

# 2012-2013 Catalog

**KC** KISHWAUKEE COLLEGE



*Real Opportunity*

# KISHWAUKEE COLLEGE

## 2012-2013 CATALOG

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### **Kishwaukee College President**

Dr. Thomas L. Choice

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

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### **Kishwaukee College**

21193 Malta Road  
Malta, IL 60150-9699  
**Phone:** 815.825.2086  
**Fax:** 815.825.2072  
**TTY:** 815.825.9106

**The College Catalog is also available at [www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu).**

# TABLE OF CONTENTS

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## 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) .....	19
Dual Credit .....	21
Admission/Registration Checklists .....	25
Residency Requirements .....	27
Academic Advising/Educational Planning.....	28

## EDUCATIONAL OPTIONS

Educational Options at a Glance .....	29
Study Abroad .....	29
Degrees and Certificates .....	30
Center for Business Development and Continuing Education .....	32
Adult Education and Transition Programs.....	34

## TRANSFER PROGRAMS

Baccalaureate/Transfer Programs .....	35
Transfer Degree Requirements .....	37
Applying for Graduation .....	46
Transfer Guarantee.....	47
Assessment .....	48
Recommended Courses .....	49

## CAREER/OCCUPATIONAL PROGRAMS

Career/Occupational Degree Requirements .....	60
Career Program Guarantees .....	98

### 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

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## COURSE DESCRIPTIONS

Alphabetical Listing of all Transfer and Career/Occupational Courses ..... 99

## CAMPUS LIFE AND SUPPORT SERVICES

Support Services ..... 165

Financial Aid ..... 168

Campus Life/Student Organizations ..... 172

## POLICIES AND PROCEDURES

Important Definitions ..... 174

Academic Policies and Procedures ..... 176

Grading ..... 179

Code of Student Conduct ..... 184

Confidentiality of Student Records ..... 187

Security and Miscellaneous Regulations ..... 189

## THE PEOPLE BEHIND THE COLLEGE

Board of Trustees ..... 192

Kishwaukee College Foundation ..... 193

Administration ..... 194

Faculty ..... 195

Professional Staff ..... 199

## INDEX

Road Map ..... 203

Campus Map ..... 204

District Map ..... 205

### Accreditations & Recognition

#### The Higher Learning Commission

A Commission of the North Central Association of Colleges and Schools

30 N. LaSalle St., Ste. 2400, Chicago, IL 60602-2504, 800-621-7440/312-263-0456, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

#### Commission on Massage Therapy Accreditation

5335 Wisconsin Avenue NW, Suite 440, Washington, D.C. 20015, 202-895-1518, Fax: 202-895-1519

#### 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](http://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](http://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](http://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](http://www.ibhe.org)

#### Audubon International

Cooperative Sanctuary, 46 Rarick Road, Selkirk, NY, 12158, 518-767-9051, [www.auduboninternational.org](http://www.auduboninternational.org)

## ***MESSAGE FROM THE PRESIDENT***

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If the 2012-13 academic year is the first time you have been on our campus, you have chosen an exciting year to begin your Kishwaukee College journey as we prepare to open the new Student Center and continue to remodel and refurbish existing classroom space.

The growth and development of our physical facilities mirrors the changes so many of our students undergo from the time they enter Kishwaukee College until they graduate. Whether pursuing their chosen field, preparing to continue their studies at a four-year university, or gaining valuable real life experiences through internships and on-campus lab and shop work, our students have many opportunities to challenge themselves and to grow as students, become lifelong learners, and reach their highest potential.

The physical changes on campus are visible and obvious indications of moving forward. The changes that take place inside of every student may not be as visible, but they are just as enduring and will have lasting impact on their lives, our communities, and the world.

*Welcome to Kishwaukee College!*

*Thomas L. Choie*



# COLLEGE MISSION AND VISION

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## MISSION

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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

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



## EXTENDED PURPOSES

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**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.

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

**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.

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

**General Education:** Kishwaukee College provides a broad range of general education classes designed to assist students in assimilating fundamental knowledge, applying higher level thinking skills, and recognizing the applications of general education content.

Students will be able to demonstrate knowledge of basic terms, facts, and concepts related to their general education course work.

**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

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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. In addition, the Center for Business Development and Continuing Education offers lifelong learning opportunities for both personal enrichment as well as business and industry training and development. The Adult Education and Transition Programs division offers adult basic education, GED preparation, English as a Second Language, as well as special programs for adults to transition to college. 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. The Counseling and Student Development Center offers personal, academic, and career counseling services. The Transfer Center assists students as they prepare to transfer to four-year institutions to continue their education. The Financial Aid Office assists students with creating the best financial aid packages to pay for the already affordable education at Kishwaukee College. The Learning Skills Center offers a full range of group and individual tutoring, plus boasts a Writing Center, Math Lab, and study skills assistance.

## Kishwaukee College Quick Facts

District number	523
Founded	1968
Number of students	10,192
Average student age (credit)	26
Average student age (non-credit)	47
Class size range	10-40
Total faculty	351
Total administrators & staff	205
Facilities	500,000 sq ft
Campus size	120 acres
District population	113,944

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 Employment Resources 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 union of

classroom discussion, lecture, and hands-on labs and activities with faculty who take a genuine interest in students' learning.

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 is real opportunity.



# TELEPHONE DIRECTORY

(815) 825-2086 (VOICE) • (815) 825-9106 (TTY)

	Ext.		Ext.
<b>Art Gallery</b>	5610	<b>Environmental Services</b>	3050
<b>Arts/Communications/Social Science (ACSS)</b>	2600	Custodial Services	3980
Anthropology	Music	Maintenance	2900
Art	Philosophy	<b>Facility Reservation</b>	2100
English/Reading	Political Science	<b>Food Service</b>	5930
French	Psychology	<b>Foundation Development</b>	2660
German	Spanish	<b>Health and Education</b>	2510
History	Sociology	Basic Nurse Assisting	Nursing
Humanities	Speech	Early Childhood Education	Physical Education
Journalism	Theatre	Education	Radiologic Technology
<b>Administration</b>	2010	Emergency Medical Services	Therapeutic Massage
President	2010	Health	
Vice President Finance & Administration	3500	<b>Information Technology</b>	3580
Vice President of Instruction	2930	HELP Desk	4357
Vice President of Student Services	2490	<b>Institutional Effectiveness</b>	3580
<b>Adult Education and Transition Programs (AETP)</b>	3110	<b>Learning Skills Center</b>	3880
Adult Student Connections	3430	<b>Library Services</b>	2250
Adult Education Counselor	3190	<b>Math/Science/Business (MSB)</b>	2070
Bilingual Counselor	3130	Accounting	Geography
English as a Second Language (ESL)	3180	Biology	Marketing Management
Family Literacy	2910	Business	Mathematics
General Educational Development (GED)	3180	Chemistry	Military Science
IL workNet Center	(815) 756-4893 x226	Economics	Physical Science
Literacy Program	3200	Engineering	Physics
Right to Succeed	5190	<b>Media Services</b>	2260
Workforce Preparation for Youth	2380	<b>Newspaper Kaleidoscope</b>	3450
<b>Athletics</b>	5380	<b>Security-DeKalb Co Sheriff's Office</b>	5420
<b>Bookstore</b>	2270	Lost and Found	5420
<b>Business Development</b>	2050	<b>Student Services</b>	2740
<b>Business Office</b>	3410	Academic Advising/Counseling	5070
Human Resources	2200	Admissions	4190
Switchboard Receptionist	0	Assistive Resources/Disability Services	3960
<b>Continuing Education</b>	2040	Diverse Student Services	5910
<b>Copy Center/Mail Services</b>	2060	Financial Aid	2240
<b>Career Technologies (CT)</b>	2830/2030	Orientation New Students	5070
Agriculture	Criminal Justice	Records	2180
Agriculture Transfer	Diesel Power Technology	Registration	2740
Automated Engineering Tech	Electronics	Right to Succeed	5200
Automotive Technology	Equine Science	Student Activities	5400
Aviation Flight	Horticulture	Student Association	2140
Building Construction Technology	Office Systems	Testing	5070
Collision Repair Technology	Welding Technology	Transfer Center	5910
Computer-Aided Design Technology		Tutoring Services	2790
Computer Information Systems		Veterans' Office	3390
<b>Dual Credit Instruction</b>	3470	Voter Registration	5070
<b>Early Childhood Center</b>	2150	<b>Study Abroad</b>	2560
<b>Employment Resources Center</b>	4080	<b>Truck Driving Training</b>	2050
Student On-Campus Employment	2490	<b>Wellness Center</b>	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 A-317, regarding course accommodations or the office of a college staff member sponsoring the program, service, or activity for which there is accessibility concern. TTY: (815) 825-9106. Voice: (815) 825-2086, ext. 3960.

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



# COLLEGE CALENDAR

## SUMMER TERM - 2012

Classes begin	Mon	May 21
Memorial Day observed - no classes - offices closed	Mon	May 28
Independence Day observed - no classes - offices closed	Wed	July 4
Last Day of the Summer Semester	Fri	August 10

## FALL SEMESTER - 2012

Faculty workshops and planning	Wed-Fri	August 22-24
Classes begin	Mon	August 27
Labor Day holiday - no classes - offices closed	Mon	September 3
Fall Mid-term break - no classes - offices closed	Fri	October 19
Second 8 week classes begin	Mon	October 22
Thanksgiving vacation - no classes - offices closed	Wed, 5 pm, Thurs-Sat	November 21-24
Classes resume	Mon	November 26
Final examinations	Sat-Fri	December 15-21
Last day of the Fall semester	Fri	December 21
Grades Due (Next business day after the last day of the Fall Semester)	Wed	December 26

## SPRING SEMESTER - 2013

Classes Begin	Mon	January 14
Martin Luther King Day - no classes - offices closed	Mon	January 21
Spring Break - no classes	Mon-Sun	March 11-17
Classes resume	Mon	March 18
Faculty/Staff Development Day - no classes	Thurs	March 28
Spring Friday - no classes - offices closed	Fri	March 29
Final examinations	Sat-Fri	May 11-17
Last day of the Spring semester	Fri	May 17
Commencement	Sat	May 18
Grades Due	Mon	May 20

*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 (GED) or nongraduates who will be 18 years of age or older during their first semester of enrollment. For age requirements to enroll in GED 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 25 for Admissions/Registration checklists.

## ADMISSIONS REQUIREMENTS

### ADMISSION TO ASSOCIATE OF ARTS AND ASSOCIATE OF 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 <b>strongly encouraged</b> 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 semester hours of college-level credit (courses numbered at the 100- or 200- level) which must include English 103, Speech 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, and 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 ADMISSIONS AT KISHWAUKEE COLLEGE AND NORTHERN ILLINOIS UNIVERSITY

Kishwaukee College and Northern Illinois University have entered into a dual admission agreement which allows Kishwaukee College students to be concurrently enrolled at Northern Illinois University. The program maximizes the resources of both institutions through shared advising and student services, which enhances a student's academic success towards completion of the transfer degree, and provides a continuum of support throughout a student's academic study.

Kishwaukee College students who meet NIU's admission requirements are eligible to benefit from the dual admission agreement. For further information and eligibility requirements, please contact the Director of Admissions, Registration and Records.

## 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.

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, and Records at Kishwaukee College must approve all permission forms. Interested students can contact the Dual Credit Coordinator at Kishwaukee College for more information.

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 semester hours in order to maintain good academic standing at the college.

Note: 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 in this catalog).

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, and 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.

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 the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service and earn a cumulative score of not less than 493 (paper based), 167 (computer- based), or 58 for the Internet based tests. For complete information concerning the TOEFL examination, applicants should write to: Test of English as a Foreign Language, Educational Testing Service, Box 6151, Princeton, New Jersey 08541-6151, U.S.A. Alternatively, applicants from non-English speaking countries may become eligible for admission to Kishwaukee College by successful completion of intensive English training at such English training centers as: Northern Illinois University, ELS Center, DeKalb, IL 60115, phone: 815-753-4600; or ELS Center, 7400 Augusta Street, River Forest, Illinois 60305, U.S.A.; or Internexus English Language Center, 5050 E. State, Rockford, IL 61108-2393. Applicants who attend one of these centers to gain English proficiency must, upon completion, provide evidence of English proficiency to be considered for admission to Kishwaukee College.
2. Submit a Student Information Form to the Records Analyst at Kishwaukee College. A non-refundable \$15 application fee must accompany the original form.
3. Submit notarized copies of all secondary school marks, as well as official transcripts from all colleges or universities previously attended, to the Records Analyst at Kishwaukee College. Transcripts from secondary schools or colleges and universities need to be in English or be accompanied by English language translations. Students needing transcripts translated into English or officially evaluated for receipt of credit at Kishwaukee College should contact the Educational Credential Evaluations (ECE) at: [www.ece.org](http://www.ece.org) or World Education Services at: [www.wes.org](http://www.wes.org) for the procedure and cost to submit their college or university level transcripts for translation or evaluation. Students with questions about whether their transcripts need official evaluation, should contact the Records Analyst at Kishwaukee College, (815) 825-2086, ext. 2450.

4. Place on deposit with the Kishwaukee College Business Office \$17,200 to cover living expenses, tuition, fees and books for two semesters (9 months) and living expenses for an additional three months. In instances in which a foreign applicant will live with a sponsor or relative in the community, or where a home country relative will provide total support, the \$17,200 deposit will be waived. Instead, an International Student Statement of Finance form must be on file with the Records Analyst stating that the sponsor or relative will assume complete financial responsibility for the applicant while in attendance at Kishwaukee College. A Kishwaukee College International Student Statement of Finances form must be completed by every sponsor of the student.
5. When the student has filed the above papers with the Records Analyst, and it has been determined that the student meets all admission requirements, an appropriate Department of Homeland Security SEVIS form (I-20) will be issued to the student. With this action the student is admitted to Kishwaukee College. The student must take this I-20 to the nearest US Embassy in their native country, along with a receipt for the I-901 fee.

Applicants who are citizens of foreign countries where English is the native language will be eligible for admission to Kishwaukee College when they complete steps 2, 3, 4 and 5 listed above.

An international student on a student visa must register for a minimum of 12 semester hours of credit during the fall and spring semesters and pay the international student tuition rate listed in the Costs/Financing section of this catalog. Based on their English proficiency, international students may be required to enroll in remedial or developmental English courses which do not transfer for credit to four-year colleges or universities. A minimum of 3 credit hours of the 12 minimum hours required may be taken as online courses.

Citizens of foreign countries who are currently attending another U.S. college or university and wish to transfer to Kishwaukee College will be required to submit evidence of proficiency in English (former TOEFL scores or other earned English proficiency scores, and transcripts of English grades earned at other U.S. colleges and universities).

In addition, students wishing to transfer to Kishwaukee College from another U.S. college or university are required to arrange an interview with the Records Analyst at least one month prior to the semester in which they wish to enroll. Students wishing to arrange such an interview should contact the Records Analyst, Kishwaukee College, 21193 Malta Road, Malta, IL 60150-9699, U.S.A.; telephone: (815)825-2086, ext. 2450. Final approval for admission of international students rests with the Vice President of Student Services.

## TRANSFERRING TO KISHWAUKEE COLLEGE FROM ANOTHER SCHOOL

### Acceptance of Transfer Credit

Students who previously attended or are attending other U.S. colleges or universities who wish to transfer to Kishwaukee College are subject to the same admissions policies and procedures as entering freshmen except that the minimum high school subject unit requirements for admission to an A.A. or A.S. degree program do not apply. Transfer students who will be pursuing a degree or certificate program at Kishwaukee College are required to provide official undergraduate transcripts from all colleges or universities previously attended prior to advisement and registration. Transfer credit from regionally accredited colleges may be accepted upon receipt of all official transcripts.

The transcripts will be evaluated for students pursuing a degree or certificate at Kishwaukee College. Transfer credit is awarded for all undergraduate college-level course work in which passing grades are earned (grades of “D” or better). This process may be initiated by requesting that official transcripts be forwarded from each undergraduate college or university previously attended to the Admissions, Registration, and Records Office at Kishwaukee College. Visiting students must request that their transcripts be evaluated, if necessary, by completing a Request for Prerequisite Evaluation Form.

Students from other colleges or universities may be required to furnish evidence of ability to handle college work. Such evidence may include placement testing, registration in and completion of prerequisite or developmental course work, or any other educational procedures deemed necessary by the college to aid the student in achieving educational goals.

Kishwaukee College reserves the right to deny enrollment or to withdraw a student from any class if proper advisement procedures are not followed.

**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.

### 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 semester 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.

# 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	\$ 89.00	\$6.00	\$5.00	\$6.00	\$30.00	vary by class
Out-of-District	\$245.00	\$6.00	\$5.00	\$6.00	\$30.00	
Out-of-State	\$370.00	\$6.00	\$5.00	\$6.00	\$30.00	
Foreign Student	\$370.00	\$6.00	\$5.00	\$6.00	\$30.00	
Cooperative Agreements	\$ 89.00	\$6.00	\$5.00	\$6.00	\$30.00	
Authorization for Partial Student Support – Chargeback	\$ 89.00	\$6.00	\$5.00	\$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/](http://www.kishwaukeecollege.edu/) for current tuition and fee rates.*

### 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 courses. They must still pay the Registration Fee, Technology Fee, Student Activity Fee and any Course Fees. Senior citizens registering for non-credit courses must pay the full costs of the course. Senior citizens on a Cooperative Agreement must pay the full cost of the course.

### Payment Options

Students have two options:

**1. Pay by the Tuition Due Date**

Upon registration, a student's balance will be due on the Tuition Due Date. If a student registers after the Tuition Due Date, the balance will be due on the date of registration.

**2. Enroll in KIPP**

Students can enroll in the Kishwaukee Installment Payment Plan (KIPP), which allows them to delay some payments until later in the semester.

A student's registration at Kishwaukee College becomes finalized when the balance is paid or the student enrolls in KIPP. Failure to pay or enroll in KIPP by the tuition due date will result in the student being administratively dropped from all classes.

### KIPP – KISHWAUKEE INSTALLMENT PAYMENT PLAN

KIPP is a payment plan where students sign up online and agree to have money withdrawn from their bank account or credit card on designated days. There is a non-refundable Administrative Fee of \$50. Also, all payments missed will be assessed \$30. Tuition and fees from Continuing Education classes are not eligible for KIPP. For more information, go to [www.kishwaukeecollege.edu/kipp](http://www.kishwaukeecollege.edu/kipp).

## REFUND POLICY

A 100% refund will be granted for classes dropped within the first 6% of the course, as measured using the start and end dates of each course. A 50% refund will be granted for classes dropped after 6% of the course has expired but within the first 12% of the course. 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 using KishSOS.

Refunds will be made only after a student drops a course, either in person or on KishSOS. Refund credit can be applied to the cost of other courses 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 courses 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 drop or withdraw from courses for which Title IV funds were used. If students withdraw from all courses before 60% 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.



# COOPERATIVE AGREEMENTS

## 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 (AAS or certificate) at the following 25 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, Morton, Prairie State, Richland, Rock Valley, Sauk Valley, South Suburban, Southwestern Illinois, Spoon River, and Waubensee 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 and 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*

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

Collision Repair Technology	AAS
Collision Repair	Certificate
Diesel Power Technology	AAS
Basic Diesel Power/Equipment Repair	Certificate
Advanced Diesel Power/ Equipment Repair	Certificate
Basic Equine Science	Certificate
Advanced Equine Science	Certificate

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

Diagnostic Medical Imaging Nuclear Medicine	Certificate
Graphic Arts Technology	
Print Production	AAS, Certificate
Digital Prepress Production	AAS, 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*

**Kishwaukee College district residents** may enter the following programs at Harper 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

**Harper College district residents** may enter the following programs at Kishwaukee 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, and 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, and 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, and Records Office. Credit may be awarded to students who have received scores of three or above.

Advanced Placement Program		
AP Exam	Score	KC Credit
Art History	4, 5	ART 282
Studio Art, Drawing	4, 5	Art Studio Elective, 3 hrs.
Studio Art, 2-D Design	4, 5	Art Studio Elective, 3 hrs.
Studio Art, 3-D Design	4, 5	Art Studio Elective, 3 hrs.
Biology	5	BIO 208
Biology	4	BIO 103/105
Biology	3	BIO 103
Calculus AB	3, 4, 5	MAT 229
Calculus BC	4, 5	MAT 229 & 230
Calculus BC	2, 3	MAT 229
Chemistry	5	CHE 210 & 211
Chemistry	4	CHE 210
Computer Science A	3, 4, 5	CIS 101
Computer Science AB	3, 4, 5	CIS 101 & 150
Computer Science AB	2	CIS 101
English Language & Comp	4, 5	ENG 103 & 104
English Language & Comp	3	ENG 103
English Literature/Comp	3	3 hrs general elective Humanities
Foreign Lang. & Lit.	5	Foreign Language 201
Foreign Lang. & Lit.	3, 4	Foreign Language 101 & 102
Human Geography	4, 5	Social Science Geography, 3 hrs.
Government & Politics, U.S.	3, 4, 5	PLS 140
Government & Politics, Comp.	3, 4, 5	PLS 250
History, World	4, 5	3 hrs. electives
History, U.S.	4, 5	HIS 222
History, European	4, 5	HIS 132
Macroeconomics	4, 5	ECO 260
Microeconomics	4, 5	ECO 261
Physics B	3, 4, 5	PHY 250 & 251
Physics C, Mechanics	3, 4, 5	PHY 260
Physics C, Elect. Magn.	3, 4, 5	PHY 261
Psychology	3, 4, 5	PSY 102
Statistics	3, 4, 5	MAT 208

**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, and 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, and Records office.

College Level Examination Program (CLEP)		
General Examination	Score	KC Credit
Humanities	50 or above	6 hrs – HUM 119 & 129
Mathematics	497 or above	6 hrs •Mathematics
	467 minimum	3 hrs •Mathematics
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 History I	50 minimum	HIS 220
American History II	50 minimum	HIS 222
American Literature	50 minimum	6 hrs – ENG 211 & ENG 212
Calculus with Elementary Functions	50 minimum	MAT 229
College Algebra	50 minimum	MAT 150
College Math	50 minimum	MAT 101
College Algebra-Trigonometry	50 minimum	MAT 155
Computers and Data Processing	49 minimum	CIS 101
Educational Psychology	50 minimum	PSY 210
English Literature	50 minimum	6 hrs – ENG 201 & ENG 202
College Composition	50 minimum	ENG 103
French Language, Level 1	50 minimum	6 hrs – FRN 101 & 102
French Language, Level 2	59 minimum	12 hrs – FRN 101, 102, 201 & 202
General Biology	50 minimum	BIO 103
	51 minimum	BIO 208

General Chemistry	50 minimum	CHE 110
	51 minimum	CHE 210
General Psychology	50 minimum	PSY 102
German Language, Level 1	50 minimum	6 hrs – GER 101 & 102
German Language, Level 2	63 minimum	12 hrs – GER 101, 102, 201 & 202
Human Growth and Development	50 minimum	PSY 225
Introduction to Management	49 minimum	MM 162
Introductory Accounting	50 minimum	ACC 108
Introductory Business Law	51 minimum	BUS 256
Introductory Macroeconomics	50 minimum	ECO 260
Introductory Microeconomics	50 minimum	ECO 261
Introductory Marketing	50 minimum	MM 149
Introductory Sociology	50 minimum	SOC 170
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	HIS 130
Western Civilization II	50 minimum	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 semester 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 semester hours for a degree or 50% of the semester 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 semester 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, and 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.

Further information about proficiency examinations are available from the Division Deans.

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, and Records Office. Students should submit official AARTS or SMARTS transcript, and the DD214.

## **DUAL CREDIT**

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Dual Credit is a program that allows qualified high school students the opportunity to enroll in college-level courses for which they will receive both college credit and high school credit upon successful completion of the course.

Dual Credit opportunities are available at selected high schools. Check with your high school counselor for availability. Dual Credit courses taken will count as hours attempted at Kishwaukee College. Grades received, including withdrawals, could affect the future of financial aid at the college. (For more information, refer to the Financial Aid Standards of Academic Progress section of this catalog).

### **CAREER AND TECHNICAL EDUCATION PROGRAMS – 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.

Admission procedures for Dual Credit in KEC Auto Mechanics, Aviation Flight Academy, Business and Information Technology, Collision Repair Technology, Computer Information/Maintenance Systems, Construction Trades, Criminal Justice, Diesel/Heavy Equipment Technology, Early Childhood Education, Health Occupations, Manufacturing Engineering Technology Academy, Welding Technology and Kishwaukee College are as follows:

- 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. 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.

### **DUAL CREDIT– NON KEC**

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 content 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.

- Students will be contacted at their high school for registration completions. College tuition is charged but no fees are charged. The high school will provide the textbook for the course.
- Students are encouraged to obtain a Kishwaukee College student identification card. Students are granted full student status with all rights and privileges of services.

KEC Course	College Credit	Kishwaukee College Course
Auto Mechanics I	2	AMT 103 Fundamentals of Auto Equipment and Tools
Auto Mechanics II	4	AMT 110 Automotive Brake Systems
	4	AMT 120 Suspension, Alignment & Balance
Aviation Flight Academy I	4	AVF 101 Primary Flight Theory
Aviation Flight Academy II	4	AVF 121 Human Factors for Aviators
Child Care Tech II	3	ECE 112 Guiding Young Children
Collision Repair Tech I	3	CRT 102 Collision Repair Orientation
	3	CRT 112 Non-Structural Repairs
	3	CRT 122 Masking and Detailing
Collision Repair Tech II	3	CRT 111 Introduction to Collision Repair
	3	CRT 123 Parts Removal and Installation
Computer Information/Maintenance Systems I	3	CIS 142 PC Repair and Configuration Or
		ELE 142 PC Repair and Configuration
Computer Information/Maintenance Systems II-C	4	CIS 140 Networking Fundamentals
	4	CIS 145 Cisco Networking I
	4	CIS 146 Cisco Networking II
	3	CIS 182 Windows Server Fundamentals I
Construction Trades I	3	BCT 101 Introduction to Building Construction
Criminal Justice I	3	CRJ 101 Introduction to Criminal Justice
	3	CRJ 109 Traffic Law Enforcement
Criminal Justice II	3	CRJ 152 Community Oriented Policing
	3	CRJ 201 Criminal Investigation
Diesel/Heavy Equipment Tech I	1	DPT 101 Diesel Power Technology Careers
	2	DPT 175 Introduction to Tool Safety and Usage
	3	DPT 199 Small Engine Maintenance & Repair
Diesel Heavy Equipment Tech II	4	DPT 172 Basic Engine Overhaul
	3	DPT 177 Introduction to Diesels
Health Occupations I	7	NUR 100 Basic Nurse Assistant Training
Health Occupations II	1	NUR106 Nursing Seminar (various topics)
Manufacturing Engineering Academy I	2	MT 101 Print Reading for Industry
	3	MT 151 Machine Shop Mathematics I
	2	MT 215 Manufacturing Processes I
Manufacturing Engineering Academy II	2	MT 103 Systems Integration
	3	MT 152 Machine Shop Mathematics II
	2	MT 216 Fabrication Practices
Business Information Tech I	3	OS 125 Word Processing/Word
	3	CIS 133 Spreadsheets/Excel
	3	CIS 135 Database/Access
	1.5	OS 136 Presentation Graphics/PowerPoint
Business Information Tech II	3	OS 270 Directed Office Experience I
Welding Technology I	2	WT 116 Fundamental Welding Processes
Welding Technology II	2	WT 218 Advanced Welding Processes

## NON-KEC DUAL CREDIT COURSES

Not all of these courses are offered every semester for dual credit. Students should contact their high school counselor to discuss course availability.

Oregon High School Course		
Welding I	2	WT 116 Fundamental Welding Processes
Welding II	2	WT 218 Advanced Welding Processes
English Composition 103 - Course 1	3	ENG 103 Composition I
English Composition 104 - Course II	3	ENG 104 Composition II
Rochelle Township High School Course		
Advanced Composition	3	ENG 103 Composition I
Advanced Chemistry	3	CHE 110 Basic Chemistry
	1	CHE 111 Basic Chemistry Lab
Paw Paw High School Course		
College English	3	ENG 103 Composition I
	3	ENG 104 Composition II
Trigonometry-Advanced Algebra	3	MAT 155 Trigonometry
Speech	3	SPE 100 Oral Communication I
Indian Creek High School Course		
Chemistry I	3	CHE 110 Basic Chemistry
	1	CHE 111 Basic Chemistry Lab
Physics	3	PHY 150 Introductory Physics
	1	PHY Introductory Physics Lab
Technology Center of DuPage Course		
Auto Body Repair and Refinishing I	3	CRT 102 Collision Repair Orientation
	3	CRT 112 Non-Structural Repairs
	3	CRT 122 Masking and Detailing
Auto Body Repair and Refinishing II	3	CRT 123 Parts Removal and Installation



## CAREER TECHNOLOGY EDUCATION 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, and 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 and Tech Ed 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 and Records Office at (815)825-2086, ext. 2180.

ARTICULATED COURSES		
<b>Stillman Valley High School</b>		
Horticulture (Must complete these three courses at high school level: Intro to Horticulture, Greenhouse Management, and Advanced Horticulture. High School Instructor recommendation also required.)	3	HOR 112 Greenhouse Management I
<b>Indian Valley Vocational Center</b>		
Early Childhood Development I & II	3	ECE 110 Foundations of Early Childhood Education
<b>Paw Paw High School</b>		
Web Design	3	CIS 118 Foundations of Web Site Development
Accounting I	3	ACC 108 Business Accounting
Computer Literacy	3 3 1.5	OS 125 Word Processing/Word OS 133 Spreadsheets/Excel OS 136 Presentation Graphics/PowerPoint
<b>VALEES Regional Course Name</b>		
Small Engines II (I-355)	3	DPT 199 Small Engine Maintenance and Repair

# 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 AND VISITING STUDENT REGISTRATION CHECKLIST

1. Complete the Student Information Form and submit it to the Admissions, Registration and Records Office. Student Information Forms are available from that office or online.
2. Submit official high school and/or GED transcripts and any former college transcripts to the Admissions, Registration and 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 AARTS/SMARTS transcripts for any military learning experiences gained through the Armed Services.
4. Take Placement Tests by scheduling an appointment in the Counseling and Student Development Center. Students transferring from another college or university who have completed a 100-level or above college Math or English course with a "C" or higher may not be required to take placement tests. In addition, students who received a subscore of 23 on the ACT English exam or a subscore of 25 on the ACT Math exam may not be required to take placement tests.
5. Attend First Year Connections. Recent high school graduates starting college in the fall semester are expected to attend to obtain financial aid information, to meet with an academic advisor, and to learn about courses and services offered at Kishwaukee College.
6. 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.
7. Register for classes online or in-person in the Admissions, Registration and Records Office. All Admissions, Registration and Records Office transactions require a photo ID.
8. 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.

## 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 and Records Office. Student Information Forms are available from that office or online.
2. Send official transcripts from the military (AARTS/SMARTS) or any colleges or universities attended since the last enrollment at Kishwaukee College to the Admissions, Registration and 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 and Records Office. All Admissions, Registration and 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.

## CONTINUING EDUCATION REGISTRATION CHECKLIST

1. Select your classes.
2. Select your registration method.
  - **TELEPHONE - CREDIT CARD ONLY** — You can register for any Continuing Education class by telephone using your **VISA, MasterCard, or DISCOVER** card. Telephone registration hours are 8 a.m. - 4:00 p.m. Monday - Friday. Call (815) 825-2086, ext. 2040.
  - **MAIL** — Complete a registration form and mail it with total payment to:
 

**Kishwaukee College**  
**Admissions, Registration, and Records**  
**21193 Malta Road**  
**Malta IL 60150-9699**
  - **ONLINE** — Register and pay online at [www.kishwaukeecollege.edu/go/cesearch](http://www.kishwaukeecollege.edu/go/cesearch)
  - **WALK IN** — Register in the Admissions, Registration, and Records Office, U-147. On-campus registration hours are Monday - Thursday, 7:30 a.m. - 7 p.m. and Friday, 7:30 a.m. - 5 p.m.
3. Call (815) 825-2086, ext. 2040 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 skills, GED and ESL students, may register at the class site. Some classes are open entry/open exit with no advance registration necessary. ESL placement tests are also provided 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, and Records Office will make the final determination of residency status.

**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 and 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, and 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 session. 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 including the summer session. 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

Educational planning and academic advisement provides information and supportive assistance to students as they develop and pursue life goals. Advisement is a continuous process of clarification and evaluation. The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student. The Counselor and Faculty Advisor assist by helping to identify and assess alternatives and their implications.

## Advising for Career/Transfer Credit Courses

Students are encouraged to meet with a counselor or faculty advisor for educational planning to become familiar with degree programs and graduation requirements. The following students are REQUIRED to meet with a counselor or faculty advisor:

1. First time, full-time enrollees (12 hours or more)
2. Students registering for an overload of more than 18 hours for fall or spring semester or more than 9 total credit hours in any combination of summer sessions
3. Classified as being on “Restricted Standing” (see the “Academic Standing” section of this catalog)
3. International students on F-1 Visas
4. All students transferring in credit from another college and pursuing a degree at Kishwaukee College

*\*Students with disabilities, requiring classroom or testing accommodations should meet with the Disability Services Coordinator in A-317 or call (815) 825-2086 ext. 3960 or TTY (815) 825-9106.*

## 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.

## Placement Testing

Kishwaukee College is an open admission institution requiring placement testing to determine appropriate placement in college courses. The college placement tests assess skills in reading, writing and math and will determine what courses a student is eligible to take. The college administers the COMPASS placement test which is a computer based test.

Placement testing or appropriate ACT scores are required before enrolling in English, math or any courses with a related prerequisite.

- The math placement test is required before enrolling in any math course as well as some science and business courses.
- The Reading and Writing placement tests are required before enrolling in any English course, as well as courses or academic programs that have a reading or writing prerequisite.

Placement test and ACT scores are valid for a five year period. If course work has not been successfully completed within the five years, new placement testing will be required.

The college is committed to placing students in courses that match skill levels and indicate the opportunity for college success. Be aware that if your scores fall below college level reading and writing skills it may impact the course options available to you. Math and English course sequences completed in high school are indicators for placement levels.

Reviewing math formulas, grammar rules and reading basics can refresh your skills and help build confidence for testing. Review questions for each section of the test can be found on the placement testing page on the college website.

**See the Kishwaukee College website for additional information on placement testing and ACT score requirements.**

# EDUCATIONAL OPTIONS AT A GLANCE

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## 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. Thanks to the Illinois Articulation Agreement, Kishwaukee College associate degree courses transfer easily to all public universities in Illinois. The College's Transfer Center and counselors 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](http://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 OPTIONS

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### ADULT EDUCATION

Adult Education courses are designed to meet the basic educational needs of adults. Classes offered under this program are basic skills, GED preparation, Spanish GED, English as a Second Language, basic skills for employment, and computer literacy. These courses are offered in several locations throughout the community at various times for the convenience of adult learners interested in attending classes. Adults receive academic counseling and career guidance. Students receive 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 [Evelina.Cichy@kishwaukeecollege.edu](mailto:Evelina.Cichy@kishwaukeecollege.edu).

## 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 Carlow, Ireland; Canterbury, England; Salzburg, Austria; San Jose, Costa Rica, Dijon, France, Seville, Spain; and Sydney, Australia.

For more information, contact the Study Abroad Coordinator, at 815-825-2086, ext. 2560 or [kcabroad@kishwaukeecollege.edu](mailto:kcabroad@kishwaukeecollege.edu).

## CENTER FOR BUSINESS DEVELOPMENT AND CONTINUING EDUCATION

### BUSINESS DEVELOPMENT

The experienced professionals for the Kishwaukee College Business Development department offer customized training to meet the individual needs of business and industry.

For more information, call (815) 825-2086 ext. 2051 or email [busdev@kishwaukeecollege.edu](mailto:busdev@kishwaukeecollege.edu)

### CONTINUING EDUCATION

Students of all ages and walks of life embrace lifelong learning through Kishwaukee College's Continuing Education (CE) Department, which offers noncredit courses as diverse as fly fishing, computer skills, pottery, and financial planning. CE offers online courses, personal interest classes, Kids College, career/professional classes, programs for older adults, and noncredit certificate programs in selected career areas.

Call 815-825-2086, ext. 2040 for updated class information or email [ce@kishwaukeecollege.edu](mailto:ce@kishwaukeecollege.edu).

# DEGREES AND CERTIFICATES

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## 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 of Science

The Associate in Arts (A.A.) and Associate of 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 Center or the Counseling Staff to assist in the planning of their transfer programs.

### 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 semester hours, including prerequisite courses. 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 semester credits, 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, and Records Office.

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

**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 semester 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, and 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

\*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, and 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, and 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, and Records Office.



# CENTER FOR BUSINESS DEVELOPMENT AND CONTINUING EDUCATION

The Center for 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.

**Business Development** is the arm of the Center which 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

The "Build Your Own Biz" online classes target the specific needs of new and established small businesses. There are 18 topics to choose from—all at low cost.

## 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.

## 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.

## TRUCK DRIVER TRAINING

The Kishwaukee College 160-hour truck driver training program puts well-trained drivers on the road. The course is available in 40 or 8 week formats; and the curriculum incorporates both classroom and hands-on instruction. The training leads to a Class A Commercial driver's license.

The course provides the basic skills to become a safe, professional truck driver. Upon successful completion, students are able to secure an entry-level in the trucking industry.

## TRK 060 - Truck Driving Training (10)

**Prerequisite:** None

The 160-hour truck driver training program is designed for people with no commercial driver experience. Classroom training provides the student with knowledge of the rules, regulations and other requirements necessary to hold a Commercial Driver's License (CDL). In the classroom students gain the instruction and practice needed to successfully pass the written portion of the Illinois Secretary of State CDL licensing exam.

The driving or behind-the-wheel portion of the truck driver training program provides the student with detailed knowledge and practical experience of pre-trip preparations, and advanced operating practices for driving a commercial vehicle. Activities involve both on-the-lot driving as well as over-the-road driving on city streets and highways. Students are expected to demonstrate the proper preparation, handling, safety, and driving skills necessary to pass the CDL examination. The class concludes with a trip to the DMV to take the written and driving skills exam which gains the student a Class A CDL license.

# CENTER FOR BUSINESS DEVELOPMENT AND CONTINUING EDUCATION

**Continuing Education (CE)** works to bring Kishwaukee College to the district's doorstep by providing courses at over 40 community sites. Over the years, the CE Department has helped the College underscore its commitment to lifelong learning. Continuing Education provides the opportunity for community members, agencies, and institutions to become active partners in education. Continuing Education has built on Kishwaukee College's tradition of excellence by designing relevant, timely courses and tapping into the wealth of local talent and expertise for top-notch instructors.

## KIDS COLLEGE

The Kishwaukee Kids College provides classes designed especially for children. Kids College is intended for enrichment purposes, and emphasizes fun and active learning.



## 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.

## ONLINE TRAINING

Online training in a variety of areas provides another avenue by which you can obtain training that fits your schedule. These online classes will enhance your current skills or provide you with new skills to further your career.

## CAREER DEVELOPMENT

Several short-term training programs provide the training necessary for possible entry into high-growth employment areas. Some programs do not require that you obtain a certificate. Other programs will prepare you to obtain a certificate in various careers such as pharmacy technician.

## OLDER ADULTS

Courses designed specifically for the older adult are offered at various locations throughout the College district. Individuals who are 60 years of age or older pay a reduced rate for some noncredit classes although material fees may apply.

Area residents and groups are urged to contact Continuing Education with their requests for courses, workshops or services at (815) 825-2086, ext. 2040 or e-mail [ce@kishwaukeecollege.edu](mailto:ce@kishwaukeecollege.edu)



# ADULT EDUCATION

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 GED (General Educational Development) or high school equivalency diploma, 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, or volunteer tutoring format. 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.

Some classes offered through the Adult Education Department have an open entry/open exit enrollment. This means that students may register for classes at any time during the semester and finish the course work prior to the end of the semester. 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 their own pace.

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 below 10 years old are 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 reading levels. The curriculum includes instruction in reading, writing, social studies, science and math at the pre-GED 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, and family.

### Adult Secondary Education (ASE)

Courses offered under this area will prepare adults for completion of the requirements for the high school equivalency diploma or GED. Adults study the following GED test areas: writing skills, social studies, science, reading, math, and 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 citizenship. Students receive counseling and career guidance to transition to college programs.

### Spanish ASE

Courses offered in Spanish provide instruction for GED preparation. Spanish ASE classes prepare students for the Spanish GED tests. Students are also encouraged to attend ESL classes.

### GED Testing Center

GED tests are administered through the GED Testing Center at Kishwaukee College. Students may take the tests in English and/or Spanish. Tests are also available to accommodate a current documented disability.

### English as a Second Language (ESL)

For those whose first language is not English, a special language training program is offered which 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, and computer literacy. Cultural awareness assists newcomers in their adjustment to this country. ESL instruction is provided for beginning and intermediate levels. A variety of textbooks, instructional aids, and teaching methods address the various language needs of multicultural and multi-level classes.

### ESL Transition

Classes in Advanced ESL and Transition ESL are offered to help students improve language skills for employment and academic needs. Advanced and Transition ESL classes help students improve listening, speaking, reading, writing and pronunciation skills.

# BACCALAUREATE/TRANSFER PROGRAMS

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**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 or Associate in Science at Kishwaukee College.

The **A.A. or A.S. degree** includes the Illinois Articulation Initiative (IAI) General Education requirements, that in transfer to a participating 4-year college or university in Illinois, satisfy the general education requirements of the 4-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 4-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 4-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 Center and Resource Room located in the Counseling and Student Development Center, where many catalogs and information items from other colleges are located. The website [www.itransfer.org](http://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 the Transfer Center Director or 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.





**SCIENCE - 7 SEMESTER HOURS**

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

\*Denotes laboratory course.

**LIFE SCIENCES - 3 TO 4 SEMESTER 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 112*	The Human Body	(5)
BIO 208*	Principles of Biology I	(4)

**PHYSICAL SCIENCES - 3 TO 4 SEMESTER 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 - 9 SEMESTER 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 SEMESTER HOURS**

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

**HUMANITIES - 3-6 SEMESTER 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 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 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 103	Introduction to Logic	(3)
PHL 198	World Religions	(3)
PHL 200	Ethics	(3)

**FINE ARTS - 3-6 SEMESTER 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 221	Music History and Literature	(3)
■MUS 222	Exploring Non-Western World Culture Through Music	(3)
THE 203	Introduction to Theater	(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 semester 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 101	Career Planning	(2)
CSD 120	Orientation	(1)
ENG 111	College Study Skills	(2)
LIB 100	Information Literacy and Research	(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 semester 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 semester hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.
- B. Degree Portfolio (see page 48)
- C. 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.
- D. Resolve any incomplete grades in Kishwaukee College course work.
- E. Apply for graduation in the Admissions, Registration, and 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 semester 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 semester hours are required for the Associate in Engineering Science degree. Within the 64 hours, the following must be completed:

## I. GENERAL EDUCATION

### COMMUNICATIONS - 6 SEMESTER 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.

#### English

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

### SOCIAL/BEHAVIORAL SCIENCES-6 SEMESTER 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	Regional World 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 speciality course elective or general education but not both

### HUMANITIES/FINE ARTS - 6 SEMESTER 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 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 P.A. 87-581. Courses meeting this requirement are designated with ■

## 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 221	Music History and Literature	(3)
■MUS 222	Exploring Non-Western Culture Through Music	(3)
THE 203	Introduction to Theater	(3)

## II. PREREQUISITE COURSES

### 34 SEMESTER HOURS

CHE 210	General Chemistry I	(5)
MAT 229	Calculus and Analytic Geometry I	(5)
MAT 230	Calculus and Analytic Geometry II	(4)
MAT 231	Calculus and Analytic Geometry III	(4)
MAT 260	Differential Equations	(3)
PHY 260	Physics for Science and Engineering I	(5)

## III. ENGINEERING SPECIALITY COURSES

### 12 SEMESTER HOURS

In meeting the 12 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 272	Organic Chemistry Laboratory I	(2)
CHE 271	Organic Chemistry II	(3)
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	
CIS 250	C++ Programming II	(3)

#### INDUSTRIAL ENGINEERING

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

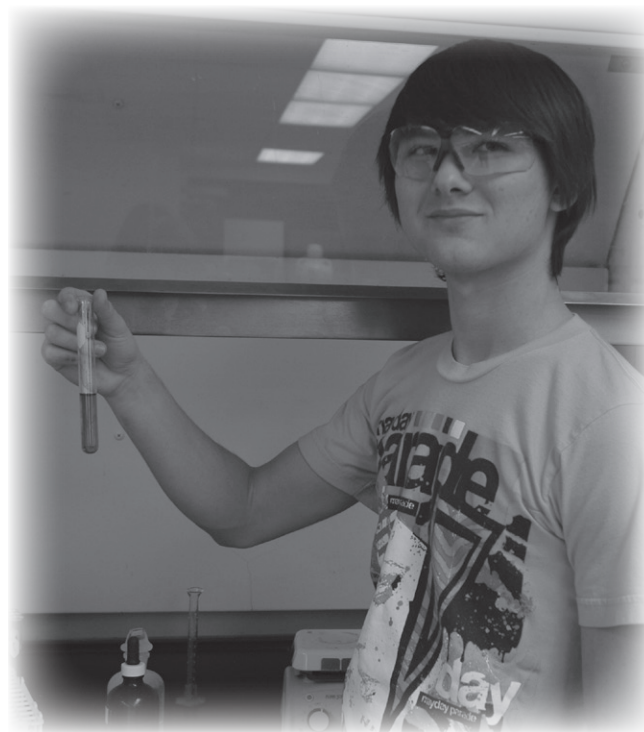
## MECHANICAL ENGINEERING

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

- Meet the College's academic residency requirement: a minimum of 15 semester hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.
- Degree Portfolio
- Fulfill the cumulative grade point average requirement of a grade point average of 2.000 in all applicable courses attempted at Kishwaukee College
- Resolve any incomplete grades in Kishwaukee College course work.
- Apply for graduation in the Admissions, Registration, and Records office or through KishSOS.





# ASSOCIATE IN FINE ARTS DEGREE REQUIREMENTS (FINE ARTS 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 semester 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 SEMESTER HOURS

#### COMMUNICATIONS - 9 SEMESTER 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.

##### English

ENG 103	Composition I	(3)
■ENG 104	Composition II	(3)

##### Speech

■SPE 100	Oral Communication I	(3)
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#### MATHEMATICS - 3 SEMESTER HOURS

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

#### SCIENCE - 7 SEMESTER 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 SEMESTER 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)
BIO 112*	The Human Body	(5)

#### PHYSICAL SCIENCES - 3 TO 4 SEMESTER 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 SEMESTER 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)

## HUMANITIES - 6 SEMESTER HOURS

Must include courses in 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 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 SEMESTER 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 SEMESTER HOURS

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

ART 103	Computer Art	(3)
ART 201	Life Drawing II	(3)
ART 203	Digital Imaging	(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)

## IV. ADDITIONAL REQUIREMENTS

- A. Meet the College's academic residency requirement: a minimum of 15 semester hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.
- B. Degree Portfolio
- C. Fulfill the cumulative grade point average requirement: a grade point average of 2.000 in all applicable courses attempted at Kishwaukee College
- D. Resolve any incomplete grades in Kishwaukee College course work.
- E. Apply for graduation in the Admissions, Registration, and 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 64 semester hours are required for the Associate in Fine Arts Degree (Art Education Emphasis). With the 64 hours, the following must be completed:

## I. GENERAL EDUCATION

### 40 SEMESTER HOURS

#### COMMUNICATIONS - 9 SEMESTER 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.

##### English

ENG 103	Composition I	(3)
■ENG 104	Composition II	(3)

##### Speech

■SPE 100	Oral Communication I	(3)
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#### MATHEMATICS - 3 SEMESTER HOURS

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

#### SCIENCE - 7 SEMESTER 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 SEMESTER 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)
BIO 112*	The Human Body	(5)

#### PHYSICAL SCIENCES - 3 TO 4 SEMESTER 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 SEMESTER 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 - 12 SEMESTER HOURS

##### 9 hours from:

ART 291	History of Art I	(3)
ART 292	History of Art II	(3)

##### 3 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)

## II. REQUIRED ART COURSES

### 18 SEMESTER HOURS

ART 100	Basic Drawing	(3)
ART 101	Intermediate Drawing	(3)
ART 211	Two Dimensional Design	(3)
ART 212	Three Dimensional Design	(3)

### Six Hours from the following:

ART 103	Computer Art	(3)
ART 200	Life Drawing I	(3)
ART 203	Digital Imaging	(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)

## III. ADDITIONAL COURSES

### 6 SEMESTER HOURS

■ HLT 206	Contemporary Health Concepts	(3)
■ MUS 222	Exploring Non-Western World Culture Through Music	(3)

## IV. ADDITIONAL REQUIREMENTS

- A. Meet the College's academic residency requirement: a minimum of 15 semester hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.
- B. Degree Portfolio
- C. Fulfill the cumulative grade point average requirement: a grade point average of 2.000 in all applicable courses attempted at Kishwaukee College
- D. Resolve any incomplete grades in Kishwaukee College course work.
- E. Apply for graduation in the Admissions, Registration, and 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.

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 or summer terms 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 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 semester 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 semester 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 semester 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

For students in transfer degree programs (A.A. or A.S.), in determining graduation honors, 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 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.

## Residency Requirements

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

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

\*Hours must be applicable to the 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.

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

# TRANSFER GUARANTEE

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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.

# ASSESSMENT

Kishwaukee College values continual development and feedback from students. At various points in their Kishwaukee College experience, most students will complete surveys, participate in interviews, or take tests to help the College assess their performance, determine student needs, and make changes to improve the curriculum, services, and management at the College. Student involvement in the assessment program ensures that the College will continually grow in directions that reflect the needs of our students and our community.

## The Degree Portfolio

As part of the assessment program, students intending to graduate with a transfer degree are required to submit a Degree Portfolio. The Degree Portfolio is used to measure students' mastery of general education goals for writing, thinking, and using general education information. The Degree Portfolio PowerPoint presentation can be viewed on our website at [www.kishwaukeecollege.edu/portfolio](http://www.kishwaukeecollege.edu/portfolio). The due date for Degree Portfolios is located in the class schedule. For additional information about the Degree Portfolio and to see a sample of portfolio enclosures, contact the Learning Skills Center, A-300, ext. 2790.

## Required Portfolio Enclosures Include:

1. An introductory letter describing how you put your portfolio together and what you learned through this process.
2. One work, in written or oral format, that shows mastery of basic terms, facts, or concepts in a particular course.
3. An example of your work that demonstrates mathematical or scientific reasoning.
4. A multi-source paper from a course.
5. A work that demonstrates higher level thinking.
6. A description of your most personally significant experience at Kishwaukee.

## How Are Students Assessed?

The following chart summarizes assessment measures that may apply to students enrolled in the programs indicated.

	<b>A.A./A.S./A.E.S./A.F.A.*</b>	<b>A.A.S.*</b>	<b>Certificate</b>
<b>At Entry</b>	Placement Tests (Math, English, Reading)	Placement Tests (Math, English, Reading)	Placement Tests (Math, English, Reading)
<b>During</b>	Satisfaction Survey In-Class Measures: Foundation Knowledge Critical Thinking Appreciation	Satisfaction Survey  In-Class Measures	Satisfaction Survey  In-Class Measures
<b>At Exit</b>	Degree Portfolio	Portfolio	
<b>After Graduation</b>	Graduate Survey Other Surveys	Graduate Survey Other Surveys	Graduate Survey Other Surveys
* A.A., Associate of Arts; A.E.S., Associate of Engineering; A.A.S., Associate of Applied Science; A.S. Associate of Science; A.F.A., Associate of Fine Arts			

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.

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

### 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)
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#### Mathematics

MAT 211 Calculus for Business/Social Sciences	(4)
MAT 220 Business Statistics	(3)

#### Office Systems

OS 133 Spreadsheets/Excel	(3)
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#### 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 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)
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#### Social Sciences

ECO 260 Principles of Macroeconomics	(3)
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Other general education or major courses specific to the transfer institution.



## 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 205 Organismal Diversity	(4)
BIO 208 Principles of Biology I	(4)
BIO 209 Principles of Biology II	(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 specialization areas. Not all courses may be required for all specialization areas. Check with the transfer institution for specific program requirements.

##### Mathematics

MAT 155 Trigonometry	(3)
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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)
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##### Mathematics

MAT 211 Calculus for Business/Social Sciences <b>OR</b>	(4)
MAT 229 Calculus and Analytic Geometry I	(5)
MAT 220 Business Statistics	(3)

##### Office Systems

OS 133 Spreadsheets/Excel	(3)
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##### 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)

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

#### Social Sciences

PLS 140 Introduction to American Government and Politics <b>OR</b>	
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.

## EDUCATION

### 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 Introduction to Technology in Education	(3)

\*\*It is recommended that students complete the Illinois Certification Testing System (ICTS) Basic Skills Test before transferring to a 4-year institution\*\*. 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.

#### 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:**

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 Education	(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	
MUS 222	Exploring Non-Western World Culture Through Music OR	
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) semester 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.

## 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	(4)
MAT 231	Calculus and Analytic Geometry III	(4)
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 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.

## 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	(4)
MAT 231 Calculus and Analytic Geometry III	(4)
MAT 260 Differential Equations	(3)

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

## 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 277 Engineering Graphics/CAD	(4)
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	(4)
MAT 231 Calculus and Analytic Geometry III	(4)
MAT 260 Differential Equations	(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 205 Organismal Diversity	(4)
BIO 208 Principles of Biology I	(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	(3)
MAT 211 Calculus for Business and Social Sciences	(4)

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 <b>AND</b>	(3)
CHE 111 Basic Chemistry Laboratory <b>OR</b>	(1)
CHE 210 General Chemistry I	(5)
PHY 150 Introductory Physics <b>AND</b>	(3)
PHY 151 Introductory Physics Laboratory <b>OR</b>	(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	(4)

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

#### Technology

CAD 151 Fundamentals of 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 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.

# 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.

## Automated Engineering Tech

Automated Engineering Tech/CNC (A.A.S.)  
*Automated Engineering Cert (Certificate)*  
*Automated Industrial 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

Aviation Flight (A.A.S.)  
*Private Pilot Training (Certificate)*

## Building Construction Technology

*Building Construction Technology (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)*  
*Webmaster (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.)

## Diesel Power Technology

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

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

## Equine Science

*Basic Equine Science (Certificate)*  
*Advanced Equine Science (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.)  
Online Nursing (NIOIN) (A.A.S.)  
*Practical Nursing (Certificate)*  
*Basic Nurse Assisting (Certificate)*

## Office Systems

Office Systems (A.A.S.)  
*Medical Billing and Coding (Certificate)*  
*Medical Transcription (Certificate)*  
*Office Clerk (Certificate)*  
*Office Assisting (Certificate)*

## Radiology

Radiologic Technology (A.A.S.)

## Therapeutic Massage

*Therapeutic Massage (Certificate)*

## Welding

*Welding Technology (Certificate)*

# 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 semester 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, and 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, and 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, and 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 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

\*Hours must be applicable to the certificate.



# 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.

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 or summer terms 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, and 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 semester 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 semester 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 semester 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

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

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

\*Hours must be applicable to the degree.

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.

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



# CAREER/OCCUPATIONAL REQUIREMENTS

## AUTOMATED ENGINEERING TECH

### DEGREES (A.A.S.)

#### **Automated Engineering Tech/CNC**

Curriculum No. 289

Semester hours required: 64

### CERTIFICATES

#### **Automated Engineering Cert**

Curriculum No. 422

Semester hours required: 31

#### **Automated Industrial Tech**

Curriculum No. 283

Semester hours required: 28

#### **Precision Machining Apprenticeship**

Curriculum No. 233

Semester hours required: 27

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 64 semester hour degree program, in conjunction with an AET faculty advisor, to further specialize in their areas of interest.

## AUTOMATED ENGINEERING TECH/CNC - 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 64 semester hours.

#### Fall Semester - First Year

MT 101	Print Reading for Industry	(2)
MT 151	Machine Shop Mathematics I	(3)
MT 215	Manufacturing Processes I	(2)
MT 290	Introduction to Computer Numerical Control	(4)
SPE 100	Oral Communication I	(3)
		<b>(14)</b>

#### Spring Semester - First Year

CAD 111	Technical Drafting	(3)
MT 152	Machine Shop Mathematics II	(3)
MT 261	Manufacturing Processes II	(4)
MT 264	Fixture Design	(4)
MT 292	Computer Numerical Control	(3)
		<b>(17)</b>

#### Fall Semester - Second Year

MT 294	Advanced Computer Numerical Control	(4)
ENG 109	Intro to Technical Report Writing	<b>OR</b>
ENG 103	Composition I	(3)
	General Education elective	(3)
	Science elective	(3)
	CAD, Automated Engineering Tech, Welding Technology elective	(3)
		<b>(16)</b>

#### Spring Semester - Second Year

MT 216	Fabrication Practices	(2)
MT 280	Orientation to Manufacturing Technology Internship	(1)
MT 283	Manufacturing Technology Internship I	(3)
MT 296	Computer-Aided Manufacturing	(3)
	CAD, Automated Engineering Tech, Welding Technology electives	(8)
		<b>(17)</b>

## **AUTOMATED ENGINEERING CERT - 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 31 semester hours.

#### **Required:**

MT101	Print Reading for Industry	(2)
MT 151	Machine Shop Mathematics I	(3)
MT 152	Machine Shop Mathematics II	(3)
MT 205	Metallurgy	(3)
MT 215	Manufacturing Processes I	(2)
MT 216	Fabrication Practices	(2)
MT 264	Fixture Design	(4)
MT 290	Introduction to Computer Numerical Control	(4)
MT 296	Computer-Aided Manufacturing	(3)
CAD 171	Fundamentals of CAD-Solidworks	(3)
	Automated Engineering Tech Elective	(2)

## **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 semester hours.

#### **Required:**

MT 101	Print Reading for Industry	(2)
MT 205	Metallurgy	(3)
MT 215	Manufacturing Processes I	(2)
ELE 101	Industrial Electricity	(3)
ELE 103	AC Electronics Circuits	(3)
ELE 130	Intro to Programmable Logic Controllers	(3)
WT 116	Fundamental Welding Processes	(2)
CAD 110	Orientation to CADD	(1)
CAD 171	Fundamentals of CAD-SolidWorks	(3)
CIS 123	Management Information Systems	(3)
EGR 277	Engineering Graphics/CAD	(3)

## **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 27 semester hours.

#### **Required:**

MT 101	Print Reading for Industry	(2)
MT 103	Systems Integration	(2)
MT 151	Machine Shop Mathematics I	(3)
MT 152	Machine Shop Mathematics II	(3)
MT 205	Metallurgy	(3)
MT 215	Manufacturing Processes I	(2)
MT 216	Fabrication Practices	(2)
MT 264	Fixture Design	(4)
CAD 111	Technical Drafting	(3)
CAD 171	Fundamentals of CAD/SolidWorks	(3)



# AUTOMOTIVE

## DEGREES (A.A.S.)

### **Automotive Technology**

Curriculum No. 230

Semester hours required: 69

### **Collision Repair Technology**

Curriculum No. 270

Semester hours required: 64.5

## CERTIFICATES

### **Basic Automotive Technology**

Curriculum No. 416

Semester hours required: 27

### **Advanced Automotive Technology**

Curriculum No. 417

Semester hours required: 54

### **Collision Repair**

Curriculum No. 255

Semester hours required: 42

**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 semester hours in approved general education courses. Requires 69 semester 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)
SPE 100	Oral Communication I	( 3)
		<b>(16)</b>

### **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 <b>OR</b>	
BUS 101	Introduction to Business <b>OR</b>	
	General Education Elective	( 3)
BIO 101	Environmental Biology	( 3)
		<b>(19)</b>

### **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)
		<b>(17)</b>

### **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)
		<b>(17)</b>

## **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 64.5 semester hours.

#### **Required:**

CRT 102 Collision Repair Orientation (3)

#### **Fall Semester**

CRT 111 Introduction to Collision Repair (3)  
CRT 112 Non-Structural Repairs (3)  
CRT 113 Welding for Collision Repair (3)  
CRT 114 Introduction to Coatings (3)  
CRT 115 Non-Structural Repair Operations (.5)  
CRT 143 Vehicle Systems I (3)  
TMAT 100 Technical Mathematics (3)  
**(21.5)**

#### **Spring Semester**

CIS 101 Introduction to Computers (3)  
CRT 122 Masking and Detailing (3)  
CRT 123 Parts Removal and Installation (3)  
CRT 125 Refinish Operations (.5)  
CRT 141 Refinishing and Topcoating (3)  
CRT 142 Automotive Restraint Systems (3)  
CRT 144 Vehicle Systems II (3)  
**(18.5)**

#### **Summer Session**

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)  
SPE 100 Oral Communication I (3)  
Social Science/Humanities elective (3)  
Open Electives (4.5)  
**(16.5)**

## **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 semester hours.

#### **Required:**

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 semester hours.

#### **Required:**

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 42 semester hours.

#### Required:

CRT 102 Collision Repair Orientation (3)

#### Fall Semester

CRT 111 Introduction to Collision Repair (3)  
 CRT 112 Non-Structural Repairs (3)  
 CRT 113 Welding for Collision Repair (3)  
 CRT 114 Introduction to Coatings (3)  
 CRT 115 Non-Structural Repair Operations (.5)  
 CRT 143 Vehicle Systems I (3)  
**(18.5)**

#### Spring Semester

CRT 122 Masking and Detailing (3)  
 CRT 123 Parts Removal and Installation (3)  
 CRT 125 Refinish Operations (.5)  
 CRT 141 Refinishing and Topcoating (3)  
 CRT 142 Automotive Restraint Systems (3)  
 CRT 144 Vehicle Systems II (3)  
**(15.5)**

#### Summer Semester

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

## AVIATION FLIGHT

### DEGREES (A.A.S.)

#### Aviation Flight

Curriculum No. 480

Semester hours required: 62

### CERTIFICATE

#### Private Pilot Training

Curriculum No. 481

Semester hours required: 17

The Aviation Flight program is designed to provide three options for students who are interested in becoming pilots. 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.

The next phase of training provided in the program is FAA instrument training. Once completed, students should be able to operate an aircraft for extended periods of time through the sole use of instrumentation. The third phase of training is for FAA commercial pilot certification. Students receiving this certification are eligible to receive compensation for pilot services.

The training is combined with general education courses to give a student the choice of a Kishwaukee College Certificate of Completion or an Associate in Applied Science degree. *Due to the expenses associated with the programs, 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.*

## AVIATION FLIGHT - DEGREE

### Curriculum No. 480

The Aviation Flight program is designed to provide options for students who are interested in becoming pilots. Students must complete all required courses to prepare for FAA private pilot certification, instrument rating, and commercial pilot certification. Each FAA certification must be received before a student is allowed to continue training for the next certification. Three ground school courses, multiple flight courses, simulator training and additional aviation-related courses are supplemented with general education courses to complete the degree. Certification testing is comprised of written and flight exams. Requires 62 semester hours.

*An appointment with the Aviation Flight Coordinator prior to enrollment is suggested. Contact Kishwaukee College Career Technologies Division at (815) 825-2086, ext. 2850 to arrange an appointment.*

#### Fall Semester - First Year

AVF 101	Primary Flight Theory	(4)
AVF 102	Primary Flight I	(3)
AVF 110	Primary Flight II	(3)
AVF 111	Aircraft Systems	(4)
ENG 103	Composition I	(3)
		<b>(17)</b>

#### Spring Semester - First Year

AVF 120	Flight-Basic	(4)
AVF 121	Human Factors for Aviators	(4)
AVF 201	Instrument Flight Theory	(4)
ENG 104	Composition II	(3)
MAT 101	Topics in Mathematics <b>OR</b> Higher Level Mathematics	(3)
		<b>(18-20)</b>

#### Fall Semester - Second Year

AVF 202	Flight Instrument	(5)
AVF 203	Flight - Intermediate	(3)
AVF 211	Commercial Flight Theory	(4)
Elective		(3)
		<b>(15)</b>

#### Spring Semester - Second Year

AVF 210	Flight - Advanced	(3)
SPE 100	Oral Communication I	(3)
	Humanities or Social Science Elective	(3)
Elective		(3)
		<b>(12)</b>

Electives		
AVF 106	Aviation Seminar	(.5-3)
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)

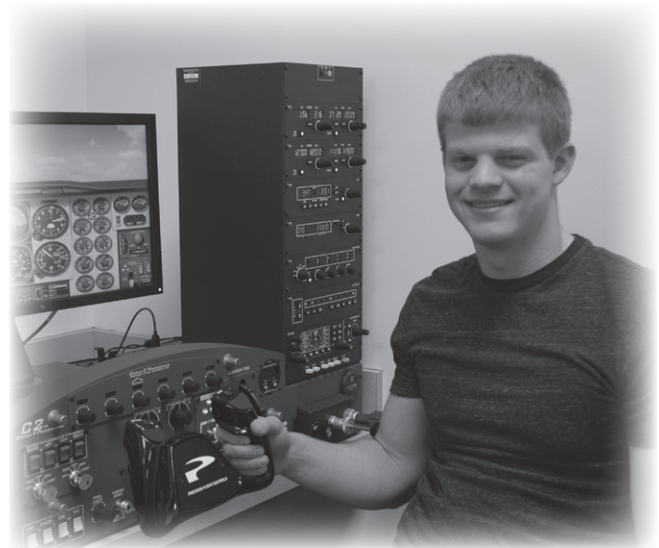
## PRIVATE PILOT TRAINING - CERTIFICATE

### 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. *An appointment with the Aviation Program Coordinator prior to enrollment is strongly suggested. Contact Kishwaukee College Career Technologies Division at (815) 825-2086, extension 2850 for an appointment.* Requires 17 semester hours.

#### Required:

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)
		<b>(17)</b>
Electives		
AVF 106	Aviation Seminar	(.5-3)
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)





## BUILDING CONSTRUCTION TECHNOLOGY

### BUILDING CONSTRUCTION TECHNOLOGY - CERTIFICATE

#### Curriculum No. 470

This certificate program is designed to provide the technical skills appropriate for entry-level carpenters. Career opportunities, safety practices, knowledge of materials, and measurements and mathematics for carpentry are included in the courses required. Emphasis will be placed on technical skills for using hand and power tools in the correct construction techniques for framing carpentry and application of some types of exterior materials. Requires 16 semester hours.

#### Fall Semester - First Year

BCT 101	Introduction to Building Construction	(3)
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#### Spring Semester - First Year

BCT 102	Math for Building Construction	(2)
BCT 103	Construction Terminology & Materials	(2)
		(4)

#### Summer Semester - First Year

BCT 104	Wood Frame Construction	(3)
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#### Fall Semester - Second Year

CAD 131	Print Reading for Construction Trades	(3)
Elective		(3)
		(6)
Electives		
ACC 108	Business Accounting	(3)
BCT 106	Building Construction Seminar	(.5-3)
BUS 101	Introduction to Business	(3)
BUS 130	Human Relations	(3)
ELE 101	Industrial Electricity	(3)
MM 237	Supervision	(3)
PE 162	First Aid and Emergency Response	(3)

## COMPUTER-AIDED DESIGN TECHNOLOGY

### DEGREES (A.A.S.)

#### Computer-Aided Architectural Design

Curriculum No. 412  
Semester hours required: 64

#### Computer-Aided Mechanical Design

Curriculum No. 413  
Semester hours required: 64

### CERTIFICATES

#### Computer-Aided Architectural Drafting

Curriculum No. 414  
Semester hours required: 23

#### Computer-Aided Mechanical Drafting

Curriculum No. 415  
Semester hours required: 25

### COMPUTER-AIDED ARCHITECTURAL DESIGN - DEGREE

#### Curriculum No. 412

This degree program prepares students for employment as design drafters or computer-aided design operators in the field of architecture or building construction. Course content places emphasis on building construction and architectural design. Working drawings are completed on the computer and using the drafting machine. Requires 64 semester hours.

#### Fall Semester - First Year

CAD 110	Orientation to CADD	(1)
CAD 111	Technical Drafting <b>OR</b>	
EGR 277	Engineering Graphics/CAD	(3)
CAD 131	Print Reading for Construction Trades	(3)
CAD 151	Fundamentals of CAD - AutoCAD	(3)
CAD 152	Intermediate Computer-Aided Drafting	(3)
SPE 100	Oral Communication I	(3)
		(16)

#### Spring Semester - First Year

CAD 112	Technical Illustration	(3)
CAD 221	Descriptive Geometry	(3)
ENG 103	Composition I <b>OR</b>	
ENG 109	Intro to Technical Report Writing	(3)
MAT 150	College Algebra <b>OR</b>	
	Higher Level Mathematics	(3-4)
CAD elective		(4-5)
		(17)

**Fall Semester - Second Year**

CAD 154	Advanced Computer-Aided Drafting/Architectural	(4)
CAD 251	3-D CAD Modeling/ Rendering/Animation	(3)
CAD 259	CAD Customization/Management	(3)*
PHY 150	Introductory Physics	(3)
PHY 151	Introductory Physics Laboratory	(1)
CIS Elective		(2)
		<b>(16)</b>

**Spring Semester - Second Year**

CAD 254	Computer-Aided Architectural Design	(3)
MAT 155	Trigonometry	(3)
CAD Elective		(6)
Social Science/Humanities Elective		(3)
		<b>(15)</b>

**Electives:**

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

\* = Offered every other year

SP=Only offered in the Spring semester

**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 <b>OR</b>	
ENG 109	Intro to Technical Report Writing	(3)
CAD Elective		(3)
		<b>(18)</b>

**Fall Semester - Second Year**

CAD 171	Fundamentals of CAD - SolidWorks	(3)
CAD 251	3-D CAD Solid Modeling/Rendering/ Animation	(3)
CAD 259	CAD Customization/Management	(3)*
PHY 150	Introductory Physics	(3)
PHY 151	Introductory Physics Laboratory	(1)
CIS Elective		(2-3)
		<b>(15-16)</b>

**Spring Semester - Second Year**

CAD 253	Computer-Aided Mechanical Design	(3)
MT 152	Machine Shop Math II <b>OR</b>	
MAT 155	Trigonometry	(3)
MT 215	Manufacturing Processes I	(2)
Social Science/Humanities Elective		(3)
CAD Elective		(3)
		<b>(14)</b>

**Electives:**

CAD 131	Print Reading for Construction Trades	(3)FA
CAD 154	Advanced Computer-Aided Drafting/ Architectural	(4)SP
CAD 270	Drafting and Design Internship	(.5-3)

\* = Offered every other year

SP=Only offered in the Spring semester

FA=Only offered in the Fall semester

**COMPUTER-AIDED MECHANICAL DESIGN - DEGREE****Curriculum No. 413**

This degree program prepares students for employment as detail or design drafters or computer-aided design operators. Course content places emphasis on machine drafting and design, manufacturing processes and materials. Working drawings are completed on the computer and using the drafting machine. Requires 64 semester hours.

**Fall Semester - First Year**

CAD 110	Orientation to CADD	(1)
CAD 111	Technical Drafting <b>OR</b>	
EGR 277	Engineering Graphics/CAD	(3)
CAD 151	Fundamentals of CAD - AutoCAD	(3)
CAD 152	Intermediate Computer-Aided Drafting	(3)
MAT 150	College Algebra <b>OR</b> Higher Level Mathematics	(3-4)
SPE 100	Oral Communication I	(3)
		<b>(16-17)</b>

## COMPUTER-AIDED ARCHITECTURAL DRAFTING - CERTIFICATE

### Curriculum No. 414

This certificate program is designed to prepare students for employment as drafters or computer-aided drafting operators. Employment is in the field of architecture or building construction. All courses in this certificate program may be applied to an A.A.S. degree in computer-aided architectural design. Requires 23 semester hours.

#### Fall Semester - First Year

CAD 110	Orientation to CADD	( 1)
CAD 111	Technical Drafting <b>OR</b>	
EGR 277	Engineering Graphics/CAD	( 3)
CAD 131	Print Reading for Construction Trades	( 3)
CAD 151	Fundamentals of CAD - AutoCAD	( 3)
CAD 152	Intermediate Computer-Aided Drafting	( 3)
		<b>(13)</b>

#### Spring Semester - First Year

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

## COMPUTER-AIDED MECHANICAL DRAFTING - CERTIFICATE

### Curriculum No. 415

This certificate program is designed to prepare students for employment as drafters or computer-aided drafting operators. Employment is in machine trades, the metal fabrication industry, and mechanical parts design. All courses in this certificate program may be applied to an A.A.S. degree in computer-aided mechanical design. Requires 25 semester hours.

#### Fall Semester

CAD 110	Orientation to CADD	( 1)
CAD 111	Technical Drafting <b>OR</b>	
EGR 277	Engineering Graphics/CAD	( 3)
CAD 151	Fundamentals of CAD - AutoCAD	( 3)
CAD 152	Intermediate Computer-Aided Drafting	( 3)
CAD 171	Fundamentals of CAD - SolidWorks	( 3)
		<b>(13)</b>

#### 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)
		<b>(12)</b>

## COMPUTER INFORMATION SYSTEMS

### DEGREE (A.A.S.)

#### Computer Information Systems

Curriculum No. 437

Semester hours required: 62

#### Networking and Systems Administration

Curriculum No. 460

Semester hours required: 61

### CERTIFICATES

#### Computer Programming

Curriculum No. 451

Semester hours required: 27

#### Microcomputer Applications

Curriculum No. 452

Semester hours required: 20.5

#### Webmaster

Curriculum No. 454

Semester hours required: 27

#### PC Technician

Curriculum No. 466

Semester hours required: 16

#### Network Administration

Curriculum No. 467

Semester hours required: 24

#### Cisco Networking

Curriculum No. 468

Semester 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 semester 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 <b>OR</b>	
ENG 109	Intro to Technical Report Writing	(3)
MAT 150	College Algebra <b>OR</b>	
MAT 210	Finite Mathematics	(3-4)
		<b>(17-18)</b>

### Spring Semester - First Year

CIS 119	JavaScript	(3)
CIS 123	Management Information Systems	(3)
CIS 140	Networking Fundamentals	(4)
SPE 100	Oral Communication I	(3)
Social Science Elective		(3)
		<b>(16)</b>

### 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)
		<b>(15)</b>

### Spring Semester - Second Year

CIS 260	Java Programming II	(3)
CIS 236	CIS Project <b>OR</b>	
CIS 296	CIS Internship	(3)
CIS 265	Server-side Programming	(3)
CIS Electives		(5)
		<b>(14)</b>

#### CIS Electives:

CIS 110	Visual Basic Programming	(3)
CIS 121	Animation-Flash	(2)
CIS 122	Web Site Creation Software	(2)
CIS 150	C++ Programming I	(3)
CIS 182	Window Server Fundamentals and Networking	(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 <b>OR</b>	
ENG 109	Intro to Technical Report Writing	(3)
		<b>(17)</b>

#### Spring Semester - First Year

CIS 123	Management Information Systems	(3)
CIS 140	Network Fundamentals	(4)
MAT 150	College Algebra <b>OR</b>	
MAT 210	Finite Mathematics	(3-4)
SPE 100	Oral Communication I	(3)
Social Science Elective		(3)
		<b>(16-17)</b>

### 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)
		<b>(15)</b>

### 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 <b>OR</b>	
CIS 296	CIS Internship	(3)
Elective from list		(1-2)
		<b>(13-14)</b>

#### 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 systems administrators. Choose the Cisco or Network Administration option. Requires 61 semester 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 <b>OR</b>	
ENG 109	Introduction to Technical Report Writing	(3)
MAT 150	College Algebra <b>OR</b>	
MAT 210	Finite Mathematics	(3-4)
SPE 100	Oral Communication I	(3)
		<b>(17-18)</b>

##### 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)
		<b>(16)</b>

##### Fall Semester-Second Year

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

### Spring Semester-Second Year

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

### Networking Administration Option

#### Fall Semester-First Year

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

#### 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)
		<b>(15)</b>

#### Fall Semester-Second Year

CIS 110	Visual Basic Programming <b>OR</b>	
CIS 150	C++ Programming I <b>OR</b>	
CIS 160	Java Programming I	(3)
CIS 143	Wireless Communication	(2)
CIS 170	Introduction to UNIX	(3)
CIS 184	Windows Professional Configuration	(3)
CIS 237	Database Management and SQL	(3)
		<b>(14)</b>

#### Spring Semester-Second Year

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

### 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++ and Visual Basic, or Java, as well as other languages based upon their elective choices. Requires 27 semester hours.

#### Fall Semester

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

#### Spring Semester

CIS 210	Visual Basic Programming II <b>OR</b>	
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)
		<b>(15)</b>

### 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 semester hours.

#### Fall Semester

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

#### Spring Semester

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

\*Student must take either CIS 101 or CIS 123

## WEBMASTER - 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 web site. Requires 27 semester hours.

#### Web Development

##### Fall Semester

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 170	Introduction to UNIX	(3)
		<b>(14)</b>

##### Spring Semester

BUS 101	Introduction to Business	(3)
CIS 119	Java Script	(3)
CIS 260	Java Programming II	(3)
CIS Electives		(4)
		<b>(13)</b>

## PC TECHNICIAN - CERTIFICATE

### Curriculum No. 466

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

#### Required:

##### Fall semester

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

##### Spring semester

CIS 142	PC Repair and Configuration	(3)
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##### Fall semester

CIS 182	Windows Server Fundamentals I	(3)
CIS 184	Windows Professional Configuration	(3)
Total		<b>(16)</b>

## NETWORK ADMINISTRATION - CERTIFICATE

### Curriculum No. 467

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

##### Fall Semester

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

##### Spring Semester

CIS 282	Windows Server II Networking	(3)
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##### Fall Semester

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

##### Spring Semester

CIS 270	Fundamentals of Linux Administration	(3)
CIS 283	Network Security+	(3)
Total		<b>(24)</b>

## CISCO NETWORKING - CERTIFICATE

### Curriculum No. 468

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

##### Fall Semester-First Year

CIS 145	Cisco Networking I	(4)
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##### Spring Semester-First Year

CIS 146	Cisco Networking II	(4)
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##### Fall Semester - Second Year

CIS 147	Cisco Networking III	(4)
CIS 182	Windows Server Fundamentals	<b>OR</b>
CIS 170	Introduction to UNIX	(3)
		<b>(7)</b>

##### Spring Semester - Second Year

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

# CRIMINAL JUSTICE

## DEGREES (A.A.S.)

### ***Criminal Justice - General***

Curriculum No. 228

Semester hours required: 64

### ***Criminal Justice - Forensic Tech***

Curriculum No. 350

Semester hours required: 64

## 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 semester hours.

### **Fall Semester - First Year**

CRJ 101	Introduction to Criminal Justice	(3)	
CRJ 109	Traffic Law Enforcement	(3)	
CRJ 201	Criminal Investigation	(3)	
ENG 103	Composition I	(3)	
MAT 101	Topics in Mathematics <b>OR</b>		
Higher-Level Mathematics	(3-4)		
			<b>(15-16)</b>

### **Spring Semester - First Year**

CRJ 107	Criminal Law I	(3)	
CRJ 160	Field Report Writing	(3)	
CRJ 250	Criminalistics I	(3)	
SPE100	Oral Communication I	(3)	
Elective from list below		(3)	
			<b>(15)</b>

### **Fall Semester - Second Year**

CRJ 119	Criminal Justice Administration	(3)	
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)	
			<b>(18)</b>

### **Spring Semester - Second Year**

CRJ 151	Narcotics and Drug Enforcement	(3)	
CRJ 209	Juvenile Delinquency/ Juvenile Justice	(3)	
CRJ 230	Ethics for Criminal Justice	(3)	
SOC 288	Criminology	(3)	
Electives from list below		(3-4)	
			<b>(15-16)</b>

### **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 212	Legal Aspects of Corrections	(3)
CRJ 213	Incarceration Alternatives	(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 semester hours.

#### Fall Semester - First Year

CRJ 101	Introduction to Criminal Justice	(3)
CRJ 201	Criminal Investigation	(3)
ANT 240	Physical Anthropology	(3)
ENG 103	Composition I	(3)
MAT 150	College Algebra <b>OR</b> Higher level mathematics	(3-4)
		<b>(15-16)</b>

#### Spring Semester - First Year

CRJ 107	Criminal Law I	(3)
CRJ 160	Field Report Writing	(3)
CRJ 250	Criminalistics I	(3)
BIO 103	General Biology	(3)
BIO 105	General Biology Lab	(1)
SPE 100	Oral Communication I	(3)
		<b>(16)</b>

#### Fall Semester - Second Year

CRJ 119	Criminal Justice Administration	(3)
CRJ 170	Crisis/Conflict Mediation	(3)
CRJ 221	Constitutional Law for Police	(3)
CRJ 251	Criminalistics II	(3)
SOC 170	Introduction to Sociology	(3)
Elective from list below		(0-1)
		<b>(15-16)</b>

#### Spring Semester - Second Year

CRJ 151	Narcotics and Drug Enforcement	(3)
CRJ 230	Ethics	(3)
CHE 210	General Chemistry I	(5)
PSY 102	Introduction to Psychology	(3)
SOC 288	Criminology	(3)
		<b>(17)</b>

#### Electives:

CRJ 103	Introduction to Commercial Security	(1.5)
CRJ 106	Seminar	(.5-3)
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 212	Legal Aspects of Corrections	(3)
CRJ 213	Incarceration Alternatives	(3)
CRJ 215	Gangs and Security Threat Groups	(3)
CRJ 232	Criminal Evidence	(3)
CRJ 288	CRJ Internship Orientation	(1)
CRJ 290	CRJ Internship I	(3)
CRJ 291	CRJ Internship II	(3)





# DIESEL POWER TECHNOLOGY

## DEGREE (A.A.S.)

### *Diesel Power Technology*

Curriculum Number 426

Semester hours required: 72

## CERTIFICATES

### *Basic Diesel Power/Equipment Repair*

Curriculum No. 428

Semester hours required: 38

### *Advanced Diesel Power/Equipment Repair*

Curriculum No. 429

Semester hours required: 52

## 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 semester 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)
		<b>(20)</b>

### Spring Semester - First Year

CIS 101	Introduction to Computers	(3)
DPT 106	Diesel Power Technology Internship Preparation	(1)
DPT 177	Introduction to Diesels	(3)
DPT 197	Diesel Power Technology Internship I	(4)
DPT 278	Advanced Hydraulics	(3)
DPT 280	Advanced Transmissions and Final Drives	(3)
		<b>(17)</b>

### Fall Semester - Second Year

DPT 154	Truck Brakes and Suspension	(4)
DPT 279	Advanced Diesels <b>OR</b> Open Elective	(1-3)
ENG 109	Intro to Technical Report Writing	(3)
SPE 100	Oral Communication I	(3)
	Humanities/Social Science Elective	(3)
	Science Elective	(3)
		<b>(17-19)</b>

### 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 Technology Internship II	(6)
WT 116	Fundamental Welding Processes	(2)
		<b>(18)</b>

Open Electives: Choose one (1) semester 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)
DPT 279	Advanced Diesels (Fall)	(3)
WT 218	Advanced Welding Processes	(2)

## BASIC DIESEL POWER/EQUIPMENT REPAIR - CERTIFICATE

### *Curriculum No. 428*

This certificate program is intended to provide entry-level skills and training for students seeking careers in diesel power equipment technology. Additionally, currently employed technicians who wish to upgrade their skills and technical knowledge may be interested in pursuing this certificate program. Requires 38 semester hours.

### Required:

DPT 154	Truck Brakes and Suspension	(4)
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 177	Introduction to Diesels	(3)
DPT 178	Basic Hydraulics	(4)
DPT 272	Advanced Engine Overhaul	(4)
DPT 273	Mobile Systems Electronics II	(3)
DPT 274	Vehicle Air Conditioning	(3)
DPT 279	Advanced Diesels	(3)
WT 116	Fundamental Welding Processes	(2)

## ADVANCED DIESEL POWER/EQUIPMENT REPAIR - CERTIFICATE

### Curriculum No. 429

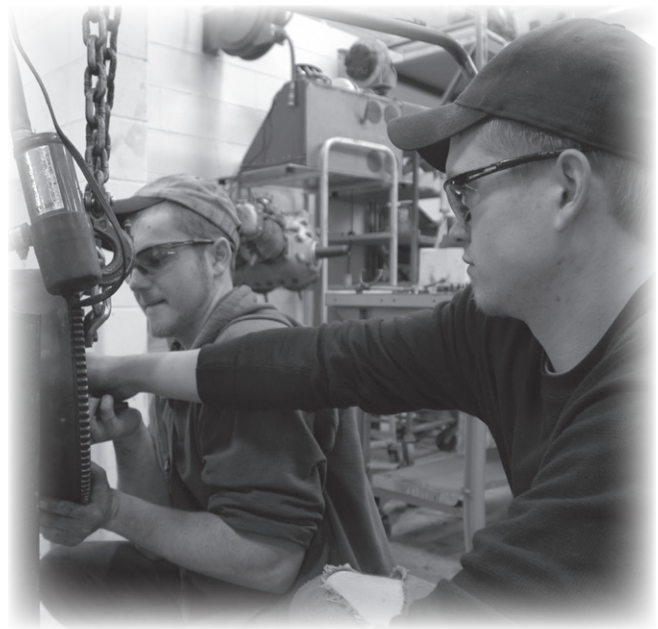
An advanced certificate program providing comprehensive training, skills and knowledge needed for careers in diesel power equipment technology. Requires 52 semester hours, 10 hours of which are internship training.

#### Required:

DPT 101	Diesel Power Technology Careers	( 1)
DPT 106	Diesel Power Technology Internship Preparation	( 1)
DPT 154	Truck Brakes and Suspension	( 4)
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 177	Introduction to Diesels	( 3)
DPT 178	Basic Hydraulics	( 4)
DPT 197	Diesel Power Technology Internship I	( 4)
DPT 272	Advanced Engine Overhaul	( 4)
DPT 273	Mobile Systems Electronics II	( 3)
DPT 274	Vehicle Air Conditioning	( 3)
DPT 279	Advanced Diesels	( 3)
DPT 293	Diesel Power Technology Internship II	( 6)
WT 116	Fundamental Welding Processes	( 2)

**Electives:** Choose two (2) semester hours from list below

DPT 199	Small Engine Maintenance and Repair	( 3)
DPT 277	Combine Repair and Adjustment	( 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

Semester 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 or certificate. Requires 63 semester hours.

#### Fall Semester - First Year

ECE 112	Guiding Young Children	(3)
ECE 220	Fostering Creative Expression in Young Children	(3)
ENG 103	Composition I <b>OR</b>	
ENG 109	Introduction to Technical Report Writing	(3)
MAT 101	Topics in Mathematics <b>OR</b>	
MAT 202	Mathematics for Elementary Teachers II	(3)
SPE 100	Oral Communication I	(3)
		<b>(15)</b>

#### Spring Semester - First Year

ECE 110	Foundations of Early Childhood Education	(3)
ECE 111	The Developing Child	(3)
ECE 223	Science/Math in Early Childhood Educ.	(3)
ECE 225	Techniques and Curriculum Planning	(4)
PSY 102	Introduction to Psychology	(3)
		<b>(16)</b>

#### Fall Semester - Second Year

ECE 161	Family and Community Relationships	(3)
ECE 221	Language of the Young Child	(3)
ECE 222	Child Nutrition and Health	(3)
ECE 280	Early Childhood Education Practicum I	(4)
	Early Childhood Education Elective	(3)
		<b>(16)</b>

#### 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)
		<b>(16)</b>

**Electives:** Six (6) semester 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

Semester 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 "No Child Left Behind Act." 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. Requires 62 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)
		<b>(15)</b>

#### 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)
		<b>(16)</b>

#### Fall Semester - Second Year

SPE 100	Oral Communication I	(3)
PSY 280	Life-Span and Human Development	(3)
ENG 110	Critical Reading	(3)
BIO 101 & 102	Environment Biology and Lab	<b>OR</b>
BIO 103 & 105	General Biology and Lab	<b>OR</b>
BIO 109 & 110	Human Biology and Lab	<b>OR</b>
CHE 110 & 111	Basic Chemistry and Lab	<b>OR</b>
PHS 118 & 119	Introductory to Physical Science and Lab	<b>OR</b>
		(4)
PHY 150 & 151	Introductory Physics and Lab	(4)
Elective		(3)
		<b>(16)</b>

#### Spring Semester - Second Year

ENG 215	Children's Literature	(3)
PSY 210	Educational Psychology	(3)
EDU 285	Introduction to Technology in Education	(3)
Electives		(6)
		<b>(15)</b>

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

Physical Science	Life Science
Social Science	Mathematics
Humanities	Fine Arts
Foreign Language	Early Childhood Education

Or other electives with consent of program advisor.



# ELECTRONICS

## DEGREE (A.A.S.)

### *Electronics and Computer Technology*

Curriculum No. 434

Semester hours required: 63

## CERTIFICATES

### *Alternative Energy Technology*

Curriculum No. 295

Semester hours required: 16

### *Industrial Electricity*

Curriculum No. 435

Semester hours required: 16

### *Industrial Electronics/A+ Preparation and Controls*

Curriculum No. 439

Semester 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 semester 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)
		<b>(16)</b>

### 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 <b>OR</b>	
MT 151	Machine Shop Math I <b>AND</b>	
MT 152	Machine Shop Math II	(4-6)
PHY 150	Introductory Physics	(3)
		<b>(16-18)</b>

### Fall Semester - Second Year

ELE 211	Automatic and HVAC Motor Controls	(3)
ENG 110	Critical Reading	(3)
CIS, CAD, ELE, or MT elective		(9)
		<b>(15)</b>

### Spring Semester - Second Year

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

## ALTERNATIVE ENERGY TECHNOLOGY - CERTIFICATE

### *Curriculum No. 295*

A certificate program designed to prepare 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 semester hours.

### Required:

ELE 101	Industrial Electricity	(3)
ELE 102	PC Maintenance and Repair	(1)
ELE 110	Active Devices/Computer Simulation <b>OR</b>	
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 designed to prepare students with marketable skills in electricity and to provide the industries of the district with skilled electrical workers. Requires 16 semester hours.

### Required:

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 designed 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 semester hours.

#### Required:

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 <b>OR</b>	
MT 151	Machine Shop Mathematics I	(3)
CIS, CAD, ELE, MT	electives	(5)



# EMERGENCY MEDICAL SERVICES

## DEGREE (A.A.S.)

### EMT PARAMEDIC

Curriculum No. 456

Semester hours required: 68

## CERTIFICATES

### EMT Paramedic

Curriculum No. 457

Semester hours required: 50

### EMT Basic

Curriculum No. 458

Semester hours required: 7

The Emergency Medical Services degree 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 Medical Technician - Paramedic (EMT-P), while upon successful completion obtaining an EMS certificate or articulating into the A.A.S. EMT-Paramedic Degree. The type of jobs available to the EMT-P include not only municipality emergency services, but also private ambulance services, public sports arenas, airports, and a variety of other locations. Target population for EMT-P's include, not only municipality emergency services, but also private ambulance services, public sports arenas, airports and a variety of other locations.

## Admission

Admission to the EMT Paramedic program is selective based upon pre-admission test scores, academic achievement, professional compatibility and clinical site capacity.

**Requirements for consideration for admission into the EMT Paramedic program include the following:**

- 1) Official high school transcript and/or GED report.
- 2) Official/current transcripts from all postsecondary institutions attended.
- 3) Placement tests are required of all students without transfer college credit in English.

## EMT PARAMEDIC - DEGREE

### Curriculum No. 456

#### Required:

#### Fall Semester - First Year

EMS 107	Emergency Medical Technician	(7)
ENG 103	Composition I <b>OR</b>	
ENG 109	Introduction to Technical Report Writing	(3)
OS 216	Medical Terminology I	(3)
		<b>(13)</b>

#### Spring Semester - First Year

BUS 130	Human Relations	(3)
CIS 101	Introduction to Computers <b>OR</b>	
	Approved Elective	(3)
PSY 102	Introduction to Psychology	(3)
SPE 100	Oral Communication I	(3)
		<b>(12)</b>

#### Fall Semester - Second Year

EMS 110	Paramedic I	(17)
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#### Spring Semester - Second Year

EMS 111	Paramedic II	(15)
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#### Summer Semester - Second Year

EMS 112	Paramedic III	(11)
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## EMT PARAMEDIC CERTIFICATE

### Curriculum No. 457

#### Required:

#### Fall or Spring Semester - First Year

EMS 107	Emergency Medical Technician	(7)
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#### Fall Semester - Second Year

EMS 110	Paramedic I	(17)
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#### Spring Semester - Second Year

EMS 111	Paramedic II	(15)
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#### Summer Semester - Second Year

EMS 112	Paramedic III	(11)
		<b>(50)</b>

## EMT BASIC CERTIFICATE

### Curriculum No. 458

#### Required:

EMS 107	Emergency Medical Technician	(7)
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## EQUINE SCIENCE

### CERTIFICATES

#### ***Basic Equine Science***

Curriculum No. 443

Semester hours required: 14

#### ***Advanced Equine Science***

Curriculum No. 446

Semester hours required: 9

### BASIC EQUINE SCIENCE - CERTIFICATE

#### ***Curriculum No. 443***

The certificate program in Equine Science is designed for the student interested in equine care, selection, and training. The content of the courses appeals to the serious equine student who owns horses or who may want to engage in an equine business. Requires 14 hours.

#### **Required:**

AGR 144	Horse Care and Stable Management	( 3)
AGR 145	Equine Form and Function	( 3)
AGR 146	Basic Equine Ground Training	( 3)
AGR 147	Starting Horse Under Saddle	( 3)
AGR 148	Basic Equine Nutrition	( 1)
AGR 149	Equine Transportation and Safety	( 1)

### ADVANCED EQUINE SCIENCE - CERTIFICATE

#### ***Curriculum No. 446***

The Advanced Equine Science certificate is designed to provide additional in-depth information to equine students interested in equine health and business management. Requires 9 hours.

#### **Required:**

AGR 242	Equine Hoof Science	( 1)
AGR 243	Breeding and Foal Management	( 3)
AGR 250	Equine Business Basics	( 3)
AGR 251	Equine Health Management	( 1)
AGR 252	Advanced Equine Nutrition	( 1)





# HORTICULTURE

## DEGREES (A.A.S.)

### **Ornamental Horticulture/Floral Design**

Curriculum No. 403  
Semester hours required: 68

### **Ornamental Horticulture/General**

Curriculum No. 401  
Semester hours required: 68

### **Ornamental Horticulture/Sports Turf Management**

Curriculum No. 405  
Semester hours required: 68

### **Ornamental Horticulture/Greenhouse**

Curriculum No. 402  
Semester hours required: 68

### **Ornamental Horticulture/Landscape Design & Construction**

Curriculum No. 404  
Semester hours required: 68

### **Ornamental Horticulture/Nursery Management**

Curriculum No. 407  
Semester hours required: 68

## CERTIFICATES

### **Floral Horticulture**

Curriculum No. 227  
Semester hours required: 20.5

### **Garden Center Operations**

Curriculum No. 240  
Semester hours required: 21

### **Turf Management**

Curriculum No. 239  
Semester hours required: 23

### **Greenhouse Production**

Curriculum No. 241  
Semester hours required: 21

### **Horticulture Mechanics Technology**

Curriculum No. 438  
Semester hours required: 20

### **Landscape Design and Plant Identification**

Curriculum No. 238  
Semester hours required: 24

### **Nursery Management**

Curriculum No. 471  
Semester hours required: 24

### **Sustainable Horticulture**

Curriculum No. 290  
Semester 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. Requires 68 semester 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 285 or 286 or 287 or 288 or 289		( 1)
CIS 101	Introduction to Computers	( 3)
TMAT 100	Technical Mathematics	( 3)
		<b>(17)</b>

### **Spring Semester - First Year**

HOR 105	Botany for Horticulture	( 3)
HOR 106	Orientation to Horticulture Internship	( 1)
HOR 142	Advanced Floral Arrangements	( 3)
HOR 146	Sustainable Perennials	( 3)
HOR 196	Horticulture Internship I	( 4)
HOR 285 or 286 or 287 or 288 or 289		( 1)
Elective		( 3)
		<b>(18)</b>

### **Fall Semester - Second Year**

HOR 235	Flower Store Management	( 3)
HOR 236	Floral Marketing I	( 2)
HOR 243	Interior Plantscaping	( 3)
HOR 244	Survey of Floral Operations	(1.5)
HOR 275	Fall Greenhouse Crops	( 3)
ENG 109	Introduction to Technical Report Writing	( 3)
SPE 100	Oral Communication I	( 3)
		<b>(18.5)</b>

### **Spring Semester - Second Year**

HOR 143	Sympathy Design Techniques	( 1)
HOR 237	Floral Marketing II	( 1)
HOR 242	Wedding and Corsage Design	( 3)
HOR 277	Bedding Plant Production	( 3)
Humanities/Social Science elective		( 3)
Electives		(3.5)
		<b>(14.5)</b>

**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 semester hours.

**Fall Semester - First Year**

CIS 101	Introduction to Computers	( 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)
SPE 100	Oral Communication I	( 3)
TMAT 100	Technical Mathematics	( 3)
		<b>(19)</b>

**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 I	( 4)
HOR ***	Field Studies	( 1)
Humanities/Social Science Elective		( 3)
		<b>(15)</b>

**Fall Semester - Second Year**

AGT 215	Introduction to Soil 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)
		<b>(17)</b>

**Spring Semester - Second Year**

ENG 109	Introduction to Technical Report Writing	( 3)
HOR 141	Beginning Floral Arrangements	( 3)
HOR ***	Field Studies	( 1)
HOR 277	Bedding Plant Production	( 3)
Horticulture Electives		( 7)
		<b>(17)</b>

\*\*\*Field Studies: A total of two (2) hours required from 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 68 semester 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)
TMAT 100	Technical Mathematics	( 3)
		<b>(16)</b>

**Spring Semester - First Year**

CIS 101	Introduction to Computers	( 3)
HOR 105	Botany for Horticulture	( 3)
HOR 106	Orientation to Horticulture Internship	( 1)
HOR 146	Sustainable Perennials	( 3)
HOR 196	Horticulture Internship I	( 4)
HOR 285 or 286 or 287 or 288 or 289		( 1)
ENG 109	Introduction to Technical Report Writing	( 3)
		<b>(18)</b>

**Fall Semester - Second Year**

HOR 166	Landscape Design	( 3)
HOR 285 or 286 or 287 or 288 or 289		( 1)
AGT 215	Introduction to Soil and Fertilizers	( 4)
HOR 231	Ornamental Shrubs Identification and Culture	( 3)
HOR 281	Irrigation Function and Maintenance	( 3)
SPE 100	Oral Communication I	( 3)
Humanities/Social Science elective		( 3)
		<b>(20)</b>

**Spring Semester - Second Year**

HOR 141	Beginning Floral Arrangements	( 3)
HOR 257	Sports Turf Management	( 2)
HOR 258	Resource Management for Turf	( 2)
HOR 277	Bedding Plant Production	( 3)
HOR 282	Equipment Maintenance	( 3)
Horticulture electives		( 1)
		<b>(14)</b>

## 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 68 semester 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)
CIS 101	Introduction to Computers	( 3)
SPE 100	Oral Communication I	( 3)
TMAT 100	Technical Mathematics	( 3)
		<b>(19)</b>

#### 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 I	( 4)
ENG 109	Intro to Technical Report Writing	( 3)
Horticulture elective		( 3)
		<b>(17)</b>

#### Fall Semester - Second Year

HOR 285 or 286 or 287 or 288 or 289		( 1)
AGT 215	Introduction to Soil and Fertilizers	( 4)
HOR 231	Ornamental Shrubs Identification and Culture	( 3)
HOR 271	Greenhouse Management II	( 3)
HOR 275	Fall Greenhouse Crops	( 3)
Humanities/Social Science elective		( 3)
Open elective		( 2)
		<b>(19)</b>

#### Spring Semester - Second Year

HOR 141	Beginning Floral Arrangements	( 3)
HOR 285 or 286 or 287 or 288 or 289		( 1)
HOR 276	Spring Greenhouse Crops	( 3)
HOR 277	Bedding Plant Production	( 3)
Horticulture elective		( 3)
		<b>(13)</b>

## 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 68 semester 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)
CIS 101	Introduction to Computers	( 3)
SPE 100	Oral Communication I	( 3)
TMAT 100	Technical Mathematics	( 3)
		<b>(19)</b>

#### 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 I	( 4)
HOR 285 or 286 or 287 or 288 or 289		( 1)
		<b>(18)</b>

#### Fall Semester - Second Year

HOR 166	Landscape Design	( 3)
AGT 215	Introduction to Soil and Fertilizers	( 4)
HOR 231	Ornamental Shrubs Identification and Culture	( 3)
HOR 256	Turf and Lawn Management	( 3)
ENG 109	Intro to Technical Report Writing	( 3)
Humanities/Social Science elective		( 3)
		<b>(19)</b>

#### Spring Semester - Second Year

HOR 285 or 286 or 287 or 288 or 289		( 1)
HOR 266	Advanced Landscape Design	( 3)
HOR 267	LANDCADD and Visual Landscaping	( 3)
HOR 277	Bedding Plant Production	( 3)
Horticulture electives		( 2)
		<b>(12)</b>



## 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 69 semester hours.

#### Fall Semester - First Year

CIS 101	Introduction to Computers	(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)
SPE 100	Oral Communication I	(3)
TMAT 100	Technical Mathematics	(3)
		<b>(19)</b>

#### 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 I	(4)
HOR 285 or 286 or 287 or 288 or 289		(1)
*Horticulture Elective		(3)
		<b>(18)</b>

#### Fall Semester - Second Year

HOR 129	Nursery Pests	(2)
HOR 166	Landscape Design	(3)
AGT 215	Introduction to Soil and Fertilizers	(4)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 281	Irrigation Function and Maintenance	(3)
Humanities/Social Science Elective		(3)
		<b>(18)</b>

#### Spring Semester - Second Year

ENG 109	Introduction to Technical Report Writing	(3)
HOR 123	Horticultural Spanish	(2)
HOR 128	Plant Propagation	(3)
HOR 285 or 286 or 287 or 288 or 289		(1)
HOR 282	Equipment Maintenance	(3)
*Horticulture Elective		(2)
		<b>(14)</b>

\*HOR 124 - Survey of Operations I and HOR 125 - Survey of Operations II are highly recommended.

## 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 20.5 semester hours.

#### Required:

HOR 141	Beginning Floral Arrangements	(3)
HOR 142	Advanced Floral Arrangements	(3)
HOR 143	Sympathy Design Techniques	(1)
HOR 235	Flower Store Management	(3)
HOR 236	Floral Marketing I	(2)
HOR 237	Floral Marketing II	(1)
HOR 242	Wedding and Corsage Design	(3)
HOR 243	Interior Plantscaping	(3)
HOR 244	Survey of Floral Operations	(1.5)

## GARDEN CENTER OPERATIONS - CERTIFICATE

### Curriculum No. 240

This certificate is designed to train students pursuing a career in a retail garden center operation. Such a person would also qualify for a position in wholesale sales and distribution of horticulture-related products and materials. Requires 21 semester hours.

HOR 105	Botany for Horticulture	(3)
HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 146	Sustainable Perennials	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 271	Greenhouse Management II	(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, or any private or public institution where the major grounds maintenance responsibility is that of turf management. Requires 23 semester hours.

#### Required:

HOR 105	Botany For Horticulture	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 126	Nursery Management	(3)
AGT 215	Introduction to Soil and Fertilizers	(4)
HOR 256	Turf and Lawn Management	(3)
HOR 257	Sports Turf Management	(2)
HOR 258	Resource Management	(2)
HOR 281	Irrigation Function and Maintenance	(3)

### GREENHOUSE PRODUCTION - 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 21 semester hours.

HOR 103	Horticulture Science	(3)
HOR 105	Botany for Horticulture	(3)
HOR 112	Greenhouse Management I	(3)
HOR 271	Greenhouse Management II	(3)
HOR 275	Fall Greenhouse Crops	(3)
HOR 276	Spring Greenhouse Crops	(3)
HOR 277	Bedding Plant Production	(3)

### HORTICULTURE MECHANICS TECHNOLOGY - CERTIFICATE

#### Curriculum No. 438

This certificate program is suggested for students interested in preparation for a career involving horticulture equipment repair in golf course, landscape design, etc. Requires 20 semester hours.

#### Required:

DPT 173	Basic Electrical Ignition Systems	(3)
DPT 176	Basic Transmissions and Final Drives	(3)
DPT 177	Introduction to Diesels	(3)
DPT 178	Basic Hydraulics	(4)
DPT 199	Small Engine Maintenance and Repair	(3)
		<b>(16)</b>

**Electives:** Remaining four (4) semester hours selected from horticulture courses with consent of program advisor.

### 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 24 semester hours.

#### Required:

HOR 103	Horticulture Science	(3)
HOR 105	Botany for Horticulture	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 128	Plant Propagation	(3)
HOR 146	Sustainable Perennials	(3)
HOR 166	Landscape Design	(3)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 266	Advanced Landscape Design	(3)

### 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 24 semester hours.

#### Required:

HOR 112	Greenhouse Management I	(3)
HOR 122	Trees/Arboriculture	(3)
HOR 126	Nursery Management	(3)
HOR 128	Plant Propagation	(3)
HOR 129	Nursery Pests	(2)
AGT 215	Introduction to Soil and Fertilizers	(4)
HOR 231	Ornamental Shrubs Identification and Culture	(3)
HOR 281	Irrigation Function & Maintenance	(3)

### SUSTAINABLE HORTICULTURE - CERTIFICATE

#### Curriculum No. 290

This certificate provides students with foundation 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, and evaluation of buildings to maximize efficiencies. Requires 24 semester hours.

#### Fall Semester:

HOR 103	Horticulture Science	(3)
HOR 150	Fall Prairie Study	(2)
AGT 215	Introduction to Soils and Fertilizers	(4)
HOR Elective		(3)

(12)

#### Spring Semester:

HOR 105	Botany for Horticulture	(3)
HOR 194	Sustainable Land Management	(2)
BIO Elective		(4)
HOR Elective		(3)
		<b>(12)</b>

#### 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 Shrubs Identification and Culture (SP)	(3)
HOR 256	Turf and Lawn Management (FA)	(3)

FA-Fall Class Only

SP-Spring Class Only

# MARKETING AND MANAGEMENT

## DEGREES (A.A.S.)

### **Marketing and Management**

Curriculum No. 218

Semester hours required: 63

## CERTIFICATES

### **Retailing**

Curriculum No. 293

Semester hours required: 18

## MARKETING AND MANAGEMENT - DEGREE

### **Curriculum No. 218**

This degree program 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 insure necessary training is provided to compete in a dynamic business environment. Requires 63 semester hours.

#### **Required:**

ACC 108	Business Accounting	<b>OR</b>	
ACC 121	Financial Accounting		(3-4)
BUS 101	Introduction to Business		(3)
BUS 120	Business Mathematics	<b>OR</b>	
MAT 150	College Algebra	<b>OR</b> higher level mathematics	(3-4)
BUS 130	Human Relations		(3)
BUS 150	Legal/Social Environment of Business	<b>OR</b>	
BUS 256	Business Law		(3)
CIS 123	Management Information Systems		(3)
ECO 100	Consumer Economics	<b>OR</b>	
ECO 260	Principles of Macroeconomics	<b>OR</b>	
ECO 261	Principles of Microeconomics		(3)
ENG 103	Composition I	<b>OR</b>	
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	<b>OR</b>	
PLS 240	State and Local Government		(3)
PSY 102	Introduction to Psychology		(3)
SPE 100	Oral Communication I		(3)
CSD 120	Orientation	<b>OR</b>	
LIB 100	Information Literary Research	<b>OR</b>	
ENG 111	College Study Skills		(1-2)
Mathematics or Science Elective			(3)
Marketing and Management Electives			(6)
Electives			(6-8)

#### **Electives:**

ECO 291	Money & Banking	(3)
MM 192	Securities and Investing	(1)
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	Small Business Management	(3)
MM 270	Introduction to E-Commerce	(3)
MM 282	Materials Management	(3)
MM 288	Production Control	(3)
MM 289	Purchasing	(3)
MM 290	Physical Distribution and Traffic	(3)
MM 299	Internship Marketing	<b>OR</b>
	Management	(4)
OS 135	Database Access	(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 semester hours.

#### **Required:**

BUS 101	Introduction to Business	(3)
BUS 120	Business Mathematics	(3)
BUS 130	Human Relations	(3)
MM 233	Retail Management	(3)
SPE 100	Oral Communication I	(3)
BUS/MM Elective		(3)

# NURSING

## DEGREE (A.A.S.)

### Nursing

Curriculum No. 258

Semester hours required: 73

### Online Nursing

#### Northern Illinois Online Initiative for Nursing (NIOIN-Kishwaukee)

Curriculum No. 490

Semester hours required: 74

## CERTIFICATE

### Practical Nursing\*

Curriculum No. 216

Semester hours required: 44

### Basic Nurse Assisting

Curriculum No. 310

Semester hours required: 7

## NURSING DEGREE (A.A.S.)

### Curriculum No. 258

#### 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.**

Admission into the Kishwaukee Associate Degree Nursing Program requires the applicant to:

1. Submit official documentation of a *high school diploma* or *GED* 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 [http://www.kishwaukeecollege.edu/programs\\_of\\_study/nursing/](http://www.kishwaukeecollege.edu/programs_of_study/nursing/) for dates and times.
4. Submit the *Nursing program application* to the Nursing Office **AFTER ALL REQUIREMENTS HAVE BEEN COMPLETED**. Applications are available in the Nursing Office or online.

5. Once the TEAS testing has been completed, you will be given a reference packet. *Three personal reference forms* must be turned into the Nursing Office. A *medical/felony form* must be filled out by the student and turned in as well.
6. Above requirements, plus criteria outlined below **must be met before application may be submitted**. Students are encouraged to apply in the semester that they are completing nursing requirements. Students will be admitted on a space available basis after requirements are completed.
  - a. 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. They are required if you choose to continue towards your B.S.N. BIO 103, BIO 105, BIO 213, BIO 258, BIO 259, ENG 103, ENG 104, PSY 102, PSY 280, SOC 170, SPE 100, CHE 110, CHE 111, MAT 208 or MAT 220, (HLT 122 or HLT 201).
  - b. Overall College (Kishwaukee and transfer) GPA of 2.5 or above in all 100/200 level course work.
  - c. Completion of BIO 258 and BIO 259 with grades of “C” or higher.
  - d. Completion of MAT 208 or MAT 220 with a grade of “C” or higher.
  - e. ATI TEAS (Test of Essential Academic Skills) testing with a composite score of 60.0%, Version V. Testing will include areas of Reading, English, Mathematics, and Science. This may be scheduled through the nursing website. Testing for Fall will be in February and April, and testing for Spring will be in August and November. (*TEAS testing requires a credit card. The current cost is \$35.00; this fee is subject to change*). Study guides are available for an additional cost at: [www.atitesting.com](http://www.atitesting.com).
  - f. **Apply to the nursing program between March 1st and 15th for Fall admission and between October 1st and 15th for Spring admission after the above requirements are met. Any applications received prior to or after these dates will not be processed.**

\*Kishwaukee College does not have a “stand alone” LPN Program.

## 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 of 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 semester 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 of 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)
ENG 103	Composition I	(3)
HLT 122	Introduction to Nutrition	(1)
MAT 208	Introductory Statistics <b>OR</b>	
MAT 220	Business Statistics	(3)
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	(.50)
NUR 293	Topics in Professional Nursing II	(.50)
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)
SPE 100	Oral Communication I	(3)

CNAs and LPNs are eligible for reduced clinical hours in this curriculum within nursing courses.

Interested men and women should contact the Director of Nursing for complete admission, selection, re-entrance, and graduation requirements. Program information is available in the Nursing office, online, and in Admissions, Registration and Records.

Specific policies, retention and promotion criteria and graduation requirements are included in the Nursing Student Handbook. A copy of the handbook is available in the Nursing office.





## ONLINE NURSING DEGREE (A.A.S.)

### Curriculum No. 490

#### Admission Criteria

The NIOIN (Northern Illinois Online Initiative for Nursing) program is a cooperative program between Kishwaukee College, Highland Community College, Sauk Valley Community College, and Rock Valley College. This is a hybrid program where all theory courses are taken online.

Enrollment in the NIOIN Associate Degree Nursing (ADN) Program is limited to ten (10) students which are admitted in the Fall for the Spring semester. 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.**

Admission into the NIOIN-Kishwaukee Associate Degree Online Nursing Program requires the applicant to:

1. Submit official documentation of a *high school diploma* or *GED* 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 sessions is not required. Please check our website at [www.kishwaukeecollege.edu/programs\\_of\\_study/nursing/](http://www.kishwaukeecollege.edu/programs_of_study/nursing/) for dates and times.
4. Submit the NIOIN *program application* between October 1st through the 15th to the Nursing Office at Kishwaukee College, **AFTER ALL REQUIREMENTS HAVE BEEN COMPLETED.** NIOIN applications are available in the Nursing Office or online.
5. Once the TEAS testing has been successfully completed, you will be given a reference packet. Three personal reference forms must be turned into the Nursing office. A medical/felony form must be filled out by the student and turned in as well.
6. Above requirements, plus criteria outlined below must be met **before** application may be submitted:
  - a. High school graduate or GED;
  - b. Listing in good standing as CNA on the Illinois Department of Public Health's Health Care Worker Registry.
  - c. Score of 65.0% on the ATI Test of Essential Academic Skills, Version V (TEAS) Testing will include areas of Reading, English, Mathematics, and Science. This may be scheduled on the Kishwaukee College website.

Testing for Fall will be in February and April, and testing for Spring will be in August and November (*TEAS testing requires a credit card. The current cost is \$35; this fee is subject to change.*) Study guides are available for an additional cost at [www.ati.testing.com](http://www.ati.testing.com).

- d. Minimum of three semester credits of online general education course(s) which meet nursing requirements with a grade of "B" or better.
- e. Intermediate algebra (MAT 098) with a grade of "B" or better or equivalent. Statistics (MAT 208) with a "C" or better preferred.
- f. High school chemistry with lab with grade of "B" or better or college chemistry with lab with grades of "C" or better.
- g. Eight (8) semester credits of college level Anatomy and Physiology (BIO 258- BIO 259) with grades of "C" or higher.
- h. Four (4) semester credits of Microbiology (BIO 213) with a grade of "C" or better.
- i. Minimum overall college GPA of 3.0

#### 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. All nursing theory coursework is taught online.

The curriculum is an 18-month (4 semesters) curriculum that runs through the summer.

#### Retention

General education courses may be completed prior to final admission. The NIOIN-Kishwaukee courses must be completed within four years of the first admission. A grade of "B" must be obtained in all Nursing courses.

Registered Nursing is governed by the State of Illinois Nurse Practice Act of 2007. The Associate of 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 74 semester hours.

**Students must earn "B" or higher grades in all nursing coursework and a grade of "C" or higher in all general education courses included in the Nursing curriculum as one of the requirements for the Associate of Applied Science in Nursing degree.**

### Prerequisite Requirement:

BIO 258	Anatomy & Physiology I <b>AND</b>	(4)
BIO 259	Anatomy & Physiology II	(4)
BIO 213	Introductory Microbiology	(4)
		<b>(12)</b>

### Semester I

NUR 178	Pharmacology NIOIN	(2)
NUR 179	Fundamentals of Nursing NIOIN	(4)
NUR 181	Fundamentals Clinical NIOIN	(5.5)
HLT 201	Human Nutrition	(3)
		<b>(14.5)</b>

### Semester II

NUR 182	Med/Surg I NIOIN	(4)
NUR 183	Med/Surg I Clinical NIOIN	(5.5)
PSY 102	Introduction to Psychology	(3)
		<b>(12.5)</b>

### Semester III

NUR 280	Family Health NIOIN	(5)
NUR 281	Family Health Clinical NIOIN	(3)
NUR 282	Med/Surg II NIOIN	(3)
NUR 283	Med/Surg II Clinical NIOIN	(3)
PSY 280	Life-Span Human Development	(3)
		<b>(17)</b>

### Semester IV

NUR 284	Professional Role Nursing NIOIN	(1)
NUR 285	Mental Health Nursing NIOIN	(2)
NUR 286	Mental Health Clinical NIOIN	(3)
NUR 287	Med/Surg III NIOIN	(3)
NUR 288	Med/Surg III Clinical NIOIN	(3)
ENG 103	Composition I	(3)
SPE 100	Oral Communication I	(3)
		<b>(18)</b>

## PRACTICAL NURSING - CERTIFICATE

### Curriculum No. 216

#### 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

*\*Kishwaukee College does not have a "stand alone" LPN Program.*

#### 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 semester hours of course work (NUR 180 and NUR 192) required for the Practical Nursing Certificate will be offered in the summer provided there are eight 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 semester 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 <b>OR</b>	
MAT 220	Business Statistics	(3)
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 nursing department.

All students successfully completing the course must take and pass the “hands-on” skills and written, state approved, competency evaluation. With successful passing, the 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 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 nursing department office.

#### Admission:

1. Students are required to complete one of the following:  
Compass Placement Test with a minimum score of 50; ENG 103 (Composition I) with a grade of “C” or higher;
2. Be at least 16 year of age.
3. Must have a Social Security card.
4. Approval from a Counselor in Student Services, Director of Nursing, 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

Semester Hours required: 69.5

### CERTIFICATES

#### Medical Billing and Coding

Curriculum No. 274

Semester hours required: 28

#### Medical Transcription

Curriculum No. 273

Semester hours required: 42

#### Office Assisting

Curriculum No. 213

Semester hours required: 45.5

#### Office Clerk

Curriculum No. 455

Semester hours required: 20

### 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 69.5 semester hours.

#### Fall Semester - First Year

OS 101	Beginning Keyboarding	(3)
OS 122	Reference Manual/Proofreading	(3)FA
OS 125	Word Processing/Word	(3)
OS 136	Presentation Graphics/PowerPoint	(1.5)
BUS 101	Introduction to Business	(3)
ENG 109	Intro to Technical Report Writing	(3)
		<b>16.5</b>

#### Spring Semester - First Year

OS 103	Intermediate Keyboarding	(3)SP
OS 111	Keyboarding Skill Building	(1.5)SP
OS 127	Advanced Word Processing/Word	(3)SP
OS 205	Office Equipment	(3)SP
BUS 130	Human Relations <b>OR</b>	
BUS 150	Legal/Social Environment Business	(3)
SPE 100	Oral Communication I	(3)
		<b>16.5</b>

#### Summer Semester - First Year

OS 203	Advanced Keyboarding	(3)SU
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**Fall Semester - Second Year**

OS 124	Intro to Machine Transcription	(1.5)FA
OS 133	Spreadsheets/Excel	(3)
OS 135	Database/Access	(3)
OS 253	Records Management	(3)FA
OS 138	QuickBooks <b>OR</b>	
ACC 108	Business Accounting	(3)
Approved Elective		(3)
		<b>16.5</b>

**Spring Semester - Second Year**

OS 107	Employment Strategies	(2)SP
OS 246	Business Communications	(3)SP
OS 252	Office Procedures	(3)SP
BUS 120	Business Mathematics	(3)
ECO 100	Consumer Economics <b>OR</b>	
ECO 260	Principles of Macroeconomics	(3)
Humanities/Social Science Elective		(3)
		<b>17</b>

Complete 3 hours from each category below:

**Approved Electives**

CIS 115	Internet Fundamentals	(2)
CIS 118	Website Development	(3)
CIS 122	Website Creation Software	(2)
Foreign Language Elective		

**Humanities/Social Science Electives**

PSY 102	Introduction to Psychology	(3)
SOC 170	Introduction to Sociology	(3)
PHL 101	Introduction to Philosophy	(3)
HUM 119	Humanities I	(3)

FA=Only offered in the Fall semester

SP=Only offered in the Spring semester

SU=Only offered in the Summer semester

**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 and the experiences of a registered health information administration supervising medical coders. Potential employers include medical offices, healthcare facilities, and insurance companies. Requires 28 hours.

**Summer Semester**

OS 115	Introduction to Medical Coding	(2)SU
OS 216	Medical Terminology I	(3)
		<b>5</b>

**Fall Semester**

OS 219	Medical Terminology II	(4)FA
OS 220	Health Insurance Billing	(2)FA
OS 221	Medical Coding I	(3)FA
Elective from list below		(3)
		<b>12</b>

**Spring Semester**

OS 107	Employment Strategies	(2)
OS 218	Medical Office Procedures	(3)SP
OS 222	Medical Coding II	(3)SP
OS 223	Pharmacology & Lab Medicine	(3)SP
		<b>11</b>

**Approved Electives:**

OS 108	Intro to Software Applications	(3)
OS 125	Word Processing/Word	(3)
OS 127	Advanced Word Processing	(3)SP
OS 133	Spreadsheets/Excel	(3)
OS 135	Database/Access	(3)

FA=Only offered in the Fall semester

SP=Only offered in the Spring semester

SU=Only offered in the Summer semester

**MEDICAL TRANSCRIPTION - CERTIFICATE****Curriculum No. 273**

This certificate program is designed for persons interested in pursuing skills necessary to become medical transcriptionists. Graduates will be able to understand and use medical terminology and transcribe all types of medical reports with accuracy and speed. Requires 42 semester hours.

**Summer Semester - First Year**

OS 108	Intro to Software Applications	(3)
OS 216	Medical Terminology I	(3)
		<b>6</b>

**Fall Semester - First Year**

OS 101	Beginning Keyboarding	(3)
OS 122	Reference Manual/Proofreading	(3)FA
OS 124	Introduction to Machine Transcription	(1.5)FA
OS 125	Word Processing/Word	(3)
OS 219	Medical Terminology II	(4)FA
		<b>14.5</b>

**Spring Semester - First Year**

OS 103	Intermediate Keyboarding	(3)SP
OS 107	Employment Strategies	(2)
OS 111	Keyboarding Skill Building	(1.5)SP
OS 217	Medical Transcription I	(3)SP
OS 218	Medical Office Procedures	(3)SP
OS 223	Pharmacology & Lab Medicine	(3)SP
		<b>15.5</b>

**Summer Semester - Second Year**

OS 203	Advanced Keyboarding	(3)SU
OS 256	Medical Transcription II	(3)SU
		<b>6</b>

FA=Only offered in the Fall semester

SP=Only offered in the Spring semester

SU=Only offered in the Summer semester

## OFFICE ASSISTING - CERTIFICATE

### Curriculum No. 213

A certificate program for students preparing for general office employment in business or government. Requires 45.5 semester hours.

#### Fall Semester - First Year

OS 101	Beginning Keyboarding	(3)
OS 120	Business Filing	(1.5)FA
OS 122	Reference Manual/Proofreading	(3)FA
OS 125	Word Processing/Word	(3)
		<b>10.5</b>

#### Spring Semester - First Year

OS 103	Intermediate Keyboarding	(3)SP
OS 111	Keyboarding Skill Building	(1.5)SP
OS 127	Advanced Word Processing/Word	(3)SP
OS 156	Desktop Publishing/Publisher	(3)SP
		<b>10.5</b>

#### Summer Semester - First Year

OS 203	Advanced Keyboarding	(3)SU
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#### Fall Semester - Second Year

OS 133	Spreadsheets/Excel	(3)
OS 135	Database/Access	(3)
OS 136	Presentation Graphics/PowerPoint	(1.5)
OS 138	QuickBooks <b>OR</b>	
ACC 108	Business Accounting	(3)
		<b>10.5</b>

#### Spring Semester - Second Year

OS 107	Employment Strategies	(2)
OS 205	Office Equipment	(3)SP
OS 252	Office Procedures	(3)SP
BUS 120	Business Mathematics	(3)
		<b>11</b>

FA=Only offered in the Fall semester

SP=Only offered in the Spring semester

SU=Only offered in the Summer semester

## OFFICE CLERK - CERTIFICATE

### Curriculum No. 455

The Office Clerk Certificate offers a program for individuals interested in developing a wide range of introductory office skills and computer software skills including word processing, spreadsheet, presentation, and desktop publishing. Upon completion of this program, students will be prepared for entry-level office positions. Requires 20 semester hours.

#### Fall Semester - First Year

OS 101	Beginning Keyboarding	(3)
OS 120	Business Filing	(1.5)FA
OS 125	Word Processing/Word	(3)
OS 136	Presentation Graphics/PowerPoint	(1.5)
		<b>9</b>

#### Spring Semester - First Year

OS 103	Intermediate Keyboarding	(3)SP
OS 107	Employment Strategies	(2)
OS 205	Office Equipment	(3)SP
Elective from list below		(3)
		<b>11</b>

#### Approved Electives:

OS 127	Advanced Word Processing/Word	(3)SP
OS 133	Spreadsheets/Excel	(3)
OS 156	Desktop Publishing/Publisher	(3)SP

FA=Only offered in the Fall semester

SP=Only offered in the Spring semester

SU=Only offered in the Summer semester

## RADIOLOGIC TECHNOLOGY

### DEGREE (A.A.S.)

#### Radiologic Technology

Curriculum No. 222

Semester 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: Kishwaukee Hospital, DeKalb; Rochelle Community Hospital, Rochelle; Valley West Community Hospital, Sandwich; Rush-Copley Medical Center, Aurora.

Upon completion of the Associate of 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. 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. To recruit and enroll qualified individuals who successfully complete required courses, pass the ARRT certification examination and secure employment in the profession.
2. To provide a curriculum that develops competent entry-level skills, promotes the development of critical thinking, problem solving and communication skills.
3. To provide a curriculum leading to an understanding of the importance of professional growth.
4. To demonstrate consistent program quality and ongoing improvement through analysis of input from all communities of interest.

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.

## Admission

Admission to the radiologic technology program is selective based upon pre-admission test scores, academic achievement, professional compatibility and clinical site capacity. Early application is encouraged, as the date of application may be a determining factor among equally qualified applicants. Prerequisites for admission to the program include the following:

1. Official high school transcript and/or GED report.
2. Official/current transcripts from all postsecondary institutions attended.
3. Placement tests are required of all students without transfer college credit in math or English completed with grades of C or higher.
4. Basic math skills demonstrated by completion of MAT 098 or higher with "C" or higher grade OR the math placement test must indicate a math skill level of MAT 098 or higher.
5. BIO 103, General Biology and BIO 105, General Biology Lab with "C" or higher grades.
6. Complete and submit official Program Application for Admission to Radiologic Technology.
7. Above requirements must be met, plus criteria outlined in **either** criteria "A" or criteria "B: below:

### CRITERIA "A"

Documentation of:

- A minimum ACT composite score of 20; or GED score of 3250, with a minimum of 650 on each subset;
- Completion of 4 or more semesters of high school math with "C" or higher grades;
- Completion of 3 or more semesters of high school science with "C" or higher grades
- Ranking in the upper 1/2 of high school class

**OR**

### CRITERIA "B"

Documentation of:

- Completion of 15 credit hours of college level courses to include 8 semester hours of lab sciences;
- Cumulative college/university GPA of 3.000 (B average) or higher

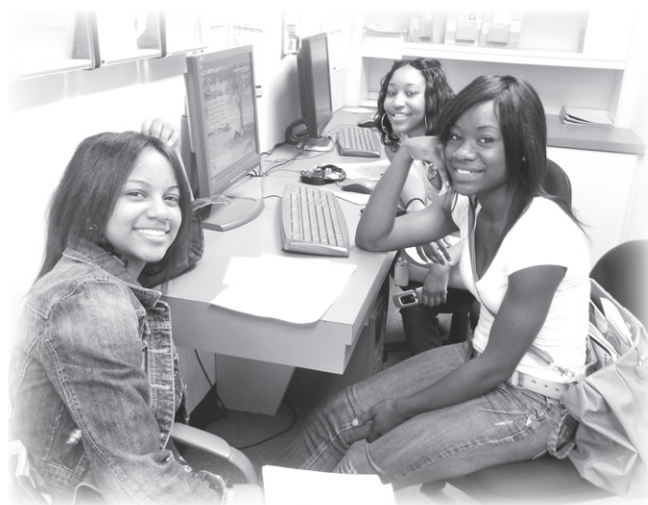
## Retention

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 Radiology Technology.

**Students must achieve "C" or higher grades in all radiologic technology and general education courses included in the radiology curriculum.**

### Required:

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)
RA 111	Radiographic Imaging II	(3)
RA 112	Radiographic Positions & Procedures II	(5)
RA 114	Clinical Practicum II	(3)
RA 122	Radiographic Positions/Procedures III	(1.5)
RA 124	Clinical Practicum III	(2)
RA 204	Advanced Clinical Practicum I	(5)
RA 205	Radiographic Image Evaluation	(2)
RA 220	Radiation Physics	(3)
RA 221	Radiation Biology	(2)
RA 222	Advanced Radiology Procedures	(3)
RA 224	Advanced Clinical Practicum II	(5)
RA 225	Radiographic Pathology	(2)
RA 234	Advanced Clinical Practicum III	(2.5)
BIO 258	Anatomy and Physiology I	(4)
BIO 259	Anatomy and Physiology II	(4)
CIS 101	Introduction to Computers	(3)
ENG 103	Composition I	(3)
ENG 104	Composition II <b>OR</b>	
ENG 109	Introduction to Technical Report Writing <b>OR</b>	
SPE 100	Oral Communication I	(3)
PSY 102	Introduction to Psychology	(3)



# THERAPEUTIC MASSAGE

## CERTIFICATE

### *Therapeutic Massage*

Curriculum No. 444

Semester hours required: 33

## 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 National Certification in Therapeutic Massage and Bodywork exam. The program includes the study and practice of various massage techniques, anatomy, physiology, kinesiology and on-campus clinical experience. Requires 33 semester 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 or GED completion (official transcripts must be on file in the Admissions, Registration and 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 Therapeutic Massage.

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	(3)
		<b>4</b>

\*Due to accreditation requirements, cannot be taken online

### Fall Semester

BIO 112	The Human Body	(5)
PE 162	First Aid and Emergency Response	(3)
TPM 110	Massage Techniques I	(4)
		<b>12</b>

### Spring Semester

TPM 114	Musculoskeletal System	(3)
TPM 120	Massage Techniques II	(4)
TPM 124	Business Practices & Ethics	(3)
TPM 140	Massage Clinical	(.5)
		<b>10.5</b>

### Summer Term

TPM 109	Pathology for Massage Therapy	(2)
TPM 130	Massage Techniques III	(4)
TPM 140	Massage Clinical	(.5)
		<b>6.5</b>

## FAST TRACK OPTION:

### Pre-Admission

TPM 100	Introduction to Massage	(1)
OS 216*	Medical Terminology	(3)
		<b>4</b>

\*Due to accreditation requirements, cannot be taken online

### Summer Term

BIO 112	The Human Body	(5)
PE 162	First Aid and Emergency Response	(3)
TPM 109	Pathology for Massage Therapy	(2)
TPM 110	Massage Techniques I	(4)
		<b>14</b>

### 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)
		<b>15</b>

# WELDING

## CERTIFICATE

### *Welding Technology*

Curriculum No. 252

Semester hours required: 20

## WELDING TECHNOLOGY - CERTIFICATE

### *Curriculum No. 252*

This certificate program is designed to provide students with training in gas, SMAW, MIG, and TIG 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 20 semester hours.

### Required:

WT 116	Fundamental Welding Processes	(2)
WT 218	Advanced Welding Processes	(2)
WT 256	Maintenance and Repair Welding	(2)
WT 257	Certification Welding	(4)
MT 101	Print Reading for Industry	(2)
MT 205	Metallurgy	(3)
MT 151	Machine Shop Mathematics I	(3)
WT or MT Elective		(2)





# CAREER/OCCUPATIONAL PROGRAM GUARANTEE

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Kishwaukee College, as an expression of confidence in the faculty, staff, and educational programs, states that career program graduates can be expected to demonstrate entry-level competency in positions for which their degrees or certificates requiring 20 or more hours are intended to prepare them, and to pass licensure exams. An employer who determines in consultation with a Kishwaukee graduate that the graduate employee does not possess appropriate entry-level skills encompassed in the degree or certificate curriculum, and who can specify such deficiencies, may request that the student be permitted to retake a specific course, or courses, for up to a total of 12 credit hours without additional tuition and fees charges under the following conditions:

1. The graduate must have completed the A.A.S. degree or certificate of 20 hours or more beginning December 1993 or later and all course work for the degree or certificate must have been taken at Kishwaukee, or evaluated by the Admissions, Registration, and Records Office.
2. The graduate must have completed the A.A.S. degree within a four-year time span or the certificate within a two-year time span.
3. Graduates must be employed at least 20 hours per week in a position for which the A.A.S. degree or certificate is intended to prepare students. Employment must commence within 12 months of graduation.
4. The employer in conference with the employee must certify in writing within one (1) year of the graduate's initial employment that the employee is perceived to lack entry-level skills consistent with position(s) for which the A.A.S. or certificate is intended to prepare students.
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. Retraining will be limited to a total of 12 semester credit hours related to the perceived skills deficiency and to those classes regularly scheduled 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.
9. Students' sole remedy against the District and its employees for perceived skills deficiencies shall be limited to 12 semester credit hours of tuition and fee-free education under conditions described above.
10. The student must earn a grade of "C" in all courses applicable to the program being guaranteed.
11. The career program guarantee can be initiated through a written contact with the Vice President of Student Services.

**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.

In the case of licensure for LPN, RN, RAD, and TPM students, the student must attempt to pass the licensure exam at least twice within one year of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. Should the student not pass on the second attempt, this guarantee entitles the student to a refresher course or test preparation services on a one-time basis.

Additionally, if a degree or certificate program and its applicable courses have been discontinued, the institution will honor its commitment by designing appropriate educational experiences to address the skill deficiencies.

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](http://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:** COMPASS Algebra level score of 32 or above or MAT 096 with a grade of "C" or higher.

The development of financial accounting. Topics covered include accounting and its use in business decisions, the

accounting cycle, financial statements, current and long-term liabilities, accrual and cash basis, monetary assets, inventories and fixed assets, selected balance sheet accounts, and accounting theory. Additionally, understanding and analyzing financial information through the use of corporate annual reports, as well as computerized spreadsheet accounting problems for merchandising businesses, will be introduced. A working knowledge of spreadsheets or CIS 101, or CIS 123, or CIS/OS 133 recommended. Four hours lecture/discussion a week. **IAI: BUS 903**

### ACC 122 — Managerial Accounting (4)

**Prerequisites:** ACC 121

A continuation of ACC 121. The primary emphasis is the use of accounting information for managerial decision making for manufacturers, merchandisers, and service organizations. Topics include costing goods and services, cost behavior analysis, budgeting, standards, just in time, activity-based costing, ratio analysis, and cash flow statements. Computerized spreadsheet accounting problems for manufacturing businesses will be introduced. A working knowledge of spreadsheets or CIS 120, 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.

### AGR 144 — Horse Care and Stable Management (3)

**Prerequisite:** AGR 146

The course content will focus on topics related to successful equine farm management practices. The lecture/discussion will include important consideration such as bedding, feeds, waste disposal, buildings and equipment, tack and grooming, diseases, and hoof care. Three hours lecture/discussion per week.

### AGR 145 — Equine Form and Function (3)

**Prerequisite:** None

A study of desirable conformation and defects, with the purpose of classifying light horses of many breeds or selecting a horse for purchase. Emphasis of anatomy will be on form to function. Unsoundness thoroughly discussed as well as breed characteristics and the profession of judging. Field trips to breeding farms and training stables to put theory into practice. Three hours lecture/discussion a week.

### AGR 146 — Basic Equine Ground Training (3)

**Prerequisite:** None

Step-by-step ground training including: catching, haltering, leading, tying, lunging, and spook proofing. Develop an understanding of horse behavior, instincts, and body language. Appropriate equipment and its usage are covered. Demonstrations and hands-on experience with a variety of horses at trainer's farm. Three hours lecture/discussion a week.

### AGR 147 — Starting Horses Under Saddle (3)

**Prerequisite:** AGR 146

Correct techniques for starting the saddle training of a young horse. Topics include a study of various trainers' methods, equipment used, bridling, teaching a horse to give to the bit, saddling, ground driving, long-lining, ponying, and first mounting. Demonstrations and hands-on handling of horses and equipment at trainer's farm. Three hours lecture/discussion a week.

### AGR 148 — Basic Equine Nutrition (1)

**Prerequisite:** None

A study of equine nutrient needs for maintenance and growth. Includes a study of various feeds and factors affecting feed quality; the economics of efficient ration formulation and feeding; and pasture management for optimum equine nutrition. One hour lecture/discussion a week.

### AGR 149 — Equine Transportation and Safety (1)

**Prerequisite:** AGR 146 or concurrent enrollment in AGR 146.

An introductory class in the safe handling and hauling of horses. Topics include selection/care of equipment; preparing horses for transit; safe loading and unloading of both educated and uneducated horses; and demonstrations of the above. One hour lecture/discussion per week.

### AGR 242 — Equine Hoof Science (1)

**Prerequisite:** AGR 145; AGR 146

An advanced class in equine hoof care. Includes a study of the horse's movement as it relates to hoof care and discussion/demonstrations of basic farrier skills. One-half hour lecture/discussion and one hour lab a week.

### AGR 243 — Breeding and Foal Management (3)

**Prerequisite:** None

This course will emphasize the special needs of the pregnant, then lactating mare, and the care of her offspring. Topics will include: horse reproduction, parturition, nutrition, health maintenance, facilities, caring for the colt, equine safety, and foot care. Three hours lecture/discussion a week.

### AGR 250 — Equine Business Basics (3)

**Prerequisite:** None

Course will concentrate on topics related to successful equine farm management practices. The lecture/discussions will include important considerations of starting an equine business such as documentation and record keeping, insurance, buying and selling horses, selecting horse professionals, resources, taxation, and personnel considerations. Three hours lecture/discussion a week.

**AGR 251 — Equine Health Management (1)****Prerequisite:** AGR 144; AGR 146

A class in equine health management and first aid methods. Topics include recognizing emergencies; basic health management and first aid care; and follow-up care. One-half hour lecture/discussion and one hour lab a week.

**AGR 252 — Advanced Equine Nutrition (1)****Prerequisite:** AGR 148

An advanced study of equine nutrient needs for maintenance; growth, performance, and special needs. Includes discussion of forage evaluation and management; soil fertility needs for optimum forage nutrition; and balancing of equine rations. One hour lecture/discussion per week.

**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)****Prerequisites:** 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)****Prerequisites:** 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 and human variation) and cultural anthropology (archaeology, linguistics, and ethnology). Three hours lecture/discussion a week. **IAI: S1 900N**

**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 about 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: S1 903**

**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, race formation and classification, 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)

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### 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 – Computer Art (3)

**Prerequisite:** None

An introduction to a computer software-based approach to making art. 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. This is not a graphic design computer course. Adobe software will be used. 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. This course surveys production, manipulation, and output of photographic images electronically and for print. Content includes aesthetics of photographic image manipulation in context of historical perspective. Implications of photographic electronic imaging to legal, moral, and social issues are discussed and related to commercial and fine arts applications. Adobe software will be used. 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 223 — Beginning Photography (3)

**Prerequisite:** None

An introductory course that covers the basic principles of black and white photography using an SLR camera, traditional image processing (wet), 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. 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 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 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. Six studio hours 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:** MT 215

The principles, terminology, and instrumentation of dimensional measurement. Covers application of micrometers, vernier calipers, gage blocks, sine plate, and comparators used in the inspection and evaluation of dimensional requirements. 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 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 151 — Machine Shop Mathematics I (3)**

**Prerequisite:** None

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:** None

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.

**IAI:** IND 912

### **MT 215 — Manufacturing Processes I (2)**

**Prerequisite:** None

Introduction to manufacturing technology curriculum to help students determine aptitudes, and career opportunities. Covers the setup and operation of basic machine tools such as the engine lathe, milling machine, drill press, and surface grinder. Introduces precision measuring techniques. One hour lecture/discussion and two hours lab a week.

### **MT 216 — Fabrication Practices (2)**

**Prerequisite:** None

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)****Prerequisites:** CAD 111 or EGR 277 and MT 215

Emphasis on the function and design of form tools for automatic screw machines plus fixturing 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 280 — Orientation to Manufacturing Technology Internship (1)****Prerequisite:** None

Prepares students for their first internship course in manufacturing technology including information on the manual, placement, credentials, and interviews. One hour lecture/discussion a week.

**MT 283 — Manufacturing Technology Internship I (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

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 292 — Computer Numerical Control (3)****Prerequisite:** MT 290

Introduction to computer-assisted numerical control including CAD-CAM software, control systems, cutter centerline programming, and variable programming. Three hours lecture/discussion a week.

**MT 294 — Advanced Computer Numerical Control (4)****Prerequisite:** MT 292

A continuation of computer-assisted numerical control offering in-depth studies of CAD-CAM software, control systems, cutter centerline programming, and variable programming. Three hours lecture/discussion and two 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)****Prerequisites:** 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 large and small aircraft. Students learn the construction, operation, and components of reciprocating and jet power plants, electrical systems, hydraulic systems, landing gear systems, fuel systems and anti-icing systems. Two hours lecture/discussion and four hours lab a week.

**AVF 115 — Meteorology I (3)****Prerequisite:** None

This course will introduce basic meteorological 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 navigation. One-half hour lecture/discussion and one hour lab per week.

**AVF 120 — Flight-Basic (4)****Prerequisite:** AVF program coordinator consent required.

This is the beginning course to prepare for the Commercial Pilot Certificate. Major emphasis will be upon solo and solo cross-country flight with ground instruction with each training flight and other flight related topics. Students will complete additional cross-country day and night flights utilizing VFR (visual flight rules) conditions for pilotage, dead reckoning and navigation systems. At the completion of the course the student will have accumulated the required solo time as required by the FAA for the Commercial Pilot Certificate. Four hours lecture/discussion a 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 202 — Flight-Instrument (5)****Prerequisite:** AVF program coordinator consent required.

This course is to prepare the aviation student for the Instrument Rating. It will provide flight instruction in preparation for the Instrument Pilot Practical Examination. Also included will be dual flight instruction and topics such as Air Traffic environment, holding procedures, and instrument approaches. Five hours lecture/demonstration a week.

**AVF 203 — Flight-Intermediate (3)****Prerequisite:** AVF program coordinator consent required.

This course will provide the students the experience to operate a complex airplane and to become familiar with commercial flight maneuvers required for receiving the Commercial Pilot Certificate. It will include dual and solo flight maneuvers and will prepare the student for the Stage I check. Three hours lecture/demonstration a week.

**AVF 210 — Flight-Advanced (3)****Prerequisite:** AVF program coordinator consent required.

This course completes the flight requirements for the Commercial Pilot Certificate. The course includes dual and solo flight maneuvers at predetermined parameters and prepares the students to take the Commercial Pilot Three check. Three hours lecture/discussion 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. Three hours lecture/discussion a week.

**BIOLOGY (BIO)**

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.

**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 and ENG 098 and 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. **Does not fulfill the anatomy and physiology requirement for nursing and radiology.** Three hours lecture/discussion and four hours lab a week. **IAI: L1 904L**

**BIO 205 — Organismal Diversity (4)**

**Prerequisite:** Appropriate placement test scores or ENG 097 or ENG 098 with a grade of “C” or higher and MAT 098 with a grade of “C” or higher.

This course is an overview study of organisms including bacteria, protists, fungi, plants and animals. Also included is an introduction to scientific philosophy, classification, phylogeny and evolution. Three hours of lecture/discussion and three hours of laboratory investigation per week. Intended for Biological Sciences majors.

**BIO 208 — Principles of Biology I (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 cellular physiology. Three hours of lecture/discussion and three hours of laboratory investigation per week. Intended for Biological Sciences majors. **IAI L1 900L**

**BIO 209 — Principles of Biology II (4)**

**Prerequisite:** BIO 208

This course is a continuation of BIO 208. It is an introduction to the higher levels of biological organization from the individual to the ecosystem. Topics covered include organismal physiology, mechanisms of evolution, animal behavior, and the dynamics and organization of populations, communities and ecosystems. Three hours of lecture/discussion and three hours of laboratory investigation per week. Intended for Biological Sciences majors.

**BIO 213 — Introductory Microbiology (4)**

**Prerequisites:** (BIO 103 and BIO 105) or BIO 208 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)**

**Prerequisites:** (BIO 101 and 102), or (BIO 103 and BIO 105), or BIO 208 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)**

**Prerequisites:** (BIO 103 and BIO 105) or BIO 208 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 homeostatis 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.

## BUILDING CONSTRUCTION TECHNOLOGY (BCT)

### BCT 101 — Introduction to Building Construction (3)

**Prerequisite:** None

An introductory course which includes an overview of the building construction industry. Explores careers in the industry, with general employability skills needed. Includes basic safety principles fundamental to construction work and the selection, safe use, and proper maintenance of hand and portable power tools. Three lecture/discussion a week.

### BCT 102 — Math for Building Construction (2)

**Prerequisite:** None

An introduction to topics of algebra and geometry relevant to building construction. Topics will include: whole numbers, common and decimal fractions, percentages, measurement (direct and computed), powers and roots, and combined operations. Also includes an introduction to blueprint reading. Two hours lecture/discussion a week.

### BCT 103 — Construction Terminology & Materials (2)

**Prerequisite:** None

Designed to provide a basic understanding of the composition, properties, and uses of common construction materials. Includes OSHA information and regulations. Two hours lecture/discussion a week.

### BCT 104 — Wood Frame Construction (3)

**Prerequisite:** BCT 101, BCT 102, BCT 103

The measurement, layout, and framing methods required in residential construction. Will include external finish carpentry and shingling. Three hours lecture/discussion a week.

### BCT 106 — Building Construction Seminar (.5-3)

**Prerequisite:** None

Special course on topics relevant to the construction industry designed to meet specific community and student needs. Credit determined on a contact hour basis. Repeatable three times.

## 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 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 098

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 or concurrent enrollment

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 (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 or concurrent enrollment

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.

### CHE 160 — Introductory Biochemistry (3)

**Prerequisite:** CHE 150 or 270

Beginning course in biochemistry, covering the following topics: proteins, carbohydrates, enzymes, bioenergetics, metabolic cycles, and protein synthesis. Three hours lecture/discussion a week.

### CHE 210 — General Chemistry I (5)

**Prerequisites:** 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

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

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

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 or concurrent enrollment

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)

**Prerequisites:** CHE 270, CHE 272, and CHE 271 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 102 — Collision Repair Orientation (3)

**Prerequisite:** Instructor Consent

In this orientation course, students will identify the requirements for successfully completing the collision repair program. Basic safety information, tools and an appropriate work ethic and industry careers will be described. Students will be required to job shadow with designated collision repair businesses in order to experience the work environment. Three hours lecture/discussion a week.

### 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 (3)

**Prerequisite:** CRT 102 or concurrent enrollment

The following topics will be covered in this introductory course: principles of shop operation, shop and personal safety, tools and their uses, basic estimating, and the fundamentals of body construction. Student field trips will add to the classroom and shop learning. One hour lecture/discussion and four hours lab a week.

### CRT 112 — Non-Structural Repairs (3)

**Prerequisite:** CRT 102 or concurrent enrollment

This course focuses on straightening minor sheet metal damage and the repair of plastic parts. Major topics covered in this course are: how different materials react to damage, correct hand tool and body filler use, selection and use of abrasives, and the repair of plastic parts. One hour lecture/discussion and four hours lab a week.

### CRT 113 — Welding for Collision Repair (3)

**Prerequisite:** CRT 102 or concurrent enrollment

This course will cover the welding of metal as it applies to the collision repair industry. Topics emphasized are safety, welder maintenance, welding, and cutting. One hour lecture/discussion and four hours lab a week.

### CRT 114 — Introduction to Coatings (3)

**Prerequisite:** CRT 102 or concurrent enrollment

Spray gun design, operation, and maintenance are covered in depth. Other topics covered in this course are: different types of primers and their uses and how to restore corrosion protection. One hour lecture/discussion and four hours lab a week.

### CRT 115 – Non-Structural Repair Orientation (.5)

**Prerequisite:** Instructor consent.

The student will spend 40 hours as a helper to a journeyman technician in the non-structural repair area of a designated collision repair shop. This will allow the student to see connections between classroom and industry practices and experience the production pace of technicians. Two and one-half hours lab a week.

### CRT 121 – Damage Analysis (4)

**Prerequisite:** CRT 102 or concurrent enrollment

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. Two hour lecture/discussion and four hours lab a week.

### CRT 122 — Masking and Detailing (3)

**Prerequisite:** CRT 102 or concurrent enrollment

In this course, the student will learn and apply correct vehicle detailing techniques to prepare the vehicle for delivery to the customer. Students will learn to properly mask a car to protect it during the repair process. One hour lecture/discussion and four hours lab a week.

### CRT 123 –Parts Removal and Installation (3)

**Prerequisite:** CRT 102 or concurrent enrollment

This course will cover the removal and installation of bolted-on vehicle parts, trim and glass. This process includes proper parts alignment, fastener selection, correct fastener tightening, and glass handling. One hour lecture/discussion and four hours lab a week.

### CRT 124 – Structural Repairs (4)

**Prerequisite:** CRT 102 or concurrent enrollment

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 125 – Refinish Operations (.5)

**Prerequisites:** Instructor consent.

The student will spend forty hours as a helper to a journeyman paint technician in the refinishing area of a designated collision repair shop. This will allow the student to see connections between classroom and industry practices and experience the production pace of technicians. Two and one-half hours lab a week.

**CRT 141 – Refinishing and Topcoating (3)****Prerequisite:** CRT 102 or concurrent enrollment

The emphasis of this course is on the preparation steps and application of top coats. The student will have extensive practice time to apply top coats and learn how to make an acceptable match by tinting, blending, or a combination of techniques. Single stage and multistage coatings will be used. One hour lecture/discussion and four hours lab a week.

**CRT 142 – Automotive Restraint Systems (3)****Prerequisite:** CRT 102 or concurrent enrollment

Students will learn basic electrical and restraint system operation as it applies to the collision repair industry. Students will also diagnose and repair vehicle electrical components with circuit boards and live vehicles. One hour lecture/discussion and four hours lab a week.

**CRT 143 – Vehicle Systems I (3)****Prerequisite:** CRT 102 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: standard and anti-lock brakes, steering and suspension and alignment adjustments. Also discussed: different types of drivetrains and their issues with collision repair. One hour lecture/discussion and four hours lab a week.

**CRT 144– Vehicle Systems II (3)****Prerequisite:** CRT 102 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: heating and cooling systems, air conditioning systems repair and recovery. The course will include discussion of environmental issues related to refrigerants and coolants. One hour lecture/discussion and four hours lab a week.

## COMPUTER-AIDED DESIGN TECHNOLOGY (CAD)

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**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 111 or EGR 277

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 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 — Fundamentals of CAD - AutoCAD (3)****Prerequisite:** None

Step-by-step instruction in the use of the basic operations of AutoDesk's AutoCAD system. Designed to provide a basic understanding of CAD procedures through hands-on microcomputer experience. Basic concepts of drafting are introduced. Two hours lecture/discussion and two hours lab a week. May be repeated three times. **IAI: IND 911**

**CAD 152 — Intermediate Computer-Aided Drafting (3)****Prerequisite:** CAD 151

A continuation of CAD 151. Step-by-step instruction in the more advanced capabilities of computer-aided drafting. Students produce detailed working drawings during hands-on microcomputer learning experiences. Students further their CAD abilities by establishing CAD drawing fields, scaling a CAD drawing field to real world objects, dimensioning object views, and preparing three-dimensional drawing models in wireframe, surface, and solid forms. 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 111 or EGR 277) 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 111 or EGR 277) 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 basis 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 211 — Design Problems (4)****Prerequisite:** CAD 111 or EGR 277

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 111 or EGR 277

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 111 or EGR 277

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 — 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)

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### 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:** CIS 118

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). Students will investigate basic networking concepts, hardware and software components, protocols, standards, various network topologies and transmission media. Students will be introduced to the fundamentals of network planning and design. Additional topics covered include: installation and maintenance of Windows 2000, Novell NetWare, and UNIX/Linux; troubleshooting network problems; network administration functions and duties. Successful completion of this course prepares students to take the Certified Internet Webmaster (CIW) Network Technology Associate certification. This course is one of three (CIS 115, CIS 118, CIS140) that prepares students for the CIW Web Foundations Associate Certification. This course also prepares students for the Net+ certification exam. Four hours lecture/discussion/guided lab a week. **Credit may not be received if prior credit has been earned in CIS 180 and CIS 181 or equivalent.**

**CIS 142 — PC Repair and Configuration (3)****Prerequisite:** None

This course will teach basic PC repair and help prepare students for the Comp-TIAA+ 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

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. Topics include: networking standards, networking terminology, protocols, safety, OSI model, TCP/IP model, LAN Devices, cabling, routers and addressing. Decision and problem solving methods and techniques are applied to networking problems. Design and documentation of cabling standards and methods are covered. All seven layers of the OSI network model are explored and discussed. Four hours lecture/discussion/guided lab a week.

**CIS 146 — Cisco Networking II (4)****Prerequisite:** CIS 145

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. This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Students will be able to recognize and correct common routing issues and problems. Basic configuration, implementation, and troubleshooting labs are presented. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. Four hours lecture/discussion/guided labs a week.

**CIS 147 — Cisco Networking III (4)****Prerequisite:** CIS 146

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. This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WWLAN in a small to medium network. Four hours lecture/discussion/guided labs a week.

**CIS 148 — Cisco Networking IV (4)****Prerequisite:** CIS 147

The final 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. This course discusses the WAN technologies and network services required by converged applications in Enterprise Networks. The course uses the Cisco Enterprise Composite model (ECM) to introduce integrated network services and explains how to select the appropriate devices and technologies to meet ECM requirements. Implementation and configuration of common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services are covered. Students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Four hours lecture/discussion/guided labs a week.

**CIS 150 — C++ Programming I (3)****Prerequisite:** Appropriate Mathematics Placement Test score 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:** None

The first course in the Java language sequence. It emphasizes a disciplined approach to problem solving and algorithm development. Topics include input, output, sequence, selection, repetition, methods, arrays, data abstraction, text manipulation, records, files, and the design of graphical user interfaces. Program design, style, documentation, and testing will be practiced. Programming assignments will be completed outside of class. CIS 111 is strongly recommended for those students without programming experience who have not completed at least one previous programming course. 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:** CIS 140 or CIS 145 or concurrent enrollment in CIS 140 or CIS 145

This course provides students with a comprehensive understanding of Microsoft Windows Server and prepares students to tackle server administration. The course focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and troubleshooting problems. Hands-on assignments will reinforce concepts covered. Successful completion of this course will prepare students to take the Associated Microsoft Windows certification exam. 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

The second course in the Java language. It will cover advanced topics involving larger problems. These topics will include classes, inheritance and polymorphism, recursion, files and streams, the graphical user interface, string handling, graphics, multithreading, exceptions, searching and sorting algorithm and object-oriented programming techniques. Data structures covered will include lists, stacks, queues, trees, and graphs. Programming assignments will be completed outside of class. 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

This course provides the skills needed to install, configure, manage, monitor, and troubleshoot Windows Server networks. Topics covered will include: proper use of networking protocols and networking services such as Dynamic Host Configuration Protocol (DHCP), Domain Name Service (DNS), Routing and Remote Access, IP Routing, IP Security, Internet Connection Sharing, Network Address Translation (NAT), and Certificate Services. Hands-on assignments will reinforce the concepts covered. Successful completion of this course prepares students to take the Associated Microsoft Windows certification exam. 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 CompTIA Security+ certification exam. Three hours lecture/discussion/guided lab a week.

**CIS 296 — CIS Internship (3)****Prerequisites:** 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)

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**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 212 — Legal Aspects of Corrections (3)****Prerequisite:** CRJ 211

This course is designed to introduce the student to various legal aspects of the modern correctional environment. Topics will include statutory and case law, Uniform Code of Corrections, Illinois County Jail Standards, use of force, and current events. Three hours lecture/discussion a week.

**CRJ 213 — Incarceration Alternatives (3)****Prerequisite:** None

An analysis and study of correctional strategies, justification for alternatives, and ideological issues. Alternatives to incarceration prior to and post adjudication. Eligibility and requirements of each sanction including its impact on the system and offender. The advantages of developing a continuum of sanctions and a review of the varieties of sanctions from pretrial diversions to electronic home monitoring. Three hours lecture/discussion a week.

**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)****Prerequisites:** 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)****Prerequisites:** 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)****Prerequisites:** 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 Technology Internship I (4)****Prerequisites:** Instructor consent.

On-the-job training in the agriculture, trucking, and industrial equipment business. Students use competencies and skills developed in the classroom and shop. Students learn maintenance and care of machines. 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 Technology Internship II (6)****Prerequisite:** Instructor Consent

On-the-job training in agriculture machinery or industrial equipment business. Requires 450 hours of supervised employment experience.

## EARLY CHILDHOOD EDUCATION (ECE)

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**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 103 or ENG 109

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 **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

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 095 or higher

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)****Prerequisites:** ECE 112, ECE 220

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:** Program Coordinator Consent

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 280 with a grade 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)

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**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**

**ECO 291 — Money and Banking (3)****Prerequisite:** ECO 260 or ECO 261

A study of the organization of financial systems, focusing on banking, and the interaction between financial systems and the macro-economy. In particular, this course examines financial instruments (stocks, bonds, etc.), financial institutions (primarily banks), and financial markets and their regulation. The mechanisms and objectives of monetary policy are also examined. Three hours lecture/discussion a week.

**ECO 295 — International Economics (3)****Prerequisite:** ECO 260 or ECO 261

An introduction to developing techniques for analyzing and understanding global economic issues and emerging patterns of international trade and finance. Other topics covered include international trade theory, international financial institutions, exchange rate policy, common markets, capital migration and investment, and public policy towards international trade. Three hours lecture/discussion a week.

## EDUCATION (EDU)

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**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. **A criminal background check and TB test are required.** Three hours lecture/discussion a week.

**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.

**EDU 285 — Introduction to Technology in Education (3)****Prerequisite:** None

Operations and concepts of technology used in the K-12 classrooms. Emphasis will be placed on the utilization of multimedia technology in educational settings. Basic competence in hardware and software will be addressed. Three hours lecture/discussion a 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)****Prerequisites:** 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)****Prerequisites:** 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)****Prerequisites:** 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)

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### REQUIREMENTS FOR CONSIDERATION FOR ADMISSION INTO EMS 110, 111, AND 112:

1. Must hold current State of Illinois EMT-Basic or EMT-Intermediate license with a minimum of one year experience, and
2. Must successfully pass a written entrance examination based on the EMT-B/I exam with a 70% or above, and
3. Must complete a physical exam before acceptance into class, and
4. Must provide documentation of personal health insurance, and
5. Must complete and submit a KCEMSS Paramedical Training Course Application, and
6. Must complete a personal interview with course instructor.

**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 — EMT-Paramedic I (17)****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 EMT-Paramedic. EMS 110 includes a focus on Anatomy & Physiology, patient assessment, basic pharmacology, respiratory, and basic trauma life support. Emphasis on integrating prehospital through emergency patient care into the continuum of total patient care, functioning within a team concept. Thirteen hours lecture/discussion and eight hours lab/clinical a week.

**EMS 111 — EMT-Paramedic II (15)****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 an EMT-Paramedic. EMS 111 includes additional focus on cardiology, Advanced Cardiac Life Support (ACLS), pediatrics, Pediatric Education for Prehospital Providers (PEPP), gynecological emergencies, obstetrics, and extrication. Emphasis on integrating prehospital through emergency patient care into the continuum of total patient care, functioning within a team concept. Eleven hours lecture/discussion and nine hours lab a week.

**EMS 112 — EMT-Paramedic III (11)****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 an EMT-Paramedic. EMS 112 includes additional focus on neurological emergencies, behavioral and psychiatric emergencies, stress management, weapons of mass destruction, and biohazard threats, and infection control. 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 twelve hours lab a week.

**ENGINEERING (EGR)****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)****Prerequisites:** 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

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; and impulse and momentum. Three hours lecture/discussion a week. **IAI: EGR 943**

**EGR 277 — Engineering Graphics/CAD (3)****Prerequisite:** CAD 110

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:** PHY 261 with a grade 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)

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**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 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

A review of strategies to improve reading and comprehension skills. This course focuses on word attack skills, expansion of vocabulary, and a basic understanding of sentences, paragraphs, and short readings. Course provides preparation for ENG 098. 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. Not transferable. Three hours lecture/discussion a week.

**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 — Critical 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, preparation for studying, textbook reading, listening, note taking, underlining, and test-taking. 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.

**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 his work 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.

**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 fictional 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 minority 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 910D**

**ENG 29 — 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.

**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 critical 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 32.*

**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)

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### 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)

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### 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)

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### 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)

**Prerequisites:** 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 mental health, 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 or BIO 257

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 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, the 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. Attention will also be paid to various interpretations of United States history. 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 an examination of the Plains Indians, Populism, the Progressive Movement, World War I and the 1920's. This course also provides an analysis of the Great Depression, the New Deal, World War II, the Cold War, the 1950's and 1960's, the Feminist Movement, Watergate, and the last two decades of the 20th Century. In-depth discussions will revolve around social, cultural, economic, and gender issues relevant to this time period. Three hours lecture/discussion a week. **IAI: H2 905**

**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.

**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.

**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.

**HIS 298 — Middle Ages (3)****Prerequisite:** None

A study of events surrounding the English Middle Ages, from the fall of Rome to the dawn of the Renaissance, covering England, Spain, France, Italy, the Holy Roman Empire and feudal Japan. Three hours lecture/discussion a week.

**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)****Prerequisites:** 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)****Prerequisites:** 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, aird layering 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)****Prerequisites:** 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.

**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 166 — Landscape Design (3)****Prerequisite:** HOR 122

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 I (4)****Prerequisites:** 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 236 — Floral Marketing I (2)**

**Prerequisite:** None

Designed to acquaint students, through hands-on practical experience, with concepts of selling floral merchandise during fall and winter season, methods of advertising and promotion, basic floral accounting procedures, and purchasing floral products. This class also introduces a computer accounting system. Additional time outside of class will be required to successfully complete this course. One hour lecture/discussion and two hours lab a week.

**HOR 237 — Floral Marketing II (1)**

**Prerequisite:** None

Designed to acquaint students through hands-on practical experience, with the concepts of selling floral merchandise during spring season. Methods of advertising and promotion, basic floral accounting procedures, and purchasing floral products. This class also introduces a computer accounting system. Additional time outside of class will be required to successfully complete this class. One hour lecture/discussion and two hours lab a 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)**

**Prerequisites:** 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, and be an intern for one day. 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 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 Management for Turf (2)****Prerequisite:** HOR 257

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— LANDCADD and Visual Landscaping (3)****Prerequisite:** None

This course provides step-by-step instruction for students to learn the various features of LANDCADD software for computer-aided drafting of landscape design. Hands-on microcomputer experiences will allow students to prepare base plans, planting plans, plant lists, and 3D presentation of plans. Visual landscaping of selected sites will provide students with training in using computer graphics to visually communicate design concepts from video or digital images. Two hours lecture/discussion and two hours 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)****Prerequisites:** HOR 112

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 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, directorial 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.

**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)****JOU 100 — Introduction 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****JOU 111 — 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.

**JOU 112 — Publications Productions II (1)****Prerequisite:** JOU 111

A continuation of JOU 111. 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.

**JOU 113 — Publications Productions III (1)****Prerequisite:** JOU 112

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.

**JOU 200 — 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**

**JOU 210 — Journalism and Democracy (3)****Prerequisite:** None

An examination of the role of journalism and news in a democracy. This course analyzes the effects of the news media on society and the individual, the importance of an informed electorate in a free society, and the responsibility of citizens to know, think and speak about public issues. Three hours lecture/discussion a week.

**JOU 211 — Introduction to News Editing (3)****Prerequisite:** JOU 200 with a grade of “C” or higher

The study of principles and practices of editing copy for various journalistic media. This course emphasizes editing for accuracy, fairness, completeness. Legal and ethical problems are considered. Three hours lecture/discussion a week.

**JOU 236 — Radio Programming (3)****Prerequisite:** None

A study of radio program production and practices, including audience response and variety. Students produce their own programs. Two hours lecture/discussion and two hours lab a week. **IAI: MC 915**

**JOU 245 — Photojournalism (3)****Prerequisite:** ART 223

A survey of the basic principles of photojournalism. This course includes camera and darkroom techniques, as well as the production of news, advertising and display pictures in various media. Equipment will be supplied. Two hours lecture/discussion and two hours lab a week.

**LIBRARY (LIB)****LIB 100 — Information Literacy and Research (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.

**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 — Small Business Management (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 270 — Introduction to E-commerce (3)****Prerequisite:** None

Introduction to the principles and concepts involved in sharing business information, maintaining business relationships, and conducting business transactions by means of telecommunications networks. Three hours lecture/discussion per week.

**MM 282 — Materials Management (3)****Prerequisite:** None

Introductory course encompassing activities relating to the acquisition, storage and movement of raw materials, semifinished goods and finished goods used by business or industry. Problems relate to reduction of cost in handling materials from order placement to shipment of finished goods. Three hours lecture/discussion a week.

**MM 288 — Production Control (3)****Prerequisite:** None

Introduction to production control principles and techniques. Course covers production environment, organization relationships, inventory management, material requirements planning, capacity planning, and measuring performance. Three hours lecture/discussion a week.

**MM 289 — Purchasing (3)****Prerequisite:** None

Introduction to purchasing policies and procedures. Course covers organizing purchasing function, selecting sources of supply, budgets, and vendor performance evaluation. Designed as an entry level course in the field of purchasing. Three hours lecture/discussion a week.

**MM 290 — Physical Distribution and Traffic (3)****Prerequisite:** None

Introduction to physical distribution concepts. Includes physical distribution overview, non-transportation elements of physical distribution, and transportation elements of physical distribution. Three hours lecture/discussion a week.

**MM 299 — Internship Marketing or Management (4)****Prerequisites:** 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 095 — Arithmetic (3)****Prerequisite:** None

A review of basic arithmetic. Topics include addition, subtraction, multiplication, and division of whole numbers, common and mixed fractions, and decimals; percents, units of measurement. Includes word problem applications. Not transferable. Three hours lecture/discussion a week.

**MAT 096 — Elementary Algebra (4)****Prerequisite:** MAT 095 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, square roots and applications. Not transferable. Four hours lecture/discussion a week.

**MAT 097 — Elementary Geometry (4)****Prerequisite:** 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 098 — Intermediate Algebra (4)**

**Prerequisite:** 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.

**MAT 101 — Topics in Mathematics (3)**

**Prerequisites:** MAT 097 and MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 097 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 120 — Introduction to Mathematics (3)**

**Prerequisites:** MAT 097 and MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 097 prerequisite requirement.)

The study of the nature of mathematics with a focus on mathematical reasoning and the solving of real-life problems. Three or four topics will be studied in depth with at least three chosen from the following list: geometry, counting techniques and probability, graph theory, logic, game theory, linear programming, and statistics. Three hours lecture/discussion a week.

**MAT 150 — College Algebra (4)**

**Prerequisites:** MAT 097 and MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 097 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)**

**Prerequisites:** MAT 097 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 097 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)**

**Prerequisites:** MAT 097 and MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 097 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 (3)**

**Prerequisites:** MAT 097 and MAT 098 with grades of “C” or higher. (One year of high school geometry with a passing grade will satisfy the MAT 097 prerequisite requirement.)

Intended for social studies students and others wishing an introduction to statistics. Includes probability, measures of central tendency, variance and standard deviation, frequency distributions, estimation, hypothesis testing, linear regression, correlation, and chi-square distribution. Three 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 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 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 (3)**

**Prerequisite:** MAT 210, or MAT 211, or MAT 229 with a grade of “C” or higher

Includes a study of frequency distributions, measures of central tendency, variance, probability, statistical decision-making, hypothesis testing, estimation, prediction, regression, and correlation. Three 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. (One year of high school geometry with a passing grade will satisfy the MAT 097 prerequisite requirement. One year of high school Trigonometry with a passing grade will satisfy the MAT 155 prerequisite requirement.)

First course in calculus and analytic geometry. Basic techniques of differentiation and integration of algebraic and trigonometric functions with applications. Limits, continuity, logarithmic, exponential, and other transcendental functions, and curve sketching. Five hours lecture/discussion a week. **IAI: M1 900-1, MTH 901**

**MAT 230 — Calculus and Analytic Geometry II (4)**

**Prerequisite:** MAT 229 with a grade of “C” or higher  
Second course in calculus and analytic geometry. Integration techniques, conic sections, parametric equations, and infinite series. Four hours lecture/discussion a week. **IAI: M1 900-2, MTH 902**

**MAT 231 — Calculus and Analytic Geometry III (4)**

**Prerequisite:** MAT 230 with a grade of “C” or higher  
Third course in calculus and analytic geometry. Polar coordinates, partial differentiation, multiple integrals, three dimensional space vectors, vector-valued functions, line integrals, surface integrals, Green’s Theorem, and Stoke’s Theorem. Four hours lecture/discussion a week. **IAI: M1 900-3, MTH 903**

**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 the 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, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student. One hour lecture and 2 hours lab per week.

**MS 104 — Foundations in Leadership (2)**

Preferred MS 101 or prior military service or current military service with the Army National Guard or Army Reserve  
Provides an overview of leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Continued emphasis is placed on recruitment of cadets. Cadre role models and the building of stronger relationships among cadets through common experience and practical interaction are critical aspects of the MS 104 experience. One hour lecture and 2 hours lab per week.

**MS 203 — Innovative Tactical Leadership (2)**

Preferred MS-103 and MS-104 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 (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in leadership labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier’s Creed and Warrior Ethos as they apply in the contemporary operating environment (COE). One hour lecture and 2 hours lab per week.

**MS 205 — Foundations of Tactical Leadership (2)**

Preferred MS 103 and MS 104 or prior military service or current military service with the Army National Guard or Army Reserve.

Examines the challenges of leading tactical teams in the complex contemporary operating environment (COE). The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. MS 205 provides a smooth transition into MS 302. Students develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. One hour lecture discussion and two hours lab per week.

**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 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 of 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 of Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

**MUS 182 — Private Flute & Piccolo I (1)**

**Prerequisite:** None

Private instruction for those desiring to improve their flute and/or piccolo 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 of 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 of Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

**MUS 185 — Woodwind/Brass Instruments I (1)**

**Prerequisite:** None

Private instruction for those desiring to improve their skills in Woodwind/Brass instrument(s). 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 of Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.



**MUS 186 — Percussion Instruments I (1)****Prerequisite:** None

Private instruction for those desiring to improve their skills in Percussion instrument(s). 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 of Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

**MUS 187 — String Instruments I (1)****Prerequisite:** None

Private instruction for those desiring to improve their skills in String instrument(s). 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 of Fine Arts Degree. One half-hour lesson/discussion and one hour lab a week.

**MUS 201 — Music Theory III (3)****Prerequisite:** MUS 102

A continuation of the four-semester theory curriculum designed for music majors or minors. As the third course, students will develop a better understanding of form and learn to apply tools of harmonic analysis. They will also develop their understanding and abilities in composition. Three hours lecture/discussion a week.

**MUS 202 — Music Theory IV (3)****Prerequisite:** MUS 201

A continuation of the four-semester theory curriculum designed for music majors or minors. As the fourth course, it covers a comprehensive study of twentieth century composition and preparation for entrance examinations to four-year music programs. Students will develop their understanding and abilities for composition with respect to the present state of composition. Three hours lecture/discussion 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 221 — Music History and Literature (3)****Prerequisite:** None

A study of the historical development of music in the Western world from its origins to the present. Students will study various musical styles and periods and the contributions of key composers, conductors, and performers in shaping the Western musical tradition. Emphasis will be on concepts, structure, musical idioms, and aesthetics through directed listening. Three hours lecture/discussion a week. **IAI: F1 901**

**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 241 — Woodwind/Brass Instruments II (2)****Prerequisite:** None

Private instruction for those desiring to improve their skills in Woodwind/Brass instrument(s). 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 of Fine Arts Degree. One hour lesson/discussion and two hours lab a week.

**MUS 242 — Percussion Instruments II (2)****Prerequisite:** None

Private instruction for those desiring to improve their skills in Percussion instrument(s). 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 of Fine Arts Degree. One hour lesson/discussion and two hours lab a week.

**MUS 243 — String Instruments II (2)****Prerequisite:** None

Private instruction for those desiring to improve their skills in string instrument(s). Lessons include solo instruction, and development of performance skills, including public performance. May be repeated three times. Does not meet the requirements of the Associate of Fine Arts degree. 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 265 — Kishwaukee Community Chorus (1)****Prerequisite:** None

Open to all students proficient in singing and interested in choral activities. Two hours of rehearsal a week. May be repeated three times.

**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 282 — Private Flute & Piccolo II (2)****Prerequisite:** None

Private instruction for those desiring to improve their flute and/or piccolo 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.**

**Satisfactory completion of BIO 213, BIO 258, BIO 259; ENG 103; PSY 102, PSY 280; MAT 208 or MAT 220; HLT 122; NUR 121, NUR 123, NUR 170 and NUR 171 is required for Level II status. Level II status is necessary for enrollment in NUR 264, NUR 265, NUR 292, NUR 293, NUR 294 and NUR 295, offered in both fall and spring semesters.**

**\*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 eight-week 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. Course credit is not applicable toward Kishwaukee College degree or certificate program requirements. Five hours lecture/discussion and four hours lab a week. Contact nursing department 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 a 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 121 — Introduction to Nursing (6-8)****Prerequisite:** Program Coordinator Consent (BIO 258 and BIO 259) and MAT 208 or MAT 220 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 promotion of wellness and health maintenance through patient education. Concurrent clinical and laboratory experience designed to give the student the opportunity to develop expertise in nursing skills and utilization of the nursing process. Five hours lecture/discussion, two hours lab class, and six hours clinical experience a week. CNA's may be eligible to register for 6 or 7 credit hours. See the Nursing Department.

**NUR 123 — Orientation to Pharmacology (1)****Prerequisite:** Concurrent enrollment in 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 drug actions, interactions and nursing implications for broad classifications of medications. One hour lecture/discussion a week. Concurrent enrollment with NUR 121.

**NUR 150 — Freshman Internship (1)****Prerequisite:** NUR 121 and NUR 123 with grades of C or higher and Nursing Department Permit

This course is designed to assist the nursing student develop expertise in giving comprehensive nursing care to adult clients and will emphasize the nursing process and other technical skills. Eighty clinical hours.

**NUR 170 — Medical Surgical Nursing I (5-6)****Prerequisite:** (BIO 258 and BIO 259) HLT 122 or HLT 201, MAT 208 or MAT 220, NUR 121, NUR 123, and PSY 102

Introduces the pathophysiology of selected chronic diseases and acute conditions found in the adult and geriatric populations. Problems of oxygenation including ventilation, perfusion and transport; and pathologic mechanisms of disease, to include cancer, will be addressed. Emphasizes assessment and management (to include teaching) of those experiencing interference with their physical and emotional needs. The use of nursing judgment to react wisely to the “bedside emergencies” will be modeled. Cultural and ethnic considerations will be addressed in each unit. Concurrent clinical experience on medical and surgical units provides the opportunity to utilize the nursing process. Intermediate skills such as medication administration, suctioning and tracheostomy care, circulatory maintenance will be emphasized. Opportunities for special clinical observations are provided. Four hours lecture/discussion and six hours clinical experience a week. LPN's may be eligible to register for 5 credit hours. See the Nursing Department.

**NUR 171 — Medical Surgical Nursing II (4-6)****Prerequisite:** NUR 170 with a grade of “C” or higher

Using concepts introduced in NUR 170, this course incorporates comprehensive nursing care and integration of the nursing process for metabolic, gastrointestinal, endocrine, musculoskeletal and sensorineural conditions related to the adult and geriatric client. Pathophysiology, relevant nursing assessment's and the care of various tubes and wounds will continue to be stressed. Concurrent clinical experience is designed to augment skills with: therapeutic communication, caring, advocacy, decision making strategies, and state of the art technologies. Special clinical observations will be provided. Four hours lecture/discussion and six hours clinical experience a week. LPN's may be eligible to register for 4 credit hours. See the Nursing Department.

**NUR 178 — Pharmacology NIOIN (2)****Prerequisite:** Coordinator Consent**Corequisite:** NUR 179, NUR 181

Pharmacology focuses on reinforcing the relationship between pharmacologic knowledge and nursing practice. It provides the background needed to understand drugs currently on the market, as well as drugs yet to be released. Nursing implications using the nursing process are emphasized. Two hours lecture/discussion per week.

**NUR 179 — Fundamentals of Nursing NIOIN (4)****Prerequisite:** Coordinator Consent**Corequisite:** NUR 178, NUR 181

Fundamentals of Nursing is a foundation course in the nursing process which introduces the Neuman Systems Model with its emphasis on holistic health of culturally diverse clients. The Systems Model provides an integrated understanding of the client, the environment, health and nursing. Basic skills necessary for implementation of the nursing process will be included. Four hours lecture/discussion per week.

**NUR 180 — Maternal-Child Nursing (3-4)****Prerequisite:** NUR 171 and PSY 280 with grades of “C” or higher, and concurrent enrollment in NUR 192

Focuses on the needs of the mother and infant during the antepartal, intrapartal, and postpartal periods. Deviations from normal growth and development and common illnesses from infancy into adolescence will be discussed. Concepts of growth and development, nutrition, and pharmacology are integrated throughout the course. Concurrent clinical experience. Required for students completing the practical nursing certificate. Two hours lecture/discussion and four hours clinical experience a week. **Student nurses who have previously successfully completed with a grade of C or higher NUR 294 - Maternal Health Nursing or NUR 295 - Pediatric Nursing are eligible to take the reduced credit (3 hrs). These students will not take the clinical component of either OB or Peds.**

**NUR 181 — Fundamentals Clinical NIOIN (5.5)****Prerequisite:** Coordinator Consent**Corequisite:** NUR 178, NUR 179

Fundamentals of Nursing Clinical introduces application of the nursing process and the Neuman Systems Model in various settings including long-term care and acute care facilities. Successful mastery of skills in an intensive laboratory setting will be accomplished prior to clinical experiences. Eleven lab/clinical hours per week.

**NUR 182 — Med/Surg I NIOIN (4)****Prerequisite:** NUR 178, NUR 179, NUR 181;**Corequisite:** NUR 183

This course builds on previous content with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include health promotion and illness, biopsychosocial concepts related to health care, clients with fluid, electrolyte, and acid-base imbalances, critical thinking, perioperative, immune system and oxygenation. Four hours lecture/discussion per week.

**NUR 183 — Med/Surg I Clinical NIOIN (5.5)****Prerequisite:** NUR 178, NUR 179, NUR 181;**Corequisite:** NUR 182

This course applies the nursing process to multicultural clients with medical and/or surgical conditions. Emphasis is on fluid, electrolyte, and acid-base imbalances, perioperative nursing, immune system disorders and oxygenation. Eleven hours lab/clinical hours per week.

**NUR 192 — Topics in Practical Nursing (1)****Prerequisite:** Concurrent enrollment in NUR 180

Survey of the role of the practical nurse including legal and ethical responsibilities, employment opportunities, position evaluation, and the value of participating in a nursing organization. One hour lecture/discussion a week. Required for students completing the practical nursing certificate.

**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. Each student will be given one unannounced resource day to respond to a complex hospital situation in a leadership role. The course consists of 32-40 hours clinical experience per week at an area hospital. Clinical hours including post conference: 128-160

**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 199 — Emergency Room Nursing (5)**

**Prerequisite:** NUR 171 with a grade of “C” or higher (Current R.N. license will satisfy prerequisite.)

This foundational course will introduce students currently enrolled in Registered Nurse educational programs, as well as interested Registered Nurses, to Emergency Room Nursing. Theory and clinical content includes emergency nursing assessment, triage, basic skills performance, roles of emergency department team members, pathophysiology of common disease and injuries, and current issues in emergency nursing. Learners will have the opportunity to observe, and under direct supervision, actively participate in selected emergency nursing experiences to include ride-a-long with **REACT** (Regional Emergency Acute Care Transport). The goal will be to integrate theoretical content regarding emergency nursing with clinical practice. Two hours lecture/discussion and six hours clinical experience a week.

**NUR 264 — Advanced Medical-Surgical Nursing (6)**

**Prerequisite:** BIO 213, ENG 103, MAT 208, NUR 171, PSY 102, PSY 280, 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:** BIO 213, ENG 103, MAT 208, NUR 171, PSY 102, PSY 280, 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.

**NUR 280 — Family Health NIOIN (5)**

**Prerequisite:** NUR 178, NUR 179, NUR 181, NUR 182, NUR 183

**Corequisite:** NUR 281

This course introduces application of the nursing process to assist all family members to reach optimal levels of wellness. Content ranges from prenatal care through childbirth to care of the child through adolescence. Alterations in health are included. Five hours lecture/discussion per week.

**NUR 281 — Family Health Clinical NIOIN (3)**

**Prerequisite:** NUR 178, NUR 179, NUR 181, NUR 182, NUR 183

**Corequisite:** NUR 280

This course introduces application of the nursing process with families both in wellness and alterations in health. Select clinical experiences will be arranged which may include clinics and acute care settings. Six hours lab/clinical per week.

**NUR 282 — Med/Surg II NIOIN (3)**

**Prerequisite:** NUR 182, NUR 183

**Corequisite:** NUR 283

This course builds on previous content, with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with cardiac, hematologic, nervous, musculoskeletal and gastrointestinal problems. Three hours lecture/discussion per week.

**NUR 283 — Med/Surg II Clinical NIOIN (3)**

**Prerequisite:** NUR 182, NUR 183

**Corequisite:** NUR 282

This course builds on previous content, with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with cardiac, hematologic, nervous, musculoskeletal and gastrointestinal problems. Six hours lab/clinical per week.

**NUR 284— Professional Role Nursing NIOIN (1)**

**Prerequisite:** NUR 280, NUR 281, NUR 282, NUR 283

**Corequisite:** NUR 285, NUR 286, NUR 287, NUR 288

This course covers many topics including the history of nursing, development of the profession, ethical and bioethical issues, nursing law and liability, role of the registered nurse, leadership and management, diversity in current practice, and alternative and complementary healing practice. One hour lecture/discussion per week.

**NUR 285 — Mental Health Nursing NIOIN (2)****Prerequisite:** NUR 280, NUR 281, NUR 282, NUR 283**Corequisite:** NUR 284, NUR 286

This course uses the nursing process to assess clients and families with physiological, psychological, sociocultural, developmental and spiritual stressors which impact clients' defenses, disturbing their stability. Nursing interventions to assist clients to achieve a state of wellness are emphasized. Community resources for aiding mental health and treating mental illness will be identified. Two hours lecture/discussion per week.

**NUR 286 — Mental Health Clinical NIOIN (3)****Prerequisite:** NUR 280, NUR 281, NUR 282, NUR 283;**Corequisite:** NUR 284, NUR 285

This course applies the nursing process using primary, secondary and tertiary prevention/interventions in community, acute care and mental health settings. Six hours lab/clinical per week.

**NUR 287 — Med/Surg III NIOIN (3)****Prerequisites:** NUR 280, NUR 281, NUR 282, NUR 283**Corequisite:** NUR 284, NUR 288

This course builds on previous content with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with emergency, sensory, endocrine, integumentary and renal conditions. Three hours lecture/discussion per week.

**NUR 288 — Med/Surg III Clinical NIOIN (3)****Prerequisite:** NUR 280, NUR 281, NUR 282, NUR 283;**Corequisite:** NUR 284, NUR 287

This course builds on previous content, with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with emergency, sensory, endocrine, integumentary and renal conditions. Six hours lab per week.

**NUR 292 — Topics in Professional Nursing I (.5)****Prerequisite:** BIO 213, ENG 103, MAT 208, NUR 171, PSY 102, PSY 280, all with grades of "C" or higher.

Seminar in legal and professional responsibilities of the Registered Nurse. Emphasis placed on the role and function of the registered nurse, employment responsibilities, accountability, and nursing organizations. The course will focus on past, present, and future social and economic events and relate their effect on nursing and nursing education. One half hour lecture/discussion a week.

**NUR 293 — Topics in Professional Nursing II (.5)****Prerequisite:** NUR 292

Seminar in legal and professional responsibilities of the Registered Nurse. Emphasis will be placed on the role and function of the Registered Nurse, accountability, delegation, the legislative process, healthcare economics, and the legal and ethical aspects of the nursing process. One half hour lecture/discussion a week.

**NUR 294 — Maternal Health Nursing (4.5-5.5)****Prerequisite:** BIO 213, ENG 103, MAT 208, NUR 171, PSY 102, PSY 280, all with grades of "C" or higher.

Focuses on the role of the nurse in interactions with contemporary childbearing families. The biopsychosocial components of human reproduction will be examined. The student assists families in relieving discomforts during pregnancy and labor and in developing positive parenting behaviors. Effective use of the nursing process is integrated into theory and clinical experience. Three hours lecture/discussion and five hours clinical experience a week. LPN's may be eligible to register for 4.5 credit hours. See the Nursing Department.

**NUR 295 — Pediatric Nursing (4.5-5.5)****Prerequisite:** BIO 213, ENG 103, MAT 208, NUR 171, PSY 102, PSY 280, all with grades of "C" or higher.

Focuses on the promotion of optimum health and development for children at any stage of health or illness. Stresses the concept of family-centered nursing and the philosophy of the whole child through the establishment of nurse child-parent relationships. Emphasizes development of assessment skills and techniques in the care of children and their families. Three hours lecture/discussion and five hours clinical experience a week. LPN's may be eligible to register for 4.5 credit hours. See the Nursing Department.

**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 103 — Intermediate Keyboarding (3)****Prerequisite:** OS 101

Knowledge of the basics of Microsoft Word required. Correct formatting techniques will be covered. Emphasis on speed and accuracy. A keyboarding rate of 35 wpm or greater is expected for maximum student success. 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 111 — Keyboarding Skill Building (1.5)****Prerequisite:** OS 101(One year high school typing course may meet prerequisite.)

Development of speed and accuracy in keyboarding through drill work based on goals set individually by each student with the instructor. Three hours lab a 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 connected through 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 203 — Advanced Keyboarding (3)****Prerequisite:** OS 103

Advanced course in keyboarding emphasizing rough-draft typing of business letters, memorandums, reports with tabulations, purchase orders, etc. using simulated materials. Decision-making and priority-setting abilities introduced. Continuation of speed building will be emphasized. Microsoft Word will be used for most production work. A keyboarding rate of 50 wpm or greater is expected for maximum student success. Two hours lecture/discussion and two hours lab a week.

**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)****Prerequisites:** 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)****Prerequisites:** 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)****Prerequisites:** 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)****Prerequisites:** OS 103, 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 256 — Medical Transcription II (3)****Prerequisite:** OS 217

This course is a continuation of the study of medical transcription with emphasis on medical specialties. The course will provide the hours of transcription experience necessary to gain an entry-level position in the field using Association for Healthcare Documentation Integrity (AHDI) Model Curriculum. 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)

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### 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)

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### 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 136 — Physical Fitness I (.5-1)****Prerequisite:** None

Introduces fitness skills, tests, and knowledge designed to raise the student's personal fitness level in cardiovascular endurance, flexibility, and strength. Nutrition and diet also introduced. **Concurrent enrollment not allowed in PE 140 or PE 141.** One to two hours lab a week.

**PE 137 — Physical Fitness II (.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 III (.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 136, 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 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, Physical Science. Two hours of laboratory experiences a week are required for one semester hour credit. **IAI: P9 900L**

**PHS 119 — Introduction to Physical Science (3)****Prerequisite:** 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 298 — Topics in Science (1-4)****Prerequisite:** None

Seminar on a special topic or current issue in one or more of the biological or physical sciences. No topic/issue seminar can be offered more than twice within three years. (Topic will be listed on the student's academic transcript.)

**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 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)****Prerequisites:** MAT 229 [(MAT 211 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)****Prerequisites:** MAT 230 or concurrent enrollment and PHY 260

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

An introduction to the scientific study of human behavior and the practical application of psychological principles to everyday living. 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

An introduction to the scientific study of abnormal behavior with an emphasis on its definition, assessment, categorization, origins, 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

A study of the physical, social, emotional, and intellectual development of the individual from the prenatal period through adolescence. Theory, research, and practical applications are emphasized. This course is not recommended for students who have taken, or plan to take PSY 280. 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. **IAI: PSY 907**

**PSY 280 — Life-Span Human Development (3)****Prerequisite:** PSY 102

A study of the physical, social, emotional, and intellectual development of the individual from the prenatal period through adulthood. Theory, research, and practical applications are emphasized. This course is not recommended for students who have taken or plan to take PSY 225. Three hours lecture/discussion a week. **IAI: S6 902**

**PSY 286 — Social Psychology (3)****Prerequisite:** PSY 102

An exploration of theory and research on the ways social factors influence individual behavior. This course studies such topics as socialization, attitudes, social perception, conformity, group dynamics, research methods, nonverbal communication, prosocial behavior, aggression, attraction, prejudice, discrimination, and self-concept. Three hours lecture/discussion a week. **IAI: S8 900**

**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)****Prerequisites:** BIO 257 or (BIO 258 and 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)****Prerequisites:** 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)****Prerequisites:** 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, image intensification, 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, pathophysiologic 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: HI 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.

## SPEECH (SPE)

### SPE 100 — Oral Communication I (3)

**Prerequisite:** None

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**

### SPE 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.

### SPE 112 — Intermediate Forensics Workshop (1)

**Prerequisite:** SPE 111

A continuation of SPE 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.

### SPE 113 — Advanced Forensics Workshop (1)

**Prerequisite:** SPE 112

A continuation of SPE 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.

### SPE 200 — Oral Communication II (3)

**Prerequisite:** SPE 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.



**SPE 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.

**SPE 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.

**SPE 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.

**SPE 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.

**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 the areas of agriculture, automotive, and horticulture. Among the topics covered will be calculators, arithmetic, variables, equations, systems of equations, angles, circles, area, volume, 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 095 or MAT 096. Students in these curricula who place into MAT 098 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 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. 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**

## 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 for Massage Therapists (2)

**Prerequisite:** TPM 100, BIO 112 with grades of “C” or higher or concurrent enrollment in BIO 112

This course presents information on individual pathologists which massage therapists may encounter in clinical practice. Students will identify implications for these conditions as related to massage therapy with the goal of being able to make informed decisions about safety and applicability of massage 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 114 — Musculoskeletal System (3)

**Prerequisite:** TPM 110 and 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)

**Prerequisites:** TPM 110 and 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 110 and BIO 112 with grades of “C” or higher

In this course, the student will explore various aspects of developing and maintaining a successful therapeutic massage 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)

**Prerequisites:** TPM 114 and TPM 120 with grades of “C” or higher

In this course, therapeutic massage professionals will discuss and demonstrate various bodywork specialities. 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 (.50)

**Prerequisites:** TPM 110, PE 160 or PE 162 and 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. This portion of the training program will provide the student with detailed knowledge on advance 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 on the lot driving 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 218 — Advanced Welding Processes (2)

**Prerequisite:** WT 116

Designed for students needing entry level and advancement skills as professional welders. Emphasis on efficient production welding. Students receive training in shielded metal arc welding (SMAW) and gas metal arc welding (MIG). Multiple pass welding of mild steel in all positions will be emphasized, as well as stainless steel and aluminum MIG welding, and plasma cutting of mild steel and aluminum. One hour lecture/discussion and two hours lab a week.

### WT 256 — Maintenance and Repair Welding (2)

**Prerequisite:** WT 116

Training for maintenance and repair welding techniques includes tungsten inert gas, padding, and hard face welding. Discussion includes commercially available torch alloy rods and their applications for aluminum, cast iron, mild steel, and stainless steel welding. One hour lecture/discussion and two hours lab a week.

### WT 257 — Certification Welding (4)

**Prerequisite:** WT 218

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:** WT 116 or CRT 113

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.

# SUPPORT SERVICES

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## ACADEMIC ADVISING/EDUCATIONAL PLANNING

See page 28.

## BOOKSTORE

The Kishwaukee College Bookstore is a full-service store offering both new and used textbooks (when available), course related supplies, study aids, clothing, book bags, gifts, insignia items and a variety of supplies to fulfill your personal, school, and office needs. Students need only bring in their class schedule 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 a.m. to 6:30 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. Friday with additional hours to be announced each term.

Course related information, titles, prices and ISBN numbers can be viewed online at [bookstore.kishwaukeecollege.edu](http://bookstore.kishwaukeecollege.edu). You can also order books online with a credit card (Visa, MasterCard, or Discover) to be shipped to you or picked up at a later date.

The Bookstore will buy back current used textbooks from students who bring the books to our on-campus location during finals. Dates and times for the buy back 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, and summer terms. In an agreement with the Lee/Ogle County Transportation Service (L.O.T.S.), bus service is available between Rochelle and the College. Students wishing to sign up for any of these bus services should do so at the time of their course registration. Bus routes, schedules, and fee information are available in the Admissions, Registration, and Records Office.

## CAMPUS PARKING

Parking is provided on campus for students, faculty, staff and visitors. See Policies and Procedures, page 188 for parking regulations.

## CAMPUS SECURITY

See Security and Miscellaneous Regulations under the Policies and Procedures section on page 189.

## 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.

Individual career counseling and information about occupational trends and a variety of careers is available through this office. Students may take interest and personality inventories, and participate in workshops and classes. Interactive computerized career information systems including Career Cruising are also available for student use. These systems allow exploration of various career fields and research into specific career and college information.

## 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 825-2086, ext. 2150.

## COUNSELING AND STUDENT DEVELOPMENT

Counseling services are offered for students and residents of the Kishwaukee College district. Counselors are professionals trained in counseling, psychology and education. They offer assistance with academic advising, career planning, college orientation, personal, social, and academic concerns. They also provide personal development workshops and special seminars.

Due to the often conflicting demands of school, work, and family responsibilities, confidential 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 day and evening. Students are encouraged to make an appointment to see a counselor. Students with an immediate crisis should notify the Counseling and Student Development Center.

Students with disabilities who need special accommodations to use any counseling services should inform the Counseling and Student Development Center prior to the time of their appointment.

In addition to counseling services, a listing of off-campus services and agencies is available in the Counseling and Student Development Center.

### **DIVERSE STUDENT SERVICES**

The Diverse Student Services program supports the academic, cultural, and social needs and concerns of students from diverse backgrounds. The program collaborates with various academic and student services departments and committees, the Student Association, other student organizations, and the surrounding community to create support services and cultural programming that is designed to insure that diverse populations of students receive a rewarding experience in an inclusive environment. The Coordinator of Diverse Student Services is located in the Counseling & Student Development Center, U-151, ext. 5910.

### **EMPLOYMENT RESOURCES CENTER**

The Employment Resources Center (ERC) is available on a walk-in basis to assist students with information on topics such as job search skills, resume and cover letter writing, and interviewing techniques. The ERC computers are equipped with software for resume and cover letter writing. Career and job information via the Internet is also accessible. Students can visit the ERC to learn how to conduct employer and labor market research.

The ERC receives job orders from local employers, which are placed on [collegecentral.com/kishwaukeecollege](http://collegecentral.com/kishwaukeecollege) and accessed through the Internet. After self-registering on the web site, students have access to both local and Chicago area jobs. In addition, students may choose to enter their resume on the site allowing employers to contact them about possible job opportunities. Job information is also posted on bulletin boards outside the ERC. The ERC coordinates the Federal Work Study Program for student employment positions on campus. As an Illinois workNet Center affiliate, information from the Illinois Department of Employment Services and other Illinois workforce service agencies is available.

The ERC also holds two annual job fairs. Typically, the Back-to-School Job Fair is held in September and the Employment and Training Expo is held in April.

The ERC is located in U-135, and can be reached at 815-825-2086, ext. 4080.

### **FINANCIAL AID**

See Financial Aid section on 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. The Admissions, Registration and Records Office does maintain a listing of apartment complexes in area communities and is available by contacting the office, U-147.

### **KISHWAUKEE COLLEGE ALLIES PROGRAM**

The ALLIES Program, which includes faculty, staff, and administrators, was formed in February of 1997. The Program is designed to provide support for lesbian, gay, bisexual, and transgender members of the Kishwaukee community as another diverse group on our campus. Friends and relatives of this group may also benefit from the Program. An ALLY makes him or herself known on campus by posting a Kish ALLIES symbol on a door or bulletin board. Please call the Counseling and Student Development Center for more information.

### **LEARNING SKILLS CENTER**

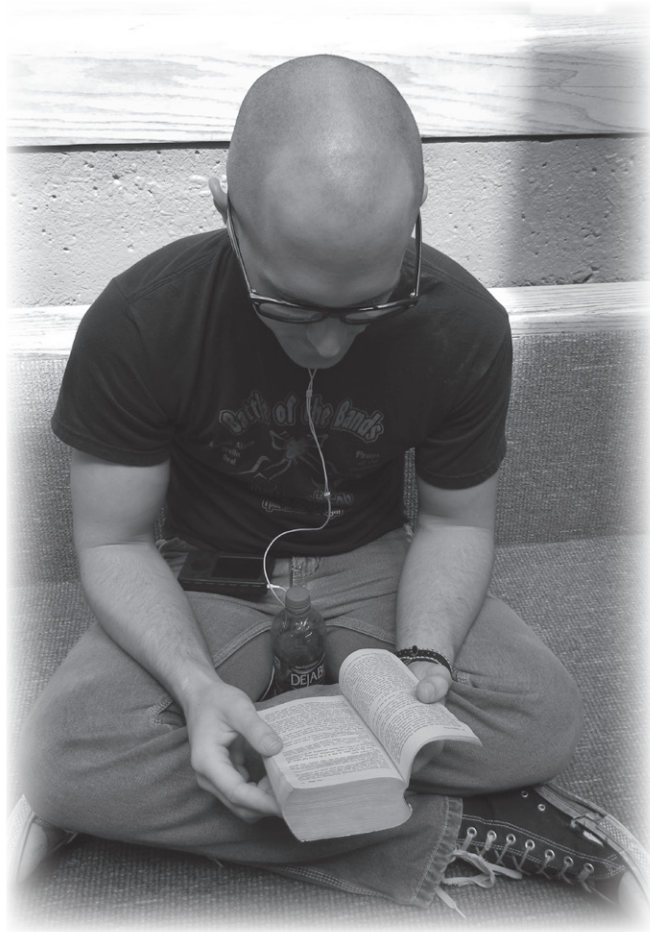
The Learning Skills Center (LSC), located in A-300, provides individual assistance for students who wish to increase their proficiency in the fundamentals of English composition, reading, study skills, vocabulary, and mathematics. Specialized tutorial aid in mathematics, physics, chemistry, biological sciences, and Spanish is available for students who want the opportunity to upgrade their classroom performance. A computer lab and a writing center are available for student use. This service is free for all full and part-time Kishwaukee students. Students need no appointment to use the service. The LSC is open 8:00 a.m. to 9:00 p.m., Monday through Thursday, 8:00 a.m. to 4:00 p.m. Friday. Testing hours are 8 a.m. - 10 a.m. and 1:30 p.m. - to 1/2 hour before close each day. Students must present their Kishwaukee College Student ID to use the Center's testing services. The LSC will also proctor exams for students engaged in coursework at other colleges and universities. for more information, call ext. 3880.

## LIBRARY

The Kishwaukee College Library provides quality information sources in traditional and electronic formats to all district users. The library's holdings include 43,000 books and 200 print periodicals, as well as e-books and a variety of article databases that provide full text articles and information resources that may be accessed from the web site [http://www.kishwaukeecollege.edu/student\\_services/library](http://www.kishwaukeecollege.edu/student_services/library). A Student ID or a Library Community Card is required for all check outs.

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 established student status 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 cards.

Any resident over the age of 17 within the college district may obtain a Library Community Card. Proof of residency and photo ID are required to obtain your Library Community Card. Call (815) 825-2086, ext. 2250 for Library hours or other information.



## 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 should be aware that Kishwaukee College complies with Section 504 of the Vocational Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990 and as such does not discriminate in its admissions, activities, or services to individuals with disabilities. Therefore, students with special needs, who are requesting accommodations, must meet with the Assistive Resources Center/Disability Services Coordinator, A-317, at least 30 days before the start of a term, to discuss particular services in or out of the classroom which they may need to successfully achieve their educational goals, TTY (815) 825-9106.

## TRANSFER CENTER

The Transfer Center assists baccalaureate-oriented students in successfully transferring to a four-year college or university, and, in particular, strives to increase the academic and transfer success of minority students. The Center houses information and resource materials for four-year colleges and universities, sponsors student workshops on transferring, and has staff available to meet with students concerning questions on transferring and course articulation. The Transfer Center is located in the Counseling and Student Development Center, U-148. Visit the Transfer Center website at [www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu) for more information on transferring to 4-year colleges and universities.

## TUTORING

See Learning Skills Center information.

# FINANCIAL AID

A variety of financial aid options is 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. Employment: Earnings from a part-time job on or off campus.

In 2010-11, almost 2,700 students received over \$15 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

To apply for the Pell Grant, Illinois Incentive for Access Program, Illinois State Monetary Award (MAP), Federal Supplemental Educational Opportunity Grant, Federal Work-Study Program, Kishwaukee College Foundation Award, 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 Kishwaukee College Financial Aid Office and on the college's website [www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu). Students are encouraged to file the FAFSA on-line at [www.fafsa.gov](http://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 send the FAFSA no later than March 1 each year.

The Free Application for Federal Student Aid (FAFSA) collects information on the student's family situation including income, net worth, veterans' resources, 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 self-supporting definition receives financial aid on the basis of the student's/spouse's (when applicable) financial situation.

Students receiving financial aid must attend at least on a half time basis (six semester hours per term) and 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. Some Pell Grant and IL MAP recipients may be eligible when enrolled at less than half-time status.

Students receiving federal or state financial aid who drop below six semester hours 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 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 again receive financial aid at any college or university.

Students who receive 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. Satisfactory academic progress includes the successful completion of 66% of all the credit hours attempted at Kishwaukee College, maintaining a cumulative grade point average of 2.000 or better, and the completion of a degree or certificate within a maximum time frame. The complete academic progress standards policy is available in the Financial Aid Office and on the Kishwaukee College website.

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 the Education Credit or Tuition and Fees deduction 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 66% 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

All students must maintain academic GOOD STANDING.

- A. If 1-11.99 semester hours have been attempted, cumulative all Kishwaukee College GPA must be at least 1.000.
- B. If 12-20 semesters hours have been attempted, cumulative all Kishwaukee College GPA must be at least 1.750.
- C. If more than 20 semester hours have been attempted, cumulative all Kishwaukee College GPA must be at least 2.000.

#### 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 GPA is at least the following:

- A. If 1 - 11.99 semester hours have been attempted, cumulative GPA must be .750-.999.
- B. If 12 - 20 semester hours have been attempted, cumulative GPA must be 1.000-1.749.
- C. If more than 20 semester hours have been attempted, cumulative GPA must be 1.750-1.999.

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 66% of the attempted semester hours and earn a term GPA of 2.000 or better. Successful completions include grades of A, B, C, D, and P.

#### 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 coordinator of Financial Aid/Veterans Affairs. All appeals and reinstatement of eligibility must occur within the first three weeks of the subsequent semester.

#### REINSTATEMENT

A student who has been terminated from receipt of benefits 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.

### 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, cost of attendance, and student need as calculated by the federal government.

#### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

A federal grant made available to undergraduate students with exceptional financial need.

#### 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.

#### (Silas Purnell) ILLINOIS INCENTIVE FOR ACCESS PROGRAM (IIA)

\$500 one-time only grant for Illinois residents who are freshman students who have a zero (0) expected family contribution as determined on the Free Application for Federal Student Aid (FAFSA). Dependent on state funding. Funding not expected for 2012-2013.



**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. Apply at local Illinois Veterans Office.

**ILLINOIS NATIONAL GUARD**

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 the ISAC.

**ILLINOIS VETERAN GRANT**

Tuition and some fees for Illinois residents who served honorably for one or more years of active duty in the U.S. Armed Forces. Proof of service and/or residency requirements must be provided on the Report of Separation (DD214).

**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.

**SCHOLARSHIPS**

Kishwaukee College offers many scholarships to students. One list of scholarships that is available through application to college departments, donors, or the Financial Aid Office may be obtained at [www.kishwaukeecollege.edu/scholarships](http://www.kishwaukeecollege.edu/scholarships). 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. Another listing of scholarships may be obtained through application to the Kishwaukee College Foundation (see below).

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 semester hours per term) to qualify for most scholarship programs.

**KISHWAUKEE COLLEGE FOUNDATION**

A list of Kishwaukee College Foundation Scholarships can be found at [www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu). A complete 2012-2013 Handbook is available on the web site and contains information on applying, deadlines and specific criteria for each of the scholarships. For additional information, please contact the Kishwaukee College Foundation Office in Room A239 or at 815-825-2086 extension 2660.

**LOANS**

To apply for a PLUS or Direct Loan, the student or parent for PLUS loan, must complete a current year FAFSA, financial aid application forms and the Kishwaukee College loan application. All applicants must also sign a master promissory note and complete loan entrance counseling on-line at [www.studentloans.gov](http://www.studentloans.gov). The PLUS Loan requires a credit check for the parent borrower from the [www.studentloans.gov](http://www.studentloans.gov) website. Application information and forms are available at the Kishwaukee College website [www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu) in the Current Students/Paying for College area.

Official academic transcripts from all previous post-secondary institutions must be on file in the Admissions, Registration and Records Office for all PLUS and Direct Loan applicants.

**FEDERAL PLUS LOAN PROGRAM**

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 maximum interest rate is 9%. 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.

**FEDERAL STAFFORD DIRECT LOAN PROGRAM**

Loans for students based on financial need that are capped at 8.25% simple interest rate. Maximum loan amounts are based on class level and enrollment status. Students must enroll as at least half-time (6 semester hours). Loan is disbursed in equal installments with disbursements at the beginning of each semester. An origination and insurance fee is subtracted from the proceeds of the loan. Apply by completing FAFSA and loan application available from the Financial Aid Office. Regulations require that the loan amount 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. First-time borrowers at Kishwaukee College cannot receive the first loan disbursement until 30 days of the first term attended have elapsed.

## UNSUBSIDIZED FEDERAL DIRECT LOAN

Low-interest loan available to students who are not eligible or only partially eligible for a subsidized Federal Direct Loan. Student borrowers are responsible for paying the interest on the loan from the date the funds are disbursed. Eligibility is based on the cost of attendance minus other financial aid including the subsidized Federal Direct Loan. Loan maximum is the same as for subsidized Federal Direct Loans.

## EMPLOYMENT

### FEDERAL WORK STUDY PROGRAM (FWS)

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 FWS eligibility and job availability. Job opportunities are posted outside the Employment Resource Center. 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 Employment Resource Center.



## VETERANS AFFAIRS

Kishwaukee College provides degree programs that are approved for the use of G.I. Bill and other veterans benefits, which could include a monthly benefit check, tutorial assistance, and a veteran work study program. 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.

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. For further information on these veterans programs contact the Financial Aid/Veterans Affairs Office or online at [www.gibill.va.gov](http://www.gibill.va.gov) or at [www.collegezone.com](http://www.collegezone.com).

Each term veterans must apply for education benefits at the Veterans Affairs Office. The VA will provide financial assistance to veterans enrolled only in approved degree or certificate programs. Veterans are responsible for notifying the Veterans Affairs Office of changes in their enrollment status or changes of address.

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, Illinois MIA/POW.

Veterans must be in academic good standing as defined below. A one semester probationary period is allowed for the veteran to regain academic GOOD STANDING. Veterans not in GOOD STANDING or on RESTRICTED STANDING will not be certified to receive benefits or the use of the veteran scholarship. Once GOOD STANDING has been reattained, veterans will again be eligible to use their benefits.

# CAMPUS LIFE/STUDENT ORGANIZATIONS

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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\\_organizations](http://www.kishwaukeecollege.edu/student_organizations)

## 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 semester 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 semester 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, baseball, and soccer for men; volleyball, basketball, and softball for women. Kishwaukee's teams compete in the Arrowhead Conference, which is comprised of Highland Community College, Black Hawk College, Black Hawk College East Campus, Carl Sandburg College, Illinois Valley, Sauk Valley College, and Kishwaukee 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 magazine. Published every spring, it contains student work in the areas of art, photography, poetry, and prose. The published works are selected through college-wide competition. For additional information, contact the Arts/Communications/Social Science 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](mailto:kscope@kishwaukeecollege.edu)

## KC CLUBS

Kishwaukee College Student Government Association 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
- Campus Christian Fellowship
- College Parents Group
- Computer Club
- Criminal Justice Club
- Equality Club
- Forensics (speech/debate)
- Future Teachers Organization
- Great Minds Philosophy Club
- Horticulture Club
- i~Lead
- Intercultural Student Association
- Kishwaukee Aviators
- Kishwaukee Business Club
- Kougarettes
- Latinos Unidos
- Mudslingers (ceramics)
- Music Club
- Nurses Christian Fellowship
- Outdoor/Green Club (environmental)
- SAIFD Floral Club
- SkillsUSA
- Student Nurses Organization



*Some Kishwaukee College programs support student participation in SkillsUSA activities. See an advisor or instructor for details.*

**SkillsUSA**®

# IMPORTANT DEFINITIONS

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## Academic Calendar

Kishwaukee College operates on a semester system with the academic year divided into two 16-week semesters (fall, spring) and a summer session, May-August, which is offered in 4, 6, 8, and 12-week blocks. The calendar for each term, which specifies holidays, withdrawal deadlines, final exam dates, etc., is published online.

## Academic Honesty

Academic Honesty is essential in a college community. In order to evaluate student work, faculty must be able to trust that the work is the student's and not the work of someone else. Plagiarism, cheating, or other dishonest actions will not be tolerated, and the penalties for such actions are at the discretion of the instructor. For a complete description of what constitutes academic dishonesty and the consequences for violations, refer to the policy on "Academic Dishonesty" and the Code of Student Conduct and Discipline contained in this section of the catalog.

## Classification

**Freshman** -- A student who has earned less than 30 semester hours of 100/200 level credit.

**Sophomore** -- A student who has earned 30 or more semester 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 at the same time.

## Course Load

**Full-Time:** Enrolled in 12 or more semester hours for a fall or spring semester and 6 or more semester hours for a summer term.

**Part-Time:** Enrolled in less than 12 semester hours for a fall or spring semester or less than 6 semester hours for a 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 semester hours of credit each term.

## Course Overload

Students who wish to schedule a course overload (19 or more semester hours for a fall or spring semester, or more than 9 semester hours for the summer session), 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, and Records Office. Credits earned through independent project study (IS 200 course enrollments) are normally applicable as open electives.

## Online

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.

# IMPORTANT DEFINITIONS

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## **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, and 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 semester 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.



# ACADEMIC POLICIES AND PROCEDURES

## Add/Drop and Withdrawal

Students who need to add or drop courses after their initial registration must complete an Add/Drop Form through the Admissions, Registration, and 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 the permission of 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.

An Add/Drop Form must be completed and processed in the Admissions, Registration, and Records Office by the appropriate drop or withdrawal deadline. Course drops or withdrawals may not be initiated after the established deadline dates.

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, and 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.

## 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 (e.g. 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 semester hours of credit) 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 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.

Satisfactory academic progress includes the successful completion of a proportion of the credit hours enrolled for each term, maintaining a cumulative GPA of 2.000 or better in all classes attempted at Kishwaukee College and the completion of a degree or certificate within a maximum time frame. Community Education and Services (CES), Adult Basic Education (ABE/ASE), and English as a Second Language (ESL) course hours are not included in the GPA calculation or maximum time frame requirement. The complete academic progress standards policy is available in the Financial Aid Office and on-line in Paying for College/Financial Aid Forms.

### 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, student should contact the Admissions, Registration and 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/online\\_courses](http://www.kishwaukeecollege.edu/online_courses)

### 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, online orientations, ID and password information, logging in, and technical support.

### Software Requirements for Online Students

To access online courses at the College, it is recommended that students use Microsoft Internet Explorer 6.x or better, or Mozilla Firefox 2.x or better, all of which can be downloaded via the Internet for free from the Online Courses section of the website under Computer Requirements. For updated information on supported software, check the Online Courses section of the website under Computer Requirements.

### 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

Students receiving veteran’s benefits or using the Illinois Veteran Grant or Illinois National Guard/Naval Militia Scholarship must maintain academic GOOD STANDING. A one semester ACADEMIC PROBATION period is allowed for veterans to re-attain academic GOOD STANDING. Extenuating circumstances that cause unsatisfactory academic progress, which can be fully documented, will be reviewed. Written appeals must be directed to the coordinator of Financial Aid/Veterans Affairs within three weeks of the beginning date of the subsequent term.



# GRADING

Final grade reports are available to students via KishSOS at the end of each term reflecting the semester 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 semester hour of credit
B	Above Average	3 quality points earned per semester hour of credit
C	Average	2 quality points earned per semester hour of credit
D	Below Average	1 quality point earned per semester hour of credit
F	Failure	0 quality points earned per semester 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 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 semester 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, and 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, and 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.

Semester 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 semester 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, and 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, and 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, and 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, and 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, and 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:

- A. The final course grade assigned was NOT inaccurate or unfair and shall stand as recorded.
- B. 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 and 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.



# CODE OF STUDENT CONDUCT AND DISCIPLINE

Kishwaukee College has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. The Code of Student Conduct and Discipline addresses student behaviors for which disciplinary sanctions may be imposed by the College.

These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but students should be as free as possible from imposed limitations that have no direct relevance to their education.

Offenses are clearly defined below and will be interpreted in a manner consistent with principles of relevancy and reasonableness. Disciplinary proceedings will be instituted only for violations of standards of conduct formulated with student participation and published in advance.

A student who wishes to examine the Code of Student Conduct and Discipline or any other policies of the College should arrange for an appointment with the Vice President of Student Services.

## Proscribed Conduct

Generally, disciplinary measures by Kishwaukee College shall be limited to conduct which adversely affects the College's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

1. All forms of academic dishonesty, including cheating and plagiarism. Knowingly furnishing false information to the institution. Forgery, alteration or use of institutional documents or instruments of identification with intent to defraud.  
  
See Policy on Academic Dishonesty for further information and description of sanctions that may be imposed by instructors in addition to sanctions resulting from charges being brought under this Code of Student Conduct and Discipline.
2. Individual or group activities which directly disrupt or obstruct services for which students have contracted with the institution.
3. Physical abuse of any person on institution premises or at institutionally sponsored functions.
4. Theft from or damage to institution premises or theft from or damage to property of a person on institution premises.

5. No person shall possess or consume alcoholic beverages on campus and no person under the age of 21 shall possess or consume alcoholic beverages at any college sponsored function. Alcoholic beverages are prohibited at all college functions except where specifically sanctioned by the Board of Trustees, or its designee, subject to proper licensing and insurance.
6. Items included in the Illinois Criminal Code, including on campus gambling, drug use, and drug dealing.

Additional information concerning misconduct and sanctions specified by the Federal Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Sec. 1213, is contained elsewhere in this catalog under the heading Alcohol and Substance Abuse.

NOTE: Students who incidentally violate institutional regulations in the course of their off-campus activities, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## Committee on Student Conduct and Discipline

The Committee on Student Conduct and Discipline is instituted to insure that each student against whom the College brings charges which warrant disciplinary action will be guaranteed due process in the execution of justice. The authority for student discipline derives from the Board of Trustees of the College, who resolved at its meeting of April 13, 1971, that the president of the College or approved delegate be granted the authority to suspend or dismiss a student for disciplinary reasons upon the recommendation of the Committee on Student Conduct and Discipline (or without the recommendation of the committee in those cases in which the student waives the hearing) for stated periods not to exceed one semester or for an indefinite period. Alternatively, the committee can make rehabilitative recommendations.

The Committee on Student Conduct and Discipline shall be composed of five members or their delegates as follows:

1. College Vice President shall act as chair.
2. Chair or designee, Academic Standards Committee.
3. Vice President of the Student Association.
4. A student elected at large during the Student Association fall elections who meets the requirements of a sophomore senator.
5. An at-large representative from professional staff.

Any member of the Kishwaukee College community may bring violations to the attention of the Vice President of Student Services or approved delegate. All charges against a student will be made by the Vice President of Student Services in the name of the college. The Vice President of Student Services, upon finding due cause for disciplinary action, must adhere to the following procedures:

1. A written statement of specific charges and the time and place of the scheduled hearing will be presented to the student at least 24 hours prior to the hearing.
2. Students are entitled to additional time to prepare their case, but a delay should not exceed a 48-hour period beyond this one-day notice.
3. Students have the right to waive the hearing, answer the charges in person to the Vice President of Student Services, and accept the disciplinary action meted out by the president of the College or approved delegate.
4. The hearing shall be opened with a reading of the charges by the Vice President of Student Services. The hearing must provide a full opportunity to review both sides of the issue.
5. Students are free to seek legal counsel or the counsel of any other person of their choice who can represent them at the hearing.
6. Students should be given full opportunity to present to the hearing body their defense against the charges and to produce oral testimony and/or written affidavits of witnesses in their behalf.
7. Students or their counsel should have the opportunity to question witnesses who appear against them and make statements in answer to statements against them.
8. The hearing body shall be impartial and no voting member shall be a witness for or against students. The hearing body shall examine all relevant facts and circumstances.
9. The hearing body will inform students of its decision within 72 hours after the end of the hearing.
10. A record of the proceedings and the disposition of the case shall be kept in the office of the Vice President of Student Services and a copy provided to 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 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 without the prior consent of the perpetrator. The institution will also disclose the results of disciplinary hearings to the parents or legal guardians of the 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.
11. Failure on the part of the student to appear at the hearing or to appear before the Vice President of Student Services may result in automatic dismissal from Kishwaukee College and forfeiture of subsequent attendance at the College.

An appeal of any decision of the Vice President of Student Services or the Committee on Student Conduct and Discipline may be made to the president of the College, who may choose to refer the appeal to the Board of Trustees.

The aforementioned procedures may be waived in those cases where a clear and present danger to persons or property exists, at which time the president or approved delegate may summarily suspend a student or students, not before five minutes after the student or students have been sternly warned and ordered to cease and desist their proscribed conduct. The suspension shall be temporary and shall be followed by a hearing within 48 hours.

In those situations which are so out of control that a measure of authority must be asserted, the following or similar steps should be followed. The school official shall:

1. Issue a warning or invitation to draft a list of complaints.
2. Request dissenting group to choose a leader so complaints may be discussed.
3. Request a court injunction or declare a campus curfew.
4. Issue a stern warning of the consequences, allow a five-minute waiting period, which may be followed by summary suspension.
5. As a last resort, request police intervention.

Any student wishing to clarify the policies regarding student conduct and discipline should arrange for an appointment with the Vice President of Student Services.



## Academic Dishonesty

### Forms of Academic Dishonesty

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, or quiz. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charts, illustrations, and so forth) properly in academic work, thus falsely representing another's ideas as one's own.

### Penalties for Academic Dishonesty

In individual cases of academic dishonesty, sanctions may range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor. Additional sanctions may be imposed up to and including dismissal from the college when circumstances warrant it.

### Procedure for Handling Academic Dishonesty

In a case of academic dishonesty, the instructor should collect all proof of academic dishonesty (photocopies, etc.) and document the incident. Next, the instructor must inform his or her student of the offense, and any sanctions, in a timely and confidential manner. If a student wishes to appeal the charge, he or she should first try to resolve the issue with his or her instructor. If the student is not satisfied with the outcome of that meeting, he or she may take his or her case to the instructor's dean. In that case, the student, the instructor, and the dean will meet to discuss and hopefully resolve the issue. If the student does not agree with the outcome of the meeting, the student may further appeal the charge to the Vice President of Instruction. Following the completion of all appeals, the instructor should forward documentation of the offense and sanctions to the office of the Vice President of Student Services. This documentation will be kept in a confidential file in the VPSS office.

**Note:** Once the file has been created, the instructor's dean will send a letter to the student, referencing this policy and informing him or her that the file exists.



# CONFIDENTIALITY OF STUDENT RECORDS

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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.

Students opposed to making any part of their directory information public must go to the Admissions, Registration, and 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 and Records Office to remove the hold. Types of directory information shall include a student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, current enrollment status, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, full- or part-time status, degrees and awards received, the most recent previous educational institution attended, group and individual student photographs or images.

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 Switchboard Operator, 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 **U-143** 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, U-143, ext. 5420, in order for an appropriate investigation to be conducted.

Victims of a sex offense which occurs on-campus or at an off-campus location where authorized instructional or co-curricular activities are being conducted, should contact the police authorities as specified above. Victims are urged to report the occurrence immediately and preserve any evidence which may be necessary to the proof of a criminal sexual assault. The College Counseling and Student Development Center provides counseling and/or referral to other support services for victims of sex offenses. Upon request, counselors will assist victims in notifying the appropriate authorities of the occurrence of a sex crime. 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 sexual offense.

College disciplinary procedures for students accused of a sexual offense are contained in the Code of Student Conduct and Discipline section of this catalog. These procedures include the ability of the accused and accuser to have others present during a disciplinary proceeding and the outcome of any such disciplinary process to be known to both parties. Institutional sanctions for students found to have committed any forcible or non-forcible sex offense may include requirements for counseling, participation at off-campus educational programs, suspension from the college for a period of time, or expulsion from the institution prohibiting any future enrollment. The college's Campus Security Office will periodically conduct programs and disseminate information concerning the prevention of sex offenses and what to do if such an offense occurs.

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, while more depth is covered in a one credit hour CSD 120 course. International students are warned about potential crime and given suggestions for how to avoid being a crime victim. Campus security alerts via memorandums and emails to students and staff are used to apprise the campus of security risks to their person or property. Likewise, articles in the campus newspaper are published which alert students and staff to: criminal activities occurring, safety precautions to adopt to help prevent being a victim, and assistance available from the Campus Security Office. In addition, the Campus Security Office periodically conducts workshops on how to prevent being a crime victim including the victim of sexual assault. Crime Stopper signs have been posted around campus indicating where to call (815/895-3272) if one witnesses a crime which can be reported anonymously, if desired, and 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 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.

## 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 Vice President of Student Services Office, U-146. 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

Kishwaukee College in compliance with the State of Illinois Campus Security Act (Public Act 88-629) and in order to protect the safety of all individuals while on campus or at approved off-campus activities, has identified security sensitive positions and will conduct criminal background checks prior to employing individuals full or part-time in these positions (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, Adult Continuing Education, or at any of the off-campus agencies providing counseling and rehabilitation services. A listing of off campus agencies is available from a counselor, the Vice President of Student Services Office, or the Adult Continuing Education Office.

A more complete statement of the above information, including health risks associated with alcohol and substance abuse, is available in the Vice President 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. Visitors to campus may use the 30 minute spaces posted for visitors. Visitors needing to stay on campus longer than 30 minutes should park in any of the unmarked parking spaces in the north, south, or west parking lots.

Reserved parking for those temporarily or permanently handicapped is permissible at those locations posted by a sign.

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 established student status 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 cards.



# KISHWAUKEE COLLEGE

## BOARD OF TRUSTEES

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Richard Ohlinger, 2001-2011

# KISHWAUKEE COLLEGE FOUNDATION

[www.kishfoundation.com](http://www.kishfoundation.com)

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## **Board of Directors**

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Linda Mason  
Beth Young

## **Executive Director**

Marshall Hayes

## **Development Coordinator**

Cheryl Pearre

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The Kishwaukee College Foundation is a private 501(c)3 nonprofit organization that is committed to Kishwaukee College and its mission. Directed by a volunteer 18 member Board of Directors and representing 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 private donors, the Foundation is able to support special initiatives such as Program Enrichments and Student Scholarships.

The Kishwaukee College Foundation helps to provide consistent financial support to enrich programs such as the Arts, Literacy, Horticulture, Aviation, Electronics, the Library, and more. In addition, each year the Foundation makes available over \$200,000 in student scholarships through more than 50 different funds.



# ADMINISTRATION

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## **President**

Choice, Thomas L.  
BA, University of Michigan-Ann Arbor  
MA, EdD, Northern Illinois University

## **Vice President of Instruction**

Kartje, Jean V.  
BA, Barat College  
MA, Webster University  
PhD, Loyola University

## **Vice President of Finance & Administration**

Galick, Robert  
BS, CPA, Northern Illinois University  
MBA, University of Chicago

## **Vice President of Student Services**

Ullrick, Steven  
AA, Kirkwood Community College  
BA, Coe College  
MS, Western Illinois University

## **Associate Vice President for Institutional Effectiveness**

Fuss, Kevin  
BS, MBA, Northern Illinois University

## **Dean of Adult Education and Transition Programs**

Cichy, Evelina Jose  
BA, Maryknoll College  
MA, Northern Illinois University

## **Dean of Arts/Communication/Social Sciences**

Carter, Tara  
BA, Johnson C. Smith University  
MA, University of Northern Iowa  
PhD, Walden University

## **Associate Dean of Arts/Communication/Social Sciences**

Long, Jaime  
BS, Bradley University  
MA, University of Texas

## **Dean of Business Affairs**

Young, Beth  
BS, Indiana University  
MBA, Keller Graduate School of Management

## **Dean of Career Technologies**

Pohl, Sara  
BS, MS, Southern Illinois University

## **Associate Dean of Career Technologies**

Feuerborn, Matthew  
MS, Illinois State University  
MEd, Benedictine University

## **Dean of Math/Science/Business**

Squier, Steven  
BA, Milliken University  
MS, Iowa State University

## **Dean of Student Services**

Partch, Nancy L.  
BS, MEd, Northern Illinois University

## **Director of Admissions, Registration and Records**

Bier, Jill  
BS, Roosevelt University  
MA, National-Louis University

## **Executive Director of the Center for Business Development and Continuing Education**

Schmitt, Karen  
AS, College of Lake County  
BS, MBA, Northern Illinois University

## **Director of Foundation Development**

Hayes II, Marshall  
BA, Eureka College  
MS, Illinois State University

## **Director of Human Resources**

Noreiko, Katherine  
BA, MA, Dominican University  
MS, Loyola University

## **Director of Information Technology**

Armstrong, Scott  
AAS, Community College of the Air Force  
BA, Iowa State University  
BS, University of Maryland - University College

## **Director of Library Services**

Eggleston, Anne-Marie D.  
AS, Elgin Community College  
BS, Northern Illinois University  
MLIS, University of Wisconsin-Milwaukee

## **Director of Marketing**

Hamel, Kayte  
AS, Kishwaukee College  
BS, MA, Northern Illinois University

# FACULTY

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## **ACCOUNTING (ACC)**

Westmeyer, Everett  
BS, University of Illinois  
MA, Benedictine University  
CPA, State of Illinois

## **ART (ART)**

Halpern, Miles  
BFA, School of the Art Institute of Chicago  
MFA, Pennsylvania State University

## **AUTOMATED ENGINEERING TECHNOLOGY, WELDING (MT, WT)**

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)**

Delwiche, Patricia  
BS, MS, PhD, University of Wisconsin - Madison

Dudek, Terese  
BA, Lewis University  
MS, Northern Illinois University

Fenzl, Lucy  
BA, Mount Senario College  
MS, University of Wisconsin

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

Pfund, John  
BS, University of Wisconsin - Platteville  
MS, PhD, University of Minnesota

## **BUSINESS/MARKETING MANAGEMENT (BUS, MM)**

Tiggelaar, Tammy  
BS, MS, Northern Illinois University

## **CHEMISTRY (CHE)**

Anderson, Samantha  
BS, Middle Tennessee State University

Layton, Roger  
BS, Idaho State University  
PhD, Ohio State University

## **COLLISION REPAIR (CRT)**

Brink, Gregory  
AAS, College of DuPage

## **COMPUTER-AIDED DESIGN TECHNOLOGY (CAD)**

Schwendau, Mark  
BS, MS, Northern Illinois University

## **COMPUTER INFORMATION SYSTEMS (CIS)**

Grever, Susan  
AB, University of Illinois

Klick, David  
AAS, Kishwaukee College  
BS, Northwestern University  
MS, Nova Southeastern University

Uscian, Mark  
BS, Northern Illinois University

## **COUNSELORS**

Downs, Cassandra  
BA, University of Southern California  
BA, California State University  
MA, Southern Illinois University

Kernan, Carolyn  
BA, University of South Carolina  
MA, University of Illinois, Chicago

# FACULTY

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Jackson, Sittie-Yasmin  
BA, University of Michigan  
MA, Roosevelt University

Johnson, Carla  
BS, MA, Northern Illinois University

Walters, Charles R.  
BS, MS, Ball State University  
MA, Mundelein College

## **DIESEL POWER TECHNOLOGY (DPT)**

Boesche, John  
AAS, Kishwaukee College

Durin, Steve  
AS, Kishwaukee College  
BS, Western Illinois University

Flink, Donovan  
AAS, Kishwaukee College

## **ELECTRONICS (ELE)**

Seaton, Ed  
AA, College of DuPage  
BS, Northern Illinois University

## **ENGLISH (ENG)**

Gordon, Nathan  
BA, MA, Northern Illinois University

Hultgren, Tina  
BA, MA, Northern Illinois University

Irmen, Ami  
BA, University of Wisconsin  
MFA, Minnesota State 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

## **FINANCIAL AID**

Wagener, Pamela  
BA, St. Olaf College  
MSEd, Northern Illinois University

## **HISTORY (HIS)**

Jossendal, Jennifer  
AS, Kishwaukee College  
BS, MA, Northern Illinois University

## **HORTICULTURE (HOR)**

Alde, Richard A.  
BS, Murray State University

Gallagher, Janet  
BS, MS, University of Illinois

Girman, Matthew  
BS, University of Wisconsin-Madison

Knoll, James  
BS, Northern Illinois University  
BS, Iowa State University

Leuzinger, Pete  
BS, University of Illinois

## **JOURNALISM (JOU)**

Desjarlais, John J.  
BA, University of Wisconsin-Madison  
MA, Columbia University  
MA, Illinois State University

## **LEARNING SKILLS CENTER**

Fenske, Karen  
BA, College of St. Francis  
MSEd, Northern Illinois University

## **LIBRARY**

Lockman, Timothy  
BA, Eastern Illinois University  
MS, University of Illinois

Wubbena, Carol Sue  
BA, Northeast Missouri State University  
MS, University of Illinois

# FACULTY

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## **MATHEMATICS (MAT)**

Criswell, Nicole  
AS, Kishwaukee College  
BS, MS, Northern Illinois University

Cullop, Christopher  
BA, Eastern Illinois University  
MS, Southern Illinois University

Hickey, Robert  
AS, Kishwaukee College  
BS, Illinois State University  
MS, Northern Illinois University

Hoecherl, Laurie Miller  
BS, MS, Northern Illinois University

McKenna, Cornelius  
BS, MS, Western Illinois University  
CGS, EdD, Northern Illinois University

Read, Matthew  
AS, Kishwaukee College  
BS, MS, Northern Illinois University

Trausch, Georgina  
BS, University of Illinois  
MS, Northern Illinois University

Wheaton, Greg  
BA, Judson University  
MS, Northern Illinois University

## **MEDIA SERVICES**

Lipman, Bradley  
BA, Rockford College  
MS, University of Wisconsin, Stout

## **MODERN LANGUAGES (FRN, GER. SPA)**

Anderson, Timothy  
BA, Rockford College  
MA, Middlebury College  
AM, Washington University

## **NURSING (NUR)**

Baj, Lisa  
BS, University of Illinois  
MS, Northern Illinois University

Callahan, June  
BS, MS, Northern Illinois University

Hudson, Susan  
BS, Northern Michigan University  
MS, Northern Illinois University

Makosh, Christine  
AAS, Kishwaukee College  
BSN, Aurora University  
MS, Walden University

Mitchell, Patricia  
AS, Frederick Community College  
BSN, Rockford College  
MS, 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

Soost, Kelly  
AAS, Kishwaukee College  
BSN, Mennonite College of Nursing  
MS, MS, University of Illinois-Chicago

# FACULTY

---

## OFFICE SYSTEMS (OS)

Klie, Stephanie  
AA, North Central Missouri College  
BS, BS, MBA, Northwest Missouri State University

Whitman, Michelle  
AA, Harper College  
BS, Northern Illinois University

## PHILOSOPHY (PHL)

Thomas, Anthony  
BA, Utah State University  
MA, Northern Illinois University  
MA, PHD, University of Missouri

## PHYSICAL EDUCATION (PE)

Lord, Jodeen  
BA, The College of St. Catherine  
MS, Mankato State University

## PHYSICS (PHY)

Dunn, Stephen  
BS, University of Pittsburgh  
MS, Carnegie Mellon 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)

Guschl, Carol  
Diploma, School of Radiologic Technology-  
Medical College of Wisconsin  
BSGS, Rockford College  
MSEd, Northern Illinois University

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

Parks, Elizabeth  
BS, Bemidji State University  
MSEd, Northern Illinois University

## SOCIOLOGY (SOC)

Sims, Carrie  
AA, Illinois Valley Comm. College  
BA, Southern Illinois University  
MS, Northern Illinois University

Ellis, Pernevlon  
BA, MA, MA, Western Illinois University

## SPEECH (SPE)

Budziak, Chase  
BS, MA, Northern Illinois University

## THEATRE (THE)

Franklin, Nadine K.  
BS, MFA, Northern Illinois University

# PROFESSIONAL STAFF

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## ADULT EDUCATION

Storey, Kate  
BA, MEd, University of Minnesota

Wagner, Tricia  
BA, Ozark Christian College  
MA, Wheaton College

## ADULT STUDENT CONNECTIONS

Adzovic, Kristine  
BA, University of Iowa  
MA, Northern Illinois University

## ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Wilson, Ann  
BS, Northern Illinois University

Tolliver, Megan  
BS, Wright State University  
MS, University of Dayton

## ATHLETICS

Wiley, Karen  
BS, University of Wisconsin - LaCrosse  
MS, Northern Illinois University

Buss, Rob  
BS, Rockford College  
MS, University of Wisconsin, La Crosse

## BASIC NURSING ASSISTANT

Clark-Beard, Patricia  
AS, Kishwaukee College  
BS, Northern Illinois University

## BOOKSTORE

Durin, Lynne

## BUILDINGS & GROUNDS

Strothman, Gary  
Gommel, David  
Masri, Zuher

## BUSINESS DEVELOPMENT

Crouch, Linda

## CONTINUING EDUCATION

March, Lisa  
BS, Southern Illinois University  
MSEd, Northern Illinois University

## COPY CENTER/MAIL SERVICES

Kessen, Connie

## DIVERSE STUDENT SERVICES & TRANSFER CENTER

Barnes, Keith  
BS, MS, MS, Northern Illinois University

## DUAL CREDIT COORDINATOR

Robbins, Susan  
BSEd, MSEd, MSEd, Northern Illinois University

## EARLY CHILDHOOD CENTER

Getzelman, Jeri  
BA, Elmhurst College

Kimmel, Steven D.  
BS, University of Illinois  
MS, Northern Illinois University

Phelps, Pam  
AAS, Kishwaukee College

Schlesinger, Diane  
AAS, Kishwaukee College

## EMPLOYMENT RESOURCE CENTER

Pease, Michelle  
BS, MS, Northern Illinois University

## FACILITIES AND EVENTS

Zilm, Pat

## FAMILY LITERACY PROGRAM

Raynor, Carla  
BS, Ball State University  
BS, Northern Illinois University

## FOUNDATION

Pearre, Cheryl

# PROFESSIONAL STAFF

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## ILLINOIS WORKNET CENTER

Allen, Michelle  
BS, MPA, Northern Illinois University

Cozort, Elaine J.  
AS, Kishwaukee College  
BS, MEd, Northern Illinois University

Conley, Tom  
BA, MA, Western Illinois University

## INSTITUTIONAL RESEARCH

Crull, Matthew  
BS, MS, Western Illinois University

## LITERACY PROGRAM

Olson, Patricia  
BS, Illinois State University

## MARKETING SERVICES

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

## RECRUITMENT AND ORIENTATION

McCoy, Heather  
BA, Northern Illinois University  
MS, Western Illinois University

## RIGHT TO SUCCEED PROGRAM

Green, Kim  
BS, Northern Illinois University

## STUDENT ACTIVITIES

VonEnde, Allison  
BS, Western Illinois University  
MA, Ball State University

## THERAPEUTIC MASSAGE (TPM)

Ciaccio, Leslie  
Certificate, Massage Therapy  
BFA, University of Wisconsin, Milwaukee

## TRUCK DRIVER TRAINING

Worley, Robert

## WEB DEVELOPER

Barron, Lindsay  
AAS, AA, Rock Valley College  
BFA, Northern Illinois University

## WELLNESS CENTER

Wackt, Michael  
AS, Kishwaukee College  
BS, Northern Illinois University

## WORKFORCE PREPARATION FOR YOUTH PROGRAM

Kolls, Mary Ann  
BA, Northern Illinois University

Poturalski, Amanda  
BS, Northern Illinois University  
MSW, Aurora University

KISHWAUKEE  
COLLEGE

**Kishwaukee College**

21193 Malta Road • Malta, Illinois 60150-9699

815-825-2086 • TTY: 815-825-9106

[www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu)