems (4)
Prerequisite: None
This course gives the career pilot insight into the systems of commercial and general aviation aircraft. Students will learn the construction, operation, and components of reciprocating and turbine engines, electrical, hydraulic/pneumatic, fuel, avionic and anti/deicing systems. Two hours lecture/discussion and four hours lab a week.

AVF 115 — Meteorology I (3)
Prerequisite: None
This course will introduce basic meteoroligical fundamentals including turbulence, icing, thunderstorms, temperatures and clouds. Student will also learn how to properly obtain weather briefings for flight planning. Two hours lecture/discussion and two hours lab a week.

AVF 116 — Flight Simulation Training (1)
Prerequisite: None
This course provides the student with an understanding of the basic skills needed to operate an aircraft in a simulated situation. Students will gain knowledge in basic attitude operations required to safely maneuver the aircraft. The student will also develop proficiency in VOR and GPS naviagation. One-half hour lecture/discussion and one hour lab per week.

AVF 121 — Human Factors for Aviators (4)
Prerequisite: None
This course provides specialized instruction in the areas of the physiological and psychological aspects of aviation, aeronautical decision-making, and crew resource management. Two hours lecture/discussion and four hours lab a week.

AVF 201 — Instrument Flight Theory (4)
Prerequisite: AVF 101
This course is designed to serve as ground training for pilots seeking the instrument rating. Topics include aircraft instruments, to FAA regulations, navigation systems, and aviation weather. This course prepares students to take the knowledge tests required by the FAA. Two hours lecture/demonstration and 4 hours lab a week.

AVF 211 — Commercial Flight Theory (4)
Prerequisite: AVF 201
This course serves as ground training for the pilots seeking the commercial rating. Topics include advanced instruction in FAA regulations, aerodynamics, aviation weather and safe operation of aircraft. Two hours lecture/discussion and four hours lab a week.

AVF 213 — Advanced Aircraft Systems (4)
Prerequisite: AVF 111
A continuation of AVF 111. Students will learn construction, operation, and repair procedures for reciprocating and turbine power plants. They will gain advanced knowledge of the operation and components of electrical, fuel, landing gear, lubricating and cooling, and fire detection systems. Two hours lecture/discussion and four hours lab a week.

AVF 299 - Aviation Flight Internship (3)
Prerequisite: AVF Program Coordinator Consent
On-the-job training in an aviation related field. The student utilizes classroom and laboratory experiences in a work environment. A minimum of 225 hours of supervised employment experience is required.

BIOLOGY (BIO)

Successful completion of the laboratory section of a science course depends on the knowledge gained from the lecture section. A student must be co-enrolled or have completed the lecture section of a science course to remain enrolled in the associated laboratory section.

If for any reason a student is withdrawn or withdraws from the lecture section of a course during the semester, the student will be automatically withdrawn from the co-enrolled laboratory section, no matter what the student's grade may be in the laboratory section up to that point.

Students will not be allowed to add back the laboratory section of the course without the lecture section.

BIO 101 — Environmental Biology (3)
Prerequisite: None
An introductory course of study of the basic principles and dynamics of ecosystems. The effects of human resource use are highlighted. This course includes an investigation of pollution, population, and natural resource issues. Completion of an environmental project is required. Three hours lecture/discussion a week. **IAI: L1 905**

BIO 102 — Environmental Biology Laboratory (1)
Prerequisite: BIO 101 or concurrent enrollment
A laboratory class designed to accompany BIO 101. Basic ecological principles as well as resource management will be studied through field trips, field studies, laboratory analysis, and student projects. Two hours lab per week. **IAI: L1 905L**

BIO 103 — General Biology (3)
Prerequisite: Appropriate placement test scores, or ENG 097, ENG 098 and (MAT 066 or MAT 096) with grades of "C" or higher.
An introductory course of study of biological science. This course includes an investigation of the basic principles of the study of life including: molecular biology, cell structure and function, genetics, evolution, and ecology. Not recommended for students intending to major in biology. Three hours lecture/discussion a week. **IAI: L1 900**

BIO 105 — General Biology Laboratory (1)
Prerequisite: BIO 103 or concurrent enrollment
Optional laboratory to accompany BIO 103. Two hours lab a week. **IAI: L1 900L**

BIO 107 — Animal Ecology (4)
Prerequisite: Appropriate placement test scores, or ENG 097 or ENG 098 with a grade of "C" or higher.
An introductory course of study of animals native to Northern Illinois. Three hours of lecture/discussion and two hours of lab/field studies per week. **IAI L1 902L**

BIO 109 — Human Biology (3)
Prerequisite: None

An introductory course of study of the organization and functioning of the human body and the role of humans in the natural community. Current topics relating to human health are incorporated. Three hours lecture/discussion a week. **IAI: L1 904**

BIO 110 — Human Biology Laboratory (1)
Prerequisite: BIO 109 or concurrent enrollment

Laboratory experience to accompany BIO 109, Human Biology. Laboratory will include microscope use, study of human cells and tissues, dissection and study of organs, tissues and systems of the vertebrate body for comparison to human systems, and other exercises to enhance the study of the biology of humans. Two hours lab a week.
IAI: L1 904L

BIO 112 — The Human Body (5)
Prerequisite: None

A consideration of the structural and functional relationships and homeostasis of body systems. The course incorporates the systems approach and integration of the systems into one functioning unit — the human body. Laboratory procedures, basic chemistry, the cell, cell division, and development are incorporated into this course. A cadaver study is an integral part of the course. Three hours lecture/discussion and four hours lab a week.
Note: Does not fulfill the anatomy and physiology requirement for nursing and radiology.

BIO 201- Cellular Biology (4)
Prerequisite: CHE 210

This course is an introduction to the fundamental processes of organisms operating at the molecular and cellular levels of organization. Other topics to be covered include chemical and molecular aspects of life, cellular metabolism, genetic information flow, theory of inheritance, genetic engineering, and principles of physiology. Intended for Biological Science Majors. Three hours of lecture discussion and three hours of laboratory investigation per week. **IAI: L 1910L BIO910**

BIO 202 - Organismal Biology (4)
Prerequisite: BIO 201 with a grade of "C" or higher

This course is the second of a two semester sequence intended for students majoring in the biological sciences. This course will explore higher levels of biological organization from the organism to the ecosystem. Topics will include organismal diversity, mechanisms of micro- and macro-evolution, animal behavior and the ecology of populations, communities, and ecosystems. The laboratory portion will reinforce material covered in lecture. Three hours of lecture discussion and three hours of laboratory investigation per week.
IAI: L 1910L BIO910

BIO 213 — Introductory Microbiology (4)
Prerequisite: (BIO 103 and BIO 105) or BIO 201 with grades of "C" or higher.

This course will explore the fundamentals of microbiology with an emphasis on bacteriology and will include aspects of molecular biology, parasitology, virology, mycology, bacterial genetics, immunology, and pathogenic microbiology. The laboratory portion will reinforce material covered in lecture and provide hands-on experience working with microorganism and relevant clinical diagnostic tests. Three hours lecture/discussion and three hours lab a week.

BIO 230 — Field Biology (4)
Prerequisite: (BIO 101 and 102), or (BIO 103 and BIO 105), or BIO 201 with grades of "C" or higher.

Study of local and/or international natural communities including identification, collection, cataloging, preservation, laboratory and field habitats, ecological relationships, and the human impact on ecosystems. Two hours lecture/discussion and four hours lab a week.

BIO 258 — Anatomy and Physiology I (4)
Prerequisite: (BIO 103 and BIO 105) or BIO 201 with minimum grades of "C".

This is the first semester of a two semester sequence in human Anatomy and Physiology.A body systems approach is used with emphasis on the contribution of each body system to the maintenance homeostasis and the relationship between form and function of body organs. This course covers basic chemistry, cell biology, histology and the skeletal, muscular and nervous systems. Three hours per week are allotted for hands on laboratory experience. The laboratory includes human cadaver study. Three hours lecture/three hours lab a week.

BIO 259 — Anatomy and Physiology II (4)
Prerequisite: BIO 258 with minimum grade of "C".

This is the second semester of a two semester sequence in human Anatomy and Physiology. A body systems approach is used with emphasis on the contribution of each body system to the maintenance homeostatis and the relationship between form and function of body organs. This course covers endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Three hours per week are allotted for hands on laboratory experience. The laboratory includes human cadaver study. Three hours lecture/three hours lab per week.

BUSINESS (BUS)

BUS 101 — Introduction to Business (3)
Prerequisite: None

Survey of the business field for business and non-business majors interested in a broad knowledge of its organization and functions. Designed to give an understanding of the principles, policies, problems, and operations of business. Three hours lecture/discussion a week.

BUS 106 — Business Seminar (.5-3)
Prerequisite: None

Designed to meet special student and community needs in business areas. Developed upon request for the purpose of meeting the needs of specific situations. Credit determined on contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

BUS 107 — Practical Business Principles (3)
Prerequisite: None

This course presents a survey of and introduction to a variety of aspects of business environments and their operating principles in the local and surrounding communities. The students will be exposed to a broad knowledge of diverse organizations, their function in the business community, and the specific role that fundamental business concepts play in an organization's success and growth. The course is designed to provide a first-hand understanding of the principles, policies, challenges and career opportunities present in the corporate structure from local business leaders. Three hours lecture/discussion per week.
Note: This course is typically offered as a Kishwaukee Education Consortium (KEC) course.

BUS 120 — Business Mathematics (3)
Prerequisite: None

Review of fundamental mathematical processes for the business person and consumer. A study of discounts, commissions, depreciation, overhead, interest, federal income tax, loans, ratios, graphs, stocks, bonds, and simple statistical measures. Three hours lecture/discussion a week.

BUS 130 — Human Relations (3)
Prerequisite: None

Study of motives, attitudes, and characteristics of people relating to their performances in the world around us. Emphasis on life management. Three hours lecture/discussion a week.

BUS 150 — Legal/Social Environment of Business (3)
Prerequisite: None

A study of the legal and social environment of business, with emphases on business ethics and corporate social responsibility. Areas of concentration include ethics and morality, governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Three hours lecture/discussion a week.

BUS 256 — Business Law (3)
Prerequisite: None

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. Three hours lecture/discussion a week.

CHEMISTRY (CHE)

Concurrent enrollment in or successful completion of the lecture component of a lecture/laboratory science course combination is required for continued enrollment in and completion of the associated laboratory section. Student withdrawal from the lecture component of the course for any reason will automatically result in the withdrawal from the laboratory section of the associated course, regardless of the grade earned in the laboratory section up to that point. Students will not be allowed to add back the laboratory section once automatically withdrawn.

CHE 110 — Basic Chemistry (3)
Prerequisite: MAT 086 or MAT 098 with a grade of "C" or higher Designed for students with no previous background in chemistry.

This is a one-semester introductory general education course in basic chemistry for non-chemistry majors, occupational, nursing, and allied health students. Topics include measurement, matter, atomic structure, chemical bonding, nomenclature, stoichiometry, and chemical equations. Concepts discussed in this course lay a foundation for surveying the role of chemistry in foods, agriculture, plastics, drugs, and our environment. Students without a year of high school chemistry intending to enroll in CHE 210 should enroll in this course. Three hours lecture/discussion a week. **IAI: P1 902**

CHE 111 — Basic Chemistry Laboratory (1)
Prerequisite: CHE 110 with a grade of "C" or higher or concurrent enrollment in CHE 110.

A series of laboratory experiments designed to accompany CHE 110. Students without high school chemistry intending to take CHE 210 should enroll in this course. One three-hour lab a week. **IAI: P1 902L**

CHE 150 — Introductory Organic Chemistry (3)
Prerequisite: CHE 110 with a grade of "C" or higher (Completion of two semesters or a year of high school chemistry with a grade of "C" or higher may meet prerequisite requirement.)

A one-semester course in organic chemistry for non-chemistry majors. Integrated study of aliphatics and aromatic compounds, followed by organic compounds of biological interest. Three hours lecture/discussion a week. **IAI: P1 904**

CHE 151 — Introductory Organic Chemistry Laboratory (1)
Prerequisite: CHE 150 with a grade of "C" or higher or concurrent enrollment in CHE 150

A series of laboratory experiments to accompany CHE 150. Students majoring in agriculture should enroll for this laboratory as well as CHE 150. One three-hour lab a week. **IAI: P1 904L**

CHE 160 — Introductory Biochemistry (3)
Prerequisite: CHE 150 or 270 with a grade of "C" or higher

Beginning course in biochemistry, covering the following topics: proteins, carbohydrates, enzymes, bioenergetics, metabolistic cycles, and protein synthesis. Three hours lecture/discussion a week.

CHE 210 — General Chemistry I (5)
Prerequisite: CHE 110, CHE 111 and MAT 150 with grades of "C" or higher. (Completion of two semesters or a year of a high school chemistry with a grade of "C" or higher may meet prerequisite requirement of CHE 110 and CHE 111.)
Topics include the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermochemistry, the gaseous state, basic concepts of the liquid and solid states. Recommended for science, engineering, and pre-professional majors. Four hours lecture/discussion and three hours lab a week. **IAI: P1 902L, CHM 911**

CHE 211 — General Chemistry II (5)
Prerequisite: CHE 210 with a grade of "C" or higher
Topics include solutions, acids and bases, chemical equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, and descriptive topics in inorganic chemistry. Four hours lecture/discussion and three hours lab a week. **IAI: CHM 912**

CHE 270 — Organic Chemistry I (3)
Prerequisite: CHE 211 with a grade of "C" or higher
Topics include structure, bonding and molecular properties; structural and stereoisomerism; nomenclature and reactivity of alkanes, cycloalkanes, alkenes, conjugated dienes and alkynes; and mass, UV, IR and NMR spectrometry. Three hours lecture/discussion a week. **IAI: CHM 913**

CHE 271 — Organic Chemistry II (3)
Prerequisite: CHE 270 and CHE 272 with grades of "C" or higher
Topics include mass, UV, IR and NMR spectrometry; nucleophilic substitution and elimination reaction mechanisms of alkyl halides; organometallic compounds; aromatic and electrophilic aromatic substitution reactions of benzene; alcohols, ethers and phenols; aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, amines and dicarbonyl compounds; carbohydrates, amino acids, proteins. Three hours lecture/discussion a week. **IAI: CHM 914**

CHE 272 — Organic Chemistry Laboratory I (2)
Prerequisite: CHE 270 with a grade of "C" or higher or concurrent enrollment in CHE 270
A series of laboratory experiments to accompany CHE 270. Experiments are designed to learn the basis of organic techniques in the laboratory and will relate to the topics discussed in CHE 270. Five hours lab a week. **IAI: CHM 913**

CHE 273 — Organic Chemistry Laboratory II (2)
Prerequisite: CHE 271 with a grade of "C" or higher or concurrent enrollment in CHE 271
A series of laboratory experiments to accompany CHE 271. Experiments are designed to learn the techniques of organic synthesis. Five hours lab a week. **IAI: CHM 914**

COLLISION REPAIR TECHNOLOGY (CRT)

CRT 105 — Collision Repair Seminar (.5-3)
Prerequisite: None
Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings, but do merit college credit and provide for occupational needs. Credit may be awarded for seminars, workshops, individual study, and other instruction, as well as measured and approved occupational experience. Credit determined on contact our basis. Repeatable three times up to a maximum of 12 credit hours.

CRT 111 — Introduction to Collision Repair (4)
Prerequisite: None
The following topics are covered in this introductory course: careers and industry certification, shop and personal safety, hoist and jack safety, tools and their uses, trim and fasteners and movable glass replacement. Students are required to complete eight (8) hours of job shadowing beyond the required classroom hours. Two hours lecture/discussion and four hours lab a week.

CRT 112 — Non-Structural Repairs (4)
Prerequisite: CRT 111
This course focuses on straightening minor sheet metal and aluminum damage and the repair of plastic parts, along with the removal and installation of bolted-on parts. Major topics covered in this course include the following: how different materials react to damage, correct hand tool and body filler use, selection and use of abrasives. Two hours lecture/discussion and four hours lab a week.

CRT 113 — Welding for Collision Repair (4)
Prerequisite: CRT 111
This course will cover the welding of steel as it applies to the collision repair industry. Aluminum welding and installation of welded on parts will also be covered. Topics emphasized are safety, welder maintenance, welding and cutting. Two hours lecture/discussion and four hours lab a week.

CRT 114 — Introduction to Coatings (4)
Prerequisite: CRT 111
This course provides in-depth study of spray gun design, operation, and maintenance. Additional topics covered in this course include: different types of undercoats and their uses, how to restore corrosion protection, topcoat application, masking and detailing, and paint safety. Environmental concerns will also be discussed. Two hours lecture/discussion and four hours lab a week.

CRT 117 – Collision Repair Business (4)
Prerequisite: CRT 112, CRT 113
The following topics will be covered in this course: shop operations, shop management, customer relations, and damage repair estimating. Students will also disassemble damaged vehicles and perform basic non-structural repairs on vehicles in a simulated shop atmosphere. Two hours lecture/discussion and four hours lab a week.

CRT 121 – Damage Analysis (4)
Prerequisite: CRT 111

Students will learn how collision forces travel through the vehicle and how these forces are controlled for occupant protection. Damage location, analysis and measuring will be translated into a repair plan. Vehicle restraint systems will also be covered. Two hours lecture/discussion and four hours lab a week.

CRT 124 – Structural Repairs (4)
Prerequisite: CRT 113 and CRT 121

In this course, students will learn the proper way to repair or replace damaged structural components. The student will also learn how to properly anchor the vehicle, and set-up and operate the straightening equipment. This will require the student to apply skills such as measuring, pulling, welding, and corrosion protection. Two hour lecture/discussion and four hours lab a week.

CRT 128 – Collision & Refinish Processes (3)
Prerequisite: CRT 114

In this course students will continue to perform live work on vehicles in a simulated shop environment, including but not limited to, non-structural metal repair and parts replacement. Students will also begin paint preparation and complete basic refinishing projects. Six hours lab a week.

CRT 134 – Tinting and Blending (4)
Prerequisite: CRT 128

The emphasis of this course is on color evaluation, tinting, and blending. The student will have extensive practice time to learn how to make an acceptable match by tinting, blending, or a combination of techniques. Multi-stage coatings will be used. Students will also learn waterborne paint theory. Two hours lecture/discussion and four hours lab a week.

CRT 137 – Advanced Refinish Processes (3)
Prerequisite: CRT 128

In this course, students will perform tinting and blending refinish operations, as well as additional advanced refinishing techniques, including the use of waterborne materials. Students will work on customer vehicles in a simulated shop environment, including final assembly and detailing operations. Six hours lab a week.

CRT 143 – Vehicle Systems I (4)
Prerequisite: CRT 111 or concurrent enrollment

This course will cover basic vehicle system operation, testing, and repair as they apply to the collision repair industry. Topics will include basic electrical, standard and anti-lock brakes, steering and suspension and alignment adjustments. Different types of drivetrains and their issues with collision repair will also be discussed. Two hours lecture/discussion and four hours lab a week.

CRT 144– Vehicle Systems II (4)
Prerequisite: CRT 143

This course will cover basic vehicle system operation, testing and repair as they apply to the collision repair industry. Topics will include: heating and cooling systems, air conditioning systems repair and recovery. The course will include discussion of environmental issues related to refrigerants and coolants. Two hours lecture/discussion and four hours lab a week.

COMMUNICATION (COM)

COM 100 — Oral Communication (3)
Prerequisite: ENG 097 with a grade of "C" or higher or appropriate placement test scores

An introduction to the fundamentals of oral communication and the roles of speech, speaker and listener in the broad concept of communication. This course emphasizes the composition and presentation of various oral messages. Three hours lecture/discussion a week. **IAI: C2 900**

COM 108 — Communication in the Workplace (3)
Prerequisite: None

This course is an introduction to communication strategies, behaviors, and expectations in the workplace. This course emphasizes diverse skill sets required across workplace environments and professional situations. Workplace skills emphasized in the course include self-monitoring, listening, conflict and conflict resolution, group work, interpersonal interactions, giving and receiving feedback, intercultural communication, customer service, evaluation and critical thinking. Three hours lecture/discussion a week.

COM 111 — Beginning Forensics Workshop (1)
Prerequisite: None

An introduction to the fundamentals of researching, writing, and preparing a speech and/or the procedures for selecting, editing, and performing literary works for oral interpretation in forensic competition. Three hours of lab each week. Hours to be arranged.

COM 112 — Intermediate Forensics Workshop (1)
Prerequisite: COM 111

A continuation of COM 111. In addition to addressing the fundamentals of preparing pieces for forensic competition in any genre, this course requires completion of a project to benefit the forensics team. Projects may vary and are arranged with the instructor. Three hours of lab each week. Hours to be arranged.

COM 113 — Advanced Forensics Workshop (1)
Prerequisite: COM 112

A continuation of COM 112. In addition to addressing the fundamentals of preparing pieces for forensic competition in any genre, this course requires supervised coaching of teammates' performances. Three hours of lab each week. Hours to be arranged.

COM 150 — Intro to Mass Communications (3)
Prerequisite: None

An introductory course open to both journalism and non-journalism students. This course includes a brief history of different media, the roles of the mass media in society, the cultural influences of the mass media on society, changing technology and its impact on the media and on society as consumers of media, and the problems facing the media today, are explored. Three hours lecture/discussion a week. **IAI: MC 911**

COM 151 — Publications Productions I (1)
Prerequisite: None

An introduction to newspaper design, both print and online. Students will work on the production of the Kishwaukee College newspaper, the *Kaleidoscope,* in various capacities: news writing, sports writing, feature writing, photography, advertising sales and design. Three hours lab a week.

COM 152 — Publications Productions II (1)
Prerequisite: COM 151

A continuation of COM 151. Students will further develop skills related to the production of the Kishwaukee College newspaper, the ***Kaleidoscope***. This course is designed to widen abilities and promote greater responsibilities in journalistic skill areas: news writing, sports writing, feature writing, photography, editing, advertising sales and design. Three hours lab a week.

COM 153 — Publications Productions III (1)
Prerequisite: COM 152

Advanced work on the production of the Kishwaukee College newspaper, the ***Kaleidoscope***. This course is designed to prepare students for leadership roles in newspaper production and journalistic skill areas: news editing, photo editing, publication design, advertising management, staff management. Three hours lab a week.

COM 200 — Advanced Public Speaking (3)
Prerequisite: COM 100 with a grade of "C" or higher

Preparation and presentation of a variety of types of speeches. This course emphasizes developing skills beyond the basic course. Assignments will address all phases of the preparation, presentation, and delivery aspects of public speaking. Three hours lecture/discussion a week.

COM 201 — Small Group Communications (3)
Prerequisite: None

A study of group and leadership dynamics. Students study the dynamics of team development. Assignments include researching a problem, sharing information, arranging ideas, and assuming group leadership through a series of projects dealing with topical issues. Three hours lecture/discussion a week.

COM 203 — Interpersonal Communication (3)
Prerequisite: None

A study of communication theory and its application to interpersonal relations. Relationship skills will be explored, analyzed, and practiced. This course covers the development and related dynamics of relationship development, maintenance, and termination. Three hours lecture/discussion a week.

COM 204 — Argumentation and Debate (3)
Prerequisite: None

A study of the structure of argument and reasoning. This course aims to develop critical thinking, advocacy, and the use of evidence and refutation. Students practice skills in persuasive speaking and debate in class through individual and team projects. Three hours lecture/discussion a week.

COM 220 — Newswriting (3)
Prerequisite: None

An introduction to the principles and practices of news writing. Emphasis is placed on news values, news gathering, news writing, interviewing, and grammar. Typing ability of 25 wpm is recommended. Two hours lecture/discussion and two hours lab a week. **IAI: MC 919**

COM 298 — Topics In Communication (1-3)
Prerequisite: None

A study of topics in communications. Topics may include organizational communication, persuasion, communication barriers, non-verbal communications, use of media in presentations, or business communication. One to three hours lecture/discussion a week. Repeatable three times as topics change.

COMPUTER-AIDED DESIGN TECHNOLOGY (CAD)

CAD 106 — CAD Seminar (.5-3)
Prerequisite: None

Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings but do merit credit and provide for occupational needs. Credit determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

CAD 110 — Orientation to CADD (1)
Prerequisite: None

Orients the beginner to the field of computer-aided drafting and design and career opportunities available. Students learn the basics of two-dimensional and three-dimensional drawing using computers, as well as the basics of drawing notations and dimensioning. One half hour lecture/discussion and one hour lab a week.

CAD 111 — Technical Drafting (3)
Prerequisite: CAD 110

In-depth coverage of the graphic language of industry. Students learn creation of orthographic projections, sections, auxiliary views, revolutions, manufacturing processes, dimensioning, tolerancing, thread representation, and are also introduced to pictorial projections. Integration of these topics are combined in production of working drawings. One hour lecture/discussion and four hours lab a week.

CAD 112 — Technical Illustration (3)
Prerequisite: CAD 120

Introduces industrial/architectural production illustration techniques, including representations of pictorial illustrations. Instruction relates to axonometric, oblique, and perspective projection. Various methods and techniques of shading will be introduced, utilizing different media. Two hours lecture/discussion and two hours lab a week.

CAD 120 — Technical Graphics/CAD (3)
Prerequisite: CAD 110

An introduction to the use of software for the design of mechanical components. Students will learn orthographic drawing, sketching, lettering, two-dimensional projections, construction geometry, geometric shapes, basic dimensioning, tolerancing, and pictorial three-dimensional drawings and adherence to drafting standards and conventions are covered. Upon successful completion of this course, the student is expected to create and layout detailed working drawings by both manual and CAD drawing methods. Students will also be able to demonstrate the ability to read and interpret mechanical drawings. Two hours lecture/discussion and 2 hours lab per week.

CAD 131 — Print Reading for Construction Trades (3)
Prerequisite: None

Introduces students to the process of interpreting information in architectural construction drawings. Develops communication skills that allow for interpretation of graphical data in English. Students develop abilities in the use of 2-dimensional/3-dimensional visualization skills and mathematical calculation skills to decipher drawing data. Course includes practice in reading professionally prepared architectural construction drawings. Recommended for architectural or engineering degree seekers and students interested in construction. Three hours lecture/discussion a week.

CAD 151 — Fundamental 2-D CAD-AutoCAD (3)
Prerequisite: None

Step by step instructions in the use of the basic operations of Autodesk's AutoCAD system. Designed to provide a basic understanding of two-dimensional computer-aided design procedures through hands on microcomputer experience. Basic concepts of drafting and design are introduced. Two hours lecture/discussion and two hours lab a week. May be repeated three times. **IAI: IND 911**

CAD 152 — Intermediate 3-D CAD-AutoCAD (3)
Prerequisite: CAD 151 or instructor consent

A continuation of CAD151. Step by step instruction in the more advanced capabilities of Autodesk's AutoCAD computer-aided design software. Students are introduced to procedures for creation of three-dimensional CAD wireframe, surface and solid models as well as procedures to generate two-dimensional drawing takeoffs and renderings from those models for documentation purposes. Two hours lecture/discussion and two hours lab a week. May be repeated three times.

CAD 153 — Advanced Computer-Aided Drafting/Mechanical (4)
Prerequisite: CAD 120 and CAD 152

Application of concepts of computer-aided drafting to mechanical drafting. Applications include sectional drawings of machine parts, cams and gearing, threads and fasteners, precision dimensioning, and working drawings. Two hours lecture/discussion and four hours lab a week.

CAD 154 — Advanced Computer-Aided Drafting/ Architectural (4)
Prerequisite: CAD 120 and CAD 152

Instruction in the production of architectural drawings on a computer-aided drafting system. Includes an overview of commonly used architectural design information. The major application project includes an entire set of architectural plans. Two hours lecture/discussion and four hours lab a week.

CAD 171 – Fundamentals of CAD-SolidWorks (3)
Prerequisite: None

Step-by-step instruction in the use of the basic operations of the SolidWorks CAD system. Designed to provide a basic understanding of CAD procedures through hands-on microcomputer experience. Two hours lecture/discussion and two hours lab a week. May be repeated three times.

CAD 172 – Intermediate CAD-SolidWorks (3)
Prerequisite: CAD 171

A continuation of CAD171. Step by step instruction in the more advanced capabilities of Dassault Systèmes' SolidWorks computer-aided design software. Students will learn creation of complex models using SolidWorks advanced tools for creation of parts, surfaces, simulations, sheet metal, top-down assemblies and core and cavity molds. Two hours lecture/ discussion and two hours lab a week.

CAD 210 – Principles of Consumer Design (3)
Prerequisite: None

Orients the student to the design process and the basic mission that form must follow function as a product design interfaces with the consumer. The linear verses the iterative design processes are contrasted as they parallel the critical thinking process. Specific areas of graphic, furniture, product, and display design are studied as examples. Contemporary design concepts of sustainability, ergonomics and collaboration are introduced. Students prepare design sketches and model prototypes of specific design problems. Two hours lecture/discussion and two hours lab a week.

CAD 211 — Design Problems (4)
Prerequisite: CAD 120

Advanced drafting and design problems. Student and instructor define a problem of study, list learning objectives, and meet weekly to determine progress toward problem solution. Possible areas of design study include architecture, machine, civil, electronics, electrical, and welding. Students in this course are encouraged to use their creativity and critical thinking abilities. They may elect to do their problems using CAD or manual drafting methods. Two hours lecture/ discussion and four hours lab a week.

CAD 221 — Descriptive Geometry (3)
Prerequisite: CAD 120

Analysis and solution of three-dimensional problems through application of the principles of multiview projection. Deals with the spatial relationships typical of engineering problems. Topics include auxiliary views, revolutions, curved lines and surfaces, intersection of surfaces, shades, and shadows. Recommended for pre-engineering students and drafting majors. Two hours lecture/discussion and two hours lab a week.

CAD 231 — Geometric Dimensioning & Tolerancing (2)
Prerequisite: CAD 120

This course includes an in-depth study of the international graphic language of Geometric Dimensioning and Tolerancing for drawings that come from, or go to, other countries. The conventions discussed in this class apply to how machine drawings are prepared for international understanding. Emphasis is placed on placement of datums and dimensions, recognizing and interpreting symbols and calculating tolerances and virtual conditions. One hour lecture/discussion and two hours lab a week.

CAD 251 — 3-D CAD Modeling/Rendering/Animation (3)
Prerequisite: CAD 152

Covers computer-aided design (CAD) software's ability to create wireframe, surface, and solid models. Models may then be shaded, rendered, and animated. Students will learn output methods to color hard copy and magnetic copy of animation to the Internet. Two hours lecture/discussion and two hours lab a week.

CAD 253 — Computer-Aided Mechanical Design (3)
Prerequisite: CAD 153

A continuation of CAD 153. Instruction in mechanical design principles. Students work through actual mechanical design problems and learn the interrelationships between design and industrial manufacturing. Two hours lecture/discussion and two hours lab a week.

CAD 254 — Computer-Aided Architectural Design (3)
Prerequisite: CAD 154

Instruction in residential and light commercial design principles. Students work through actual architectural design problems and learn the interrelationship between design and the construction trades. Two hours lecture/discussion and two hours lab a week.

CAD 259 — CAD Customization/Management (3)
Prerequisite: CAD 152

Exposure to methods of CAD program customization and system management. Topics include file management, program optimization, creation of custom menus, custom dialog boxes, and popup windows with command icons. Students will learn to program script files and LISP routines to expedite CAD drawing sessions. Two hours lecture/discussion and two hours lab a week.

CAD 270 — Drafting and Design Internship (.5-3)
Prerequisite: Instructor consent.

Internship training for drafting and design students in local area industries, government offices, or architectural/construction firms. Students must work two hundred twenty-five (225) supervised hours of employment. Hours to be arranged.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 101 — Introduction to Computers (3)
Prerequisite: None

This course surveys computer technology and its current and future use in business, industry, and the home. Discussion topics include hardware and software, networking and the Internet. Students will use personal computers for an introduction to word processing, spreadsheets, database, and presentation software. Three hours lecture/discussion a week.

CIS 105 — Introduction to Microsoft Windows (1)
Prerequisite: None

An introduction to the fundamentals of a current version of Microsoft Windows. Topics include running application software, accessing operating system features, and handling a multitasking environment. May be repeated three times. Co-offered as OS 105. ***Credit may not be received if prior credit earned in OS 105 unless topics have changed.*** One-half hour lecture/discussion and one hour lab a week.

CIS 106 — Computer Information Systems Seminar (.5-3)
Prerequisite: None

A special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings, but do merit college credit and provide for occupational needs. Credit determined on a contact hour basis. Repeatable three times.

CIS 110 — Visual Basic Programming (3)
Prerequisite: None

A first course in Visual Basic introducing fundamental tools, statements, properties, and events. The interactive nature of Visual Basic will be emphasized. Programming assignments will be completed outside of class. Familiarity with Windows is recommended. Three hours lecture/discussion a week.

CIS 111 — Logic and Program Design (3)
Prerequisite: None

An introduction to programming designed to introduce common programming concepts to prepare for traditional programming courses. The topics to be covered include: structured programming concepts, flowcharts, pseudocode, number systems, Boolean logic, file processing, interactive input and output, an overview of assembly language, and an introduction to object-oriented programming concepts. Students will be expected to solve some problems using a programming language. Three hours lecture/discussion a week.

CIS 115 — Internet Fundamentals (2)
Prerequisite: None

This course prepares students with the Internet skills and knowledge needed to work effectively in a modern business environment. Topics include Internet connection methods and protocols, web browsers, search engines, e-mail and other Internet communication tools, social networking, collaboration tools, security risks and tools, intellectual property issues, and job roles and opportunities in the IT field. Successful completion of this course prepares students to take the Certified Internet Webmaster (CIW) Internet Business Associate exam. This course is one of three (CIS 115, CIS 118, CIS140) that prepares students for the CIW Web Foundations Associate Certification. Two hours lecture/discussion/guided lab per week.

CIS 117 — Creating a Web Page (1)
Prerequisite: None

This course is intended for anyone interested in learning how to create a web page. Topics to be covered include: writing HTML, multitasking with a text editor and a browser, using images, lists, tables, and links to create web pages. The course will also include converting existing documents for use on the web, an introduction to software which can simplify web page creation, and uploading web pages to a web server. One-half hour lecture/discussion and one hour lab a week. Repeatable three times.

CIS 118 — Foundations of Web Site Development (3)
Prerequisite: None

An introductory course in the fundamentals of web site design and development using HTML. Students will work with a hypothetical client to create a functional, effective, and visually appealing web site. Topics include web site planning, HTML, the user experience, design principles, multimedia elements, and publishing. This class does not use an HTML editor. Successful completion of this course prepares students to take the Certified Internet Webmaster (CIW) Site Development Associate certification. This course is one of three (CIS 115, CIS 118, CIS140) that prepares students for the CIW Web Foundations Associate Certification. Three hours lecture/discussion a week.

CIS 119 — JavaScript (3)
Prerequisite: None

This course covers the use of client-side (web browser) JavaScript. Basic elements of the language such as syntax, variables, functions, selection, repetition, and arrays will be covered. Among the uses explored will be the control of document appearance and content, interaction with the user, validation of form data, and the use of cookies to save data. Three hours lecture/discussion a week.

CIS 121 — Web Animation-Flash (2)
Prerequisite: CIS 118

This course offers a comprehensive introduction to the Macromedia® Flash application. Topics covered include graphics creation techniques, shape and motion tweening, graphics symbols, layers, bitmaps, sounds, dynamic text, the creation of dynamic web sites, basic ActionScript techniques, creating movie clips, and publishing presentations. Two hours lecture/discussion a week.

CIS 122 — Web Site Creation Software (2)
Prerequisite: None

An introduction to a popular HTML authoring application. The authoring application used will vary by course section. Site creation, design, development, and remote maintenance will be covered. This course may be repeated three times as authoring software changes. Two hours lecture/discussion a week.

CIS 123 — Management Information Systems (3)
Prerequisite: None

This course presents a survey of the purpose and function of hardware, software, stored data, procedures, and personnel in a business information system for students intending to major in business. Topics include basic systems analysis and design techniques, file processing, and database concepts; students will use PC applications (word processing, spreadsheet, database, and presentations) for business projects. Three hours lecture/discussion a week. **IAI: BUS 902**

CIS 124 — Introduction to XML (3)
Prerequisite: None

The use of XML in describing, presenting and transforming documents is covered. XML syntax, DTDs (Document Type Definitions), XML Schemas, namespaces, CSS (Cascading Style Sheets), and XSL (XML Stylesheet Language) will be covered. Other topics will be covered as time permits. Three hours lecture/discussion a week.

CIS 133 — Spreadsheets/Excel (3)
Prerequisite: None

A course in the concepts and fundamental operation of a spreadsheet. Topics include data entry techniques, formulas, functions, linking, charts, table formatting, data analysis, sharing data, and pivot tables. Co-offered as OS 133. ***Credit may not be received if prior credit earned in OS 133.*** Two hours lecture/discussion and two hours lab a week.

CIS 135 — Database/Access (3)
Prerequisite: None

A course in microcomputer database management. Topics include database design, report generation, interactive queries, and screen formatting. Co-offered as OS 135. ***Credit may not be received if prior credit earned in OS 135.*** Two hours lecture/discussion and two hours lab a week.

CIS 140 — Networking Fundamentals (4)
Prerequisite: None

This course is an introduction to Local Area Networks (LANS). Topics covered include: basic networking concepts, hardware and software components, protocols, standards, network topologies, transmission media, virtualization, wireless technologies, Security and Network Administration. Students will gain the technical skills to begin a career in installing, configuring and troubleshooting computer networks. Students will also be introduced to the fundamentals of network planning and design. Primary focus of the class is the training necessary to complete the Net+ certification exam. Four hours lecture/discussion/guided lab per week.

CIS 142 — PC Repair and Configuration (3)
Prerequisite: None

This course will teach basic PC repair and help prepare students for the Comp-TIA A+ Essentials certification exam. It will teach the skills necessary to install, configure, upgrade, troubleshoot and repair both desktop and laptop computers and manage printers. It will include topics on professionalism, communication with users, safety and preventative maintenance. Two hours lecture/discussion and two hours lab a week. Co-offered as ELE 142. ***Credit may not be received if prior credit earned in ELE 142 or equivalent.***

CIS 143 — Wireless Communication (2)
Prerequisite: CIS 140

Introduces wireless networking over a range of applications from cell phones to wireless local area networks to broadband wide area network links to satellite. Topics will include: the advantages and disadvantages of wireless communication and the difference between radio and infrared. The course will also cover WLAN's, in particular 802.11b and 802.11. Cell phone technology, including 2G, 2.5G, and 3G, WAP, and SMS will be presented. Fixed broadband wireless and satellite communications will also be covered. Hands-on assignments will reinforce the concepts covered. Two hours lecture/discussion a week.

CIS 145 — Cisco Networking I (4)
Prerequisite: None

Introduction to Networks: this course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This is the first course in the Cisco Networking Academy program sequence of four classes, (CIS145, CIS146, CIS147, CIS148), designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam. Four hours lecture/discussion/guided labs a week.

CIS 146 — Cisco Networking II (4)
Prerequisite: CIS 145

Routing and Switching Essentials: this course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and switch for basic functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, Single Area and Multi-area OSPF, Virtual LANs, and inter VLAN routing in both IPv4 and IPv6 networks. This is the second course in the Cisco Networking Academy program sequence of four classes, (CIS145, CIS146, CIS147, CIS148), designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam. Four hours lecture/discussion/guided labs a week.

CIS 147 — Cisco Networking III (4)
Prerequisite: CIS 146

Scaling Networks: this course describes the architecture, components and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. This is the third course in the Cisco Networking Academy program sequence of four classes, (CIS145, CIS146, CIS147, CIS148), designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam. Four hours lecture/discussion/guided labs a week.

CIS 148 — Cisco Networking IV (4)
Prerequisite: CIS 147

Connecting Networks: this course discusses the WAN technologies and network services required by converged applications in a complex network. This course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common problems with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complete network. This is the fourth course in the Cisco Networking Academy program sequence of four classes, (CIS145, CIS146, CIS147, CIS148), designed to prepare the student to take the Cisco Certified Network Associate (CCNA) exam. Four hours lecture/discussion/guided labs a week.

CIS 150 — C++ Programming I (3)
Prerequisite: Appropriate Mathematics Placement Test score or MAT 086 or MAT 098

The first course in the C++ language sequence. It emphasizes a disciplined approach to problem solving and algorithm development. Topics will include: input, output, sequence, selection, repetition, functions, arrays, data abstraction, pointers, text manipulation, records, and files. Program design, style, documentation, and testing will be practiced. Programming assignments will be completed outside of class. Three hours lecture/discussion a week. **IAI: CS 911**

CIS 160 — Java Programming I (3)
Prerequisite: MAT 086

This is the first course in the Java language sequence. It emphasizes a disciplined approach to problem solving and algorithm development. Input and output will be done using the command line, a graphical user interface, and files. Topics include selection, repetition, methods, arrays, text manipulation, data abstraction, and object oriented programming. Program design, style, documentation, and testing will be practiced. Three hours lecture/discussion a week.

CIS 170 — Introduction to UNIX (3)
Prerequisite: None

This course is intended to teach fundamentals of the UNIX style operating systems such as BSD and GNU/Linux to those with a basic understanding of computer logic. It will cover the concepts and tools needed to work effectively in these environments, using both the command line and the X-Window System interfaces. This course will be taught using GNU/Linux. (CIS 111 or previous programming experience recommended.) Successful completion of CIS 170 and CIS 270 prepares students to take the CompTIA Linux+ exam. Three hours lecture/discussion a week.

CIS 182 — Windows Server Fundamentals I (3)
Prerequisite: None

The first class in a series of classes to prepare students for Microsoft Server certification. Through lecture and hands-on lab work students cover materials required to pass the first test in the Microsoft Server series of exams. Class will be structured based upon the current released version of Windows Server. Three hours lecture/discussion a week.

CIS 183 — Novell Fundamentals and Networking (3)
Prerequisite: CIS 140

This course will help develop the skills necessary to implement, install, and manage a Novell network. Included will be implementation of user accounts, group accounts, security, auditing of resources and events, and management and implementation of system policies. Students will install server and client software in an Ethernet environment and practice system administration duties. Two hours lecture/discussion and two hours lab a week.

CIS 184 — Windows Professional Configuration (3)
Prerequisite: None

Comprehensive overview of the features, functions, and configuration of Microsoft Windows Professional. Includes configuration, management, and networking functionality of Windows in stand alone as well as both large and small network environments. Combines theory, review questions, case studies, hands-on exercises, and homework assignments. Upon completion of course, students should have the requisite knowledge to pass the associated Microsoft Windows certification exam. Repeatable three times as the Windows operating system covered changes. Three hours lecture/discussion a week.

CIS 206 — CIS Advanced Topics Seminar (1-4)
Prerequisite: Dependant on topic.

An advanced special studies course designed to allow advanced topics and new technologies to be offered based on demand. Available upon request in specific situations which do not comply with regular course offerings, but do merit college credit and provide for occupational needs. Credit determined on a contact hour basis. Repeatable three times.

CIS 210 — Visual Basic Programming II (3)
Prerequisite: CIS 110

This course will provide a continuation of topics from CIS 110 and introduce additional topics in Visual Basic Programming. Topics include classes, inheritance and polymorphism; data structures including arrays, collections and linked lists; data storage including sequential access files, random access files and database access; graphics; exception handling; and advanced controls. Three hours lecture/discussion a week.

CIS 212 — Applied Visual Basic (3)
Prerequisite: CIS 110

This course is intended for students who have had some Visual Basic experience or have completed CIS 110. A familiarity with Microsoft Office applications is expected. This course delves into writing Visual Basic programs that work within Office applications or that manipulate them from outside. Topics discussed will include object-oriented programming techniques, the Office document object models, differences between traditional Visual Basic and VBA, data structures, and sorting. Three hours lecture/discussion a week.

CIS 236 — CIS Project (3)
Prerequisite: Instructor consent

This course provides an individualized experience working on an information technology project related to a student's particular field of interest. The student will apply skills acquired in prior courses completed.

CIS 237 — Database Management and SQL (3)
Prerequisite: CIS 101 or CIS 123

An introduction to database management and SQL language. An overview of different databases structures/schemas, database design including data modeling, normalization and denormalization, creating and populating databases, queries, joins and views and security. Data integrity and maintenance issues involving relational databases will also be covered. Hands-on experience using a popular relational database. Credit may not be received if prior credit earned in CIS 136. Three hours lecture/discussion a week.

CIS 238 — Systems Analysis and Design (3)
Prerequisite: CIS 110 or CIS 111 or CIS 150 or CIS 160

This course will present the fundamentals of system analysis and design as applied to information systems. Topics will include an in depth study of the system development life cycle including both traditional structured design and object oriented design, available tools used in the process, the development of user interfaces, the development of documents and the interactions of the analyst with peers and users necessary for the successful completion of a project. A group project will be completed in this course. Three hours lecture/discussion a week.

CIS 250 — C++ Programming II (3)
Prerequisite: CIS 150

The second course in the C++ language. Abstract data types will be used in the design and implementation of solutions to large-scale problems. Topics include: classes, inheritance, polymorphism, and encapsulation: files and pointers, scope, blocks and dynamic memory; recursion; data structures including stacks, lists, queues, trees; graphs; text processing; and, searching and sorting algorithms. Programming assignments will be completed outside of class. Three hours lecture/discussion a week. **IAI: CS 912**

CIS 252 — C++ in Windows (3)
Prerequisite: CIS 250

A course in Windows based programming using Visual C++. Programming concepts based on the Microsoft Foundation Class (MFC) library will be examined. Programming assignments will be completed outside class. Three hours lecture/discussion a week.

CIS 260 — Java Programming II (3)
Prerequisite: CIS 160

This is the second course in the Java language sequence. Topics include object-oriented programming, recursion, files and streams, exceptions, string handling, the graphical user interface, searching and sorting algorithms, algorithm complexity, and data structures. Data structures covered will include lists, stacks, queues, trees, and graphs. Three hours lecture/discussion a week.

CIS 265 — Server-side Programming (3)
Prerequisite: None

This course covers Internet and Web programming. The programming language used will vary by course section. Topics covered will include an in-depth study of the specific language being used, dynamic creation of web pages, session management, file access, database interaction, and security. Completion of one programming course or previous programming experience is expected. Repeatable three times as programming language changes. Three hours lecture/discussion a week.

CIS 270 — Fundamentals of Linux Administration (3)
Prerequisite: CIS 170

This course is intended for students who want to understand how a multi-user Linux server is administered. Topics include: user/group management, file system management, printer setup, mail setup, simple networking, web server configuration, various network daemon issues, Linux installation and booting, and a general overview of UNIX security issues. Successful completion of CIS 170 and 270 prepares the student to take the CompTIA Linux+ exam. Three hours lecture/discussion a week.

CIS 282 — Windows Server II Networking (3)
Prerequisite: CIS 182

The second course in a series to prepare students for Microsoft Server certification. Through lecture and hands-on lab work students cover materials required to pass the second test in the Microsoft Server series of exams. Class will be structured based upon the current released version of Windows Server. Three hours lecture/discussion/guided lab a week.

CIS 283 — Network Security+ (3)
Prerequisite: CIS 282 or concurrent enrollment

Fundamentals of network security principles and implementation. Variety of security topologies will be discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. The daily tasks involved in managing and troubleshooting security technologies will also be covered. Hands-on assignments will reinforce the concepts covered. Successful completion of this course prepares students to take the current CompTIA Security+ certification exam. Three hours lecture/discussion/guided lab a week.

CIS 296 — CIS Internship (3)
Prerequisite: Instructor consent.

This course provides actual work experience in the information technology field. The student will be expected to utilize class and lab competencies in a practical work environment. A minimum of 225 hours are required for completion of course.

COUNSELING & STUDENT DEVELOPMENT (CSD)

CSD 100 - The College Experience (2)
Prerequisite: None

The purpose of this course is to assist students in making a successful transition into the college experience. Students will be exposed to key academic terms, policies, and resources that foster student engagement and promote academic success. Topics include: exposure to college culture and expectations, setting goals, career and college planning, time management, study strategies, utilizing campus resources, diversity, self-reflection, and motivation. Two hours lecture/discussion a week.

CSD 101 — Career Planning (2)
Prerequisite: None

Designed to assist students in the selection of careers which fit each person's interests, values, skills, and personal goals; and to assist in learning techniques necessary for finding employment in today's market. Topics include self-awareness, decision making, occupational awareness, and job search strategies. Two hours lecture/discussion a week.

CSD 120 — Orientation (1)
Prerequisite: None
Designed to help orient new students to college life and to increase their awareness of strategies for achieving success in college. Topics include a review of the services, programs, and procedures at Kishwaukee College; a section on career exploration and planning including computerized career information systems and the Kishwaukee Computerized Job System; and opportunities for students to gain a better understanding of themselves and their potential. These topics use various college resources such as the college catalog, Learning Skills Center, Learning Resources Center, counseling services, and interest testing. One hour lecture/discussion a week.

CRIMINAL JUSTICE (CRJ)

CRJ 101 — Introduction to Criminal Justice (3)
Prerequisite: None
A survey and analysis of the criminal justice system, including an historical and philosophical overview of its development, with special emphasis on the system's primary components and the relationship among these components in the administration of criminal justice in America. Three hours lecture/discussion a week. **IAI: CRJ 901**

CRJ 103 — Introduction to Commercial Security (1.5)
Prerequisite: None
Basic course for the person who wishes to become a Professional Security Officer. Principles of basic criminal law and how a private security officer interfaces with public law enforcement, laws of arrest, use of force, professional relations, search and seizure, crime scene protection, negligent acts, torts, report writing, giving testimony in court, first aid, fire prevention, traffic and patrol duties, first aid, and principles of firearms used by private security. One and one half hours lecture/discussion a week.

CRJ 106 — Criminal Justice Seminar (.5-3)
Prerequisite: None
Special studies course designed to meet career education needs of students, employers, and various community agencies. Available upon request for specified situations. Credit determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

CRJ 107 — Criminal Law I (3)
Prerequisite: None
Examination and analysis of the structure and function of substantive criminal law and the principles of criminal law, including the acts, mental state, and attendant circumstances that are necessary elements of crime. Three hours lecture/discussion a week.

CRJ 109 — Traffic Law Enforcement (3)
Prerequisite: None
Traffic law enforcement, regulation, and control; fundamentals of traffic accident investigation; Illinois Vehicle Code. Three hours lecture/discussion a week.

CRJ 110 — Traffic Accident Investigation (3)
Prerequisite: None
Designed to provide an understanding of traffic problems, the police role, and why accidents must be investigated. Students accurately identify and describe accidents and record data necessary for planning an effective accident prevention program. Three hours lecture/discussion a week.

CRJ 119 — Criminal Justice Administration (3)
Prerequisite: None
Development of integral knowledge of supervision and its relationship to managing personnel. Methodology of supervision practiced on a solid foundation of knowledge with mastery of a wide variety of management skills. Three hours lecture/discussion a week.

CRJ 151 — Narcotics and Drug Enforcement (3)
Prerequisite: CRJ 107
Basic course in narcotic and drug enforcement. Examines overt and covert enforcement by police. Covers drug identification, controlled substance act, cannabis control act, major case law, interdiction programs, and ethics in narcotic law enforcement. Three hours lecture/discussion a week.

CRJ 152 — Community Oriented Policing (3)
Prerequisite: None
A study of the relationships between police and the community served. Emphasis on cultural, ethnic, and varying economic and political strengths and weaknesses. Three hours lecture/discussion a week.

CRJ 160 — Field Report Writing (3)
Prerequisite: ENG 103 or ENG 109
Completion of forms, report writing, note taking, and accurate recording of statements and confessions are practiced. Weekly writing is critiqued for clarity, accuracy, and description details. Oral reports are also included in this course. Three hours lecture/discussion a week.

CRJ 170 — Crisis/Conflict Mediation (3)
Prerequisite: None
Contemporary communication theories and practices in Criminal Justice; develops a working knowledge of communications between officers and incarcerated and arrested individuals, using various practices of communication skills which will include interpersonal communication skills and verbal judo. Three hours lecture/discussion a week.

CRJ 201 — Criminal Investigation (3)
Prerequisite: None
This course acquaints the student with the principles, procedures, and techniques fundamental to the investigation of a crime. An introduction to the coordination of activities, the complex responsibilities of the investigator, the role of the criminal justice system, and case preparation. Three hours lecture/discussion a week.

CRJ 207 — Criminal Law II (3)
Prerequisite: CRJ 107
Study of the criminal code of the State of Illinois. Three hours lecture/discussion a week.

CRJ 209 — Juvenile Delinquency/Juvenile Justice (3)
Prerequisite: None

History and philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Theoretical perspectives of causation and control are examined. Three hours lecture/discussion a week. **IAI: CRJ 914**

CRJ 211 — Introduction to Corrections (3)
Prerequisite: None

An overview and analysis of the American correctional system; history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in correctional law. Three hours lecture/discussion a week. **IAI: CRJ 911**

CRJ 215 — Gangs and Security Threat Groups (3)
Prerequisite: CRJ 201

This course is an introduction to gangs and security threat groups for Criminal Justice students and practitioners. The course will explore the history, structure, and activities of these groups in the community and the correctional system. Students will discover methods used to identify, control, and prosecute members of these groups. Three hours lecture/discussion a week.

CRJ 221 — Constitutional Law for Police (3)
Prerequisite: None

Intensive study and analysis of the Constitution of the United States and court decisions which interpret the Constitution. Emphasis on court decisions which determine the admissibility of evidence in criminal cases and which affect police procedures. A consideration of the criminal procedure process with emphasis on the role of law enforcement. Three hours lecture/discussion a week.

CRJ 230 — Ethics for Criminal Justice (3)
Prerequisite: None

This course will examine the criminal justice system through an ethics perspective. Topics will include: a discussion of terminology; development of moral and ethical behavior, issues of justice, laws, punishment, and social control; corruption and "codes"; and, ethics for practitioners within the criminal justice system. Class discussions of moral dilemmas are essential to the application of theory. Three hours lecture/discussion a week.

CRJ 232 — Criminal Evidence (3)
Prerequisite: CRJ 101

The course involves an in-depth analysis of the origin, nature, and admissibility of evidence against the accused in criminal proceedings. Topics include the hearsay rule and its exceptions, real/physical evidence, circumstantial evidence, direct and cross examination of witnesses, burden of proof and presumptions, identification evidence, and other pertinent rules of evidence. Three hours lecture/discussion a week.

CRJ 250 — Criminalistics I (3)
Prerequisite: None

Basic procedures for processing, investigating, and preserving evidence at a crime scene. Dissemination of function related data to the proper police agencies with basic testimony procedures. Three hours lecture/discussion.

CRJ 251 — Criminalistics II (3)
Prerequisite: CRJ 250

Advanced applications of procedures for the investigation; processing and preservation of evidence at a crime scene are presented. A comprehensive realm of forensics and the technology of the modern crime laboratory to the non-scientist. Dissemination of function related data to the proper police agencies, prosecutor and course is identified. Two hours lecture/discussion and two hours lab a week.

CRJ 288 — CRJ Internship Orientation (1)
Prerequisite: None

Designed primarily for occupational students in Criminal Justice. Prepares students for the first internship course, and includes information on placement, interviews and the internship manual. One hour lecture/discussion a week.

CRJ 290 — CRJ Internship I (3)
Prerequisite: CRJ 288

On-the-job training in a law enforcement related job to test the abilities of the student to work in the field. Requires 225 hours of supervised employment experience and approval from the class coordinator.

CRJ 291 — CRJ Internship II (3)
Prerequisite: CRJ 290

On-the-job training in law enforcement related job to test the abilities of the student to work in the field. This second internship offers students the opportunity to experience a different law enforcement environment. Requires 225 hours of supervised employment experience and approval from the class coordinator.

DIESEL POWER TECHNOLOGY (DPT)

DPT 101 — Diesel Power Technology Careers (1)
Prerequisite: None

Study of diesel power equipment technology employment opportunities in various occupations. Students gather occupational information and develop educational goals. One hour lecture/discussion a week.

DPT 105 — Diesel Power Tech Seminar (.5-3)
Prerequisite: None

Special course on topics relevant to the diesel power industry designed to meet specific community and student needs. Credit determined on a contact hour basis. Repeatable three times.

DPT 106 — Diesel Power Technology Internship Preparation (1)
Prerequisite: None

Designed for occupational students in diesel power equipment technology. This course prepares students for their first internship experience. Includes information on the internship manual, placement, credentials, and interviews. One hour lecture/discussion a week.

DPT 154 — Truck Brakes and Suspension (4)
Prerequisite: None

In-depth study of brake systems used on commercial trucks. Includes shell hubs and bearings, general hydraulic brake service, single and dual cylinders, single and dual piston drum brakes, single and double wedge air brakes, cam-type air brakes, single and tandem vacuum brake boosters, and parking brakes. Two hours lecture/discussion and four hours lab a week.

DPT 172 — Basic Engine Overhaul (4)
Prerequisite: None

Principles of operation and repair of two-cycle, four-cycle, gas and diesel engines. Students experience the safe use of equipment and tools such as head master machine, valve guide knurling, pin hone machine, and sleeve pullers as they apply to machinery and equipment overhauls. Student disassembles and reassembles lab engine. Two hours lecture/discussion and four hours lab a week.

DPT 173 — Mobile Systems Electronics I (3)
Prerequisite: None

Principles involved in the application of electrical energy to power equipment and power units. Includes information on repair, operation and care of storage batteries, charging circuits, starting circuits, and ignition circuits. Two hours lecture/discussion and two hours lab a week.

DPT 175 — Introduction to Tool Safety and Usage (2
Prerequisite: None

A study of tools and shop equipment commonly used by diesel technicians in the repair industry. Over 35 tools and pieces of equipment will be covered including: hand tools, air tools, precision measuring tools, lifting equipment, and engine rebuilding tools. Emphasis will be placed on safe usage to minimize personal injury and physical damage. One hour lecture/discussion and two hours lab a week.

DPT 176 — Basic Transmissions and Final Drives (3)
Prerequisite: None

A study of the power train and its working principles. Instruction includes trouble shooting, repairing and maintaining clutches, mechanical transmissions, hydraulic assist transmissions, hydrostatic drives, torque converters, and final drives. Two hours lecture/discussion and two hours lab a week.

DPT 177 — Introduction to Diesels (3)
Prerequisite: None

A detailed study of diesel operating principles and how diesel engines differ from other types of internal combustion engines. Includes trouble shooting, maintenance and testing of fuel pumps, fuel filters, and nozzles. Emphasizes importance of fuel filtration, selection, and care in handling. Two hours lecture/discussion and two hours lab a week.

DPT 178 — Basic Hydraulics (4)
Prerequisite: None

Introduction to the principles of hydraulics and application of hydraulic machinery. Includes diagnosing, testing, repairing and maintaining hydraulic pumps, valves, cylinders, motors, and accumulators. Two hours lecture/discussion and four hours lab a week.

DPT 197 — Diesel Power Tech Intern I (4)
Prerequisite: Instructor consent.

On-the-job training in the agricultural, commercial or industrial equipment business. Students use competencies and skills developed in the classroom and shop. Requires 300 hours of supervised employment experience.

DPT 199 — Small Engine Maintenance and Repair (3)
Prerequisite: None

Introduction to the theory, operation, maintenance, and repair of all common two- and four-cycle engines. Students learn engine overhaul procedures and the use of overhaul equipment and tools, hydrostatic transmission, transaxle and differential repair. Two hours lecture/discussion and two hours lab a week.

DPT 272 — Advanced Engine Overhaul (4)
Prerequisite: DPT 172

Overhaul of diesel and gasoline engines in a simulated equipment service shop. An engine is assigned to a student to trouble shoot, test, and repair the system and return it to service, keeping records on parts and time used in completing the job. Includes transmissions, clutches, P.T.O., electrical systems, cooling systems, and accessory equipment. Two hours lecture/discussion and four hours lab a week.

DPT 273 — Mobile Systems Electronics II (3)
Prerequisite: DPT 173

Designed for power equipment majors to increase competence in electrical problem solving. In-depth diagnosis of electrical system circuitry problems such as generators, alternators, and starters; diagnosis of electrical system problems and other electrical systems. Two hours lecture/discussion and two hours lab a week.

DPT 274 — Vehicle Air Conditioning (3)
Prerequisite: None

Basic theory of air-conditioning systems, valves, electrical controls, testing, and charging systems used on agricultural, trucking, and industrial equipment. Use of a demonstration system includes discharging, charging, adding oil, pump down, and testing. Testing and trouble-shooting for all types of equipment. Two hours lecture/discussion and two hours lab a week.

DPT 277 — Combine Repair (3)
Prerequisite: None

Includes material on combine operation, assembly and field adjustment methods. Emphasis on maintenance and repair with extensive hands-on shop training. Two hours lecture/discussion and two hours lab a week.

DPT 278 — Advanced Hydraulics (3)
Prerequisite: DPT 178

Designed for power equipment majors desiring increased competence in hydraulic problem solving. In-depth study of hydraulic systems of major power equipment. Includes interpretation of fluid hydraulic schematic diagrams. Emphasis on diagnosing and testing to solve system problems. Two hours lecture/discussion and two hours lab a week.

DPT 279 — Advanced Diesels (3)
Prerequisite: DPT 177

Study of the operation of diesel pumps and nozzles. Emphasis on trouble-shooting, repairing, maintaining and testing of injection pumps, both distribution and in-line. Testing and programming electronic engines using lap top computers, includes Caterpillar, Cummins & Detroit engines. Two hours lecture/discussion and two hours lab a week.

DPT 280 — Advanced Transmissions and Final Drives (3)
Prerequisite: DPT 176

Detailed, in-depth study of service and overhaul procedures of equipment transmissions such as powershift, torque amplifiers, hydrostatic torque converters, and planetary final drives. Emphasis on diagnosing and testing to solve system problems. Two hours lecture/discussion and two hours lab a week.

DPT 293 — Diesel Power Tech Intern II (4)
Prerequisite: Instructor Consent

On-the-job training in the agricultural, commercial or industrial equipment business. Requires 300 hours of supervised employment experience.

EARLY CHILDHOOD EDUCATION (ECE)

ECE 106 — Early Childhood Education Seminar (.5-3)
Prerequisite: None

A special studies course designed to meet student and community needs. Available upon request in specific situations, which are not included in regular course offerings but do merit college credit and provide for occupational needs. Credit is determined on a contact hour basis. Repeatable three times as topics change.

ECE 110 — Foundations of Early Childhood Education (3)
Prerequisite: ENG 103 or ENG 109

Survey of history and philosophies of early childhood education. Modern theories of child care and education examined and compared in light of their historical development. Three hours lecture/discussion a week.

ECE 111 — The Developing Child (3)
Prerequisite: ENG 097, ENG 098 with grades of "C" or higher or appropriate placement test score.

Covers growth and development of the child from birth to eight. Emphasis on awareness and understanding of the child in relation to the following development areas: social, emotional, physical, cognitive, and language. Three hours lecture/discussion a week.

ECE 112 — Guiding Young Children (3)
Prerequisite: None

Introduction to early childhood education through observation and discussion. An overview of goals, techniques, and curriculum. Two hours lecture/discussion and two hours lab a week.
Note: Students must comply with D.C.F.S. regulations which include a background check, fingerprinting, a physical exam, and references.

ECE 131 — Caregiving–Infants and Toddlers (3)
Prerequisite: None

Covers prenatal influences on growth and development, infant and toddler growth and development, child/parent/care giver relationships, and recognizing the child with special needs. Includes study of play and learning activities conducive to good health, nutrition, and safety. Three hours lecture/discussion a week.

ECE 161 — Family and Community Relationships (3)
Prerequisite: None

Understanding values and strengths of parents and the community and their influence on children. Finding and using community resources for children. Three hours lecture/discussion a week.

ECE 172 — Play and Movement for the Young Child (3)
Prerequisite: ECE 111 with a grade of "C" or higher

Emphasis is placed on the importance of play and movement in the development of children within an appropriate environment. Identification of types of play, recognition of appropriate materials for play, strategies for communicating the importance of play with parents and staff, and the role of the teacher in facilitating play and movement in indoor and outdoor environments. Three hours lecture/discussion a week.

ECE 210 — The School-Age Child (3)
Prerequisite: None

This course deals with the physical growth patterns, nutritional requirements, emotional, social, and cognitive skills of children 5-12 years old. Focuses on appropriate learning activities that promote the growth and development of school-age children while emphasizing positive guidance and classroom management techniques. Prepares individuals for caring for the school-age child in child care settings and administration of these programs. Working cooperatively with families and schools is stressed. Three hours lecture/discussion a week.

ECE 211 — Facility Organization and Supervision (3)
Prerequisite: None

Introduction to administration of child care facilities. Topics include program planning and evaluation, licensing regulations, funding, budgeting and recordkeeping, curriculum planning and supervision, and personnel management. Three hours lecture/discussion a week.

ECE 212 — Administration of Day Care Homes (3)
Prerequisite: None

Designed to acquaint the day care home provider with child care skills. Includes the business and administrative aspects of establishing and maintaining a quality day care home. Three hours lecture/discussion a week.

ECE 220 — Fostering Creative Expression in Young Children (3)
Prerequisite: None

Meaning of art and music in the child's overall development. Emphasis on the importance of these areas within the curriculum and the methods of fostering these abilities in children to aid their overall development. Three hours lecture/discussion a week.

ECE 221 — Language of the Young Child (3)
Prerequisite: None

Deals with structure and function of children's language, the language development process, and its interrelationship with and dependence on other growth processes. Includes study of methods and materials to encourage children's language development. Three hours lecture/discussion a week.

ECE 222 — Child Nutrition and Health (3)
Prerequisite: None

Basic principles of nutrition, food selection, and preparation as related to the health and well-being of the young child. Three hours lecture/discussion a week.

ECE 223 — Science/Mathematics in Early Childhood Education (3)
Prerequisite: MAT 055 or MAT 095 with a grade of "C" or higher or higher level mathematics course

Designed to develop the skills necessary to teach basic scientific and mathematical concepts to the preschool child. Emphasis on discovery through the child's natural curiosity. Three hours lecture/discussion a week.

ECE 225 — Techniques and Curriculum Planning (4)
Prerequisite: ECE 111, ECE 112, ECE 220 with grades of "C" or higher

A continuation of ECE 112 with limited participation. Three hours lecture/discussion and two hours lab a week.

ECE 280 — Early Childhood Education Practicum I (4)
Prerequisite: ECE 110, ECE 221, ECE 223, ECE 225 with grades of "C" or higher

Supervised practice designed to assist the child care student in moving from studying about children to working effectively with children. Study of specific and positive guidance and training techniques to aid in creating a learning atmosphere. One hour lecture/discussion a week and fifteen hours a week Practicum in a preschool or child care center.

ECE 281 — Early Childhood Education Practicum II (4)
Prerequisite: ECE 161, ECE 222, ECE 280 with grades of "C" or higher (Instructor consent will satisfy prerequisite).

Participation in the actual work of a child development setting. Supervised practice designed to be the final step in moving from studying about children to functioning effectively with and for children. One hour lecture/discussion a week and fifteen hours a week practicum experience.

ECONOMICS (ECO)

ECO 100 — Consumer Economics (3)
Prerequisite: None

A study of the economic concepts relative to the consumption of goods and the effective use of services, money and property. Three hours lecture/discussion a week.

ECO 160 — Introduction to Economics (3)
Prerequisite: None

A study of basic forces that underlie the structure and functions of the American economy. This course surveys basic concepts, language, nature, scope, and historical trends in economics. It is not intended for students majoring in business or other areas which require an in-depth exposure to macroeconomics and/or microeconomics. Three hours lecture/discussion a week. **IAI: S3 900**

ECO 260 — Principles of Macroeconomics (3)
Prerequisite: None

A study of the roles of business, government and households in the American economy. Other discussions include national income accounting, economic fluctuations and growth, governmental fiscal and monetary policy and basic supply-demand analysis. Three hours lecture/discussion a week.
IAI: S3 901

ECO 261 — Principles of Microeconomics (3)
Prerequisite: None

A study of microeconomics and the price system in the American economy. Covers product and resource pricing, monopolies and oligopolies, the farm problem, labor unions and collective bargaining, income inequality and poverty, and international economics. Three hours lecture/discussion a week. **IAI: S3 902**

EDUCATION (EDU)

EDU 107 — Introduction to Special Education (3)
Prerequisite: None

A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities. Three hours lecture/discussion per week.

EDU 201 — Introduction to Education (3)
Prerequisite: None

A study of social, historical, and philosophical foundations that give perspective to current issues, policies, and ongoing changes in the field of education, including cultural diversity. Educational organization and structure, finance, and curriculum are discussed. Includes a minimum of 15 field observation hours. Three hours lecture/discussion a week.
Note: A district volunteer background check and TB test are required.

EDU 282 — Clinical Experiences in Education (1)
Prerequisite: EDU 201 with a grade of "C" or higher

This course is a pre-student teaching clinical for elementary and middle school levels. The student will become acquainted with teaching methods, materials and curriculum that are appropriate for these grades. The clinical includes classroom observations of teachers and students as well as supervised teaching experiences. Classroom observation and participatory teaching experiences must total a minimum of 50 clock hours in the approved clinical setting. Three hours lab a week. Repeatable two times up to a maximum of 3 credit hours.
Note: A criminal background check through the Regional Office of Education is required.

EDU 285 — Intro to Technology in EDU (3)
Prerequisite: None

Introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards for the classroom. Fundamental operations and concepts of computer technologies to facilitate learning in today's P-12 classrooms. The course focuses on both knowledge and performance, and includes hands-on technology activities. Three hours lecture/discussion per week.

ELECTRONICS TECHNOLOGY (ELE)

ELE 101 — Industrial Electricity (3)
Prerequisite: None

An introductory electrical and electronics course. The course begins with basic laws, use of meters, materials, and includes wiring practices. Also included: electrical blueprints, wiring diagrams, specification sheets, as well as Underwriters laboratories and National Electrical Code requirements governing materials and wiring practices. Safety practices are emphasized. Two hours lecture/discussion and two hours lab a week.

ELE 102 — PC Maintenance and Repair (1)
Prerequisite: None

An introductory hands on course to easily repair, tune-up, fix up, ramp up and maintain a new model computer. Students who successfully complete this course will be able to minimize and reduce computer down times due to improper software installation, inadequate power sources, disk failure, insufficient memory, and improper hard drive maintenance. May be repeated three times as technology changes. One hour lecture/discussion a week.

ELE 103 — AC Electronic Circuits (3)
Prerequisite: ELE 101

A study of AC circuits that focuses on capacitive circuits, inductance, RLC steady-state circuit analysis, resonance, and an introduction to active devices and circuits. Two hours lecture/discussion and two hours lab a week.

ELE 106 — Electricity Seminar (.5-3)
Prerequisite: None

Special course to meet specific needs of industry, groups, or individuals. Credit determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

ELE 107 — Electronics Seminar (.5-3)
Prerequisite: None

Special course to meet specific needs of industry, groups, or individuals. Credit determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

ELE 110 — Active Devices/Computer Simulation (3)
Prerequisite: ELE 101 or concurrent enrollment

Introduction to the PC Windows system, the SPICE circuit simulation program, and active devices that are found in electronics. Two hours lecture/discussion and two hours lab a week.

ELE 124 — Alternative Energy Systems (3)
Prerequisite: ELE 101 or concurrent enrollment

Focuses on the technological and cost fundamentals of emerging energy technologies, emphasizing wind and solar. Components, site analysis, system planning, and installation will be discussed. Includes safety practices with a focus on preventing accidents and injuries on alternative energy installation sites. Three hours lecture/discussion a week.

ELE 130 — Introduction to Programmable Logic Controllers (3)
Prerequisite: ELE 101 or concurrent enrollment

An introductory course in the use of wiring, ladder diagrams, and programmable controllers. The course will cover the hardware wiring and software programming of PLC's by desktop computers with ladder diagrams. Students will use computer software packages and relay-type instructions to program and test a programmable controller test panel. May be repeated three times as technology changes. Two hours lecture/discussion and two hours lab a week.

ELE 142 — PC Repair and Configuration (3)
Prerequisite: None

This course will teach basic PC repair and help prepare students for the Comp-TIA A+ Essentials certification exam. It will teach the skills necessary to install, configure, upgrade, troubleshoot and repair both desktop and laptop computers and manage printers. It will include topics on professionalism, communication with users, safety and preventative maintenance. Two hours lecture/discussion and two hours lab a week. Co-offered as CIS-142. ***Credit may not be received if prior credit has been earned in CIS-142 or equivalent.***

ELE 204 — Active Devices II (3)
Prerequisite: ELE 101 or ELE 110

Topics include semiconductor theory, diode circuits, power supplies, transistor and FET biasing, and transistor amplifiers. Two hours lecture/discussion and two hours lab a week.

ELE 206 — Amplifier/Operational Amplifier Circuits (3)
Prerequisite: ELE 101 or ELE 110

This course emphasizes the design and failure analysis of low and high power amplifiers and voltage regulators that are constructed with single and multistage transistors. The principles, operation, and characteristics of operational amplifiers are studied with a focus on DC and AC signal processing. Two hours lecture/discussion and two hours lab a week.

ELE 210 — Robotics and Data Acquisition (3)
Prerequisite: ELE 101

Students learn to build robots and automated systems using a desktop personal computer, programming language, mechanical motors, and electronic components. The labs focus on circuits powered by DC and AC voltage of 12, 120, and 480 three phase circuits. Two hours lecture/discussion and two hours lab a week.

ELE 211 — Automatic and HVAC Motor Controls (3
Prerequisite: ELE 101

This is a course on motors, electrical systems, and smart machines. Students will learn the characteristics and uses of DC, single-phase, three-phase motors and power systems that are governed by the National Electric Code. These characteristics will be applied to the study of automatic or smart control systems in heating, air conditioning, and cleaning systems. Two hours lecture/discussion and two hours lab a week.

ELE 212 — Computer Devices I (3)
Prerequisite: ELE 101

An introduction and study of the construction of the PC and the devices used in its design. The course topics include: the motherboard of the Pentium and switching circuits, combination logic devices and integrated circuits (IC's), flip-flops, counters, numbering systems, Boolean logic and mapping. May be repeated three times as technology changes. Two hours lecture/discussion and two hours lab a week.

ELE 215 — Electronics Internship (.5-3)
Prerequisite: Instructor consent.

Internship training in industry on a part-time basis. Students will work at jobs relating to their field of interest, while completing their course work. Typical jobs are engineering technician, industrial electrician, computer repair, or quality-control technician. Requires a minimum of two hundred twenty-five (225) hours employment experience.

ELE 220 — Data Communications (3)
Prerequisite: ELE 204

Introduces the circuits utilized in radio frequency communications. Topics include R.F. amplifiers, receivers, transmitters, transmission lines, wave propagation, antennas, microwaves and lasers, and fiber optics. Two hours lecture/discussion and two hours lab a week.

ELE 230 — Computer Devices II (3)
Prerequisite: ELE 101

A course about how computers and microprocessors work and how they are constructed. Topics include: computer construction of the PC from mother boards, hard drives, cases, video, sound, and memory modules. A+ topics will be studies in textbooks, labs, and in A+ practice tests. Microprocessor topics include: processors, programming, memory types and operation, interfacing, and computer arithmetic. Two hours lecture/discussion and two hours lab a week. Repeatable three times as technology changes.

EMERGENCY MEDICAL SERVICES (EMS)

Requirements for consideration for Emergency Medical Services program:

The Emergency Medical Services program is composed of professional and general education courses. The purpose of this program is to provide course work specialization in the vital field of Emergency Medicine, while upon successful completion obtaining an EMS certificate or articulating into the A.A.S Paramedic Degree. The type of jobs available to the EMT/Paramedic include not only municipality emergency services, but also private ambulance services, public sports arenas, airports,and a variety of other settings.

Admission

Admission to the Emergency Medical Services programs are selective, based upon pre-admission test scores, academic achievement, professional compatibility and clinical site capacity. Further information is located on the Kishwaukee College EMS website. Please note admission criteria and program requirements are subject to change based on accreditation, legislative, and clinical site mandates.

Requirements for consideration for admission into the EMT Program include the following:

1. Students must be 18 years or older by the course completion and have a High School diploma or equivalency.
2. Students are required to have a background check and required immunizations for clinical. (see application checklist on website).
3. Students are required to prove reading competency through a placement test or coursework.
4. All students must complete and submit a KCEMS EMT course application located on the Kishwaukee College Emergency Medical Services website.

Requirements for consideration for admission into the Paramedic Program include the following:

1. Must hold a current State of Illinois EMT license or Advanced EMT license, one year EMT experience recommended.
2. Must successfully pass a written entrance exam based on the EMT National Curriculum.
3. Students are required to prove reading competency through a placement test or coursework.

4. All students must complete a physical exam and provide proof of certain immunizations (see application checklist on website).
5. Must complete and submit a KCEMS Paramedic Training course application located on the Kishwaukee College Emergency Medical Services website.
6. Must complete a personal interview with course instructor satisfactorily.

EMS 104 — First Responder (2)
Prerequisite: None
Intended for individuals at the scene of a medical or traumatic emergency before arrival of trained ambulance personnel. Focuses on assessing patients' conditions, developing knowledge and skills in performing emergency lifesaving procedures, and providing safe, immediate, and effective pre-hospital care. Two hours lecture/discussion a week.

EMS 105 — EMT Ambulance Transition (1)
Prerequisite: Program Coordinator Consent
Designed to update the knowledge and improve the skills in symptom recognition and in all emergency care procedures and techniques considered to be within the responsibilities of an EMT providing emergency medical care. One hour lecture/discussion and one-half hour lab a week.

EMS 107 — Basic Emergency Medical Technician (7)
Prerequisite: Program Coordinator Consent
Basic course designed to cover the principles and techniques of emergency medical care presently considered within the scope and responsibility of an EMT-Basic. Emphasis on the development of student knowledge and skill in recognizing symptoms of illness and injuries, and proper procedures of basic emergency care. Six hours lecture/discussion and three hours lab a week.

EMS 110 — Paramedic I (14)
Prerequisite: Program Coordinator Consent
First in a series of three modules designed to develop the training, expertise, and assessment skills that are required of the Paramedic. EMS 110 includes a focus on the foundations that will be built on throughout the rest of the program. Some medical emergencies will also be addressed this semester. Emphasis on integrating prehospital through emergency patient care into the continuum of total patient care, functioning within a team concept. Ten hours lecture/discussion and eight hours lab/clinical a week.

EMS 111 — Paramedic II (19)
Prerequisite: EMS 110 with a grade of "C" or higher.
Second in a series of three modules designed to develop the training, expertise, and assessment skills that are required of a Paramedic. EMS 111 continues with medical and trauma emergencies. National certifications built into the program for this semester include Pediatric Education for Prehospital Providers (PEPP), Advanced Cardiac Life Support (ACLS), and Prehospital Trauma Life Support (PHTLS). Emphasis is on integrating prehospital life support through emergency patient care into the continuum of total patient care and functioning within a team concept. Thirteen and one half hour lecture/discussion and eleven hours lab a week.

EMS 112 — Paramedic III (10)
Prerequisite: EMS 110 and EMS 111 with grades of "C" or higher.
Third in a series of three modules designed to develop the training, expertise, and assessment skills that are required of a Paramedic. EMS 112 continues with medical and trauma emergencies and preparation for the license exams. National certification courses built into the program for this semester are Geriatric Education for Emergency Medical Services (GEMS) and Pediatric Advanced Life Support (PALS). Emphasis on integrating prehospital through emergency patient care into the continuum of total patient care functioning within a team concept. Five hours lecture/discussion and ten hours lab a week.

ENGINEERING (EGR)

EGR 177 — Engineering Design Graphics (3)
Prerequisite: MAT 229 or concurrent enrollment
Introduction to engineering design and graphics, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Computer-Aided Design (CAD) software is utilized in this course. Two hours lecture/discussion and two hours lab per week.

EGR 220 — Programming for Engineering and Science (3)
Prerequisite: MAT 229 or concurrent enrollment
Introduction to computer programming and program design using high-level programming language. Topics include an introduction to hardware and software, basic programming paradigms, fundamental numerical algorithms, elementary data structures, and an introduction to integrating program output into commercial software. Three hours lecture/discussion a week.

EGR 270 — Statics (3)
Prerequisite: PHY 260 with a grade of "C" or higher.
Study of resultants of force systems; algebraic and graphical conditions of equilibrium of force systems; analysis of forces acting on members of trusses, frames, etc.; forces due to friction and centroids. Three hours lecture/discussion a week.
IAI: EGR 942

EGR 272 — Dynamics (3)
Prerequisite: EGR 270 with a grade of "C" or higher
A study of displacements, velocity, and acceleration of a particle; relation between forces acting on rigid bodies and the changes in motion produced; translation; rotation; plane motion; solutions using the principles of force, mass and acceleration; work and energy; impulse and momentum; and vibrations. Three hours lecture/discussion a week.
IAI: EGR 943

EGR 277 — Engineering Graphics/CAD (3)
Prerequisite: Concurrent enrollment in MAT 229 or consent of instructor

Introduction to engineering and design including drafting, dimensioning, tolerancing, fasteners, and descriptive geometry. Engineering graphics topics include multi-view orthographic representations, principal auxiliary views, section views, and production drawings. CAD experience is required in the course. One hour lecture/discussion and four hours lab a week. **IAI: EGR 941**

EGR 280 — Mechanics of Materials (3)
Prerequisite: EGR 270 with a grade of "C" or higher

Covers elastic and inelastic relationships between external forces (loads) acting on deformable bodies. Explores stresses and deformations produced, tension and compression members, members subjected to torsion and to bending, buckling (columns), combined stresses, repeated loads (fatigue), energy methods, impact and influence of properties of materials. Three hours lecture/discussion a week. **IAI: EGR 945**

EGR 290 — Circuit Analysis (3)
Prerequisite: MAT 231 and PHY 261 with grades of "C" or higher.

Topics include concepts of electricity and magnetism; 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 superposition); transient analysis; and sinusoidal steady state (analysis and power). Three hours lecture/discussion per week.

ENGLISH (ENG)

NOTE: The following courses are open to students with appropriate preparation in English. Students planning to take English courses at Kishwaukee College for the first time must take the English Department's placement tests before registering. Departmental standards determine placement in specific courses. Students can make arrangements to take the placement tests by contacting the Counseling and Student Development Center.

ENG 089 - Reading & Writing Improvement (4)
Prerequisite: ENG 095 with a grade of "C" or higher or appropriate writing placement test score and appropriate reading placement test score.

Students will master literacy skills necessary for college-level coursework. They will engage in supported activities that develop vital reading and writing abilities, including pre-writing, writing, revising, and meaningful revision. Students will analyze content and rhetorical structures, build their vocabulary, and improve their writing mechanics with grammar, punctuation, and usage exercises. This course uses a hybrid online component with educational software, allowing for a more flexible delivery of course material. Course provides preparation for ENG 103 Composition I and ENG 109 Introduction to Technical Report Writing. Not transferable. Four hours lecture/discussion a week.

ENG 095 — Basic Writing Skills (3)
Prerequisite: None

A review of skills required to compose complete sentences and short paragraphs using standard written English. The course focuses on grammar and punctuation rules, organization and development of ideas, and revision strategies. Course provides preparation for ENG 97. Not transferable. Three hours lecture/discussion a week.

ENG 096 — Basic Reading Skills (3)
Prerequisite: None

Emphasizes word attack skills, expansion of vocabulary, and basic understanding of sentences, paragraphs, and short readings. Students will apply skills to academic texts. Students will read and analyze a book. A multcultural view of society is presented in course readings. Not transferable. Three hours lecture/discussion a week.

ENG 097 — Writing Improvement (3)
Prerequisite: ENG 095 with a grade of "C" or higher or appropriate placement test score.

A review of skills required to compose paragraphs and short essays. The course focuses on using a variety of patterns of organization, such as narration, example, comparison/contrast, and cause/effect. Students review grammar and punctuation rules; techniques to create unified, coherent writing; and revision strategies. Course provides preparation for ENG 103 and ENG 109. Not transferable. Three hours lecture/discussion a week.

ENG 098 — Reading Improvement (3)
Prerequisite: ENG 096 with a grade of "C" or higher or appropriate placement test score.

A review of reading and comprehension skills. This course emphasizes word analysis, vocabulary development, mechanics of reading, and study reading techniques. In addition to literal comprehension skills, students will apply skills to academic texts. Students will read and analyze a book. A multicultural view of society is presented in course readings. Not transferable. Three hours lecture/discussion a week.

ENG 099 — Topics in Developmental English (.5-4)
Prerequisite: Appropriate placement test score

A topics course in Developmental English. Topics may include supplemental instruction for developmental reading or developmental writing. Non- transferable. Repeatable three times up to a maximum of 16 credit hours.

ENG 103 — Composition I (3)
Prerequisite: Appropriate placement test scores, or ENG 097 and/or ENG 098 (as required) with a "C" or higher grade; or ENG 109 with a "C" or higher grade; concurrent enrollment in ENG 098 may be required.

An introduction to college-level writing. This course develops awareness of the writing process; provides invention, organization and revision strategies; stresses a variety of uses for writing; and emphasizes critical skills in reading, thinking, and writing. Students receive an introduction to the research process in preparation for ENG 104. Three hours lecture/discussion a week. **IAI: C1 900**

ENG 104 — Composition II (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A continuation of ENG 103. This course increases awareness of the writing process; provides invention, organization and revision strategies; stresses a variety of uses for writing; emphasizes critical skills in reading and writing; and develops reasoning and argumentation skills. Research writing amounting to 2,500 words minimum is a requirement in this course. Three hours lecture/discussion a week. **IAI: C1 901R**

ENG 109 — Introduction to Technical Report Writing (3)
Prerequisite: ENG 097 with a grade of "C" or higher or appropriate placement test score.
An introduction of the concepts and practices of technical writing, primarily for students enrolled in career/technical programs. This course includes the basic techniques for organizing, writing, and revising a variety of documents. Students learn basic formats for informal and formal reports, including using document design principles. They also practice skills needed for oral presentations. Three hours lecture/discussion a week.

ENG 110 — College Reading (3)
Prerequisite: ENG 098 with a grade of "C" or higher or appropriate placement test score.
A course designed for students who possess college level reading skills but who want to refine and develop their critical reading/thinking strategies. This course emphasizes reading and study skills needed both in and beyond the classroom: literal, interpretive, and critical comprehension of fiction and nonfiction; strategies for developing efficient and flexible reading; and study-reading techniques. Students also develop more awareness of their own thinking processes. Three hours lecture/discussion a week.

ENG 111 — College Study Skills (2)
Prerequisite: None
A course designed for students who want to develop or improve the study skills essential for success in course work. This course emphasizes time management, motivation, beliefs about learning, listening, note taking, test-taking and disciplinary reading strategies. Students will appraise their present study skills, improve them, and apply these skills in their courses. Two hours lecture/discussion a week.

ENG 130 — Introduction to Literature (3)
Prerequisite: None
An introduction to fiction, poetry and drama. Students develop skills in interpreting, analyzing and appreciating works of literature by using elements such as theme, character, point of view, symbolism, imagery and tone. This course provides a foundation for further literary study. Three hours lecture/discussion a week. **IAI: H3 900**

ENG 199 — Creative Writing: Literary Non-Fiction (3)
Prerequisite: ENG 103 with a grade of "C" or higher
An introduction to the application of fictional and journalistic techniques to creative nonfiction (sometimes called "literary nonfiction" or "literary journalism" or "the essay") in its varied forms, including autobiographical, reflective, travel, and scientific writing. Students will write exercises and essays to try their hand at the craft of creative non-fiction. They will read works by established writers to examine specific categories and techniques of "the essay." Three hours lecture/discussion a week.

ENG 201 — British Literature: Middle Ages to 1800 (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A survey of British literature from the Middle Ages to 1800. This course examines representative works of prose, poetry, and drama and considers their historical, intellectual, social, and political contexts. Three hours lecture/discussion a week. **IAI: H3 912**

ENG 202 — British Literature from 1800 to Present (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A survey of British literature from 1800 to present. This course examines representative works of prose, poetry, and drama and considers their intellectual, social, and political contexts. Three hours lecture/discussion a week. **IAI: H3 913**

ENG 205 — Introduction to Shakespeare (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of selected comic, tragic, romantic and historical plays. This course examines Shakespeare's growth as a literary artist and the factors which contributed to that development. Students will evaluate Shakespeare's poetry and plays in terms of its significance for modern times. Three hours lecture/discussion a week. **IAI: H3 905**

ENG 206 — Introduction to Fiction (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of distinctive qualities of fiction through the reading and discussion of representative American, British, and Continental fiction of several periods and types. Three hours lecture/discussion a week. **IAI: H3 901**

ENG 207 — Fundamentals of English Grammar (3)
Prerequisite: ENG 103 with a grade of "C" or higher
An introduction to modern English prescriptive grammar. This course thoroughly familiarizes students with the rules of writing prescriptively correct and stylistically effective English as well as with the terminology of describing the grammatical structure of written English. Students will analyze the structure of their own writing and of professional essays and literature. Three hours lecture/discussion a week.

ENG 211 — American Literature: Colonial Period to 1865 (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A survey of American literature from the Colonial Period to the Civil War. This course examines representative works of fiction, non-fiction, and poetry and considers their intellectual, social, and political contexts. Three hours lecture/discussion a week. **IAI: H3 914**

ENG 212 — American Literature: 1865 to Present (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A survey of American literature from the Civil War to the present. This course examines representative works of fiction, poetry, and drama and considers their intellectual, social, and political contexts. Three hours lecture/discussion a week. **IAI: H3 915**

ENG 215 — Children's Literature (3)
Prerequisite: None
An introduction to various forms of children's literature. This course emphasizes investigation of both the motivations for reading and the appropriateness of materials for children of various ages and reading levels. Three hours lecture/discussion a week. **IAI: H3 918**

ENG 216 — Introduction to Poetry (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of traditional and nontraditional forms of poetry with emphasis on distinctive features such as image, metaphor, symbol, rhythm, and meter. Readings will range from easy, clear, non-controversial poems to ambiguous, subtle, and controversial poems, all selected to improve appreciation of the art and craft of poetry. Three hours lecture/discussion a week. **IAI: H3 903**

ENG 217 — Introduction to Drama (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A survey of various types of drama from various periods and approaches to determine literary meaning, form, and value. Students will read and discuss representative selections from such modes as tragedy, comedy, melodrama, romance, satire, and social commentary, as well as absurdist drama. The selections will include authors such as Sophocles, Ibsen, Miller, Chekhov, and Shakespeare. Three hours lecture/discussion a week. **IAI: H3 902**

ENG 270 — The Bible as Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of the Bible from a literary/historical perspective. Students review and discuss creation stories, hero stories, poetry, prophetic writing, visionary literature, wisdom literature, letters, and gospel narratives. Three hours lecture/discussion a week. **IAI: H5 901**

ENG 280 — Literature of Illinois (3)
Prerequisite: ENG 103 with a grade of "C" or higher
Study of selected works from Illinois literature from the early 1800's to the present, including settlers' accounts, short stories, novels, plays, and poems. Emphasis upon literature relating to the Illinois experience. Three hours lecture/discussion a week.

ENG 281 — Crime and Punishment (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of literary works with focus on crime and punishment as a theme. The works selected portray this theme in plots which include murder, and also within characters struggling with good and evil motivations. Three hours lecture/discussion a week.

ENG 282 — Science Fiction and Fantasy (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of science fiction and fantasy in their cultural and technological contexts from the late 19th Century to the present. Students read works by such authors as Verne, Wells, Asimov, Clarke, Simak, Tolkien, LeGuin, Pohl, Heinlein, Miller, and others. Three hours lecture/discussion a week.

ENG 283 — Images of Women (3)
Prerequisite: ENG 103 with a grade of "C" or higher
An analysis of the ways women have been portrayed in various literary works and in various times and cultures (with emphasis on the 19th and 20th centuries). This course considers roles, characterization, and images of women in their historical, psychological, sociological, and cultural contexts. Three hours lecture/discussion a week. **IAI: H3 911D**

ENG 284 — Detective Fiction (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of novels and short stories focused on famous detectives. The works selected portray various types of crime writing and the historical development of the genre. Three hours lecture/discussion a week.

ENG 286 — Literature and Film (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examinations of adaptations and influences that demonstrate the strengths of each artistic medium. Comparative readings and film viewings are required. Three hours lecture/discussion a week. **IAI: HF 908**

ENG 287 — Best Sellers as Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
Study of literary works which have achieved best seller status. Through the examination of elements such as plot, point of view, characterization, setting, and theme, each work will be analyzed for its literary merit as well as cultural impact. Three hours lecture/discussion a week.

ENG 288 — American Ethnic Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
An examination of various types of literary works that reflect the experience and construction of racial and cultural identity in America. Students will study literature from the African-American, Asian-American, Hispanic-American, and Native-American cultures. Three hours lecture/discussion a week. **IAI: H3 91 0D**

ENG 291 — Creative Writing: Poetry (3)
Prerequisite: None
A study of the structure and elements of poetry and the writing process. Students will compose and revise fully developed poems and demonstrate understanding of the critical terminology of the poet. The student will read works by established writers and respond to each other's poetry. Three hours lecture/discussion a week.

ENG 292 — Non-Western Literature in English (3)
Prerequisite: ENG 103 with a grade of "C" or higher
An introduction to literature in English by writers from non-Western cultures such as Asian, South Asian, African, Caribbean, and Middle-Eastern. The course emphasizes the intellectual, social, and political contexts of their works. Three hours lecture/discussion a week. **IAI: H3 908N**

ENG 293 — Introduction to Latin American Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
An introduction to Latin American literature in English by writers from a variety of South American, Central American, and Caribbean countries and Mexico, with an emphasis on the diverse nature of their works. Three hours lecture/discussion a week. **IAI: H3 908N**

ENG 294 — Irish Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of the influence of language, history, politics, and identity on the emergence of Irish Literature in the 20th and 21st centuries. This course examines the impact of contemporary political developments, the position of women, the representation of Irish peasantry, and the importance of religious outlooks and divisions in the literature of this nation. Three hours lecture/discussion per week.
Note: This course is typically offered as a Study Abroad course.

ENG 297 — Contemporary World Literature 1900 to Present (3)
Prerequisite: ENG 103 with a grade of "C" or higher
Study of such contemporary 20th century writers as Kafka, Silone, Babel, Camus, Wright, Sartre, Borges, Neruda, Beckett, Kawabata, Boll, and others. Three hours lecture/discussion a week.

ENG 298 — Topics in Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
A study of literary topics in novels, short stories, poetry, and drama. Topics may change from semester to semester. Three hours lecture/discussion a week. Repeatable three times as topics change.

ENG 299 — Creative Writing: Fiction (3)
Prerequisite: ENG 103 with a grade of "C" or higher.
A study of the structure and elements of fiction and the writing process. Students will produce fully developed works of fiction and demonstrate understanding of the critical terminology of the creative writer. Three hours lecture/discussion a week.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language courses are not applicable toward Kishwaukee degree or certificate program requirements. For more information, see page 34.

ESTHETICS (EST)

EST 100 Introduction to Esthetics (1)
Prerequisite: None
This course serves as an introduction to the basic principles of esthetics. Students will learn the history of esthetics and career options available to Licensed Estheticians. Professionalism, proper communication, infection control, draping and the physical components of the esthetics environment will be discussed. General theory as well as practical application will be included. One-half hour lecture/discussion and one hour lab a week.

EST 110 Esthetics Procedures I (4)
Prerequisite: EST 100, HLT 122, OS 216, PE 162 with grades of "C" or higher.
This course serves the initial training in esthetics. Students will learn theory and practice the application of esthetics technology. Topics include chemistry, electricity, assessment and data collection, skin analysis, facial treatments, non-therapeutic massage, hydrotherapy and cryotherapy. Three hours lecture/discussion and two hours lab per week.

EST 111 Esthetics Clinical (3)
Prerequisite: EST 100, HLT 122, OS 216, PE 162 with grades of "C" or higher.
In this student clinic, individuals will have the opportunity to apply the principles, techniques and procedures practiced in professional esthetics. Under the supervision of the clinic supervisor, students will be expected to demonstrate proper client/therapist communication skills, adequate sanitary precautions, perform techniques that are within the scope of training and practice of commonly recognized esthetics disciplines, demonstrate safe and effective use of equipment, and properly document the session for the client's record. Students will be expected to treat two or more clients consecutively. Eight hours of lab per week.

EST 120 Esthetics Procedures II (4)
Prerequisite: TPM 112 or BIO 112, EST 110, EST 111 with grades of "C" or higher.
This course serves as advanced training in esthetics. Students will learn theory and will practice application of advanced esthetics technology. Topics include facial treatments with the aid of machines, hair removal, advanced topics and treatments, professional makeup techniques, and product knowledge. Three hours lecture/discussion and two hours lab per week.

EST 121 Advanced Esthetics Clinical (3)
Prerequisite: TPM 112 or BIO 112, EST 110 and EST 111 with grades of "C" or higher
In this student clinic, individuals will have the opportunity to apply the principles, techniques and procedures practiced in advanced professional esthetics. Under the supervision of the clinic supervisor, students will be expected to demonstrate proper client/therapist communication skills, adequate sanitary precautions, perform techniques that are within the scope of training and practice of commonly recognized esthetics disciplines, demonstrate safe and effective use of equipment, and properly document the session for the client's record. Students will be expected to treat two or more clients consecutively. Eight hours of lab per week.

EST 130 Esthetics Licensure Seminar (1)
Prerequisite: Concurrent enrollment in EST 120, EST 121,TPM 109, TPM 124
In this course, students will discuss the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act, rules management and OSHA standards relating to chemical use. As a class, students will complete the paperwork and send in the fees for the examination authorized by the State of Illinois to determine fitness to receive a license as an Esthetician. One hour lecture/discussion

FRENCH (FRN)

FRN 101 — Elementary French I (3)
Prerequisite: None
An introduction to the fundamentals of French. This course helps students develop the four basic skills: listening, speaking, reading, and writing. Students learn to use high frequency vocabulary and basic verb tenses. Students are also introduced to the culture of various French-speaking regions. Three hours lecture/discussion a week.

FRN 102 — Elementary French II (3)
Prerequisite: FRN 101 or proficiency exam
A continuation of FRN 101. This course further develops the basic language skills: listening, speaking, reading, and writing. Students enlarge their vocabulary and expand their knowledge of Francophone culture while becoming able to communicate in a variety of tenses. Three hours lecture/discussion a week.

FRN 201 — Intermediate French I (3)
Prerequisite: FRN 102 or proficiency exam
A continuation of FRN 102. Students further develop their listening, speaking, reading, and writing skills through the study of advanced topics in grammar in conjunction with composition and reading activities. Three hours lecture/discussion a week.

FRN 202 — Intermediate French II (3)
Prerequisite: FRN 201
A continuation of FRN 201. Students further develop reading, writing, listening and conversational skills through reading and discussion in French of short works by a variety of authors from French-speaking countries supplemented with grammar review. Three hours lecture/discussion a week. **IAI: H1 900**

GEOGRAPHY (GEO)

GEO 202 — World Regional Geography (3)
Prerequisite: None
A study of the interaction of people and their physical world through the geographic analysis of world regions and nations. This course analyzes the relationship between environmental patterns and social, political, and economic structures and organizations within our world. Particular attention will be given to contemporary issues and problems. Three hours lecture/discussion a week. **IAI: S4 900N**

GEO 298 — Geography of North America (3)
Prerequisite: None
An introduction to regional and social diversity in North America. Physical, historical, and economic bases of regional division are considered. Environmental diversity is discussed in relation to studies of contrasting metropolitan regions in terms of growth and their economic, cultural, and geographical characteristics. Three hours lecture/discussion a week.

GERMAN (GER)

GER 101 — Elementary German I (3)
Prerequisite: None
An introduction to the fundamentals of German. This course helps students develop the four basic skills: listening, speaking, reading, and writing. They also learn to use high frequency vocabulary and basic verb tenses. Students are also introduced to the culture of various German-speaking regions. Three hours lecture/discussion a week.

GER 102 — Elementary German II (3)
Prerequisite: GER 101 or proficiency exam
A continuation of GER 101. This course further develops the basic language skills: listening, speaking, reading, and writing. Students enlarge their vocabulary and expand their knowledge of Germanic culture while becoming able to communicate in a variety of tenses. Three hours lecture/discussion a week.

GER 201 — Intermediate German I (3)
Prerequisite: GER 102 or proficiency exam
A continuation of GER 102. Students further develop their listening, speaking, reading, and writing skills through the study of advanced topics in grammar in conjunction with composition and reading activities. Three hours lecture/discussion a week.

GER 202 — Intermediate German II (3)
Prerequisite: GER 201
A continuation of GER 201. Students further develop reading, writing, listening, and conversational skills through reading and discussion in German of short works by a variety of authors from German-speaking countries supplemented with grammar review. Three hours lecture/discussion a week.
IAI: H1 900

HEALTH (HLT)

HLT 122 — Introduction to Nutrition (1)
Prerequisite: None

Study of nutrients, their functions, sources, requirements, and use by the body. Also includes special nutritional needs during the life span, nutrition assessment, and aspects of dietary counseling appropriate to healthcare. One hour lecture/discussion a week.

HLT 201 — Human Nutrition (3)
Prerequisite: CHE 110 and [BIO 103 or BIO 109](Completion of two semesters of high school chemistry with a grade of "C" or higher will meet the prerequisite requirement for CHE 110)

The focus of the course is on the role of nutrition in human biological systems; the properties of nutrients; interaction with other environmental and genetic factors; current claims and theories related to nutrition. Three hours lecture/discussion a week.

HLT 202 — Women's Health Issues (3)
Prerequisite: None

Women's Health Issues focuses on the female reproductive anatomy and physiology as well as the various political, economic, cultural, and social issues impacting women and women's health. Targeted areas related to women's health will include self-esteem, empowerment, physical and mentalhealth, disease prevention, and other prominent women's health issues as they relate to life-cycle stages. Three hours lecture/discussion a week.

HLT 206 — Contemporary Health Concepts (3)
Prerequisite: None

This course offers contemporary health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts for the individual's well being in personal, community, and leadership roles. Students will be exposed to the complex link between behavior and health, the social and cultural factors involved in health promotion and the prominent health issues as they relate to life-cycle stages. Three hours lecture/discussion a week.

HLT 208 — Complementary/Alternative Medicine (3)
Prerequisite: BIO 112

The focus of this course is on the evolution of healing modalities based on multi-cultural theories and belief systems. This overview course is to introduce the diverse language and practices of non-traditional modalities which are currently being integrated into our health care system. Emphasis will be placed on the facilitation of healing in particular disease states. Three hours lecture/discussion a week.

HLT 210 — Drug Use and Abuse (3)
Prerequisite: None

Comprehensive study of legal and illegal drug use and abuse including psychological, sociological, and pharmacological aspects. Emphasis will be on psychoactive drugs and non-drug alternatives that modify mood and behavior. Three hours lecture/discussion a week.

HISTORY (HIS)

HIS 130 — History of Western Civilization to 1500 (3)
Prerequisite: None

A study of Western Civilization from its origin in the Middle East through Greek and Roman times to the Renaissance. Three hours lecture/discussion a week. **IAI: H2 901**

HIS 131 — History of Western Civilization, 1500-1815 (3)
Prerequisite: None

A study of Europe from the Renaissance to the Battle of Waterloo. Three hours lecture/discussion a week. **IAI: H2 902**

HIS 132 — History of Western Civilization, 1815 to Present (3)
Prerequisite: None

A study of Europe from the Congress of Vienna to the present. This course surveys the development of European nationalism, liberalism, and imperialism, as well as the World Wars and reconstruction. Three hours lecture/discussion a week. **IAI: H2 902**

HIS 172 — World History to 1500 (3)
Prerequisite: None

A study of world history from the origins of complex societies to the Age of Exploration. Students will study the emergence of major civilizations in the ancient world, and the development of classical civilizations in Europe, the Middle East, Africa, and Asia. Discussion will focus on comparative analysis of the social, political, cultural, and economic attributes of various cultures. Three hours lecture/discussion a week.

HIS 220 — United States History to 1877 (3)
Prerequisite: None

A study of the social, economic, cultural, political, and constitutional development of the United States. This will include a study of America's European origins, Native American prehistory, a brief survey of the early Colonial period, the Revolutionary War and Constitutional period, Jeffersonian Democracy, the War of 1812, the Age of Jackson, slavery, the War with Mexico, and the Civil War and Reconstruction. In-depth discussions will revolve around the social, cultural, economic, and gender issues as well as various interpretations of United States history relevant to the covered time periods. Three hours lecture/discussion a week. **IAI: H2 904**

HIS 222 — United States History Since 1877 (3)
Prerequisite: None

A study of the social, economic, cultural, political, and constitutional development of the United States. This course includes a brief analysis of American history from the Reconstruction period, the Great Depression, the New Deal, World War II, the Cold War, the 1950's, the 1960's, the Feminist Movement, Watergate, the last two decades of the 20th Century and into the 21st Century. In-depth discussions will revolve around the social, cultural, economic, and gender issues, as well as various interpretations of American history relevant to the covered time periods. Three hours lecture/discussion a week. **IAI: H2 905**

HIS 249 — History of Africa (3)
Prerequisite: None

The study of African history and culture from the origins of human society to the present. This course surveys the development of major civilizations in Africa, with special emphasis on Africa's role in major themes in world history and Africa's interconnections with other parts of the world. Three hours lecture/discussion a week.

HIS 295 — British History to 1650 (3)
Prerequisite: None

A study of British History from pre-historic Britain through the 17th Century. Students will study Roman, Norman, and Saxon Britain; the Hundred Years War; various rulers from Henry II to William and Mary; Elizabethan England; Protestant and Catholic conflict; and ending with the Glorious Revolution. In-depth discussions will revolve around social, political, cultural, economic, and gender issues relevant to this time period. Three hours lecture/discussion per week.
Note: This course is typically offered as a Study Abroad course.

HIS 296 — British History from 1650 to Present (3)
Prerequisite: None

A study of British History from 1650 to present. Students will study the rule of William and Mary to Elizabeth II, the Industrial Revolution, the American Revolution, Victorian England, the World Wars, and socialist Britain. In-depth discussions will revolve around social, political, cultural, economic, and gender issues relevant to the time period. Three hours lecture/discussion per week.
Note: This course is typically offered as a Study Abroad course.

HIS 297 — British Culture and Society (3)
Prerequisite: None

A study of contemporary political, cultural, and social life in Britain. The political focus will be the Monarchy and Parliament, the economy, the judiciary, and the political parties, as well as the electoral systems. The cultural focus will include the media, art and architecture, leisure and humor, and popular rock culture. The societal section will investigate the idea of "class," the educational system, trade unions, and religion, as well as the geographical diversity and land use. Three hours lecture/discussion a week.
Note: This course is typically offered as a Study Abroad course.

HIS 299 — Topics in History (3)
Prerequisite: None

A study of special topics in history. When offered, topics might include Ancient, Medieval, Asian history, World War I, World War II, Vietnam War, Women's history, the Civil Rights Movement, the 1960's, Labor history in the United States, current events, or other topics of particular interest. No topic will be offered more than twice in three years. Repeatable three times for different special topics. Three hours lecture/discussion a week.

HORTICULTURE (HOR)

HOR 101 — Introduction to Horticulture Related Occupations (1)
Prerequisite: None

Study of horticulture-related employment opportunities in various occupations. Guest speakers from various horticulture professions are used to examine career areas. Designed to gather job information and develop educational and occupational goals. One hour lecture/discussion a week.

HOR 103 — Horticulture Science (3)
Prerequisite: None

Fundamentals of physical and biological science related to horticulture. Terminology and concepts in chemistry, genetics, and entomology used in subsequent horticulture courses. Two hours lecture/discussion and two hours lab a week.

HOR 105 — Botany For Horticulture (3)
Prerequisite: None

Detailed study of plant anatomy emphasizing the interrelationships between plant structures and their functions. Additional topics include photosynthesis, respiration, taxonomy, and compounds that plants manufacture. Two hours lecture/discussion and two hours lab a week.

HOR 106 — Orientation to Horticulture Internship (1)
Prerequisite: None

Designed primarily for occupational students in ornamental horticulture. Prepares students for the internship course, and includes information on resume preparation, placement, interviews, and the internship manual. One hour lecture/discussion a week.

HOR 112 — Greenhouse Management I (3)
Prerequisite: None

Detailed introduction to greenhouse equipment, maintenance, installation, design, and cultural practices. Discuss fertilizer injectors, pesticide spraying equipment, photoperiod control systems, heating systems, cooling systems, crop fertilization, watering practices, and environmental control systems. Practical experience in growing greenhouse crops. Two hours lecture/discussion and two hours lab a week.

HOR 122 — Trees/Arboriculture (3)
Prerequisite: None

Identification, care, and use of native and introduced trees. Various arboriculture techniques such as pruning, staking, and applying trunk protection will be demonstrated in labs. Two hours lecture/discussion and two hours lab a week.

HOR 123 — Horticultural Spanish (2)
Prerequisite: None

Instruction in basic Spanish language useful to people in horticultural careers, especially those involving workers from Spanish-speaking countries. Two hours lecture/discussion a week.

HOR 124 — Survey of Nursery Operations I (2)
Prerequisite: Instructor consent.
Developed in conjunction with the Illinois State Nurserymen's Association to give students experience at four (4) uniquely different nurseries per semester in Illinois. Learning and hands-on-experience center around nursery facilities and layout, propagation, planting, and culture. One-half hour lecture/discussion and three hours lab a week.

HOR 125 — Survey of Nursery Operations II (2)
Prerequisite: Instructor consent.
A continuation of HOR 124, developed in conjunction with the Illinois State Nurserymen's Association to provide experience at four (4) uniquely different nurseries per semester in Illinois. Learning and hands-on experience center around Mid-American Trade Show inventory, marketing, garden center equipment usage and repair. One-half hour lecture/discussion and three hours lab a week.

HOR 126 — Nursery Management (3)
Prerequisite: None
A continuation of HOR 122 including identification of trees in winter condition. Emphasis on recognizing the major tree disease, insect, and cultural problems along with their landscape contribution. Includes layout of nursery facilities and plantings, with personnel and business management principles involved. Two hours lecture/discussion and two hours lab a week.

HOR 127 — Propagation Techniques (1)
Prerequisite: None
To learn, study, and application of those practices of plant propagation that apply during the fall. The course will involve the collection of seed, taking hardwood cuttings, airlayering of tropical stock plants, and the development of primary cultures of tissues materials. Will include the grafting, cutting, seeding, layering, and culturing of tissue. Students will practice the various propagation methods in the lab and greenhouse. Two hours lab a week.

HOR 128 — Plant Propagation (3)
Prerequisite: None
Techniques in the commercial production of woody plant material and the problems involved in starting a business. Topics include propagation structures, media, disease control, and types of propagation such as budding, grafting, cutting, seeding and layering, and tissue culturing. Students practice the various propagation methods in the lab and greenhouse. Two hours lecture/discussion and two hours lab a week.

HOR 129 — Nursery Pests (2)
Prerequisite: None
Destructive insect and disease pests of nurseries and their control. Specific insect and disease life cycles; plant disorder symptoms; pest-host relationships; biological, cultural, and chemical controls; and regulatory laws governing sale and transportation of contaminated nursery stock. One hour lecture/discussion and two hours lab a week.

HOR 141 — Beginning Floral Arrangements (3)
Prerequisite: None
The principles of design, with flowers and foliages providing the medium, are discussed at length with emphasis on how these principles of design influence everyday life. The history of floral art development and how this development is interrelated to all other art forms is discussed. The material presented in this course will help develop a sensitivity for design and its uses as a positive environmental element. Two hours lecture/discussion and two hours lab a week.
IAI: AG 912

HOR 142 — Advanced Floral Arrangements (3)
Prerequisite: HOR 141
Designed to provide advanced and creative opportunities to use fresh and dried floral material. New concepts and styles in floral design will be discussed such as formal linear, vegetative, parallel, and Pave'. Two hours lecture/discussion and two hours lab a week.

HOR 143 — Sympathy Design Techniques (1)
Prerequisite: HOR 141
This course will focus on sympathy floral tributes and the proper mechanics for construction of these specialty designs. Etiquette, business management, and delivery will also be discussed. One-half hour lecture/discussion and one hour lab per week.

HOR 146 — Sustainable Perennials (3)
Prerequisite: None
This class focuses upon the identification and use of sustainable perennials to create aesthetically pleasing landscapes that improve and conserve the environment. Emphasis will be given to selecting the correct plant(s) for specific site conditions. Perennial garden design, history and disease problems will also be discussed. Two hours lecture/discussion and two hours lab a week.

HOR 150 — Fall Prairie Study (2)
Prerequisite: None
This course covers the fundamentals of prairie origins, prairie plant diversity and identification, landscaping with prairie, and prairie maintenance. Challenges the students to reevaluate the function of landscape. Two hours lecture/discussion a week.

HOR 158 — Special Events I (2)
Prerequisite: None
This course is designed to help participants develop skills in theme development, design of appropriate decorations for specific environments/locations, and the implementation of completed project plans. During this class students will implement two special theme event projects and create props using a variety of horticultural materials. The participants will use project management strategies such as logistics, personnel management, pricing and coordination. One hour lecture/discussion and two hours lab a week.

HOR 166 — Landscape Design (3)
Prerequisite: HOR 122 or concurrent enrollment

This courses covers basic graphic presentation, site measurements, and placement of ornamental horticulture plants in the landscape. Concepts of balance, form, harmony, and focal points as they relate to commercial and home landscape design. Students will learn procedures for installing paving and segmental retaining walls during class labs. Two hours lecture/discussion and two hours lab a week.

HOR 194 — Sustainable Land Management (2)
Prerequisite: None

This course is designed to teach students the basics in sustainable land management using the concepts of biological diversity, plant and wildlife management, and the modern conservation movement. Students apply best management practices to develop plans for sustainable land use management to reduce inputs and minimize resource loss. Two hours lecture/discussion per week.

HOR 196 — Horticulture Internship (4)
Prerequisite: Instructor consent.

An introduction to ornamental horticulture supervised occupational/employment experience. Utilizes classroom and lab competencies in practical occupational training. Requires a minimum of 300 hours on the job.

HOR 201 — Horticulture Seminar (.5-3)
Prerequisite: None

Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings, but do merit college credit and provide for occupational needs. Credit determined on a contact hour basis. Repeatable three times up to twelve credit hours.

HOR 216 — Horticulture Soils and Fertilizer (3)
Prerequisite: None

The nature of soils including biological, chemical, and physical applications. Practical applications in soil management, sampling, testing, and fertilizer requirements. Two hours lecture/discussion and two hours lab a week.

HOR 224 — Survey of Golf Course Operations I (2)
Prerequisite: Instructor consent.

Designed to provide turfgrass majors with opportunities to participate in fall golf course management activities at different sites, such as renovations, programs on care and maintenance of the course, and project development. One hour lecture/discussion and three hours lab a week.

HOR 225 — Survey of Golf Course Operations II (2)
Prerequisite: Instructor consent.

Designed to provide turfgrass majors with opportunities to participate in spring golf course management activities at different sites, such as budgeting, bidding of materials and capital purchases, personnel management, and environmental stewardship projects. One hour lecture/discussion and three hours lab a week.

HOR 231 — Ornamental Shrubs Identification and Culture (3)
Prerequisite: None

Emphasis on identification, culture, landscape values, insects, and diseases of ornamental shrubs. Two hours lecture/discussion and two hours lab a week.

HOR 235 — Flower Store Management (3)
Prerequisite: None

Instruction to provide students with techniques of flower store management and associated responsibilities including basic floral accounting, retail flower shop floor plans and layout, pricing, advertising, customer relations, and salesmanship. Basic information on the buying and selling of a flower shop will be included. Three hours lecture/discussion per week.

HOR 242 — Wedding and Corsage Design (3)
Prerequisite: HOR 141

Provides students with styles of arranging commercial floral designs with emphasis on wedding work. Students will create appropriate decorations for church and/or ceremony designs, personal flowers for all participants in the wedding, and reception and party designs. Two hours lecture/discussion and two hours lab a week.

HOR 243 — Interior Plantscaping (3)
Prerequisite: None

This class will emphasize the identification, culture, diseases, and insect pests of the plants commonly used in homes and commercial interiors for decoration. Students will gain practical experience in the greenhouse culture and maintenance of interior plants as well as introduction to the design of interior plantscape spaces. Two hours lecture/discussion and two hours lab a week.

HOR 244 — Survey of Floral Operations (1.5)
Prerequisite: Instructor consent

Designed to acquaint the student with the many and varied career opportunities available in the floral/floriculture industry. The student will visit several individual floral/floriculture businesses or enterprises, representing different market levels of the industry, and intern for one day. Instruction will be given at each location by the business owner/manager, and/or instructor, with regard to the specific operation and management of that business. One-half hour lecture and two hours lab a week.

HOR 245 — Survey of Greenhouse Operations (1)
Prerequisite: Instructor consent

This course is designed to acquaint the student with the many and varied career opportunities available in the greenhouse industry. The student will visit several individual greenhouse businesses or enterprises representing different market levels. Instruction will be given at each stop by the business owner/manager with regards to the specific operation and management of that operation. Two hours lab a week.

HOR 247 — Special Events II (1)
Prerequisite: None

This course is designed to acquaint students, through hands-on practical experience, with the concepts of selling floral merchandise during the spring season, methods of advertising and promotion, basic floral accounting procedures and purchasing floral products. The participants will use project management strategies such as logistics, personnel management, pricing and coordination of events. One-half hour lecture/discussion and one hour lab a week.

HOR 248 — Hardscapes (2)
Prerequisite: None

Provides students with the necessary knowledge to construct paved surfaces and walls. Precast unit pavers, natural stone materials and walls will be studied. One and one half hours lecture/discussion and one hour lab per week.

HOR 256 — Turf and Lawn Management (3)
Prerequisite: None

Management and care of common turf grasses and their related problems including spray equipment calibration, fertilizers, seed selection, weeds, insects and diseases as they relate to golf courses, parks, sod production, and home and commercial grounds. Two hours lecture/discussion and two hours lab a week.

HOR 257 — Sports Turf Management (2)
Prerequisite: HOR 256

An advanced study of turf management. Designed to provide students with skills dealing with construction and maintenance of sports turf playing fields including golf, baseball, football, and soccer. Includes mathematics used in turf maintenance, turf selection, establishment procedures, ongoing maintenance, and cultural practices to develop and maintain a quality play surface. One hour lecture/discussion and two hours lab a week.

HOR 258 — Resource Mgmt for Horticulture (2)
Prerequisite: None

Designed to help students better manage the resources they are given to deal with including human resource and financial management. Includes hiring, firing, reprimand, motivation, budgeting, reading financial documents, being professional, dealing with superiors, finding and keeping a job, as well as special topics based on current events dealing with the legality of actions. One hour lecture/discussion and two hours lab a week.

HOR 266 — Advanced Landscape Design (3)
Prerequisite: HOR 166

An advanced course for students planning careers in the landscape industry. Topics and class projects go beyond the basic landscaping design principles, including commercial and residential plan development, site drainage, vehicle accommodation, and construction estimating. Two hours lecture/discussion and two hours lab a week.

HOR 267— Digital Landscape Design (3)
Prerequisite: None

This course provides step-by-step instruction for students to learn the skills of digital landscape design representation and how to apply them to the design process. Hands-on computer experiences will allow students to prepare base plans, plant lists, and also landscape details. Students will develop an understanding of digital presentation methods and how they can be applied within the field of Landscape Design. Two hours lecture/discussion and two hours of lab a week.

HOR 269 — Field Studies Floral Symposium (1)
Prerequisite: HOR 142 and instructor consent

This course will focus on the study of competition pieces for the AIFD National Symposium. During this course students will work on the proper mechanics for construction of these specialty designs. One-half hour lecture/discussion and one hour lab a week.

HOR 271 — Greenhouse Management II (3)
Prerequisite: None

Cultural and management principles and practices used in the commercial production of greenhouse crops. Principles include disease identification and control, use of chemical growth regulators, crop scheduling, crop cost accounting, and marketing theory for greenhouse crops. Two hours lecture/discussion and two hours lab a week.

HOR 275 — Fall Greenhouse Crops (3)
Prerequisite: HOR 112 or concurrent enrollment

Designed for greenhouse majors, an advanced study of those greenhouse crops normally produced in the fall or year-round. Light, water, fertilization, disease and insect control, propagation, timing, and other relevant cultural techniques of each crop are studied in detail. Crops covered include poinsettias, chrysanthemums, cyclamen, Thanksgiving cactus, and geraniums. Two hours lecture/discussion and two hours lab a week.

HOR 276 — Spring Greenhouse Crops (3)
Prerequisite: HOR 112

Designed for greenhouse majors as an advanced study of greenhouse crops produced for retail and wholesale operations. Cultural information for each crop studied will include light, water, temperature, fertilization, timing, disease and insect control, and propagation. Crops covered will include a focus on vegetative annuals which are commercially produced in individual pots, baskets, and mixed planters in this region. Two hours lecture/discussion and two hours lab per week.

HOR 277 — Bedding Plant Production (3)
Prerequisite: HOR 112

Study of commercial production and landscape use of bedding plants. Covers germination, watering, fertilization, containers, growing media, scheduling, temperature control, insect and disease control, height control, marketing, landscape selection and landscape use. Study limited to those species grown commercially in this area. Two hours lecture/discussion and two hours lab a week.

HOR 281 — Irrigation Function and Maintenance (3)
Prerequisite: None
This course will expose students to the principals of irrigation, installation techniques and troubleshooting. Theory of fluid dynamics and hydraulics will be covered and used in a practical setting. Students will design and install an irrigation system. Two hours lecture/discussion and two hours lab a week.

HOR 282 — Equipment Maintenance (3)
Prerequisite: None
This course will expose students to proper operation and maintenance techniques for turf equipment. Students will maintain and operate rotary and reel mowing equipment, utility vehicles, tractors/loaders, hand tools, and miscellaneous motorized tools. Two hours lecture/discussion and two hours lab a week.

HOR 284 — Indiana Field Studies (1)
Prerequisite: None
This field studies course is designed to acquaint the student with the many and varied career opportunities available in the horticulture industry. Each day of the field studies, the student will visit several horticultural businesses and/or public garden or institutions to experience, first hand, the day-to-day work practices and/or management strategies used for industry success. Instruction will be given at each stop by the business owner/manager as to the specific operations and management of that business.

HOR 285 — Michigan Field Studies (1)
Prerequisite: None
This field studies course is designed to acquaint the student with the many and varied career opportunities available in the horticulture industry. Each day of the field studies, the student will visit several horticultural businesses and/or public garden or institutions to experience, first hand, the day-to-day work practices and/or management strategies used for industry success. Instruction will be given at each stop by the business owner/manager as to the specific operations and management of that business.

HOR 286 — Chicago Field Studies (1)
Prerequisite: None
This field studies course is designed to acquaint the student with the many and varied career opportunities available in the horticulture industry. Each day of the field studies, the student will visit several horticulture businesses and/or public garden or institutions to experience, first hand, the day-to-day work practices and/or management strategies used for industry success. Instruction will be given at each stop by the business owner/manager as to the specific operations and management of that business.

HOR 287 — Milwaukee Field Studies (1)
Prerequisite: None
This field studies course is designed to acquaint the student with the many and varied career opportunities available in the horticulture industry. Each day of the field studies, the student will visit several horticultural businesses and/or public garden or institutions to experience, first hand, the day-to-day work practices and/or management strategies used for industry success. Instruction will be given at each stop by the business owner/manager as to the specific operations and management of that business.

HOR 288 — Wisconsin Dells Field Studies (1)
Prerequisite: None
This field studies course is designed to acquaint the student with the many and varied career opportunities available in the horticulture industry. Each day of the field studies, the student will visit several horticultural businesses and/or public garden or institutions to experience, first hand, the day-to-day work practices and/or management strategies used for industry success. Instruction will be given at each stop by the business owner/manager as to the specific operations and management of that business.

HOR 289 — St. Louis Field Studies (1)
Prerequisite: None
This field studies course is designed to acquaint the student with the many and varied career opportunities available in the horticulture industry. Each day of the field studies, the student will visit several horticultural businesses and/or public garden or institutions to experience, first hand, the day-to-day work practices and/or management strategies used for industry success. Instruction will be given at each stop by the business owner/manager as to the specific operations and management of that business.

HUMANITIES (HUM)

HUM 119 — Humanities I (3)
Prerequisite: None
A study of literature, art and music through all periods from classical to contemporary and in such different fields as drama, architecture, painting, sculpture, film, dance, and opera. Three hours lecture/discussion a week. **IAI: HF 900**

HUM 129 — Humanities II (3)
Prerequisite: None
A continuation of HUM 119. This course covers art, literature, and music from classical and contemporary periods for fields previously studied as well as extensions into other areas of the arts. Three hours lecture/discussion a week. **IAI: HF 901**

HUM 150 — Introduction to Film Appreciation (3)
Prerequisite: ENG-097 with a grade of "C" or higher or appropriate placement test score.
An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, diretorial style, cinematography, acting and editing. Three hours lecture/discussion a week. **IAI: F2 908**

HUM 213 — Leadership Through the Humanities (3)
Prerequisite: None

A course focusing on the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. This course also provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. Participants are encouraged to develop their leadership potential and to engage in productive leadership behavior. Three hours lecture/discussion a week.

HUM 215 — Black Cinema (3)
Prerequisite: None

This course is designed to introduce students to Black cinema and filmmakers of the twentieth century. A historical overview will examine the treatment of Black themes, issues and characterizations by various filmmakers. These depictions will be examined within the changing socio-cultural context that produced them. Three hours lecture/discussion a week.

HUM 217 — World Mythology (3)
Prerequisite: ENG 103 with a grade of "C" or higher

The nature of mythology through study of folklore and legendary narratives, themes, and archetypal figures/situations, symbolism, and figurative language. Mythology and folklore from a variety of places, such as Greece, China, Africa, Norway, the Middle East and the Americas will be discussed. Three hours lecture/discussion per week.
IAI: H9 901

HUM 219 - Introduction to Culture (3)
Prerequisite: None

This course serves as an exploration of the nature of mankind, within a given society, primarily as reflected in the disciplines of philosophy, religious studies, history, literature, art, music and architecture. Particular attention is paid to individual and communal identities, to questions of values, and to the struggle for personal fulfillment. Emphasis is on students' consideration and development of their own personal, moral, and ethical values. Attendance at outside events is required. Three hours lecture/discussion per week.
Note: This course is typically offered as a Study Abroad course.

HUM 297 — Topics in Humanities (1-4)
Prerequisite: None

A seminar on a special topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, and art history). Repeatable three times.

HUM 298 — Topics in Culture (1-4)
Prerequisite: None

A study of a special topic or current issue related to culture. Possible topics include human values, classic writing, self-perceptions, and aspirations expressed in art, music, dance, literature, film, theater, architecture, philosophy, and history in representative periods from ancient through contemporary times. Repeatable three times.

INDEPENDENT STUDY (IS)

IS 200 — Independent Study (1-4)
Prerequisite: Dependent on topic

Provides an opportunity for specialized study not available in regular course offerings. IS 200 may be taken in addition to regular courses. Students submit a proposal for IS 200 to the appropriate dean for approval. A maximum of four credit hours may be earned.

JOURNALISM (JOU)

See COMMUNICATION

LIBRARY (LIB)

LIB 100 — Information Skills for Success (1)
Prerequisite: None

This course teaches students how to use various information retrieval systems, how to critically evaluate information, and to respond appropriately to legal and ethical issues regarding information. One hour lecture/discussion a week.

LINGUISTICS (LNG)

LNG 110 — Introduction to Language (3)
Prerequisite: ENG 103 or concurrent enrollment in ENG 103

An introduction to the nature of human language and its internal structure. This course helps students develop the analytical tools of descriptive linguistics and apply them to a wide variety of linguistic data in order to understand the basic principles underlying the organization and use of language as a biological and social phenomenon. Three hours lecture/discussion a week.

MANUFACTURING TECH (MT)

See AUTOMATED ENGINEERING TECH

MARKETING AND MANAGEMENT (MM)

MM 149 — Introduction to Marketing (3)
Prerequisite: None

Introduction to the principles of marketing and the operation of the marketing system; marketing concepts, market strategy, target marketing, measuring demand and interest, and developing a marketing concept based on consumer needs. Three hours lecture/discussion a week.

MM 162 — Introduction to Management (3)
Prerequisite: None

Introduction to the principles of management including an analysis of management functions. A basic course to establish concepts of modern management and to provide background in the latest management practices. Three hours lecture/discussion a week.

MM 192 — Securities and Investing (1)
Prerequisite: None

Designed to provide the student with a working knowledge of the many approaches involved in making sound investment decisions. Emphasis will center on stocks, bonds, purchasing power, risk portfolio management, and mutual funds. One hour lecture/discussion a week.

MM 233 — Retail Management (3)
Prerequisite: None

Analysis of retail operations applying managerial level decision-making in areas of buying, merchandising, customer services, credit sales, advertising and promotion, and social responsibilities. Three hours lecture/discussion a week.

MM 234 — Advertising and Promotion (3)
Prerequisite: None

Introduction to principles and practices of advertising and promotion. Emphasis on effectiveness of advertising and the relationship of promotion to the goals of business. Three hours lecture/discussion a week.

MM 237 — Supervision (3)
Prerequisite: None

Develops practical methods of leading, directing, and controlling subordinates. Emphasis on accomplishing company goals utilizing the efforts of other people. Quality circles explored. Three hours lecture/discussion a week.

MM 259 — Introduction to Finance (3)
Prerequisite: None

An overview of major finance areas, including sources and utilization of funds, cost of capital, capital budgeting, money markets, and long term financing. Relationships of financing business enterprises to personal and company investment policies. Three hours lecture/discussion a week.

MM 264 — Human Resources Management (3)
Prerequisite: None

Conceptual view of personnel management as a process that is a part of the overall objectives of the organization. A study of psychological, environmental, legal, and social forces as related to the role of department supervisors as well as the personnel department. Emphasis on providing information to those who may have responsibility for management of others. Three hours lecture/discussion a week.

MM 266 — Principles of Sales (3)
Prerequisite: None

Study of persuasion as it applies to successful communication of ideas. Stress on the philosophy of proper attitude, goal setting, planning, and working. Three hours lecture/discussion a week.

MM 269 — Entrepreneurship (3)
Prerequisite: None

A flexible program designed to provide skills and understanding needed for successful entry and operation of the small-scale retail, wholesale, service, construction or manufacturing business. Includes extensive use of U.S. Small Business Administration materials. Participants learn to plan, organize, staff, direct, and control operations of an owner/operator firm. Three hours lecture/discussion a week.

MM 280 — Materials Management Processes (3)
Prerequisite: None

This is an introductory course encompassing those activities under the general umbrella of Materials Management. The major functional areas that will be included are: Materials Management, Purchasing, Production and Control, Physical Distribution and Logistics. The student will be exposed to the acquisition, storage, and movement of raw materials, semi-finished goods, and finished goods used by a business or industry and the basics of materials management as an integral part of the overall management of an organization. At the end of the course the student should be able to define and discuss the basic principles and disciplines of the materials management field. Three hours lecture/discussion a week.

MM 299 — Internship Marketing or Management (4)
Prerequisite: Instructor consent.

Based on the career objectives of the student and the cooperation of a business organization approved by the college, a student applies classroom instructional background to actual job situations. Requires minimum of 300 hours in a supervised occupational setting in addition to meeting with the instructor.

MATHEMATICS (MAT)

NOTE: The following courses are open to students with appropriate preparation/prerequisites in mathematics. Students without documentation of prerequisites (high school and/or college/university official transcripts) who plan to take mathematics courses will be required to take the mathematics placement test by contacting the Counseling and Student Development Center. Counselors will interpret the mathematics placement test scores upon student request.

Students who are transferring to Kishwaukee College who have earned a grade of "D" in a prerequisite course must repeat that course and earn a grade of "C" or higher before enrolling in a higher course. The purpose of taking the mathematics placement test for these students is to help the student and the counselor decide if the student should take a lower level course before repeating the course in which the grade of "D" was earned.

Any student who receives a grade of "D", "F", or "W" in a mathematics class cannot advance to a higher level class even though placement test results may indicate a higher placement.

A high school transcript noting successful completion of a year of geometry must be on file for enrollment in 100/200 level mathematics classes.

MAT 055 — Arithmetic (2)
Prerequisite: None

A review of basic arithmetic. Topics include addition, subtraction, multiplication, and division of whole numbers, common and mixed fractions, and decimals; percents. Includes applications. Not transferable. Two hours lecture/discussion a week.

MAT 065 — Elementary Algebra I (2)
Prerequisite: MAT 055 with a grade of "C" or higher
The first in a sequence of two courses in elementary algebra. Topics include operations with signed numbers and fractions, linear equations and inequalities, graphing points and lines in two dimensions, and applications. Not transferable. Two hours lecture/discussion a week.

MAT 066 — Elementary Algebra II (2)
Prerequisite: MAT 065 with a grade of "C" or higher
The second in a sequence of two courses in elementary algebra. Topics include slope and equations of lines, introduction to functions, polynomials and operations on polynomials, factoring, and applications. Not transferable. Two hours lecture/discussion a week.

MAT 075 — Elementary Geometry (4)
Prerequisite: MAT 066 or MAT 096 with a grade of "C" or higher
An introductory geometry course that will cover the normal topics of the high school geometry course. Topics will include undefined terms, axioms, postulates, theorems, congruence, similarity, ratio, proportion, angles, parallel lines, triangles, other polygons, locus, circles, area, perimeter, and volume. Topics from solid geometry as well as the writing of inductive, deductive, and indirect proofs will also be included. Not transferable. Four hours lecture/discussion a week.

MAT 085 — Intermediate Algebra I (2)
Prerequisite: MAT 066 with a grade of "C" or higher
The first in a sequence of two courses in intermediate algebra. Topics include solving equations by factoring, rational expressions, systems of two and three equations, and absolute value equations and inequalities. Not transferable. Two hours lecture/discussion a week.

MAT 086 — Intermediate Algebra II (2)
Prerequisite: MAT 085 with a grade of "C" or higher
The second in a sequence of two courses in intermediate algebra. Topics include radicals and complex numbers, quadratic equations and functions, algebra of functions, inverse functions, and exponential and logarithmic functions. Not transferable. Two hours lecture/discussion a week.

MAT 096 — Elementary Algebra (4)
Prerequisite: MAT 055 with a grade of "C" or higher
An introductory course in algebra. Topics include operations with signed numbers, linear equations and inequalities, linear systems, polynomials, factoring, rational expressions, and applications. Not transferable. Four hours lecture/discussion a week. ***Note: This course is for NIU KCMA students.***

MAT 098 — Intermediate Algebra (4)
Prerequisite: MAT 066 or MAT 096 with a grade of "C" or higher
Study of polynomials and factoring, algebraic fractions, exponents, roots and radicals, first and second degree equations, inequalities, calculating slope, writing equations of lines, functions and relations, systems of equations and inequalities, exponential and logarithmic functions. Not transferable. Four hours lecture/discussion a week. ***Note: This course is for NIU KCMA students.***

MAT 101 — Topics in Mathematics (3)
Prerequisite: MAT 075 and MAT 086 or MAT 098 with grades of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)
Intended for the student who wishes to study applications of mathematics and whose program does not require mathematics beyond intermediate algebra. Topics covered include applications of statistics, logical argument, estimation and reasonableness of answers, geometry in problem solving, and techniques in problem solving. Three hours lecture/discussion a week. **IAI: M1 901**

MAT 150 — College Algebra (4)
Prerequisite: MAT 075 and MAT 086 or MAT 098 with grades of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)
Study of linear and quadratic functions, inequalities, mathematical induction, binomial theorem, matrices and determinants, logarithmic and exponential functions, complex numbers and topics in the theory of equations. Four hours lecture/discussion a week.

MAT 155 — Trigonometry (3)
Prerequisite: MAT 075 and MAT 150 with grades of "C" or higher or appropriate placement test scores. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite.)
Study of the trigonometric functions and their graphs, radian measure, equations and identities, logarithms, inverse functions, and applications. Three hours lecture/discussion a week.

MAT 201 — Mathematics for Elementary Teachers I (3)
Prerequisite: MAT 075 and MAT 086 or MAT 098 with grades of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)
A course designed for the prospective elementary teacher. Emphasis on problem solving, structure, meanings, relationships, and types of thinking in mathematics. Topics include development of the whole number, integer, and rational systems, sets, logic, functions, and the use of manipulatives. Three hours lecture/discussion a week.

MAT 202 — Mathematics for Elementary Teachers II (3)
Prerequisite: MAT 201 with a grade of "C" or higher
A continuation of MAT 201. Emphasis on problem solving. Topics include probability and statistics; geometry, including Euclidean, non-Euclidean, and coordinate; measurement, and real numbers. Three hours lecture/discussion a week. **IAI: M1 903**

MAT 208 — Introductory Statistics (4)
Prerequisite: MAT 075 and MAT 086 or MAT 098 with grades of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Includes descriptive methods, basic probability theory, probability distributions, statistical inference, correlation and regression, and f-test and analysis of variance. Four hours lecture/discussion a week. **IAI: M1 902**

MAT 210 — Finite Mathematics (3)
Prerequisite: MAT 150 with a grade of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 or MAT 097 prerequisite requirement.)

An introduction for non-mathematics majors to some useful mathematical concepts and applications in management, economics, business, social science, and other areas. Topics include an in-depth study of linear equations, linear programming, simplex method, matrix theory, an introduction to exponential and logarithmic functions, mathematics of finance, and an introduction to probability and statistics. Three hours lecture/discussion a week. **IAI: M1 906**

MAT 211 — Calculus for Business and Social Sciences (4)
Prerequisite: MAT 150 with a grade of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 or MAT 097 prerequisite requirement.)

An introduction for non-mathematics majors to some useful mathematical concepts and applications in management, economics, business, social science and other areas. Topics include functions and limits, differential calculus, integral calculus, and applications of calculus. Four hours lecture/discussion a week. **IAI: M1 900-B**

MAT 220 — Business Statistics (4)
Prerequisite: MAT 210, or MAT 211, or MAT 229 with a grade of "C" or higher.

Focuses on understanding the importance of applying statistical analysis to solve business problems. Includes descriptive methods, basic probability theory, probability distributions, statistical inference, correlation and regression, and f-test and analysis of variance. Four hours lecture/discussion a week. **IAI: M1 902, BUS 901**

MAT 229 — Calculus and Analytic Geometry I (5)
Prerequisite: MAT 155 with a grade of "C" or higher (Students who place into MAT 229 must have one year of high school Trigonometry with a passing grade)

First course in calculus and analytic geometry covering limits and their properties, definitions and techniques of differentiation and integration of algebraic and trigonometric functions, and applications. Five hour lecture/discussion a week. **IAI: M1 900-1, MTH 901**

MAT 230 — Calculus and Analytic Geometry II (5)
Prerequisite: MAT 229 with a grade of "C" or higher

Second course in calculus and analytic geometry covering exponential, logarithmic, inverse trigonometric, hyperbolic functions; integration techniques; L'Hopital's rule; improper integrals; applications of integration; parametric equations; polar coordinates; conic sections; sequences and series; and Taylor series. Five hour lecture/discussion a week. **IAI: M1 900-2, MTH 902**

MAT 231 — Calculus and Analytic Geometry III (5)
Prerequisite: MAT 230 with a grade of "C" or higher

Third course in calculus and analytic geometry covering partial differentiation, multiple integrals, three dimensional space vectors, vector-valued functions, line integrals, surface integrals, Green's and Stokes' Theorems, parametric surfaces, and the divergence (Gauss) theorem. Five hour lecture/discussion a week. **IAI: M1 900-3, MTH 902**

MAT 240 — Linear Algebra (4)
Prerequisite: MAT 231 with a grade of "C" or higher

A study of vector spaces, linear transformations, and matrices. Four hours lecture/discussion a week.

MAT 260 — Differential Equations (3)
Prerequisite: MAT 231 with a grade of "C" or higher

Includes first order and second order differential equations with applications, linear differential equations with constant coefficients and their applications, solution by Laplace transformation, solution by partial differential equations, boundary value problems, and Fourier series. Three hours lecture/discussion a week. **IAI: MTH 912**

MILITARY SCIENCE (MS)

MS 103 — Leadership & Personal Development (2)
Prerequisite: None

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, stress management, and comprehensive fitness relate to leadership, and the Army profession. One hour lecture/discussion and two hours lab a week.
Note: This course matches NIU's MILS 101 Introduction to the Army and Critical Thinking

MS 104 — Foundations in Leadership (2)
Preferred: MS 103 (MILS 101) or prior military service or current military service with the Army National Guard or Army Reserve.

Introduces cadets to the personal challenges and competencies that are critical for adaptive leadership. Cadets learn the basics of the communications process and the importance for leaders to develop the essential skills to effectively communicate in the Army. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. One hour lecture/discussion and two hours lab a week.
Note: This course matches NIU's MILS 102 Adaptive Leadership and Professional Competence.

MS 203 — Innovative Tactical Leadership (2)
Preferred: MS 103(MILS 101) and MS 104 (MILS 102) or prior military service or current military service with the Army National Guard or Army Reserve.

Explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises. One hour lecture/discussion and two hours lab a week.
Note: This course matches NIU's MILS 201 Leadership and Decision Making.

MS 205 — Foundations of Tactical Leadership (2)
Preferred: MS 103 (MILS 101) and MS 104(MILS 102) or prior military service or current military service with the Army National Guard or Army Reserve.

Examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. One hour lecture/discussion and two hours lab a week.
Note: This course matches NIU's MILS 202 Army Doctrine and Team Development.

MUSIC (MUS)

MUS 100 — Fundamentals of Music (3)
Prerequisite: None

An introduction to the basic elements of music: notation, rhythmic patterns, intervals, and chords. Three hours lecture/discussion a week.

MUS 101 — Music Theory I (3)
Prerequisite: MUS 100

An introduction to theory curriculum designed for music majors or minors. This course covers applications of fundamental music rudiments such as meter, scales, keys, intervals and chords. These tools will be used for both composition and analysis. This course is recommended for music majors, or those who have a strong interest in music. Three hours lecture/discussion a week.

MUS 102 — Music Theory II (3)
Prerequisite: MUS 101

A continuation of the four-semester theory curriculum designed for music majors or minors. Students will study modulation and complete the study of primary chordal function. Students will begin to apply their knowledge of tools and concepts to other types of music such as folk, pop, and jazz. Three hours lecture/discussion a week.

MUS 130 — Survey of American Music (3)
Prerequisite: None

A study of the historical development and major cultural contributions of American music and composers. This course includes symphonic, jazz, and popular forms, within the context of the American culture from Colonial times to the present. Three hours lecture/discussion a week. **IAI: F1 904**

MUS 139 — Private Applied Music I (1)
Prerequisite: None

Private study in music performance. Instruction to develop musical skills for personal enrichment or continuing music studies at a baccalaureate granting institution. Lessons are offered in both instrumental and vocal instruction. Lessons include solo instruction, development of performance skills including public performance. Lesson times are arranged with the instructor at the beginning of the course. Does not meet the requirements for an Associate in Fine Arts Degree. Repeatable for a maximum of 4 credits. One half-hour lesson/discussion and one hour lab a week.

MUS 140 — Class Instruction - Guitar I (1)
Prerequisite: None

An introductory course for students, with or without knowledge of music. This course will help students acquire skills of playing guitar. One hour lecture/discussion a week.

MUS 142 — Class Instruction - Guitar II (1)
Prerequisite: MUS 140

A continuation of MUS 140. This course is designed for students who want to continue guitar soloing and who want to continue developing their music reading skills. One hour lecture/discussion a week.

MUS 180 — Private Piano I (1)
Prerequisite: None

Private instruction for those desiring to improve their piano skills. Lessons include development of solo performance skills and public performance skills. May be repeated three times. Does not meet the requirements for an Associate in Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

MUS 181 — Private Guitar I (1)
Prerequisite: None

Private instruction for those desiring to improve their guitar skills. Lessons include development of solo and public performance skills. May be repeated three times. Does not meet the requirements for an Associate in Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

MUS 183 — Private Voice I (1)
Prerequisite: None

Private instruction for those desiring to improve their vocal skills. Lessons include solo instruction and development of performance skills, including public performance. May be repeated three times. Does not meet the requirements for an Associate in Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

MUS 209 — Music for the Elementary School (3)
Prerequisite: None

Music methods and instructional materials for the elementary grades through activities in singing, listening, creating, playing, and moving to music. A portion of the work will stress the understanding of music fundamentals and the acquisition of functional facility at the piano. Not intended for music majors. Three hours lecture/discussion a week.

MUS 220 — Music Appreciation (3)
Prerequisite: None

An introduction to representative music masterpieces through perceptive listening. This course emphasizes the elements of music, various musical forms and periods, and great composers and performers. This course broadens the non-music major's understanding and enjoyment of music. Three hours lecture/discussion a week. **IAI: F1 900**

MUS 222 — Exploring Non-Western World Culture Through Music (3)
Prerequisite: None

An introduction to music in various non-Western parts of the world, with emphasis placed on the way music functions within each society. The basic elements of music (melody, harmony, rhythm, and form) will be covered through perceptive listening. Such music cultures as those of South Asia, East Asia, Southeast Asia, the Pacific, Africa, and the Americas will be examined. Three hours lecture/discussion a week. **IAI: F1 903N**

MUS 239 — Private Applied Music II (2)
Prerequisite: MUS 139 or consent of instructor.

Private study in music performance. Instruction to develop musical skills for personal enrichment or continuing music studies at a baccalaureate granting institution. Lessons are offered in both instrumental and vocal instruction. Lessons include solo instruction, development of performance skills including public performance. Lesson times are arranged with the instructor at the beginning of the course. Does not meet the requirements for an Associate in Fine Arts Degree. Repeatable for a maximum of 4 credits. One hour lesson/discussion and two hours lab a week.

MUS 250 — Class Instruction: Voice I (1)
Prerequisite: None

An introduction to voice designed for students who want to learn voice or who have studied before and want to continue. One hour lecture/discussion a week.

MUS 260 — Class Instruction: Voice II (1)
Prerequisite: MUS 250

A continuation of the study of voice designed for students who want to learn voice or who have studied before and want to continue. One hour lecture/discussion a week.

MUS 270 — Class Instruction: Piano I (1)
Prerequisite: None

A study of the fundamentals of reading and playing basic piano literature, harmonizing, improvising and sight-reading. Designed for students who have little or no previous piano study or music reading. One hour lecture/discussion a week.

MUS 280 — Class Instruction: Piano II (1)
Prerequisite: MUS 270

A continuation of MUS 270. Content includes increased focus on keyboard technique, use of pedal, ensemble and solo performance. One hour lecture/discussion a week.

MUS 281 — Private Guitar II (2)
Prerequisite: None

Private instruction for those desiring to develop or improve their guitar skills. Lessons include solo instruction and development of performance skills, including public performance. May be repeated three times. Does not meet the requirements for a Fine Arts Degree. One hour lesson/discussion and two hours lab a week.

MUS 287 — Private Piano II (2)
Prerequisite: None

Private instruction for those desiring to improve their piano skills. Lessons include solo instruction and development of performance skills, including public performance. May be repeated three times. Does not meet the requirements for a Fine Arts Degree. One hour lesson/discussion and two hours lab a week.

MUS 288 — Private Voice II (2)
Prerequisite: None

Private instruction for those desiring to improve their vocal skills. Lessons include solo instruction and development of performance skills, including public performance. May be repeated three times. Does not meet the requirements for a Fine Arts Degree. One hour lesson/discussion and two hours lab a week.

NURSING (NUR)

Formal acceptance to the nursing program and permission of the Nursing Department are required for registration in all nursing courses needed for A.A.S. degree completion. Course sections and sequence will be assigned by the faculty.

**DENOTES COURSES NOT REQUIRED FOR A.A.S. DEGREE IN NURSING.

NUR 100 — Basic Nurse Assistant Training (7)
Prerequisite: Program Coordinator or Counselor Consent and appropriate placement test score

Designed for students interested in working in long-term care facilities, home health agencies, and hospitals. This course includes 135 hours of instruction, 95 hours of theory and laboratory, and 40 hours clinical experience. Approved by the Illinois Department of Public Health. Five hours lecture/discussion and four hours lab a week. ***Note: Contact Basic Nurse Assistant (BNA) Coordinator for information.***

NUR 106 — Nursing Seminar (.5-5)*
Prerequisite: None

Special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings, but do merit college credit and provide for occupational needs. Credit will be determined on a contact hour basis.

NUR 108 — Certified Nursing Assistant Recertification (.5)
Prerequisite: Program Coordinator Consent

Must have a TB skin test, MMR verification, fingerprint background check and completed an IDPH approved BNA program. Designed for students interested in working in nursing homes, other long-term health care facilities, or hospital settings and who must validate selected performance skills due to a 24-30 month lapse in CNA employment. Through this six-hour testing program, students will be reevaluated in clinical settings with hands-on-skills. May be repeated once. Graded as Pass/Fail.

NUR 117 — Fundamentals of Nursing (6-7*)
Prerequisite: BIO 103 & BIO 105 with grades of "B" or higher or completion of BIO 258 & BIO 259 with grades of "C" or higher, COM 100, ENG 103, & PSY 102 with grades of "C" or higher.

Designed to develop nursing and communication skills to enable the student to administer care to adult clients within the scope of the beginning nurse. Introduces fundamental concepts of nursing, including the nursing process and the promotion of wellness and health maintenance through patient education. Concurrent clinical and laboratory experience designed to give the student the opportunity to utilize the nursing process and develop fundamental level expertise in nursing skills. Four and a half hours lecture/discussion, two hours lab class and six hours clinical experience a week.
Note: *CNA's may be eligible to register for 6 credit hours. See the Nursing Coordinator.

NUR 123 — Orientation to Pharmacology (1)
Prerequisite: Concurrent enrollment in NUR 117 or NUR 121

Focuses on the information required to safely dispense drugs and monitor the effects of drug therapy. Emphasis will be on dosage calculations and principles of pharmacology including pharmacokinetics, pharmacodynamics, and the nursing process related to medication administration. Nursing implications will be discussed for broad classifications of medications. One hour lecture/discussion a week.

NUR 168 — Adult Health Nursing I (4-5*)
Prerequisite: BIO 258, NUR 117, NUR 123, with grades of "C" or higher

Introduces the pathophysiology of commonly experienced chronic diseases and acute conditions found in the adult and geriatric populations. Alterations in oxygenation including ventilation, perfusion, and transport will be addressed. Cancer nursing will be incorporated in the chronic disease discussion. The Nursing Process model will serve as a vehicle for the assessment and nursing management of adults experiencing interference with their physical and emotional needs. Concurrent clinical experiences on medical and surgical units provide the opportunities to apply the nursing process and incorporate patient/caregiver education. Opportunities to increase expertise with nursing skills learned in the lab setting in NUR 117 and in this course will be available. Three and one-half hours of lecture/discussion and five hours of clinical/lab experience a week are required.
Note: *LPN's may be eligible to register for 4 credit hours. See the Nursing Coordinator.

NUR 169 — Adult Health Nursing II (4-5*)
Prerequisite: BIO 258, NUR 168 with grades of "C" or higher

Utilizes concepts introduced in Nursing 168. The student will apply critical thinking to make connections as this course focuses on the pathophysiology of select chronic diseases and acute conditions found in the adult and geriatric populations. Alterations in regulatory processes, the gastrointestinal tract and its varied functions, movement and coordination, and neuro-sensory processes will be addressed. Concurrent clinical experiences on medical and surgical units provide opportunities to analyze the nursing process and identify trends in assessment findings while managing the patient and incorporating relevant patient/caregiver education. Opportunities to perform learned skills at an increasing level will be available. Three and one-half hours lecture/discussion and five hours clinical/lab experience a week are required.
Note: *LPN's may be eligible to register for 4 credit hours. See the Nursing Coordinator.

NUR 196 — Nursing Internship (2-3)**
Prerequisite: NUR 171 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

A work/study course that is designed to assist the student in developing expertise giving comprehensive nursing care to adult clients. Emphasizes the nursing process, I.V. therapy, and other technical skills. Students will be expected to practice leadership skills and demonstrate professionalism. The course consists of 32-40 hours clinical experience per week at an area hospital. Clinical hours: 132-160 including post conference.

NUR 197 — Transcultural/International Nursing (1-3)**
Prerequisite: NUR 171 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

This course focuses on the role of the nurse in the global community. Students will explore health care systems, nursing practices, and holistic health in a selected transcultural/international community. The course will include on-site experiences to increase awareness of issues and implications for cultural sensitivity and competence in the global and domestic community. Variable credit from 1 to 3 hours. Repeatable three times.

NUR 198 — Perioperative Nursing (5)**
Prerequisite: NUR 171 with a grade of "C" or higher (Current R.N. license will satisfy prerequisite.)

Introduces students currently enrolled in Registered Nurse education programs, as well as current Registered Nurses, to Perioperative Nursing. Students will have the opportunity to observe and directly participate in selected surgical procedures covering a variety of surgical specialties and technologies. Theory and clinical experiences are integrated using the nursing process and Association of Operating Room Nurses (AORN) standards. Two hours lecture/discussion and six hours clinical experience a week.

NUR 226 — Maternal Child Health Nursing (4.0, 4.5*)
Prerequisite: BIO 259, NUR 169, PSY 280 with grades of "C" or higher

Focuses on a family centered approach to pregnancy, birth, and adaptation to extra-uterine life for contemporary childbearing families. Facilitates the application of: select mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe care of childbearing families that is developmentally and culturally appropriate. Differentiates applicable patient education focusing on the family unit. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal health areas. Three hours lecture/discussion and five hours clinical/lab experience a week.
Note: *LPN's may be eligible to register for 4.0 credit hours. See the Nursing Coordinator.

NUR 227 — Pediatric Health Nursing (4.0, 4.5*)
Prerequisite: BIO 259, NUR 169, PSY 280 with grades of "C" or higher

Focuses on children throughout the health and wellness continuum with emphasis placed on maintaining the dignity of the child and promotion of healthy growth and development. Integrates the concept of family-centered nursing through care of the child and family. Examination of pediatric clients with acute and chronic health alterations will guide students in the integration of the nursing process. Patient education will remain an expectation for the patient and the family to promote family-centered care. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of pediatric health areas. Three hours lecture/discussion and five hours clinical/lab experience a week.
Note: *LPN's may be eligible to register for 4.0 credit hours. See the Nursing Coordinator.

NUR 239 — Adult Health Nursing III (5)
Prerequisite: BIO 213, NUR 226, NUR 227 with grades of "C" or higher

Continued emphasis on building the student's current adult health theory and clinical knowledge base. This capstone course emphasizes nursing care of adults with acute, complex health problems. Alterations in pathophysiological processes that contribute to acute and chronic illnesses are investigated at a comprehensive level. Synthesis of data and use of evidenced-based research will guide the development of the nursing care plan. Use of technology will be emphasized. Concurrent clinical/lab experience is designed to augment leadership skills, communication, caring, advocacy, assessment, and decision making. Three hours lecture/discussion and six hours clinical/lab experience a week.

NUR 249 — Mental Health Nursing (5)
Prerequisite: BIO 213, NUR 294, NUR 295, with grades of "C" or higher

Focuses on the role of the nurse in maintaining or restoring whole-person health and wellness throughout the life span. Content will include theory and practice of mental health and common health/wellness concerns in the community. This capstone course promotes holistic nursing care focused on psychosocial, spiritual and cultural components. Course content will include nursing care appropriate for traditional inpatient settings, as well as adaptations appropriate to community settings. Concurrent clinical experiences will include hospital, clinic, home health, and other community based settings. Three (3) hours lecture/discussion and five and a half (5.5) hours clinical experience a week.

NUR 262 — Professional Nursing (1)
Prerequisite: BIO 213, NUR 226, NUR 227 with grades of "C" or higher

Seminar in legal and professional responsibilities of the Registered Nurse. Prepares the graduate nurse for entry into nursing practice. This capstone course emphasizes the leadership role and function of the registered nurse, including accountability, delegation, nursing organizations, healthcare economics and the legal and ethical aspects of the nursing process. The course will focus on past, present and future social and economic events and their impact on nursing. One hour lecture/discussion a week.

NUR 264 — Advanced Medical-Surgical Nursing (6)
Prerequisite: NUR 292, NUR 293, NUR 294, NUR 295 all with grades of "C" or higher.

Focuses on the theory and practice of medical and surgical nursing, building on the theory and clinical knowledge base presented in NUR 121, NUR 170 and NUR 171. Emphasizes nursing care of adults with complex health problems. The nursing process is used as a framework for nursing practice. Concurrent clinical experience is designed to augment skills with therapeutic communication, caring, advocacy, technology, assessment, and decision making. Special clinical observations will be provided. Three and a half hours lecture/discussion and five hours clinical experience a week.

NUR 265 — Community Mental Health Nursing (6)
Prerequisite: NUR 292, NUR 293, NUR 294, NUR 295, all with grades of "C" or higher.

Community Mental Health Nursing focuses on the role of the nurse in maintaining or restoring whole-person health and wellness throughout the life span. Content will include theory and practice of mental health and common health/wellness concerns in the community. The course includes psychosocial, spiritual, and cultural implications for nursing care. Course content will include nursing care appropriate for traditional inpatient settings, as well as adaptations appropriate to community settings. Concurrent clinical experiences will include hospital, clinic, nursing home, home health, and other community settings. Three and a half hours lecture/discussion and five hours clinical experience a week.

OFFICE SYSTEMS (OS)

OS 100 — Keyboarding (1.5)
Prerequisite: None

Development of basic touch keyboarding skills, which can be easily transferred to any equipment with a keyboard. Input of alphabetic, numeric, and symbol information on a keyboard. One and one-half hours lecture/discussion a week.

OS 101 — Beginning Keyboarding (3)
Prerequisite: None

Designed to enable students to develop speed and accuracy in keyboarding. Word processing software will be used to develop and format memos, letters, reports, and newsletters. Two hours lecture/discussion and two hours lab a week.

OS 105 — Introduction to Microsoft Windows (1)
Prerequisite: None

An introduction to the fundamentals of a current version of Microsoft Windows. Topics include running application software, accessing operating systems features, and handling a multitasking environment. May be repeated three times. Co-offered as CIS 105. Credit may not be received if prior credit earned in CIS 105 unless topics have changed. One-half hour lecture/discussion and one hour lab a week.

OS 106 — Office Systems Seminar (.5-3)
Prerequisite: None

Designed to meet special student and community needs in business areas. Developed upon request for the purpose of meeting the needs of specific situations. Credit determined on contact hour basis. May be repeated three times.

OS 107 — Employment Strategies (2)
Prerequisite: None

This course is designed to aid students in developing the skills and materials necessary to obtain employment and to develop characteristics associated with job success. Students will have the opportunity to develop job search documents including resumes, cover letters and thank you letters. Job search techniques and interviewing will also be addressed. Two hours lecture/discussion per week.

OS 108 — Introduction to Software Applications (3)
Prerequisite: None

A course introducing several current business software applications. The course will be project-based using word processing, spreadsheet, database, and presentation software applications. The course will include internet browser use, operating software, application integration, and file management. Two hours lecture/discussion and two hours lab per week.

OS 115 — Introduction to Medical Coding (2)
Prerequisite: None

A course in medical coding basics. The course focuses on key aspects of the medical coding process, including knowledge of HIPAA-mandated medical code sets; the application of HIPAA-compliant guidelines for the correct use of these medical code sets; the understanding of correct procedures for code assignment; and the ability to access Internet and other resources to keep current in the medical coding field. Two hours lecture/discussion a week.

OS 120 — Business Filing (1.5)
Prerequisite: None

Designed to acquaint students with the need for maintaining effective filing systems and procedures; to develop basic skill in organizing and filing records and correspondence in alphabetic, subject, geographic, and numeric systems. One and one-half hours lecture/discussion a week.

OS 122 — Reference Manual/Proofreading (3)
Prerequisite: None

Training in the use of a reference manual appropriate for office workers and writers. Students build editing skills for business and personal use. Course covers English grammar, style, usage, and techniques for typing business documents. Some formatting of letters, memos, and reports will be incorporated. The course is also designed to present the students with basic rules of spelling and techniques for improving spelling, and to equip the student with a high level of skill in proofreading. Three hours lecture/discussion a week.

OS 124 — Introduction to Machine Transcription (1.5)
Prerequisite: None

Develops transcription skills from recorded dictation with emphasis on grammar and punctuation placement. Entry level transcription uses realistic business correspondence. A keyboarding rate of 35 wpm or greater is expected for maximum student success. One hour lecture/discussion and one hour lab a week.

OS 125 — Word Processing/Word (3)
Prerequisite: None

Introduction to the capabilities of the Microsoft Word software application. Topics include creating, enhancing, and sharing documents, working with tables, templates, adding navigational tools, table of contents/index/bibliography, and securing documents. Students will have the opportunity to learn word processing for professional employment purposes, as an information worker or for personal use. Document/file management will also be included. Two hours lecture/discussion and two hours lab a week.

OS 127 — Advanced Word Processing/Word (3)
Prerequisite: OS 125

This course includes advanced word processing applications. Major topics include using the advanced features of Microsoft Word, such as data charts, merge, styles, text columns, outlines, table of contents/indexes, sort and select, and creating fill-in forms. Two hours lecture/discussion and two hour labs a week.

OS 133 — Spreadsheets/Excel (3)
Prerequisite: None

A course in the concepts and fundamental operation of a spreadsheet. Topics include data entry techniques, formulas, functions, linking, charts, table formatting, data analysis, sharing data, and pivot tables. Co-offered as CIS 133. **Credit may not be received if prior credit earned in CIS 133.** Two hours lecture/discussion and two hours lab a week.

OS 135 — Database/Access (3)
Prerequisite: None

A course in microcomputer database management. Topics include database design, report generation, interactive queries, and screen formatting. Co-offered as CIS 135. **Credit may not be received if prior credit earned in CIS 135.** Two hours lecture/discussion and two hours lab a week.

OS 136 — Presentation Graphics/PowerPoint (1.5)
Prerequisite: None

Create "slide shows" used to enhance presentations at meetings, in classes, and at trade shows. This course serves as an introduction to multimedia capabilities. Students will incorporate graphics, scanned images, short videos, and sound into their presentations. Software to be used: PowerPoint which is part of Microsoft Office. Students will follow detailed instructions as they learn how to use the software. Students will create a "slide show" of their choice, which could be used in another course. One and one-half hours lecture/discussion a week.

OS 138 — QuickBooks (3)
Prerequisite: None

This course is designed to give students practice in using the features of QuickBooks software. Students will be setting up customers, invoicing vendors, and payroll files and will be able to see how these files are connectedthrough linked data. Two hours lecture/discussion and two hours lab per week.

OS 156 — Desktop Publishing/Publisher (3)
Prerequisite: None

A course in desktop publishing using MS Publisher. Students will use a wide range of Publisher's desktop publishing capabilities including flyers, business forms, newsletters, and letterheads. Students analyze and make choices based on their knowledge of the software and design principles as they carry out assigned projects. Two hours lecture/discussion and two hours lab a week. Repeatable three times as software changes.

OS 205 — Office Equipment (3)
Prerequisite: None

A course in the operation and maintenance of equipment used in an office, including the computer, printer, copier, scanner, fax machine, electronic typewriter, and 10-key calculator. Students will also learn about software programs for PC protection, scheduling and other maintenance functions. Three hours lecture/discussion a week.

OS 209 — Speedwriting I (3)
Prerequisite: None

Principles of Speedwriting and skill development in dictation and transcription. Employs an alphabetical shorthand system using letters of the alphabet, plus a few symbols. Designed for the student wishing to learn a shorthand system in a minimum amount of time. A keyboarding rate of 35 w.p.m. is recommended for maximum student success. Three hours lecture/discussion a week.

OS 216 — Medical Terminology I (3)
Prerequisite: None

The study of the basic structure of medical terminology including the spelling, definition, and pronunciation of medical terms. Coverage will include basic anatomical terms, system pathology, and common abbreviations. Three hours lecture/discussion a week.

OS 217 — Medical Transcription I (3)
Prerequisite: OS 124 and OS 216

Designed to develop speed and accuracy in medical keyboarding, in addition to skill in using machine transcription equipment, with an expansion in the use of medical terminology. Emphasizes transcribing medical reports and correspondence. Three hours lecture/discussion a week.

OS 218 — Medical Office Procedures (3)
Prerequisite: OS 216

Prepares students to work in the medical office using current billing software. Topics include adding/editing patient information, adding charges, applying payments, preparing business reports. Three hours lecture/discussion a week.

OS 219 — Medical Terminology II (4)
Prerequisite: OS 216

This course is a continuation of the study of medical terminology using a medical specialties approach to medical records. The course will cover anatomical names of the human body, medical specialty terminology, pathological conditions, surgical and therapeutic procedures, diagnostic procedures, pharmacology, and abbreviations. Four hours lecture/discussion a week.

OS 220 — Health Insurance Billing (2)
Prerequisite: OS 216

This class will introduce information concerning major health insurance programs and federal health care legislation required for insurance billing. Also included will be direction to complete general claim forms for reimbursement. Two hours lecture/discussion a week.

OS 221 — Medical Coding I (3)
Prerequisite: OS 115 and OS 216

This introductory course is designed to provide the background and skill needed for beginning ICD-9-CM coding. Practical coding skills and competency questions are addressed throughout the course. Three hours lecture/discussion a week.

OS 222 — Medical Coding II (3)
Prerequisite: OS 221

This course will introduce the student to basic CPT-4 and some HCPCS coding systems and the clinical applications of those systems. Procedures for various clinical settings requiring CPT code assignment after review of diagnostic statements will be included. Instructions in the assignment of appropriate modifiers depending on health care environment (e.g., physician's office, hospital outpatient department, etc.) as well as professional fee reimbursements. Three hours lecture/discussion a week.

OS 223 — Pharmacology and Lab Medicine (3)
Prerequisite: OS 216

A study of the principles and language of pharmacology and laboratory medicine including drugs and drug classes, diagnostic tests, indications, techniques, expressions of values, and significance of findings. Three hours lecture/discussion a week.

OS 224 — Legal Keyboarding (3)
Prerequisite: None

Designed to build speed and accuracy in keyboarding legal terminology, correspondence, and documents. Students learn the meaning of legal terms and correct formatting of numerous legal documents. A keyboarding rate of 45 w.p.m. is recommended for maximum student success. Two hours lecture/discussion and two hours lab a week.

OS 225 — Legal Terminology and Transcription (3)
Prerequisite: OS 124 and OS 224

Designed to develop proficiency necessary for transcribing legal dictation from tapes. Two hours lecture/discussion and two hours lab a week.

OS 246 — Business Communications (3)
Prerequisite: None

Principles of business communications and analysis of various communication situations with emphasis on appropriate organizing techniques and tone. Requires correct use of the English language. Three hours lecture/discussion a week.

OS 252 — Office Procedures (3)
Prerequisite: OS 125 (CIS 133 or OS 133), (CIS 135 or OS 135) and OS 136

Capstone course designed to prepare students to perform a wide range of secretarial/administrative duties and responsibilities required in any type of office. Equips students with a knowledge of procedures, basic attitudes and skills to develop competence in decision-making processes. Two hours lecture/discussion and two hours lab a week.

OS 253 — Records Management (3)
Prerequisite: None

An introduction to various records systems used in business including database management and development of filing and indexing skills. Includes alphabetic, subject, numeric, and geographic filing systems; identification, storage, and retrieval methods; record control and retention; equipment and supplies; and evaluation of systems and personnel. Three hours lecture/discussion a week.

OS 270 — Directed Office Experience I (3)
Prerequisite: Instructor consent

Internship training in an office situation which is compatible with the student's educational objective. Requires a minimum of 225 hours of experience in an office setting.

OS 271 — Directed Office Experience II (3)
Prerequisite: Instructor consent

A continuation of OS 270. On-the-job training in an office situation which is compatible with the student's educational objective. Requires a minimum of 225 hours of experience in an office setting.

PHILOSOPHY (PHL)

PHL 101 — Introduction to Philosophy (3)
Prerequisite: None

An introduction to the key questions and influential figures of philosophy including Socrates, Plato, and Aristotle. Using a chronological approach, the course highlights great philosophical thinkers and discusses their views on questions about reality, knowledge, religion, politics, and ethics. Three hours lecture/discussion a week. **IAI: H4 900**

PHL 103 — Introduction to Logic (3)
Prerequisite: None

An introduction to the analysis of arguments. What constitutes a good argument? What constitutes a bad argument? This course will introduce and apply rules of reasoning and expose common errors in arguments. In the process, students will see logic at work through the examination of arguments taken from everyday discourse, including political speeches, letters to the editor, and news articles. Three hours lecture/discussion a week. **IAI: H4 906**

PHL 198 — World Religions (3)
Prerequisite: None

An introductory survey of selected teachings, practices, and institutions of major Eastern and Western Religions. This course includes historical accounts of the origin of these religions, as well as their rituals, worldviews, and the various sects/factions associated with each religion. Three hours lecture/discussion a week. **IAI: H5 904N**

PHL 200 — Ethics (3)
Prerequisite: None

A study of philosophical theories and principles related to the question, "How should one live?" This course looks closely at the arguments for moral relativism, the relationship between religion and morality, selfishness and altruism, duty, and virtue. Students will also encounter various contemporary moral issues, such as euthanasia, the treatment of non-human animals, and poverty as they attempt to apply moral theories to particular moral situations. Three hours lecture/discussion a week. **IAI: H4 904**

PHL 203 — Non-Western Philosophy (3)
Prerequisite: None

An introduction to selected philosophical concepts and value systems of several non-Western cultures. Three hours lecture/discussion a week.

PHL 206 — Business Ethics (3)
Prerequisite: None

This course provides students with the philosophical tools to address ethical issues related to business activities. Issues to be explored include: the history, nature, and critique of capitalism; the "profit motive"; working conditions; the use of natural resources; advertising techniques; and whistle-blowing. Prior courses in philosophy and/or business-related fields are not necessary, but a basic knowledge of ethical theories and business practices, or a serious interest in both of these matters, is highly recommended. Three hours lecture/discussion per week.

PHL 209 — Medical Ethics (3)
Prerequisite: None

This course examines ethical problems that arise in the contemporary practice of medicine, including issues of competency, patient/physician autonomy, research ethics, new technologies (IVF, face transplants, etc.), consent, a "right to die," and access to adequate healthcare. The course is open to all individuals with an interest in these (and related) topics; it is not presumed that students have an in-depth knowledge of medicine or intend to enter the medical profession. Three hours lecture/discussion per week.

PHL 298 — Topics of Philosophy (3)
Prerequisite: None

A study of specific topics in philosophy. Topics might include applied ethics (business/medical ethics), the environment, political philosophy, the writings of a specific philosopher or group of philosophers, or other topics of particular interest. Repeatable three times for different special topics. Three hours lecture/discussion a week.

PHYSICAL EDUCATION (PE)

PE 101 — Golf (1)
Prerequisite: None

Fundamentals of golf, including practice on course. One-half hour lecture/discussion and one hour lab a week. May be repeated one time.

PE 104 — Soccer (1)
Prerequisite: None

Practice and development of fundamental skills of soccer in individual and team play. One-half hour lecture/discussion and one hour lab a week. May be repeated one time.

PE 109 — Volleyball (1)
Prerequisite: None

Fundamentals of volleyball in individual and team play. One-half hour lecture/discussion and one hour lab a week. May be repeated one time.

PE 122 — Badminton (1)
Prerequisite: None

Fundamentals in skills and strategy of both singles and doubles play in badminton. One-half hour lecture/discussion and one hour lab a week. May be repeated one time.

PE 123 — Basketball (1)
Prerequisite: None

Fundamentals in skills and strategy of basketball. Emphasis on individual skill in a game situation. One-half hour lecture/discussion and one hour lab a week. May be repeated one time.

PE 137 — Physical Fitness Challenge I (.5-1)
Prerequisite: None

Continues to develop the student's fitness level in cardiovascular endurance, strength, and muscular endurance. Weight machines utilized as another method of gaining both strength and endurance. ***Concurrent enrollment not allowed in PE 140 or PE 141.*** One to two hours lab a week.

PE 138 — Physical Fitness Challenge II (.5-1)
Prerequisite: None

Focuses on a continuation of fitness skills, assessment tests, and presenting new knowledge concerning fitness of the body during exercise. Includes free weights, interval training, light/heavy workouts, and injuries related to exercising. Repeatable three times. ***Concurrent enrollment not allowed in PE 140 or PE 141.*** One to two hours lab a week. May be repeated three times.

PE 139 — Self Defense (1)
Prerequisite: None

Conditioning the body through performance of simple martial-arts skills. Covers introductory skills normally taught in judo, karate, and police training self defense courses. Also covers situations requiring self defense, legal implications of self defense, and normal protective measures taken in daily life. Two hours lab a week. May be repeated one time.

PE 140 — Fitness Training I (1)
Prerequisite: None

Provides a personal fitness program utilizing cardiovascular and resistance exercise equipment. Individualized exercise programs will be developed based on the results of physiological assessments. Participation in the Fitness Center provides the student with the opportunity to increase cardiovascular efficiency, improve muscle tone, and decrease body fat. ***Concurrent enrollment not allowed in PE 136, PE 137 or PE 138.*** Two hours open lab a week.

PE 141 — Fitness Training II (1)
Prerequisite: PE 140

A continuation of PE 140. The class is designed for those students who wish to continue to benefit from the participation in a regular exercise program. Physiological tests may be re-administered and individual exercise programs will be reviewed and updated. Two hours open lab a week. ***Concurrent enrollment not allowed in PE 137 or PE 138.*** May be repeated three times.

PE 162 — First Aid and Emergency Response (3)
Prerequisite: None

Prepares the student for administering basic first aid; and adult, child, and infant cardiopulmonary resuscitation (CPR). Incorporates personal safety and accident prevention information as part of first aid. Upon successful completion of the course, the student will receive American Red Cross (ARC) certification in Responding to Emergencies and Community CPR. Three hours lecture/discussion a week.

PE 190 — Topics in Physical Education (.5-3)
Prerequisite: None

Designed to meet student and community needs in Physical Education. Developed upon request for the purpose of meeting the needs of specific situations. Credit is determined on a contact hour basis. Repeatable three times up to a maximum of twelve credit hours.

PE 200 — Introduction to Physical Education (2)
Prerequisite: None

Introduction to physical education and its place in the total field of education; philosophy, aims, objectives, and principles of physical education. Two hours lecture/discussion a week.

PE 214 — Basketball Officiating (1)
Prerequisite: None
Prepares the student to officiate in basketball by exposure through lecture and participation to basketball rules and their interpretation. One hour lecture/discussion a week.

PE 220 — Theory and Practice of Basketball (2)
Prerequisite: None
Individual skills and team techniques, rules, and strategy of basketball. Laboratory participation and preparation of notebook required. Two hours lecture/discussion and one hour lab a week.

PE 245 — Theory and Practice of Volleyball (2)
Prerequisite: None
Individual skills and team techniques, rules, and strategy of volleyball. Laboratory participation and preparation of notebook required. Two hours lecture/discussion and one hour lab a week.

PE 250 — Physical Education for Children (3)
Prerequisite: EDU 201 with a grade of "C" or higher or instructor consent.
Physical education activities for elementary school children. Designed to meet state certification requirements for elementary education, special education, and physical education majors. Three hours lecture/discussion a week.

PHYSICAL SCIENCE (PHS)

Concurrent enrollment in or successful completion of the lecture component of a lecture/laboratory science course combination is required for continued enrollment in and completion of the associated laboratory section. Student withdrawal from the lecture component of the course for any reason will automatically result in the withdrawal from the laboratory section of the associated course, regardless of the grade earned in the laboratory section up to that point. Students will not be allowed to add back the laboratory section once automatically withdrawn.

PHS 118 — Physical Science Lab (1)
Prerequisite: PHS 119 or concurrent enrollment
An introductory laboratory course of study in the physical sciences. Laboratory investigations are guided investigations of topics coordinated with the lecture course, Introduction to Physical Science. Two hours of laboratory experiences a week are required for one credit hour credit. **IAI: P9 900L**

PHS 119 — Introduction to Physical Science (3)
Prerequisite: MAT 066 or MAT 096
Emphasizes the fundamental principles of chemistry, physics, geology, meteorology, and astronomy and the philosophical importance of scientific discoveries. Three hours lecture/discussion a week. **IAI: P9 900**

PHS 120 — Introduction to Physical Geology (3)
Prerequisite: None
Introduction to geologic principles from a physical perspective. Includes topics such as the formation of rocks and minerals, internal and external processes modifying the earth's surface and phenomena, and the evolutionary history of the earth, including its life forms, oceans, and atmosphere. Three hours lecture/discussion a week. **IAI: P1 907**

PHS 130 — Introduction to Astronomy (3)
Prerequisite: MAT 066 or MAT 096
Introduction to Astronomy is a broad survey of modern astronomy examining astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe. Three hours lecture/discussion a week.

PHS 298 — Topics in Science (1-4)
Prerequisite: None
Special studies course designed to meet students needs in physical sciences.

PHYSICS (PHY)

Concurrent enrollment in or successful completion of the lecture component of a lecture/laboratory science course combination is required for continued enrollment in and completion of the associated laboratory section. Student withdrawal from the lecture component of the course for any reason will automatically result in the withdrawal from the laboratory section of the associated course, regardless of the grade earned in the laboratory section up to that point. Students will not be allowed to add back the laboratory section once automatically withdrawn.

PHY 150 — Introductory Physics (3)
Prerequisite: MAT 066 or MAT 096
Introduction to the concepts and principles of physics including mechanics, heat, sound, light, electricity, magnetism, and modern physics. Three hours lecture/discussion a week. **IAI: P1 900**

PHY 151 — Introductory Physics Laboratory (1)
Prerequisite: PHY 150 or concurrent enrollment
Laboratory to accompany PHY 150. Two hours lab a week.
IAI: P1 900L

PHY 250 — General Physics I (4)
Prerequisite: MAT 155 with a grade of "C" or higher
Study of mechanics and heat. Three hours lecture/discussion and three hours lab a week. **IAI: P1 900L**

PHY 251 — General Physics II (4)
Prerequisite: PHY 250 with a grade of "C" or higher
Study of sound, light, magnetism, electricity, and applications of modern physics. Three hours lecture/discussion and three hours lab a week.

PHY 260 — Physics for Science and Engineering I (5)
Prerequisite: MAT 229 or MAT 211 with concurrent enrollment in MAT 229 or High School calculus with concurrent enrollment in MAT 229 with grades of "C" or higher.

Designed specifically for students in engineering, mathematics, physics, and chemistry. Emphasis on the topics of mechanics and heat. Four hours lecture/discussion and three hours lab a week. **IAI: P2 900L**

PHY 261 — Physics for Science and Engineering II (5)
Prerequisite: MAT 230 or concurrent enrollment and PHY 260 with grades of "C" or higher.

A continuation of PHY 260. Emphasis on sound, light, magnetism and electricity. Four hours lecture/discussion and three hours lab a week.

POLITICAL SCIENCE (PLS)

PLS 140 — Introduction to American Government and Politics (3)
Prerequisite: None

An introduction to political culture, the Constitution, civil liberties, political parties and interest groups, and public policy decision-making. Three hours lecture/discussion a week. **IAI: S5 900**

PLS 210 — International Relations (3)
Prerequisite: None

An introduction to the study of the relations among the world's political systems. Special emphasis will be given to such topics as the state system, nationalism, ideology, foreign policy, decision-making processes, diplomacy, trade, war, international law, and international organizations. Three hours lecture/discussion a week. **IAI: S5 904**

PLS 240 — State and Local Government (3)
Prerequisite: None

An introduction to the organization and powers of state and local governments in the United States. Emphasis is on the Constitution, the problems of revision, voting and campaigning, the role of state and local interest groups, and the state judiciary and judicial regions. Three hours lecture/discussion a week. **IAI: S5 902**

PLS 250 — Introduction to Comparative Foreign Governments (3)
Prerequisite: None

An introduction to the functional aspects of governmental structures of a variety of political systems i.e. totalitarian, democratic and mixed forms of government. Also includes emphasis on current world and political issues. Three hours lecture/discussion a week. **IAI: S5 905**

PSYCHOLOGY (PSY)

PSY 102 — Introduction to Psychology (3)
Prerequisite: None

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences. Three hours lecture/discussion a week. **IAI: S6 900**

PSY 210 — Educational Psychology (3)
Prerequisite: PSY 102

A study of learners and learning processes with emphasis on problems of special interest to teachers and others concerned with the management of the learning environment. Three hours lecture/discussion a week.

PSY 216 — Abnormal Psychology (3)
Prerequisite: PSY 102

The integration of theory and empirical research as it relates to research methods, definition, assessment, categorization of behavior, biological, psychosocial, sociocultural origins of abnormal behavior, treatment and prevention. Three hours lecture/discussion a week. **IAI: PSY 905**

PSY 219 — Psychology of Adjustment (3)
Prerequisite: PSY 102

A study of the factors promoting mental health and effective adjustment to the environment. This course focuses on developing intellectual, social, and physical potential to cope with life decisions and adjustment. Three hours lecture/discussion a week.

PSY 225 — Psychology of Childhood and Adolescence (3)
Prerequisite: PSY 102

Introduction to theory and research on the biological, physical, social and cognitive development of the human child from conception to adolescence. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, cultural influences and aspects of abnormal development. Three hours lecture/discussion a week. **IAI: S6 903**

PSY 256 - Theories of Personality (3)
Prerequisite: PSY 102

An exploration of personality theory, with emphasis on research methods, personality assessment, the psychoanalytical and neopsychoanalytical approaches, the trait approach, the humanistic approach, the cognitive approach, and the behavioral/social learning approach. Three hours lecture/discussion a week.

PSY 280 — Life-Span Human Development (3)
Prerequisite: PSY 102

A study of the neurobiological, physical, cognitive, social and emotional development of humans from conception through childhood, adolescence, adulthood and old age. Emphasizes normal developmental states and patterns of adjustment to differing life-time demands. The theories and principles of human development are examined in light of contemporary research. Three hours lecture/discussion a week. **IAI: S6 902**

PSY 286 — Social Psychology (3)
Prerequisite: PSY 102

Social psychology is a systematic introduction of theory and research on the ways social factors influence individual and group behavior. It is a field that examines attitudes, social perception, and the establishment of norms, conformity, leadership, group dynamics and research methods, emphasizing their effects on the individual. Thus social psychology is the integration of theory and empirical research as they relate to: research methods, attitude formation and change, social cognition, interpersonal relations, group processes, and social influence. Three hours lecture/discussion a week. **IAI: S8 900 PSY 908**

RADIOLOGIC TECHNOLOGY (RA)

Formal acceptance to the Radiologic Technology program and permission of the Radiologic Technology faculty are required for registration in all Radiologic Technology courses needed for A.A.S. degree completion. Course sections and sequence will be assigned by the faculty.

RA 100 — Radiographic Imaging I (2)
Prerequisite: Program Coordinator Consent
Corequisite: RA 104

Provides an introduction to the principles of image receptors, radiographic quality, image processing and image handling. Introduces terminology related to diagnostic imaging to facilitate the ability to communicate effectively within the medical imaging environment. Two hours lecture/discussion a week.

RA 101 — Patient Care Techniques (2)
Prerequisite: Program Coordinator Consent

Provides the students with the opportunity to develop an understanding of procedures appropriate for interpersonal relationships along with ethical responsibilities, effective communications, and empathy for the patient. Discussion of medicolegal considerations will assist the student in understanding legal responsibilities. Proper techniques for asepsis, safely transporting patients, drug administration, medical emergencies, special patient care, infection control, and emergency radiography will also be included. Two hours lecture/discussion a week.

RA 102 — Radiographic Positions and Procedures I (5)
Prerequisite: Program Coordinator Consent

A study of the basic principles of radiographic anatomy and positioning of the various routine and supplemental views of the chest, abdomen, and upper and lower extremities. Emphasis is placed on practical positioning skills, anatomy, and image evaluation. This course is supplemented with practical application in the energized exposure lab and clinical facility. Four hours lecture/discussion and two hours lab a week.

RA 104 — Clinical Practicum I (3)
Corequisite: RA 100

A course in the practical application of radiographic principles and procedures. Students are assigned two days per week to a clinical education site to observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers. Students will be expected to demonstrate competency in image processing procedures, equipment manipulation, and basic radiography of the chest and abdomen. Includes a four-week orientation prior to assignment to clinical education site that prepares the students for safe and effective clinical performance.

RA 105 — Medical Terminology for Radiography (1)
Prerequisite: Program Coordinator Consent

An introduction to the language of medicine necessary for effective communication in the clinical environment. A word-building system will be introduced and abbreviations and symbols will be discussed. Focus will be on the understanding of radiographic orders and interpretation of patient histories and diagnostic reports. One hour lecture/discussion a week.

RA 106 — Radiologic Technology Seminar (.5-3)
Prerequisite: None

Designed to meet special student, graduate, and community needs in radiologic technology, this seminar, workshop or course will be developed upon request to meet specific needs not included in the radiology program. Credit will be determined on a contact hour basis.

RA 111 — Radiographic Imaging II (3)
Prerequisite: Program Coordinator Consent

An in-depth study of radiographic image quality and the factors that influence and assure the production of quality images. Included is a discussion of the principles of image development, beam limiting and beam absorbing devices, automatic exposure control and digital imaging. Focus of the course is on the influence of these factors on the formation of the radiographic image. Three hours lecture/discussion a week.

RA 112 — Radiographic Positions and Procedures II (5)
Prerequisite: Program Coordinator Consent

A study of radiographic anatomy and positioning of the gastrointestinal, biliary and urinary systems, skull, sinuses, facial bones and vertebral column. The course includes a discussion of the influence of trauma on the production of radiographs of the vertebral column and skull. Emphasis is placed on practical positioning skills, anatomy, and image evaluation. This course is supplemented with practical application in the energized exposure lab and clinical facility. Four hours lecture/discussion a week and two hours lab a week.

RA 114 — Clinical Practicum II (3)
Prerequisite: Program Coordinator Consent

A course in the practical application of radiographic principles and procedures. Students are assigned two days per week to a clinical education site to observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers.

RA 122 — Radiographic Positions and Procedures III (1.5)
Prerequisite: BIO 258, BIO 259

An 8-week course in advanced radiography of the skeletal system, skull and facial bones. The course also includes study of the technical principles of mammography, pediatric radiography, and portable, surgical and trauma. This course is supplemented with practical application in the energized exposure lab and clinical facility. One hour lecture and one hour lab a week.

RA 124 — Clinical Practicum III (2)
Prerequisite: Program Coordinator Consent

A course in the practical application of radiographic principles and procedures. Students are assigned 24-32 hours per week to a clinical education site to observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers.

RA 204 — Advanced Clinical Practicum I (5)
Prerequisite: Program Coordinator Consent

A course in the practical application of radiographic principles and procedures. Students are assigned three days per week to a clinical education site to observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers.

RA 205 — Radiographic Image Evaluation (2)
Prerequisite: RA 111 with a grade of "C" or higher.

The evaluation of all aspects of the radiographic image to include the assessment of radiographic contrast and density, recorded detail and anatomical positioning. Image assessment criteria for determining the diagnostic acceptability of routine diagnostic examinations will be discussed. Activities will focus on student presentations of the analysis of selected cases. Will also address improvement alternatives focused on positioning and technique selections. Two hours lecture/discussion a week.

RA 220 — Radiation Physics (3)
Prerequisite: Program Coordinator Consent

Designed to give the student radiographer basic knowledge of the principles of physics necessary for understanding X-ray production, equipment, and auxiliary devices. Special emphasis is given to the X-ray circuit and tube, generation of X-ray photons, and the characteristics of the X-ray beam. Three hours lecture/discussion a week.

RA 221 — Radiation Biology (2)
Prerequisite: Program Coordinator Consent

A study of the biologic effects of radiation on the human body. Topics include interaction of radiation and matter, radiosensitivity, cellular and systemic response to radiation, early and late effects of radiation, radiation protection regulations, and protection practices for radiation workers. Two hours lecture/discussion a week.

RA 222 — Advanced Radiology Procedures (3)
Prerequisite: Program Coordinator Consent

An introduction to advanced radiographic procedures using contrast media, sectional imaging, and quality assurance procedures. Includes a comparison of the principles of special imaging to routine diagnostic procedures and an analysis of the anatomy of the areas being studied. Three hours lecture/discussion a week.

RA 224 — Advanced Clinical Practicum II (5)
Prerequisite: Program Coordinator Consent

A course in the practical application of radiographic principles and procedures.Students assigned three days per week to a clinical education site to observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers. Students expected to become experienced in surgical, trauma, and other specialized examinations.

RA 225 — Radiographic Pathology (2)
Prerequisite: Program Coordinator Consent

Introduces theories of disease causation and the pathologic disorders that compromise healthy systems. Etiology, pathphysiologic responses, clinical manifestations, radiographic appearance and treatment of diseases will be presented. Will focus on the relationships between pathology and the production of the radiographic image; will include specialized imaging modalities in the detection of disease. Two hours lecture/discussion a week.

RA 234 — Advanced Clinical Practicum III (2.5)
Prerequisite: Program Coordinator Consent

A 5-week course in the practical application of radiographic principles and procedures. Students are assigned five days per week to a clinical education site to observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers. Students are expected to polish skills to the level required for entry into the profession of radiologic technology. Final competency testing on all radiographic procedures.

SOCIOLOGY (SOC)

SOC 170 — Introduction to Sociology (3)
Prerequisite: None

A survey of the basic concepts relevant to the study of human social behavior. Topics covered include sociological perspective, group behavior, research methods, culture, socialization, social organization, deviance and social control, social inequality, institutions, race and ethnicity, gender, age, and population dynamics. Three hours lecture/discussion a week. **IAI: S7 900**

SOC 200 — Race and Ethnic Relations (3)
Prerequisite: None

An analysis of racial, religious, ethnic, and other groups. This course examines the persistence of group identity, inter-group relations, social movements, government policy, and related social problems which will assist the student in gaining a better understanding of the differences within a pluralistic society. Three hours lecture/discussion a week. **IAI: S7 903D**

SOC 219 — Marriage and Family (3)
Prerequisite: None

An exploration into the concept of family and its relationships. Intimate relationship formation, maintenance, and demise will be addressed. Focus is directed to motivation, commitment, diversity, and individual choice within relationships. The personal capacity to understand, to grow, and to change will unfold throughout the course. Three hours lecture/discussion a week. **IAI: S7 902**

SOC 283 — Social Problems (3)
Prerequisite: None

A study of the major social problems facing the nation and world today. This course examines problems related to substance abuse, sexual behavior, crime, violence, aging, racism, poverty, sexism, the family, health care, population growth, and the environment. Three hours lecture/discussion a week. **IAI: S7 901**

SOC 288 — Criminology (3)
Prerequisite: None

A study of theories of criminology. This course analyzes crime in relation to cultural environment and social institutions. The nature of crime, causes of criminal behavior, social control, and the Criminal Justice System are some of the topics covered. Three hours lecture/discussion a week. **IAI: CRJ 912**

SOC 299 — Topics of Sociology (3)
Prerequisite: None

A study of special topics in sociology. Topics may include violence, health and illness, aging, death and dying, media, sexuality, gender roles, or other topics of particular interest. No topics will be offered more than twice in three years. Repeatable three times for different special topics. Three hours lecture/discussion a week.

SPANISH (SPA)

SPA 101 — Elementary Spanish I (3)
Prerequisite: None

An introduction to the fundamentals of Spanish. This course helps students develop the four basic skills: listening, speaking, reading, and writing. Students learn to use high frequency vocabulary and the present indicative tense. Three hours lecture/discussion a week.

SPA 102 — Elementary Spanish II (3)
Prerequisite: SPA 101 or proficiency exam

A continuation of SPA 101. This course further develops the basic skills: listening, speaking, reading, and writing. Students enlarge their vocabulary and expand their knowledge of Hispanic culture while becoming able to communicate in a variety of tenses. Three hours lecture/discussion a week.

SPA 130 — Spanish for Medical Personnel (3)
Prerequisite: SPA 101 or proficiency exam

A course designed to develop communication skills for those in health-related fields. Students develop their speaking and writing ability as well as their auditory comprehension of Spanish medical terms needed to communicate with Spanish-speaking clients. Three hours lecture/discussion a week.

SPA 134 — Spanish for Social Services (3)
Prerequisite: SPA 101 or proficiency exam

A course designed to develop communication skills for those in social service-related fields. Students develop their speaking and writing ability as well as their auditory comprehension of Spanish social services terms needed to communicate with Spanish-speaking clients. Three hours lecture/discussion a week.

SPA 135 — Spanish for Law Enforcement (3)
Prerequisite: SPA 101 or proficiency exam

A course designed to develop communication skills for those in law enforcement-related fields. Students develop their speaking and writing ability as well as their auditory comprehension of Spanish law enforcement terms needed to communicate with Spanish speakers. Three hours lecture/discussion a week.

SPA 201 — Intermediate Spanish I (3)
Prerequisite: SPA 102 or proficiency exam

A continuation of SPA 102. Students further develop their listening, speaking, reading, and writing skills through the study of advanced topics in grammar in conjunction with composition and reading activities. Three hours lecture/discussion a week.

SPA 202 — Intermediate Spanish II (3)
Prerequisite: SPA 201 or proficiency exam

A continuation of SPA 201. Students further develop reading, writing, listening, and conversational skills through reading and discussion in Spanish of short works by a variety of authors from Spain and Latin America supplemented with grammar review. Three hours lecture/discussion a week. **IAI: H1 900**

SPA 210 — Spanish for Health Care Professionals (3)
Prerequisite: SPA 101 or proficiency exam

A course designed to further develop communication skills for those in health-related fields. Students enhance their speaking and auditory comprehension of Spanish terms, especially those used by recent immigrants from Mexico and Central America to describe medical problems. Three hours lecture/discussion a week.

SPA 298 — Latin American Culture (3)
Prerequisite: None

A survey of the history and cultures of Latin America with an emphasis on Costa Rica. Topics covered will include the geography and environment, history, economy, literature, and culture. Three hours lecture/discussion a week.
Note: This course is typically offered as a Study Abroad course.

SPEECH (SPE)

See COMMUNICATION

TECHNICAL MATHEMATICS (TMAT)

TMAT 100 — Technical Mathematics (3)
Prerequisite: None

This course is designed to review arithmetic through the use of a calculator and to introduce the students to topics of algebra and geometry that are relevant to disciplines in the Career Technologies Division. Among the topics covered will be calculators, arithmetic, variables, equations, geometry, charts and graphs, interpretation of data, and application problems. Three hours lecture/discussion a week.
NOTE: Designed specifically for CRT, DPT, or HOR degree students who place into MAT 055, MAT 065, or MAT 066. Students in these curricula who place into MAT 085 or higher should substitute any other 100-level course as indicated in their academic program planner. Any student who wishes to transfer to a university at a later time should consult a catalog from the university of choice to determine the specific math requirement.

THEATRE (THE)

THE 103 — Performance of Literature (3)
Prerequisite: None

The selection, analysis, and oral presentation of various forms of literature with emphasis on voice and movement to interpret the works and communicate that interpretation to an audience. Three hours lecture/discussion a week. **IAI: TA 916**

THE 111 — Theatre Practicum I (1)
Prerequisite: None

Work on college semester production in various capacities: lighting, scene construction, properties, costume and makeup, stage management, etc. Acting positions are filled through the audition process. Hours to be arranged. Must contact instructor during the first week of classes for assignment. Three hours lab a week.

THE 112 — Theatre Practicum II (1)
Prerequisite: THE 111

Work on college semester production in various capacities: lighting, scene construction, properties, costume and makeup, stage management, etc. Acting positions are filled through the audition process. Hours to be arranged. Must contact instructor during the first week of classes for assignment. Three hours lab a week.

THE 113 — Theatre Practicum III (1)
Prerequisite: THE 112

Work on college semester production in various capacities: lighting, scene construction, properties, costume and makeup, stage management, etc. Acting positions are filled through the audition process. Hours to be arranged. Must contact instructor during the first week of classes for assignment. Three hours lab a week.

THE 130 — Introduction to Acting (3)
Prerequisite: None

Performance-oriented class introducing theories and techniques of acting. Emphasis is on the actor's resources for character development along with fundamental principles of voice and body techniques. Student experiences include the preparation and performance of monologues and scenes. Performances in class include solo, duet, and ensemble work. Students will be expected to attend assigned outside-of-class plays. Three hours lecture/discussion a week. **IAI: TA 914**

THE 131 — Intermediate Acting (3)
Prerequisite: THE 130

Development of fundamentals introduced in Introduction to Acting, emphasizing an intensive approach to acting exercises, improvisations, monologue, and scene study. Students will be expected to attend assigned plays outside of class. Three hours lecture/discussion a week.

THE 203 — Introduction to the Theatre (3)
Prerequisite: None

A survey of all theatrical forms such as comedy and tragedy, and dramatic styles such as realism and naturalism. Students will learn how to analyze a play and how to identify the respective contributions of the playwright, director, designers, and actors. Students will be asked to apply the knowledge gained in the course to plays which will be assigned and attended outside of class during the semester. Three hours lecture/discussion a week. **IAI: F1 907**

THE 215 — Diversity in American Drama (3)
Prerequisite: ENG 098 with a grade of "C" or higher or appropriate placement test score

This course examines the history and diversity of theatre in the United States. Contemporary American theatre classics as well as plays that are written by divergent, diverse voices that include African, Asian, and Hispanic Americans as well as feminist and gay theatre. Students will examine how categories such as gender, class, sexual orientation, age, and race impact individual and collective identity formation. Students will not only learn through reading of published plays, but also through recorded theatre. Three hours lecture/discussion per week.

THERAPEUTIC MASSAGE (TPM)

Students must complete TPM 100 and OS 216 prior to application for admission to the Therapeutic Massage program.

TPM 100 — Introduction to Massage (1)
Prerequisite: None

This course will serve as an introduction to the basic principles and techniques of massage therapy. Students will learn the basic Swedish massage techniques and how to apply them to the back, arms, and legs. Basic anatomy and physiology of the major muscle groups, bony landmarks, contraindications will also be addressed. One-half hour lecture/discussion and one hour lab a week.

TPM 106 — Therapeutic Massage Seminar (.5-3)
Prerequisite: Program Coordinator Consent

A special studies course designed to meet student and community needs. Available upon request in specific situations not included in the regular course offerings but do merit college credit and provide for occupational needs. Credit is determined on a contact hour basis. Repeatable three times as topics change.

TPM 109 — Pathology (2)
Prerequisite: EST 100 or TPM 100, TPM 112 or BIO 112 with grades of "C" or higher or concurrent enrollment in TPM 112 or BIO 112

This course presents information on individual pathologies which massage therapists and estheticians may encounter in clinical practice. Students will identify implications for these conditions as related to massage therapy and esthetics with the goal of being able to make informed decisions about safety and applicability of massage and esthetics modalities. Body systems will include: cardiovascular, lymphatic, circulatory, immune, urinary, respiratory, digestive, integumentary, endocrine, reproductive, musculoskeletal and nervous systems. Two hours lecture/discussion a week.

TPM 110 — Massage Techniques I (4)
Prerequisite: TPM 100 with a grade of "C" or higher

This course serves as the initial training in massage therapy. Students will learn about self-care techniques, the history of massage as well as the benefits of massage. Swedish massage techniques and variations will be taught and developed into a sequence for a full body massage. Also, pathologies, pressure sensitivity, prenatal massage, and draping techniques will be covered. Three hours lecture/discussion and two hours lab a week.

TPM 112 — Anatomy/Physiology Comp Health (5)
Prerequisite: None

This course is a study of the structure and function of the human body for complementary health practitioners. The study begins with anatomical and physiological principals and progresses with the basic structure and function of the major systems of the human body including the integumentary, skeletal, muscular, circulatory, blood, lymphatic, immune, nervous, endocrine, respiratory, digestive, urinary and reproductive systems. Five hours lecture/discussion per week. ***Note: Does not fulfill the anatomy and physiology requirement for nursing and radiology.***

TPM 114 — Musculoskeletal System (3)
Prerequisite: TPM 110 and (TPM 112 or BIO 112) with grades of "C" or higher

The musculoskeletal system is an expansion of the bone and muscle studies covered in BIO 112, The Human Body. The emphasis will be on bone features, origins, insertions, nerve innervations, and actions of muscles most relevant to massage therapy. Identification of prominent surface landmarks and superficial muscles by palpation will be practiced using a regional approach. Two hours lecture/discussion and two hours lab a week.

TPM 120 — Massage Techniques II (4)
Prerequisite: TPM 110 and (TPM 112 or BIO 112) with grades of "C" or higher

In this course, students will learn assessment skills to treat specific orthopedic pathological conditions. Palpation of muscles, stretching techniques, joint mobilization, trigger point therapy and seated chair massage will be included. Students will also address ethical concerns as they pertain to the therapeutic massage profession. Three hours lecture/discussion and two hours lab a week.

TPM 124 — Business Practices and Ethics (3)
Prerequisite: TPM 112 or BIO 112 and EST 100 or TPM 110 with grades of "C" or higher

In this course, the student will explore various aspects of developing and maintaining a successful therapeutic massage and/or esthetics practice. Topics which will be covered include how to establish a bookkeeping system and maintain client records, marketing, developing a business plan, the client/therapist relationship, and ethical issues. Three hours lecture/discussion a week.

TPM 130 — Massage Techniques III (4)
Prerequisite: TPM 114 and TPM 120 with grades of "C" or higher

In this course, therapeutic massage professionals will discuss and demonstrate various bodywork specialties. Students will be given the opportunity to practice the techniques in class. Modalities may include: craniosacral therapy, myofascial release, kinesiology, deep tissue, sports, lymphatic, and other topics. Three hours lecture/discussion and two hours lab a week.

TPM 140 — Massage Clinical (.5)
Prerequisite: TPM 110 and (TPM 112 or BIO 112) with grades of "C" or higher

In this student clinic individuals will have the opportunity to apply the principles, techniques, and procedures practiced in professional massage therapy. Under the supervision of the clinic supervisor, students will be expected to demonstrate proper client/therapist communication skills, proper draping techniques, adequate sanitary precautions, perform a full body massage based on client needs and properly document the session for the client's record. Students will be expected to massage two or more clients consecutively. Repeatable one time.

TRUCK DRIVING TRAINING (TRK)

TRK 060 — Truck Driving Training (10)

Classroom presentation portion of the truck driver training program is designed for people with no commercial driver experience. The classroom portion will provide the student with a basic orientation on commercial driver's license requirements. Concentration will be on rules, regulations and other requirements necessary to prepare students for passing the written portion of the CDL examination. This course prepares the students to take the Illinois Secretary of State CDL license exam.

Driving or behind the wheel portion of the truck driver training program will provide the student with detailed knowledge on advanced operating practices to drive a commercial vehicle. This training will include the information on federal/state rules and regulations. The student will be expected to demonstrate the proper preparation, handling, safety, and driving skills necessary to pass the Commerical Driver's License (CDL) examination. The activities will involve both yard skills training site practice as well as over the road driving on city streets and highways.

WELDING TECHNOLOGY (WT)

WT 106 — Welding Seminar (.5-3)
Prerequisite: None

Special course to meet specific needs of industry, groups or individuals. Credit determined on a contact hour basis. Repeatable three times as topics change.

WT 116 — Fundamental Welding Processes (2)
Prerequisite: None

This course provides an introduction to safety, joint welding techniques, cutting and brazing on mild steel using oxy-acetylene welding, electric arc (SMAW) welding, and gas metal arc (MIG) welding. MIG welding of aluminum will also be addressed. One hour lecture/discussion and two hours lab a week.

WT 122 — Shielded Metal Arc Welding I (2)
Prerequisite: None

This course will emphasize the theory and practice of Shielded Metal Arc Welding (SMAW). Safe handling and correct set up of equipment will be covered. Process techniques using various types of mild steel electrodes in four weld positions will be practiced. The five basic joints will be employed. One hour lecture/discussion and two hours lab a week.

WT 124 — Shielded Metal Arc Welding II (2)
Prerequisite: WT 122

A continuation of theory and practice in Shielded Metal Arc Welding (SMAW). Single and multi-pass V-grooves with and without backing in all four positions are emphasized. Introduction of non-destructive inspection as well as application of destructive testing through guided bend tests is included. One hour lecture/discussion and two hours lab a week.

WT 126 — Gas Metal & Flux Core Arc Weld (2)
Prerequisite: None

The theory and practice of Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW). Process techniques using mild steel will be practiced in all four welding positions. Aluminum GMAW welding will be introduced. One hour lecture/discussion and two hours lab a week.

WT 128 — Oxyfuel Welding/Cutting (2)
Prerequisite: None

The theory and practice of oxy-acetylene welding, braze welding and cutting. Safe and correct set up and handling of oxy-acetylene equipment will be covered. Weldments on the five basic joints in all four positions will be produced. One hour lecture/discussion and two hours lab a week.

WT 257 — Certification Welding (4)
Prerequisite: WT 124

This course is designed to prepare the student for AWS welding certification tests which involve joint preparation in four positions and a free bend test. Two hours lecture/discussion and four hours lab a week.

WT 258 — TIG Welding (2)
Prerequisite: None

This course is designed to offer training in Tungsten Inert Gas welding (TIG), also known as Gas Tungsten Arc Welding (GTAW). Discussion and lab activities will include welding mild steel, stainless steel, aluminum, magnesium, copper, titanium and tool steel. Emphasis will be placed on safety, weld joint preparation, machine settings, torch setup and welding technique. One hour lecture/discussion and two hours lab a week.

Academic Advising/Educational Planning

See page 29.

Bookstore

The Kishwaukee College bookstore is a full-service store offering both new and used (when available) textbooks, course related supplies, study aids, clothing, book bags, gifts, insignia items and a variety of supplies to fulfill your personal, academic, and office needs. The Bookstore offers competitive used book pricing as well as rental options for new and used books on select titles. Students need only bring in their class schedule along with an ID and the bookstore staff will see to it that they receive the appropriate textbooks and course materials required for each class. The Bookstore is open 7:30 am – 6:30 pm Monday thru Thursday and 7:30 am – 4 pm on Fridays with additional hours to be announced each term.

Information on textbooks such as ISBN's, titles, pricing, current editions being used and availability can be viewed online at bookstore.kishwaukeecollege.edu. If a book qualifies for the rental program both the rental and the purchase price will be available to you. You may also order your books at this site using a credit card (Visa, MasterCard, or Discover) to be picked up in the Bookstore or shipped to you.

The Bookstore will buy back current qualifying textbooks for students who bring the books to our on-campus location during the week of finals. Rental books must be returned to the bookstore by the final return date each term. Dates and times for the buyback and for the rental returns will be announced for each term.

Bus Service

Kishwaukee College, in cooperation with the Voluntary Action Center of DeKalb, provides bus transportation between the College and the western DeKalb area during the fall, spring semester and summer term. In an agreement with the Lee/Ogle County Transportation Service (L.O.T.S.), bus service is available between Rochelle and the College. Bus routes, schedules, and fee information is available online at www.kishwaukeecollege.edu. To purchase any of these bus services or obtain additional information visit the Business Office (C2140).

Campus Parking

Parking is provided on campus for students, faculty, staff and visitors. See Polices and Procedures, page 191 for parking regulations.

Campus Security

See Security and Miscellaneous Regulations under the Policies and Procedures section on page 189.

Career Center

The Career Center at Kishwaukee College offers comprehensive services to students, alumni, and district community members looking for employment. Our professional staff offers resources and coaching on the following topics:

- Creating your resume and cover letter
- Developing a job search strategy and identifying job leads
- Practicing your interview skills through Mock Interviews (video option available)
- Preparing for an internship or job shadow opportunity
- Utilizing social media to job search – use the "pull" method of job searching vs. "push"
- Building LinkedIn profiles and project websites
- Career exploration through our 3-Tiered Process
- Employer and Labor Market Research

In addition to other job lead strategies, the Career Center offers an on-line job lead board: www.collegecentral.com/kishwaukeecollege. After registering on the site, job seekers have access to local and national full-time, part-time and internship positions. You may also upload your resume for employers to search and create a profile to feature projects and work samples.

In collaboration with the Financial Aid Office, the Career Center administers the College Work-Study Program for students who wish to work on campus. Position openings are located outside the Career Center Office (Room C2123) and on the myKC Career Center Portal Page. Please contact the Career Center or Financial Aid Office for details.

The Career Center also hosts two job fairs a year. The Back-to-School Job Fair is held in September and is geared towards students. The Career Fair is a large, multi-industry event held in April and is open to the public. As an affiliate of the Illinois workNet Center in DeKalb, the Career Center collaborates on additional hiring events and recruiting opportunities.

The Career Center is located in C2123 and can be reached at 815-825-2086, ext. 4080.

Career Counseling

Career counseling is available at the Counseling and Student Development Center and is designed to assist Kishwaukee students, graduates, and area residents in their career planning pursuits.

Individual career counseling appointments, classes and workshops are available through this office. Career counseling provides the opportunity for individuals to gain a greater understanding of personal traits which leads to research of college coursework, academic majors and career fields.

Through the process participants can take interest and personality inventories, explore personal career paths and occupational trends, and begin the process of career decision making. In addition, working closely with the Career Center on campus allows participants to use interactive career information systems, such as Career Cruising, are also available for use.

Career Counseling appointments can be made throughout the year, with the exception of August and January. Please contact the Counseling and Student Development Center Office C2110 815-825-2086, ext. 5070.

Childcare

The Kishwaukee College Early Childhood Center provides on-campus childcare services for children 2-5 years of age to all college district residents, Kishwaukee College students and staff. The center's professional staff offers a wide variety of developmentally appropriate learning activities to encourage growth in all areas of development. Parents are advised to contact the Center approximately one-two months prior to the desired start date. Parents of enrolled children are required to complete all registration forms and obtain a current physical examination (including evidence of all immunizations and a TB test) prior to their child's start date. For more information, to arrange for a Center tour, or to obtain an application for enrollment, please contact the Center Director at 815-825-2086, ext. 2150.

Counseling and Student Development

Counseling services are offered for students and residents of the Kishwaukee College district. The Counseling staff is comprised of professionals trained in counseling, psychology and education. They offer assistance with academic and transfer advising, career planning, college orientation, academic concerns and personal issues affecting their educational pursuits. Personal development workshops and special seminars are also offered through this department.

Due to the often conflicting demands of school, work, and family responsibilities, confidential brief counseling is available for family and relationship difficulties, stress, depression, low self-esteem, substance abuse and other concerns. When appropriate, referrals to off-campus resources are made.

Counseling services are available on weekdays and early evenings. Students are encouraged to make an appointment to see a counselor. 815-825-2086, ext. 5070. Students with an immediate crisis should notify the Counseling and Student Development Center in C2110.

Students with disabilities who need accommodations to use any counseling services should contact the Disability Services staff in A1317 prior to the time of the appointment. They can be reached at 815-825-2086, ext. 4290; 815-825-9106 (TTY).

Listings of off-campus services, such as community services and agencies are also available in the Counseling and Student Development Center.

Access, Equity, and Diversity

The Access, Equity, and Diversity Initiative encompasses an array of educational opportunities and support services in accordance with its vision and mission for Kishwaukee College.

- Diversity Training Sessions
- Cultural Awareness and Social Justice Presentations
- Campus Cultural Awareness Committee and Student Organization Meetings and Events
- Cultural Display Cases
- Diversity Student Recruitment and Retention Intiatives

For more information and hours of operation, contact the Office of Student Activities at 815-825-2086, ext. 5390 or visit the Student Life webpage.

Financial Aid

See Financial Aid section on the following pages.

Housing

Kishwaukee College does not have any on-campus housing for students. Students who need to locate housing in the area in order to attend the college should investigate the apartment and housing listings available in local newspapers and from real estate agencies. For housing information, visit the Kishwaukee College website at www.kishwaukeecollege.edu/housing

Kishwaukee College Allies Program

The Allies Program consists of staff, faculty, administrators, and students who provide support for gender and sexuality diverse students and employees. Nearly eighty employees and students have chosen to be a part of this program. They participate in an awareness training and display Allies symbols indicating that they are comfortable talking with members of Kishwaukee College's gender and sexuality diverse community or any others who may have questions or concerns. If they are unable to answer questions, they will know where to make referrals. For more information, contact the Dean of Student Services.

Learning Skills Center

The Learning Skills Center is located in A1300 and provides tutoring and testing services. For more information and hours of operation call 815-825-2086, ext. 3880, or visit the website, www.kishwaukeecollege.edu.

Tutoring Services provides individual assistance for students who wish to increase their proficiency in the fundamentals of English composition, reading, study skills, vocabulary, mathematics, physics, chemistry, biological sciences, accounting, philosophy and Spanish. A math lab, a computer lab and a writing lab are available for student use. This service is free to all Kishwaukee College students. Students do not need an appointment to use this service.

Testing Services administers placement testing, Kishwaukee coursework exams, distance learning exams for other colleges/universities, certification exams, and computerized High School Equivalency (HSE) Certificate testing. A photo ID is required for all testing. Exams will not be started within ½ hour of closing and all exams must be completed by closing time. Testing hours are posted on the website at the beginning of each semester.

Library

The Kishwaukee College Library provides quality information sources to all district users. The Library's holdings include over 55,000 items in print, as well as 100,000 e-books and a variety of academic journal and article databases that provide full-text access. The Library's membership in the I-Share consortium allows users click-through access to 12.3 million more print titles. These resources may be accessed from the Library's website or within myKC. A Student ID or a Library Community Card is required for access to resources.

Student IDs are available for currently enrolled students and may be obtained in the Library during Library open hours. Any photo ID, such as a State ID or Driver's License, and a current class schedule are needed to receive your Student ID. Student IDs are needed for all Library and Media Services checkouts, Learning Skills Center testing, and for identification in additional offices on campus. Your first card is free. Replacement charges apply for lost or damaged before their expiration date.

Any Community Education participant or resident of the college district over the age of 17 may obtain a Library Community Card. Proof of district residency and photo ID are required to obtain your Library Community Card. Call 815-825-2086, ext. 2250 for Library hours and other information.

Retention and Student Success

The Student Success Center supports the academic and social needs of Kishwaukee students. This office collaborates with students, faculty, and staff to develop, implement, and evaluate policies and procedures that influence student success. This office also promotes relevant retention-focused programs and initiatives that enhance student success at Kishwaukee College. Students who are interested in College Experience courses, student success workshops, supplemental instruction coordination, or other issues related to student success can contact the Coordinator of Retention and Student Success in New Student Connections, C1103, ext. 2352.

Special Programs

The College administers several special programs that are funded by local, state, and federal grants. These programs provide support services and financial assistance to students who meet eligibility guidelines required by the grant. For more information about special programs, please contact Adult Education and Transition Programs, 815-825-2086, ext. 3760.

Students with Special Needs

Many students attending college have physical, mental, emotional, economic, academic, or learning disabilities for which the College may be able to provide assistance through its educational programs, Learning Skills Center, financial aid, counseling services, Assistive Resources Center, or other campus offices.

Students with Documented Disabilities

Kishwaukee College complies with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act Amendments Act of 1990 and as such does not discriminate in its admissions, activities, or services to individuals with disabilities. Students with documented disabilities who are requesting accommodations must meet with the Assistive Resources Center staff in A1317. It is suggested that contact is made as early as possible as some accommodations can take up to four weeks to get in place. Sign language interpreters and alternative formats of materials definitely need notice as early as possible to assure that they will be ready to implement at the beginning of the semester. 815-825-2086, ext. 4290 (V) and 815-825-9106 (TTY).

Testing Services

See Learning Skills Center information on page 158.

TRiO Student Support Services

Student Support Services (SSS) is a program that is federally funded through the United States Department of Education. Student Support Services is one of eight TRiO programs designed to promote academic success. Kishwaukee's SSS program offers a variety of resources and services to help participants overcome barriers and have a successful college experience. You are eligible to participate in SSS if you meet one of the following criteria: be a first-generation college student (if neither parent/guardian has received a Bachelor degree) or; qualify as a low-income student or; have a learning or physical disability evidencing academic need.

Contact information
TRiO Student Support Services Program
Phone: 815-825-2086, ext. 5083
Email: triosss@kishwaukeecollege.edu
Web Address: www.kishwaukeecollee.edu/TRIO

Transfer Planning

The Counseling & Student Development Center offers an array of resources and services to assist students in making a smooth and successful transition from Kishwaukee College to a four-year institution. Counselors will work with students to map out academic plans, to help select appropriate courses for college majors, and to assist with researching potential transfer schools.

- Individual planning sessions are available year-round with an academic counselor
- On-line accessibility to catalogs, application packets, and scholarship information from numerous colleges and universities
- On-campus visits from four year college and university admission counselors
- Participation in the MyCreditsTransfer online transfer resource websites

To schedule an appointment contact The Counseling & Student Development Center in C2110, 815-825-2086, ext. 5070.

Tutoring Services

See Learning Skills Center information on page 158.

A variety of financial aid options are available to qualified students to help meet the costs of attending Kishwaukee College. The Financial Aid Office is responsible for administering and coordinating aid funds from federal, state, private, and college sources. Questions concerning financial assistance should be directed to this office.

Types of Assistance

Financial aid consists of the following: Scholarships: Gift assistance usually based on academic achievement, major, and/or special ability; Grants: Gift assistance usually based on financial need; Loans: Funds to be repaid with interest, generally after the recipient is no longer a student; and Employment: Earnings from a part-time job on or off campus.

In 2014-2015, 2,700 students received nearly $13.5 million in financial aid funds at Kishwaukee College.

Application procedures for non-need programs are indicated in the description of individual programs. Procedures for applying for need-based programs are in the catalog section titled General Application Procedures and Policies for Need-Based Programs.

In addition, the Financial Aid Office acts as a liaison between the Illinois Office of Rehabilitation Services, Illinois Department of Human Services, the Veterans Administration and others, to assist students to receive educational benefits from these agencies.

General Application Procedures and Policies for Need-Based Programs

All students must pay in full or have a payment plan in place to hold their classes. See page 15, Payment Plan option for more information.

To apply for the Pell Grant, Illinois State Monetary Award (MAP), Federal Supplemental Educational Opportunity Grant, Federal Work- Study Program, Direct Loan (both subsidized and unsubsidized loans), and/or Parent Loan for Undergraduate Students (PLUS), students must complete:

1. Free Application for Federal Student Aid (FAFSA).
2. Kishwaukee College Financial Aid Application.
3. Kishwaukee College Academic Progress Requirements.
4. Official academic transcripts from ALL post-secondary institutions attended are required for ALL loan applicants.
5. Kishwaukee College Loan/PLUS Information form for all student and parent loan applicants.

All forms are available from the college's website www.kishwaukeecollege.edu. Students are encouraged to file the FAFSA on-line at www.fafsa.gov. Kishwaukee College's federal school code is 007684. To receive full consideration for all types of financial aid, students should complete and submit the FAFSA as soon after January 1 as possible for the upcoming fall semester. Check with the Financial Aid Office for changes for the 2017-2018 FAFSA.

The Free Application for Federal Student Aid (FAFSA) collects information on the student's family situation including income, assets, family size and number of family members attending college. This data is used by the federal processor to determine how much the student and his/her family can contribute toward the educational costs at Kishwaukee College. The result of this calculation is called the Expected Family Contribution (EFC). Financial need is the difference between the cost of attending Kishwaukee College and the amount the student and the family can contribute.

The Financial Aid Office uses this information to develop a financial aid package of awards for each student. Financial aid is packaged as a combination of grants, scholarships, loans and student employment. A student who meets the independent student definition on the FAFSA receives financial aid on the basis of the student's/spouse's (when applicable) financial situation.

Students receiving financial aid must be enrolled in a Kishwaukee College program of study that leads to a degree (A.A., A.S., A.F.A, A.E.S., A.A.S.) or certificate program of 16 hours or more. Depending on individual student eligibilty some Pell Grant and IL MAP recipients may need to be enrolled in a minimum number of credits to be eligible.

Students receiving federal or state financial aid who drop some or all of their classes during the refund period may no longer be eligible for financial aid awards. Therefore, a repayment may be required of all or a portion of the aid received for that term, including charges in the college bookstore.

Financial aid recipients who attend Kishwaukee College and withdraw from all courses and/or receive all failing grades (F's) or Incompletes (I's) before 60% of the term has elapsed may owe a portion of the financial aid awards disbursed. Students "earn" financial aid based on the length of time they stay enrolled each semester. Repayment of "unearned" financial aid must be made to the Kishwaukee College Business Office before the student can register for the next semester and/or receive transcripts. In addition the student may lose financial aid eligibility (see Financial Aid Standards of Academic Progress – SAP section).

Due to the Tax Reform Act of 1986, a portion of financial aid awards may be considered taxable income that is required to be reported to the U.S. Internal Revenue Service (IRS).

Students and their families may be eligible for tax benefits for education when tuition and fees are paid by the student or family and when U.S. income taxes are owed. Consult a tax preparation expert or the IRS for details and requirements.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS - SAP

In order to receive federal and state financial aid at Kishwaukee College, students must maintain academic GOOD STANDING as defined below. The academic progress requirements for financial aid recipients include a minimum GPA requirement, a 67% successful course completion rate, and a maximum time allowed to complete a degree at Kishwaukee College. The complete academic progress standards policy is available in the Financial Aid Office and on the college's website.

Financial Aid Academic Good Standing

In addition to completing a minimum of 67% of their credits each semester, all students must maintain academic good standing based on the below chart to continue receiving financial aid.

Hours Attempted	Warning GPA	Good Standing GPA
1-11	.75-.99	1.0-4.0
12-20	1.0-1.749	1.75-4.0
20+	1.75-1.99	2.0-4.0

Financial Aid Warning

Students not in Financial Aid GOOD STANDING, will be allowed to continue to receive financial aid and veterans benefits on FINANCIAL AID WARNING if the cumulative Kishwaukee College all course GPA fall in the WARNING column of the chart.

Students placed on FINANCIAL AID WARNING will be allowed to receive veterans benefits and federal and state financial aid for one more term.

During the FINANCIAL AID WARNING term, the student must successfully complete 67% of the attempted credit hours and earn a term GPA of 2.000 or better. Successful completions include grades of A, B, C, D, and P.

Maximum Time Requirement

Students will not be allowed to receive financial aid after 96 credit hours have been attempted at Kishwaukee College. All enrollments at Kishwaukee College are considered even if no financial aid was previously received. Developmental classes in English and Math are not included in the 96 credit hour maximum time frame requirement. Transfer credits accepted from all other institutions at Kishwaukee College will be applied to the maximum time allowed to earn a degree.

Appeals

Extenuating circumstances that cause unsatisfactory academic progress which can be fully documented will be reviewed. Written appeals with appropriate documentation are to be directed to the Financial Aid/Veterans Affairs Office. All appeals and appropriate documentation must be received by the deadline listed on the appeal form. Appeal form and instructions can be obtained from the College website.

Reinstatement

A student who has lost their financial aid due to unsatisfactory academic prograss may be eligible for reinstatement when the student regains academic GOOD STANDING or eligibility for Financial Aid Warning. Contact the Financial Aid/Veterans Affairs Office for specifics.

Repeat Coursework

Federal and state regulations allow students to receive financial aid to repeat a course one time when credit has been earned previously and a grade of A, B, C, D or P was received.

GRANTS

Federal Pell Grant

A federal aid program for undergraduate students with exceptional financial need. The award amount is determined by the student's enrollment status, and student need as calculated by the federal government.

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by federal law to be equivalent of six years or 12 semesters of full-time Pell Grand funding. The maximum amount of Pell Grant funding students can receive each year is equal to 100%; therefore, the six-year full-time equivalent is 600%.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A federal grant made available to undergraduate students with exceptional financial need who are also Pell Grant recipients.

Illinois Grant Program for Dependents of Correctional Officers

Tuition and fees program for the spouse and children of a State of Illinois Department of Corrections officer killed or at least 90% disabled in the line of duty.

Illinois Mia/Pow Scholarship

Tuition and some fees award for spouse and child of a veteran who was declared by the U.S. Department of Defense or U.S. Veterans Administration to be a prisoner of war, missing in action, or who died as a result of service connected disability, or is permanently disabled from service-connected causes.

Illinois National Guard Scholarship

Payment for tuition and some fees is provided for currently enlisted members who have served at least one year in the Illinois National Guard.

Illinois Student Assistance Commission Monetary Award Program (MAP)

Tuition and some fees grant for Illinois resident undergraduate students with financial need as determined by ISAC.

Illinois Veteran Grant

Illinois veterans may be eligible for the Illinois Veteran Grant (IVG) to pay tuition and some fees. The IVG is available to veterans who entered the service as Illinois residents, served one year or more active duty, were discharged under conditions other than dishonorable, and who returned to Illinois within six months after separation. Proof of service and/or residency requirements must be provided on the VA Report of Separation (DD214). For further information on these veterans programs contact the Financial Aid/Veterans Affairs Office or online at www.gibill.va.gov or www.isac.org.

Police Officer/Fire Officer Survivor Grant

Tuition and mandatory fees for surviving children and spouses of Illinois Police or Fire personnel killed in the line of duty.

Survivors and Dependents of Veterans

Federal monthly educational benefits are provided to children, spouses, or survivors of veterans whose deaths or permanent and total disabilities were service connected, and to spouses and children of service persons missing in action or prisoners of war.

Federal Veterans Educational Benefit

Kishwaukee College provides degree and certificate programs that are approved for the use of G.I. Bill and other veteran's benefits, which could include a monthly benefit check or tutorial assistance. The Veterans Affairs Office assists student veterans with certification of enrollment, address changes, program changes, and problems concerning benefit checks. The counseling staff provides veterans with academic advisement, and personal, educational, and career counseling, as well as referrals to external agencies for further assistance.

All veterans must maintain satisfactory academic progress to continue receiving monthly G.I. Bill benefits and/or state grant programs including Illinois Veteran Grant, Illinois National Guard, and Illinois MIA/POW. (See section on Satisfactory Academic Progress).

SCHOLARSHIPS

Kishwaukee College offers many scholarships to students. A list of scholarships that are available from college departments, Kishwaukee College Foundation, or the Financial Aid Office may be obtained at www.kishwaukeecollege.edu/financial-aid. Most scholarships listed are awarded annually. Scholarship notices are also posted on the Financial Aid Office bulletin board. In addition, various Internet scholarship search sites are available. Contact the Financial Aid Office for more information.

Students are encouraged to check out local civic, service, and fraternal organizations not listed through the Financial Aid Office or Kishwaukee College Foundation for possible awards. Students usually have to be enrolled at least half time (6 credit hours per term) to qualify for most scholarship programs.

KISHWAUKEE COLLEGE FOUNDATION

Kishwaukee College Foundation Scholarships can be found at www.kishwaukeecollege.edu/foundation-scholarships. A complete 2016-2017 listing is available on the web site as well as information on applying, deadlines and specific criteria for each of the scholarships. For additional information, please contact the Kishwaukee College Foundation Office in Room A1239 or at 815-825-2086, ext. 2660.

LOANS

Direct Student Loans are funds that are borrowed from the federal government to help pay college expenses. These funds MUST be repaid with interest. Interest is money paid to the lender in exchange for borrowing money. Interest is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. Interest rates on federal student loans are set by Congress and will vary based on the date the loan was borrowed. The current interest rate for Direct Loans is 4.29%.

The U.S. Department of Education offers the folllowing federal student loan programs for students at Kishwaukee College:

The William D. Ford Federal **Direct Loan** (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the student's lender. There are four types of Direct Loans available:

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school. Interest on the Direct Loan is paid by the federal government until 6 months after the student is no longer enrolled at least 6 credits.
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, graduate, and professional students. The student does not have to demonstrate financial need to be eligible for the loan. Students are responsible for the interest while in school.
- **Direct PLUS Loans** are made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.

Non need-based loans for parents of dependent undergraduate students (PLUS). Repayment of PLUS usually begins as soon as funds are paid to the borrower. The current interest rate is 6.84%. Loan amounts are based on costs of attendance, enrollment status and financial aid and resources awarded. Students must enroll at least half-time. Apply by completing FAFSA and College PLUS form.

To apply for a Direct or PLUS Loan, the student, or parent for PLUS loan, must complete a current year FAFSA, financial aid application forms and the appropriate Kishwaukee College loan application. All student applicants must also sign a master promissory note and complete loan entrance counseling online at www.studentloans.gov. The PLUS Loan requires a credit check for the parent borrower from the www.studentloans.gov website. Application information and forms are available at the Kishwaukee College website www.kishwaukeecollege.edu/financial-aid.

Official academic transcripts from **all** previous post-secondary institutions are strongly recommended in order to determine maximum loan elgibility for all PLUS and Direct Loan applicants. Submit transcripts to the Admissions, Registration & Records office.

Most federal student loans have loan fees that are deducted proportionately from each loan disbursement received. This means the money you receive will be less than the amount you actually borrow. Borrowers are responsible for repaying the entire amount borrowed and not just the amount received.

Here are the current loan fees for federal student loans:

- 1.06 % for Direct Subsidized Loans andDirect Unsubsidized Loans
- 1.068 % for Direct PLUS Loans

Students must be enrolled at least half-time (6 credit hours per term) to borrow a federal student loan. The loan is disbursed in 2 equal installments with disbursements at the beginning of each semester for a full year loan. One semester loans will have 2 equal installments within the semester the loan is taken out. First-time borrowers at Kishwaukee College cannot receive the first loan disbursement until 30 days of the first term attended have elapsed.

Regulations require that the loan amount borrowed may never exceed actual educational expenses minus other financial aid received and minus contributions students and their families are expected to make toward educational expenses.

Maximum loan amounts are set by the Department of Education and based on class level, enrollment status, and financial aid dependency status.

Apply by completing the FAFSA and the loan application form available on the college website.

Learn more about federal student loans at www. studentloans.gov.

EMPLOYMENT

Federal College Work Study Program (FCWS)

Jobs on campus paying at least the state minimum wage rate for students who have financial need as determined by the information provided on the FAFSA. The Financial Aid Office notifies students of their FCWS eligibility on their aware letter. Job opportunities and directions for applications and interviews are posted outside the Career Center and on the Career Center webpage. Students interview with hiring departments to secure employment.

Institutional Student Employment

Limited funds are made available for student employment by Kishwaukee College. Students must be enrolled at least half time. The state minimum wage rate is paid. Apply at the Career Center and online in the Career Center area of the website.

Kishwaukee College Work Study

Limited funds are made available for student employment by the College. Students do not need to meet financial need as in the FCWS positions, but must meet all the other FCWS criteria.

Campus Life/Student Organizations

Kishwaukee College believes that student activities are a vital part of the educational experience. Involvement in student clubs and organizations gives opportunities to connect with others who have similar interests, leads to learning about a specialty topic, develops leadership skills and provides ways to enjoy college life by simply having fun. We are committed to the development, facilitation and support of activities and clubs that respond to the needs of all Kishwaukee College students. If you would like additional information on any of the Kishwaukee College clubs or organizations, or are interested in chartering a new group, please visit www.kishwaukeecollege.edu/student-life.

KC ORGANIZATIONS

Student Government Association

The Student Government Association builds student leaders through a student-led system to provide programs and services for students, to address campus concerns, and to charter and support campus clubs/organizations. For more information on how to become involved with the Kishwaukee College SGA, contact 815-825-2086, ext. 5400 or 5390.

Phi Theta Kappa

Phi Theta Kappa, the international honor society of two-year colleges was founded in 1918. Objectives of the organization are to recognize and foster scholarship, leadership, fellowship, and service activities. Eligibility is based on completion of at least 12 credit hours at the 100/200 level; a grade point average of at least 3.5 in those courses; and current enrollment in at least three credit hours in 100/200 level courses.

For more information on this international society, visit the Official Phi Theta Kappa Website. For more information about Kishwaukee College's chapter of Phi Theta Kappa (Alpha Rho Eta), call 815-825-2086, ext. 5030.

Intercollegiate Athletics (NJCAA)

In its intercollegiate athletic program, the College sponsors basketball and baseball for men; volleyball, basketball, and softball for women. Kishwaukee's teams compete in the Arrowhead Conference, which is comprised of Black Hawk College, Black Hawk College East, Carl Sandburg College, Highland Community College, Illinois Valley, Kishwaukee College, and Sauk Valley College.

Kishwaukee is a member of the National Junior College Athletic Association (NJCAA). Regional winners are advanced for national competition. Students interested in participating in intercollegiate athletics should contact the Athletic Department at 815-825-2086, ext. 5380.

Kamelian

The Kamelian is the College's literary-arts magazine. Published every spring, it contains student work in the areas of poetry, the essay, the short story, two-dimensional artwork, three-dimensional artwork, and photography. The published works are selected through a college-wide competition, and winners are honored each year at Awards Day. For additional information, contact the Arts/Communication/Social Sciences Division at 815-825-2086, ext. 2600.

Kaleidoscope

The All-American student newspaper staff is open to all students including those with no previous experience. The paper, which has a circulation of about 1,800, is a member of the Illinois Community College Journalism Association (ICCJA). For additional information contact kscope@kishwaukeecollege.edu

KC CLUBS

Kishwaukee College Student Government Association (SGA) charters many social, cultural, educational interest, career and general interest clubs throughout the year. A charter may be given to any organization that fulfills the club charter guidelines and has a purpose that conforms to the mission of the college. In order for a group to be chartered as an official club of Kishwaukee College, it must have a faculty/staff advisor, a minimum of 10 student members, and present an application including a constitution to the SGA.

The following is a list of currently active clubs on campus. If you would like more information, are interested in joining a club, or would like to start a new club, please contact the Student Activities office 815-825-2086, ext.5400 for the current advisor contact information.

Alpha Delta Nu-Nursing Honor Society
Black Male Initiative
Black Student Union
Black Women C.A.R.E.
Business Club
Floral Club
Future Educators Association
H.O.P.E.
Kish Cares
Kishwaukee Horticulture Club
Kishwaukee Mudslingers
Koustics
Latinos Unidos
Music Club
Nurses Christian Fellowship (NCF)
Phi Theta Kappa Honor Society
SkillsUSA
Spectrum
Student Government Association (SGA)
Student Nurses Organization

Important Definitions

Academic Calendar

Kishwaukee College operates on a semester system with the academic year divided into two 16-week semesters (fall, spring) and a summer term, which has a variety of scheduling options. The calendar for each term, which specifies holidays, withdrawal deadlines, final exam dates, etc., is published online.

Classification

Freshman – A student who has earned less than 30 credit hours of 100/200 level credit.

Sophomore – A student who has earned 30 or more credit hours of 100/200 level credit.

Concurrent Enrollment for Courses

Concurrent enrollment is a situation in which a course requirement may be taken at the same time as a class for which it is a prerequisite.

Corequisite for Courses

Corequisite is a situation that requires two classes to be taken in the same semester.

Course Load

Full-Time: Enrolled in 12 or more credit hours for a fall, spring semester and summer term.

Part-Time: Enrolled in less than 12 credit hours for a fall, spring semester and summer term.

A normal academic course load for a student who intends to earn an A.A. or A.S. degree in four 16-week semesters is 15-18 credit hours of credit each term.

Course Overload

Students who wish to schedule a course overload (19 or more credit hours for a fall or spring semester, or more than 9 credit hours for the summer term), must obtain written approval from a counselor in the Counseling and Student Development Center or from an academic dean of their major field prior to registration.

Grade Point Average (GPA)

The quality of a student's work is measured by the grade point average. The GPA is used to determine eligibility for: graduation, Dean's List honors, other honors and scholastic awards, athletic eligibility, and eligibility for financial assistance. See the Grading section of this catalog.

Hybrid

A hybrid course takes place in both a traditional on-campus classroom and on the Internet in an online classroom environment with required visits to the College campus (and sometimes off campus) which are determined by the specific course. These required visits are listed in the course schedule and during the first meeting time of class. A hybrid course will be identified in the course schedule as Hybrid for the meeting times along with dates and times for required meetings.

Independent Study

Independent study (IS 200) provides an opportunity for specialized study not available through regular course offerings. Independent study is not approved for courses which are offered regularly by the College. A proposal for independent study must be submitted by the student to the instructor who will supervise the student's independent study project or individualized course instruction. Formal approval must be obtained from the appropriate academic dean.

After final approval, the student must officially register for the independent study course through the Admissions, Registration & Records Office. Credits earned through independent project study (IS 200 course enrollments) are normally applicable as open electives.

Online Courses

An online course takes place entirely on the Internet in an online classroom environment with no required visits to the College campus. An online course will be identified in the course schedule as Online for the meeting time.

Prerequisites for Courses

A prerequisite is a requirement (such as a course) which must be met before a student can register for a course. Enrollment in courses with prerequisites is restricted to those students who have satisfied prerequisites. Students who have completed prerequisites at another college or university must have an official transcript from that school on file in the Admissions, Registration & Records Office before registration will be permitted.

Students who do not comply with the course prerequisite policy will be administratively withdrawn from their course enrollment(s).

Unit of Credit

The unit of credit is the credit hour, which is the credit earned by meeting the equivalent of one hour a week for a 16-week period, or two hours a week for an 8-week period, or four hours a week for a 4-week period. Most laboratory courses require additional hours per week, which do not necessarily increase the credit hours awarded for these courses.

Add/Drop

Students who need to add or drop courses after their initial registration and prior to the semester start may complete changes online through their myKC or an Add/Drop Form through the Admissions, Registration & Records Office.

Adding a course after the first class meeting of the Fall and Spring Semesters requires the instructor's written permission on the Add/Drop Form. The instructor's signature is valid for 48 hours. Students may not add classes already in progress after the Tuesday following the first week of classes. After this point, students may switch between sections of a class with written permission from the instructors and the Division Dean.

Students may not register late for any classes with an initial class meeting starting after the first week of the normal session.

Dropping a course during the first 12% of the course will result in no record of the dropped course on a student's academic record. Final Official withdrawal deadlines from a course, or courses, are set at the 85% completion point of each individual class. Students' Schedule/Bills will reflect the actual calendar deadline dates for dropping and withdrawing for each course registered. Refunds of tuition and fees for dropped courses are processed according to the college refund policy.

Students who do not attend their class during the refund period will be dropped from the class roster and will be charged for the class. Reduced classes/credits will be reflected in your enrollment status and may affect eligibility for athletics, scholarships, financial aid and other programs. For online courses, logging into the class does not constitute attendance, as the student must be participating in a discussion or other class participation based upon the instructors discretion. For a full refund, a student is responsible to drop the course on their own during the full refund period. If a student is dropped from a course by faculty during the enrollment verification process after the refund period, no refund will be issued.

Withdrawal

Prior to withdrawing from a course it is recommended that a student consults with their Instructor, Counselor and Financial Aid Office.

Any courses needing to be withdrawn after the drop refund deadlines must be completed in person through the Admissions, Registration & Records Office.

An official withdrawal from courses will result in a W grade designation on a student's permanent academic record. For students who do not officially withdraw from a course as described above, the course instructor will assign a traditional letter grade (A, B, C, D, F) in all courses numbered at the 100 level.

Administrative Withdrawal

Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives as established by their instructors, or who are in violation of standards of behavior as outlined in Kishwaukee College's Code of Student Conduct and Discipline. (For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the code of student conduct in this catalog.)

Students also may be administratively withdrawn if they are not enrolled in courses consistent with placement testing and course prerequisite policies. Additionally, students may be administratively withdrawn from their classes if they are under any financial obligation to Kishwaukee College. Financial obligations include any debts owed to the College, as well as overdue library materials.

Athletic Eligibility

Student athletes are advised that eligibility for intercollegiate athletic participation is governed by the National Junior College Athletic Association's Rules of Eligibility. These rules specify the number of credit hours for which a student must enroll each semester, as well as the credit hours earned and the minimum GPA required to maintain eligibility for participation in athletics. For further information, contact the Kishwaukee College Athletic Department or the Admissions, Registration & Records Office.

Auditing a Course

Recognizing student and community needs, Kishwaukee College allows audit enrollment in most courses. Audit enrollment allows a student, to enroll in a course for the purpose of reviewing course material, exploring interest in a subject area, or becoming better prepared for future courses.

Students should register to audit a course during the regular registration periods. However, a student may not change from audit to credit or from credit to audit status after the first day of the class. Students may not register online to audit a class. Students taking a course for credit will have priority over students electing to audit a class.

For audited courses, the symbol of "AU" is assigned and reflected on the academic transcript. No hours attempted or earned are recorded; nor are audited courses included in GPA calculations or used to satisfy prerequisites. Tuition and fees for audited courses are the same as those charged for enrollment in the course for credit. In addition, an audit fee is assessed to offset the loss in state reimbursement review your schedule/billing statement for additional costs.

Class Attendance

The student is responsible for prompt attendance and participation in all scheduled class and laboratory sessions. Instructors may consider attendance in determining student achievement in their courses. Students should consult with their instructors and read course syllabi for any statements regarding attendance. However, absences caused by approved college activities (ex. course field trips; athletic, club, and student curricular organization competitions; required military service) are not counted in determining student achievement, standards by outside board or state agencies.

Students are advised to notify their instructors in advance of any absences they know will occur. No absence excuses students from making up missed assignments, including tests. Students are responsible for arranging with their instructors the completion of work missed due to absence. Student absences due to prolonged illness/hospitalization should be reported to the Vice President of Student Services Office.

Dean's List

Students who complete a full-time course load (minimum of 12 credit hours of credit) and attain a credit grade point average of 3.500 or above in 100-200 level Kishwaukee College course work are honored by having their names placed on the Dean's List. The Dean's List is published at the end of each fall and spring semester.

Kishwaukee College releases the names of Dean's List recipients to the local news media. However, for students who do not authorize the release of directory information from the College, no information regarding Dean's List honors will be released.

Final Exams

A final exam week is scheduled at the end of each fall or spring semester as published in the appropriate college calendar. Students who miss a final examination for reasons beyond their control should petition the instructor in writing for a late examination. If the request is granted, the student will be notified of the time and place of the late examination.

Financial Aid Eligibility

Students attending college under some form of state or federal financial aid or veterans benefits are required to maintain satisfactory academic progress or risk the loss of financial aid or suspension of benefits. See section on Financial Aid for more details (page 166).

Military Withdrawal

Kishwaukee College currently enrolled students who are called to active military service shall be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service). The student will be given priority over other students in reenrolling in the course or courses.

If called to active duty, the student should contact the Admissions, Registration & Records Office as soon as possible. Proper documentation, such as a copy of orders, must be presented at the time the tuition credit and withdrawal is requested. To be considered for the refund, the student's date of activation must occur within the same semester for which the refund is requested.

Students called to active duty may choose to inquire about their eligibility for an Incomplete ("I") grade or a final course grade in each class based upon the amount of assigned work completed. Students denied an incomplete or receipt of a final grade (typically because the call-up date is too early in the semester) will retain the option of dropping the course for a refund. Students choosing to receive an incomplete or final grade (with instructor agreement) will not be entitled to a refund of tuition and fees.

Any incomplete grades not resolved by the deadline in the incomplete grade contract will be converted to nonpunitive withdrawal ("W") grades, in contrast to the standard policy of conversion to failures.

Online Student Information

Internet-Based Instruction

The most up-to-date information on Online Courses is located at the Online Course section of the College website at www.kishwaukeecollege.edu

Registration Requirements for Online Students

Students registering for online courses must have appropriate English/Mathematics placement scores and/or documentation of any prerequisites.

Orientation Information for Online Students

It is recommended that all online students read through the "Getting Started with Online Courses" checklist located on the Online Courses homepage. This checklist guides a student through browsing the online/hybrid course schedules, registering, computer hardware and software requirements, online orientations, ID and password information, logging in, and technical support.

Part-Time Student Honors List

Students who complete a minimum of six credit hours but less than twelve credit hours during the fall or spring semester and attain a semester grade point average of 3.500 or above in 100-200 level Kishwaukee College course work are honored by having their names placed on the Part-time Student Honors list. The Part-time Student Honors list is published at the end of each fall and spring semester.

Registration for Courses

All students who plan to attend Kishwaukee College must be accepted for admission, complete registration for courses, and pay tuition and fees before they will be considered officially enrolled.

Veteran Eligibility

To receive veterans benefits, veterans must maintain Academic Good Standing. A one semester probation/warning period is allowed for veterans to regain academic good standing. Veterans on a Warning Standing will not be certified to receive monthly GI Bill Benefits, Illinois Veterans Grant, Illinois National Guard Scholarship or MIA/POW Scholarship. Academic Standing is defined on page 177.

Extenuating circumstances that cause unsatisfactory academic progress, which can be fully documented, will be reviewed. Written appeals are sent to the Financial Aid/Veterans Affairs Office by the end of the first week of the subsequent semester/term. An Appeal Form can be found on the college website www.kishwaukeecollege.edu/financial-aid-forms.

Grading

Final grade reports are available to students via KishSOS at the end of each term reflecting the credit hours attempted and completed, grades achieved, and quality points earned for each course in which students are enrolled. Only these final grades are used in computing the grade point average (GPA) and are recorded on the permanent academic record.

The following grading structure is in effect at Kishwaukee College:

Grade	Description	Explanation
A	Excellent	4 quality points earned per credit hour of credit
B	Above Average	3 quality points earned per credit hour of credit
C	Average	2 quality points earned per credit hour of credit
D	Below Average	1 quality point earned per credit hour of credit
F	Failure	0 quality points earned per credit hour of credit; included as hours attempted in GPA computations.
P	Pass	Represents academic achievement equivalent to letter grade of "D" or higher. Credit granted as hours completed; not included in GPA computations.
S	Satisfactory	Grade used for satisfactory progress in courses which are not transfer or career courses (i.e., not intended for use in courses numbered at the 100/200 level). Credit granted as hours completed; not included in GPA computations.
NC	Not Completed or No Credit	Grade used in course work offered in classes numbered below 100, in vocational skills classes at the 900 level, Adult Basic Education, Adult Secondary Education, English as a Second Language, and Continuing Education classes. NC for a noncredit course implies "Not Completed"; NC for a credit-bearing (nonpunitive grade) course implies "No Credit" (no penalty; not included in GPA computations).
U	Unsatisfactory (non-punitive grade)	Credit not earned (no penalty); not included in GPA computations. Not intended for use in courses numbered at the 100/200 level.

Grading Symbols		
I	Incomplete	Temporary symbol (no penalty); not included in GPA computations.
NR	Not Reported	Grade not reported; not included in GPA computations.
W	Withdrawal	Credit not earned (no penalty); not included in GPA computations.
AU	Audit	Credit not earned; not included in GPA computations.
^	Forgiveness	Applied to forgiven grade. Not included in completed credits; not included in GPA computations.

Special Symbols - to denote credit awarded - not included in GPA calculations	
AP	Credit earned through College Board Advanced Placement Program (AP).
PC	Credit earned through College Level Examination Program (CLEP).
PD	Credit earned through Defense Activity for Non-Traditional Education Support Examinations (DANTES).
PE	Credit earned through ACT Proficiency Examination Program (PEP).
PM	Credit earned through military training and/or experience evaluation.
PX	Credit earned through Kishwaukee College departmental proficiency examination and/or evaluation methods.

Prior to the 1983 spring semester, an AU (audit) granted may be reflected on Kishwaukee College transcripts as either an "N" or "R" grade. Prior to and during the 1970-71 academic year at Kishwaukee College, the "WP" (Withdrawal-Passing) and "WF" (Withdrawal-Failing) grades were in use. The "WP" grade reflects credit not earned (no penalty) and is not included in GPA computations; the "WF" grade represents credit not earned (penalty), and is included in GPA computations.

Grade Point Average (GPA)

The quality of a student's work is measured by the grade point average. The GPA is used to determine eligibility for: graduation, Dean's List honors, other honors and scholastic awards, athletic eligibility, and eligibility for financial assistance.

Kishwaukee College uses a four-point system of GPA computation. A student's GPA is calculated by multiplying the numerical equivalent for each grade earned by the credit hours for each course, resulting in quality points earned for each course. The total number of quality points is then divided by the total number of GPA credits to obtain the GPA. Credits earned by proficiency are not used in GPA computations; nor are grades of AU, I, NC, NR, P, S, U, or W.

Two GPAs are computed after each term of enrollment at Kishwaukee College; the semester GPA and the cumulative GPA. The semester GPA represents the GPA computation for the current term's course work, while the cumulative GPA is based on all course work attempted.

Additionally, GPA computations on Kishwaukee College transcripts are separated according to an all-course GPA (representing grades for all course work attempted, including developmental), and a transfer-course GPA (representing only courses numbered at the 100/ 200 level).

Transcripts of Educational Record

The Admissions, Registration & Records Office will provide an official transcript of a student's academic record upon written request by the student. Transcripts will not be released without the written permission of the student. Transcript requests by telephone or e-mail will not be processed by Kishwaukee College.

Transcripts will not be released for students who are under financial obligation to Kishwaukee College, state or federal financial aid agencies, or whose records are encumbered for administrative reasons.

The Admissions, Registration & Records Office at Kishwaukee College reserves the right to insist that transcripts be mailed to addresses designated by students requesting official transcripts.

Academic Standing

Academic evaluation of students is conducted at Kishwaukee College according to the following guidelines:

Good Standing

Students will remain in Good Standing if their cumulative GPA for all courses taken at Kishwaukee College does not drop below the following minimums.

Credit Hours Attempted	Minimum Cumulative Grade Point Average
0.5-11.5	No Minimum
12.0-20.0	1.750
More than 20.0	2.000

Restricted Standing

Students who drop below the minimum GPAs required for good standing as described above are placed on restricted standing status until such time as they raise their GPAs to or above the appropriate GPA required for good standing. While on restricted standing, the following limitations will be in effect:

1. Students must meet with a college counselor each term prior to official enrollment. Written approval for registration by a counselor is required.
2. Students on restricted standing may enroll for no more than 12 credit hours for a fall or spring semester or 6 hours for a summer term, unless written approval for a higher course load is provided by a counselor.

The College reserves the right to designate students as on restricted standing on the basis of other criteria besides the cumulative Kishwaukee College GPA. Examples include: failure to enroll in or successfully complete developmental classes in English, mathematics or reading; significant history of course withdrawal; lack of significant progress toward degree/certificate objective; or failure to achieve an overall 2.000 GPA for graduation purposes.

The restricted standing classification is not intended to be punitive in nature, but to facilitate the potential for student success by requiring contact with available counseling services. In addition to required counseling and reduced course load, students on restricted standing may be required to comply with other educational procedures deemed necessary by the College to aid each student in achieving his/her educational goals. Kishwaukee College reserves the right to deny enrollment to any student who fails to follow proper advisement procedures related to restricted standing status.

Repeating a Course

Students may repeat a course under one of the following conditions:

1. The class is authorized by the Illinois Community College Board to be repeated, in which case the number of times the course may be repeated will be noted in the text of the course description. Repeatable classes are those which carry special topics and are not offered as part of the regular college curriculum, or those for which repeated practice might help to refine or improve a skill.
2. A class that is not designated as repeatable may be repeated in order to enhance the grade or for other related purposes.

If a student exceeds the maximum number of attempts allowed, he or she will be stopped at registration. If desired, the student may audit the class after all allowed attempts are completed. Only the best grade of the repetition will be computed in the student's grade point average (GPA), but all attempts will be listed on the transcript.

In some cases a repeated course may not be covered by financial assistance resources. Consult the financial aid office prior to re-enrolling for a completed class. In addition, other colleges may count all grades for repeated courses when

determining a transfer GPA. It is the students' responsibility to acquaint themselves with the policy of the college or university to which they plan to transfer.

Incomplete Grade Policy

The grade of "I" (Incomplete) may be given by an instructor if, in the instructor's judgment, there are extenuating circumstances which merit granting a student more time beyond the end of the term to complete course requirements.

To request consideration for an incomplete grade, a student must complete an Incomplete Grade Contract form available through the Division Office. The completed contract form must be presented to the instructor prior to the instructor's submission of final course grades.

The College is not obligated to approve the awarding of an incomplete grade. If the Incomplete Grade Contract form is approved, the actual deadline for finishing incomplete course requirements will be determined by the instructor.

However, an "I" grade must be removed by the end of the following semester (excluding summer term) unless a longer extension is approved in writing by the instructor and the appropriate academic dean. Any requests for extensions of incomplete grades must be submitted in writing by the student to the course instructor prior to the deadline established for resolving the "I" grade.

For incomplete grades granted during a fall semester, the course instructor must submit a Change of Grade form to the Admissions, Registration & Records Office by the final day of the following spring semester. For incomplete grades granted during a spring semester or summer term, the course instructor must submit a Change of Grade form to the Admissions, Registration & Records Office by the final day of the following fall semester.

Resolution of incomplete grades is a student responsibility. Any unresolved, incomplete grades in courses numbered at or above the 100-level will be converted to failures ("F") by the Admissions, Registration & Records Office according to the deadlines indicated above, unless a Change of Grade form has been received from the course instructor by the appropriate deadline.

Unresolved incomplete grades in courses numbered below the 100-level will be converted to non-punitive NC grades by the Admissions, Registration & Records Office if a Change of Grade form has not been received from the course instructor by the appropriate deadline. Once an incomplete grade has been converted to an "F", a student must re-enroll in the course (including payment of tuition and fees) to pursue course credit.

A student may not withdraw from a course once an incomplete grade has been issued.

Change of Grade

Students' grades are considered final when recorded by the Admissions, Registration & Records Office. A grade cannot be changed after recording, unless it is an "I" grade, or a grade which resulted from an error in computation or recording.

Once a final grade other than "I" is submitted by an instructor, a student may not complete additional course assignments to raise the grade originally earned.

Students in disagreement with a final grade should consult with the appropriate course instructor. Under certain circumstances, a final course grade may be appealed.

The formal procedure for a grade appeal is referred to below in the section titled Grade Appeal Procedure.

Fair and Equal Evaluation of Students

Students shall have fair and equal access to the criteria used by instructors to determine a final course grade. Instructors will explain and interpret the criteria to the students and announce that grades will be determined in accordance with the guidelines set forth in the course syllabus or any addenda to it.

Grade Discrepancy Resolution

Conditions:

The grade discrepancy resolution and grade appeal procedure is available for students to review a final course grade. Assessing a student's academic performance is one of the major responsibilities of instructors and is solely their responsibility. It is not the intent of this policy/procedure to question the judgment of instructors or to subject them to pressure from any source. It is NOT for review of the judgment of an instructor in assessing the quality of a student's work.

A grade discrepancy resolution will be considered if any of the following statements are asserted to be true:

1. The final course grade was assigned on some basis other than a student's performance in the course.
2. The final course grade was assigned using standards significantly different than applied to other students in the class.
3. The final course grade was assigned with substantial departure from the standards set forth by the instructor's syllabus or any addenda to it.

Informal Procedure:

A student who believes a final course grade was assigned based upon any of the above criteria must initiate the grade discrepancy resolution within 30 calendar days from the date the final grade was officially due The following steps must be completed prior to initiating a formal grade appeal.

1. Consult with the instructor to fully understand the grounds and procedures used to determine the final course grade. The goal of this conference is to reach

mutual understanding about the criteria, assessment, and the final course grade assigned, and, if necessary, to correct any errors. If the instructor is not available, the immediate supervisor of the instructor (typically a Dean) should be contacted.

2. If there is no resolution after consultation with the instructor, the student should confer with the instructor's immediate supervisor. At this time, the supervisor will review the situation and any information available, as well as inform the student of the procedures involved in the formal grade appeal process. The supervisor may suggest a meeting with the student, instructor and supervisor in an effort to reach an understanding and resolution.

Formal Procedure:

If a satisfactory resolution to the grade discrepancy has not been obtained through the consultations listed above, the student may initiate a formal grade appeal by following the procedure listed below.

The student must submit a written grade appeal petition to the Office of the Vice President of Instruction, requesting that a Grade Appeal Committee convene to review the final course grade which the student considers to be inaccurate or unfair. The written grade appeal petition must be submitted no later than 45 calendar days after the beginning of the fall or spring semester following the term in which the final grade in dispute was recorded.

The petition must outline the issues as specifically and completely as possible and include a statement of a desired solution to the matter. The Office of Instruction will provide a copy of the petition to the instructor, the instructor's immediate supervisor, and the Chair of the Academic Standards Committee.

Upon receipt of the student's petition, the Chair of the Academic Standards Committee shall convene the Grade Appeal Committee to rule on the grade appeal. The Grade Appeal Committee will be composed of three faculty members serving on the Academic Standards Committee, one College administrator, and a representative of the Student Association. Neither the petitioning student nor the instructor involved in an appeal may serve as a member of the Grade Appeal Committee reviewing that specific appeal.

Once a Grade Appeal petition is filed, the instructor (or instructor's immediate supervisor, if the instructor is not available) will provide a written response to the petition to the Chair of the Academic Standards Committee within 10 working days of notification.

In addition to the student's petition and the instructor's response, the Grade Appeal Committee may request from the instructor items such as the course syllabus and any addenda, specific grades earned on various tests and/or assignments, and any attendance records. Additionally, the Grade Appeal Committee may meet with the instructor and student, individually or together, if the committee deems it necessary.

Within 45 days after the petition is submitted, the Grade Appeal Committee will resolve the issue by issuing one of the following decisions:

1. The final course grade assigned was NOT inaccurate or unfair and shall stand as recorded.
2. The final course grade was assigned inaccurately or unfairly.

The Grade Appeal Committee shall notify in writing, the student, the instructor, the instructor's immediate supervisor and the Vice President of Instruction of its decision. If a grade change has been approved by the Grade Appeal Committee, the Vice President of Instruction will ensure a Change of Grade form is completed and forwarded to the Admissions, Registration & Records office for modification of the student's academic records.

The decision of the Grade Appeal Committee is final.

Academic Forgiveness Policy

Kishwaukee College recognizes that students may return to college after an extended absence and be seriously encumbered by a prior academic record that is exceptionally poor. Likewise, students may have experienced failure in a course of study that was inappropriate for their talents, or may have performed poorly because of serious illness or personal problems. Nevertheless, these students are now committed to a new beginning in their academic careers and can demonstrate the ability to succeed in college.

Accordingly, students may petition one time for forgiveness of up to 15 hours of prior "F" grades in accordance with the following guidelines:

- At least two years must have elapsed between the end of the semester in which the failing grades were earned and the date of the petition.
- Subsequent to the last semester in which failing grades occurred, and prior to petitioning for academic forgiveness, the student must have earned at least 15 consecutive credit hours at Kishwaukee College in courses numbered 100 or above, with a cumulative GPA of 2.5 or above and with no individual class grade lower than a "C".
- A student seeking academic forgiveness must submit her his petition in writing to the Vice President of Instruction. A thorough justification for forgiveness as well as the precise identification of the semester(s) affected will be included in the petition. The justification must identify the circumstances in place when the failing grades were earned and how those circumstances have changed.
- Forgiveness grades remain on the student's record but are not computed in the student's grade point average.

Note: Kishwaukee College accepts no responsibility for the ways in which another academic institution or employer might interpret a student's use of the forgiveness option. Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing GPAs for admission or other purposes.

Procedure for the Resolution of Student Complaints

Students may encounter a variety of conflicts during their course of study at Kishwaukee College that may require review by appropriate administrative or academic personnel. The purpose of the following procedures is to provide an equitable system for resolving conflicts between students and faculty or staff members when a review of the issue is not otherwise available under established college policies and procedures. The college has already established appropriate procedures for conflict resolution (Final Grade Appeal, Academic Forgiveness and Judicial Procedures).

Questions regarding these procedures or guidance on the applicability of any Kishwaukee policy or procedure to a student's specific problem should be directed to the office of the Dean of Student Services.

Applicability

This procedure applies to all registered Kishwaukee students (full-time, part-time, special programs, Community Education/ Continuing Professional Education) and is applicable in the review of problems such as the following:

1. All aspects of the degree granting process, including grading, evaluation or status (unless established policies are already available).
2. Alleged professional misconduct toward a student by a faculty or college staff member while in the scope of college employment.
3. Alleged intimidation, discrimination, and harassment based on sex, race, religion, age, disability, national origin or sexual orientation, and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment. (Title IX and 504 complaints are included.)
4. Allegations concerning the application or propriety of college regulations, policies, and procedures regarding student rights and behavior.

Procedures

No student shall be penalized by the college for filing or participating in the complaint process when the student has acted reasonable and in good faith. All complaints must be initiated within 60 days of the date of the incident or after the student should have become aware of the incident giving rise to the complaint. The college reserves the right to waive the 60 day rule based on the facts and circumstances of the complaint and after giving due consideration to the protection of the rights of both parties.

Informal procedures

All students are encouraged to first utilize informal discussion to resolve any problems encountered at the college.

1. When appropriate the student is encouraged to talk directly to the faculty or staff member prompting the complaint in an effort to resolve the issue.
2. If the student prefers to talk to someone other than the direct faculty or staff member involved, they are encouraged to present the complaint to the immediate supervisor of the person involved.

Each student, faculty member, administrative and staff member has an obligation to resolve problems fairly and informally through discussion between the aggrieved student(s) and the specific college person immediately involved with the problem. Although students are strongly encouraged to use informal discussion for problem solution, it is not a requirement for the filing of a formal complaint.

Formal Procedures

Students should always first attempt to resolve issues through an informal process with the faculty or staff person. If a student is unable to resolve the issue informally they can choose to file a formal complaint.

1. Student must first consult with the Dean of Student Services before filing a written complaint.
   a. Where a previously established grievance procedure already exists the Dean will refer the complaint to the appropriate process.
   b. In cases of alleged illegal discrimination based on race, gender, religion, age, marital status, creed, or disability, the Dean will contact the Vice President of Student Services prior to advising the student about a course of action.
2. After consultation with the Dean of Student Services, the student may submit to the Dean a written statement of the problem in order to continue the formal resolution process.
   a. The written statement must be signed and dated and must clearly state the nature and basis of the alleged offense, the name(s) of the person(s) committing the alleged offense, the specifics of the incident(s) in question and the names of any known witnesses.
   b. The Dean will submit the complaint to the immediate supervisor who will conduct an investigation and respond in writing to the student, with a copy to the Dean within 30 days of the filing date of the complaint. An extension for additional review may be granted by agreement of the Dean.

3. If the student feels that the decision of the immediate supervisor is arbitrary or capricious or if he/she has new evidence to present, he/she may appeal the decision in writing to the next level of supervision or an individual designated by the Dean of Student Services within 10 days of the decision.
    a. A copy of the appeal must be submitted to the Dean.
    b. Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 30 days of the date of the appeal.
4. The decisions of the Dean of Student Services or appointed designee regarding review and appeal shall be final.

As appropriate, the Dean of Student Services may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. In cases where the complaint itself is frivolous, harassing in nature, or not specific, the Dean may refuse to process the complaint. Written notification will be provided.

Threat Assessment

Kishwaukee College is committed to maintaining a safe campus environment for all members of the college community. The Threat Assessment Team supports the campus security plan by responding to reports of students or employees displaying signs of behavioral or emotional distress that may indicate a possible threat to the college. The team will meet on a regular basis to assess referrals, determine appropriate intervention strategies, and effectively respond to incidents of concern.

Team Members:

Vice President Student Services, DeKalb County Sheriff Dept., Dean Student Services, College Counselor, Coordinator Assistive Resources

Based on individual cases the Threat Assessment Team will include additional team members consisting of faculty or staff who are connected to the incident being reviewed, specialized treatment providers when needed and the HR department in situations dealing with college employees

Firearms and Weapons Policy

To ensure a safe environment for employees, students, visitors and those conducting business on campus, Kishwaukee College ("College") is a weapons and firearms free campus. Except as provided for in this Policy, weapons and firearms of any kind are prohibited on College property, with certain exceptions described below, at College-sponsored or College-related events, and in any motor vehicle owned by the College.

"Weapons" includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device operated by gas or compressed air), knives (3" in length or longer including any bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, and objects which by use, design or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.

The term "firearm" is defined as a loaded or unloaded handgun. The term "handgun" has the same definition as in Section 5 of the Illinois Firearm Concealed Carry Act, 430 ILCS 66/5.

As authorized by Section 65 (a)(15) of the Illinois Firearm Concealed Carry Act, 430 ILCS 66/65 (a)(15), firearms are not allowed on any property owned, leased or controlled by the College. Property owned, leased or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, or entertainment venue whether owned, leased or operated by the College, and includes all satellite campuses of the College. This Policy also applies to all College-related organization property whether leased or owned by the College and all College officially recognized organization property whether leased or owned by the College.

The possession of a valid firearms permit or concealed carry permit does not exempt students, employees, visitors or those conducting business on campus from the provisions of this policy.

Certain College parking areas may be designated as restricted areas where weapons and firearms are not permitted. A weapon or firearm may be transported within a vehicle into an unrestricted parking area if the weapon or firearm and its ammunition remain locked in a case and out of plain view within the parked vehicle.

"Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle.

Exceptions:

The provisions of this Policy do not apply to the possessions of firearms in College vehicles, College buildings, on College grounds, or at College-sponsored activities if the possession of weapons or firearms is related to one of the following exceptions:

1. The weapon or firearm is carried by an on-duty law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or any other exception deemed necessary as determined by the DeKalb County Sherriff's office located on the College campus.
2. The weapon or firearm is used in connection with a weapons safety course or weapons education course offered in the regular course of business or approved and authorized by the College.

3. The weapon or firearm is used in connection with sanctioned classes (e.g. criminal justice), athletics or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., starter pistols and archery).
4. The use of simulated weapons or firearms in connection with College related theatrical productions.

The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on Campus, including off-duty law enforcement officers attending classes as students.

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College campus.

Any student found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or be carrying or have carried a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this policy may result in referrals to external law enforcement agencies.

The College's Campus Security Office, in consultation with the President's Office, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" has the same definition as in Section 105 of the Firearm Concealed Carry Act, 430 ILCS 66/105.

This policy is not intended to eradicate or abridge the effect of other existing policies regarding incidents of violence or weapons possession on College premises, at College-sponsored or College-related functions or events, or during times when an individual is acting as a representative of the College.

Smoking Policy

As of July 1, 2015, smoking and tobacco use of any kind is prohibited on all campus property at Kishwaukee College, both indoors and outdoors open spaces, and in college-owned vehicles. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week. Excludes any instance in which an individual is traveling through or parked on campus in a vehicle that is not owned or leased by Kishwaukee College.

"Smoking" means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

"Tobacco Products" mean all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product.

"Campus Property" means any property owned, leased, occupied, operated or otherwise controlled by Kishwaukee College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, conference facilities, athletic complexes and facilities, exterior open spaces, shuttle bus stops, driveways, loading docks, sidewalks and walkways.

Violations

Individuals found to be in violation of this policy shall be fined pursuant to 410 ILCS 82/45. Employees of Kishwaukee College who violate this policy may also be subject to additional disciplinary actions up to and including termination. Students may be disciplined pursuant to the Student Code of Conduct.

Code of Student Conduct and Discipline

Table of Contents

Jurisdiction of College Over Student Misconduct 180
Students' Responsibility to Read and Comply with Conduct Standards 180
I. Definitions 181
II. Prohibited Conduct 182-183
A. Academic Dishonesty 182
B. Other Prohibited Conduct 182
C. Relationship Between College Discipline and the Violation of Federal, State or Local Laws 183
III. Disciplinary Procedures 183-186
A. Procedures Which Apply to Allegations of Academic Dishonesty 183
B. Sanctions for Academic Dishonesty 184
C. Procedures Which Apply to Other Prohibited Misconduct Other Than Academic Dishonesty 184
D. Sanctions for Prohibited Misconduct Other Than Academic Dishonesty 185
E. Student Disciplinary Records 186
IV. Interpretation And Amendment 186

Students at Kishwaukee College are expected to demonstrate integrity, honesty, civility and respect. These values are important to the learning environment and should guide the conduct of everyone in the College community, in and out of the classroom setting.

The College's Student Code of Conduct prohibits certain behaviors and activities which interfere with the orderly operation of the College and the pursuit of its educational mission and vision. The prohibited behaviors and activities which violate this Student Code of Conduct are set out in Part II below. Complaints alleging violations of the Student Code of Conduct are subject to processing under the Discipline/Complaint Resolution Procedures set out in Part III below. Complaints alleging misconduct by students of the types addressed in the College's Comprehensive Policy Relating to Gender-Based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault and Stalking are also subject to processing under these Discipline/Complaint Resolution Procedures.

Jurisdiction of College Over Student Misconduct

The College may impose discipline for student misconduct which occurs on College premises, or on property owned by the Kishwaukee College Foundation, while using College technology, or at an activity, function or event sponsored or supervised by the College (whether in or out of the classroom setting). Discipline may be imposed for violations of the Student Code of Conduct which are committed off campus, if the misconduct interferes with the College's operations or educational programs or environment, or adversely affects the safety or well-being of members of the College community.

Charges alleging academic dishonesty as defined in Part II.A. of this Code are under the jurisdiction of the Dean of the academic department involved and the Vice President of Instruction, and will be processed under the procedures set out in Parts III.A. and III.B. of this Code. A student who is charged with other prohibited conduct as defined in Part II.B. will receive a notice informing him or her of the alleged violation(s) and an opportunity to respond to the allegations, as further set out in Part III.C. and III.D. of this Code.

Students' Responsibility to Read and Comply with Conduct Standards

Each student is responsible to read and comply with the Student Code of Conduct, which is published in the Student Handbook and College Catalog, posted on the College website, and available in the offices of the Vice President of Student Services, the Dean of Student Services and the Campus Security Office. In addition, students should also consult and comply with standards of classroom behavior as stated in individual course syllabi.

I. Definitions

For purposes of this Student Code of Conduct,

1. "Academic year" is defined as the College's fall, spring and summer terms.
2. "Authorized campus event" refers to an event sponsored by one or more officially recognized student groups.
3. "Bias" refers to prejudice based on a person's actual or perceived race, color, gender, gender identity, sexual orientation, religion, national origin, ethnicity, age, or disability.
4. "Business Day" means a weekday (excluding Saturday and Sunday) on which College classes are held.
5. "College" means Kishwaukee College.
6. "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College.
7. "Faculty member" means any person employed or otherwise engaged by the College to conduct classroom or laboratory practicum instruction.
8. "Gender-based or sexual misconduct" refers to the types of misconduct described in detail in Section I.B. through I.F. of the College's Comprehensive Policy Relating To Gender-Based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking" (the "Comprehensive Policy on Gender-Based or Sexual Misconduct"), a copy of which is posted on the website, portal and may also be obtained from the Office of the Dean of Student Services.
9. "Hate crime" refers to a bias incident which violates a criminal statute, such as but not limited to assault or property damage, and which manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.
10. "Judicial Board" refers to the entity which is responsible to determine whether charged violations of the General Code of Conduct Rules have occurred and if so, to recommend sanctions. The Judicial Board shall consist of one administrator; two faculty members appointed by the Faculty President; and two students appointed by the Coordinator of Student Activities. The Dean of Student Services shall designate one member of the Judicial Board to serve as its Chair.

    All individuals whose duties include resolution of complaints of student misconduct of the types addressed in the College's Comprehensive Policy on Gender-Based or Sexual Misconduct shall receive a minimum of 8 to 10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct the College's Complaint / Dispute Resolution Procedures.
11. "Matter" means any book, magazine, newspaper or other printed or written material; any picture, drawing, photograph, motion picture or other pictorial representation; or any recording or transcription thereof delivered by electronic communication.
12. "Member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by or visiting the College.
13. "Obscene matter" means any matter which an average person, applying contemporary community standards, would find to be, taken as a whole, appealing to the prurient interest in the way in which the work depicts or describes sexual conduct in a patently offensive way, and lacking serious literary, artistic, political or scientific value.
14. "Official" includes any person employed by the College to perform administrative or professional staff duties.
15. "Organization" means any group that has complied with the formal requirements for College recognition.
16. "Preponderance of the evidence" is a standard of proof. Proving a proposition by a preponderance of the evidence requires demonstrating that the proposition is more likely true than not true.
17. "Stalking" means engaging in a course (pattern) of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
18. "Student" means any person who applies for admission to the College, or is accepted to register, or takes College courses whether on a full-time or part-time basis.
19. "Trained students" refer to those students selected by the Coordinator of Student Activities to participate in the judicial process upon completion of a group or one-on-one judicial affairs orientation.
20. "Will"/ "shall"/ "may": The terms "will" and "shall" are used in the imperative sense. The term "may" is used in the permissive sense.

II. Prohibited Conduct

A. Academic Dishonesty

Academic dishonesty is a serious offense and a violation of the Student Code of Conduct. Academic dishonesty includes but is not limited to the following:

1. Cheating, such as copying another student's academic work, paper, exam, quiz, or project, unauthorized use of calculators or other study aids or the sharing of information during a test through use of personal electronic devices or by other means; or unauthorized collaboration on academic work.
2. Fabricating or falsifying information (such as data, results, or sources) in academic work.
3. Forgery, such as duplicating a signature in order to represent it as authentic.
4. Plagiarism, which is falsely representing the work of another person as the student's own work or failing to properly a knowledge sources of information included in the student's academic work.
5. Assisting or attempting to assist another student to commit academic dishonesty.

B. Other Prohibited Conduct

Violations of the Student Code of Conduct shall also include:

1. Possession, use, under the influence of, distribution or manufacturing of an illegal or controlled substance, look-alike drug paraphernalia or other chemical substance except as expressly permitted by law.
2. Illegal or unauthorized possession or use of firearms, other weapons, or explosive devices, or unauthorized possession or use of dangerous chemicals. Complete Kishwaukee College Firearms & Weapons policy can be found in the College catalog or on the College website.
3. Unauthorized and/or illegal possession, use, or distribution of any alcoholic beverage as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.
4. Smoking and tobacco product use of any kind is prohibited on all campus property, both indoors and outdoors, open spaces, and in college-owned vehicles. Tobacco Products means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited. Any Violation of the Campus Smoking Policy located in the Board of Trustees policy manual.
5. Gambling in any form (except as authorized for College-approved events).
6. Trespass on or unauthorized use of College property, including unauthorized possession, duplication or use of keys to any College facilities, or unauthorized entry to or use of secured College property.
7. Attempted or actual theft of property or services, or possession or sale of stolen property.
8. Intentional or willful and wanton destruction of or damage to property or attempt to damage destroy or deface college property or the property of a member of the college community.
9. Assault and/or battery.
10. Verbal abuse, threats, use of offensive language, intimidation, bullying, cyber bullying, hazing, hate speech, disparaging comments, epithets or slurs which create a hostile environment that threatens the physical or mental well-being, health or safety of another individual or group on college property or where college sponsored activities are taking place.
11. Physical abuse, assault, battery, fighting or other conduct resulting in bodily harm or which threatens/endangers the safety and welfare of any person on college property or where college sponsored activities are taking place.
12. Gender-Based or Sexual Misconduct as described in detail in Section I.B. through Section I.F. of the College's Comprehensive Policy Relating To Gender-Based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking", a copy of which is posted on the website, portal and may also be obtained from the Office of the Dean of Student Services.
13. Stalking which refers to engaging in a course (pattern) of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
14. Abuse of College computer, network, or other technology system resources, including unauthorized distribution of copyrighted material including through peer-to-peer or AP2P@ file sharing and other violations of the Acceptable Use Guidelines as published in the Student Handbook and updated from time to time on the College website.

15. Misuse of cellular phones, pagers and other electronic devices including without limitation the use of such devices to engage in academic dishonesty, or to photograph or transmit photographs of individuals without their consent or in bathrooms, locker rooms or other areas in which they have a reasonable expectation of privacy.
16. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, administrative functions, technological services, disciplinary proceedings, college activities, public service functions on or off campus, or other authorized college activities.
17. Failure to comply with directions of college officials, faculty members, staff or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
18. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
19. Failure of a registered sex offender to register with Campus Security as required by Illinois State Law.
20. Failing to comply with the directions of, or to identify oneself to, an authorized College employee or representative who is performing his or her duties.
21. Initiating or participating in incidents of bias or hate crimes.
22. Forgery or falsifying information on college documents including but not limited to transcripts, application, registration or financial aid forms.
23. Any conduct that violates the terms of any discipline imposed by the College in accordance with this Student Code of Conduct and Discipline Procedures.
24. Any conduct that constitutes a violation of a federal or state law, local ordinance, or published College policies, rules or procedures.

C. Relationship Between College Discipline and the Violation of Federal, State or Local Laws

1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law for misconduct which is also a violation of this Student Code of Conduct without regard to pending civil or criminal court proceedings. College disciplinary proceedings may be carried out prior to, concurrently with, or after such civil or criminal proceedings.
2. When a student is charged by law enforcement authorities with violating federal, state or local law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a disciplinary proceeding under the Student Code of Conduct, the College may so advise law enforcement authorities. The College will cooperate with authorities in the enforcement of law on campus, and in implementing such conditions as imposed by the courts may impose for the rehabilitation of violators who are also students.
3. To provide for the safety and welfare of the College community, the College may impose conditions or limitations on students who have been charged with violating federal, state or local laws based on alleged criminal misconduct committed off campus which does not constitute a violation of the Student Code of Conduct. In such cases, no disciplinary sanctions may be imposed by the College unless the student has been convicted of the charges in a court of law after trial or because the student has declined to contest such charges, although not actually admitting guilt.

III. Disciplinary Procedures

Student conduct hearings are based on procedures designed to provide a prompt, fair and impartial investigation of misconduct charges, and resolution of the charges within a reasonable period of time under the circumstances presented by the particular case. They are not formal legal proceedings and are not subject to the procedural rules that apply in civil or criminal court actions, such as but not limited to, the rules of evidence. A determination that a student has committed a charged violation of the Student Conduct Code shall be based on proof by a preponderance of the evidence.

Charges of academic dishonesty are brought by faculty members to the appropriate Dean or the Vice President of Instruction.

Any member of the College community may bring charges against a student for other violations of the Student Code of Conduct, or for misconduct of the types addressed in the Comprehensive Policy on Gender-Based and Sexual Misconduct, by submitting allegations of such Code violations or misconduct in writing or in person to the Dean of Student Services or his or her designee, or to any member of the Campus Sheriff's Office.

Student discipline records are confidential, as and to the extent provided by the federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g, and implementing regulations.

A. Procedures Which Apply to Allegations of Academic Dishonesty

1. The faculty member(s) bringing the charges(s) of academic dishonesty should document the suspected misconduct involved, and collect all evidence of the misconduct.
2. The faculty member will then inform the student in writing, in a timely and confidential manner, of the alleged academic dishonesty, the charge(s) being brought, and the proposed sanctions. The faculty member will create a file documenting all evidence and correspondence relating to the matter.
3. If the student wishes to contest the charge(s) and or proposed sanctions, he or she should first contact the faculty member to arrange a meeting to try to resolve the charge(s).
4. If the student is not satisfied with the outcome of that meeting, the student may appeal in writing to the faculty member's dean within five business days after the meeting.
5. The student, the faculty member bringing the charge(s), and the dean will meet within a reasonable period of time to discuss and attempt to resolve the charge(s) and or proposed sanctions. Within five business days of the meeting, the dean will confirm the points discussed at the meeting and the outcome of the meeting in writing to the student and faculty member.
6. Within five business days after receiving the written confirmation from the dean described in III.A.5. above, if the student does not agree with the outcome of the meeting with the dean and faculty member, he or she may further appeal the charge(s) and/or the proposed sanctions to the Vice President of Instruction in writing. The student's written appeal to the Vice President of Instruction should explain specifically the reasons why the student believes the academic dishonesty charge(s) and/or the proposed sanctions should not be upheld, and should include any pertinent supporting documents.
7. On receipt of a student's appeal, the Vice President of Instruction or designee will promptly provide a copy of the student's written appeal to the faculty member, requesting him or her to provide a written response to the appeal. Upon receipt of the faculty member's response, the Vice President of Instruction or designee shall provide a copy of the response to the student.
8. Within 20 business days of receiving the faculty member's response, the Vice President of Instruction shall issue a written decision with respect to the student's appeal. The decision of the Vice President of Instruction shall be final.

B. Sanctions for Academic Dishonesty

Sanctions for academic dishonesty may range from a written warning to a failing grade for the course, or in a serious case, removal from the academic program involved. The severity of the penalty is left to the discretion of the faculty member, subject to appeal as provided above. Multiple or repetitive charges may be referred by the Dean or the Vice President of Instruction to the Dean of Student Services for additional misconduct charges and proceedings under III.C. and III.D. of this Code.

C. Procedures Which Apply to Prohibited Misconduct Other Than Academic Dishonesty

1. When a student is charged with prohibited misconduct other than academic dishonesty, the Dean of Student Services or designee will conduct a review meeting and investigation to determine whether the charges have merit, and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Student Services. If reached, such administrative disposition will be confirmed in writing, will be final, and there will be no subsequent proceedings.
2. A student who is charged with prohibited misconduct and the individual who has brought the charges (the "complainant") are each entitled to be accompanied to a disciplinary proceeding, including any related meeting, by an advisor of his or her choice, provided that the involvement of the advisor does not result in undue delay of the proceedings.
3. In cases involving allegations of gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, or stalking, the review meeting and investigation to determine whether the charges have merit shall be conducted by an officer who has received training within the preceding year on issues related to these offenses and on how to conduct and investigation and hearing process that protects the safety of the victim(s) and promotes accountability.

The procedure for administrative disposition by mutual consent of the parties shall not apply to such cases, unless by the party bringing the charge(s) requests use of the procedure and the trained official who conducted the review meeting and investigation to determine whether the charges have merit is satisfied that the charging party has made the request of his or her own volition and not under any form of coercion or duress.

4. If no administrative disposition of the charges is reached, the Dean of Student Services will present the allegations of misconduct to the accused student in written form, and will form a Judicial Board to hear the charges. The Judicial Board will be constituted as described in the definition of that body provided in Part I of this Code, and with reference to the training requirements specified therein for Judicial Board members in cases which involve charges of gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, or stalking. The Dean of Student Services will thereafter give written notice of the hearing to the student by regular mail and by certified mail, return receipt requested.
5. A hearing date will be set not fewer than 10, nor more than 20 business days after the date of written notice of the hearing to the student. A copy of the hearing procedures shall be enclosed with the notice. Time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Services, provided that such extensions shall not unreasonably delay resolution of the misconduct charges.
6. The Judicial Board will conduct the hearing according to the following guidelines:
   a. The hearing will be conducted in private and will not be open to members of the public. Admission of any person to the hearing will be at the discretion of the Chair of the Judicial Board, except as to persons described in subparagraph (c) below.
   b. When the charged misconduct involves more than one accused student, the Chair of the Judicial Board may permit a separate hearing to be conducted for each accused student.
   c. The complainant and the respondent may each testify and may present witnesses.
   d. All witnesses are subject to cross-examination; provided, however, that in cases involving alleged gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, or stalking, the Chair of the Judicial Board as hearing officer shall have and exercise discretion to require that any cross-examination of the complainant or the respondent request shall take the form of written questions. The Chair shall direct questions to the complainant and respondent, respectively, with such editing or modification as the Chair deems necessary.
   e. The complainant and the respondent may not be compelled to testify in the presence of the other party. If a party invokes this right, the College shall provide a procedure of which each party can at a minimum, hear the other party's testimony.
   f. The Judicial Board may receive in evidence exhibits tendered by the accused student or by the charging party, subject to the discretion of the Chair to exclude proffered exhibits from evidence for stated reasons which shall be noted in the hearing record.
   g. The Chair of the Judicial Board shall resolve such procedural questions or objections as may arise in the course of the hearing.
   h. After the hearing, the Judicial Board will determine by majority vote, based on a preponderance of the evidence, whether the student committed each violation of the Student Conduct Code with which the student is charged, and shall determine sanctions.
7. Following the hearing, the Judicial Board and Dean of Student Services will notify the accused student in writing of the Board's decision and of any sanction(s) imposed. In a proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, and/or stalking, simultaneous written notice shall be sent to the accused student and the charging party of:
   a. the outcome of the disciplinary proceeding;
   b. the College's procedures for the accused and the victim to appeal the results of the disciplinary proceeding;
   c. any change to the results that occurs such results become final; and
   d. When such results become final.
8. A verbatim record shall be made of each hearing before the Judicial Board, by tape recording or court reporter. The verbatim record will be the property of the College, which shall make a copy available to the student upon his or her request. The student may be charged the cost of making such a copy.

9. No student may be found to have violated the Student Conduct Code solely because he or she failed to appear before the Judicial Board. In all cases, the evidence in support of the charges will be presented and considered at the hearing, and the Judicial Board's decision shall be based on such evidence.
10. A decision of the Judicial Board may be appealed by the complainant or the respondent to the Vice President for Student Services or his/her designee, within 10 business days after receiving notice of the decision and/or the sanctions. The appeal shall be in writing, and shall cite and explain specifically the reasons why the appealing party believes that the decision and/or sanction(s) should not be upheld.
11. Except as otherwise provided in Item 11.f. below, an appeal to the Vice President for Student Services will be limited to a review of the record of testimony, exhibits and arguments made at the disciplinary hearing, in order to determine whether:
    a. a procedural error occurred;
    b. new information exists that would substantially change the outcome of the finding;
    c. the sanction is disproportionate with the violation.
12. Within 20 business days of receiving a written appeal of a decision of and/or sanction(s) imposed by the Judicial Board, the Vice President of Student Services shall issue a written decision with respect to the appeal. On review of appeals by students found to have violated the Code of Student Conduct, the Vice President of Student Services may affirm or reduce, but may not increase, the sanctions imposed by the Judicial Board.
13. The decision of the Vice President of Student Services shall be final.

D. Sanctions for Prohibited Misconduct Other Than Academic Dishonesty

1. A student found to have committed a violation or violations described in Part II.B. of the Student Code of Conduct or of misconduct of the types addressed in the Comprehensive Policy on Gender-Based and Sexual Misconduct shall, depending upon the character and seriousness of the misconduct, be subject to one or more of the sanctions described and classified below. Notice of any sanctions imposed shall be given to the student in writing.
    a. Minor Sanctions
        (1) Warning - A written notice to the student that his or her conduct is in violation of specified provisions of this Code.
        (2) Reprimand and Probation – A written reprimand to the student for violation of specified regulations of this Code, accompanied by notice that the student will as a consequence be placed on probation for a designated period and that the student will be subject to additional sanctions if he or she is found to have committed additional Code violations during the probationary period.
        (3) Discretionary Assignment – A written work assignment to perform community service work to benefit the College or other local governmental or non-profit entities within its territory, on recommendation to and with prior approval of the Dean of Student Services.
    b. Intermediate Sanctions
        (1) Loss of Privileges – Denial of specified privileges for a designated period.
        (2) Access Limitations – Restriction to or exclusion from specified locations or facilities on the College campus.
        (3) Restitution – Required compensation, in the form of payment or in-kind materials or services, for loss, damage, or injury to property.
        (4) Removal from a College course or courses, or from a College program.
        (5) Requirement to participate in educational programs, counseling, or treatment to address alcohol or substance abuse, anger management, or gender-based or sexual misconduct, as a condition of continued attendance or (in the case of a student who has been suspended or expelled) return to attendance at the College.
        (6) No-contact orders prohibiting the student from contacting or attempting to contact or communicate with, by any means, the complainant(s) who brought the charges which resulted in the student's eligibility for sanctions, or other members of the College community as may be appropriate under circumstances of a particular case.

c. Severe Sanctions
   (1) Suspension – Temporary removal of the student from College attendance or enrollment for a specified period of time, after which the student may be eligible to resume attendance or to re-enroll on specified conditions. A suspended student will be administratively withdrawn from his or her classes for the balance of the semester during which the suspension is imposed. If an interim suspension has previously been imposed on the student for the misconduct involved, the official start date of the suspension will be the first date of the interim suspension.
   (2) Expulsion – Permanent removal of the student from enrollment at the College.

d. Interim Suspension or other Interim Conditions - The Vice President of Student Services or the Dean of Student Services shall be authorized to impose an Interim Suspension or other interim conditions such as, but not limited to loss of privileges, access limitations, or no-contact orders on the student pending any hearing before the Judicial Board, if in the judgment of the Vice President or Dean of Student Services such action is reasonably necessary:
   (1) In order to protect the safety and physical or emotional well-being of the student or other members of the College community, and/or to protect College property, or
   (2) Because the student's presence on campus threatens to disrupt or interfere with normal operations of the College.

   A student on interim suspension or on whom interim conditions are imposed will be denied access to, as may be applicable, College grounds, facilities, classes, and/or all other College activities or privileges for which he or she would otherwise be eligible, as the Vice President of Student Services may determine to be appropriate. The student shall be allowed make-up privileges if he or she is determined not to have violated the Student Code of Conduct.

E. Student Disciplinary Records

1. Student disciplinary records are confidential as and to the extent provided for under the federal Family Educational Rights and Privacy Act of 1974 (AFERPA@), as amended, and FERPA implementing regulations, as further explained in the College Catalog.
2. As provided in Item E.3., E.4., and E.5 below, records of disciplinary violations and sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential discipline record maintained by the Office of the Dean of Student Services.
3. The College maintains records of disciplinary suspensions and expulsions as a permanent part of a student's confidential disciplinary records.
4. Records of disciplinary action for violations of the Academic Dishonesty prohibitions set out in Part II.A. of this Code shall be part of the student's permanent confidential discipline record, unless otherwise determined by the Vice President of Instruction.
5. Records of disciplinary action for violations of Part II.B. of this Code dealing with other types of prohibited conduct shall be part of the student's permanent confidential discipline record, unless otherwise determined by the Vice President of Student Services.

IV. Interpretation and Amendment

A. Any question of interpretation regarding the Student Code of Conduct and Disciplinary Procedures will be referred to the Vice President of Student Services for final determination.
B. This Code may be periodically reviewed and amended as necessary or useful, under the direction of the Vice President of Student Services, or his or her designee.

This Student Code of Conduct and Discipline Procedures is published by the office of the Dean of Student Services and is subject to change in accordance with College procedure regulations. For more information on the Student Code of Conduct, contact the Office of the Dean of Student Services, Student Center, ext. 2610.

Kishwaukee College Comprehensive Policy Relating to Gender-based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault and Stalking

Members of the Kishwaukee College community, guests, and visitors have the right to be free from gender-based or sexual misconduct, as well as from domestic violence, dating violence, sexual assault, and stalking. The College will not tolerate these acts, which are further defined with other relevant terms below.

Within its text or by links to pertinent cited documents posted on the College website, this policy provides, in the sections of this Comprehensive Policy cited below:

- A definition of consent (Section I.A.)
- Definitions of gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, stalking (Section I.B.)
- Primary prevention and awareness programs (Section II)
- Sanctions for and protective measures to address gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, and stalking (Section III)
- Procedures for reporting alleged gender-based or sexual misconduct, including confidential and non-confidential reporting options (Section IV.A. through Section IV.E.)
- College procedures for responding to alleged gender-based or sexual misconduct (Section IV.F.)
- Complaint resolution procedures (Section IV.G.)
- Title IX contact information (Section V)
- On campus and local resources for victims of gender-based or sexual misconduct

These component parts of the policy are designed to ensure that the campus community is knowledgeable about subjects including:

- what types of acts constitute gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, and stalking,
- how to report such offenses,
- procedures for victims to follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred,
- ways to prevent or reduce the incidence of such misconduct, and
- disciplinary procedures for and potential sanctions for engaging in such misconduct.

I. Definitions

A. Consent

Consent is defined as permission to act. It may be given by words or actions, so long as those words or actions create clear, mutually understood permission to engage in (and the conditions of) sexual activity. Consent is a freely given agreement to sexual activity.

- A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent.
- A person's manner of dress does not constitute consent.
- A person's consent to past sexual activity does not constitute consent to future sexual activity.
- A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- A person can withdraw consent at any time.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  - the person is incapacitated due to the use or influence of alcohol or drugs,
  - the person is asleep or unconscious,
  - the person is under age (16 years old or younger in Illinois), or
  - the person is incapacitated due to a mental disability.

B. Gender-Based or Sexual Misconduct

1. Sexual harassment: Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits a person's ability to participate in or benefit from College educational programs or activities.
2. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined below) and/or is accomplished by force or coercion. This includes sexual assault, as defined in I.E. below, and intentional contact with breasts, buttocks, groin, mouth, or genitals, as well as any other intentional bodily contact that occurs in a sexual manner.
3. Non-Consensual Sexual Intercourse: Any sexual penetration or copulation, however slight and with any object or body part, which is without consent and/or by force, including sexual assault as defined in I.E. below. Intercourse includes anal or vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth and genital/anal contact), no matter how slight the penetration or contact.
4. Sexual Exploitation: Taking non-consensual or abusive sexual advantage of an individual to benefit anyone other than the person being exploited. Examples include: invading privacy, video or audio recording sexual acts without consent, knowingly transmitting a Sexually Transmitted Infection (STI), sexually-based stalking or bullying, or exposing one's genitals.
5. Other Gender-Based Misconduct: Physical harm, extreme verbal abuse, or other conduct that threatens the health or safety of any person on the basis of actual, expressed, or perceived gender identity, including:
    a. Discrimination: Actions that deprive others of access, benefits, or opportunities based on irrelevant criteria.
    b. Hazing: Acts likely to cause physical or psychological harm or social exclusion or humiliation.
    c. Bullying: Repeated and/or severe aggressive acts likely to intimidate or intentionally hurt, control or degrade another person physically or mentally and/or comparably personal and private relationship.
    d. Stalking: As defined in paragraph I.F. below, if the stalking activity is based on actual, expressed or perceived gender identity.

C. Domestic Violence

Domestic violence means a felony or misdemeanor crime of violence committed by

1. the victim's current or former spouse or intimate partner,
2. a person with whom the victim shares a child in common,
3. a person cohabitating with or who has cohabitated with the victim as a spouse or intimate partner,
4. a person similarly situation to a spouse of the victim, under the domestic or family violence laws of Illinois, or
5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Illinois.

D. Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, with the existence of such a relationship to be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved.

E. Sexual Assault

Sexual assault is an offense that meets the definition of rape, fondling, incest or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting System.

F. Stalking

Stalking means engaging in a course (pattern) of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

II. Preventative Programs

The College shall provide educational programs to promote awareness of the offenses of gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, and stalking. The programs shall consist of but not be limited to:

A. Primary Prevention and Awareness Programs

These programs shall be for all incoming students and new employees, and shall include

1. a statement that the College prohibits the offenses of gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, and stalking;
2. Illinois' definition of each of the foregoing offenses;
3. Illinois Criminal Code definition of consent, in reference to sexual activity;
4. safe and positive options for bystander intervention that an individual may carry out to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person;
5. information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
6. the information described in Parts III and IV of this policy, below.

B. Ongoing Prevention and Awareness Campaigns for Students and Faculty

These campaigns shall include the information described in II.A.1. through II.A.6, above.

III. Sanctions and Protective Measures to Address Misconduct

Upon a final determination in a College disciplinary proceeding that a student has committed gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, or stalking in violation of the Kishwaukee College Student Code of Conduct, that student shall be subject to the full range of "Sanctions for Prohibited Misconduct Other Than Academic Dishonesty", provided for in the Code of Conduct.

These potential sanctions include protective measures such as restrictions on the student's access to specified locations or facilities on the College campus, and no-contact orders prohibiting the student from contacting or attempting to contact or communicate with, by any means, the complainant who brought the charges which resulted in the student's eligibility for sanctions, or other members of the College community as may be appropriate under the circumstances of a particular case. The Student Code of Conduct also provides that, prior to completion of disciplinary proceedings, the College may impose interim protective measures including access restrictions and no-contact orders as a condition of the student's continued attendance while disciplinary proceedings are pending.

IV. Reporting of Gender-Based or Sexual Misconduct

A. Reporting Allegations of Gender-Based or Sexual Misconduct

A person who believes he or she has been subjected to, witnessed, or has knowledge of gender-based or sexual misconduct may file a complaint alleging violation(s) of this policy and/or the Student Code of Conduct. A person who believes he or she has been subjected to, witnessed, or has knowledge of an alleged violation of the comprehensive policy by such misconduct on the part of a College employee (faculty or other staff) may file a complaint through the Human Resources Office.

Reasons why an individual may wish to formally report gender-based or sexual misconduct include:

- To seek formal action against someone, such as removing the person who is the subject of the report from a class or from campus, or putting a letter in his or her file;
- To educate the person who is the subject of the report about why his or her act or actions are improper, through use of the campus conduct or complaint process;
- To make the College aware of the act or actions in case they are part of a larger pattern of misconduct affecting others in the College community;
- To receive support from or through the College in coping with a situation;
- To request interim protective measures including College assistance in
    1. Changing classes, an on-campus work assignment, transportation or other arrangements related to attendance or employment at the College;

2. Obtaining a campus no contact order; or
3. Ensuring that an order of protection or no contact order entered by a state court will be adhered to on campus.

Additional or interim remedies such as mediation may be provided concurrently with or in lieu of an investigation or student conduct proceeding. Mediation will not ordinarily be used to address sexual assault complaints.

B. Non-Retaliation and Additional Protection for Reporters

Kishwaukee College prohibits retaliation against individuals who in good faith, report or file a complaint alleging gender-based or sexual misconduct, or otherwise participate in the complaint resolution procedures related to such allegations. Individuals who engage in retaliatory conduct will be subject to disciplinary sanctions.

A student who in good faith reports alleged gender-based or sexual misconduct to an employee of the College who is responsible to receive such reports (including campus police, deans, directors, or other administrators with supervisory responsibilities) will not receive a disciplinary sanction for a student conduct violation that is revealed in the course of such a report, unless the College determines the violation was egregious, such as an action that places the health or safety of any other person at risk.

C. To Report Confidentially

An individual who wants to report alleged gender-based or sexual misconduct but is concerned to keep details of the incidents confidential may disclose the misconduct allegations to on-campus licensed counselors or off-campus rape crisis resources who are in most situations legally entitled to maintain the confidentiality of such communications. Another alternative is to contact members of the clergy and chaplains off campus, who will also keep reports made to them confidential. Campus licensed counselors are available to help the reporting party free of charge, and can be seen on an emergency basis.

This option to report confidentially may be of interest to an individual who:

- Would like to know about support and assistance, but is not sure that he or she wants to pursue formal action against the individual believed to have committed gender-based or sexual misconduct, or
- Has questions or would like to process what happened with a counselor, without involving police or campus disciplinary procedures.

NOTE: Please be aware that even confidential resources are obliged to report such communications in some cases, such as in situations of imminent danger and/or sexual abuse of a minor.

D. Other Sources Who Can Maintain the Confidentiality of a Report

A person who has experienced any type of gender-based or sexual misconduct can seek advice from certain sources who are not required to tell anyone else about his or her private, personally identifiable information unless there is cause for fear for the victim's safety, or the safety of others. These sources of advice include College employees whose job responsibilities do not entail supervising other employees, and who do not have authority to investigate, discipline, or provide remedies for sexual misconduct. If a person is uncertain about an employee's duties and his or her ability to maintain the confidentiality of the report, the person making the report should, before providing details of the situation, ask the employee whether he or she is in a position to maintain its confidentiality. If that employee does not believe that he or she can keep the information confidential, he or she may be able to provide contact information for another staff member who is in a position to do so.

Some of these resource personnel are instructed to share incident reports with their supervisors, but will not share personally identifiable information about a report unless the reporter gives permission, except in the rare event that the incident reveals a need to protect the reporter or other members of the community. If personally identifiable information is shared, it will be shared on a need-to-know basis with as few people as possible, and efforts will be made to protect the privacy of the reporter (or other reporter of the information). This option may be useful if the reporter:

- Is not sure or has questions about whether he or she wants to pursue criminal charges or to file a complaint;
- Would like his or her experience to be included in the annual statistics about sexual misconduct incidents that occur on the College's campus; and/or
- Desires only minimal assistance from the College, such as switching to a different section of an instructor's course or seeing a different advisor.

NOTE: Although these resource individuals are not required to disclose the reporter's identity, they may choose to do so in an effort to best assist the reporter.

E. Non-confidential reporting options

The College desires to investigate and address gender-based and sexual misconduct. Therefore, the College encourages making formal reports of such incidents to campus police; deans, directors, or other administrators with supervisory

responsibilities; the Office of Student Services, or the Office of Human Resources. Notice to these College individuals or entities is official notice to the institution. The College will investigate formal reports of sexual misconduct, and resolve and address such misconduct charges through administrative procedures.

When a formal report of sexual misconduct is made, only people who need to know will be told of the report, and information concerning it will be shared only as necessary with investigators, witnesses, and the respondent individual. Please be aware that filing of a formal report may result in the victim's (or other reporter's) identity becoming known to the person or persons complained of, due to the circumstances and details of the incident. Nonetheless, this option should be considered if the victim:

- Would like formal action taken against the individual(s) involved. Formal action can include College assistance in obtaining a restraining order, order of protection, filing criminal charges, or student discipline or employment action if the individual is found to have violated Student Conduct Code provisions, or College employment policies or rules.
- Would like the College to be on notice of the alleged gender-based or sexual misconduct, in case it happens again or may be part of a pattern of such misconduct.

F. Procedures for Responding to a Report of Gender-Based or Sexual Misconduct

Upon receiving a report of gender-based or sexual misconduct, College personnel will:

- Assist and interview the victim;
- Identify and locate witnesses;
- Contact and interview the respondent;
- Contact and cooperate with law enforcement, when applicable; and
- Provide victims of sexual assault or sexual violence with information regarding the importance of preserving physical evidence of the sexual violence, and the availability of a medical forensic examination at no charge.

G. Complaint Resolution Procedures; Range of Sanctions

The College's Complaint Resolution Procedures and the range of sanctions which may be imposed for gender-based and sexual misconduct are identified in Section III of this Comprehensive Policy and are detailed at the link to the Kishwaukee College Student Code of Conduct provided in Section III.

V. Title IX Compliance

The Title IX Coordinator(s) oversee the College's investigation and response to reports of gender-based and sexual misconduct. Students who wish to submit a complaint relating to discrimination or harassment may do so by reporting the concern to:

Nancy Partch
Dean, Student Services
Kishwaukee College
21193 Malta Rd.
Malta, IL 60150
815-825-2086, ext. 2610

John Acardo
Director, Human Resources
Kishwaukee College
21193 Malta Rd.
Malta, IL 60150
815-825-2086, ext. 2203

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012

VI. Resources for Victims of Gender-Based or Sexual Misconduct

The College's first concern for an individual, who has been the target of any act of sexual violence or other sexual misconduct, is that person's safety and well-being. In addition to resources offered on campus the College has partnered with Safe Passage to provide confidential advisor services to student affected by sexual misconduct.

Confidential Advisor

Safe Passage
815-756-5228

Confidentiality of Student Records

Kishwaukee College, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its amendments, provides the following annual notice of rights accorded students under this law.

Current and former Kishwaukee College students shall have the right to inspect and review information contained in their official educational records as outlined in FERPA. Such records include the academic record of grades, application for admission, college and secondary school transcripts, student placement records, financial aid files, and other materials.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters, and recommendations associated with admissions, employment or job placement or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case they will be permitted access only to that part of the record which pertains to them.

The College is not required to allow students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, if those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

In addition, students may not inspect or review student records kept by instructional, supervisory, and other educational personnel that are in their sole possession and which are not accessible or revealed to any individual, except a temporary substitute. Also, they may not review records maintained separately for campus law enforcement, employment records, except those positions requiring student status, and alumni records.

Nor may they inspect or review health and psychological records maintained by a physician, psychiatrist, psychologist, or other recognized professional person and used only for the treatment of a student and not disclosed to anyone other than individuals providing the treatment. However, these health and psychological records can be reviewed by a physician or other appropriate professional person designated in writing by the student.

In accordance with the Crime Awareness and Campus Security Act of 1990 and the 1998 Amendments to the Higher Education Act of 1965, the College will disclose the name of the perpetrator, violation committed, and sanction(s) imposed for any crime of violence or nonforcible sex offense which violates the College's rules or policies and for which the perpetrator was found in violation as a result of a disciplinary proceeding without the prior consent of the perpetrator.

Kishwaukee College will not release to any individual or agency, nor permit access to, the educational records of a student, other than directory information, without the student's written consent.

The College discloses the education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College or its Foundation in an administrative, supervisory, academic or research, or support staff position; or a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or a collection agent): a person serving on the District Board of Trustees or the Foundation Board of Directors or a student or other person serving on an official committee, including without limitations disciplinary, grievance, or scholarship committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional or official responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, when the disclosure is for purposes related to the student's enrollment or transfer.

In addition, this limitation does not apply to local, state, and federal authorities that require specific institutional reports and information for educational program compliance; to agencies or officials presenting a judicial order of subpoena; or to persons that need to protect the health or safety of a student or other persons in an emergency; or to other individuals in connection with determining a student's financial aid eligibility, amount, or conditions for receipt of aid, or to enforce the terms or conditions of the aid; or to accrediting organizations and their officials; or to organizations conducting studies for, or on behalf of, the College; or the release of the name of the perpetrator, violation committed, and sanction(s) imposed for any crime of violence or non-forcible sex offense which violates the College's rules or policies and for which the perpetrator was found in violation as a result of a disciplinary proceeding; or the disclosure of the result of disciplinary hearings to the parents or legal guardians of students less than 21 years of age who have been found responsible for violating campus rules regarding the use or possession of alcohol or controlled substances.

Student directory information may be made public, at the discretion of the College, without the written consent of a student, provided the College publicly announces its intention to make directory information available, as well as the type of information it will disclose, and the procedure a student can follow to deny in writing the right of the institution to publish his/her specific directory information.

Directory Information includes:

- Student's name
- Address
- Telephone listing
- Email address
- Date and place of birth
- Major of field of study
- Current Enrollment Status
- Full or part-time status
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Date of attendance
- Degrees & awards received
- Last educational institution attended
- Group and individual student photographs and images

Students opposed to making any part of their directory information public must go to the Admissions, Registration & Records Office prior to the first class day of each semester, present proof of identity, and sign a statement of Directory Information Refusal. The refusal is valid until the student notifies the Admissions, Registration & Records Office to remove the hold.

Any student who believes that information in his/her educational records is inaccurate or misleading may submit a written request to amend the records to the Director of Admissions, Registration & Records if the Director does not approve the request to amend, the student may appeal this decision to the Vice President of Student Services. Failing approval at this level, the student may request a hearing. If the outcome of this hearing is unsatisfactory, the student may submit a written explanation to be included as part of his/her educational records.

Any complaints regarding violation of student rights accorded by the Family Rights and Privacy Act of 1974 may be submitted in writing to the Family Policy Compliance Office, U. S. Dept. of Education, Washington, D.C. 20202-4605. The complete institutional policy governing the confidentiality of and access to student records is available on request in the Director of Admissions, Registration & Records.

Security and Miscellaneous Regulations

Campus Security

In order to maintain a safe campus environment and to be in compliance with the Federal 1998 amendments to the Higher Education Act, Sec. 485, known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act; and the State of Illinois Campus Security Act (Public Act 88-629), Kishwaukee College publishes the following information concerning campus security policies, procedures and the availability of campus crime statistics.

Kishwaukee College as a public community college of the State of Illinois endeavors to provide safe and open access to its facilities by students, staff, and visitors during its posted regular hours of operation. However, access to some facilities during regular hours of operation may be restricted for the safety and protection of individuals, equipment, or facilities. Access to facilities or equipment after normal hours of operation must be authorized by college administrative staff.

Students, staff, and visitors are expected to conduct themselves in a civil manner that does not violate any Federal, State, or local criminal statutes nor exhibit any illegal or prohibited behaviors as specified in the Kishwaukee College Policy On Alcohol and Substance Abuse and the Code of Student Conduct and Discipline Policy. To assist in maintaining a safe environment, the College has contracted with the DeKalb County Sheriff's Department to provide campus security services. As such, the Campus Security Officers have full police authority including that of arrest. While the Campus Security Office and other college staff endeavor to provide safe facilities and grounds, individuals should adopt safe practices to help prevent criminal actions against themselves or their property.

On-campus emergencies requiring immediate police assistance should be reported from the nearest phone by calling **911. Emergency phones** are also located in all campus wings for calling **911** or the **College Information Desk, ext. 0.** Emergency phones are located in the parking lots to call for 911 emergency response. Emergencies reported first to local law enforcement officials should also be reported, as soon as possible, to the **Campus Security Office** located in **C2177** or by calling 825-2086, **ext. 5420.** For response to **emergencies at off-campus locations, call 911.**

Reports of any suspicion of, or actual occurrence of, criminal activities that do not require immediate police emergency assistance should also be reported to the Campus Security Office, C2177, ext. 5420, in order for an appropriate investigation to be conducted.

Kishwaukee College has a comprehensive policy relating to gender-based or sexual misconduct, domestic violence, dating violence, sexual assault and stalking. A person who believes he or she has been subjected to, witnessed, or has knowledge of an alleged violation of the Comprehensive Code of Student Conduct policy that occurs on campus or at an off campus location where authorized instructional or co-curricular activities are being conducted, may file a complaint alleging violation(s) of this policy. Please see the complete Comprehensive Code of Student Conduct policy in this catalog or online to determine the preferred method of reporting. A person who believes he or she has been subjected to, witnessed, or has knowledge of an alleged violation of the comprehensive policy by a College employee (faculty or staff) may file a report by a preferred method in the comprehensive policy or through the Human Resources Office.

If concerned to keep details of the incident confidential, an individual who wishes to report allegations of gender-based sexual misconduct may speak with on-campus mental health counselors or off-campus rape crisis resources who are legally entitled to maintain the confidentiality of your communications with them in almost all situations. Another alternative is to contact members of the clergy and chaplains off campus, who will also keep reports made to them confidential. The Comprehensive Code of Student Conduct policy included in this catalog lists confidential and non-confidential reporting options and resources. The College will also make every reasonable effort within its control to change students' academic situations and to protect them on-campus after the occurrence of an alleged offense.

Please be aware that even confidential resources have obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

College disciplinary procedures for students accused of gender-based, sexual misconduct, domestic violence, dating violence, sexual assault or stalking are contained in the Comprehensive Code of Student Conduct section of this catalog.

Reports of criminal activities on or at off-campus locations will be investigated by the Campus Security Office in cooperation with appropriate Federal, State, and/or local authorities. All incidents of criminal activities will require the timely filing of an incident report to be shared with police authorities and in compiling an annual report on campus crime. All students, staff, and visitors reporting criminal activity or witnessing crimes are expected to cooperate with college officials and law enforcement officers in the filing of campus incident reports. A log of campus criminal incidents is maintained by the campus security office and is available for public inspection 24 hours after the reporting of an incident. In accordance with the Campus Sex Crimes Prevention Act, Sec. 1601 of 2000 and Violent Crime Control and Law Enforcement Act of 1994, information identifying registered sex offenders who are enrolled or employed at the college may be obtained from the Campus Security Office.

Security Programs for Students

Various programs and methods exist for informing students and staff about campus security procedures, being responsible for one's own security and the security of others, and crime prevention strategies.

Students have access to the Annual Security Report and crime statistics (see next section) to assist them in crime prevention and reporting. At New Student Orientations campus security is discussed, and international students are warned about potential crime and given suggestions for how to avoid being a crime victim. Campus security alerts via texts and emails to students and staff are used to apprise the campus of security risks to their person or property. Emergency phones have been located in all campus wings and in the parking lots. Additional lighting has been installed and remains on during evening hours, and custodial/ maintenance employees wear uniforms to identify themselves. Additional security cameras have been installed around campus. In the evening, a police officer or custodian is available to escort students or staff to their cars by contacting the switchboard operator located in the Main Entrance of the Student Center Atrium. Emergency drills are periodically conducted to familiarize students and staff with the appropriate steps to take due to weather, fire, or other types of emergencies on campus. Speaker phones have been installed in all classrooms to assist with safety communications during emergencies.

Concealed Carry

To ensure a safe environment for employees, students, visitors and those conducting business on campus, Kishwaukee College is a weapons and firearms free campus. The complete Firearms and Weapons Policy can be found on the College website, www.kishwaukeecollege.edu.

Kishwaukee College Annual Security Report

An Annual Campus Security Report that contains this current catalog section on campus security policies and procedures and also reports criminal offenses occurring on campus and at authorized off-campus activities is emailed to all students and a hard copy is available from the Dean of Student Services Office, C2177. This annual report can also be accessed on the College's website. The Annual Security Report filed with the Federal government in compliance with the Campus Crime Act (Clery Act) that contains the College's yearly crime statistics is available at: http://ope.ed.gov/security/GetOneInstitutionData.aspx.

State of Illinois Campus Security Act

In order to create a safe and secure work area and learning environment, and in accordance with the Public Act 88-629 (110 ILCS 12/1-12/99), Kishwaukee College will conduct a criminal background investigations prior to employing individuals in all full or part-time positions, and in security sensitive positions for student workers and volunteers. (see Policy Manual, Appendix K, Criminal Background Checks for Security Sensitive Positions).

Alcohol and/or Substance Abuse

In accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226 Sec. 1213, and to provide a safe and healthful environment, Kishwaukee College has adopted the following alcohol and/or substance abuse policy:

Kishwaukee College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and unauthorized distribution, possession, or use of alcohol in college buildings, on college grounds, or any other place designated for college activities. For purposes of this policy, drugs, including alcohol, are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

Disciplinary sanctions for alcohol or substance abuse are contained in the Kishwaukee College Code of Student Conduct and Discipline, a full copy of which appears elsewhere in this catalog.

Sanctions imposed by this code may include up to and including termination or expulsion and referral for prosecution to civil authorities. Sanctions may also include required participation in and completion of a drug or alcohol abuse assistance or rehabilitation program.

Students receiving financial aid may also lose their aid. Students as citizens are also subject to Federal, State, and local laws.

Students with alcohol and/or substance abuse problems or those wanting information about alcoholism or substance abuse should contact a counselor in the Counseling and Student Development Center, or at any of the off-campus agencies providing counseling and rehabilitation services.

A listing of off-campus agencies is available from a counselor, or the Student Services' office.

A more complete statement of the above information, including health risks associated with alcohol and substance abuse, is available in the Dean of Student Services office.

Parking

Parking is provided on campus for students, faculty, staff and visitors. While students are not required to have a parking permit, faculty and staff must display a parking permit to park in staff only lots.

Reserved handicapped parking is available in all public lots as designated by the posted handicapped parking signage. All users must display a current state handicapped parking placard or license plate. Per the Illinois Secretary of State, use of the placard/plate by a non-designated person may result in fines, revocation and/or confiscation of the placard or plates.

The parking lots are patrolled and tickets issued to violators of parking and traffic regulations. Violators may be fined, have their vehicles towed at their expense, and be subject to the penalties established by the Traffic Board and Board of Trustees. Violators are expected to pay fines promptly or to initiate appeals. Those not paying fines will be subject to record restrictions, loss of enrollment privileges, and other sanctions.

Student Identification Cards

College Student Photo IDs can be obtained in the Library during Library open hours. Any photo ID, such as a State ID or Driver's License, and a current class schedule are needed to receive your Student ID. Student IDs are needed for all Library and Media Services checkouts, Learning Skills Center testing, and for identification in additional offices on campus. Your first card is free. Replacement charges apply for cards lost or damaged cards before their expiration date.

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Keith Foster, Secretary
Sarah Taylor, Treasurer

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Marshall Hayes

Associate Director

Diane Johnson

Development Assistant

Noca Ervin

The Kishwaukee College Foundation is a private 501(c)3 nonprofit organization that is committed to Kishwaukee College and its mission. Guided by a volunteer 16 member Board of Directors who represent a cross section of the Kishwaukee College District, the Foundation is dedicated to bridging the ever widening gap between what public funds support and what excellent, innovative, and affordable education costs. Through fundraising, special events, and the generosity of donors, the Foundation is able to support special initiatives such as student scholarships and program enhancements.

Year after year, the Kishwaukee College Foundation provides consistent financial support to enrich programs such as the Arts, Electronics, Literacy, Horticulture, Nursing, the Library, and more. In addition, each year the Foundation makes available more than $250,000 in student scholarships through more than 60 different funds.

Administration

PRESIDENT

Borowicz, Laurie
BS, University of Wisconsin-Madison
MS, University of Wisconsin-Stout
EdD, Edgewood College

VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS

Fuss, Kevin
BS, MBA, Northern Illinois University

VICE PRESIDENT OF STUDENT SERVICES

Harris, Sedgwick
AS, Southwestern Michigan College
BA, Northwestern Oklahoma State University
MA, Western Michigan University

VICE PRESIDENT OF INSTRUCTION

Lanting, Mark
AA, South Suburban College
BS, MA, Governor State University
EdD, Olivet Nazarene University

INTERIM CHIEF FINANCIAL OFFICER

Young, Beth
BS, Indiana University
MBA, Keller Graduate School of Management

DEAN OF ADULT EDUCATION & TRANSITION PROGRAMS

Kantner, Margaret Joanne
BS, Rockford University
MS, PhD, Northern Illinois University

DEAN OF ARTS/COMMUNICATIONS/SOCIAL SCIENCES

Long, Jaime
BS, Bradley University
MA, University of Texas

DEAN OF CAREER TECHNOLOGIES

Feuerborn, Matthew
MS, Illinois State University
MEd, Benedictine University

DEAN OF HEALTH AND EDUCATION

Chilton, Bette
BS, MS, Northern Illinois University

DEAN OF MATH/SCIENCE/BUSINESS

Pohl, Sara
BS, MS, Southern Illinois University

DEAN OF STUDENT SERVICES

Partch, Nancy L.
BS, MSEd, Northern Illinois University

DEAN OF WORKFORCE DEVELOPMENT & CONTINUING EDUCATION

(Vacant)

DIRECTOR OF ADMISSIONS, REGISTRATION & RECORDS

Rothmeyer, Michelle
BA, Judson University
MSEd, Northern Illinois University

DIRECTOR OF CAMPUS OPERATIONS
(employed by Aramark)

Kuropas, Mike
BS, Northern Illinois University

DIRECTOR OF FOUNDATION DEVELOPMENT

Hayes II, Marshall
BA, Eureka College
MS, Illinois State University

DIRECTOR OF HUMAN RESOURCES

Acardo, John
BS, Northern Illinois University
MBA, Keller Graduate School of Management

ACTING DIRECTOR OF INFORMATION TECHNOLOGY

McGarry, Robert
BS, Michigan Tech University

DIRECTOR OF INSTITUTIONAL RESEARCH

Crull, Matthew
BS, MS, Western Illinois University

DIRECTOR OF LIBRARY SERVICES

Green, Anne-Marie D.
AS, Elgin Community College
BS, Northern Illinois University
MLIS, University of Wisconsin-Milwaukee

DIRECTOR OF MARKETING & PUBLIC RELATIONS

Hamel, Kayte
AS, Kishwaukee College
BS, MA, Northern Illinois University

DIRECTOR OF STUDENT FINANCIAL AID/ VETERANS AFFAIRS

Stonesifer, Cynthia
AS, Rock Valley College
BS, Concordia University

Faculty

ACCOUNTING (ACC)

Westmeyer, Everett
BS, University of Illinois
MA, Benedictine University
CPA, State of Illinois
CGMA

ART (ART)

Halpern, Miles
BS, Skidmore College
BFA, School of the Art Institute of Chicago
MFA, Pennsylvania State University

AUTOMATED ENGINEERING TECHNOLOGY (MT)

Lawrence, Robert J.
AAS, Kishwaukee College

AUTOMOTIVE TECHNOLOGY (AMT)

Banasiak, Timothy
AAS, College of DuPage
BA, MBA, Lewis University

Long, Shawn
AAS, Kishwaukee College

Shotton, Scott
AAS, College of DuPage

AVIATION FLIGHT (AVF)

Durin, Steve
AS, Kishwaukee College
BS, Western Illinois University

BIOLOGY (BIO)

Hughes, Adam
BS, University of Illinois
MS, Eastern Illinois University

Johnston, Sandra
BS, MS, Governors State University

Nezrick, Tania
BS, MS, Northern Illinois University

Oestreich, Anne
Certificate Adult Education,
Bournemouth Poole College, England
BS, MS, Northern Illinois University
DC, Palmer College of Chiropractic

BUSINESS/MARKETING MANAGEMENT (BUS, MM)

Tiggelaar, Tammy
BS, MS, Northern Illinois University

CHEMISTRY (CHE)

Murdaugh, Laura
AS, Joliet Junior College
BS Lewis University
MS, Ph.D., Northern Illinois University

Potts, Nicole
BS, St. Mary-of-the-Woods College
PhD, Northern Illinois University

COLLISION REPAIR (CRT)

Brink, Gregory
AAS, College of DuPage

COMMUNICATION (COM)

Abeln, Kacy
AA, College of DuPage
BA, North Central College
MA, Northern Illinois University

Budziak, Chase
BS, MA, Northern Illinois University

Desjarlais, John J.
BA, University of Wisconsin-Madison
MA, Columbia University
MA, Illinois State University

COMPUTER-AIDED DESIGN TECHNOLOGY (CAD)

Schwendau, Mark
BS, MS, Northern Illinois University

COMPUTER INFORMATION SYSTEMS (CIS)

Klick, David
AAS, Kishwaukee College
BS, Northwestern University
MS, Nova Southeastern University

COUNSELORS

Gerken, Megan
BA, Augustana College
MS, Northern Illinois University

Johnson, Carla
BS, MA, Northern Illinois University

Kernan, Carolyn
BA, University of South Carolina
MA, University of Illinois, Chicago

Marsden, Sarah
AAS, Kishwaukee College
BA, Northern Illinois University
MA, Argosy University

Mitchell, Joy
BS, MS Northern Illinois University

CRIMINAL JUSTICE (CRJ)

Dammon, David
BS, Western Illinois University

DIESEL POWER TECHNOLOGY (DPT)

Bauer, Matthew
AAS, Kishwaukee College

Boesche, John
AAS, Kishwaukee College

Durin, Steve
AS, Kishwaukee College
BS, Western Illinois University

Engel, Mark
AAS, Kishwaukee College

Flink, Donovan
AAS, Kishwaukee College

ELECTRONICS (ELE)

Raimondi, Charles
BS, DeVry Institute of Technology
MS, Western Illinois University
MA, National Louis University

ENGLISH (ENG)

Fuerst, Carl
BA, Univeristy of Illinois
MA, PhD, Northern Illinois University

Gordon, Nathan
BA, MA, Northern Illinois University

Hultgren, Tina
BA, MA, Northern Illinois University

Irmen, Ami
BA, University of Wisconsin
MFA, Minnesota State University

Miller-O'Dell, Bonnie
BA, Bradley University
MA, Northern Illinois University

Smith, Amy
BA, MA, Northern Illinois University
MAT, St. Thomas University

West, Todd
BA, Illinois Wesleyan University
MA, Southern Illinois University
MS, Illinois State University
PhD, Northern Illinois University

HISTORY (HIS)

Jossendal, Jennifer
AS, Kishwaukee College
BS, MA, Northern Illinois University

McCullough, Branden
BA, Southeast Missouri State University
MA, Southern Illinois University

HORTICULTURE (HOR)

Alde, Richard A.
BS, Murray State University

Ewert, Matthew
BLA, Iowa State University

Gallagher, Janet
BS, MS, University of Illinois

LEARNING SKILLS CENTER/ TUTORING SERVICES

(Vacant)

LIBRARY

Lockman, Timothy
BA, Eastern Illinois University
MS, University of Illinois

Wubbena, Carol Sue
BA, Northeast Missouri State University
MS, University of Illinois

MATHEMATICS (MAT)

Blalock, Dominica
BS, MS, Northern Illinois University

Criswell, Nicole
AS, Kishwaukee College
BS, MS, Northern Illinois University

Ho, Jonathan
BS, University of Puerto Rico
MS, University of Iowa

Hoecherl, Laurie Miller
BS, MS, Northern Illinois University

Michels, William
BS, MS, Northern Illinois University

Read, Matthew
AS, Kishwaukee College
BS, MS, Northern Illinois University

Rider, Kyra
BS, MS, MS, Northern Illinois University

Wang, Andrew
BS, MS, Northern Illinois University

MODERN LANGUAGES (FRN, GER. SPA)

Anderson, Timothy
BA, Rockford College
AM, Washington University in St. Louis
MA, Middlebury College

NURSING (NUR)

Callahan, June
BS, MS, Northern Illinois University

Kayes, Donna
AAS, Rock Valley College

Makosh, Christine
AAS, Kishwaukee College
BSN, Aurora University
MS, Walden University

Mitchell, Patricia
AS, Frederick Community College
BSN, Rockford College
MS, DNP, University of Illinois-Chicago

Ormond, Janis
PN, Sacred Heart of Practical Nursing
AAS, College of Dupage
BS, Alverno College
MS, Loyola University

Schnier, Kathy
BS, St. Olaf College
MS, Northern Illinois University

Singer, Kay
AAS, AS, Kishwaukee College
BS, Northern Illinois University
MS, Kaplan University

Soost, Kelly
AAS, Kishwaukee College
BSN, Mennonite College of Nursing
MS, MS, University of Illinois-Chicago

PHILOSOPHY (PHL)

(Vacant)

PHYSICAL EDUCATION (PE)

Lord, Jodeen
BA, The College of St. Catherine
MS, Mankato State University

PHYSICS (PHY) / ENGINEERING (EGR)

Ahlert, Kimberly
BS, MS, MS University of Illinois

Edgecombe, Alan
BS, MS, University of Illinois

Mais, James
BS, BS, MS, Northern Illinois University

PSYCHOLOGY (PSY)

Funston, Terry Lyn
BS, University of Alabama
MA, Marshall University
MS, Capella University

Stroud, Paula
BA, Wesleyan College
MA, Northern Illinois University

RADIOLOGY (RA)

Fox, Gerald
BS, Cardinal Stritch University
MA, Carroll College
RT, American Registry of Radiology Technology

Meadors, Marie
AS, Elgin Community College
BS, University of Saint Francis
Certificate of Radiology, Saint Joseph Hospital School of Radiology

READING

Mueller, Ann Marie
BA, Southwest Texas State University
MSEd, Northern Illinois University

SOCIOLOGY (SOC)

Brostrom, Kimberly
AA, College of Lake County
BA, Lake Forest College
MA, DePaul University

Ellis, Pernevlon
BA, MA, MA, Western Illinois University

THEATRE (THE)

Franklin, Nadine K.
BS, MFA, Northern Illinois University

WELDING (WT)

Caccia, Zachery
AS, Rock Valley College

Professional Staff

ACCESS, EQUITY & DIVERSITY

(Vacant)

ADULT EDUCATION & TRANSITION PROGRAMS

Adult Education & Family Literacy

Olson, Patricia
BS, Illinois State University

Raynor, Carla
BS, Ball State University
BS, Northern Illinois University
M.Ed, American College of Education

Wagner, Tricia
BA, Ozark Christian College
MA, Wheaton College

Right to Succeed Program

Poturalski, Amanda
AS, Waubonsee Community College
BS, Northern Illinois University
MSW, Aurora University

WIOA Adult & Dislocated Worker Program

Hardwick, Ja'lessa
BA, Northern Illinois University

Konan, LaCretia
BA, Elmhurst College

Marshall, Wendy
BA, MS, Northern Illinois University

Tierney, Billi
BS, University of Wisconsin-Platteville

Vaulx, Kristney
BA, Eastern Illinois University

WIOA Youth Program

Mahaffey, Dariana
BSW, MSW, Aurora University

Schrader, Jaime
BS, Southern Illinois University
MA, Webster University

Workforce Transitions

Kolls, Mary Ann
BA, Northern Illinois University
MS, Capella University

ASSISTIVE RESOURCES/ DISABILITY SERVICES

Montag, Jenifer
AAS, North Central Technical Institute
BA, Winona State University
MA, Northern Illinois University

Wilson, Ann
BS, Northern Illinois University

ATHLETICS

Buss, Rob
BS, Rockford College
MS, University of Wisconsin, La Crosse

Jackson, Craig
BS, Willamette University

BOOKSTORE

Anderson, Jessica
BA, Northern Illinois University

BUILDINGS AND GROUNDS

Fritsch, Dan

Gommel, David
BS, University of Illinois

Moser, Doug
AAS, Kishwaukee College

BUSINESS DEVELOPMENT & CONTINUING EDUCATION

Gallagher, Melissa
BA, University of Illinois
MS, Northern Illinois University

BUSINESS OFFICE

Hansen, Jill
BS, Northern Illinois University

Jones, Kathy
AAS, Joliet Junior College
BGS, Northern Illinois University

CAREER CENTER

Allen, Michelle
BS, MPA, Northern Illinois University

COMPLEMENTARY HEALTH PROGRAMS

Ciaccio, Leslie
Certificate, Massage Therapy
BFA, University of Wisconsin, Milwaukee

COPY CENTER/MAIL SERVICES

Kessen, Connie

DUAL CREDIT

Rudzinski, Mary
BS, Northwestern University-Evanston
MS, DePaul University

EARLY CHILDHOOD CENTER

Ervine, Cornelia
BS, Northern Illinois University

Kimmel, Steven D.
BS, University of Illinois
MS, Northern Illinois University

Phelps, Pam
AAS, Kishwaukee College

Reppin, Diane
AAS, Kishwaukee College

FACILITIES & EVENTS

(Vacant)

FOUNDATION

Johnson, Diane
MA, Northern Illinois University

HUMAN RESOURCES

Brooks, Sarah
BB, Western Illinois University

Jones, Michelle
BS, Santa Clara University

LEARNING SKILLS CENTER/ TESTING SERVICES

Morgan, Jenny
BA, Eastern Illinois University

MARKETING & PUBLIC RELATIONS

Barron, Lindsay
AAS, AA, Rock Valley College
BFA, Northern Illinois University

Chiavini, Laura
BA, University of Illinois
MS, Illinois State University

Ramsdell, Ronda
BFA, Northern Illinois University

MEDIA SERVICES

Magnuson, Brian
AA, Kishwaukee College
BA, Columbia College

RETENTION & STUDENT SUCCESS

Strapp, Jacqueline
BA, North Park University

STUDENT ACTIVITIES

von Ende, Allison
BS, Western Illinois University
MA, Ball State University

STUDENT OUTREACH & ORIENTATION

Law, Bryce
BS, Webster University
MA, University of Southern Indiana

TRANSPORTATION PROGRAMS

Dahm, Joseph
AS, Waubonsee Community College
BA, Governors State University

Truck Driver Training

Folkers, Gregory
AAS, Indian Hills Community College

King, Matthew

TRiO STUDENT SUPPORT SERVICES

Green, Kimberly
BS, Northern Illinois University

Mussington, Savannah
BA, Ashford University
MA, University of the Rockies

WELLNESS CENTER

(Vacant)

Index

A

Academic Advising and Educational Planning 29
Academic Forgiveness Policy 171
Academic Polices and Procedures 166
Academic Calendar 10
Academic Standing 169
Acceptance of Transfer Credit 14
Access, Equity & Diversity 157
Accounting Transfer 51
Add/Drop 166
Administration 194
Administrative Withdrawal 166
Admission to Associate in Arts and Associate in Science Degrees 11
Admissions 11
Admissions/Registration Checklists 26
Adult Education & Transition Programs 34
Advanced Placement (AP) Program College Entrance Examination Board 18
Advanced Standing 18
Agriculture Transfer 51
Alcohol and Substance Abuse 191
Assessment 50
Assistive Resources (Disability Services) 158
Associate Degrees 31
Associate in Engineering Science Degree (A.E.S.) 43
Associate in Fine Arts Degree (A.F.A.) (Fine Arts Emphasis) 45
Associate in Fine Arts Degree (A.F.A.) (Art Education Emphasis) 47
Associate in Applied Science (A.A.S.) Degree Requirements 62
Associate in Arts Degree (A.A.) 31
Associate in Science Degree (A.S.) 31
Athletic Eligibility 166
Auditing a Course 166
Automated Engineering Tech Program 64
Automotive Program 65
Aviation Flight Program 67

B

Baccalaureate/Transfer Programs 35
Basic Nurse Assisting 90
Biological Sciences Transfer 52
Board of Trustees 192
Bookstore 156
Bus Service 156
Business Transfer 53

C

Campus Map 201
Campus Parking 156
Campus Security 156
Career Center 156
Career Clusters 60-61
Career Counseling 157
Career/Occupational Programs 64-95
Catalog for Graduation 48
Center for Business Development & Continuing Education 30
Certificate of Completion Requirements 62
Certificates 30
Change of Grade 170
Chargebacks 28
Chemistry Transfer 53
Childcare 157
Citizens of Foreign Countries 13
Class Attendance 166
Code of Student Conduct and Discipline 175
College-Level Examination Program (CLEP) 20
College Mission, Vision, & Extended Purposes 7
Computer-Aided Design Technology Program 68
Computer Information Systems Program 70
Computer Science Transfer 54
Confidentiality of Student Records 188
Cooperative Agreements 17
Costs/Financing 15
Counseling & Student Development 157
Course Descriptions 97
- Accounting (ACC) 97
- Adult Basic Education (ABE) 98
- Adult Secondary Education(ASE) 98
- Agriculture (AGR) 98
- Agriculture Transfer (AGT) 98
- Anthropology (ANT) 98
- Art (ART) 99
- Automated Engineering Technology (MT) 101
- Automotive Technology (AMT) 103
- Aviation Flight (AVF) 104
- Biology (BIO) 105
- Business (BUS) 106
- Chemistry (CHE) 107
- Collision Repair Technology (CRT) 108
- Communication (COM) 109
- Computer-Aided Design (CAD) 110
- Computer Information Systems (CIS) 112
- Counseling and Student Development (CSD) 116
- Criminal Justice (CRJ) 118
- Diesel Power Technology (DPT) 118
- Early Childhood Education (ECE) 120
- Economics (ECO) 121
- Education (EDU) 121
- Electronics Technology (ELE) 122
- Emergency Medical Services (EMS) 123
- Engineering (EGR) 124
- English (ENG) 125
- English as a Second Language (ESL) 128
- Esthetics (EST) 128
- French (FRN) 129
- Geography (GEO) 129
- German (GER) 129
- Health (HLT) 130
- History (HIS) 130
- Horticulture (HOR) 131
- Humanities (HUM) 135
- Independent Study (IS) 136
- Library (LIB) 136
- Linguistics (LNG) 136
- Marketing and Management (MM) 136
- Mathematics (MAT) 137
- Military Science (MS) 139
- Music (MUS) 140
- Nursing (NUR) 141
- Office Systems (OS) 144
- Philosophy (PHL) 146
- Physical Education (PE) 147
- Physical Science (PHS) 148
- Physics (PHY) 148
- Political Science (PLS) 149
- Psychology (PSY) 149
- Radiologic Technology (RA) 150
- Sociology (SOC) 152
- Spanish (SPA) 152
- Technical Mathematics (TMAT) 153
- Theatre (THE) 153
- Therapeutic Massage (TPM) 154
- Truck Driving Training (TRK) 155
- Welding Technology (WT) 155

Course Load 165
Course Overload 165
Course Substitutions/Waivers A.A.S. & Certificate of Completion 32
Criminal Justice Program 74
Criminal Justice/Criminology Transfer 54

Index

D

Dean's List....167
Degrees/Certificates....31
Departmental Proficiency Evaluation....21
Determing Placement....29
Diesel Power Technology Program....76
Disability Services (Assistive Resources)....158
Dual Credit/Dual Enrollment for High School Students....12 & 22
District Map....200

E

Early Childhood Education Program....77
Education Program....78
Education Transfer....55
Educational Guarantees
- Occupational....96
- Transfer....49

Educational Opportunities at a Glance....30
Electronics Program....79
Emergency Medical Services Program....80
Employment (Student)....163
Engineering Transfer....56
Esthetics Program....81

F

Faculty....195
Fees....15
Final Exams....167
Financial Aid....160
Financial Aid Eligibility....167
Financial Aid Standards of Academic Progress....161
Forfeiture of Transfer Credit....14
Former Board of Trustees....192
Foundation....162

G

General Education....37
Good Standing
- Academic....169
- Financial Aid....161

Grade Discrepancy Resolution....170
Grade Point Average (GPA)....165 & 169
Grading Policy....168
Graduation....48
Graduation Honors....48
Graduation Requirements for AAS & Certificates....62
Grants....161

H

High School Equivalency Testing....34
Honors Program....31
Horticulture Program....81
Housing....157
Hybrid Classes....165

I

Illinois Articulation Initiative....35
In-District Resident....28
Incomplete Grade Policy....170
Independent Study....165
Industrial Technology Transfer....56
Institutional Learning Objectives....40
Intercollegiate Athletics....164

J

Joint Educational Agreements....17

K

Kaleidoscope....164
Kamelian....164
Kishwaukee College Allies Program....158
Kishwaukee College Foundation....162
Kishwaukee Installment Payment Plan (KIPP)....15

L

Learning Skills Center....158
Library....158
Loans....162

M

Marketing and Management Program....86
Mathematics Transfer....57
Military Withdrawal....167

N

Non-Traditional Learning Credit....18
Nursing Program....87

O

Office Systems Program....90
Online Courses....165
Online Student Information....167
Out-of-District Resident....28
Out-of-State/Foreign Country Resident....28

P

Part-time Student Honors List....167
Parking....191
Pass/Fail Transfer Credit....14
Payment....15
Phi Theta Kappa....164
Physical Education Activity Transfer....14
Physics Transfer....57
Pre-Veterinary Transfer....58
Prerequisites for Courses....165
Professional Staff....197

R

Radiologic Technology Program....92
Refund Policy....16
Registration for Courses....167
Repeating a Course....169
Residency Requirements....28
Restricted Standing....169
Retention and Student Success....158

S

Scholarships....162
Second Associate Degree....18
Security and Miscellaneous Regulations....189
Senior Citizen Fees....15
Special Education Transfer....55
Student Clubs and Organizations....164
Student Identification Cards....191
Student Responsibility....175
Students with Special Needs....158
Study Abroad....30

T

Teacher Aide Certification....55
Tech Preparation Programs....25
Telephone Directory....9
Therapeutic Massage Program....94
Transcripts of Educational Record....169
Transfer Planning....159
Transfer of Credit to Other Institutions....36
Transfer Programs....35
Transfer Student Admission....14
Transferring....35
Tuition....15
Tutoring and Testing Services....159

U

Unit of Credit....165

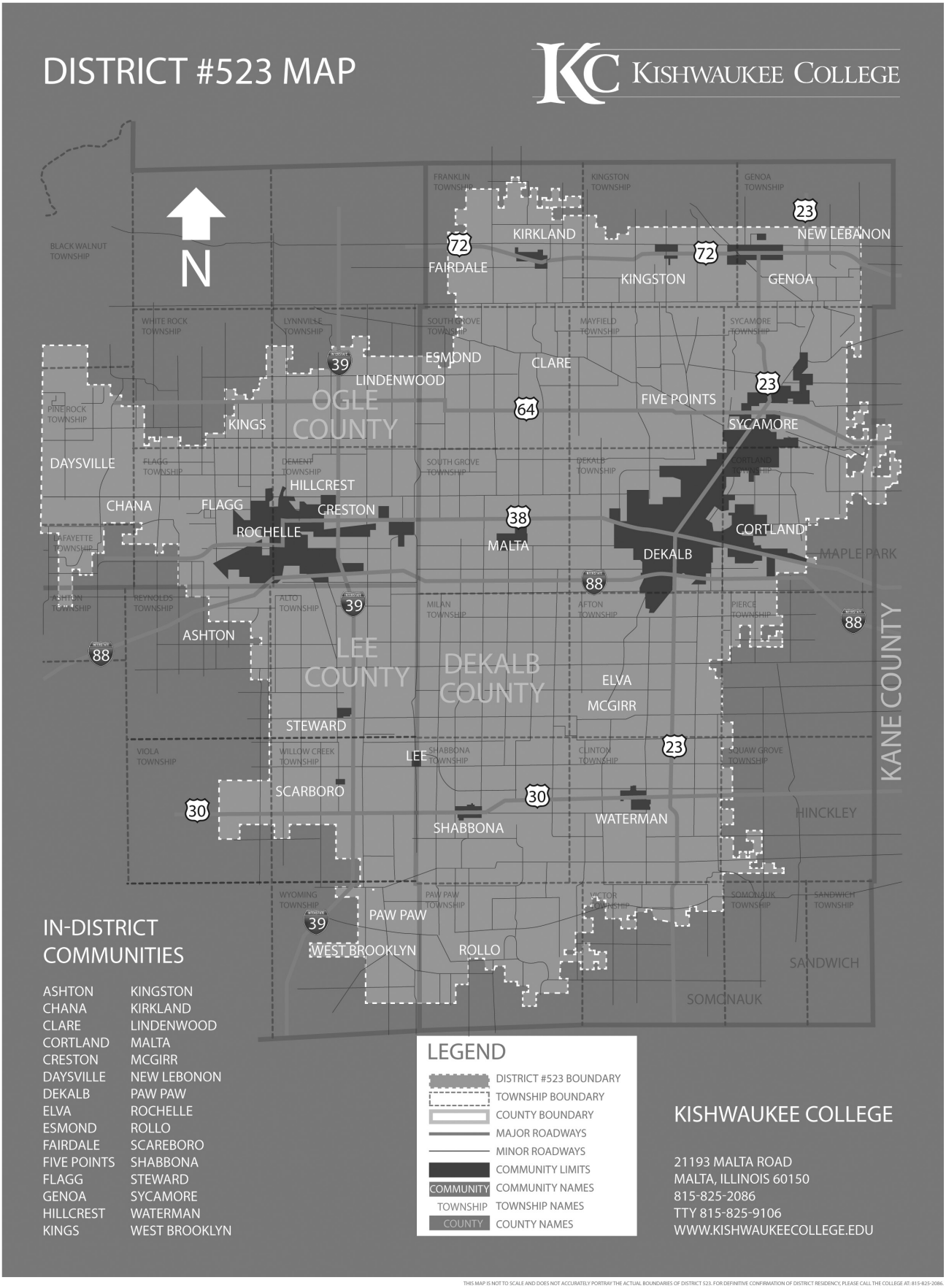
V

Veteran Eligibility....167

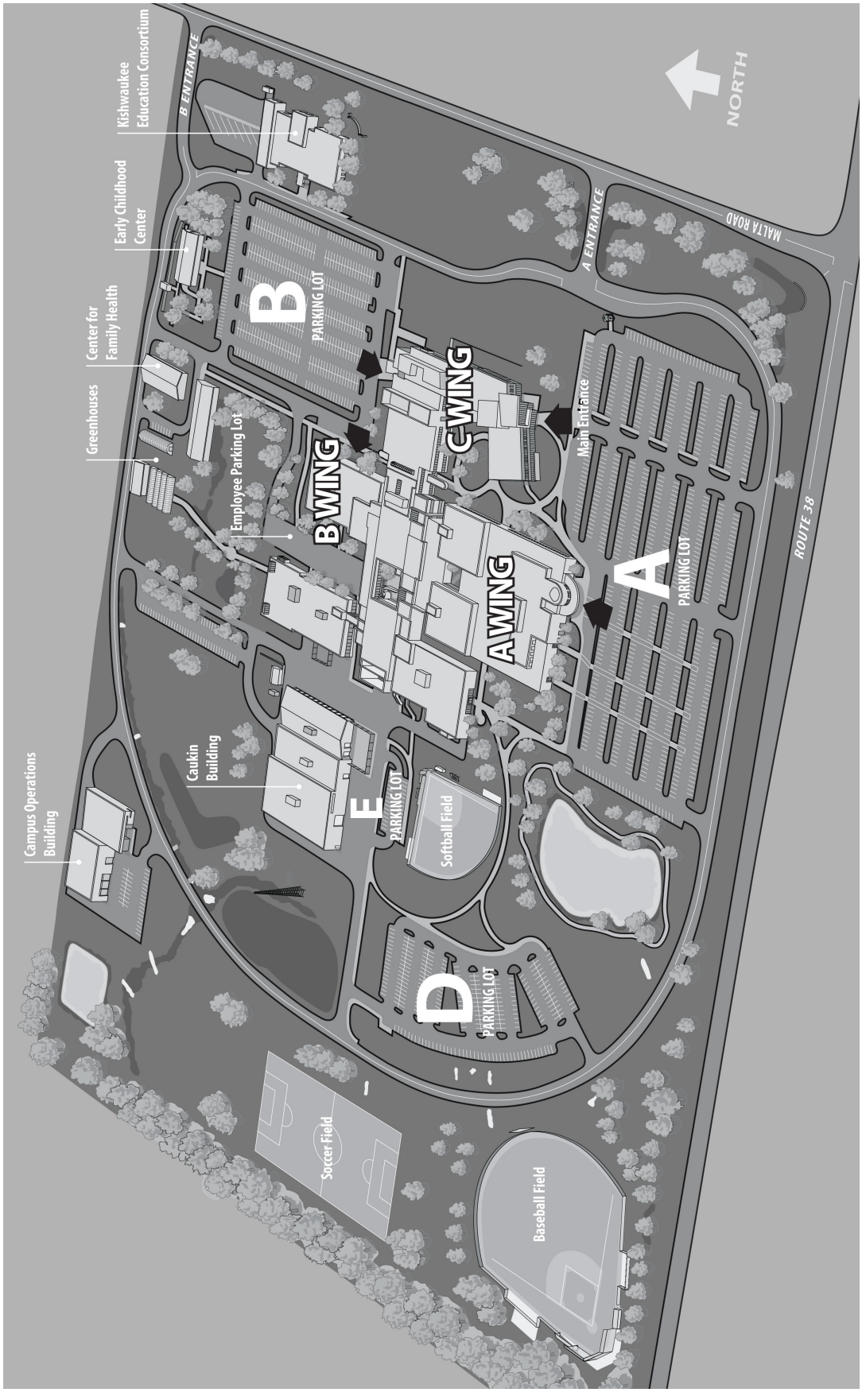
W

Withdrawal Policy....166
Welding Program....95

District Map



Campus Map


Kishwaukee Education Consortium
B ENTRANCE
Early Childhood Center
Center for Family Health
Greenhouses
Employee Parking Lot
B WING
C WING
A WING
B
PARKING LOT
A ENTRANCE
MALTA ROAD
NORTH
Main Entrance
A
PARKING LOT
ROUTE 38
Campus Operations Building
Caukin Building
E
PARKING LOT
Softball Field
D
PARKING LOT
Soccer Field
Baseball Field

Notes

Our Mission.

At Kishwaukee College, we are passionate about enhancing lives and fulfilling dreams. We provide excellent, innovative, and affordable education in a welcoming environment to learners who can benefit from diverse programs and services.

Our Vision.

Kishwaukee College will be *the* driving force behind turning student aspirations and community potential into enduring success.

Get Ready. Get Kish.

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