KISHWAUKEE COLLEGE

Helping you create the life you want.

2025-2026 Catalog

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Areas of Interest

Areas of interest are groups of related academic programs with similar content or career paths. These areas of interest have been developed to match-up with industry expectations or transfer requirements if you move on to complete a bachelor's degree. Each pathway is created to help you move through your program quickly, avoid taking unnecessary courses, and graduate faster. They help students who are unsure about their career path by providing a structured way to explore different options, making it easier to switch if they find a better fit. Each guide clearly outlines the courses you need to complete a program.

1. Agriculture & Horticulture Pathways
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1. Agriculture & Horticulture Pathways

The Agriculture & Horticulture area of interest focuses on how students can work with nature to benefit their communities through natural resources, food systems, community health and more. Career pathways offer the opportunity to gain hands-on training with cutting-edge technology.

After finishing these pathways, you would start work right away.

Agriculture

AGR 342 Agribusiness, A.A.S.
Curriculum No. 342
This degree program is designed to prepare students for entry-level positions in agribusiness. Many agricultural career opportunities are available for students including but not limited to agriculture buyer, distributor, sales, farmer, farm manager, banker/loan officer. Close cooperation between the college and agriculture professionals helps ensure necessary training is proved to compete in a dynamic agribusiness environment.
A minimum of 61 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- AGT 100 - Orientation to Agricultural Careers (1)
- AGT 140 - Introduction to Animal Science (4)
- AGT 215 - Introduction to Soils and Fertilizers (4)
- COM 100 - Oral Communication (3) *
  OR
- COM 108 - Communication in the Workplace (3)
- BUS 120 - Business Mathematics (3)
  OR
- MAT 101 - Topics in Mathematics (3) *

Total Credits: 15

Spring Semester

- ACC 108 - Business Accounting (3)
- BIO 101 - Environmental Biology (3) * **AND**
- BIO 102 - Environmental Biology Laboratory (1) *
  OR
- BIO 103 - General Biology (3) **AND**
- BIO 105 - General Biology Laboratory (1)
- ELE 113 - Electrical Wiring & Safety (2)

OR

- WT 116 - Fundamental Welding Processes (2)

OR

- AGT 170 - Introduction to Agricultural Mechanization (3)
- ENG 103 - Composition I (3) *

OR

- ENG 109 - Introduction to Technical Report Writing (3)
- AGR/AGT/MM/OS - elective(s) (3)

Total Credits: 15-16

Second Year, Fall Semester

- AGT 210 - Introduction to Crop Science (4)
- BUS 101 - Introduction to Business (3)
- BUS 256 - Business Law (3)
- CIS 123 - Management Information Systems (3)
- MM 237 - Supervision (3)

Total Credits: 16

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ECO 261 - Principles of Microeconomics (3)

OR

- AGT 160 - Introduction to Agricultural Economics (4) *
- HIS 222 - United States History Since 1877 (3)
- MM 269 - Entrepreneurship (3)

OR

- MM 259 - Introduction to Finance (3)
- AGR/AGT/MM/OS - elective(s) (3)

Total Credits: 15-16

Note: *Recommended for students considering transfer, check with transfer institution for specific guidance related to your intended major.

AGR 425 Foundations of Agribusiness Certificate
Curriculum No. 425
A certificate program designed for students to explore the agribusiness field of study. This certificate provides students with foundation knowledge in Agribusiness and prepares them for entry-level positions and/or the opportunity to continue education in agribusiness.
A minimum of 25 credit hours is required for this certificate.
First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- AGT 100 - Orientation to Agricultural Careers (1)
- AGT 140 - Introduction to Animal Science (4)
- AGT 210 - Introduction to Crop Science (4)
- AGT 215 - Introduction to Soils and Fertilizers (4)

Total Credits:13

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ACC 108 - Business Accounting (3)
- AGT 170 - Introduction to Agricultural Mechanization (3)
- BUS 101 - Introduction to Business (3)
- MM 269 - Entrepreneurship (3)

Total Credits:12

AGR 447 Precision Agriculture Certificate

This program is not offered this catalog year.

Curriculum No. 447
A certificate program designed for students to explore the applications of precision technology in agricultural crop production. Students will gain valuable skills related to agricultural processes,
crop science, soil and fertility testing, equipment design and operation, and the applications of hardware and software necessary for success in a number of career pathways related to the current
and future agribusiness environment.
A minimum of 27 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- AGR 112 - Intro to Precision Agriculture (3)
- AGR 116 - Precision Ag Equipment (3)
- AGT 100 - Orientation to Agricultural Careers (1)
- AGT 210 - Introduction to Crop Science (4)
- AGT 215 - Introduction to Soils and Fertilizers (4)

Total Credits: 15

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- AGR 204 - Integrated Precision Ag (3)
- AGT 170 - Introduction to Agricultural Mechanization (3)
- BUS 101 - Introduction to Business (3)
- AGR/BUS - elective(s) (3)

Total Credits: 12

Horticulture

HOR 401 Horticulture, A.A.S.
Curriculum No. 401
Through their selection of electives between the six different options for the degree, this program allows students to explore courses spanning all areas of horticulture, or to choose earn a certificate in one specialized career area as part of the general degree.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- HOR 103 - Horticulture Science (3)
- HOR 122 - Trees/Arboriculture (3)
- HOR 141 - Beginning Floral Arrangements (3)
- HOR 274 - U.S. Field Studies (1)
- TMAT 100 - Technical Mathematics (3)

Total Credits: 13

Spring Semester

- ENG 103 - Composition I (3)
  OR
- ENG 109 - Introduction to Technical Report Writing (3)
- HOR 101 - Introduction to Horticulture Related Occupations (1)
- HOR 105 - Botany For Horticulture (3)
- HOR 146 - Sustainable Perennials (3)
- HOR 196 - Horticulture Internship (1-4)
  HORT Elective (3)

Total Credits: 17

Second Year, Fall Semester

- AGT 215 - Introduction to Soils and Fertilizers (4)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)
- HOR 166 - Landscape Design (3)
- HOR 231 - Ornamental Shrubs Identification and Culture (3)
  OR
- HOR 243 - Interior Plantscaping (3)
- HOR 274 - U.S. Field Studies (1)

Total Credits: 17

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 128 - Plant Propagation (3)
  OR
- HOR 235 - Floriculture Management (3)
- HOR 279 - Bedding Plant Production & Sales (4)
  HOR Electives (6)
  Humanities/Fine Arts/Social/Behavioral Science Elective (3)

Total Credits: 13

Note:
Students may select elective courses from the seven degree options below:

Option I - Horticulture Electives
Select any 9 credit hours from the following HOR electives:

- AGT 210 - Introduction to Crop Science (4)
- HOR 269 - Field Studies Floral Symposium (1)
- HOR 273 - NCLC Field Studies (1)
- HOR 290 - International Field Studies (3)
- HOR 220 - Cannabis Biology & Production (4)
- HOR 231 - Ornamental Shrubs Identification and Culture (3)
- HOR 235 - Floriculture Management (3)
- HOR 243 - Interior Plantscaping (3)
- HOR 249 - Wedding & Sympathy Design (3)
- HOR 251 - Landscape Construction (3)
- HOR 256 - Turf and Lawn Management (3)
- HOR 266 - Advanced Landscape Design (3)
- HOR 142 - Advanced Floral Arrangements (3)
- HOR 158 - Special Events (3)
- HOR 166 - Landscape Design (3)
- HOR 196 - Horticulture Internship (1-4)
- HOR 201 - Horticulture Seminar (0.5-3)
- HOR 112 - Greenhouse Management (3)
- HOR 128 - Plant Propagation (3)

Option II - Floral Horticulture Certificate
Select the following courses to earn HOR 227 Floral Horticulture certificate:

- HOR 142 - Advanced Floral Arrangements (3)
- HOR 158 - Special Events (3)
- HOR 235 - Floriculture Management (3)
- HOR 243 - Interior Plantscaping (3)
- HOR 249 - Wedding & Sympathy Design (3)

Option III - Landscape Design / Construction Certificate
Select the following courses to earn HOR 238 Landscape Design/Construction certificate:

- HOR 231 - Ornamental Shrubs Identification and Culture (3)
- HOR 251 - Landscape Construction (3)
- HOR 266 - Advanced Landscape Design (3)

Option IV - Greenhouse / Garden Center Certificate
Select the following courses to earn HOR 241 Greenhouse / Garden Center certificate:

- HOR 112 - Greenhouse Management (3)

Option V - Foundations in Horticulture Certificate
Select the following courses to earn HOR 290 Foundations in Horticulture certificate:

- HOR 128 - Plant Propagation (3)
- HOR 168 - Sustainable Prairie Management (3)
- HOR 256 - Turf and Lawn Management (3)

Option VI - Cannabis & Hemp Cultivation Certificate
Select the following courses to earn HOR 420 Cannabis & Hemp Cultivation certificate:

- AGT 210 - Introduction to Crop Science (4)
- HOR 112 - Greenhouse Management (3)
- HOR 128 - Plant Propagation (3)
- HOR 220 - Cannabis Biology & Production (4)

Option VII - Turf & Grounds Management Certificate
Select the following courses to earn HOR 430 Turf & Grounds Management certificate:

- HOR 168 - Sustainable Prairie Management (3)
  OR
- HOR 196 - Horticulture Internship (1-4)
- HOR 251 - Landscape Construction (3)
- HOR 256 - Turf and Lawn Management (3)

HOR 227 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.
A minimum of 18 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- HOR 141 - Beginning Floral Arrangements (3)
- HOR 158 - Special Events (3)
- HOR 243 - Interior Plantscaping (3)

Semester Total 9

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 142 - Advanced Floral Arrangements (3)
- HOR 235 - Floriculture Management (3)
- HOR 249 - Wedding & Sympathy Design (3)

Semester Total 9

Elective Options:
- HOR 112 - Greenhouse Management (3)
- HOR 128 - Plant Propagation (3)
- HOR 146 - Sustainable Perennials (3)
- HOR 269 - Field Studies Floral Symposium (1)

HOR 238 Landscape Design/Construction 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.
A minimum of 18 credit hours is required for this certificate.
First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- HOR 122 - Trees/Arboriculture (3)
- HOR 166 - Landscape Design (3)
- HOR 231 - Ornamental Shrubs Identification and Culture (3)

Semester Total 9

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 251 - Landscape Construction (3)
- HOR 146 - Sustainable Perennials (3)
- HOR 266 - Advanced Landscape Design (3)

Semester Total 9

HOR 241 Greenhouse/Garden Center Certificate
Curriculum No. 241
This certificate is designed for persons pursuing a career in the production of greenhouse plants sold as cut flowers, potted plants, annual bedding plants, and/or foliage plants.
A minimum of 19 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- HOR 103 - Horticulture Science (3)
- HOR 112 - Greenhouse Management (3)
- HOR 122 - Trees/Arboriculture (3)
  OR
- HOR 141 - Beginning Floral Arrangements (3)
  OR
- HOR 231 - Ornamental Shrubs Identification and Culture (3)
  OR
- HOR 243 - Interior Plantscaping (3)

Semester Total 9

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 105 - Botany For Horticulture (3)
- HOR 146 - Sustainable Perennials (3)
- HOR 279 - Bedding Plant Production & Sales (4)

Semester Total 10

HOR 290 Foundations in Horticulture Certificate
Curriculum No. 290
This certificate provides students with foundational knowledge and technical skills relating to Horticulture. Students will learn about areas including sustainability, turf management, plant identification, and propagation.
A minimum of 21 credit hours is required for this certificate.

Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- HOR 103 - Horticulture Science (3)
- HOR 168 - Sustainable Prairie Management (3)
- HOR 256 - Turf and Lawn Management (3)
- HOR 122 - Trees/Arboriculture (3)
  OR
- HOR 141 - Beginning Floral Arrangements (3)
  OR
- HOR 231 - Ornamental Shrubs Identification and Culture (3)

Semester Total 12

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 105 - Botany For Horticulture (3)
- HOR 128 - Plant Propagation (3)
- HOR 146 - Sustainable Perennials (3)

Semester Total 9

Electives:
Courses only offered (FA)-Fall, (SP)-Spring

- HOR 122 - Trees/Arboriculture (3) (FA)
- HOR 187 - Sustainable Gardening II (1)
- HOR 231 - Ornamental Shrubs Identification and Culture (3) (FA)
- HOR 256 - Turf and Lawn Management (3) (FA)

HOR 420 Cannabis & Hemp Cultivation Certificate
Curriculum No. 420
This program is designed to prepare students for careers in the cannabis and hemp industry. Students completing this certificate will have knowledge and skills related to the cultivation and production of cannabis and hemp.
A minimum of 25 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- AGT 210 - Introduction to Crop Science (4)
- AGT 215 - Introduction to Soils and Fertilizers (4)
- HOR 103 - Horticulture Science (3)
- HOR 112 - Greenhouse Management (3)

Total Credit: 14

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 105 - Botany For Horticulture (3)
- HOR 220 - Cannabis Biology & Production (4)
- HOR 279 - Bedding Plant Production & Sales (4)

Total Credits: 11

HOR 430 Turf & Grounds Management Certificate
Curriculum No. 430
This certificate is designed for persons seeking a career in the field of grounds maintenance, including turf management and hardscape design. Students will gain hands on experience in the culture and care of turf grasses as they relate to parks, golf courses, sod farms, cemeteries, or similar institutions.
A minimum of 18 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- AGT 215 - Introduction to Soils and Fertilizers (4)
- HOR 256 - Turf and Lawn Management (3)
- HOR 168 - Sustainable Prairie Management (3)
  OR
- HOR 196 - Horticulture Internship (1-4) (This option requires 3 credit hours of internship.)
- HOR 101 - Introduction to Horticulture Related Occupations (1)

Total Credits: 11

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HOR 251 - Landscape Construction (3)
- HOR 196 - Horticulture Internship (1-4) (Four credit hours is required for this internship.)

Total Credit: 7

HOS 420 Foundations of Culinary Arts Certificate

This program is not offered this catalog year.

Curriculum No. 420
Short-term certificate with an emphasis on cooking, baking, and preparation skills to prepare, and present food in a variety of settings ranging from cafeterias, banquet halls, bakeries, and small diners to clubs and gourmet restaurants.
A minimum of 19 credit hours is required for this certificate.
Certificate Requirements

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- COM 108 - Communication in the Workplace (3)
- HOS 100 - Kitchen Techniques (1)
- HOS 103 - Intro to Hospitality (3)
- HOS 108 - Cooking Fundamentals (4)
- HOS 113 - ServSafe Manager Certification (1)
- HOS 196 - Hospitality/Food Service Intrn (4)
  OR
- HOS 220 - Catering (4)
- SPA 101 - Elementary Spanish I (3)

Requirements Total 19

2. Applied Technologies & Professional Trades Pathways

The Applied Technologies area of interest focuses on practical, hands-on learning. The programs at Kish prepare students for fast-growing fields in need of qualified technicians. Work with state-of-the-art tools and equipment to learn how to design, build and repair what your community needs.
After finishing these pathways, you would start work right away.

Automotive

AMT 230 Automotive Technology, A.A.S.
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
A minimum of 61 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- AMT 100 - Automotive Orientation (3)
- AMT 116 - Basic Automotive Electrical (3)
- AMT 125 - Automotive Braking Systems (3)
- AMT 133 - Automotive Engines I (3)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)

Total Credits: 15

Spring Semester

- AMT 127 - Engine Management I (3)
- AMT 129 - Auto Heating/Air Conditioning (3)
- AMT 131 - Automotive Steering/Suspension (3)
- AMT 135 - Manual Trans & Drivelines (3)
- General Education elective(s) (3)

Total Credits: 15

Second Year, Fall Semester

- AMT 205 - Advanced Chassis Systems (3)
- AMT 223 - Engine Management II (3)
- AMT 225 - Automatic Transmissions I (3)
- AMT 233 - Body Electronics & Hybrid Tech (3)
- ENG 109 - Introduction to Technical Report Writing (3)
  OR
- ENG 103 - Composition I (3)

Total Credits: 15

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- AMT 229 - Automotive Service & Repair (4)
- AMT 231 - Engine Management III (3)
- AMT elective (3)
- Humanities/Social Science elective(s) (3)
- Science Elective (IAI) (3)

Total Credits: 16

AMT Electives:

- AMT 217 - Advanced Drivelines & 4X4 (3)
- AMT 219 - Hybrid & Electric Vehicle Tech (3)
- AMT 227 - Automotive Engines II (3)
- AMT 235 - Automatic Transmissions II (3)

Total Credits: 12

AMT 416 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.
A minimum of 24 credit hours is required for this certificate.

First Year, Fall Semester

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- AMT 100 - Automotive Orientation (3)
- AMT 116 - Basic Automotive Electrical (3)
- AMT 125 - Automotive Braking Systems (3)
- AMT 133 - Automotive Engines I (3)

Semester Total: 12

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- AMT 127 - Engine Management I (3)
- AMT 129 - Auto Heating/Air Conditioning (3)
- AMT 131 - Automotive Steering/Suspension (3)
- AMT 135 - Manual Trans & Drivelines (3)

Semester Total: 12

AMT 417 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. Students successfully completing this certificate program should possess the necessary knowledge and skills needed to work as an entry-level automotive technician.
A minimum of 46 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- AMT 100 - Automotive Orientation (3)
- AMT 116 - Basic Automotive Electrical (3)
- AMT 125 - Automotive Braking Systems (3)
- AMT 133 - Automotive Engines I (3)

Total Credits: 12

Spring Semester

- AMT 127 - Engine Management I (3)
- AMT 129 - Auto Heating/Air Conditioning (3)
- AMT 131 - Automotive Steering/Suspension (3)
- AMT 135 - Manual Trans & Drivelines (3)

Total Credits: 12
Second Year, Fall Semester

- AMT 205 - Advanced Chassis Systems (3)
- AMT 223 - Engine Management II (3)
- AMT 225 - Automatic Transmissions I (3)
- AMT 233 - Body Electronics & Hybrid Tech (3)

Total Credits: 12

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- AMT 229 - Automotive Service & Repair (4)
- AMT 231 - Engine Management III (3)
- AMT - elective (3)

Total Credits: 10

AMT Electives:

- AMT 217 - Advanced Drivelines & 4X4 (3)
- AMT 219 - Hybrid & Electric Vehicle Tech (3)
- AMT 235 - Automatic Transmissions II (3)
- AMT 227 - Automotive Engines II (3)

Diesel Power Technology

DPT426 Diesel Power Technology, A.A.S.
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.
A minimum of 61 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- DPT 172 - Basic Engine Overhaul (4)
- DPT 175 - Introduction to Tool Safety and Usage (2)
- DPT 177 - Introduction to Diesels (3)
- DPT 178 - Basic Hydraulics (4)
- TMAT 100 - Technical Mathematics (3)

Total Credits: 16

Spring Semester

- DPT 101 - Diesel Power Technology Careers (1)
- DPT 173 - Mobile Systems Electronics I (3)
- DPT 197 - Diesel Power Tech Intern (3)
- DPT 274 - Vehicle Air Conditioning (3)
- Open elective(s) (2)
- Science elective (IAI) (3)

Total Credits: 15

Second Year, Fall Semester

- DPT 154 - Truck Brakes and Suspension (4)
- DPT 176 - Basic Transmissions and Final Drives (3)
- DPT 279 - Advanced Diesels (3)
- ENG 109 - Introduction to Technical Report Writing (3)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)

Total Credits: 16

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- DPT 272 - Advanced Engine Overhaul (4)
- DPT 273 - Mobile Systems Electronics II (3)
- DPT 291 - Advanced Trans & Hydraulics (4)
- Humanities/Fine Arts/Social/Behavioral Science elective(s) (3)

Total Credits: 14

Open Electives:
Choose two (2) credit hours in any 100 or 200 level course such as those listed below or others from the catalog

- DPT 199 - Small Engine Maintenance and Repair (3)
- DPT 277 - Combine Repair (3) (Spring)
- WT 116 - Fundamental Welding Processes (2)

DPT429 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.
A minimum of 42 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- DPT 172 - Basic Engine Overhaul (4)
- DPT 175 - Introduction to Tool Safety and Usage (2)
- DPT 177 - Introduction to Diesels (3)
- DPT 178 - Basic Hydraulics (4)

Total Credits: 13

Spring Semester

- DPT 101 - Diesel Power Technology Careers (1)
- DPT 173 - Mobile Systems Electronics I (3)
- DPT 197 - Diesel Power Tech Intern (3)
- DPT 274 - Vehicle Air Conditioning (3)
- Open elective(s) (2)

Total Credits: 12

Second Year, Fall Semester

- DPT 154 - Truck Brakes and Suspension (4)
- DPT 176 - Basic Transmissions and Final Drives (3)
- DPT 279 - Advanced Diesels (3)

Total Credits: 10

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- DPT 272 - Advanced Engine Overhaul (4)
- DPT 273 - Mobile Systems Electronics II (3)

Total Credits: 7

Electives:
Choose two (2) credit hours from list below.

- DPT 199 - Small Engine Maintenance and Repair (3)
- DPT 277 - Combine Repair (3)
- DPT 291 - Advanced Trans & Hydraulics (4)
- WT 116 - Fundamental Welding Processes (2)

Hospitality & Culinary

HOS 325 Hospitality Management, A.A.S.
This program is not offered this catalog year.
Curriculum No. 325
This degree develops the leadership skills and management practices that are valued in the hospitality industry. It is designed to provide students with the knowledge and skills necessary for entry level management role in the culinary, hospitality and tourism fields.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)
- HOS 100 - Kitchen Techniques (1)
- HOS 103 - Intro to Hospitality (3)
- HOS 108 - Cooking Fundamentals (4)
- HOS 113 - ServSafe Manager Certification (1)
- PSY 102 - Introduction to Psychology (3)

Semester Total 15

Spring Semester

- BIO 101 - Environmental Biology (3) **AND**
- BIO 102 - Environmental Biology Laboratory (1)
  OR
- CHE 110 - Basic Chemistry (3) **AND**
- CHE 111 - Basic Chemistry Laboratory (1)
- ENG 103 - Composition I (3)
  OR
- ENG 109 - Introduction to Technical Report Writing (3)
- HOS 214 - Food and Beverage Service (3)
- MM 162 - Introduction to Management (3)
- Hospitality and Culinary elective(s) (2-4)

Semester Total 15-17

Second Year, Fall Semester

- BUS 101 - Introduction to Business (3)
- BUS 256 - Business Law (3)
- BUS 120 - Business Mathematics (3)
  OR
- MAT 208 - Introductory Statistics (4)
- MM 149 - Introduction to Marketing (3)
- SPA 101 - Elementary Spanish I (3)

Semester Total 15-16

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ACC 108 - Business Accounting (3)
  OR
- ACC 121 - Financial Accounting (4)
- ECO 261 - Principles of Microeconomics (3)
- MM 264 - Human Resources Management (3)
- MM 266 - Principles of Sales (3)
- Hospitality and Culinary elective(s) (3-4)

Semester Total 15-17

Note:

MM 264 is offered in even spring semesters only and MM 266 is offered in odd spring semesters only. Students should be advised to exchange with an appropriate class from the Spring Semester - First Year Listing, depending on which MM course is offered each spring.

Hospitality and Culinary Elective(s):

- ART 167 - Graphic Design I (3)
- ART 203 - Digital Photography (3)
- BUS 130 - Human Relations (3)
- HOR 141 - Beginning Floral Arrangements (3)
- HOR 142 - Advanced Floral Arrangements (3)
- HOR 158 - Special Events (3)
- HOR 249 - Wedding & Sympathy Design (3)
- HOS 109 - Baking Fundamentals (4)
- HOS 111 - Cake Baking & Designing (4)
- HOS 196 - Hospitality/Food Service Intrn (4)
- HOS 220 - Catering (4)
- MM 269 - Entrepreneurship (3)
- OS 107 - Employment Strategies (3)
- OS 133 - Spreadsheets/Excel (3)
- OS 138 - QuickBooks (3)
- OS 246 - Business Communications (3)
- PHL 198 - World Religions (3)
- PSY 286 - Social Psychology (3)
- SPA 102 - Elementary Spanish II (3)

HOS 420 Foundations of Culinary Arts Certificate
This program is not offered this catalog year.
Curriculum No. 420
Short-term certificate with an emphasis on cooking, baking, and preparation skills to prepare, and present food in a variety of settings ranging from cafeterias, banquet halls, bakeries, and small diners to clubs and gourmet restaurants.
A minimum of 19 credit hours is required for this certificate.
Certificate Requirements

To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- COM 108 - Communication in the Workplace (3)
- HOS 100 - Kitchen Techniques (1)
- HOS 103 - Intro to Hospitality (3)
- HOS 108 - Cooking Fundamentals (4)
- HOS 113 - ServSafe Manager Certification (1)
- HOS 196 - Hospitality/Food Service Intrn (4)
  OR
- HOS 220 - Catering (4)
- SPA 101 - Elementary Spanish I (3)

Requirements Total 19

Welding Technology

WT 252 Basic Welding Technology Certificate
Curriculum No. 252
This certificate program is designed to provide students with training in Oxy-Fuel, GMAW (MIG), GTAW (TIG) and SMAW welding in addition to necessary related skills such as blueprint reading, metallurgy and manufacturing processes. At the completion of these courses, students may take the AWS Certification test through Kishwaukee College.
A minimum of 23 credit hours is required for this certificate.

Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- WT 116 - Fundamental Welding Processes (2)
- WT 122 - Shielded Metal Arc Welding I (2)
- WT 124 - Shielded Metal Arc Welding II (2)
- WT 126 - Gas Metal/Flux Core Arc Weld I (2)
- WT 128 - Oxyfuel Welding/Cutting (2)

Semester Total 10

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- MT 101 - Print Reading for Industry (2)
- WT 152 - Math For Welding (3)
- WT 133 - Introduction to Fabrication (2)
- WT 257 - Certification Welding (4)
- WT 258 - TIG WELDING (2)

Semester Total 13

WT 449 Advanced Welding Technology Certificate
Curriculum No. 449
This Advanced Welding certificate is designed to expand on the foundational skills established in the Basic Welding certificate. Additional skill development includes the areas of layout, fabrication, advanced Gas Metal Arc Welding and ASME Pipe welding.
A minimum of 30 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- WT 124 - Shielded Metal Arc Welding II (2)
- WT 126 - Gas Metal/Flux Core Arc Weld I (2)
- WT 133 - Introduction to Fabrication (2)

Semester Total 6

Spring Semester

- WT 226 - GMAW/FCAW II (2)
- WT 233 - Fabrication II (2)
- WT 244 - Welding Layout (2)
- WT 257 - Certification Welding (4)
- WT 258 - TIG WELDING (2)

Semester Total 12

Second Year, Fall Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- WT 246 - Layout II (2)
- WT 268 - ASME Pipe Welding I 5G (4)
- WT 269 - ASME Pipe Welding II 6G (4)
- WT 280 - Specialized Welding (2-4)

Semester Total 12-14

Fast Track (see page 198)
Truck Driving
Appliance Repair
Real Estate Pre-License Class

3. Arts, Communication & Humanities Pathways

The Arts, Communication & Humanities area of interest benefits students who enjoy using their imagination, exploring new ideas, analyzing literature and language, communicating through speech or writing, or expressing through visual or performing arts. After finishing these pathways, you would continue on to get a bachelor's degree.

Art

Year One - Art Pathway
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information on transferring to other institutions.
- If your Math and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- ART 100 - Drawing I Foundations (3)
- ART 211 - 2-D Design Foundations (3)
- ART 291 - History of Art I Foundations (3)
- CSD 100 - The College Experience (2)

- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

First Semester Total Hours:17

Second Semester
To Do List:
- Decide your degree preference. Meet with your advisor to discuss moving forward with an AFA or AA in Art.
- Meet with your advisor to plan your transfer.

- ART 101 - Drawing II Foundations (3)
- ART 212 - 3-D Design Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ENG 104 - Composition II (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematic Elective (IAI) (3)

Second Semester Total Hours: 15

Art - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:
- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- ART 100 - Drawing I Foundations (3)
- ART 211 - 2-D Design Foundations (3)
- ART 291 - History of Art I Foundations (3)
- CSD 100 - The College Experience (2)
- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

First Semester Total Hours:17

Second Semester
To Do List:
- Meet with your advisor to plan your transfer.

- ART 101 - Drawing II Foundations (3)
- ART 212 - 3-D Design Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ENG 104 - Composition II (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematic Elective (IAI) (3)

Second Semester Total Hours: 15

Third Semester
To Do List:
- Apply to the transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 200 - Figure Drawing I (3)
- BIO 101 - Environmental Biology (3) **OR** Life Science Elective (IAI) (3)
- COM 100 - Oral Communication (3)
- HIS 144 - Western Civilization to 1715 (3) **OR** Humanities Elective (IAI) (3)

- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
  Art Elective (3)

  Third Semester Total Hours: 18

Fourth Semester
To Do List:

- Apply for Graduation.

- CHE 110 - Basic Chemistry (3) and CHE 111 - Basic Chemistry Laboratory (1) or Physical Science lecture and a lab Elective (IAI)
- ECO 160 - Introduction to Economics (3) OR Social and Behavioral Science Elective (IAI) (3)
  Art Electives (6)
  Fine Arts Electives (3)

  Fourth Semester Total Hours: 16

AFA 130 Associate in Fine Arts, Art Option - Transfer, A.F. A.
Curriculum No. 130
Graduates earning the Associate in Fine Arts (Art Option) meet the requirement for coursework on improving human relations as defined by Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■ .
To transfer as a junior into a B.F.A. program with a major in Art, students should consult with an art department advisor. Completion of the A.F.A. degree does not fulfill the IAI General Education Core Curriculum, nor the requirements for A.A. or A.S. degrees, so additional general education requirements must be met at the transfer institution.
Transfer admission is competitive, and completion of the A.F.A. does not guarantee admission to B.F.A. programs, upper-division, or specialty art courses. Students may need to demonstrate skill through a portfolio review and might need foreign language competency.
A minimum of 64 credit hours is required for the Associate in Fine Arts Degree (Art Option).

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- ART 100 - Drawing I Foundations (3)
- ART 211 - 2-D Design Foundations (3)
- ART 291 - History of Art I Foundations (3)
- CSD 100 - The College Experience (2)
- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

  First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- ART 101 - Drawing II Foundations (3)
- ART 212 - 3-D Design Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ENG 104 - Composition II (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)

  Second Semester Total Hours: 15

Third Semester
To Do List:

- Apply to the transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 200 - Figure Drawing I (3)
- BIO 101 - Environmental Biology (3) **OR** Life Science Elective (IAI) (3)
- COM 100 - Oral Communication (3)
- HIS 144 - Western Civilization to 1715 (3) **OR** Humanities Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
  Art Elective (3)

  Third Semester Total Hours: 18

Fourth Semester
To Do List:

- Apply for Graduation.

- CHE 110 - Basic Chemistry (3) and CHE 111 - Basic Chemistry Laboratory (1) **OR** Physical Science lecture and lab (IAI) (4)
  Art Electives (9)
  Fine Arts Electives (3)

  Fourth Semester Total Hours: 16

Communication, Humanities, and Theatre

Year One - Communication, Humanities, or Theatre Pathway
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.
- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)
- PSY 102 - Introduction to Psychology (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

  First Semester Total Hours:17

Second Semester
To Do List:

- Decide your emphasis. Meet with your advisor to discuss moving forward in Communication, English, History, Philosophy, Modern Language or Theatre.
- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3)*
  Major Elective (COM, HUM, THE) (3)

  Second Semester Total Hours: 16

  * Foreign Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

Communication - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

  First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1) **Or** Life Science Elective (IAI) (3)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- MM 149 - Introduction to Marketing (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3) *

  Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- COM 150 - Intro to Mass Communications (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- SPA 201 - Intermediate Spanish I (3) **OR** Modern Language (3) *

  Third Semester Total Hours: 15

Fourth Semester
To Do List:

- Apply for Graduation.

- COM 203 - Interpersonal Communication (3)
- HIS 173 - World History Since 1500 (3) **OR** Humanities Elective (IAI) (3)
- PSY 286 - Social Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- SPA 202 - Intermediate Spanish II (3) **OR** Modern Language (3) *
  Electives (IAI) (4)

  Fourth Semester Total Hours: 16
  * Foreign Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

English - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Elective (IAI) (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

  First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- ENG 130 - Introduction to Literature (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3) *

  Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 282 - Introduction to the Visual Arts (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science (IAI) (3)
- SOC 170 - Introduction to Sociology (3)
- SPA 201 - Intermediate Spanish I (3) **OR** Modern Language (3) *
  English Electives (4)

  Third Semester Total Hours: 16

Fourth Semester
To Do List:

- Apply for Graduation.

- HIS 173 - World History Since 1500 (3) **OR** Humanities Elective (IAI) (3)
- PSY 286 - Social Psychology (3) **OR** Social and Behavioral Science (IAI) (3)
- SPA 202 - Intermediate Spanish II (3) **OR** Modern Language (3) *
  English Elective (6)

  Fourth Semester Total Hours: 15

  * Foreign Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

English Elective
English Elective List

- ENG 130 - Introduction to Literature (3)
- ENG 206 - Introduction to Fiction (3)
- ENG 215 - Children's Literature (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)

History - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)
- PSY 102 - Introduction to Psychology (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- HIS 144 - Western Civilization to 1715 (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3) *

Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- HIS 145 - Western Civilization since 1715 (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- SPA 201 - Intermediate Spanish I (3) **OR** Modern Language (3) *

Third Semester Total Hours: 15

Fourth Semester
To Do List:

- Apply for Graduation.

- HIS 173 - World History Since 1500 (3)
- HIS 220 - United States History to 1877 (3)
- HIS 222 - United States History Since 1877 (3)
- PLS 140 - Introduction to American Government and Politics (3)
- SPA 202 - Intermediate Spanish II (3) **OR** Modern Language (3) *
  Elective (1)

  Fourth Semester Total Hours: 16

  * Modern Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

Modern Language - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3)
- PSY 102 - Introduction to Psychology (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

  First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- PHL 198 - World Religions (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3)

  Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3)
- SPA 201 - Intermediate Spanish I (3) **OR** Modern Language (3) *
  Electives (IAI) (4)

  Third Semester Total Hours: 16

Fourth Semester
To Do List:

- Apply for Graduation.

- GEO 202 - Human Geography (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- HIS 173 - World History Since 1500 (3) **OR** Humanities Elective (IAI) (3)
- SPA 202 - Intermediate Spanish II (3) **OR** Modern Language (3) *
  IAI Electives (6)

  Fourth Semester Total Hours: 15

  * Modern Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

Philosophy - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3)
- PSY 102 - Introduction to Psychology (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

  First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- PHL 101 - Introduction to Philosophy (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3) *

  Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- PHL 103 - Introduction to Logic (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3)
- SPA 201 - Intermediate Spanish I (3) **OR** Modern Language (3) *

  Third Semester Total Hours: 15

Fourth Semester
To Do List:

- Apply for Graduation.

- HIS 173 - World History Since 1500 (3) **OR** Humanities Elective (IAI) (3)
- PHL 198 - World Religions (3)
- PHL 200 - Ethics (3)
- PLS 140 - Introduction to American Government and Politics (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- SPA 202 - Intermediate Spanish II (3) **OR** Modern Language (3) *
  Elective (IAI) (1)

  First Semester Total Hours:16

  * Modern Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

Theatre - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)
- PSY 102 - Introduction to Psychology (3)
- SPA 101 - Elementary Spanish I (3) **OR** Modern Language (3) *

  First Semester Total Hours:17

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 104 - Composition II (3)
- SPA 102 - Elementary Spanish II (3) **OR** Modern Language (3)
- THE 203 - Introduction to the Theatre (3)

  Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.
- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- HUM 150 - Introduction to Film Appreciation (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3)
- SPA 201 - Intermediate Spanish I (3) **OR** Modern Language (3) *

  Third Semester Total Hours: 15

Fourth Semester
To Do List:

- Apply for Graduation.

- ENG 217 - Introduction to Drama (3)
- HIS 173 - World History Since 1500 (3) **OR** Humanities Elective (IAI) (3)
- SOC 283 - Social Problems (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- SPA 202 - Intermediate Spanish II (3) **OR** Modern Language (3) *
- THE 130 - Introduction to Acting (3)
  Elective (1)

  Fourth Semester Total Hours: 16

  * Modern Language can be fulfilled through proficiency exam or State Seal of Biliteracy (Spanish). Replace with IAI electives.

4. Business & Computer Technologies Pathways

Grow your expertise in the Business & Computer Technologies area of interest by focusing on the leadership, managerial, and technical needed skills to make good decisions and keep commerce moving. Opportunities in the business world include management, hospitality, information technology, customer service and more.
Business & Computer Technologies Career Pathways - After finishing these pathways, you would start work right away.
Business & Computer Technologies Transfer Pathways - After finishing these pathways, you would continue on to get a bachelor's degree.

Business & Computer Technologies Career Pathways

Computer Information Science

CIS 437 Computer Information Systems, A.A.S.
Curriculum No. 437
This degree program prepares students for employment as entry level application programmers or operators.
This planner is designed to provide the relevant skills and knowledge required for today's job market. Students should meet with their advisor for information on the how career-focused credentials can stack into additional certificates and degrees and with Career Services to prepare themselves for the job market.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CIS 101 - Introduction to Computers (3)
- CIS 111 - Intro to Programming: Python (3)
- CIS 118 - Web Site Development (3)
- ENG 103 - Composition I (3) **OR** ENG 109 - Introduction to Technical Report Writing (3) Fall Semester Total Hours: 15

Spring Semester

- CIS 119 - JavaScript (3)
- CIS 140 - Networking Fundamentals (4)
- COM 100 - Oral Communication (3) **OR** CIS 108 - Communication in the Workplace (3)
- MAT 150 - College Algebra (4) **OR** MAT 210 - Finite Mathematics (3)

  Spring Semester Total Hours: 16-17

Second Year, Fall Semester
To Do List:

- Explore internships available by meeting with Career Services.

- CIS 123 - Management Information Systems (3)
- CIS 150 - C++ Programming I (3)
- CIS 160 - Java Programming I (3)
  CIS or other approved elective(s) (3)

  Fall Semester Total Hours: 15

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 236 - CIS Project (3) **OR** CIS 296 - CIS Internship (3)
- CIS 250 - C++ Programming II (3)
- CIS 260 - Java Programming II (3)
- CIS 265 - Server-side Programming (3)
  CIS or other approved elective(s) (2)

  Spring Semester Total Hours: 14

CIS or Other Approved Electives:
Other relevant courses with consent of CIS department.
Discuss your future plans with a CIS advisor.
- ART 167 - Graphic Design I (3)
- BUS 101 - Introduction to Business (3)
- CIS 182 - Windows Server Fundamentals I (3)
- CIS 190 - Google IT Support (6)
- CIS 282 - Windows Server II Networking (3)
- CIS 283 - Network Security + (3)
- CIS 285 - Cybersecurity (3)
- MM 269 - Entrepreneurship (3)
- OS 133 - Spreadsheets/Excel (3)
- OS 233 - Advanced Spreadsheets/Excel (1)

CIS 460 Networking and Systems Administration, A.A.S.
Curriculum No. 460
This degree prepares students for employment as entry-level computer support specialists or systems administrators. Choose the Cisco or Network Administration option.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CIS 140 - Networking Fundamentals (4)
- CIS 182 - Windows Server Fundamentals I (3)
- CIS 190 - Google IT Support (6)
- COM 100 - Oral Communication (3) **OR** COM 108 - Communications in the Workplace (3)

  Fall Semester Total Hours: 16

Spring Semester

- CIS 106 - Computer Information Systems Seminar (0.5-3)
- CIS 282 - Windows Server II Networking (3)
- CIS 283 - Network Security + (3)
- ENG 103 - Composition I (3) **OR** ENG 109 - Introduction to Technical Report Writing (3)

Spring Semester Total Hours: 15-16

Second Year, Fall Semester
To Do List:

- Explore internships available by meeting with Career Services.

- CIS 123 - Management Information Systems (3)
- CIS 150 - C++ Programming I (3) **OR** CIS 160 - Java Programming I (3)
  CIS or other approved elective(s) (3)
  Humanities Electives (3)
  Social and Behavioral Sciences Electives (3)

Fall Semester Total Hours: 15

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 170 - Introduction to UNIX (3)
- CIS 236 - CIS Project (3) **OR** CIS 296 - CIS Internship (3)
- CIS 265 - Server-side Programming (3)
  CIS Electives (7)

Spring Semester Total Hours: 16

CIS or Other Approved Electives:
Other relevant courses with consent of CIS department.
Discuss your future plans with a CIS advisor.

- BUS 101 - Introduction to Business (3)
- CIS 101 - Introduction to Computers (3)
- CIS 118 - Web Site Development (3)
- CIS 119 - JavaScript (3)
- CIS 250 - C++ Programming II (3)
- CIS 260 - Java Programming II (3)
- CIS 285 - Cybersecurity (3)
- MM 269 - Entrepreneurship (3)
- OS 133 - Spreadsheets/Excel (3)
- OS 233 - Advanced Spreadsheets/Excel (1)

CIS 411 Google IT Support Certificate
Curriculum No. 411
This certificate is available for students who are interested in employment in an entry level IT support role, using Google's online IT Support Professional Curriculum. Topics include duties of IT support staff, configuring software and accounts, networking security, and troubleshooting.
A minimum of 6 credit hours is required for this certificate.
Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 190 - Google IT Support (6)

Total Credits: 6

CIS 412 Networking Fundamentals - Certificate
Curriculum No. 412
This certificate emphasizes fundamental skills necessary to perform duties in the networking environment. Students will earn the Google IT Support Professional Certification and receive training necessary to prepare them for the Net+ and Microsoft Server certification exams.
A minimum of 16 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 140 - Networking Fundamentals (4)
- CIS 182 - Windows Server Fundamentals I (3)
- CIS 190 - Google IT Support (6)
- COM 108 - Communication in the Workplace (3)
  OR
- CIS 296 - CIS Internship (3)

Total Credits: 16

CIS 451 Computer Programming Certificate
Curriculum No. 451
This certificate is available for students who are interested in pursuing a career as a computer programmer. Graduates will be proficient at C/C++ or Java, as well as other languages based upon their elective choices.
A minimum of 28 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- CIS 101 - Introduction to Computers (3)
  OR
- CIS 123 - Management Information Systems (3)
- CIS 111 - Intro to Programming: Python (3)
- CIS 150 - C++ Programming I (3)
- CIS 160 - Java Programming I (3)

Total Credits: 12

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 119 - JavaScript (3)
- CIS 140 - Networking Fundamentals (4)
- CIS 250 - C++ Programming II (3)
- CIS 260 - Java Programming II (3)
- CIS 265 - Server-side Programming (3)

Total Credits: 16

CIS 454 Web Development Certificate
Curriculum No. 454
This certificate is available for students who are pursuing a career as a Web Developer. The Web Developer would work directly on design and development of the websites.
A minimum of 28 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- CIS 101 - Introduction to Computers (3)

OR

- CIS 123 - Management Information Systems (3)
- CIS 111 - Intro to Programming: Python (3)
- CIS 118 - Web Site Development (3)
- CIS 160 - Java Programming I (3)

Total Credits: 12

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.
- CIS 119 - JavaScript (3)
- CIS 140 - Networking Fundamentals (4)
- CIS 170 - Introduction to UNIX (3)
- CIS 260 - Java Programming II (3)
- CIS 265 - Server-side Programming (3)

Total Credits: 16

CIS 467 Network Administration Certificate
Curriculum No. 467
This certificate is available for students who are interested in employment in the IT field with a specialization in Network Administration.
A minimum of 25 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- CIS 140 - Networking Fundamentals (4)
- CIS 182 - Windows Server Fundamentals I (3)
- CIS 190 - Google IT Support (6)

Total Credits: 13

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 170 - Introduction to UNIX (3)
- CIS 282 - Windows Server II Networking (3)
- CIS 283 - Network Security + (3)
- CIS 123 - Management Information Systems (3)
  OR
- CIS 296 - CIS Internship (3)
  OR
- COM 108 - Communication in the Workplace (3)

Total Credits: 12

CIS 480 Network Security Specialist Certificate
Curriculum No. 480
This certificate is available for students who are interested in entry level employment in the IT field with a specialization in network security. Successful completion will prepare students to earn several industry recognized credentials, such as Network+, Microsoft Server, and CompTIA Security+ certifications.
A minimum of 16 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

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

Total Credits: 7

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 170 - Introduction to UNIX (3)
- CIS 282 - Windows Server II Networking (3)
- CIS 283 - Network Security + (3)

Total Credits: 9

CIS 484 Cybersecurity Specialist Certificate
Curriculum No. 484
This certificate offers an opportunity to gain valuable competencies in the IT field of cybersecurity. It combines foundation theoretical knowledge with practical skills to train workers to protect resources from unauthorized access or attacks. Successful completion will prepare students to earn industry-recognized credentials, such as Network+, Microsoft Server, and CompTIA Security+ certifications. A minimum of 28 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

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

Total Credits: 7

Spring Semester

- CIS 170 - Introduction to UNIX (3)
- CIS 265 - Server-side Programming (3)
- CIS 282 - Windows Server II Networking (3)
- CIS 283 - Network Security + (3)

Total Credits: 12

Second Year, Fall Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 123 - Management Information Systems (3)
- CIS 285 - Cybersecurity (3)
- CIS 296 - CIS Internship (3)
  OR
- COM 108 - Communication in the Workplace (3)

Total Credits: 9

Marketing and Management

MM 218 Marketing and Management, A.A.S.
Curriculum No. 218
This degree program is designed to prepare students for entry level positions in marketing and management. Since over a quarter of the work force is involved in some form of marketing or management, many career opportunities are available for students. Close cooperation between the college and business helps ensure necessary training is provided to compete in a dynamic business environment.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- BUS 101 - Introduction to Business (3)
- BUS 120 - Business Mathematics (3) **OR** MAT 150 - College Algebra (4) **OR** Higher-level mathematics (3-4)
- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2) **OR** ENG 111 - College Study Skills (2)
- ENG 103 - Composition I (3) **OR** ENG 109 - Introduction to Technical Report Writing (3)
- MM 149 - Introduction to Marketing (3)
  MM Elective(s) (3)

  Fall Semester Total Hours: 18-19

Spring Semester
- ACC 108 - Business Accounting (3) **OR** ACC 121 - Financial Accounting (4)
- BUS 130 - Human Relations (3)
- BUS 150 - Legal/Social Environment of Business (3) **OR** BUS 256 - Business Law (3)
- MM 162 - Introduction to Management (3)
  MM Elective(s) (3)

  Spring Semester Total Hours: 15-16

Second Year, Fall Semester
To Do List:
- Explore internships available by meeting with Career Services.

- COM 100 - Oral Communication (3) **OR** COM 108 - Communications in the Workplace (3)
- ECO 260 - Principles of Macroeconomics (3) **OR** ECO 261 - Principles of Microeconomics (3)
- PLS 140 - Introduction to American Government and Politics (3) **OR** PLS 240 - State and Local Government (3)
- PSY 102 - Introduction to Psychology (3)

  Fall Semester Total Hours: 12

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CIS 123 - Management Information Systems (3)
- MM 259 - Introduction to Finance (3)
- OS 133 - Spreadsheets/Excel (3)
  MM or OS Electives (5-7)

  Spring Semester Total Hours: 14-16

Electives:
- MM 234 - Advertising and Promotion (3)
- MM 237 - Supervision (3)
- MM 250 - Leadership Development (3)
- MM 264 - Human Resources Management (3)
- MM 266 - Principles of Sales (3)
- MM 269 - Entrepreneurship (3)
- MM 280 - Materials Management Processes (3)
- MM 299 - Internship Marketing or Management (4)
- OS 107 - Employment Strategies (3)
- OS 138 - QuickBooks (3)
- OS 246 - Business Communications (3)

MM 405 Bookkeeping Certificate
The MM 405 Bookkeeping Certificate Program is designed to equip students with the essential skills and knowledge required to manage records effectively. The program covers fundamental bookkeeping principles, including financial and business accounting, understanding accounting software, such as QuickBooks, and developing strategies for communication in the workplace. This certificate can be completed in one or two semesters.
A minimum of 16 credit hours is required for this certificate.

(**New Program -** Pending ICCB Approval)

Option 1 - complete in one semester

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ACC 108 - Business Accounting (3)
- ACC 121 - Financial Accounting (4)
- BUS 130 - Human Relations (3) **OR** OS 107 - Employment Strategies (3)
- OS 133 - Spreadsheets/Excel (3)
- OS 138 - QuickBooks (3)

First Semester Total Hours: 16

Option 2 - complete in two semesters
First Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- ACC 121 - Financial Accounting (4)
- BUS 130 - Human Relations (3) **OR** OS 107 - Employment Strategies (3)

First Semester Total Hours: 7

Second Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ACC 108 - Business Accounting (3)
- OS 133 - Spreadsheets/Excel (3)
- OS 138 - QuickBooks (3)

Second Semester Total Hours: 9

MM 409 Supervision Basics Certificate
Curriculum No. 409
This certificate program is designed for students who are interested in becoming front-line supervisors. With this Supervision Basic certificate students may desire to continue towards an Associate in Applied Science in Marketing and Management.
A minimum of 12 credit hours is required for this certificate.
First Year
Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- BUS 101 - Introduction to Business (3)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)

- MM 237 - Supervision (3)
  OS Elective (3)

Semester Total 12

MM 411 Organizational Leadership Certificate
Curriculum No. 411
This certificate program is designed for students who wish to progress into entry level leadership positions within an organization. It builds upon the Supervision Basics certificate and students who achieve this Organizational Leadership certificate may desire to continue towards an Associate in Applied Science in Marketing and Management.
A minimum of 21 credit hours is required for this certificate.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- BUS 101 - Introduction to Business (3)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)
- MM 237 - Supervision (3)
  OS Elective (3)

Total Credits: 12

Spring Semester
To Do List:
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- BUS 130 - Human Relations (3)
- MM 162 - Introduction to Management (3)
- MM 250 - Leadership Development (3)

Total Credits: 9

Office Systems

OS 406 Administrative Professionals, A.A.S.
planner with the courses you need to take

Curriculum No. 406
The Administrative Professionals 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.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.
First Year
Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- OS 101 - Beginning Keyboarding (3)
- OS 107 - Employment Strategies (3)
- OS 125 - Word Processing/Word (3) *
- OS 133 - Spreadsheets/Excel (3) *
- OS 136 - Presentation Graphics/PowerPoint (3) *

Semester Total 15

Spring Semester

- OS 127 - Advanced Word Processing/Word (3) *
- OS 138 - QuickBooks (3)
- OS 142 - Contemporary Office Technology (3)
- OS 252 - Office Procedures (3)
- OS 253 - Records Management (3) **

Semester Total 15

Second Year, Fall Semester

- BUS 101 - Introduction to Business (3)
- BUS 120 - Business Mathematics (3)
  or
- ACC 108 - Business Accounting (3) #
- COM 100 - Oral Communication (3)
  or
- COM 108 - Communication in the Workplace (3)
  General Education Electives from the Approved List (6)

Semester Total 15

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- BUS 130 - Human Relations (3)
- ENG 103 - Composition I (3)
  or
- ENG 109 - Introduction to Technical Report Writing (3)
  Marketing/Management Elective (3) ##
  General Education Electives from the Approved List (6)

Semester Total 15

List of Approved General Education Electives

The Approved General Education Electives must include courses in at least two disciplines.

- ECO 160 - Introduction to Economics (3)
- ECO 260 - Principles of Macroeconomics (3)
- ECO 261 - Principles of Microeconomics (3)
- PHL 101 - Introduction to Philosophy (3)
- PHL 200 - Ethics (3)
- PLS 210 - International Relations (3)
- PSY 102 - Introduction to Psychology (3)
- PLS 240 - State and Local Government (3)
- SOC 170 - Introduction to Sociology (3)
- SOC 200 - Race and Ethnic Relations (3)

Note:

*MOS Certification option available

**MOS Outlook Certification option is available

ACC 108 Business Accounting (3) is offered in the spring semester.

Marketing /Management electives are any courses that have the prefix "MM"

OS 213 Administrative Assistant Certificate

Curriculum No. 213

A certificate program for students preparing for general office employment in business or government.

A minimum of 30 credit hours is required for this certificate.

Fall Semester

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- OS 101 - Beginning Keyboarding (3)
- OS 107 - Employment Strategies (3)
- OS 125 - Word Processing/Word (3) *

- OS 133 - Spreadsheets/Excel (3) *
- OS 136 - Presentation Graphics/PowerPoint (3) *

Total Credits: 15

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- OS 127 - Advanced Word Processing/Word (3) *
- OS 138 - QuickBooks (3)
- OS 142 - Contemporary Office Technology (3)
- OS 252 - Office Procedures (3)
- OS 253 - Records Management (3) **

Total Credits: 15
Note:
*MOS Certification option available
**MOS Outlook Certification option available

OS 445 Application Specialist Certificate
Curriculum No. 445
A certificate program providing training in marketable software application and employability skills. Students will have the opportunity to earn industry Microsoft Office Specialist (MOS) certifications.
A minimum of 15 credit hours is required for this certificate.

Certificate Requirements
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- OS 101 - Beginning Keyboarding (3)
- OS 107 - Employment Strategies (3)
- OS 125 - Word Processing/Word (3) *
- OS 133 - Spreadsheets/Excel (3) *
- OS 136 - Presentation Graphics/PowerPoint (3) *

Requirements Total 15
Note:
*MOS Certification option available

Business & Computer Technologies Transfer Pathways

Accounting, Administrative Professionals, Business, Finance, Marketing, and Operation and Information Management

Year One - Accounting, Business, Operations and Information Management, Finance, or Marketing Pathway
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement in MAT 150 and ENG 103.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HIS 220 - United States History to 1877 (3) **OR** Humanities Elective (IAI) (3)
- MAT 150 - College Algebra (4)

- MM 149 - Introduction to Marketing (3)
- PSY 102 - Introduction to Psychology (3)

Fall Semester Total Hours:18

Spring Semester
To Do List:
- Decide your emphasis. Meet with your advisor to discuss moving forward in Accounting, Business, Operations and Information Management, Finance, or Marketing.
- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
- BUS 256 - Business Law (3)
- ECO 260 - Principles of Macroeconomics (3)
- ENG 104 - Composition II (3)
- MAT 211 - Calculus for Business and Social Sciences (4)

Spring Semester Total Hours: 17

Accounting or Business or Operations Management Information Systems - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement in MAT 150 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HIS 220 - United States History to 1877 (3) **OR** Humanities Elective (IAI) (3)
- MAT 150 - College Algebra (4)
- MM 149 - Introduction to Marketing (3)
- PSY 102 - Introduction to Psychology (3)

Fall Semester Total Hours: 18

Spring Semester
To Do List:
- Decide your degree. Meet with your advisor to discuss moving forward in Accounting or Business.
- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1) **Or** Life Science Electives (IAI) (4)
- BUS 256 - Business Law (3)
- ECO 260 - Principles of Macroeconomics (3)
- ENG 104 - Composition II (3)
- MAT 211 - Calculus for Business and Social Sciences (4)

Spring Semester Total Hours: 17

Second Year, Fall Semester
To Do List:
- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ACC 121 - Financial Accounting (4)
- CIS 123 - Management Information Systems (3)

- COM 100 - Oral Communication (3)
- MAT 220 - Business Statistics (4)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)

Fall Semester Total Hours: 17

Spring Semester
To Do List:
- Apply for Graduation.

- ACC 122 - Managerial Accounting (4)
- ECO 261 - Principles of Microeconomics (3)
- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
  Fine Arts or Humanities Elective (IAI) (3)

Spring Semester Total Hours: 13

Accounting or Business or Business Marketing or Finance or Operation Management Information Systems - Transfer, A. S.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement in MAT 150 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Science degree.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information on transferring to other institutions.
- If your Math and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- HIS 220 - United States History to 1877 (3) **OR** Humanities Elective (IAI) (3)
- MAT 150 - College Algebra (4)
- MM 149 - Introduction to Marketing (3)
- PSY 102 - Introduction to Psychology (3)

Fall Semester Total Hours: 18

Spring Semester
To Do List:
- Decide your degree. Meet with your advisor to discuss moving forward in Accounting or Business or Business Marketing or Finance or Operation Management Information Systems.
- Meet with your advisor to plan your transfer.

- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1) **OR** Life Science Electives (IAI) (4)
- BUS 256 - Business Law (3)
- ECO 260 - Principles of Macroeconomics (3)
- ENG 104 - Composition II (3)
- MAT 211 - Calculus for Business and Social Sciences (4)

Spring Semester Total Hours: 17

Second Year, Fall Semester
To Do List:
- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ACC 121 - Financial Accounting (4)
- CIS 123 - Management Information Systems (3)
- COM 100 - Oral Communication (3)

- MAT 220 - Business Statistics (4)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)

Fall Semester Total Hours: 17

Spring Semester
To Do List:
- Apply for Graduation.

- ACC 122 - Managerial Accounting (4)
- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- ECO 261 - Principles of Microeconomics (3)
- PHS 120 - Introduction to Physical Geology (3) **OR** Physical Science Elective (IAI) (3)

Spring Semester Total Hours: 13

5. Education Pathways

The Education area of interest benefits students with an interest in teaching and childcare. Help develop knowledge and skills in individuals of all ages, through encouragement, support, creative thinking and collaboration.
Education Career Pathways - After finishing these pathways, you would start work right away.
Education Transfer Pathways - After finishing these pathways, you would continue on to get a bachelor's degree.

Year One - Early Childhood Education Pathway
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.

First Semester
To Do List:
- Meet with your advisor for Financial Aid information.
- If your placement scores require additional coursework, meet with your advisor to plan your pathway.

- CSD 101 - Career Planning (2)
- ECE 111 - The Developing Child (3)
- ECE 112 - Guiding Young Children (3)
- ECE 161 - Family-Community Relationships (3)
- ENG 103 - Composition I (3)
- MAT 101 - Topics in Mathematics (3)

First Semester Total Hours:17

Second Semester
To Do List:
- Decide your degree preference.
- Meet with your advisor to discuss moving forward with an A.A or A. A. S. Degree.

- COM 100 - Oral Communication (3)
- ECE 110 - Foundations of Early Child Ed (3)
- ECE 118 - Observe & Assess for Guidance (3)
- ECE 222 - Child Nutrition and Health (3)
- ECE 225 - Techniques & Curriculum Plans (4)

Second Semester Total Hours: 16

Education Career Pathways

Early Childhood Education

ECE 259 Early Childhood Education A.A.S.
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 childcare 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.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 62 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 101 - Career Planning (2)
- ECE 111 - The Developing Child (3)
- ECE 112 - Guiding Young Children (3)
- ECE 161 - Family-Community Relationships (3)
- ENG 103 - Composition I (3) **OR** ENG 109 - Introduction to Technical Report Writing (3)
- MAT 101 - Topics in Mathematics (3)

Fall Semester Total Hours:17

Spring Semester

- COM 100 - Oral Communication (3)
- ECE 110 - Foundations of Early Child Ed (3)
- ECE 118 - Observe & Assess for Guidance (3)
- ECE 222 - Child Nutrition and Health (3)
- ECE 225 - Techniques & Curriculum Plans (4)

Spring Semester Total Hours: 16

Second Year, Fall Semester
To Do List:

- Explore internships available by meeting with Career Services.

- ECE 220 - Fostering Creative Expression in Young Children (3)
- ECE 221 - Language of the Young Child (3)
- ECE 223 - Science/Mathematics in Early Childhood Education (3)
- PSY 102 - Introduction to Psychology (3)
  Early Childhood Education Elective (3)

Fall Semester Total Hours: 15

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- BIO 101 - Environmental Biology (3)
- ECE 272 - Play and Motor Development (3)
- ECE 280 - Early Childhood Education Practicum (4)
- PE 162 - First Aid and Emergency Response (3)
  Early Childhood Education Elective (3)

Spring Semester Total Hours: 16

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

- ECE 210 - The School-Age Child (3)
- ECE 211 - Facility Organization and Supervision (3)
- ECE 212 – Administration of Day Care Homes (3)
- ECE 224 – Exceptional Child (3)
- ECE 231 - Infant/Toddler Development (3)

ECE 475 Gateways ECE Level 2 Certificate
Curriculum No. 475
Students who complete the Gateways ECE Level 2 certificate will be equipped with the knowledge, skills and experience necessary to be an assistant teacher in a variety of early childhood programs. Upon completion of this certificate, students will be eligible to apply for the Gateways Early Childhood Education Credential Level 2 through Gateways to Opportunity.
A minimum of 19 credit hours is required for this certificate.

First Year
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

Fall Semester

- ECE 111 - The Developing Child (3)
- ECE 112 - Guiding Young Children (3)
- ECE 161 - Family-Community Relationships (3)
- ECE 222 - Child Nutrition and Health (3)

Total Credits: 12

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ECE 110 - Foundations of Early Child Ed (3)
- ECE 225 - Techniques & Curriculum Plans (4)

Total Credits: 7

ECE 477 Gateways ECE Level 3 Certificate
Curriculum No. 477
Students who complete the Gateways ECE Level 3 certificate will be equipped with the knowledge, skills and experience necessary to be a more effective assistant teacher in a variety of early childhood programs with children ranging in age from birth to age eight. Upon completion of this certificate, students will be eligible to apply for the Gateways Early Childhood Education Credential Level 3 through Gateways to Opportunity. This certificate requires 18 credits from the Level 2 ECE coursework as well as 9 credits of general education electives. Gainful employment information for certificates in the Early Childhood Education program can be found at www.kish.edu/ece.
A minimum of 31 credit hours is required for this certificate.

First Year, Fall Semester

- ECE 111 - The Developing Child (3)
- ECE 112 - Guiding Young Children (3)
- ECE 161 - Family-Community Relationships (3)
- ECE 222 - Child Nutrition and Health (3)
- General Education elective(s) (3)

Total Credits: 15

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ECE 110 - Foundations of Early Child Ed (3)
- ECE 118 - Observe & Assess for Guidance (3)
- ECE 225 - Techniques & Curriculum Plans (4)
- General Education elective(s) (6)

Total Credits: 16

Recommended General Education Electives:
Per Gateways to Opportunity requirements 9 semester hours of general education coursework must be completed, requirements are: any Math, English, and general education electives (Psychology, Sociology, Science etc.) These hours must be credit bearing and nondevelopmental 100+ level. The courses listed below are recommended, however any 9 credit hours that meet the Gateways requirements will be accepted.

- ENG 103 - Composition I (3)
- MAT 101 - Topics in Mathematics (3)
- MAT 201 - Mathematics for Elementary Teachers I (3)
- MAT 202 - Mathematics for Elementary Teachers II (3)
- PSY 102 - Introduction to Psychology (3)
- PSY 225 - Psychology of Childhood and Adolescence (3)
- SOC 170 - Introduction to Sociology (3)

Education Transfer Pathways

Early Childhood Education - Transfer, A. A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CSD 101 - Career Planning (2)
- ECE 111 - The Developing Child (3)

- ECE 112 - Guiding Young Children (3)
- ECE 161 - Family-Community Relationships (3)
- ENG 103 - Composition I (3)
- MAT 101 - Topics in Mathematics (3)

First Semester Total Hours:17

Second Semester
To Do List:
- Meet with your advisor to plan your transfer.

- COM 100 - Oral Communication (3)
- ECE 110 - Foundations of Early Child Ed (3)
- ECE 118 - Observe & Assess for Guidance (3)
- ECE 222 - Child Nutrition and Health (3)
- ECE 225 - Techniques & Curriculum Plans (4)

Second Semester Total Hours: 16

Third Semester
To Do List:
- Apply to transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 282 - Introduction to the Visual Arts (3)
- BIO 101 - Environmental Biology (3) **and** BIO 102 - Environmental Biology Laboratory (1)
  Early Childhood Education Elective (3)
- ENG 104 - Composition II (3)
- PSY 102 - Introduction to Psychology (3)

Third Semester Total Hours: 16

Fourth Semester
To Do List:
- Apply for Graduation.

- ENG 215 - Children's Literature (3) **OR** Humanities Elective (IAI) (3)
- PHS 130 - Introduction to Astronomy (3) **OR** Physical Science Elective (IAI) (3)
- PSY 225 - Psychology of Childhood and Adolescence (3)
- SOC 170 - Introduction to Sociology (3)
  Fine Arts or Humanities Elective (IAI) (3)

Fourth Semester Total Hours: 15

Elementary Education - Transfer, A.A.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into college-level English and mathematics courses.
A minimum of 64 credit hours are required for the Associate in Arts degree.

First Semester
To Do List:
- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- BIO 103 - General Biology (3) **and** BIO 105 - General Biology Laboratory (1)
- CSD 101 - Career Planning (2)
- EDU 201 - Introduction to Education (3)
- ENG 103 - Composition I (3)

First Semester Total Hours:15

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- EDU 107 - Introduction to Special Education (3)
- ENG 104 - Composition II (3)
- MAT 150 - College Algebra (4)
- PLS 140 - Introduction to American Government and Politics (3)
- PSY 102 - Introduction to Psychology (3)

Second Semester Total Hours: 16

Third Semester
To Do List:

- Apply to transfer institution of your choice.

- COM 100 - Oral Communication (3)
- GEO 202 - Human Geography (3)
- MAT 201 - Mathematics for Elementary Teachers I (3)
- PE 250 - Physical Education for Children (3)
- PHS 130 - Introduction to Astronomy (3)
- PSY 225 - Psychology of Childhood and Adolescence (3)

Third Semester Total Hours: 18

Fourth Semester
To Do List:

- Apply for Graduation

- EDU 282 - Clinical Experiences in Education (1)
- ENG 215 - Children's Literature (3)
- HIS 220 - United States History to 1877 (3) **OR** HIS 222 - United States History Since 1877 (3)
- MAT 202 - Mathematics for Elementary Teachers II (3)
- PHS 120 - Introduction to Physical Geology (3)
- PSY 210 - Educational Psychology (3)

Fourth Semester Total Hours: 18

6. Health Sciences Pathways

The Health Sciences area of interest focuses on programs in the in-demand health care industry. Learn life-saving practices, patient care, clinical duties and many other applications for physical and mental wellbeing.
After finishing these pathways, you would start work right away.

Emergency Medical Services

EMS 456 EMS Paramedic, A.A.S.
The Emergency Medical Services program is composed of professional and general education courses. The purpose of this program is to provide course work specialization in the vital field of Emergency Medicine, while upon successful completion obtaining either an EMT Certificate, a Paramedic Certificate or articulating into the A.A.S Paramedic Degree. The type of jobs available to the EMT/Paramedic include not only municipality emergency services, but also private ambulance services, public sports arenas, airports, Community Paramedicine and a variety of other settings.
The Kishwaukee College / KishHealth EMS System Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158 • Clearwater, FL 33763
www.caahep.org
To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312 • Rowlett TX 75088
(214) 703-8445 • FAX (214) 703-8992 • www.coaemsp.org

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

1. Students must be 18 years or older by the course completion and have a High School diploma or equivalency.
2. Students must have a background check by a Fingerprint Vendor agency licensed by the Illinois Department of Financial and Professional Regulation (IDFPR), for live scan fingerprinting pursuant to the Illinois Uniform Conviction Information Act (UCIA). The live Scan fingerprinting done pursuant to the UCIA will be done for the purpose of determining if you have a criminal conviction in the State of Illinois; and the response from the Illinois State Police (ISP) will be sent directly to the requestor listed below.
3. Students are required to have immunizations, a flu shot, TB testing, drug testing as listed on our application checklist on the Kishwaukee College website. These are subject to change based on the requirements of our clinical sites and/or IDPH requirements.
4. Students are required to prove reading competency at college level by qualifying for ENG 103 or ENG 109 as listed in the college placement testing procedure. Any student placing below college level competency will be evaluated by the program staff on an individual basis.
5. All students must show proof of current health insurance.

Requirements for consideration for admission into the Paramedic Program include the above in addition to the following:

1. Must hold a current State of Illinois EMT license or Advanced EMT license, one year EMT experience recommended.
2. Must successfully pass a written entrance exam based on the EMT National Curriculum.
3. All students must complete a physical exam to be completed after acceptance into the program.
4. Must complete and submit a KCEMS Paramedic program application located on the Kishwaukee College Emergency Medical Services website.
5. Must complete a personal interview with course instructor and/or program director.

Curriculum No. 456
This degree program is designed to take the student through the entire process of licensure for a career in EMS and complete an Associate in Applied Science degree. In the ever changing world of EMS, a degree has become the expected standard by many employers. This program provides that resume building feature, while still focusing building the basic knowledge needed for state or national certification/licensing.
A minimum of 69 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- EMS 107 - Basic Emergency Medical Technician (7)
- ENG 103 - Composition I (3)
- HIT 216 - Medical Terminology I (3)

Total Credits: 13

Spring Semester

- BIO 109 - Human Biology (3)
- BIO 110 - Human Biology Laboratory (1)
- CIS 101 - Introduction to Computers (3)
  OR
- Approved Elective (3)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)
- PSY 102 - Introduction to Psychology (3)

Total Credits: 13

Second Year
Fall Semester

- EMS 210 - Paramedic Module I (11)
- EMS 220 - Paramedic Module I Clinical (4)

Total Credits: 15

Spring Semester

- EMS 211 - Paramedic Module II (12)
- EMS 221 - Paramedic Module II Clinical (5)

Total Credits: 17

Summer Term, Second Year
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- EMS 212 - Paramedic Module III (6)
- EMS 222 - Paramedic Module III Clinical (5)

Total Credits: 11

EMS 457 Paramedic Certificate
Curriculum No. 457
This certificate prepares the student for licensure/certification as a Paramedic. It allows the student to focus on the classes required to take the state/national exams.
All requirements for Paramedic A.A.S. 456 also apply to this certificate.
A minimum of 43 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- EMS 210 - Paramedic Module I (11)
- EMS 220 - Paramedic Module I Clinical (4)

Total Credits: 15

Spring Semester

- EMS 211 - Paramedic Module II (12)
- EMS 221 - Paramedic Module II Clinical (5)

Total Credits: 17

Summer Term
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.
- EMS 212 - Paramedic Module III (6)
- EMS 222 - Paramedic Module III Clinical (5)

Total Credits: 11

EMS 458 EMT Certificate
Curriculum No. 458
This certificate prepares the student for licensure/certification as an EMT. It focuses on the basic life support knowledge and skills necessary to practice as an EMT. Kishwaukee College clinical partners require a criminal background check, drug screen, proof vaccinations and health insurance, and physical exam. Specifics regarding these requirements will be covered in the first class session.
A minimum of 7 credit hours is required for this certificate.

Certificate Requirements
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.
- EMS 107 - Basic Emergency Medical Technician (7)

Total Credits: 7

Esthetics

EST 450 Esthetics Certificate
Curriculum No. 450
The Esthetics certificate is designed to prepare an individual to become a Licensed Esthetician, also known as a Skin Care Specialist. This program meets the requirements of the Illinois Department of Financial and Professional Regulation (IDFPR) and graduates will be eligible to sit for the exam approved by the IDFPR to become a Licensed Esthetician in the State of Illinois. The program includes the study of scientific concepts, ethics, business practices, and the theory and application of esthetics technology. An on-campus clinical experience is included.
Favorable physical exam, criminal background check, drug screen, TB screening and signed student handbook agreement are required upon admission.
ADMISSION CRITERIA to apply to the program, applicants must meet the following criteria:
1. Be a minimum of 16 years of age.
2. Successfully pass with a "C" grade or better in the following courses: EST 100, Introduction to Esthetics; HLT 122, Introduction to Nutrition; and PE 162, First Aid and Emergency Response. Co-enrollment in some course may be permissible with the department/coordinator consent.
3. Send official transcripts from all high school, colleges and universities attended to the Admissions Office at Kishwaukee College, 21193 Malta Road, Malta, IL 60150. Official evidence of GED (if applicable) must also be on file in the Student Services Office.
After meeting the above requirements:
4. Complete the Esthetics Certificate Program application for admission. Application forms are available from the Coordinator of Allied Health Programs and will be available to students taking EST 100. Applications should be submitted to the Coordinator of Allied Health Programs before June 1 of each year. If space is available after June 1, applications will be considered on a rolling basis.
Esthetics Program Admissions Process: The Esthetics Program is a limited admission program. Review of all admission criteria will be conducted by college staff. Upon completion of that review, students will be divided into two categories:
1. Students who have completed ALL admission criteria will be considered first.
2. Students who have completed some admission criteria and/or some required program coursework but have not completed all will be considered next.
Up to 12 students will be selected for the program and other qualified applicants will be placed on a waitlist.
Overall GPA may be used as an admission criterion if the number of applicants exceeds the spots available.
If selected for admission, students will be accepted provisionally provided that the following documentation is sent to the Coordinator of Allied Health Programs by August 1.
1. Receive a physical exam from a Physician and submit the Pre-Entrance Medical Form.
2. Receive a favorable criminal background check.
3. Receive favorable drug screen and TB tests.
4. Submit signed student handbook agreement.
Students must earn a "C" or higher grade in all courses required for completion of the Esthetics certificate.
A minimum of 33 credit hours is required for this certificate.

Preadmission
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- EST 100 - Introduction to Esthetics (1)
- HLT 122 - Introduction to Nutrition (1)
- PE 162 - First Aid and Emergency Response (3)

Total Credits: 5

Fall Semester
* EST 110 and EST 111 must be taken together.

- TPM 112 - Anatomy/Physiology Comp Health (5)
- EST 110 - Esthetics Procedures I (4) *
- EST 111 - Esthetics Clinical (3) *
- HIT 216 - Medical Terminology I (3)

Total Credits: 15

Spring Semester
** EST 120 and EST 121 must be taken together.
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

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

Total Credits: 13

Health Information Technology

HIT 274 Medical Billing and Coding Certificate
Curriculum No. 274
This certificate program will provide students with the skills needed to complete, file, and respond to medical insurance forms and reports. Students will also learn the skills needed for maintaining appropriate medical office standards and systems, medical insurance processing, and coding procedures. The program is based on certification testing administered by the American Health Information Management Association, the American Academy of Professional Coders, and the experiences of a registered health information administration supervising medical coders. Potential employers include medical offices, healthcare facilities, and insurance companies.
A minimum of 29 credit hours is required for this certificate.
Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- HIT 115 - Introduction to Medical Coding (3)
- HIT 216 - Medical Terminology I (3)
- HIT 223 - Pharmacology and Lab Medicine (3)
- TPM 112 - Anatomy/Physiology Comp Health (5)

Total Credits: 14

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- HIT 218 - Medical Office Procedures (3)
- HIT 219 - Medical Terminology II (4)
- HIT 220 - Health Insurance Billing (2)
- HIT 221 - Medical Coding I (3)
- HIT 222 - Medical Coding II (3)

Total Credits: 15

Medical Assistant

MA 408 Medical Assistant Certificate
Curriculum No. 408
This certificate program prepares students for entry-level careers in physician's offices, clinics, and other medical settings. Students who complete this program will have the knowledge and skills necessary to perform clinical techniques including sterilizing and maintaining equipment, obtaining vital signs and medical histories, examining room procedures, performing routine laboratory procedures, the correct techniques for administering medication and other daily operations in a clinical setting.
A minimum of 28.5 credit hours is required for this certificate.
First Year
Fall Semester
Kishwaukee College clinical partners require a criminal background check drug screen, proof vaccinations and health insurance, and a physical exam. Specifics regarding these requirements will be covered in the first class session.

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- HIT 216 - Medical Terminology I (3)
- MA 120 - Anatomy and Physiology for MA (5)
- MA 135 - Medical Law & Ethics (2)
- MA 140 - MA Clinical Procedures I (5)

Total Credits: 15

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- MA 130 - Medical Office Administration (5)
- MA 230 - MA Clinical Procedures II (5)
- MA 233 - MA Clinical Externship (2.5)
- MA 237 - MA Externship Seminar (1)

Semester Total: 13.5

Nursing

NUR 366 Registered Nursing Degree, A.A.S.
Curriculum No. 366

**This nursing education program is accredited by the Accreditation Commission for Education in Nursing.*

This degree program prepares students to deliver high-quality, safe and cost-effective health care as a Registered Professional Nurse. Registered Professional Nursing is governed by the State of Illinois Nurse Practice Act 2007. It is designed to prepare the entry-level professional nurse to sit for the licensing examination for professional nurses (NCLEX-RN) after graduation. The Registered Professional Nurse advocates for patient safety through use of evidence- based practice, team work, ethics, technology and a focus on continuous quality improvement. The curriculum includes theory in communications, science and behavioral sciences as well as nursing. The Kishwaukee College Nursing Program curriculum utilizes the Quality and Safety Education for Nurses (QSEN) Institute competencies to provide an organizing framework for curriculum content.

The QSEN competencies include:

- Patient-centered care
- Teamwork and Collaboration
- Evidence-based Practice
- Quality Improvement
- Safety
- Informatics

A vital component of the curriculum is the supervised clinical experience provided in area hospitals and community agencies. The newly remodeled facilities which include classrooms, nursing labs, and a high fidelity simulation lab located within the Terry and Sherrie Martin Health Career Wing, provide a quality environment for learning in the 21st century.

Interested individuals should attend an information meeting or contact the Director of Nursing for complete admission, selection, re-entrance, and graduation requirements. Program information is available online and in Student Services.

Specific policies, retention and promotion criteria and graduation requirements are included in the Nursing Student Handbook. A copy of the handbook is available on the College's website www.kish.edu.

Admission Criteria

Enrollment in the Associate Degree Nursing (ADN) Program is limited to clinical site capacity. The Nursing Program typically admits 50 students in the Fall semester to start in the following Spring and 40 students in the Spring semester to start in the following Fall semester. All applications are evaluated without discrimination with regard to age, race, sex, creed, national origin, or disability.

A variable tuition rate per credit hour in addition to the standard tuition rate will be applied to all nursing courses in the ADN program which was effective January 2015.

Kishwaukee College welcomes all qualified applicants to apply to the nursing program between February 1st and 28th for a Fall admission and between September 1st and 30th for a Spring admission. Applications are available at information meetings, online, or in the kiosk outside of the Health Sciences Division office. Students within the Kishwaukee College district who meet all admission requirements are given priority to out of district applicants.

Admission to the Nursing Program is limited to a select cohort of students per semester; if applications exceed available spots available, qualified applicants will be placed on a waitlist. Application submissions should include all elements listed below in a sealed envelope with the applicant's full name and Kishwaukee College ID number on the outside. Applications may be mailed or placed in the Health Sciences Division locked drop box outside of office B1222.

Prior to applying, attendance at a Nursing Program information session is recommended. Please check the website at www.kish.edu/nursing for dates, times and to fill out the registration form.

Admission Process

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

1. Submit a completed Kishwaukee College admissions form to the Admissions Office, if not already enrolled as a Kishwaukee College student.
2. Submit official documentation of a high school diploma, high school equivalency certificate, and all other college/university transcripts and transfer credit to the Admissions Office.
3. Submit the Nursing program application and three completed reference forms to the Health Sciences Division Office after all requirements and pre-requisites have been completed OR while in the final semester of required pre-admission coursework.

Requirements to apply for the Nursing program include:

a. Completion of BIO 103 and BIO 105 with grades of "B" or higher in the last five years. Students who have completed BIO 258/BIO 259 with grades of "C" or higher within the last five years may waive this requirement. If a student has not completed a Biology course within the last five years, they should meet with an academic advisor on which course(s) would be the best fit.
b. Completion of COM 100 or similar transferrable college course with a grade of "C" or higher.
c. Completion of ENG 103 or similar transferrable college course with a grade of "C" or higher.
d. Completion PSY 102 or similar transferable college course with a grade of "C" or higher.
e. Completion of a Tier 1 college level Math course, similar transferrable college course, higher level college math with a "C" or higher or appropriate placement scores. Math courses expire after five years. Placement scores expire after three years. Please consult with Advising on how to best meet this requirement.
f. Overall College GPA (Kishwaukee College and other transfer colleges) of 2.5 or above in all college level coursework.
g. ATI TEAS (Test of Essential Academic Skills) Testing with a minimum composite score of 60.0%.

ATI TEAS Testing Information

Testing includes the areas of Reading, English, Math and Science. The testing link is located on the Kishwaukee College Testing Center website. Testing is scheduled through the ATI testing website and requires pre-registration. Students are encouraged to test at Kishwaukee College. Students who are unable to take the test at Kishwaukee may test remotely or at another College but must submit scores officially through ATI. Testing sessions will be scheduled on the Kishwaukee College campus regularly, typically every 2 months. School policy is that students may test once every 60 days. TEAS test results are valid for program admission for two years from the date of the exam. The current cost is $92 if taken through Kishwaukee College, and $120 if taken remotely through ATI; these fees are subject to change. Study guides are available for an additional cost at www.atitesting.com

Selection Process

Review of all applications will be conducted within two weeks of the end of each application period, unless otherwise publicized. Upon completion of that review, students will be divided into two categories:

1. Students who have completed ALL admission criteria will be considered first.
2. Students who have completed some admission criteria and/or some required program coursework but have not completed all will be considered next. This includes students who are currently completing required pre-admission coursework or have not yet received a 60% or higher on the TEAS exam.

Within each category, student applications will then be ranked using the following items to provide an overall score:

1. GPA in required Nursing pre-admission courses
2. TEAS test score
3. Quality of references received

Applicants may choose to complete all coursework required of the AAS degree in Nursing as part of the application process. Specifically, this includes courses BIO 258, BIO 259, BIO 213, and PSY 280. Applicants who have completed these courses program may receive additional consideration as part of the selection process. All Kishwaukee College course work must be maintained at a 2.0 GPA or above after completing the first semester of nursing if admitted.

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 2.0 GPA must be maintained in all Kishwaukee College courses once the transfer student enters Kishwaukee College.

Satisfactory completion of pre-nursing course work and first year course work as outlined below is required for Level II status. Level II status is necessary for enrollment in NUR 226, NUR 227, NUR 239, NUR 249 and NUR 262.

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

A minimum of 66 credit hours are required for this Associate in Applied Science degree.

Pre-Nursing Course Work

To Do List:

- Apply to the Nursing Program.
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.
- Complete the following Courses:

- BIO 103 - General Biology (3)
- BIO 105 - General Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3)

Total Credits: 13

First Year, First Semester

- BIO 258 - Anatomy and Physiology I (4)
- NUR 117 - Fundamentals of Nursing (6-7*) *
- NUR 123 - Orientation to Pharmacology (1)
- PSY 280 - Life-Span Human Development (3)

Semester Total 14-15

Second Semester

- BIO 259 - Anatomy and Physiology II (4)
- NUR 168 - Adult Health Nursing I (4-5*) **
- NUR 169 - Adult Health Nursing II (4-5*) **

Semester Total 13-14

Second Year, First Semester

- BIO 213 - Introductory Microbiology (4)
- NUR 226 - Maternal Child Health Nursing (4-5*) **
- NUR 227 - Pediatric Health Nursing (4-5*) **

Semester Total 12-13

Second Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- NUR 239 - Adult Health Nursing III (5)
- NUR 249 - Mental Health Nursing (5)
- NUR 262 - Professional Nursing (1)

Semester Total 11

Note:
*Only CNA's may be eligible to register for reduced credit.
**Only LPN's may be eligible to register for reduced credit

NUR 310 Basic Nurse Assisting Certificate
Curriculum No. 310

This program satisfies the Illinois Department of Public Health requirements for employment in long-term health care facilities, plus home health and acute care facilities. Information regarding admission may be obtained by contacting the Basic Nurse Assisting (BNA) Coordinator. Gainful employment information for certificates in the Nursing program can be found at www.kish.edu/nursing. All students successfully completing the course must take and pass the "hands-on" skills and written, state approved, competency evaluation. With successful passing, the student's name is placed on the nurse assistant state registry for employment. Illinois statute requires all new nurse aides to have a criminal fingerprint background check before their names can be added to the nurse aide registry. This check is completed prior to or during the course enrollment. All entering students are required to have a drug test and required immunizations for clinical. Further information is available through the Basic Nurse Assisting (BNA) Coordinator.

Admission:

1. Students are required to complete one of the following: Accuplacer Reading score of 233 or ENG 089 with a grade of "C" or higher.
2. Be at least 16 years of age.
3. Must have a Social Security card.
4. Students must apply for graduation in the Student Services Office by the deadline listed in the applicable semester's schedule booklet. No graduation fee is required.

A minimum of 7 credit hours is required for this certificate.
Required
A student must complete the course with a minimum "C" grade or higher.

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- NUR 100 - Basic Nurse Assistant Training (7**)

NUR 466 Licensed Practical Nursing, Certificate

Admission Criteria

The Licensed Practical Nursing Certificate, Curriculum No 466, is an option for students accepted into the Kishwaukee College ADN program to earn their LPN (Licensed Practical Nurse) credential and practice in Illinois, after successful completion of the NCLEX-PN exam. The certificate builds on previous knowledge gained through previous nursing courses and will focus on select topics related to adults, community, and mental health.

Admission Criteria

The Licensed Practical Nursing certificate program (LPN) admits up to 20 students each summer from students who have successfully completed the first two semesters of the Registered Nursing program, Curriculum 366.
Please see admission requirements under Nursing A.A.S., curriculum no. 366
Kishwaukee College does not have a "stand alone" LPN program; this program is designed for students admitted to the Nursing A.A.S. 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. As part of the program, students will focus on the scope of practice of the LPN and understanding and preparing for the NCLEX-PN exam. A vital component of the curriculum is the supervised clinical experience provided in area hospitals and community agencies.

Retention

The NUR 206 Licensed Practical Nursing Essentials course must be completed within two years of admission to the Registered Nursing Program. Students who do not complete the nursing program within the specified time frame are required to repeat all nursing courses for credit. A 2.5000 GPA must be maintained in all Kishwaukee College courses once the student enters Kishwaukee College.
Curriculum No. 466
Licensed Practical Nursing is governed by the State of Illinois Nurse Practice Act of 2024. The program curriculum for NUR 466 Licensed Practical Nursing Certificate can be an endpoint for the student or can be utilized as the first year towards Registered Nursing, A.A.S. Degree at Kishwaukee College. Because of the nature of the Practical Nursing Certificate program, students interested in a Licensed Practical Nursing certificate must meet the admission and selection criteria and curriculum requirements for the first year of the Registered Nursing associate in applied science degree program. The additional six semester hours of course work (NUR 206 Practical Nursing Essentials) required for the Licensed Practical Nursing certificate will be offered in the summer.
Upon successful completion of NUR 206 Licensed Practical Nursing course work, the graduate is eligible to take 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, 2.) in complex nursing situations, to assist the registered nursing in a close working relationship. The licensed practical nurse provides nursing care under the supervision of a registered nurse or licensed physician.
46-47 credit hours is required for this certificate.
Pre-Nursing Coursework

To Do List:

- Apply to the Nursing Program.
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.
- Complete the following Pre-Entrance Course Requirements:

- BIO 103 - General Biology (3)
- BIO 105 - General Biology Laboratory (1)
- COM 100 - Oral Communication (3)
- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3)

Total Credit Hours: 13

First Semester

- BIO 258 - Anatomy and Physiology I (4)
- BIO 259 - Anatomy and Physiology II (4)
- NUR 117 - Fundamentals of Nursing (6-7*)
- NUR 123 - Orientation to Pharmacology (1)
- PSY 280 - Life-Span Human Development (3)

First Semester Total Hours: 14-15

Second Semester

- BIO 259 - Anatomy and Physiology II (4)
- NUR 168 - Adult Health Nursing I (4-5*)
- NUR 169 - Adult Health Nursing II (4-5*)

Second Semester Total Hours: 14

Summer Term

To Do List:

- Apply to Graduate from the LPN program.
- Meet with Career Services for resume and job placement assistance.

- NUR 206 - Practical Nursing Essentials (5)

Summer Term Total Hours: 5

* CNA's maybe eligible to register for 6 credit hours. See Director of Nursing.

Radiologic Technology

RA 222 Radiologic Technology, A.A.S.
Curriculum No. 222

The radiologic technology degree program is composed of professional and general education courses. The professional radiology theory, positioning methods, image assessment and patient care courses are taught concurrently with clinical practicum courses offering the student the opportunity to apply principles and skills as they are learned. Throughout the six terms of the program, students will be scheduled at more than one of the following clinical education sites: Northwestern Medical (Kishwaukee Hospital), DeKalb; Rochelle Community Hospital, Rochelle; Rush-Copley Medical Center, Aurora; Northwestern Medicine Sycamore Gateway Drive, Sycamore; OSF St. Anthony Medical Center, Rockford; Fox Valley Orthopedics, Geneva and Yorkville; and Ascesion Mercy, Aurora.

Upon completion of the Associate in Applied Science degree program the student is prepared to practice as a professional general diagnostic radiographer and to sit for the American Registry of Radiologic Technology national certification examination.

Program Mission

The mission of the Kishwaukee College Associate Degree Radiography Program is to prepare the student to obtain their licensure to practice Entry- Level Diagnostic medical radiography. The Program is supported by State of the Art Academic and clinical experiences as well as knowledgeable faculty and clinical instructors.

Program Goals

1. Students will demonstrate competence in clinical procedures. Outcomes:
    - Students will demonstrate skill in patient positioning
    - Student will demonstrate skill in technique selection
    - Students will provide appropriate care to all patients
    - Students will practice radiation protection
2. Students will communicate effectively. Outcomes:
    - Students will communicate effectively with patients in the clinic
    - Students will communicate effectively with staff, supervisors, physicians and others in the clinical setting
    - Students will demonstrate effective oral communication skills
    - Students will demonstrate effective written communication skills
3. Students will use critical thinking and problem-solving skills. Outcomes:
    - Students will determine modifications of standard procedures to meet patients' needs
    - Students will determine appropriate exposure techniques and modify those techniques for different situations
    - Student will evaluate images for quality and make necessary adjustments

4. Students will evaluate the importance of professionalism and professional development. Outcomes:
- Students will demonstrate the value of professionalism and professional development
- Students will exhibit professional behavior
- Students will demonstrate the values and ethics of a professional radiographer.

Assessment of these goals is a continuous process conducted from one to several times annually. Input for analysis is solicited from all communities of interest, both internal and external. Goal monitors, benchmarks, and records of outcomes analyses are available upon request.

I. Admission Criteria
Enrollment in the Radiologic Technology Program is limited to clinical site capacity. All applications are evaluated without discrimination with regard to age, race, sex, creed, national origin, or disability.

A variable tuition rate per credit hour in addition to the standard tuition rate will be applied to all radiologic technology courses for students admitted as of Fall 2016.

Admission into the Kishwaukee College Radiologic Technology Program requires the applicant to complete the following for submission of records:

1. Official documentation of a high school diploma or high school equivalency certificate.
2. Official documentation of college/university transfer credit must be completed and submitted to Student Services Office.
3. Submit a completed Kishwaukee College admissions form to the Student Services Office.
4. Submit the Radiologic Technology program application and required essay (essay criteria outlined in application) to the Program Director. Applications can be submitted between December 1 through January 6 each year. Details regarding where and how to submit the application will be detailed annually on the program application.
5. Provide three written character references. References related healthcare employment or experiences are preferred.
6. Demonstrated readiness for college-level Math, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. Appropriate mathematics course grades must be a "C" or higher and expire after five (5) years; placement scores expire after three (3) years. Please see an academic advisor for details on how to meet this requirement.
7. Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. Appropriate English course grades must be a "C" or higher. Please see an academic advisor for details on how to meet this requirement.
8. ATI-TEAS (Test of Essential Academic Skills) test composite score of 60%; test scores expire after 2 years.
   ATI TEAS Testing Information
   Testing includes the areas of Reading, English, Math and Science. The testing link is located on the Kishwaukee College Testing Center website. Testing is scheduled through the ATI testing website and requires pre-registration. Students are encouraged to test at Kishwaukee College. Students who are unable to take the test at Kishwaukee may test remotely or at another College but must submit scores officially through ATI. Testing sessions will be scheduled on the Kishwaukee College campus regularly, typically every 2 months. School policy is that students may test once every 60 days. TEAS test results are valid for program admission for two years from the date of the exam. The current cost is $92 if taken through Kishwaukee College, and $120 if taken remotely through ATI; these fees are subject to change. Study guides are available for an additional cost at www.atitesting.com
9. Documentation of Kishwaukee or transferable institution credit of BIO 103 and BIO 105 with a "C" or higher grade.
10. Attendance of a Radiology Program information session is strongly encouraged.
11. OFFICIAL high school transcript, high school equivalency certificate, and college transcripts from all schools attended other than Kishwaukee College, must be submitted to: Kishwaukee College, Student Services Office, 21193 Malta Road, Malta, IL 60150-9699. Official documentation of completion of all admission criteria must be received before the applicant will be considered for admission.
12. Cumulative college/university GPA of 2.7 or higher.

II. Finalizing Admission
1. An admissions committee consisting of at least three individuals including the Division Dean (or administrative designee), Program Faculty, and a Student Services representative will evaluate the completed application, essay, and transcripts. Each committee member will use a consistent rubric in their review of the submitted materials.
2. Applicants that meet the academic and essay criteria will be awarded provisional admission. Candidates will receive written notification of provisional admissions status based on available space. Qualified applicants may also be placed on the program waitlist.
3. Kishwaukee College affiliating agencies require criminal background checks and drug screens for all accepted students. Background checks must be favorable to proceed. The radiography program follows the federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreational or medical. Students who have a positive marijuana drug test will be dismissed from the program. The radiography program and clinical affiliates reserve the right for randomized drug testing.

4. Students who have been accepted into the radiography program are required to take a physical exam by a licensed physician. The students who are deemed to have restrictions by a physician should request a review of their situation with the Program Director and Division Dean (or administrative designee) to investigate if reasonable and acceptable accommodations are available. The program will determine the status of each student in July prior to the program start date.

III. Required Characteristics of Student Radiographers

In order to understand the theoretical principles and perform the duties of a diagnostic radiographer, the student must possess the following characteristics:

1. Ability to interact and communicate effectively with widely diverse groups of people;
2. Knowledge of basic grammar, writing, and spelling skills;
3. Understand the basic fundamentals of mathematics, including algebra and geometry;
4. Ability to read college level textbooks;
5. Solid understanding of fundamental physical and biological sciences;
6. Ability to listen and follow directions accurately and precisely;
7. Desire and ability to work with people of all ages and physical conditions;
8. Interest in working with mechanical and electronic equipment, including computers;
9. Desire to work in a medical setting with patients in various states of illness or trauma;
10. Ability to work under stressful situations;
11. Ability to walk, stand, bend, stoop, and lift up to 25 lbs;
12. Good eye-hand coordination and manual dexterity;
13. Normal or corrected vision and hearing;
14. Average tactile sensitivity;
15. Ability to stand and walk for long periods of time without a break.

Retention

Completion with a grade of "C" or higher of all previous semester radiologic technology courses is required for enrollment in subsequent semester radiologic technology courses. BIO 258 - Anatomy and Physiology I (4) and BIO 259 - Anatomy and Physiology II (4), must be completed with a "C" or higher grade, by the end of the second semester for continued enrollment in Radiologic Technology.

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

A minimum of 69 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- BIO 258 - Anatomy and Physiology I (4)
- RA 100 - Radiographic Imaging I (2)
- RA 101 - Patient Care Techniques (2)
- RA 102 - Radiographic Positions and Procedures I (5)
- RA 104 - Clinical Practicum I (3)
- RA 105 - Medical Terminology for Radiography (1)

Semester Total 17

Spring Semester

- BIO 259 - Anatomy and Physiology II (4)
- RA 111 - Radiographic Imaging II (3)
- RA 112 - Radiographic Positions and Procedures II (5)
- RA 114 - Clinical Practicum II (3)

Semester Total 15

Summer Term

- RA 122 - Radiographic Positions and Procedures III (1.5)
- RA 124 - Clinical Practicum III (4.5)

Semester Total 6

Second Year, Fall Semester

- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3)

- RA 204 - Advanced Clinical Practicum I (5)
- RA 205 - Radiographic Image Evaluation (2)
- RA 220 - Radiation Physics (3)

Semester Total 16

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- ENG 104 - Composition II (3)
  OR
- ENG 109 - Introduction to Technical Report Writing (3)
  OR
- COM 100 - Oral Communication (3)
- RA 221 - Radiation Biology (2)
- RA 222 - Advanced Radiology Procedures (3)
- RA 224 - Advanced Clinical Practicum II (5)
- RA 225 - Radiographic Pathology (2)

Semester Total 15

Therapeutic Massage

TPM 444 Therapeutic Massage Certificate
Curriculum No. 444
The certificate in therapeutic massage is designed to prepare an individual to become a professional massage therapist. This program meets the entrance requirements for the Massage and Bodywork Licensing Exam (MBLEx). The program includes the study and practice of various massage techniques, anatomy, physiology, kinesiology and on-campus clinical experience.
Favorable criminal background check, drug screen, or TB screening are required before starting clinical requirements (TPM 140).
Students interested in Kishwaukee College's Therapeutic Massage should:
1. be a minimum age of 18.
2. Send high school graduate transcript or high school equivalency certificate to the Student Services Office at Kishwaukee College, 21193 Malta Road, Malta, IL 60150.
3. Send official transcripts from all colleges/universities attended to the Student Services Office at Kishwaukee College, 21193 Malta Road, Malta, IL 60150.
Signed student handbook agreement is required the first day of class.
Students must earn a "C" or higher grade in all courses required for completion of the Therapeutic Massage Certificates.
A minimum of 29.5 credit hours is required for this certificate.

Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- TPM 112 - Anatomy/Physiology Comp Health (5)
- TPM 110 - Massage Techniques I (4)
- HIT 216 - Medical Terminology I (3)

Total Credits: 12

Spring Semester

- TPM 114 - Musculoskeletal System (3)
- TPM 120 - Massage Techniques II (4)
- TPM 124 - Business Practices and Ethics (3)
- TPM 140 - Massage Clinical (0.5)
- TPM 109 - Pathology (2)

Total Credits: 12.5

Summer Term
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- TPM 130 - Massage Techniques III (4)
- TPM 140 - Massage Clinical (0.5)
- TPM 145 - Ther Massage Licensure Seminar (.5)

Total Credits: 5

Fast Track Programs (see page 198)

Dental Assistant
Sterile Processing Technician
Pharmacy Technician
Phlebotomy Technician

7. Public, Social & Behavioral Sciences Pathways

The Public, Social & Behavioral Sciences area of interest focuses on the individual and society. Developing an understanding of human behavior, cognition, relationships, and cultures provides an opportunity for several different career paths.
After finishing these pathways, you would start work right away.

Criminal Justice

CRJ 228 Criminal Justice - General, A.A.S.
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.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:
- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CRJ 101 - Introduction to Criminal Justice (3)
- CRJ 107 - Criminal Law I (3)
- CRJ 109 - Traffic Law Enforcement (3)
- ENG 103 - Composition I (3)
  OR
- ENG 109 - Introduction to Technical Report Writing (3)
- Elective from list (3)

Total Credits: 15

Spring Semester
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)
- CRJ 119 - Criminal Justice Administration (3)
- CRJ 151 - Narcotics and Drug Enforcement (3)
- CRJ 160 - Field Report Writing (3)
- SOC 170 - Introduction to Sociology (3)

Total Credits: 15

Second Year, Fall Semester
- CRJ 152 - Community Oriented Policing (3)
- CRJ 201 - Criminal Investigation (3)
- CRJ 221 - Constitutional Law for Police (3)
- CRJ 250 - Criminalistics I (3)
- PSY 102 - Introduction to Psychology (3)

Total Credits: 15

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

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

Total Credits: 15-16

Electives:
Courses only offered (FA)-Fall, (SP)-Spring

- CRJ 110 - Traffic Accident Investigation (3) (SP)
- CRJ 170 - Crisis/Conflict Mediation (3)
- CRJ 207 - Criminal Law II (3) (SP)
- CRJ 211 - Introduction to Corrections (3) (FA)
- CRJ 215 - Gangs and Security Threat Groups (3) (SP)
- CRJ 251 - Criminalistics II (3) (SP)
- CRJ 290 - CRJ Internship (3)
- PSY 216 - Abnormal Psychology (3)

CRJ 350 Criminal Justice - Forensic Tech, A.A.S.
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.
A minimum of 60 credit hours are required for this Associate in Applied Science degree.

First Year, Fall Semester
To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- CRJ 101 - Introduction to Criminal Justice (3)
- CRJ 107 - Criminal Law I (3)
- CRJ 250 - Criminalistics I (3)
- ENG 103 - Composition I (3)
  OR
- ENG 109 - Introduction to Technical Report Writing (3)
- SOC 170 - Introduction to Sociology (3)

Total Credits: 15

Spring Semester

- CRJ 230 - Ethics for Criminal Justice (3)
- CRJ 251 - Criminalistics II (3)
- BIO 103 - General Biology (3)
- BIO 105 - General Biology Laboratory (1)
- COM 100 - Oral Communication (3)
  OR
- COM 108 - Communication in the Workplace (3)
- MAT 101 - Topics in Mathematics (3)
  OR
- Higher level Mathematics Course (3-4)

Total Credits: 16-17

Second Year
Fall Semester

- ANT 240 - Physical Anthropology (3)
- BIO 109 - Human Biology (3)
- BIO 110 - Human Biology Laboratory (1)
- CIS 101 - Introduction to Computers (3)
- CRJ 201 - Criminal Investigation (3)
- CRJ 221 - Constitutional Law for Police (3)

Total Credits: 16

Spring Semester
To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CHE 110 - Basic Chemistry (3)
- CHE 111 - Basic Chemistry Laboratory (1)
- CRJ 151 - Narcotics and Drug Enforcement (3)
- PSY 102 - Introduction to Psychology (3)
- SOC 288 - Criminology (3)

Total Credits: 13

CRJ 208 Traffic Investigations Certificate
Curriculum No. 208
This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to traffic law enforcement and investigation necessary for employment and promotion.

A minimum of 21 credit hours is required for this certificate.

Certificate Requirements

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

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

Total Credits: 21

CRJ 214 Criminal Investigations Certificate
Curriculum No. 214
This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to criminal, gang, and narcotics investigations necessary for employment and promotion.

A minimum of 18 credit hours is required for this certificate.

Certificate Requirements

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

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

Total Credits: 18

CRJ 217 Law for Policing Certificate
Curriculum No. 217
This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to the legal system and the role of law enforcement processes related to criminal, traffic, juvenile, and constitutional law for employment and promotion.

A minimum of 18 credit hours is required for this certificate.

First Year

Fall Semester

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- CRJ 101 - Introduction to Criminal Justice (3)
- CRJ 107 - Criminal Law I (3)
- CRJ 109 - Traffic Law Enforcement (3)
- CRJ 221 - Constitutional Law for Police (3)

Total Credits: 12

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CRJ 207 - Criminal Law II (3)
- CRJ 209 - Juvenile Delinquency/Juvenile Justice (3)

Total Credits: 6

CRJ 218 Crime Scene Processing Certificate
Curriculum No. 218
This certificate is designed especially for students interested in and qualified for a career in criminal justice. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to criminal investigation, evidence collection, and crime scene processing for employment and promotion.

A minimum of 15 credit hours is required for this certificate.

First Year

Fall Semester

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.

- CRJ 101 - Introduction to Criminal Justice (3)
- CRJ 201 - Criminal Investigation (3)
- CRJ 250 - Criminalistics I (3)

Total Credits: 9

Spring Semester

To Do List:

- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

- CRJ 251 - Criminalistics II (3)
- CRJ 290 - CRJ Internship (3)

Total Credits: 6

CRJ 223 Criminal Justice Management Certificate
Curriculum No. 223
This certificate is designed especially for students interested in and qualified for a career in criminal justice administration and management. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to law enforcement management, community engagement, communications, crisis and conflict mediation, and ethical practices for employment and promotion.

A minimum of 24 credit hours is required for this certificate.

Certificate Requirements

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

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

Total Credits: 24

CRJ 224 Social Role of Law Enforcement Certificate
Curriculum No. 224
This certificate is designed especially for students interested in and qualified for careers in criminal justice and related social services. Students are provided with practical instruction and learning experiences aimed at developing the skills and attitudes related to the societal role and social aspects of law enforcement for employment and promotion.

A minimum of 18 credit hours is required for this certificate.

Certificate Requirements

To Do List:

- Meet with your advisor for scholarship opportunities and for further Financial Aid information.
- Apply for Graduation.
- Meet with Career Services for resume and job placement assistance.

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

Total Credits: 18

8. Science, Engineering & Mathematics Pathways

The Science, Engineering & Mathematics area of interest promotes the development of quantitative and scientific reasoning skills to solve innovative problems, which apply to a broad range of career opportunities.
After finishing these pathways, you would continue on to get a bachelor's degree.

Biology and Chemistry

Year One - Biology or Chemistry Pathway
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103 and two years of high school chemistry.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- BIO 201 - Biology Principles I (4)
- CHE 210 - General Chemistry I (5)
- CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- MAT 229 - Calculus and Analytic Geometry I (5)

First Semester Total Hours:18

Second Semester
To Do List:

- Decide your emphasis. Meet with your advisor to discuss moving forward in biology or chemistry.
- Meet with your advisor to plan your transfer.

- CHE 211 - General Chemistry II (5)
- ENG 104 - Composition II (3)
- MAT 230 - Calculus and Analytic Geometry II (5)

Biology Emphasis

- BIO 202 - Biology Principles II (4)

Chemistry Emphasis

- ECO 260 - Principles of Macroeconomics (3) **OR** Social and Behavioral Science Elective (IAI) (3)

Second Semester Total Hours: 16-17

Biology - Transfer, A.S.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103 and two years of high school chemistry.
A minimum of 64 credit hours are required for the Associate in Science degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- BIO 201 - Biology Principles I (4)
- CHE 210 - General Chemistry I (5)
- CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- MAT 229 - Calculus and Analytic Geometry I (5)

First Semester Total Hours:18

Second Semester
To Do List:

- Meet with your advisor to plan your transfer.

- BIO 202 - Biology Principles II (4)
- CHE 211 - General Chemistry II (5)
- ENG 104 - Composition II (3)

- MAT 230 - Calculus and Analytic Geometry II (5)

  Second Semester Total Hours: 17

Third Semester
To Do List:
- Apply to the transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- CHE 270 - Organic Chemistry I (3) **and** CHE 272 - Organic Chemistry Laboratory I (2)
- ECO 260 - Principles of Macroeconomics (3) **OR** Social and Behavior Science Elective (IAI) (3)
- PHY 263 - Fundamentals of Physics I (4)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

  Third Semester Total Hours: 15

Fourth Semester
To Do List:
- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- COM 100 - Oral Communication (3)
- HIS 220 - United States History to 1877 (3) **OR** Humanities Elective (IAI) (3)
- PHY 273 - Fundamentals of Physics II (4)

  Fourth Semester Total Hours: 13

Chemistry - Transfer, A.S.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103 and two years of high school chemistry.
A minimum of 64 credit hours are required for the Associate in Science degree.

First Semester
To Do List:
- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- BIO 201 - Biology Principles I (4)
- CHE 210 - General Chemistry I (5)
- CSD 101 - Career Planning (2)
- ENG 103 - Composition I (3)
- MAT 229 - Calculus and Analytic Geometry I (5)

  First Semester Total Hours:18

Second Semester
To Do List:
- Meet with your advisor to plan your transfer.

- CHE 211 - General Chemistry II (5)
- ECO 260 - Principles of Macroeconomics (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- ENG 104 - Composition II (3)
- MAT 230 - Calculus and Analytic Geometry II (5)

  Second Semester Total Hours: 17

Third Semester
To Do List:
- Apply to the transfer institution of your choice.

- Explore internships available by meeting with Career Services.

- CHE 270 - Organic Chemistry I (3) **and** CHE 272 - Organic Chemistry Laboratory I (2)
- COM 100 - Oral Communication (3)
- MAT 231 - Calculus and Analytic Geometry III (5)
- PHY 263 - Fundamentals of Physics I (4)

Third Semester Total Hours: 17

Fourth Semester
To Do List:

- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- CHE 271 - Organic Chemistry II (3) **and** CHE 273 - Organic Chemistry Laboratory II (2)
- HIS 220 - United States History to 1877 (3) **OR** Humanities Elective (IAI) (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

Fourth Semester Total Hours: 14

Engineering, Mathematics or Physics

Year One - Engineering, Mathematics, or Physics Pathway
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103.
First Semester
To Do List:

- Meet with your advisor for Financial Aid information.

- COM 100 - Oral Communication (3)
- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2) OR ENG 111 - College Study Skills (2) **OR** EGR 101 - Introduction to Engineering (1)
- MAT 229 - Calculus and Analytic Geometry I (5)
- PHY 263 - Fundamentals of Physics I (4)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

First Semester Total Hours:16-17

Second Semester
To Do List:

- Decide your emphasis. Meet with your advisor to discuss moving forward in engineering, mathematics, or physics.

- CHE 210 - General Chemistry I (5)
- ENG 103 - Composition I (3)
- MAT 230 - Calculus and Analytic Geometry II (5)
- PHY 273 - Fundamentals of Physics II (4)

Second Semester Total Hours:17

*Lower placement requires: MAT 150, MAT 155, CHE 110, and CHE 111 + will need to take following at transfer institution: MAT 231, MAT 260, CHE 270, CHE 272, CHE 271, and CHE 273

Engineering - Transfer, A.S.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Science degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- COM 100 - Oral Communication (3)
- MAT 229 - Calculus and Analytic Geometry I (5)
- CSD 100 - The College Experience (2) **OR** CSD 101- Career Planning (2) **OR** EGR 101 - Introduction to Engineering (1) **OR** ENG 111 - College Study Skills (2)
- PHY 263 - Fundamentals of Physics I (4)
- SOC 170 - Introduction to Sociology (3)

First Semester Total Hours:16-17

Second Semester
- CHE 210 - General Chemistry I (5)
- ENG 103 - Composition I (3)
- MAT 230 - Calculus and Analytic Geometry II (5)
- PHY 273 - Fundamentals of Physics II (4)

Second Semester Total Hours: 17

Third Semester
To Do List:
- Apply to the transfer institution of your choice
- Meet with your advisor to determine if EGR 291 (1) lab is required at your preferred transfer institution
- Explore internships available by meeting with Career Services.

- CIS 150 - C++ Programming I (3)
- ECO 261 - Principles of Microeconomics (3)
- EGR 270 - Statics (3)
- ENG 104 - Composition II (3)
- MAT 231 - Calculus and Analytic Geometry III (5)

Third Semester Total Hours: 17

Fourth Semester
To Do List:
- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Art Elective (IAI) (3)
- BIO 101 - Environmental Biology (3)
- EGR 272 - Dynamics (3)
- EGR 290 - Circuit Analysis (3) **and** EGR 291 - Circuit Analysis Lab (1)
- MAT 260 - Differential Equations (3)
- PHL 103 - Introduction to Logic (3) **OR** Humanities Elective (IAI) (3)

Fourth Semester Total Hours: 19

*Lower placement requires: MAT 150, MAT 155, CHE 110, and CHE 111 + will need to take following at transfer institution: MAT 231, MAT 260, CHE 270, CHE 272, CHE 271, and CHE 273

AES 140 Associate in Engineering Science, A.E.S.
Curriculum No. 140
Graduates earning the Associate in Engineering Science meet the requirement for coursework on improving human relations as defined by Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■.

To transfer as a junior into a baccalaureate engineering program, students need to complete a minimum of 64 credit hours, including prerequisite courses. However, completing these courses does not guarantee admission, as it is highly competitive. Usually, a grade of "C" or better is necessary for courses to count towards the degree. Students should decide on their engineering specialty and transfer

school by their sophomore year. Course selections vary by specialty and school, so students should consult with an engineering advisor at Kishwaukee College.
This engineering curriculum does not fulfill the Illinois Articulation Initiative General Education Core Curriculum requirements. Students need to complete general education requirements at their transfer institution to graduate.
This planner assumes placement into MAT 229 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Engineering Science degree.

First Semester
To Do List:

- Meet with your advisor for Financial Aid information.

- COM 100 - Oral Communication (3)
- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2) **OR** EGR 101 - Introduction to Engineering (1) **OR** ENG 111 - College Study Skills (2)
- MAT 229 - Calculus and Analytic Geometry I (5)
- PHY 263 - Fundamentals of Physics I (4)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science (IAI) (3)

  First Semester Total Hours:16-17

Second Semester

- CHE 210 - General Chemistry I (5)
- ENG 103 - Composition I (3)
- MAT 230 - Calculus and Analytic Geometry II (5)
- PHY 273 - Fundamentals of Physics II (4)

  Second Semester Total Hours: 17

Third Semester
To Do List:

- Apply to the transfer institution of your choice
- Meet with your advisor to determine if EGR 291 (1) lab is required at your preferred transfer institution
- Explore internships available by meeting with Career Services.

- CIS 150 - C++ Programming I (3)
- ECO 261 - Principles of Microeconomics (3)
- EGR 270 - Statics (3)
- ENG 104 - Composition II (3)
- MAT 231 - Calculus and Analytic Geometry III (5)

  Third Semester Total Hours: 17

Fourth Semester
To Do List:

- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- EGR 272 - Dynamics (3)
- EGR 290 - Circuit Analysis (3)
- EGR 291 - Circuit Analysis Lab (1)
- MAT 260 - Differential Equations (3)
- PHL 103 - Introduction to Logic (3) **OR** Humanities Elective (IAI) (3)

  Elective based on your interest:
  CIS 250 - C++ Programming II (3) (Electrical or Computer Engineering)
  EGR 250 - Thermodynamics (3) (Mechanical or Industrial or Civil Engineering)

  Fourth Semester Total Hours: 19

Mathematics - Transfer, A.S.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Science degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- COM 100 - Oral Communication (3)
- MAT 229 - Calculus and Analytic Geometry I (5)
- CSD 100 - The College Experience (2) **OR** ENG 111 - College Study Skills (2) **OR** EGR 101 - Introduction to Engineering (1) **OR** ENG 111 - College Study Skills (2)
- PHY 263 - Fundamentals of Physics I (4)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

First Semester Total Hours: 16-17

Second Semester

- CHE 210 - General Chemistry I (5)
- ENG 103 - Composition I (3)
- MAT 230 - Calculus and Analytic Geometry II (5)
- PHY 273 - Fundamentals of Physics II (4)

Second Semester Total Hours: 17

Third Semester
To Do List:

- Apply to the transfer institution of your choice
- Explore internships available by meeting with Career Services.

- CIS 150 - C++ Programming I (3)
- ECO 261 - Principles of Microeconomics (3)
- ENG 104 - Composition II (3)
- MAT 208 - Introductory Statistics (4) **OR** MAT 220 - Business Statistics (4)
- MAT 231 - Calculus and Analytic Geometry III (5)

Third Semester Total Hours: 18

Fourth Semester
To Do List:

- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- BIO 101 - Environmental Biology (3) **OR** Life Science Elective (IAI) (3)
- MAT 260 - Differential Equations (3)
- PHL 103 - Introduction to Logic (3) **OR** Humanities Elective (IAI) (3)

Fourth Semester Total Hours: 12

*Lower placement requires: MAT 150, MAT 155, CHE 110, and CHE 111 + will need to take following at transfer institution: MAT 231, MAT 260, CHE 270, CHE 272, CHE 271, and CHE 273

Physics - Transfer, A.S.
This planner is designed to provide a seamless transition to a four-year college or university. However, students should meet with their advisor for information on specific admissions and transfer requirements for their chosen transfer institution.
This planner assumes placement into MAT 229 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Science degree.

First Semester
To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- COM 100 - Oral Communication (3)
- MAT 229 - Calculus and Analytic Geometry I (5)
- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2) **OR** EGR 101 - Introduction to Engineering (1) **OR** ENG 111 - College Study Skills (2)
- PHY 263 - Fundamentals of Physics I (4)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

First Semester Total Hours:16-17

Second Semester

- CHE 210 - General Chemistry I (5)
- ENG 103 - Composition I (3)
- MAT 230 - Calculus and Analytic Geometry II (5)
- PHY 273 - Fundamentals of Physics II (4)

Second Semester Total Hours: 17

Third Semester

To Do List:

- Apply to the transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- CHE 211 - General Chemistry II (5)
- CIS 150 - C++ Programming I (3)
- ECO 261 - Principles of Microeconomics (3)
- ENG 104 - Composition II (3)
- MAT 231 - Calculus and Analytic Geometry III (5)

Third Semester Total Hours: 19

Fourth Semester

To Do List:

- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Social and Behavioral Science Elective (IAI) (3)
- BIO 101 - Environmental Biology (3) **OR** Life Science Elective (IAI) (3)
- MAT 260 - Differential Equations (3)
- PHL 103 - Introduction to Logic (3) **OR** Humanities Elective (IAI) (3)

Fourth Semester Total Hours: 12

*Lower placement requires: MAT 150, MAT 155, CHE 110, and CHE 111 + will need to take following at transfer institution: MAT 231, MAT 260, CHE 270, CHE 272, CHE 271, and CHE 273

Transfer Degree - General Information

The Associate in Arts (A.A.)

The Associate in Arts (A.A.) degree is 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. degree. This will aid in appropriate course selection at Kishwaukee College. Students are strongly urged to meet for advisement to assist in the planning of their transfer programs.

AA 100 Associate in Arts, A.A.

Curriculum No. 100

Students interested in obtaining an A.A. degree with an emphasis in a specific discipline should work with their academic advisor on recommended course sequences to transfer to a four-year institution.

Graduates earning the Associate in Science meet the requirement for coursework on improving human relations as defined by Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■ .

General education equips students with essential skills for lifelong learning, including reading, writing, listening, speaking, observing, calculating, and using technology. It aims to develop general knowledge, intellectual concepts, personal values/responsibility, higher-level communication, quantification/thinking skills, and appreciation of diverse cultures/environments.

Student Learning Objectives at Kishwaukee College are divided into four categories: Critical, Creative, Communicative, and Cultural Competencies. A complete list of outcomes is available from the Office of Instruction.

Kishwaukee College participates in the Illinois Articulation Initiative (IAI), facilitating the transfer of the General Education Core Curriculum (GECC) between participating institutions. Completion of GECC ensures that general education requirements for associate or bachelor's degrees are met.

Requirements are effective for students entering in summer 1998 or later, with the option for earlier students to follow prior catalogs.

A minimum of 64 credit hours is required for the Associate in Arts, with no more than four hours of physical education activity courses counting toward the requirement.

I. General Education

Communications - 9 Credit Hours

Students must receive grades of "C" or higher in ENG 103 **and** ENG 104**.**

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

Mathematics - 3 Credit Hours

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

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

Science - 7 Credit Hours

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

*Denotes approved laboratory science course.
Life Sciences - 3 to 4 Credit Hours

- BIO 101 - Environmental Biology (3) ■
- BIO 102 - Environmental Biology Laboratory (1) *
- BIO 103 - General Biology (3) ■
- BIO 105 - General Biology Laboratory (1) *
- BIO 109 - Human Biology (3)
- BIO 110 - Human Biology Laboratory (1) *
- BIO 111 - General Biology Lecture and Lab 4
- BIO 201 - Biology Principles I (4) *

Physical Sciences - 3 to 4 Credit Hours

- CHE 110 - Basic Chemistry (3)
- CHE 111 - Basic Chemistry Laboratory (1) *
- CHE 210 - General Chemistry I (5) *
- PHS 118 - Physical Science Lab (1) *
- PHS 119 - Introduction to Physical Science (3)
- PHS 120 - Introduction to Physical Geology (3)
- PHS 130 - Introduction to Astronomy (3)
- PHY 150 - Introductory Physics (3)
- PHY 151 - Introductory Physics Laboratory (1) *
- PHY 250 - General Physics I (4) *
- PHY 263 - Fundamentals of Physics I (4)

Social/Behavioral Science - 9 Credit Hours
Must include courses in at least two disciplines

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

Humanities and Fine Arts - 9 Credit Hours

Must include one course in humanities, one course in fine arts, and one course in either humanities or fine arts.
****ENG 286, HUM 119 **or** HUM 129 **can fulfill one humanities/fine arts area but not both.**
Humanities - 3 to 6 Credit Hours

- ENG 130 - Introduction to Literature (3)
- ENG 206 - Introduction to Fiction (3) ■
- ENG 215 - Children's Literature (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) **

OR

- FRN 202 - Intermediate French II (3)

OR

- HIS 144 - Western Civilization to 1715 (3)
- HIS 145 - Western Civilization since 1715 (3)
- HIS 172 - World History to 1500 (3)
- HIS 220 - United States History to 1877 (3)
- HIS 222 - United States History Since 1877 (3)
- HIS 249 - History of Africa (3)
- HUM 119 - Humanities: Historical Survey (3) **
- HUM 129 - Humanities: Topical Survey (3) **
- HUM 217 - World Mythology (3)
- PHL 101 - Introduction to Philosophy (3)
- PHL 103 - Introduction to Logic (3)
- PHL 198 - World Religions (3)
- PHL 200 - Ethics (3)
- SPA 202 - Intermediate Spanish II (3)

Fine Arts - 3-6 Credit Hours

- ART 282 - Introduction to the Visual Arts (3) ■
- ART 289 - History of Non-Western Art (3)
- ART 291 - History of Art I Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ART 294 - History of Photography (3)
- ENG 286 - Literature and Film (3) **
- HUM 119 - Humanities: Historical Survey (3) **
- HUM 129 - Humanities: Topical Survey (3) **
- HUM 150 - Introduction to Film Appreciation (3)
- MUS 130 - Survey of American Music (3) ■
- MUS 220 - Music Appreciation (3)
- MUS 222 - Exploring Non-Western World Culture Through Music (3) ■
- THE 203 - Introduction to the Theatre (3)

Attention Transfer Students:
The recommended courses listed should be reviewed with an Academic Advisor/Counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor's 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.
Note:
Graduates earning the Associate in Arts meet the requirement for coursework on improving human relations as defined in Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■

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

- AGT 100 - Orientation to Agricultural Careers (1)
- CSD 100 - The College Experience (2)
- CSD 101 - Career Planning (2)
- ENG 111 - College Study Skills (2)

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 should consult with a Kishwaukee College faculty advisor, academic advisor/counselor, or the transfer institution to verify that selected courses will meet the requirement of the transfer institution. Educational Guarantees will be voided if this is not done.
A maximum of 4 credit hours of physical education activity credit can be applied to meeting this requirement.
IV. Additional Requirements

1. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.
2. Fulfill the cumulative grade point average requirement of 2.000 ("C") in all 100/200 level courses attempted at Kishwaukee College.
3. Resolve any incomplete grades in Kishwaukee College course work.

Apply for graduation through Kishwaukee College Self-Service located in myKC.

Associate in Arts Online Degree (AA 100)

Curriculum No. 100
A minimum of 64 credit hours are required for the Associate in Arts degree.
Transfer Planning
By carefully constructing an educational plan, students can select Kishwaukee College courses for transfer to a variety of four-year colleges and universities. When a student has selected a transfer institution it is important for the student to review that institution's specific admission and course requirements. The Counseling and Student Development office can assist students with this process. The Illinois Articulation Initiative (IAI) is a statewide transfer agreement on courses transferable among more than 100 participating colleges or universities in Illinois

Planning for Success
In order to earn an A.A. Online Degree at Kishwaukee College students must complete the graduation requirements below:
___ Complete 64 credits comprised of 37 credits that meet the Illinois Articulation Initiative General Education Core Curriculum and other selected elective credits.
___ Achieve a 2.0 (C) grade point average in all 100\200 level courses attempted at Kishwaukee College.
___ A minimum of fifteen (15) semester hours of 100\200 level credit must be earned at Kishwaukee College. ___ Apply for graduation. The semester you plan to graduate: _____
** Complete details in the Catalog.*
Additional Resources

Student Services	Disability Services	Testing & Tutoring	Career Services
Room C2100 815-825-9375	Room A1317 815-825-9486	Room A1300 815-825-9841	Room C1210 815-825-9791
Services Offered: • Academic Advising • Career Counseling • Transfer Planning • Personal Counseling	Services Offered: • Special Needs Services • Class Accommodations	Services Offered: • Tutoring Services • Testing	Services Offered: • Job Search Strategies • Career Exploration Tool • Work-based Learning

• Placement Scheduling			

I. GENERAL EDUCATION - Students must complete from the listed categories below:
(37 TOTAL CREDIT HOURS)

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

COMMUNICATION - 9 CREDIT HOURS Required
Grades of "C" or higher in ENG 103 and 104 are required.

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

MATHEMATICS - 3 CREDIT HOURS Required

- MAT 101 - Topics in Mathematics (3)
- MAT 208 - Introductory Statistics (4)

Other: ( )

SCIENCE - 7 CREDIT HOURS Required
Must include a course in life sciences and a course in physical science, and one must include a laboratory.
*Denotes laboratory course.

LIFE SCIENCE - 3 TO 4 CREDIT HOURS Required

- BIO 103 - General Biology (3) ■
- BIO 105 - General Biology Laboratory (1) *

Other: ( )

PHYSICAL SCIENCES - 3-4 CREDIT HOURS Required

- PHS 119 - Introduction to Physical Science (3)

Other: ( )
Other: ( )

SOCIAL AND BEHAVIORAL SCIENCE - 9 CREDIT HOURS Required
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 - Human Geography (3)
- PLS 140 - Introduction to American Government and Politics (3)
- PSY 102 - Introduction to Psychology (3) ■
- PSY 225 - Psychology of Childhood and Adolescence (3) ■
- PSY 280 - Life-Span Human Development (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) ■

Other: ( )

HUMANITIES/ FINE ARTS - 9 CREDIT HOURS Required
Must include one course in humanities, one course in fine arts, and one course in either humanities or fine arts.

** can fulfill one humanities or one fine arts.
HUMANITIES - 3 to 6 CREDIT HOURS Required

- ENG 206 - Introduction to Fiction (3) ■
- ENG 217 - Introduction to Drama (3)
- HIS 144 - Western Civilization to 1715 (3)
- HIS 145 - Western Civilization since 1715 (3)
- HIS 172 - World History to 1500 (3)
- HIS 220 - United States History to 1877 (3)
- HUM 119 - Humanities: Historical Survey (3) **
- HUM 129 - Humanities: Topical Survey (3) **
- HUM 217 - World Mythology (3)
- HIS 222 - United States History Since 1877 (3)

FINE ARTS - 3 TO 6 CREDIT HOURS Required

- ART 282 - Introduction to the Visual Arts (3)
- MUS 220 - Music Appreciation (3)

Other: ( )

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

One of the following:

- CSD 100 - The College Experience (2) ***
- CSD 101 - Career Planning (2)
- ENG 111 - College Study Skills (2)

***** CSD 100 is a required course**

III. OPEN ELECTIVES - 25 to 26 CREDIT HOURS
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 students major at the intended transfer institution.
• Students should consult with a Kishwaukee College faculty advisor, academic advisor, counselor, or the transfer institution to verify that selected courses will meet the requirement of the transfer institution.
A maximum of 4 credit hours of physical education activity credit can be applied to meeting this requirement.

Associate in Arts, 8-Week Degree (AA 100)

Curriculum No. 100

A minimum of 64 credit hours are required for the Associate in Arts degree.

Year One

Fall Semester: First 8-Weeks

- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2) **OR** CSD 101 - Career Planning (2) **OR** ENG 111 College Study Skills (2)
- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3)

Fall Semester: Second 8-Weeks

- ENG 104 - Composition II (3)
- SOC 170 - Introduction to Sociology (3)

Total Fall Semester Credits: 14

Spring Semester: First 8-Weeks

- ANT 120 - Introduction to Anthropology (3)
- HUM 119 - Humanities: Historical Survey (3) **OR** HUM 129 Humanities: Topical Survey (3)

Spring Semester: Second 8-Weeks

- ART 282 - Introduction to the Visual Arts (3)
- COM 100 - Oral Communication (3)

Total Spring Semester Credits: 12

Summer Semester

- MAT 101 - Topics in Mathematics (3) **OR** MAT 208 - Introductory Statistics (4)
- PHL 198 - World Religions (3)

Total Summer Semester Credits: 6-7

Year Two, Fall Semester: First 8-Weeks

- HIS 220 - United States History to 1877 (3)
- PHS 118 - Physical Science Lab (1)
- PHS 119 - Introduction to Physical Science (3)

Fall Semester: Second 8-Weeks

- ECO 260 - Principles of Macroeconomics (3) **OR** ECO 261 - Principles of Microeconomics (3)
- HIS 222 - United States History Since 1877 (3)

Total Fall Semester Credits: 13

Spring Semester: First 8-Weeks

- PLS 140 - Introduction to American Government and Politics (3)

  Elective: Science, Humanities, or Social and Behavioral Science, based on interest (3-4)

Spring Semester: Second 8-Weeks

- SOC 219 - Marriage and Family (3)

  Elective: Science, Humanities, or Social and Behavioral Science, based on interest (3-4)

Total Spring Semester Credits: 12-14

Summer Semester

- BIO 101 - Environmental Biology (3)
- BIO 102 - Environmental Biology Laboratory (1)

  Elective: Science, Humanities, or Social and Behavioral Science, based on interest (3-4)

  Total Summer Semester Credits: 7-8

Associate in Science (A.S.)

The Associate in Science (A.S.) degree is 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.S. degree. This will aid in appropriate course selection at Kishwaukee College. Students are strongly urged to meet for advisement to assist in the planning of their transfer programs.

AS 120 Associate in Science, A.S.

Curriculum No. 120

Students interested in obtaining an A.S. degree with an emphasis in a specific discipline should work with their academic advisor on recommended course sequences to transfer to a four-year institution.

Graduates earning the Associate in Science meet the requirement for coursework on improving human relations as defined by Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■ .

General education equips students with essential skills for lifelong learning, including reading, writing, listening, speaking, observing, calculating, and using technology. It aims to develop general knowledge, intellectual concepts, personal values/responsibility, higher-level communication, quantification/thinking skills, and appreciation of diverse cultures/environments.

Student Learning Objectives at Kishwaukee College are divided into four categories: Critical, Creative, Communicative, and Cultural Competencies. A complete list of outcomes is available from the Office of Instruction.

Kishwaukee College participates in the Illinois Articulation Initiative (IAI), facilitating the transfer of the General Education Core Curriculum (GECC) between participating institutions. Completion of GECC ensures that general education requirements for associate or bachelor's degrees are met.

Requirements are effective for students entering in summer 1998 or later, with the option for earlier students to follow prior catalogs.

A minimum of 64 credit hours is required for the Associate in Science degrees, with no more than four hours of physical education activity courses counting toward the requirement.

I. General Education

Communications - 9 Credit Hours

Students must receive grades of "C" or higher in ENG 103 **and** ENG 104.

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

Mathematics - 6-9 Credit Hours

Students pursuing a mathematics pathway should take more mathematic credits.

Must choose 3-6 credits from these courses:

- MAT 101 - Topics in Mathematics (3)
- MAT 202 - Mathematics for Elementary Teachers II (3)
- MAT 208 - Introductory Statistics (4)
- MAT 210 - Finite Mathematics (3)
- MAT 211 - Calculus for Business and Social Sciences (4)
- MAT 220 - Business Statistics (4)
- MAT 229 - Calculus and Analytic Geometry I (5)
- MAT 230 - Calculus and Analytic Geometry II (5)
- MAT 231 - Calculus and Analytic Geometry III (5)
- An additional 3-6 credits may be selected from 100/200 level courses in mathematics.

Science - 10-11 Credit Hours
Students pursuing a science pathway should take more science credits.
Must choose 7-8 credits from these courses.
Must include a course in life sciences and a course in physical science, and a lab corresponding to one of these courses.
Life Sciences

- BIO 101 - Environmental Biology (3) ■
- BIO 102 - Environmental Biology Laboratory (1) *
- BIO 103 - General Biology (3) ■
- BIO 105 - General Biology Laboratory (1) *
- BIO 109 - Human Biology (3)
- BIO 110 - Human Biology Laboratory (1) *
- BIO 111 - General Biology Lecture and Lab 4
- BIO 201 - Biology Principles I (4) *

Physical Sciences
*Denotes laboratory course.

- CHE 110 - Basic Chemistry (3)
- CHE 111 - Basic Chemistry Laboratory (1) *
- CHE 210 - General Chemistry I (5) *
- PHS 118 - Physical Science Lab (1) *
- PHS 119 - Introduction to Physical Science (3)
- PHS 130 - Introduction to Astronomy (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 263 - Fundamentals of Physics I (4)
- An additional 2-4 credits may be selected from 100/200 level courses in life sciences or physical sciences.

Social/Behavioral Science - 6 Credit Hours
Must include courses in at least two disciplines

- ANT 120 - Introduction to Anthropology (3) ■
- ANT 203 - Introduction to Archaeology (3)
- ANT 220 - Introduction to Cultural Anthropology (3)
- ANT 240 - Physical Anthropology (3)
- ECO 160 - Introduction to Economics (3)
- ECO 260 - Principles of Macroeconomics (3)
- ECO 261 - Principles of Microeconomics (3) ■
- GEO 202 - Human Geography (3)
- HIS 200 - African American History (3)
- PLS 140 - Introduction to American Government and Politics (3)
- PLS 210 - International Relations (3) ■
- PLS 240 - State and Local Government (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) ■

Attention Transfer Students:
The recommended courses listed should be reviewed with an Academic Advisor/Counselor to determine their applicability toward Kishwaukee College degree requirements as well as bachelor's 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.
Note:
Graduates earning the Associate in Science meet the requirement for coursework on improving human relations as defined in Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■
Humanities and Fine Arts - 6 Credit Hours
Must include one course in humanities, one course in fine arts.
ENG 286, HUM 119 **or HUM 129 **can fulfill one humanities/fine arts area but not both.**

Humanities

- ENG 130 - Introduction to Literature (3)
- ENG 206 - Introduction to Fiction (3) ■
- ENG 215 - Children's Literature (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) **
- FRN 202 - Intermediate French II (3)
  OR
- HIS 144 - Western Civilization to 1715 (3)
- HIS 145 - Western Civilization since 1715 (3)
- HIS 172 - World History to 1500 (3)
- HIS 220 - United States History to 1877 (3)
- HIS 222 - United States History Since 1877 (3)
- HIS 249 - History of Africa (3)
- HUM 119 - Humanities: Historical Survey (3) **
- HUM 129 - Humanities: Topical Survey (3) **
- HUM 217 - World Mythology (3)
- PHL 101 - Introduction to Philosophy (3)
- PHL 103 - Introduction to Logic (3)
- PHL 198 - World Religions (3)
- PHL 200 - Ethics (3)
- SPA 202 - Intermediate Spanish II (3)

Fine Arts

- ART 282 - Introduction to the Visual Arts (3) ■
- ART 289 - History of Non-Western Art (3)
- ART 291 - History of Art I Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ART 294 - History of Photography (3)
- ENG 286 - Literature and Film (3) **
- HUM 119 - Humanities: Historical Survey (3) **
- HUM 129 - Humanities: Topical Survey (3) **
- HUM 150 - Introduction to Film Appreciation (3)
- MUS 130 - Survey of American Music (3) ■
- MUS 220 - Music Appreciation (3)
- MUS 222 - Exploring Non-Western World Culture Through Music (3) ■
- THE 203 - Introduction to the Theatre (3)

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

- AGT 100 - Orientation to Agricultural Careers (1)
- CSD 100 - The College Experience (2)
- CSD 101 - Career Planning (2)
- ENG 111 - College Study Skills (2)

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 should consult with a Kishwaukee College faculty advisor, academic advisor/counselor, or the transfer institution to verify that selected courses will meet the requirement of the transfer institution. Educational Guarantees will be voided if this is not done.
A maximum of 4 credit hours of physical education activity credit can be applied to meeting this requirement.
IV. Additional Requirements

1. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level course work must be completed at Kishwaukee College for each degree earned.
2. 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.
3. Resolve any incomplete grades in Kishwaukee College course work.
4. Apply for graduation through Kishwaukee College Self-Service located in myKC.

Associate in Engineering Science Degree

To transfer as a junior into a baccalaureate engineering program, students must complete a minimum of 64 credit hours. Since admission is highly competitive, completion of the degree does not guarantee admission to engineering programs at four-year institutions. Usually, a grade of "C" or better is required for a course to fulfill a degree requirement. Students should decide on their engineering specialty and their transfer school no later than the beginning of the sophomore year. Since engineering course selections vary by specialty and school, students should schedule an appointment for academic advising before scheduling courses.
Completion of the A.E.S. degree does not fulfill the requirements of the Illinois Articulation Agreement (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.

AES 140 Associate in Engineering Science, A.E.S.

Curriculum No. 140
Graduates earning the Associate in Engineering Science meet the requirement for coursework on improving human relations as defined by Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■.

To transfer as a junior into a baccalaureate engineering program, students need to complete a minumum of 64 credit hours, including prerequisite courses. However, completing these courses does not guarantee admission, as it is highly competitive. Usually, a grade of "C" or better is necessary for courses to count towards the degree. Students should decide on their engineering specialty and transfer school by their sophomore year. Course selections vary by specialty and school, so students should consult with an engineering advisor at Kishwaukee College.
This engineering curriculum does not fulfill the Illinois Articulation Initiative General Education Core Curriculum requirements. Students need to complete general education requirements at their transfer institution to graduate.
This planner assumes placement into MAT 229 and ENG 103.
A minimum of 64 credit hours are required for the Associate in Engineering Science degree.

First Semester
To Do List:

- Meet with your advisor for Financial Aid information.

- COM 100 - Oral Communication (3)
- CSD 100 - The College Experience (2) **OR** CSD 101 - Career Planning (2) **OR** EGR 101 - Introduction to Engineering (1) **OR** ENG 111 - College Study Skills (2)
- MAT 229 - Calculus and Analytic Geometry I (5)
- PHY 263 - Fundamentals of Physics I (4)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science (IAI) (3)

First Semester Total Hours:16-17

Second Semester

- CHE 210 - General Chemistry I (5)
- ENG 103 - Composition I (3)
- MAT 230 - Calculus and Analytic Geometry II (5)
- PHY 273 - Fundamentals of Physics II (4)

Second Semester Total Hours: 17

Third Semester
To Do List:

- Apply to the transfer institution of your choice
- Meet with your advisor to determine if EGR 291 (1) lab is required at your preferred transfer institution
- Explore internships available by meeting with Career Services.

- CIS 150 - C++ Programming I (3)
- ECO 261 - Principles of Microeconomics (3)
- EGR 270 - Statics (3)
- ENG 104 - Composition II (3)
- MAT 231 - Calculus and Analytic Geometry III (5)

Third Semester Total Hours: 17

Fourth Semester
To Do List:

- Apply for Graduation.

- ART 282 - Introduction to the Visual Arts (3) **OR** Fine Arts Elective (IAI) (3)
- EGR 272 - Dynamics (3)
- EGR 290 - Circuit Analysis (3)
- EGR 291 - Circuit Analysis Lab (1)
- MAT 260 - Differential Equations (3)
- PHL 103 - Introduction to Logic (3) **OR** Humanities Elective (IAI) (3)
  Elective based on your interest:
  CIS 250 - C++ Programming II (3) (Electrical or Computer Engineering)
  EGR 250 - Thermodynamics (3) (Mechanical or Industrial or Civil Engineering)

Fourth Semester Total Hours: 19

Associate in Fine Arts - Art option Degree

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 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.

AFA 130 Associate in Fine Arts, Art Option - Transfer, A.F. A.

Curriculum No. 130

Graduates earning the Associate in Fine Arts (Art Option) meet the requirement for coursework on improving human relations as defined by Public Act 87-581, revised PA 90-0655. Courses meeting this requirement are designated with a ■ .

To transfer as a junior into a B.F.A. program with a major in Art, students should consult with an art department advisor. Completion of the A.F.A. degree does not fulfill the IAI General Education Core Curriculum, nor the requirements for A.A. or A.S. degrees, so additional general education requirements must be met at the transfer institution.

Transfer admission is competitive, and completion of the A.F.A. does not guarantee admission to B.F.A. programs, upper-division, or specialty art courses. Students may need to demonstrate skill through a portfolio review and might need foreign language competency.

A minimum of 64 credit hours is required for the Associate in Fine Arts Degree (Art Option).

First Semester

To Do List:

- Meet with your advisor for scholarship opportunities in your area of interest and for further Financial Aid information regarding transferring to other institutions.
- If your Mathematics and English placement requires co-requisite or additional coursework, meet with your advisor to plan for the incorporation of these additional courses into your plan.

- ART 100 - Drawing I Foundations (3)
- ART 211 - 2-D Design Foundations (3)
- ART 291 - History of Art I Foundations (3)
- CSD 100 - The College Experience (2)
- ENG 103 - Composition I (3)
- PSY 102 - Introduction to Psychology (3) **OR** Social and Behavioral Science Elective (IAI) (3)

First Semester Total Hours:17

Second Semester

To Do List:

- Meet with your advisor to plan your transfer.

- ART 101 - Drawing II Foundations (3)
- ART 212 - 3-D Design Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ENG 104 - Composition II (3)
- MAT 101 - Topics in Mathematics (3) **OR** Mathematics Elective (IAI) (3)

Second Semester Total Hours: 15

Third Semester

To Do List:

- Apply to the transfer institution of your choice.
- Explore internships available by meeting with Career Services.

- ART 200 - Figure Drawing I (3)

- BIO 101 - Environmental Biology (3) **OR** Life Science Elective (IAI) (3)
- COM 100 - Oral Communication (3)
- HIS 144 - Western Civilization to 1715 (3) **OR** Humanities Elective (IAI) (3)
- SOC 170 - Introduction to Sociology (3) **OR** Social and Behavioral Science Elective (IAI) (3)
  Art Elective (3)

  Third Semester Total Hours: 18

Fourth Semester
To Do List:

- Apply for Graduation.

- CHE 110 - Basic Chemistry (3) and CHE 111 - Basic Chemistry Laboratory (1) **OR** Physical Science lecture and lab (IAI) (4)
  Art Electives (9)
  Fine Arts Electives (3)

  Fourth Semester Total Hours: 16

The General Education Core Curriculum (GECC) Credential

The General Education Core Curriculum (GECC) Credential is a set of core courses considered to be the foundation for a well-rounded education. It consists of a minimum of 37 credit hours from a set of courses from communications, mathematics, life and physical science, social sciences, and humanities and fine arts. Successful completion of the GECC Credential will provide students with a seamless transfer to any participating associate or bachelor's degree program. It is not a workforce certificate or an industry-recognized credential.
The General Education Core Curriculum (GECC) is composed of all Illinois Articulation Initiative (IAI) approved general education courses.

GECC 110 General Education Core Curriculum Credential

The General Education Core Curriculum (GECC) Credential comprises a minimum of 37 credit hours across communications, mathematics, life and physical sciences, social sciences, and humanities and fine arts. Completing the GECC Credential enables seamless transfer to any participating associate or bachelor's degree program but is not a workforce certificate or industry-recognized credential.
The GECC includes all Illinois Articulation Initiative (IAI) approved courses. For the most up-to-date course listings, check with an advisor.
37-41 credit hours are required to complete the GECC.
I. Communication
9 Credit Hours
Including a two-course sequence in writing and one course in oral communications.

- ENG 103 - Composition I (3) C1 900
- ENG 104 - Composition II (3) C1 901R
- COM 100 - Oral Communication (3) C2 900

II. Humanities & Fine Arts
9 Credit Hours
Must include one course in humanities, one course in fine arts, and one in either humanities or fine arts.
Humanities

- ENG 130 - Introduction to Literature (3) H3 900
- ENG 206 - Introduction to Fiction (3) H3 901
- ENG 215 - Children's Literature (3) H3 918
- ENG 216 - Introduction to Poetry (3) H3 903
- ENG 217 - Introduction to Drama (3) H3 902
- ENG 283 - Images of Women (3) H3 911D
- FRN 202 - Intermediate French II (3) H1 900

- HIS 144 - Western Civilization to 1715 (3) H2 901
- HIS 145 - Western Civilization since 1715 (3) H2 902
- HIS 172 - World History to 1500 (3) H2 906
- HIS 173 - World History Since 1500 (3) H2 907
- HIS 220 - United States History to 1877 (3) H2 904
- HIS 222 - United States History Since 1877 (3) H2 905
- HIS 249 - History of Africa (3) H2 903N
- HUM 217 - World Mythology (3) H9 901
- PHL 101 - Introduction to Philosophy (3) H4 900
- PHL 103 - Introduction to Logic (3) H4 906
- PHL 198 - World Religions (3) H5 904N
- PHL 200 - Ethics (3) H4 904
- SPA 202 - Intermediate Spanish II (3) H1 900

Humanities/Fine Arts

(These three courses can be either a humanities or fine arts)

- ENG 286 - Literature and Film (3) HF 908
- HUM 119 - Humanities: Historical Survey (3) HF 900
- HUM 129 - Humanities: Topical Survey (3) HF 901

Fine Arts

- ART 282 - Introduction to the Visual Arts (3) F2 900
- ART 289 - History of Non-Western Art (3) F2 903N
- ART 291 - History of Art I Foundations (3) F2 901
- ART 292 - History of Art II Foundations (3) F2 902
- ART 294 - History of Photography (3) F2 904
- HUM 150 - Introduction to Film Appreciation (3) F2 908
- MUS 130 - Survey of American Music (3) F1 904
- MUS 220 - Music Appreciation (3) F1 900
- MUS 222 - Exploring Non-Western World Culture Through Music (3) F1 903N
- THE 203 - Introduction to the Theatre (3) F1 907

III. Mathematics

3-6 Credit Hours

- MAT 101 - Topics in Mathematics (3) M1 901
- MAT 202 - Mathematics for Elementary Teachers II (3) M1 903
- MAT 208 - Introductory Statistics (4) M1 902
- MAT 210 - Finite Mathematics (3) M1 906
- MAT 211 - Calculus for Business and Social Sciences (4) M1 900-B
- MAT 220 - Business Statistics (4) M1 902 BUS 901
- MAT 229 - Calculus and Analytic Geometry I (5) M1 900-1 MTH 901
- MAT 230 - Calculus and Analytic Geometry II (5) M1 900-2 MTH 902
- MAT 231 - Calculus and Analytic Geometry III (5) M1 900-3 MTH 903

IV. Physical and Life Sciences

7-8 Credit Hours

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

Physical Science

- CHE 110 - Basic Chemistry (3) P1 902
- CHE 111 - Basic Chemistry Laboratory (1) P1 902L
- CHE 210 - General Chemistry I (5) P1 902L CHM 911
- PHS 118 - Physical Science Lab (1) P9 900L
- PHS 119 - Introduction to Physical Science (3) P9 900
- PHS 120 - Introduction to Physical Geology (3) P1 907
- PHS 130 - Introduction to Astronomy (3) P1 906
- PHY 150 - Introductory Physics (3) P1 900
- PHY 151 - Introductory Physics Laboratory (1) P1 900L

- PHY 250 - General Physics I (4) P1 900L

Life Science

- BIO 101 - Environmental Biology (3) L1 905
- BIO 102 - Environmental Biology Laboratory (1) L1 905L
- BIO 103 - General Biology (3) L1 900
- BIO 105 - General Biology Laboratory (1) L1 900L
- BIO 111 - General Biology Lecture and Lab 4
- BIO 109 - Human Biology (3) L1 904
- BIO 110 - Human Biology Laboratory (1) L1 904L
- BIO 201 - Biology Principles I (4) L 1910L BIO 910

V. Social and Behavioral Sciences

9 Credit Hours

Must include course in at least two disciplines

- ANT 120 - Introduction to Anthropology (3) S1900N
- ANT 203 - Introduction to Archaeology (3) S1 903
- ANT 220 - Introduction to Cultural Anthropology (3) S1 901N
- ANT 240 - Physical Anthropology (3) S1 902
- ECO 160 - Introduction to Economics (3) S3 900
- ECO 260 - Principles of Macroeconomics (3) S3 901
- ECO 261 - Principles of Microeconomics (3) S3 902
- GEO 202 - Human Geography (3) S4 900N
- HIS 200 - African American History (3)
- PLS 140 - Introduction to American Government and Politics (3) S5 900
- PLS 210 - International Relations (3) S5 904
- PLS 240 - State and Local Government (3) S5 902
- PSY 102 - Introduction to Psychology (3) S6 900
- PSY 216 - Abnormal Psychology (3) S6 905
- PSY 225 - Psychology of Childhood and Adolescence (3) S6 9003
- PSY 280 - Life-Span Human Development (3) S6 90
- PSY 286 - Social Psychology (3) S8 900 PSY 908
- SOC 170 - Introduction to Sociology (3) S7 900
- SOC 200 - Race and Ethnic Relations (3) S7 903D
- SOC 219 - Marriage and Family (3) S7 902
- SOC 283 - Social Problems (3) S7 901

Transfer Guarantee

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

1. Students must complete approved coursework 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. The student must earn at least a grade of "C" for the course(s) and comply with any sequencing or other special requirements.
3. 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 coursework 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.
4. 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.

5. 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.

Career and Non-Transfer Programs – General Information

Career Programs - General Information

The career/occupational programs have been developed for those students who wish to complete a college program which will prepare them to enter the workforce in a position requiring more than a high school education but less than a four-year college degree. Some A.A.S. degrees will transfer to four-year universities. It is important to work with an academic advisor for more information about these options.

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

The Associate in Applied Science (A.A.S.)

The Associate in Applied Science (A.A.S.) degree is intended for students planning a career upon completion of study. While career program coursework 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 Academic Advising. A listing of programs offering the Associate in Applied Science degree may be found in the section titled Career/Occupational Programs.

A Certificate of Completion

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 online in Kishwaukee Self-Service.

The Associate in General Studies (A.G.S.) degree

The Associate in General Studies (A.G.S.) degree is an individualized degree. The A.G.S. allows students to design their own associate degree program that may include both transfer and occupational courses. This degree has minimal general education requirements, thus allowing considerable flexibility in designing and pursuing a course of study that meets individualized learning goals. All students considering this degree must meet with an advisor/counselor to determine suitability. The A.G.S. degree is not considered a transfer degree and may or may not transfer, all or in part, to senior institutions.

GS 350 Associate in General Studies

Curriculum No. 350

The Associate in General Studies (AGS) Degree is a customizable degree plan designed in consultation with an academic advisor. It includes both transfer and occupational courses, requiring a minimum of 21 general education credits, offering flexibility for individualized learning goals. The AGS is not intended for transfer to four-year institutions and may not meet IAI General Education Core Curriculum guidelines. Students should verify transfer credit approval with the receiving institution, as transfer options for the degree are limited.

A minimum of 60 credit hours are required for this Associate in General Studies degree.

Requirements

- **Communication** (English and/or Communications) (6)
- **Social Science** (3)
- **Life Science, Physical Science**
  OR
- **Mathematics** (7)
- **Fine Arts**
  OR
- **Humanities** (3)
- **Course from any of the general education areas** (3)
- CSD 100 - The College Experience (2)
- **Electives** (36)

Total Credits: 60

IAI Fine Arts

IAI Fine Arts List

- ART 282 - Introduction to the Visual Arts (3)
- ART 289 - History of Non-Western Art (3)
- ART 291 - History of Art I Foundations (3)
- ART 292 - History of Art II Foundations (3)
- ART 294 - History of Photography (3)
- HUM 150 - Introduction to Film Appreciation (3)
- MUS 130 - Survey of American Music (3)
- MUS 220 - Music Appreciation (3)
- MUS 222 - Exploring Non-Western World Culture Through Music (3)
- THE 203 - Introduction to the Theatre (3)

IAI Humanities

IAI Humanities Course List

- ENG 130 - Introduction to Literature (3)
- ENG 206 - Introduction to Fiction (3)
- ENG 215 - Children's Literature (3)
- ENG 216 - Introduction to Poetry (3)
- ENG 283 - Images of Women (3)
- FRN 202 - Intermediate French II (3)
- HIS 144 - Western Civilization to 1715 (3)
- HIS 145 - Western Civilization since 1715 (3)
- HIS 172 - World History to 1500 (3)
- HIS 173 - World History Since 1500 (3)
- HIS 220 - United States History to 1877 (3)
- HIS 222 - United States History Since 1877 (3)
- HIS 249 - History of Africa (3)
- HUM 217 - World Mythology (3)
- PHL 101 - Introduction to Philosophy (3)
- PHL 103 - Introduction to Logic (3)
- PHL 198 - World Religions (3)
- PHL 200 - Ethics (3)
- SPA 202 - Intermediate Spanish II (3)

IAI Life Sciences

Life Sciences List

- BIO 103 - General Biology (3)
- BIO 109 - Human Biology (3)
- BIO 111 - General Biology Lecture and Lab 4
- BIO 201 - Biology Principles I (4)

IAI Physical Sciences

IAI Physical Science List

- 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)
- PHS 130 - Introduction to Astronomy (3)
- PHY 150 - Introductory Physics (3)
- PHY 151 - Introductory Physics Laboratory (1)
- PHY 250 - General Physics I (4)
- PHY 263 - Fundamentals of Physics I (4)

- ## IAI Social and Behavioral Sciences

Social and Behavioral Science Course List

- 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 - Human Geography (3)
- HIS 200 - African American History (3)
- PLS 140 - Introduction to American Government and Politics (3)
- PLS 210 - International Relations (3)
- PLS 240 - State and Local Government (3)
- PSY 102 - Introduction to Psychology (3)
- PSY 216 - Abnormal 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)

Course Descriptions

ACC 101 - Software for Accounting (1.5)
Prerequisite: None
Lecture: 1.5 hours of lecture/discussion per week.

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. Repeatable 3 times as software changes
Note: This course is not offered this catalog year.
PCS: 1.2

ACC 106 - Accounting Seminar (0.5-3)
Prerequisite: None
varies

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 3 times up to a maximum of 12 credit hours
PCS: 1.2

ACC 108 - Business Accounting (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

ACC 121 - Financial Accounting (4)
IAI: BUS 903 Transfers to most Illinois Colleges/Universities.
fall, spring, summer
Lecture: 4 hours of lecture/ discussion per week.

The development of financial accounting. Students will learn to: construct, interpret, and analyze the balance sheet; analyze period-end adjustments - accruals and deferrals; construct, interpret, and analyze the income statement for a service business and a merchandising business; construct, interpret, and analyze various periodic and perpetual merchandise inventory methods; interpret and analyze the cash account, formulate an accurate policy for future business decisions; interpret and analyze the receivables, construct a depreciation policy for the long-term assets; interpret and analyze liabilities (short-term, long-term, and contingent); construct, interpret and analyze the stockholder's equity section of corporations; construct, interpret and analyze a cash flow statement; and interpret and analyze the financial statements using various ratios and analyses. A working knowledge of spreadsheets or CIS 123, or CIS/OS 133 recommended.
PCS: 1.1

ACC 122 - Managerial Accounting (4)
Prerequisite: ACC 121
IAI: BUS 904
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

A continuation of ACC 121. Students will learn to: analyze, interpret and complete both job-order and process cost accounting cycles; construct, analyze and interpret cost-volume-profit relationships; interpret and analyze absorption and variable costing approaches for managerial decisions; formulate, interpret and complete a master budget with pro-forma income statement and balance sheet; construct standard costs and measure variances from standards to material, labor and manufacturing overhead; analyze and interpret differential costs and product decisions; construct, analyze, and interpret activity-based costing as a decision-making tool; construct, analyze and interpret decisions using present value method; and construct, analyze and interpret just-in-time procedures. A working knowledge of spreadsheets or CIS 123, or CIS/OS 133 recommended.
PCS: 1.1

ACC 200 - VITA Tax Procedure & Practice (3)
Prerequisite: Consent of Instructor
spring
Lecture: 3 hours of lecture/discussion per week.

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
Note: This course is not offered this catalog year.
PCS: 1.2

AGR 105 - Agricultural Seminar (0.5-3)
Prerequisite: None
varies

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 3 times up to a maximum of 12 credit hours.
PCS: 1.2

AGR 112 - Intro to Precision Agriculture (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: Two hours of lab per week.

This course is designed to provide the students with an introductory look at the latest technologies for managing crop production. Students will examine the use of satellite positioning systems, electronic sensors, controllers, and computer systems to create detailed management information for use in agricultural management decisions. Analysis of data gathered to achieve productivity, environmental, and economic benefits will be emphasized.
Note: This course is not offered this catalog year.
PCS: 1.2

AGR 116 - Precision Ag Equipment (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Practical application of management principles and the selection, adjustment, repair, and maintenance of precision agricultural machinery. Includes all areas of farm equipment and the technology that is helping increase productivity. This course is primarily designed for students outside of the Diesel Power Technology program.
Note: This course is not offered this catalog year.
PCS: 1.2

AGR 198 - Agribusiness Internship (1-4)

Prerequisite: None
summer

Based on the career objective of the student and the cooperation of an agricultural oriented business organization approved by the college, a student applies classroom instructional background to actual job situations. Requires a minimum of 150 to 300 hours in a supervised occupational setting in addition to meeting with the instructor. Credit determined on a contact hour basis. Repeatable 3 times up to 12 credit hours.
PCS: 1.2

AGR 204 - Integrated Precision Ag (3)
Prerequisite: AGR 112
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Practical application of geospatial technologies for site specific and whole farm management practices using precision agriculture software to integrate real world data in the interpretation and creation of maps for precision agriculture applications. Specific emphasis will be focused on data processing, and data management as well as developing prescriptions to optimize yield and profitability while mitigating environmental impacts.
Note: This course is not offered this catalog year.
PCS: 1.2

AGT 100 - Orientation to Agricultural Careers (1)
Prerequisite: None
fall
Lecture: 1 hour of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

AGT 140 - Introduction to Animal Science (4)
Prerequisite: None
IAI: AG 902
fall
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Fundamentals of animal science involving a study of the animal industry, genetics, selection, nutrition and physiology of cattle, swine, sheep, and poultry.
PCS: 1.1

AGT 160 - Introduction to Agricultural Economics (4)
Prerequisite: None
IAI: AG 901
spring
Lecture: 4 hours of lecture/discussion per week.

This is an introductory economics course designed to provide students with a background in both micro and macroeconomics. 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. 75% of this course is devoted to microeconomic theory and topics, and 25% devoted to macroeconomic theory and topics.
Note: This course is not offered this catalog year.
PCS: 1.1

AGT 170 - Introduction to Agricultural Mechanization (3)
Prerequisite: None
IAI: AG 906
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Emphasis on technical terminology, skill development, and application of principles to agriculture power, machinery, structures, conservation, electrification, and welding.
Note: This course is not offered this catalog year.
PCS: 1.1

AGT 210 - Introduction to Crop Science (4)
Prerequisite: None
IAI: AG 903
fall
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.1

AGT 215 - Introduction to Soils and Fertilizers (4)
Prerequisite: None
IAI: AG 904
fall
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

The nature and properties of soils including origin, formation, biological, chemical, and physical properties, emphasizing soil management by sampling, testing, and determining fertilizer requirements.
PCS: 1.1

ANT 120 - Introduction to Anthropology (3)
Prerequisite: None
IAI: S1900N
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A study of the basic concepts and ideas relevant to the fields of anthropology, which is a holistic approach to the study of humankind and human variation. The course surveys the two major subfields of anthropology: physical anthropology (human evolution, non-human primates, and human variation) and cultural anthropology (cultural variation, including language).
PCS: 1.1

ANT 203 - Introduction to Archaeology (3)
Prerequisite: None
IAI: S1903
fall, summer
Lecture: 3 hours of lecture/discussion per week.

An introduction to the subfield of anthropology which studies the prehistory and history of humankind. The class also examines archaeological concepts including research and methods for study of prehistoric cultures. Emphasis will be placed on the excavation and discoveries of material culture, methods of dating artifacts, analysis of artifacts and interpretation of findings.
PCS: 1.1

ANT 220 - Introduction to Cultural Anthropology (3)
Prerequisite: None
IAI: S1 901N
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ANT 240 - Physical Anthropology (3)
Prerequisite: None
IAI: S1 902
fall
Lecture: 3 hours of lecture/discussion per week.

An introduction to human evolutionary history, human biological variation, genetics, evolutionary theory, nonhuman primates, and basic forensics. Theories and methods of physical anthropology will be applied to the analysis of the fossil record and human biology.
PCS: 1.1

ART 100 - Drawing I Foundations (3)
Prerequisite: None
IAI: ART 904
fall, spring
Studio: 6 studio hours a week.

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.
PCS: 1.1

ART 101 - Drawing II Foundations (3)

Prerequisite: ART 100
IAI: ART 905
spring
Studio: 6 studio hours a week.

A continuation of ART 100, Drawing I. This course builds on and refines the experiences of Drawing I focusing on a variety of media including color, mixed-media, and may include digital media. Emphasis is on invention and formal concerns. Explorations into abstraction, non-objectivity and fabricated image making is covered in this class. This course includes vocabulary development, critical analysis activities, and reference to contemporary and historic models of drawing.
Limited Transfer - See advisor for more information
PCS: 1.1

ART 103 - Digital Art (3)
Prerequisite: None
fall
Studio: 6 studio hours a week.

An introduction to digital art, imaging, and design. Digital image manipulation and generation will be practiced, including the integration of computer hardware, software, and peripheral devices as tools to capture, compose and construct images using traditional and contemporary visual approaches as applied to art and design. Students will study the creation of art and design through the usage of layout devices such as composition, visual hierarchy, content development and concept development. Art and design software standard to the industry will be utilized. Limited Transfer - See advisor for more information
PCS: 1.1

ART 167 - Graphic Design I (3)
Prerequisite: None
fall, spring
Studio: 6 studio hours a week.

An introduction to the fundamentals of graphic design. Topics include research, image manipulation, vector graphics, logo development, typography, and layout design for print and screen. Students will use the formal elements of design including composition, color, texture, pattern, point, line, and shape and apply them using graphic tools into effective graphic design communications. Art and design software standard to the industry will be utilized. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 200 - Figure Drawing I (3)
Prerequisite: ART 100
spring
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 201 - Figure Drawing II (3)
Prerequisite: ART 200
spring
Studio: 6 studio hours a week.

A continuation of ART 200. This course builds upon aesthetic and technical skills begun in the introductory level course. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 203 - Digital Photography (3)
Prerequisite: None
spring
Studio: 6 studio hours a week.

An introduction to digital photography using software, graphic images, and photography as tools to create artwork. This course surveys photographic images' production, manipulation, and output electronically and for print. Topics include meaning, aesthetics, historical and cultural context, image appropriation, and the implications of electronic photographic imaging to legal, ethical, and social issues in the commercial and fine arts fields. Students will learn how to operate a manual digital camera, raster and vector graphics, resolution, file formats, output devices, color systems, and image-acquisitions using industry art and design software standards. Visual elements, design concepts, and historical and contemporary artworks will be taught and shown using diverse, equitable, and inclusive examples. A digital SLR is preferred but not required. Limited Transfer - See advisor for more information. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 204 - Digital Illustration (3)
Prerequisite: None
spring
Studio: 6 studio hours a week.

An introduction to digital illustration using image editing, vector graphics, and digital drawing and painting to extend and augment a student's skills using analog media and methods. Assignments emphasize traditional illustration skills such as visual problem solving, rendering, and drawing, while exploring the digital possibilities to execute the artwork. Cross-utilizing software and mixing media are encouraged. A range of exercises and projects gives the student experience in a variety of design applications. The relationship of illustration with other fields such as animation, graphic design and painting is examined. Art and design software standard to the industry will be utilized.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 207 - Video Art (3)
Prerequisite: None
varies
Studio: 6 studio hours a week.

An introduction to video practice, concentrating on creating, presenting, and analyzing the moving image. Projects will focus on developing a photographic eye, learning the basics of video and sound editing, and building a working knowledge of video art. This course is designed to expand conceptual ideas and visual language by confronting the notion of time within the working process. Readings, research and discussion will supplement the lab work. Art and design software standard to the industry will be utilized.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 211 - 2-D Design Foundations (3)
Prerequisite: None
IAI: ART 907
fall
Studio: 6 studio hours a week.

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.
PCS: 1.1

ART 212 - 3-D Design Foundations (3)
Prerequisite: None
spring
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 214 - Intaglio Printmaking (3)
Prerequisite: None
varies
Studio: 6 studio hours per week.

An introduction to dry point, etching, mezzotint, monotype and other intaglio processes with the emphasis on development of technical skills, aesthetic design, and production of creative art prints. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 223 - Photography I (3)
Prerequisite: None
fall, spring
Studio: 6 studio hours a week.

An introductory course that covers the basic principles of black and white photography using a film-based SLR camera, traditional image processing in the chemical darkroom, and the aesthetic concerns as a fine art medium. Framing, composition, and exposure control will be covered as well as an overview of the history of photography and its content as both a commercial medium and a form of artistic expression. Students supply their own SLR film-based cameras, film, and photographic paper. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 224 - Photography II (3)
Prerequisite: ART 223
fall, spring
Studio: 6 studio hours a week.

A continuation of ART 223 with an emphasis on the creative and expressive qualities of film-based photography as an artistic medium. Further development of skills related to darkroom procedures, zone systems for black and white, and experimentation. Individual projects required Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 231 - Sculpture I (3)
Prerequisite: ART 212
varies
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 232 - Sculpture II (3)
Prerequisite: ART 231
varies
Studio: 6 studio hours a week.

A continuation of ART 231. This course builds on the aesthetic and technical skills begun in the introductory course. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 235 - Metals/Jewelry I (3)
Prerequisite: None
fall, spring
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 236 - Metals/Jewelry II (3)
Prerequisite: ART 235
fall, spring
Studio: 6 studio hours a week.

A continuation of ART 235. This course builds on the aesthetic and technical skills begun in the introductory course. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ART 241 - Ceramics I (3)
Prerequisite: None
fall, spring
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 242 - Ceramics II (3)
Prerequisite: ART 241
fall, spring
Studio: 6 studio hours a week.

A continuation of ART 241. This course builds on the aesthetic and technical skills begun in the introductory course. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 250 - Relief Printmaking (3)
Prerequisite: None
spring
Studio: 6 studio hours a week.

An introduction to relief printmaking processes. This course emphasizes the development of technical skills, aesthetic design, and production of creative art prints. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 260 - Painting I (3)
Prerequisite: ART 100 or ART 211 or instructor consent
fall
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 261 - Painting II (3)
Prerequisite: ART 260
fall
Studio: 6 studio hours a week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 267 - Graphic Design II (3)
Prerequisite: ART 167
fall, spring
Studio: 6 studio hours a week.

A continuation of ART 167. This course builds on the foundations learned in Graphic Design I. Topics include creation of elements of brand identity programs, such as logos, publications, advertisements, websites and other applications. Emphasis will be placed on developing a portfolio from visualizations to production techniques, through directed studio exercises using the computer. Upon completion, students should be able to effectively apply design principles and visual elements to a wide variety of business identity and communication problems. Art and design software standard to the industry will be utilized. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 282 - Introduction to the Visual Arts (3)
Prerequisite: None
IAI: F2 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ART 283 - Art in the Elementary School (3)
Prerequisite: None
spring
Lecture: 1 hour of lecture/discussion per week. Studio: 5 studio hours a week

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 289 - History of Non-Western Art (3)
Prerequisite: None
IAI: F2 903N
varies
Lecture: 3 hours of lecture/discussion per week.

A survey of the history of the visual arts (painting, drawing, printmaking, sculpture, and architecture) in selected Non-Western societies. Examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Limited Transfer - See advisor for more information.
PCS: 1.1

ART 291 - History of Art I Foundations (3)
Prerequisite: None
IAI: F2 901
fall
Lecture: 3 hours of lecture/discussion per week.

A global survey of the history of the visual arts and architecture, focusing on major artistic styles and movements in relationship to the Western art tradition. The course also examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts.
PCS: 1.1

ART 292 - History of Art II Foundations (3)
Prerequisite: None
IAI: F2 902
spring
Lecture: 3 hours of lecture/discussion per week.
This is a continuation of History of Art I.
PCS: 1.1

ART 294 - History of Photography (3)
Prerequisite: None
IAI: F2 904
varies
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ART 298 - Topics in Art History (1-3)
Prerequisite: None
varies
Lecture: Variable hours, 1-3 contact hours per week.

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. Limited Transfer - See advisor for more information. Repeatable 3 times as topics change.
PCS: 1.1

ART 299 - Topics in Studio Art (1-3)
Prerequisite: None
varies
Lecture: variable hours Studio: 2 to 6 studio hours per week.

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. Limited Transfer - See advisor for more information. Repeatable 3 times as topics change.
PCS: 1.1

AMT 100 - Automotive Orientation (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours lab per week.

This course prepares students for a career in the automotive industry. Items covered will include an introduction to potential careers, certification, resume building, continuing education, how to access service information, shop safety, and general shop equipment.
PCS: 1.2

AMT 105 - Automotive Technology Seminar (0.5-3)
Prerequisite: None
varies

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.
PCS: 1.2

AMT 116 - Basic Automotive Electrical (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Theory and operation of basic electrical systems found on internal combustion and hybrid/electric vehicles. Includes coverage of basic
electrical theory, ohms law, starting/charging systems, and other basic electrical systems. Course content includes usage of related test equipment and meters.
PCS: 1.2

AMT 125 - Automotive Braking Systems (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

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.
PCS: 1.2

AMT 127 - Engine Management I (3)
Prerequisite: AMT 116
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

This class is a study of engine ignition systems. Operation and testing of automotive ignition systems includes spark plugs, distributors, DIS and coil over plug systems will be covered.
PCS: 1.2

AMT 129 - Auto Heating/Air Conditioning (3)
Prerequisite: AMT 116
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

AMT 131 - Automotive Steering/Suspension (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

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, and wheel balance. Special equipment usage and procedures applied to suspension service are also covered.
PCS: 1.2

AMT 133 - Automotive Engines I (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Design, theory, operation, service and basic rebuilding of automobile engine systems.
PCS: 1.2

AMT 135 - Manual Trans & Drivelines (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

Designed to provide a thorough understanding of manual transmissions, manual transaxles, 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.
PCS: 1.2

AMT 205 - Advanced Chassis Systems (3)
Prerequisite: AMT 125, AMT 131
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

The in-depth study of electronically controlled chassis systems such as steering, suspension and also ABS. Steering and suspension diagnosis as well as hands on alignment procedures covered.
PCS: 1.2

AMT 217 - Advanced Drivelines & 4X4 (3)
Prerequisite: AMT 135
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Inspection, construction, operation, and diagnosis of, final drive, transfer case, locking hub assembly, universal joints, constant velocity joints, driveline electrical components and controls. 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.
PCS: 1.2

AMT 219 - Hybrid & Electric Vehicle Tech (3)
Prerequisite: AMT 116
fall, spring, summer

Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

A study of hybrid electric vehicles (HEV) and electric vehicles (EV.) Topics covered include high voltage propulsion, high voltage safety, differences in HEV and EV systems. Proper general service procedures as well as high voltage battery and propulsion system diagnostics will be addressed.
PCS: 1.2

AMT 223 - Engine Management II (3)
Prerequisite: AMT 116
fall

Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course is a study of computerized engine management. Topics covered include computer controls of engine systems, diagnostic tools and techniques. Operation and testing of modern fuel injection systems including fuel pumps, fuel injectors, and associated management systems will be covered.
PCS: 1.2

AMT 225 - Automatic Transmissions I (3)
Prerequisite: None
fall

Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

Theory and operation of automatic transmissions/transaxles. Includes theory of hydraulics, in-depth service, overhaul procedures, and diagnosis.
PCS: 1.2

AMT 227 - Automotive Engines II (3)
Prerequisite: AMT 133
spring

Lecture: 2 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

Complete engine rebuilding service and procedures are used during this predominately lab-oriented course. Students are expected to use previously learned skills from AMT 133 Automotive Engines I 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.
PCS: 1.2

AMT 229 - Automotive Service & Repair (4)
Prerequisite: Eighteen (18) AMT credit hours with a grade point average (GPA) of 2.0 or higher
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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.
PCS: 1.2

AMT 231 - Engine Management III (3)
Prerequisite: AMT 116
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

An advanced class that gives students information and experience applying knowledge already obtained with structured diagnostic techniques. Diagnosing engine performance and drivability problems will be accomplished through the use of 5-gas analyzers, computer oscilloscopes, hand-held scanners and PC based tools. Module programming, emissions systems, and emissions testing will also be covered.
PCS: 1.2

AMT 233 - Body Electronics & Hybrid Tech (3)
Prerequisite: AMT 116
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course provides a comprehensive understanding of vehicle electrical systems. These systems include windshield wipers, power windows and locks, gauges, air bags, radio frequency, anti-theft and multiplexing. Emphasis will be placed on mastering the use of wiring diagrams. Includes a study of hybrid electric vehicles (HEV) and electric vehicles (EV) with emphasis on high voltage propulsion and high voltage safety.
PCS: 1.2

AMT 235 - Automatic Transmissions II (3)
Prerequisite: AMT 225
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Inspection, construction, operation, and diagnosis of automatic transmissions, transaxle, and driveline electrical components and controls. Includes fundamental theory, operation, construction, inspection, and diagnosis of switches, sensors, solenoids, motors, and control devices Includes theory of hydraulics, in-depth service, overhaul procedures, and diagnosis.
PCS: 1.2

BIO 101 - Environmental Biology (3)
Prerequisite: None
IAI: L1 905
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

BIO 102 - Environmental Biology Laboratory (1)
Prerequisite: BIO 101 or concurrent enrollment
IAI: L1 905L
fall, spring, summer
Lab: 2 hours of lab per week.

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.
PCS: 1.1

BIO 103 - General Biology (3)
Prerequisite:
Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy.
Demonstrated readiness for college-level Math, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
IAI**:** L1 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

BIO 105 - General Biology Laboratory (1)
Prerequisite: BIO 103 or concurrent enrollment
IAI: L1 900L
fall, spring, summer
Lab: 2 hours of lab per week.

Optional laboratory to accompany BIO 103.
PCS: 1.1

BIO 109 - Human Biology (3)
Prerequisite: None
IAI**:** L1 904
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

BIO 110 - Human Biology Laboratory (1)
Prerequisite: BIO 109 or concurrent enrollment
IAI: L1 904L
fall, spring
Lab: 2 hours of lab per week.

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.
PCS: 1.1

BIO 111 - General Biology Lecture and Lab 4
Prerequisite:
Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy.
IAI: L1900L
Fall, Spring, Summer
Lecture: 3 hours lecture/discussion a week and two hours lab a week.

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.
PCS: 1.1

BIO 201 - Biology Principles I (4)
Prerequisite: CHE 210 or concurrent enrollment
IAI: L 1910L BIO 910
fall
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

This course is the first of a two-semester sequence intended for pre-professional students and those majoring in the Biological Sciences. This course explores biological function at the molecular and cellular level. Topics include basic chemistry and thermodynamics, the relationship between molecular and cellular form and function, basic metabolism and physiology, biological information flow, genetics, biotechnology, and the structure and evolution of genomes.
PCS: 1.1

BIO 202 - Biology Principles II (4)
Prerequisite: BIO 201 with a grade of "C" or higher
IAI: L 1910L BIO 910
spring
Lecture: 3 hours of lecture discussion per week. Lab: 3 hours of lab per week.

This course is the second of a two-semester sequence intended for pre-professional students and those majoring in the Biological Sciences. This course explores biological function from the organismal to the ecosystem level. Topics include mechanisms of micro- and macro-evolution, organismal diversity, the relationship between organismal structure and function, animal behavior, and the ecology of populations, communities, and ecosystems.
PCS: 1.1

BIO 213 - Introductory Microbiology (4)
Prerequisite: (BIO 103 and BIO 105) or BIO 201 with grades of "C" or higher.
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

BIO 258 - Anatomy and Physiology I (4)
Prerequisite: (BIO 103 and BIO 105) or BIO 201 with minimum grades of "C"
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

This is the first semester of a two-semester sequence in human Anatomy and Physiology. A body systems approach is used with emphasis on the contribution of each body system to the maintenance homeostasis and the relationship between form and function of body organs. This course covers basic chemistry, cell biology, histology and the skeletal, muscular and nervous systems. Three hours per week are allotted for hands on laboratory experience. The laboratory includes human cadaver study. Limited Transfer - See advisor for more information.
PCS: 1.1

BIO 259 - Anatomy and Physiology II (4)
Prerequisite: BIO 258 with minimum grade of "C"
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

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 homeostasis 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. Limited Transfer - See advisor for more information.
PCS: 1.1

BUS 101 - Introduction to Business (3)
Prerequisite: None
fall, spring, summer
Lecture: 3 hours of lecture/discussion a week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

BUS 106 - Business Seminar (0.5-3)
Prerequisite: None
varies

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 3 times up to a maximum of 12 credit hours.
PCS: 1.1

BUS 107 - Practical Business Principles (3)
Prerequisite: None
Lecture: 3 hours of lecture/discussion per week.

This course presents a survey of and introduction to a variety of aspects of business environments and their operating principles in the local and surrounding communities. The students will be exposed to a broad knowledge of diverse organizations, their function in the business community, and the specific role that fundamental business concepts play in an organization's success and growth. The course is designed to provide a first-hand understanding of the principles, policies, challenges and career opportunities present in the corporate structure from local business leaders.
Note: This course is typically offered as a Kishwaukee Education Consortium (KEC) course.
PCS: 1.1

BUS 120 - Business Mathematics (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

BUS 130 - Human Relations (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

Study of motives, attitudes, and characteristics of people relating to their performances in the world around us. Emphasis on life management.
PCS: 1.1

BUS 150 - Legal/Social Environment of Business (3)
Prerequisite: None
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

BUS 256 - Business Law (3)
Prerequisite: None
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

CHE 110 - Basic Chemistry (3)
Prerequisite: Appropriate placement test scores, or MAT 086 or MAT 098 with a “C” or higher. Designed for students with no previous background in chemistry
IAI: P1 902
fall, spring, summer
Lecture: 3 hours of lecture/discussions per week.

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.
PCS: 1.1

CHE 111 - Basic Chemistry Laboratory (1)
Prerequisite: CHE 110 with a grade of "C" or higher or concurrent enrollment in CHE 110
IAI: P1 902L
fall, spring, summer
Lab: 3 hours of lab per week.

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.
PCS: 1.1

CHE 210 - General Chemistry I (5)
Prerequisite: CHE 110, CHE 111 and MAT 150 with grades of "C" or higher. (Completion of two semesters or a year of a high school chemistry with a grade of "C" or higher may meet prerequisite requirement of CHE 110 and CHE 111)
IAI: P1 902L, CHM 911
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

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.
PCS: 1.1

CHE 211 - General Chemistry II (5)
Prerequisite: CHE 210 with a grade of "C" or higher
IAI**:** CHM 912
spring, summer
Lecture: Four hours of lecture/discussion per week. Lab: Three hours of lab per week.

Topics include solutions, acids and bases, chemical equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, and descriptive topics in inorganic chemistry.
PCS: 1.1

CHE 270 - Organic Chemistry I (3)
Prerequisite: CHE 211 with a grade of "C" or higher
IAI: CHM 913
fall
Lecture: 3 hours of lecture/discussion a week.

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.
PCS: 1.1

CHE 271 - Organic Chemistry II (3)
Prerequisite: CHE 270 with a grade of "C" or higher
IAI**:** CHM 914
spring
Lecture: 3 hours of lecture/discussion a week.

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.
PCS: 1.1

CHE 272 - Organic Chemistry Laboratory I (2)
Prerequisite: CHE 270 with a grade of "C" or higher or concurrent enrollment in CHE 270
IAI**:** CHM 913
fall
Lab: 5 hours of lab per week.

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.
PCS: 1.1

CHE 273 - Organic Chemistry Laboratory II (2)
Prerequisite: CHE 271 with a grade of "C" or higher or concurrent enrollment in CHE 271
IAI: CHM 914
spring
Lab: 5 hours of lab per week.

A series of laboratory experiments to accompany CHE 271. Experiments are designed to learn the techniques of organic synthesis.
PCS: 1.1

COM 100 - Oral Communication (3)
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
IAI: C2 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

COM 108 - Communication in the Workplace (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

This course is an introduction to communication strategies, behaviors, and expectations in the workplace. This course emphasizes diverse skill sets required across workplace environments and professional situations. Workplace skills emphasized in the course include self-monitoring, listening, conflict and conflict resolution, group work, interpersonal interactions, giving and receiving feedback, intercultural communication, customer service, evaluation and critical thinking.
PCS: 1.2

COM 150 - Intro to Mass Communications (3)
Prerequisite: None
IAI**:** MC 911
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

COM 151 - Publications Productions I (1)
Prerequisite: None
fall, spring
Lab: 3 hours of lab per week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

COM 152 - Publications Productions II (1)
Prerequisite: COM 151
fall, spring
Lab: 3 hours of lab per week.

A continuation of COM 151. Students will further develop skills related to the production of the Kishwaukee College newspaper, the Kaleidoscope. This course is designed to widen abilities and promote greater responsibilities in journalistic skill areas: news writing, sports writing, feature writing, photography, editing, advertising sales and design. Limited Transfer - See advisor for more information.
Note**:** This course is not offered this catalog year.
PCS: 1.1

COM 153 - Publications Productions III (1)
Prerequisite: COM 152
fall, spring
Lab: Three hours of lab per week.

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. Limited Transfer - See advisor for more information. May be repeated one time.
Note: This course is not offered this catalog year.
PCS: 1.1

COM 203 - Interpersonal Communication (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

COM 298 - Topics In Communication (1-3)
Prerequisite: None
varies
Lecture: 1 to 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information. Repeatable three times as topics change.
PCS: 1.1

CAD 106 - CAD Seminar (0.5-3)
Prerequisite: None
varies

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 3 times up to a maximum of 12 credit hours.
PCS: 1.2

CAD 131 - Print Reading for Construction Trades (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CAD 141 - Technical Drafting CAD (4)
Prerequisite: None
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hour lab a week.

In depth coverage of the graphic language of industry through the use of sketching and CAD software. Students will use 2D CAD software to create orthographic projections, sections, auxiliaries, revolutions, manufacturing processes, dimensioning, tolerancing thread representations, and pictorial projections. Using these concepts the students will be able to produce industry standard working drawings.
PCS: 1.2

CAD 151 - Fundamentals of CAD/AutoCAD (3)
Prerequisite: None
fall, spring

Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Step by step instructions in the use of the basic operations of Autodesk's AutoCAD system. Designed to provide a basic understanding of two-dimensional computer-aided design procedures through hands on microcomputer experience. Basic concepts of drafting and design are introduced. Repeatable 3 times.
Note: This course is not offered this catalog year.
PCS: 1.2

CAD 152 - Fundamentals of CAD/Inventor (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Step by step instruction in the use and basic operations of Autodesk's Inventor 3D modeling software. Designed to provide a basic understanding of parametric modeling procedures through hands on experience.
Note: This course is not offered this catalog year.
PCS: 1.2

CAD 153 - 2D Mechanical CAD (4)
Prerequisite: CAD 141, CAD 151
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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.
Note**:** This course is not offered this catalog year.
PCS: 1.2

CAD 154 - 2D Architectural CAD (4)
Prerequisite: CAD 131, CAD 141
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

CAD 171 - Fundamentals of CAD-SolidWorks (3)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Step-by-step instruction in the use of the basic operations of the SolidWorks CAD system. Designed to provide a basic understanding of CAD procedures through hands-on microcomputer experience. Repeatable 3 times.
Note: This course is not offered this catalog year.
PCS: 1.2

CAD 172 - Intermediate CAD-SolidWorks (3)
Prerequisite: CAD 171 or CAD 152
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

A continuation of CAD171. Step by step instruction in the more advanced capabilities of Dassault Systèmes' SolidWorks computer-aided design software. Students will learn creation of complex models using SolidWorks advanced tools for creation of parts, surfaces, simulations, sheet metal, top-down assemblies and core and cavity molds.
Note**:** This course is not offered this catalog year.
PCS: 1.2

CAD 251 - Modeling Rendering & Animation (3)
Prerequisite: CAD 152 or CAD 171
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

CAD 253 - 3D Mechanical CAD (4)
Prerequisite: CAD 153 or concurrent enrollment
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

CAD 254 - 3D Architectural CAD/Revit (4)
Prerequisite: CAD 154 or concurrent enrollment
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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.
Note**:** This course is not offered this catalog year.
PCS:1.2

CAD 270 - Drafting and Design Internship (0.5-3)
Prerequisite: Instructor consent
spring

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.
Note**:** This course is not offered this catalog year.
PCS:1.2

CIS 101 - Introduction to Computers (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CIS 106 - Computer Information Systems Seminar (0.5-3)
Prerequisite: None
varies

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 3 times.
PCS: 1.2

CIS 111 - Intro to Programming: Python (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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, pseudocode, Boolean logic, file processing, interactive input and output, and an introduction to object-oriented programming concepts. Students will be expected to solve some problems using a programming language.
PCS: 1.2

CIS 118 - Web Site Development (3)
Prerequisite: None
fall (odd years)
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CIS 119 - JavaScript (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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, navigation and modification of the DOM, and the use of cookies and web storage.
PCS: 1.2

CIS 123 - Management Information Systems (3)
Prerequisite: None
IAI: BUS 902
fall, spring
Lecture: 3 hours of lecture/discussion per week.

This course introduces topics involving the use of information systems for business purposes. Topics include the use of word processing, spreadsheet, database management, and presentation software to solve problems. Communication software, responsible use of the Internet, creating a basic web site, and online collaboration and safety will also be covered.
PCS: 1.1

CIS 140 - Networking Fundamentals (4)
Prerequisite: None
fall, spring
Lecture: 4 hours lecture/discussion/guided lab per week.

This course is an introduction to Local Area Networks (LANS). Topics covered include: basic networking concepts, hardware and software components, protocols, standards, network topologies, transmission media, virtualization, wireless technologies, Security and Network Administration. Students will gain the technical skills to begin a career in installing, configuring and troubleshooting computer networks. Students will also be introduced to the fundamentals of network planning and design. Primary focus of the class is the training necessary to complete the Net certification exam.
PCS: 1.2

CIS 150 - C++ Programming I (3)
Prerequisite: Demonstrated readiness for college-level Math, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
IAI: CS 911
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CIS 160 - Java Programming I (3)
Prerequisite: Demonstrated readiness for college-level Math, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
IAI: CS 911
fall (even years)
Lecture: 3 hours of lecture/discussion per week.

This is the first course in the Java language sequence. It emphasizes a disciplined approach to problem solving and algorithm development. Input and output will be done using the command line, a graphical user interface, and files. Topics include selection, repetition, methods, arrays, text manipulation, data abstraction, and object-oriented programming. Program design, style, documentation, and testing will be practiced.

PCS: 1.2

CIS 170 - Introduction to UNIX (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

This course covers the fundamentals of UNIX-like operating systems and administration of a multi-user Linux server. The course covers basic system, file system, text editing commands, and shell scripting. Other topics include Linux installation, user/group management, simple networking and configuration, and a general overview of UNIX security issues (Previous programming experience recommended).
PCS: 1.2

CIS 182 - Windows Server Fundamentals I (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

The first class in a series of classes to prepare students for Microsoft Server certification. Through lecture and hands-on lab work students cover materials required to pass the first test in the Microsoft Server series of exams. Class will be structured based upon the current released version of Windows Server.
PCS: 1.2

CIS 190 - Google IT Support (6)
Prerequisite: None
fall, spring
Lecture: 4 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

This course teaches the skills necessary to work in an entry level IT support role. Google's online IT Support Professional curriculum is used. All course material is online. Open lab and instructor support are scheduled on campus and by email during the week. This course covers a wide range of topics including how computers work, the duties of IT support staff, installing/configuring/updating software, setting up user accounts and permissions, authentication and authorization techniques, setting up computer and account policies, working with multiple operating systems, networking devices and protocols, security evaluation and best practices, disaster recovery, remote connections, evaluating cloud-based alternatives, and troubleshooting techniques.
PCS: 1.2

CIS 206 - CIS Advanced Topics Seminar (1-4)
Prerequisite: Dependent on topic
varies

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 3 times.
PCS: 1.2

CIS 236 - CIS Project (3)
Prerequisite: Instructor consent
varies

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.
PCS: 1.2

CIS 250 - C++ Programming II (3)
Prerequisite: CIS 150
IAI: CS 912
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CIS 260 - Java Programming II (3)
Prerequisite: CIS 160
IAI: CS 912
spring (odd years)
Lecture: 3 hours of lecture/discussion per week.

This is the second course in the Java language sequence. Topics include object-oriented programming, recursion, files and streams, exceptions, string handling, the graphical user interface, searching and sorting algorithms, algorithm complexity, and data structures. Data structures covered will include lists, stacks, queues, trees, and graphs.
Note: Search for available course section offerings: Course Schedule.
PCS: 1.2

CIS 265 - Server-side Programming (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

This course covers programming applications for the Internet. The programming language used may vary by course section. Topics 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. Basic database design and SQL will also be covered and used to create applications. Completion of one programming course or previous programming experience is expected. Repeatable 3 times as the programming language used changes.
PCS: 1.2

CIS 282 - Windows Server II Networking (3)
Prerequisite: CIS 182
spring
Lecture: 3 hours of lecture/discussion/guided lab per week.

The second course in a series to prepare students for Microsoft Server certification. Through lecture and hands-on lab work students cover materials required to pass the second test in the Microsoft Server series of exams. Class will be structured based upon the current released version of Windows Server.
PCS: 1.2

CIS 283 - Network Security + (3)
Prerequisite: CIS 282 or concurrent enrollment
spring
Lecture: 3 hours of lecture/discussion/guided lab per week.

Fundamentals of network security principles and implementation. Variety of security topologies will be discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. The daily tasks involved in managing and troubleshooting security technologies will also be covered. Hands-on assignments will reinforce the concepts covered. Successful completion of this course prepares students to take the current CompTIA Security certification exam.
PCS: 1.2

CIS 285 - Cybersecurity (3)
fall
Lecture: 3 hours of lecture/discussion per week.

This course covers essential skills needed to detect and prevent cybersecurity issues facing organizations through analysis of techniques used to breach network security and application of methods to protect system integrity. These include vulnerability assessment, penetration testing, and defense against threats to network devices, servers, and software..
PCS: 1.2

CIS 296 - CIS Internship (3)
Prerequisite: Instructor consent
varies

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.
PCS: 1.2

CE 010 - Food Sanitation (1)
Prerequisite: None
Lecture: 1 hour lecture/discussion per week.

This class is a must for anyone working in the food service industry. Safe food handling practices from start to finish are covered. Completing the course qualifies you to take the Illinois Food Service Sanitation Certification exam, which is administered at the end of the class session. Not transferable.
Note: PCS:1.6

CE 019 - Forklift Operators Training (0.5)
Prerequisite: None
Lecture: 3.5 hours lecture/discussion per week. Lab: 4 hours of lab per week.

This class is intended to provide the student with the basic knowledge and skills needed for safe powered industrial lift truck operation. The class will be a mix of video presentations, lecture, discussion, demonstration, and hands-on training. After successful completion of both a written exam and a driving skills course, students will be provided with an operator's permit. This permit will allow students to participate in on-site testing that must be administered by an employer. Not transferable.
Note: PCS:1.6

CE 082 - Pharmacy Technician (4)
Prerequisite: None
Lecture: 4 hours lecture/discussion per week.

This comprehensive 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Not transferable.
Note: PCS:1.6

CE 083 - Dental Assistant (5)
Prerequisite: None
Lecture: 5 hours lecture/discussion per week.

Dental assistants provide quality preventative and corrective dental care under direct supervision of the dentist or dental hygienist. The Dental Assistant is responsible for assisting dentists and dental hygienists with patient care as well as providing certain administrative support to the office. The Kishwaukee College - Dental Assistant program consists of 90 hours of instruction (70 hours of classroom instruction and a 20-hour non-paid, externship in a dental facility.) The purpose of this course is to familiarize the student with all areas of dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Students must be at least age 18 to register. Not transferable.
Note: PCS:1.6

CE 084 - Veterinary Assistant (10)
Prerequisite: None
Lecture: 10 hours lecture/discussion per week. Lab: 1 hour of lab per week.

This comprehensive Veterinary Assistant training consists of 210 hours of instruction (150 hours of classroom instruction and 60 hours of hands-on externship in a veterinarian's office/clinic or animal hospital/clinic.) Topics of study include: Office and Hospital Procedures, Communication and Client Relations, Pharmacy and Pharmacology, Examination Room Procedures, Small Animal Nursing, Surgical Preparation and Assisting, Laboratory Procedures, and Radiology and Ultrasound Imaging. This training is designed to help students prepare for a career in the animal healthcare industry. Not transferable.

Note: Externships are scheduled for a one-week period, after classroom instruction has ended and before the final exam. Students are required to provide their own transportation to and from their externship site which can be located within a 50-mile radius of Kishwaukee College. Drug testing and a criminal background check are required for externship placement.
PCS:1.6084

CE 085 - Phlebotomy Technician (4.5)
Prerequisite: None
Lecture: 4 hours lecture/discussion per week. Lab: 1 hour of lab per week.

The comprehensive Phlebotomy Technician training consists of 160 hours of instruction (60 hours of classroom instruction and 100 hours hands-on externship in a healthcare facility). The training is designed to help prepare students to pass the American Society for Clinical Pathology (ASCP) Phlebotomy Technician certification examination (PBT-ASCP) and become actively employed as a phlebotomist. Topics covered include phlebotomy in relation to the healthcare setting, anatomy and physiology, venipuncture techniques, specimen processing, non-blood specimens, safety, infection control, and proper handling techniques. Not transferable.
Note: PCS:1.6

CE 086 - Med Sterile Processing Tech (5)
Prerequisite: None
Lecture: 5 hours lecture/discussion per week.

The comprehensive Sterile Processing Technician training consists of 85 hours of instruction (75 hours of classroom instruction and 10 hours of externship in a healthcare facility). The training is designed to help prepare students to pass the Certification Board for Sterile Processing and Distribution (CBSPD) Sterile Processing and Distribution (SPD) Technician Certification Exam and become actively employed as a sterile processing technician. Topics covered include Anatomy/Physiology, Microbiology, Infection Control, Decontamination of Surgical Instruments/Room Layout, etc. Not transferable.
Note: PCS:1.6

CE 087 - Recovery Support Specialist (7)
Prerequisite: None
Lecture: 7 hours lecture/discussion per week.

The Recovery Support Specialist class is designed to prepare students, with lived experience in substance abuse and/or mental health recovery, to become employed as Recovery Support Specialists and to pass the (CRSS) certification exam. The 100-hour, hybrid format class covers the following topics: Four Core Domains of CRSS profession, evidence-based practices in recovery support, trauma informed care, cultural competency, harm reduction and suicide prevention and safety planning. The class fulfills the education requirement for the CRSS exam. not transferable
Note: PCS:1.6

CSD 100 - The College Experience (2)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week.

The purpose of this course is to assist students in making a successful transition into the college experience. Students will be exposed to key academic terms, policies, and resources that foster student engagement and promote academic success. Topics include: exposure to college culture and expectations, setting goals, career and college planning, time management, study strategies, utilizing campus resources, diversity, self-reflection, and motivation. Limited Transfer - See advisor for more information.
PCS: 1.1

CSD 101 - Career Planning (2)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

CRJ 101 - Introduction to Criminal Justice (3)
Prerequisite: None
IAI: CRJ 901
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

CRJ 106 - Criminal Justice Seminar (0.5-3)
Prerequisite: None
varies

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 3 times up to a maximum of 12 credit hours.
PCS: 1.2

CRJ 107 - Criminal Law I (3)
Prerequisite: None
fall, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

CRJ 109 - Traffic Law Enforcement (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Traffic law enforcement, regulation, and control; fundamentals of traffic accident investigation; Illinois Vehicle Code.
PCS: 1.2

CRJ 110 - Traffic Accident Investigation (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 119 - Criminal Justice Administration (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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..
PCS: 1.2

CRJ 151 - Narcotics and Drug Enforcement (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 152 - Community Oriented Policing (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

A study of the relationships between police and the community served. Emphasis on cultural, ethnic, and varying economic and political strengths and weaknesses.
PCS: 1.2

CRJ 160 - Field Report Writing (3)
Prerequisite: ENG 103 or ENG 109
spring
Lecture: 3 hours of lecture/discussion per week.

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..
PCS: 1.2

CRJ 170 - Crisis/Conflict Mediation (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 201 - Criminal Investigation (3)
Prerequisite: None
fall, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 207 - Criminal Law II (3)
Prerequisite: CRJ 107
spring
Lecture: 3 hours of lecture/discussion per week.

Study of the criminal code of the State of Illinois. Limited Transfer - See advisor for more information
PCS: 1.1

CRJ 209 - Juvenile Delinquency/Juvenile Justice (3)
Prerequisite: None
IAI**:** CRJ 914
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

CRJ 211 - Introduction to Corrections (3)
Prerequisite: None
IAI**:** CRJ 911
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

CRJ 215 - Gangs and Security Threat Groups (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 221 - Constitutional Law for Police (3)
Prerequisite: None
fall

Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information..
PCS: 1.1

CRJ 230 - Ethics for Criminal Justice (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 250 - Criminalistics I (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

CRJ 251 - Criminalistics II (3)
Prerequisite: CRJ 250
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

CRJ 288 - CRJ Internship Orientation (1)
Prerequisite: None
fall, spring

Lecture: 1 hour of lecture/discussion per week.

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.
PCS: 1.2

CRJ 290 - CRJ Internship (3)
Prerequisite: none
fall, spring, summer

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. May be repeated one time.
PCS: 1.2

DPT 101 - Diesel Power Technology Careers (1)
Prerequisite: None
spring
Lecture: 1 hour of lecture/discussion per week.

Study of diesel power equipment technology employment opportunities in various occupations. Students gather occupational information, develop educational goals, prepare for the internship, and improve employability.
PCS: 1.2

DPT 105 - Diesel Power Tech Seminar (0.5-3)
Prerequisite: None
varies

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.
PCS: 1.2

DPT 154 - Truck Brakes and Suspension (4)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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.
PCS: 1.2

DPT 172 - Basic Engine Overhaul (4)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

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 headmaster machine, valve guide knurling, pin hone machine, and sleeve pullers as they apply to machinery and equipment overhauls. Student disassembles and reassembles lab engine.
PCS: 1.2

DPT 173 - Mobile Systems Electronics I (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

DPT 175 - Introduction to Tool Safety and Usage (2)
Prerequisite: None
fall
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

DPT 176 - Basic Transmissions and Final Drives (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

DPT 177 - Introduction to Diesels (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

DPT 178 - Basic Hydraulics (4)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Introduction to the principles of hydraulics and application of hydraulic machinery. Includes diagnosing, testing, repairing and maintaining hydraulic pumps, valves, cylinders, motors, and accumulators.
PCS: 1.2

DPT 197 - Diesel Power Tech Intern (3)
Prerequisite: None
spring

On the job training in the agricultural, commercial or industrial equipment business. Students use competencies and skills developed in the classroom and shop to perform maintenance and repair procedures on machines. Requires 225 hours of supervised employment experience.
PCS: 1.2

DPT 199 - Small Engine Maintenance and Repair (3)
Prerequisite: None
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

DPT 272 - Advanced Engine Overhaul (4)
Prerequisite: DPT 172
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Overhaul of diesel and gasoline engines in a simulated equipment service shop. An engine is assigned to a student to troubleshoot, test, 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.
PCS: 1.2

DPT 273 - Mobile Systems Electronics II (3)
Prerequisite: DPT 173
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

DPT 274 - Vehicle Air Conditioning (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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 troubleshooting for all types of equipment.
PCS: 1.2

DPT 277 - Combine Repair (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Includes material on combine operation, assembly and field adjustment methods. Emphasis on maintenance and repair with extensive hands-on shop training.
PCS: 1.2

DPT 279 - Advanced Diesels (3)
Prerequisite: DPT 177
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Study of the operation of diesel pumps and nozzles. Emphasis on troubleshooting, repairing, maintaining and testing of injection pumps, both distribution and in-line. Testing and programming electronic engines using laptop computers, includes Caterpillar, Cummins & Detroit engines.
PCS: 1.2

DPT 291 - Advanced Trans & Hydraulics (4)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 5 hours of lab per week.

Detailed, in-depth study of diagnosis, testing, service and overhaul procedures for vehicle powertrains and hydraulic systems. Powertrain components may include manual, automated, hydrostatic, torque amplifiers, torque converters, differentials and final drives. Hydraulic components may include pumps, actuators, valves, conductors, and interpretation of corresponding hydraulic and electrical schematics.
PCS: 1.2

ECE 106 - Early Childhood Education Seminar (0.5-3)

Prerequisite: None
varies

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 3 times as topics change.
PCS: 1.2

ECE 110 - Foundations of Early Child Ed (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

Survey of history and philosophies of early childhood education. Modern theories of childcare and education examined and compared in light of their historical development.
PCS: 1.2

ECE 111 - The Developing Child (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.2

ECE 112 - Guiding Young Children (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Introduction to developmentally appropriate practices in an early childhood setting through discussion. Overview of components, techniques, and curriculum models.
PCS: 1.2

ECE 118 - Observe & Assess for Guidance (3)
Prerequisite: ECE 111
Fall, Spring

Lecture: 1 hour of lecture/discussion per week. Lab: 4 hours of lab per week.

This course will focus on the evaluation, selection and implementation of effective observation, screening, and assessment strategies to inform ongoing instruction. Legal, ethical, and external factors on assessment will be covered along with appropriate strategies for engaging families in the assessment process.
Note**:** Students must comply with D.C.F.S. regulations which include a background check, fingerprinting, a physical exam, and references.
PCS: 1.2

ECE 161 - Family-Community Relationships (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Understanding values and strengths of parents and the community and their influence on children. Finding and using community resources for children.
PCS: 1.2

ECE 210 - The School-Age Child (3)
Prerequisite: None
varies
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

ECE 211 - Facility Organization and Supervision (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

ECE 212 - Administration of Day Care Homes (3)
Prerequisite: None
varies
Lecture: 3 hours of lecture/discussion per week.

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 car home.
PCS: 1.2

ECE 220 - Fostering Creative Expression in Young Children (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

ECE 221 - Language of the Young Child (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

ECE 222 - Child Nutrition and Health (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Basic principles of nutrition, food selection, and preparation as related to the health and well-being of the young child.
PCS: 1.2

ECE 223 - Science/Mathematics in Early Childhood Education (3)
Prerequisite: MAT 068 with grade of "C" or higher or Appropriate Math
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

ECE 224 - The Exceptional Child (3)
Prerequisite: ECE 111 with a grade of "C" or higher
IAI: ECE 913
spring
Lecture: 3 hours of lecture/discussion per week.

This course presents an overview of critical elements related to educating young children (up
to 8) with special needs. Descriptions of special needs, inclusive environments, IFSP/IEP process,
partnerships with families, curriculum modification, managing behaviors, trauma informed
care, and the challenges associating with meeting the needs of exceptional learners will be covered.
Study of applicable federal and state laws and requirements will be included.
PCS: 1.1

ECE 225 - Techniques & Curriculum Plans (4)
Prerequisite: ECE 111, ECE 112 with grades of "C" or higher
spring
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

A continuation of ECE 112 with limited participation.
PCS: 1.2

ECE 231 - Infant/Toddler Development (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

Examines the theories and current research related to infant and toddler development including parent/caregiver relationships. Emphasis on developing inclusive infant/toddler programs including the selection, presentation, and use of materials and experiences consistent with current theory and research.
PCS: 1.2

ECE 272 - Play and Motor Development (3)
Prerequisite: ECE 111 with a grade of "C" or higher
spring
Lecture: 3 hours of lecture/discussion per week.

Emphasis is placed on the importance of play and movement in the development of children within an appropriate environment. Identification and examination 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.
PCS: 1.2

ECE 280 - Early Childhood Education Practicum (4)
Prerequisite: ECE 110, ECE 221, ECE 223, ECE 225 with grades of "C" or higher
fall
Lecture: 1 hour of lecture/discussion a week 15 hours per week Practicum in a preschool or child care center.

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.
PCS: 1.2

ECO 100 - Consumer Economics (3)

Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

A study of the economic concepts relative to the consumption of goods and the effective use of services, money and property.
Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ECO 160 - Introduction to Economics (3)
Prerequisite: None
IAI: S3 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ECO 260 - Principles of Macroeconomics (3)
Prerequisite: None
IAI: S3 901
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ECO 261 - Principles of Microeconomics (3)
Prerequisite: None
IAI: S3 902
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

EDU 107 - Introduction to Special Education (3)
Prerequisite: None
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

EDU 201 - Introduction to Education (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note: A district volunteer background check and TB test are required.
PCS: 1.1

EDU 282 - Clinical Experiences in Education (1)
Prerequisite: EDU 201 with a grade of "C" or higher
fall, spring
Lab: 3 hours of lab per week.

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. Limited Transfer - See advisor for more information. Repeatable two times up to a maximum of three credit hours.
Note: A criminal background check through the Regional Office of Education or school district is required.
PCS: 1.1

EDU 285 - Intro to Technology in EDU (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

Introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards for the classroom. Fundamental operations and concepts of computer technologies to facilitate learning in today's P-12 classrooms. The course focuses on both knowledge and performance, and includes hands-on technology activities. Limited Transfer - See advisor for more information.
PCS: 1.1

ELE 102 - PC Maintenance and Repair (1)

Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week.

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 downtime due to improper software installation, inadequate power sources, disk failure, insufficient memory, and improper hard drive maintenance. Repeatable 3 times as technology changes.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 103 - AC Fundamentals Lecture (2)
Prerequisite: ELE 104 and ELE 121
spring
Lecture: 2 hours of lecture/discussion per week.

A study of Alternating Circuits (AC circuits) Lecture that focuses on Alternating Current, capacitive and inductance circuits, RLC steady state circuit analysis, resonance, and an introduction to filters. Students will apply Ohms Law and Power Law to an AC Circuit. Students will calculate various AC voltages, currents and power in various circuits such as series, parallel and combination. Students will also calculate AC waveforms such as peak and peak-to-peak as well as phase angles.
PCS: 1.2

ELE 104 - DC Fundamentals Lecture (2)
Prerequisite: ELE 104 and ELE 121 or concurrent enrollment
fall, spring
Lecture: 2 hours of lecture/discussion per week.

The DC Fundamentals lecture course is a foundation course that introduces students to Ohms Law using Direct Current. Students will study various DC terminology, such as voltage, current and resistance, study the building blocks of DC theory, apply scientific and engineering notation and how to identify various DC symbols. Additionally, students will study and apply ohms Law, power law and how they relate to three primary circuits: Series, parallel and combination. Students will calculate voltage, current and resistance in any of the various circuits. Finally, students will apply Kirchhoff Voltage Law, and Kirchhoff Current Law to various DC circuits.
PCS: 1.2

ELE 106 - Electricity Seminar (0.5-3)
Prerequisite: None
varies

Special course to meet specific needs of industry, groups, or individuals. Credit determined on a contact hour basis. Repeatable 3 times up to a maximum of 12 credit hours.
PCS: 1.2

ELE 107 - Electronics Seminar (0.5-3)
Prerequisite: None
varies

Special course to meet specific needs of industry, groups, or individuals. Credit determined on a contact hour basis. Repeatable 3 times up to a maximum of 12 credit hours.
PCS: 1.2

ELE 110 - Solid State Circuits (3)
Prerequisite: ELE 104 and ELE 121 or concurrent enrollment in ELE 104 and ELE 121
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

In the Solid State Circuits course the student will learn how diodes and rectifiers circuits operate and their use in power supply systems. Additionally, students will study transistor use in high and low voltage switching applications. The students will learn thyristors (SRC's, DIACS) and their applications in AC circuits. Finally, the students will study various sensor technologies, including proximity sensors, Light Emitting Diodes, solid state relays, the 555-timer circuits and other solid state technology. In conclusion of the class, students will learn to solder using ROHS compliance and build a working power supply.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 113 - Electrical Wiring & Safety (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This course is designed to give students an introduction into National Electric Code (NEC), and how NEC Code pertains to any industrial, commercial or residential environment. Topics include how to apply Lock-out Tag-out policies to safely de-energize an electrical system, safely work in a service panel, size a wire to a load, calculate box fill, install lighting and branch circuits, arc fault protection and GFIC Protection, and troubleshoot an electrical system using various test instruments.
PCS: 1.2

ELE 114 - Robotic Principles (1)
Prerequisite: None
fall
Lecture: 1 hour of lecture/discussion per week.

Students will be introduced to the basics of robotic systems. Robotics systems have evolved from the iRobot Roomba vacuum to Fanuc Industrial Robots in industry to the Mars Rover. Students will learn the history of robotics, robotic terminology, and robotic system parts such as axes, power supply, controller and end of arm tooling, robotic system safety, uses of robotic systems and other applications.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 121 - DC Fundamentals Lab (1)
Prerequisite: ELE 104 or concurrent enrollment
fall, spring
Lab: 2 hours of lab per week.

A laboratory class designed to accompany ELE 104. Students will apply what they learned in the DC lecture to a lab setting. Students will learn to read a simple schematic and then design and build series, parallel, and combination circuits, as well as how to use a digital multimeter to measure total resistance, voltage drops, and current drops in any of the three primary circuits. Students will build and measure current and voltage dividers circuits. Students will also learn to integrate other components, such as a fuse and potentiometers into a circuit and take various measurements.
PCS: 1.2

ELE 123 - AC Fundamentals Lab (1)
Prerequisite: ELE 103 or concurrent enrollment
spring
Lab: 2 hours of lab per week.

A laboratory class designed to accompany ELE 103. Students will focus on Alternating Current, capacitive and inductance circuits, RLC steady state circuit analysis, resonance, and an introduction to filters. Students will build various AC Circuits and apply what they learned from the lecture into the lab. Students will measure voltages and currents using various test instruments such as function generator, digital multimeter, and oscilloscope. Students will learn to operate an oscilloscope to measure phase angle of an RL, RC and RLC circuit as well as measure peak, peak to peak and frequency.
PCS: 1.2

ELE 130 - Introduction to PLC Systems (3)
Prerequisite: None
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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. Repeatable 3 times as technology changes.
PCS: 1.2

ELE 142 - PC Repair and Configuration (3)
Prerequisite: None
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week. Co-offered as CIS-142. Credit may not be received if prior credit has been earned in CIS-142 or equivalent.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 206 - Amplifier/Operational Amplifier Circuits (3)
Prerequisite: (ELE 104 and ELE 121) or ELE 110
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 210 - Advanced PLC Systems (3)
Prerequisite: ELE 130
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course will focus on PLC safety systems, speed control of conveyor, safety, motion control, part placement, HMI (display), data acquisition and vision. The student will be required to set up each of the three systems to work hand-in hand with each other, simulating an industrial automation operation. Additionally, the course will cover the hardware wiring, software programming and troubleshooting of a PLC system. Finally, students will learn to program the PLC using structured text in replacement of the ladder logic programming.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 211 - Industrial Motor Controls (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
Note**:** This course is not offered this catalog year.
PCS: 1.2

ELE 212 - Digital Circuits (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Students will study the fundamentals of digital electronics starting with binary, hexadecimal and octal numbering systems. Students will then focus their studies on the various logic gates such as AND, OR, NOT, NAND, NOR, XOR, XNOR. Students will also study Boolean expressions, Karnaugh mapping, Digital to Analog Convertors (D/A) and Analog to Digital Converters (A/D converters), binary and hexadecimal arithmetic, integrated circuits (IC's), flip-flops and counters. Finally, students will design and build various digital circuits using both Multisim software and breading their digital schematic circuit. Repeatable 3 times as technology changes
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 214 - Industrial Robotics (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Students will learn to operate, set up and program a Fanuc Robot to perform various tasks. Students will learn how to work safely around an industrial robot, apply power to the controller, robotic safety integration, operate a teach pendant, program the Fanuc Robotic to perform a task(s), setup various I/O, create macros, create frames, copy and edit programs, maintain and troubleshoot robot errors, install end of arm tooling and other industrial robotic functions and applications.
Note: This course is not offered this catalog year.
PCS: 1.2

ELE 215 - Electronics Internship (0.5-3)
Prerequisite: Instructor consent
spring

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 225 hours employment experience.
PCS: 1.2

ELE 230 - Computer Devices (3)
Prerequisite: ELE 104 and ELE 121
varies

Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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. Repeatable 3 times as technology changes.
Note: This course is not offered this catalog year.
PCS: 1.2

EMS 107 - Basic Emergency Medical Technician (7)
fall, spring
Lecture: 6 hours of lecture/discussion per week. Lab: 3 hours of lab per week. Contact EMS Program Coordinator for more information.

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.
Note**:** Contact EMS Program Coordinator for more information.
PCS: 1.2

EMS 210 - Paramedic Module I (11)
Prerequisite: Concurrent enrollment in EMS 220. Program Coordinator Consent
fall
Lecture: 9 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

This course is the first in a series of three modules designed to develop the training, expertise, and assessment skills that are required of the Paramedic. EMS 210 includes a focus on the foundations that will be built throughout the rest of the program. Some medical emergencies will be addressed. Emphasis is on integrating prehospital care through emergency patient care into the continuum of total patient care, with emphasis on a team concept.
Note: Student must have a current unrestricted state issued EMT/AEMT/EMT Intermediate license and current AHA BLS Provider card.
PCS: 1.2

EMS 211 - Paramedic Module II (12)
Prerequisite: EMS 210, EMS 220 with grades of "C" or higher. Concurrent enrollment in EMS 221
spring
Lecture: 10 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

This course is the second in a series of three modules designed to develop the training, expertise, and assessment skills that are required of the Paramedic. EMS 211 continues with medical emergencies and includes trauma emergencies. National certifications included in this semester are Advanced Cardiac Life Support and Prehospital Trauma Life Support. Emphasis is on integrating prehospital care through emergency patient care into the continuum of total patient care, with emphasis on a team concept.
Note: Student must have a current unrestricted state issued EMT/AEMT/EMT Intermediate license and current AHA BLS Provider card.
PCS: 1.2

EMS 212 - Paramedic Module III (6)
Prerequisite: EMS 211, EMS 221 with grades of "C" or higher. Concurrent enrollment in EMS 222.
summer
Lecture: 5 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course is the third in a series of three modules designed to develop the training, expertise, and assessment skills that are required of the Paramedic. EMS 212 completes the medical diseases, reviews and clarifies the pathophysiology that has been taught throughout the course, covers 12 lead monitoring and covers Operations of EMS at an awareness level. Emphasis is on integrating prehospital care through emergency patient care into the continuum of total patient care, with emphasis on a team concept.
Note: Student must have a current unrestricted state issued EMT/AEMT/EMT Intermediate license and current AHA BLS Provider card.
PCS: 1.2

EMS 220 - Paramedic Module I Clinical (4)
Prerequisite: Concurrent enrollment in EMS 210. Program Coordinator Consent
fall

The objective of this course is to gain the practical experience needed for the material covered in EMS 210 and to begin to complete a portion of the clinical/field competencies requirement. This course allows students to begin using the skills learned in the classroom that allows for an ordered progression from formative actions, to the final summative team leadership role they will display at the end of the program. During this course, students will work with their preceptors on applying the principles taught in Paramedic Module I, including documentation, IV skills, medication administration and will begin to assist the paramedic with treatment of medical emergencies. Requires 62 clinical hours and 75 field hours.
Note**:** Student must have a current unrestricted state issued EMT/AEMT/EMT Intermediate license and current AHA BLS Provider card.
PCS: 1.2

EMS 221 - Paramedic Module II Clinical (5)
Prerequisite: EMS 210, EMS 220 with grades of "C" or higher. Concurrent enrollment in EMS 211
spring

The objective of this course is to gain the practical experience needed for the material covered in EMS 211 and to continue to work toward completion of the clinical/field competencies requirement. During this course, students will work with their preceptors on applying the principles taught in Paramedic Module II. The students will begin to function as a team lead in some medical scenarios and will begin assisting the paramedic with treatment of trauma emergencies. Requires 74 clinical hours and 112 field hours.
Note**:** Student must have a current unrestricted state issued EMT/AEMT/EMT Intermediate license and current AHA BLS Provider card.
PCS: 1.2

EMS 222 - Paramedic Module III Clinical (5)
Prerequisite: EMS 211, EMS 221 with grades of "C" or higher. Concurrent enrollment in EMS 212.
summer

This course is designed for the students to continue using the skills learned in the classroom that allows for an ordered progression from formative actions to the final summative team leadership role they will display at the end of the program. The objective of this course is to gain the practical experience needed for the material covered in EMS 212 and to continue to work toward completion of the clinical/field competencies requirement. During this final clinical Module, the student will be expected to apply the principles learned in all of the Modules to assess, treat, transport and complete documentation as an entry-level paramedic. Requires 44 clinical hours and 125 field hours.
Note: Student must have a current unrestricted state issued EMT/AEMT/EMT Intermediate license and current AHA BLS Provider card.
PCS: 1.2

EGR 101 - Introduction to Engineering (1)
Prerequisite: None
varies
Lecture: 1 hour of lecture/discussion per week.

This course is an introduction to engineering careers and the professional requirements of various engineering specialties. The course will include topics on careers in mechanical, electrical, civil, and industrial engineering. The course will also include topics on the design process and project engineering, as well as an introduction to engineering ethics, finance, and law. Limited Transfer - See advisor for more information.
PCS: 1.1

EGR 250 - Thermodynamics (3)
Prerequisite: None
Corequisite EGR 270, MAT 231
fall
Lecture: 3 hours of lecture/discussion per week.

An introduction to the principles of thermal energy conversion; heat, work and the first law of thermodynamics; properties of pure substances; energy analysis of control volumes, steady state and steady flow processes; the second law of thermodynamics, entropy, and exergy; power and refrigeration cycles. Limited Transfer - See advisor for more information.
PCS: 1.1

EGR 270 - Statics (3)
Prerequisite: PHY 263 with a grade of "C" or higher
IAI: EGR 942
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

EGR 272 - Dynamics (3)
Prerequisite: EGR 270 with a grade of "C" or higher.
IAI: EGR 943
spring
Lecture: 3 hours of lecture/discussion per week.

A study of displacements, velocity, and acceleration of a particle; relation between forces acting on rigid bodies and the changes in motion produced; translation; rotation; plane motion; solutions using the principles of force, mass and acceleration; work and energy; impulse and momentum; and vibrations.
PCS: 1.1

EGR 280 - Mechanics of Materials (3)
Prerequisite: EGR 270 with a grade of "C" or higher
IAI: EGR 945
spring

Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

EGR 290 - Circuit Analysis (3)
Prerequisite: MAT 231 and PHY 273 with grades of "C" or higher
IAI: EGR 931
spring
Lecture: 3 hours of lecture/discussion per week.

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).
PCS: 1.1

EGR 291 - Circuit Analysis Lab (1)
Prerequisite: None
Corequisite EGR 290
IAI: EGR 931L
spring
Lab: 3 hours of lab per week.

Laboratory 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).
PCS: 1.1

ENG 089 - Reading & Writing Improvement (4)

Prerequisite: Appropriate writing placement test score and appropriate reading placement test score
fall, spring
Lecture: 4 hours of lecture/discussion per week.

Students will master literacy skills necessary for college-level coursework. They will engage in supported activities that develop vital reading and writing abilities, including pre-writing, writing, revising, and meaningful revision. Students will analyze content and rhetorical structures, build their vocabulary, and improve their writing mechanics with grammar, punctuation, and usage exercises. Course provides preparation for ENG 103 and ENG 109. Not transferable.
PCS:1.4

ENG 093 - Comp I Support (2)
Prerequisite: appropriate placement score
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Students will build the literacy skills necessary to succeed in English 103. They will engage in supported activities that develop vital reading and writing competencies, including pre-writing, writing, and revising, as well as pre-reading, reading, and reflection. Students will analyze content and rhetorical structures, build their vocabulary, and improve their writing mechanics with grammar, punctuation, and usage exercises. Students will receive individualized instruction and support in college readiness. Not transferable. not transferable
PCS:1.4

ENG 099 - Comp 1 Supplemental Instruct (1)
Prerequisite: Appropriate placement test score
fall, spring
Lab: 2 hours of lab per week.

A review of skills to aid in the successful completion of ENG 103. This course focuses on tools required for student success; writing as a recursive process; unity, organization, development, and coherence in written language; elements of the paragraph and the essay; and grammar, punctuation, and usage review. Not transferable.
PCS: 1.4

ENG 103 - Composition I (3)
Prerequisite: Appropriate placement test scores or grade of "C" or higher in ENG 089 or ENG 109; concurrent enrollment in ENG 099 or ENG 093 may be required
IAI: C1 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 104 - Composition II (3)

Prerequisite: ENG 103 with a grade of "C" or higher
IAI: C1 901R
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 109 - Introduction to Technical Report Writing (3)
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ENG 111 - College Study Skills (2)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week.

A course designed for students who want to develop or improve the study skills essential for success in course work. This course emphasizes time management, motivation, beliefs about learning, listening, note taking, test-taking and disciplinary reading strategies. Students will appraise their present study skills, improve them, and apply these skills in their courses. Limited Transfer - See advisor for more information.
Note: Search for available course section offerings: Course Schedule.
PCS: 1.1

ENG 130 - Introduction to Literature (3)
Prerequisite: None
IAI: H3 900
fall (odd years)
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 199 - Creative Writing: Literary Non-Fiction (3)
Prerequisite: ENG 103 with a grade of "C" or higher
summer
Lecture: 3 hours of lecture/discussion per week.

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." Limited Transfer - See advisor for more information.
PCS: 1.1

ENG 206 - Introduction to Fiction (3)
Prerequisite: ENG 103 with a grade of "C" or higher
IAI: H3 901
fall (even years)
Lecture: 3 hours of lecture/discussion per week.

A study of distinctive qualities of fiction through the reading and discussion of representative American, British, and Continental fiction of several periods and types.
PCS: 1.1

ENG 207 - Fundamentals of English Grammar (3)
Prerequisite: ENG 103 with a grade of "C" or higher
varies
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

ENG 215 - Children's Literature (3)
Prerequisite: None
IAI: H3 918
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 216 - Introduction to Poetry (3)

Prerequisite: ENG 103 with a grade of "C" or higher
IAI: H3 903
fall (odd years)
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 217 - Introduction to Drama (3)
Prerequisite: ENG 103 with a grade of "C" or higher
IAI: H3 902
fall (even years)
Lecture: 3 hours of lecture/discussion per week.

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..
PCS: 1.1

ENG 281 - Crime and Punishment (3)
Prerequisite: ENG 103 with a grade of "C" or higher
summer (even years)
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ENG 282 - Science Fiction and Fantasy (3)
Prerequisite: ENG 103 with a grade of "C" or higher
summer (odd years)
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ENG 283 - Images of Women (3)
Prerequisite: ENG 103 with a grade of "C" or higher
IAI: H3 911D
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 286 - Literature and Film (3)
Prerequisite: ENG 103 with a grade of "C" or higher
IAI: HF 908
spring (even years)
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

ENG 291 - Creative Writing: Poetry (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

ENG 298 - Topics in Literature (3)
Prerequisite: ENG 103 with a grade of "C" or higher
varies
Lecture: 3 hours of lecture/discussion per week.

A study of literary topics in novels, short stories, poetry, and drama. Topics may change from semester to semester. Limited Transfer - See advisor for more information. Repeatable 3 times as topics change
PCS: 1.1

ENG 299 - Creative Writing: Fiction (3)

Prerequisite: ENG 103 with a grade of "C" or higher
fall
Lecture: 3 hours of lecture/discussion per week.

A study of the structure and elements of fiction and the writing process. Students will produce fully developed works of fiction and demonstrate understanding of the critical terminology of the creative writer. Limited Transfer - See advisor for more information.

EST 100 - Introduction to Esthetics (1)

Prerequisite: None
fall, spring, summer
Lecture: 0.5 hours of lecture/discussion per week. Lab: 1 hour of lab per week.

This course serves as an introduction to the basic principles of esthetics. Students will learn the history of esthetics and career options available to Licensed Estheticians. Professionalism, proper communication, infection control, draping and the physical components of the esthetics environment will be discussed. General theory as well as practical application will be included.
PCS: 1.2

EST 110 - Esthetics Procedures I (4)
Prerequisite: EST 100, HLT 122, HIT 216 , PE 162 with grades of "C" or higher
fall, spring
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course serves the initial training in esthetics. Students will learn theory and practice the application of esthetics technology. Topics include chemistry, electricity, assessment and data collection, skin analysis, facial treatments, non-therapeutic massage, hydrotherapy and cryotherapy.
PCS: 1.2

EST 111 - Esthetics Clinical (3)
Prerequisite: EST 100, HLT 122, HIT 216 , PE 162 with grades of "C" or higher
fall, spring
Lab: 8 hours of lab per week.

In this student clinic, individuals will have the opportunity to apply the principles, techniques and procedures practiced in professional esthetics. Under the supervision of the clinic supervisor, students will be expected to demonstrate proper client/therapist communication skills, adequate sanitary precautions, perform techniques that are within the scope of training and practice of commonly recognized esthetics disciplines, demonstrate safe and effective use of equipment, and properly document the session for the client's record. Students will be expected to treat two or more clients consecutively.
PCS: 1.2

EST 120 - Esthetics Procedures II (4)
Prerequisite: TPM 112, EST 110, EST 111 with grades of "C" or higher
spring, summer
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course serves as advanced training in esthetics. Students will learn theory and will practice application of advanced esthetics technology. Topics include facial treatments with the aid of machines, hair removal, advanced topics and treatments, professional makeup techniques and product knowledge.
PCS: 1.2

EST 121 - Advanced Esthetics Clinical (3)
Prerequisite: TPM 112, EST 110 and EST 111with grades of "C" or higher
spring, summer
Lab: 8 hours of lab per week.

In this student clinic, individuals will have the opportunity to apply the principles, techniques and procedures practiced in advanced professional esthetics. Under the supervision of the clinic supervisor, students will be expected to demonstrate proper client/therapist communication skills, adequate sanitary precautions, perform techniques that are within the scope of training and practice of commonly recognized esthetics disciplines, demonstrate safe and effective use of equipment, and properly document the session for the client's record. Students will be expected to treat two or more clients consecutively.
PCS: 1.2

EST 130 - Esthetics Licensure Seminar (1)
Prerequisite: Concurrent enrollment in EST 120, EST 121, TPM 109, TPM 124
spring, summer
Lecture: 1 hour of lecture/discussion per week.

In this course, students will discuss the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act, rules management and OSHA standards relating to chemical use. As a class, students will complete the paperwork and send in the fees for the examination authorized by the State of Illinois to determine fitness to receive a license as an Esthetician.
PCS: 1.2

FRN 101 - Elementary French I (3)
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

FRN 102 - Elementary French II (3)
Prerequisite: FRN 101 or proficiency exam
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note**:** This course is not offered this catalog year.
PCS: 1.1

FRN 201 - Intermediate French I (3)
Prerequisite: FRN 102 or proficiency exam
spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note**:** This course is not offered this catalog year.
PCS: 1.1

FRN 202 - Intermediate French II (3)
Prerequisite: FRN 201
IAI: H1 900
varies
Lecture: 3 hours of lecture/discussion per week.

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.

Note: This course is not offered this catalog year.
PCS: 1.1

GEO 202 - Human Geography (3)
Prerequisite: None
IAI: S4 900N
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A systemic or regional introduction to the basic concepts of human geography using special analysis/ awareness with both traditional and digital map analysis. This course examines the causes and consequences of the uneven distribution of human activity, covering such themes as population, culture, economic activity, development, and urban patterns.
PCS: 1.1

HLT 100 - Exploring Health Careers (3)
Prerequisite: None
varies
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of clinical/lab per week.

This course is designed for students interested in a future in health care. This course offers the student an in-depth exploration of health care careers and employment expectations. The purpose of this course is to assist students pursuing education in health professions the opportunity to make career development decisions. Through use of theory and clinical or academic shadowing experiences within the community, the student will receive an overview of the healthcare system and the multiple professional opportunities available. The student will also learn the education required for various health care professions and employment projections and salaries. Common health care safety practices are discussed and the student must meet the immunization and drug testing requirements to participate in clinical observation experiences. Academic or clinical shadowing in a specific health care field is required.
PCS: 1.2

HLT 122 - Introduction to Nutrition (1)
Prerequisite: None
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

HLT 201 - Human Nutrition (3)
Prerequisite: CHE 110 and BIO 103 or BIO 109 (Completion of two semesters of high school chemistry with a grade of "C" or higher will meet the prerequisite requirement for CHE 110)
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

HLT 202 - Women's Health Issues (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

HLT 206 - Contemporary Health Concepts (3)
Prerequisite: None
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information..
PCS: 1.1

HLT 210 - Drug Use and Abuse (3)
Prerequisite: None
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

HIT 115 - Introduction to Medical Coding (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

HIT 216 - Medical Terminology I (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

HIT 218 - Medical Office Procedures (3)
Prerequisite: HIT 216
spring
Lecture: 3 hours of lecture/discussion per week.

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..
PCS: 1.2

HIT 219 - Medical Terminology II (4)
Prerequisite: HIT 216
spring
Lecture: 4 hours of lecture/discussion per week.

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.
PCS: 1.2

HIT 220 - Health Insurance Billing (2)
Prerequisite: HIT 216
spring
Lecture: 2 hours of lecture/discussion per week.

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.
PCS: 1.2

HIT 221 - Medical Coding I (3)
Prerequisite: HIT 115 and HIT 216
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

HIT 222 - Medical Coding II (3)
Prerequisite: HIT 221 or co-enrollment in HIT 216
summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

HIT 223 - Pharmacology and Lab Medicine (3)
Prerequisite: HIT 216 or co-enrollment in HIT 216
summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

HIS 144 - Western Civilization to 1715 (3)
Prerequisite: None
IAI: H2 901
fall, summer
Lecture: 3 hours of lecture/discussion per week.

A study of the development of Western Civilization from the classical period through the Reformation era. This will include specific study of Greece and Rome, the development of the Christian church in Europe, the Middle Ages, and the Renaissance, culminating in an analysis of the political, economic, social, and cultural changes during the Early Modern period in Europe.
PCS: 1.1

HIS 145 - Western Civilization since 1715 (3)
Prerequisite: None
IAI: H2 902
spring
Lecture: 3 hours of lecture/discussion per week.

A study of the development of Western Civilization from the Enlightenment era to the present. This will include specific study of absolutism in the 18th century, the Industrial Revolution, French Revolution, the development of European nationalism and liberalism, and the rise of Europe as a global power, culminating in an analysis of the two world wars and the Cold War era.
PCS: 1.1

HIS 172 - World History to 1500 (3)
Prerequisite: None
IAI: H2 906
fall
Lecture: 3 hours of lecture/discussion per week.

A study of world history from the origins of complex societies to the Age of Exploration. Students will study the emergence of major civilizations in the ancient world, and the development of classical civilizations in Europe, the Middle East, Africa, and Asia. Discussion will focus on comparative analysis of the social, political, cultural, and economic attributes of various cultures.
PCS: 1.1

HIS 173 - World History Since 1500 (3)
Prerequisite: None
IAI: H2 907
spring
Lecture: 3 hours of lecture/discussion per week.

A study of world history from the Age of Exploration to the modern day. Students will study the emergence of major civilizations in the Middle East, Africa, Asia, Europe, and the Americas and the interconnections that developed between these societies. Discussion will focus on comparative analysis of social, political, cultural, and economic attributes of various civilizations.
PCS: 1.1

HIS 200 - African American History (3)
Prerequisite: None
IAI: S2 923D
fall
Lecture: 3 hours of lecture/discussion per week.

This course will follow the introduction and evolution of African-Americans in the United States, from the early settlements and colonies, and through the American Revolution; the establishment of the Constitution and a new nation, institutionalized slavery, and forward to a national Civil War, ending with Reconstruction; the Twentieth Century and World Wars, a Civil Rights Movement, and continued protests for equality; finally, the Twenty-First Century , the first African-American President, and a new push for civil liberties & constitutional protections. Attention will be paid to the social, economic, cultural, gendered, political, and constitutional implications throughout United States history on African Americans.
PCS: 1.1

HIS 220 - United States History to 1877 (3)
Prerequisite: None
IAI: H2 904
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A study of the social, economic, cultural, political, and constitutional development of the United States. This will include a study of America's European origins, Native American prehistory, a brief survey of the early Colonial period, the Revolutionary War and Constitutional period, Jeffersonian Democracy, the War of 1812, the Age of Jackson, slavery, the War with Mexico, and the Civil War and Reconstruction. In-depth discussions will revolve around the social, cultural, economic, and gender issues as well as various interpretations of United States history relevant to the covered time periods.
PCS: 1.1

HIS 222 - United States History Since 1877 (3)
Prerequisite: None
IAI: H2 905
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A study of the social, economic, cultural, political, and constitutional development of the United States. This course includes a brief analysis of American history from the Reconstruction period, the Great Depression, the New Deal, World War II, the Cold War, the 1950's, the 1960's, the Feminist Movement, Watergate, the last two decades of the 20th Century and into the 21st Century. In-depth discussions will revolve around the social, cultural, economic, and gender issues, as well as various interpretations of American history relevant to the covered time periods.
PCS: 1.1

HIS 249 - History of Africa (3)
Prerequisite: None
IAI: H2 903N
spring
Lecture: 3 hours of lecture/discussion per week.

The study of African history and culture from the origins of human society to the present. This course surveys the development of major civilizations in Africa, with special emphasis on Africa's role in major themes in world history and Africa's interconnections with other parts of the world.
PCS: 1.1

HIS 299 - Topics in History (3)
Prerequisite: None
varies
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information. Repeatable 3 times for different special topics.
PCS: 1.1

HOR 101 - Introduction to Horticulture Related Occupations (1)
Prerequisite: None
fall
Lecture: 1 hour of lecture/discussion per week.

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.
PCS: 1.2

HOR 103 - Horticulture Science (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Fundamentals of physical and biological science related to horticulture. Terminology and concepts in chemistry, genetics, and entomology used in subsequent horticulture courses. Limited Transfer - See advisor for more information.
PCS: 1.1

HOR 105 - Botany For Horticulture (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 112 - Greenhouse Management (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 122 - Trees/Arboriculture (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 128 - Plant Propagation (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 141 - Beginning Floral Arrangements (3)
Prerequisite: None
IAI: AG 912
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 142 - Advanced Floral Arrangements (3)
Prerequisite: HOR 141
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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'.
PCS: 1.2

HOR 146 - Sustainable Perennials (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 158 - Special Events (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course is designed to help participants develop skills in theme development, design of appropriate decorations for specific environments/locations, and the implementation of completed project plans. During this class students will implement two special theme event projects and create props using a variety of horticultural materials. The participants will use project management strategies such as logistics, personnel management, pricing and coordination.
PCS: 1.2

HOR 166 - Landscape Design (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course 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.
PCS: 1.2

HOR 168 - Sustainable Prairie Management (3)
Prerequisite: None
fall

Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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 using natives. Students will investigate ground water and surface water runoff best management practices. Students will learn about habitat enhancements, conservation and designing layers for wildlife in the landscape.
PCS: 1.2

HOR 186 - Sustainable Gardening I (1)
Prerequisite: None
varies
Lecture: 0.5 hours of lecture/discussion per week. Lab: 1 hour of lab per week.

This class is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands-on course to apply those practices used to design, develop and grow fruit and vegetables for harvest and sale to the public. The course will involve the propagation, growing and care of horticultural crops for human consumption. The care and maintenance of honey and mason bees will be discussed and demonstrated along with the maintaining of nesting boxes for the colleges. Audubon certification.
PCS: 1.2

HOR 187 - Sustainable Gardening II (1)
Prerequisite: None
varies
Lecture: 0.5 hours of lecture/discussion per week. Lab: 1 hour of lab per week.

This class is a continuation of Sustainable Gardening I and is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands-on course to apply those practices used to care for and grow fruit and vegetables for harvest and sale to the public. The course focus will be the use of proper cultural practices like IPM, disease and insect control, fertilization and weed control to produce and harvest horticultural crops for human consumption. The care and maintenance of nesting boxes and bee hives will be discussed and demonstrated.
PCS: 1.2

HOR 188 - Sustainable Gardening III (1)
Prerequisite: None
varies
Lecture: 0.5 hours of lecture/discussion per week. Lab: 1 hour of lab per week.

This class is a continuation of Sustainable Gardening II and is designed for students interested in sustainable fruit and vegetable production for the homeowner or small farm owner. It is a hands-on course to apply those practices used to care for and grow fruit and vegetables for harvest, sale or personal use. The course focus will be the use of proper cultural practices to harvest crops and preparing the garden for overwintering and the use of high tunnel gardening. Disease, insect, and weed control will be performed to produce and harvest high quality horticultural crops for human consumption. The management and care of nesting boxes and bee hives will be demonstrated.
PCS: 1.2

HOR 196 - Horticulture Internship (1-4)
Prerequisite: Instructor consent
spring

An introduction to horticulture supervised occupational/employment experience. Utilizes classroom and lab competencies in practical occupational training. 1 credit hour = 75 hours of supervised work experience. 2 credit hours = 150 hours of supervised work experience. 3 credit hours = 225 hours of supervised work experience. 4 credit hours = 300 hours of supervised work experience. This course may be repeated three times.
PCS: 1.2

HOR 201 - Horticulture Seminar (0.5-3)
Prerequisite: None
varies
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.
PCS: 1.2

HOR 220 - Cannabis Biology & Production (4)
Prerequisite: HOR 103, HOR 105 and HOR 279 or concurrent enrollment in HOR 103 , HOR 105 , and HOR 279
spring
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Fundamentals of cannabis biology and production involving the study of historical, social, political, legal, and environmental contexts surrounding cannabis and hemp production. Emphasis on basic principles of cannabis biology, including propagation, cultivation, harvest, cutting, and drying. Overview of industrial and technological innovations and business applications.
PCS: 1.2

HOR 231 - Ornamental Shrubs Identification and Culture (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Emphasis on identification, culture, landscape values, insects, and diseases of ornamental shrubs.
PCS: 1.2

HOR 235 - Floriculture Management (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

Instruction to provide students with techniques of floriculture management and associated responsibilities including basic

floral accounting, retail floor plans and layout, pricing, advertising, customer relations, and salesmanship. Basic information on the buying and selling of a floriculture business will be included.
PCS: 1.2

HOR 243 - Interior Plantscaping (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 249 - Wedding & Sympathy Design (3)
Prerequisite: HOR 141
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Instruction to provide students with styles of arranging floral designs with emphasis on wedding and sympathy work. Students will create appropriate decorations for ceremony designs, personal flowers for all participants in the wedding, and reception designs. Students will also create appropriate designs for memorial services, visitations, and funerals.
PCS: 1.2

HOR 251 - Landscape Construction (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Provide students with the necessary knowledge to construct and design hardscape surfaces and walls, irrigation and lighting systems, and water features. Cost estimating and maintenance techniques will also be discussed.
PCS: 1.2

HOR 256 - Turf and Lawn Management (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 266 - Advanced Landscape Design (3)
Prerequisite: HOR 166
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

HOR 269 - Field Studies Floral Symposium (1)
Prerequisite: HOR 142 and instructor consent
summer
Lecture: 0.5 hours of lecture/discussion per week. Lab: 1 hour of lab per week.

This course will focus on the study of competition pieces for the AIFD National Symposium. During this course students will work on the proper mechanics for construction of these specialty designs.
PCS: 1.2

HOR 273 - NCLC Field Studies (1)
Prerequisite: None
varies

This horticulture studies course is designed to allow students to complete nationally in events that are designed and led by the green industry. Students will compete in the National Collegiate Landscape Competition in events that are designed to evaluate their skill level in plant identification, small engine maintenance and industry equipment driving/handling. Students will also attend a Career Fair which provides students an opportunity to meet with prospective employers in the green industry and discuss employment opportunities.
PCS: 1.2

HOR 274 - U.S. Field Studies (1)
Prerequisite: None
fall

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 with regards to the specific operation and management of that business.
PCS: 1.2

HOR 279 - Bedding Plant Production & Sales (4)
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Study of commercial production of bedding plants. Covers propagation, watering, fertilization, containers, growing media, scheduling, temperature control, insect and disease control, height control, marketing, landscape selection and use. Study limited to those species grown commercially in this area.
PCS: 1.2

HOR 290 - International Field Studies (3)
Prerequisite: None
varies

This horticultural studies course is designed to acquaint the students with many and varied career opportunities abroad in the horticultural industry. Each day of the class the student will visit horticultural businesses and/or public gardens 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. The country visited will be part of the cultural experience observed with the citizens in the region where the student will be staying. The trip will include all facets of the horticultural industry as students absorb the countryside and customs.
PCS: 1.2

HOS 100 - Kitchen Techniques (1)
Prerequisite: HOS 113
fall

Lab: 2 hours of lab per week.

Introduction to the basic foundation skills necessary in commercial cooking including but not limited to the following areas: knife skills, flavorings, herbs and spices, mise en place, egg cookery, dairy, stocks, basic cooking techniques, recipe conversions and measurements, equipment identification and use.
PCS: 1.2

HOS 103 - Intro to Hospitality (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

This course will introduce you to the broad world of Hospitality and Tourism and provide information on the many different career opportunities throughout the industry. This course will include the following Hospitality areas: Overview, Lodging and Cruising, Restaurants, Beverage, Managed Services, Club Management, Assemblies and Event Management..
PCS: 1.2

HOS 106 - Hospitality Seminar (0.5-3)
Prerequisite: None
varies

Special course to meet specific needs of industry, groups or individuals/ 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 3 times as topics change up to a maximum of 12 credits hours.
PCS: 1.2

HOS 108 - Cooking Fundamentals (4)

Prerequisite: HOS 100
fall
Lecture: 1 hour of lecture/discussion per week. Lab: 6 hours of lab per week.

Introduction to the basic foundation skills necessary in commercial cooking including but not limited to the following areas: sauces, soups, vegetables, fruits, starches, sandwiches, salads, meats and poultry, basic cooking techniques, recipe conversions and measurements, equipment identification and use.
PCS: 1.2

HOS 109 - Baking Fundamentals (4)
Prerequisite: None
spring
Lecture: 1 hour of lecture/discussion per week. Lab: 6 hours of lab per week.

Theory and technique of introductory baking skills needed in the culinary/baking field. Included will be basic concepts, units of measure, tools and ingredients. Discussions/demonstrations to include quick breads, beginning yeast breads, choux paste, pies, baked custards and tarts.
Note: This course is not offered this catalog year.
PCS: 1.2

HOS 111 - Cake Baking & Designing (4)
Prerequisite: HOS 109
spring
Lecture: 1 hour of lecture/discussion per week. Lab: 6 hours of lab per week.

Theory and technique of introductory baking skills needed in the culinary/baking field for cakes and tortes. Included will be basic concepts, units of measure, tools, and ingredients. Discussions/demonstrations to include cakes, fillings, icings, and decorating detail techniques.
Note: This course is not offered this catalog year.
PCS: 1.2

HOS 113 - ServSafe Manager Certification (1)
Prerequisite: None
fall
Lecture: 1 hour of lecture/discussion per week.

National Restaurant Association Educational Foundation ServSafe Certification course for all foodservice employees and managers. Focuses on concepts of food safety, foodborne microorganisms & allergens, personal hygiene, purchasing, receiving and storing food products, food preparation, cooking and service, facilities cleaning, sanitation, and pest management.
PCS: 1.2

HOS 196 - Hospitality/Food Service Intrn (4)
Prerequisite: HOS 103 and HOS 108 with a grade point average of 2.0 or higher
fall, spring, summer

This course provides actual work experience in the culinary & hospitality industry. The student will be expected to utilize class and lab competencies in a practical work environment. A minimum of 320 hours are required for completion of course.
PCS: 1.2

HOS 214 - Food and Beverage Service (3)
spring
Lecture: 3 hours of lecture/discussion per week.

Principles of food and beverage operations. Application of established standards, techniques, and practices of food and beverage management including styles of dining room services, menu design, purchasing, storing, and controlling restaurant supplies and equipment, legal issues on serving alcoholic beverages, food sanitation, revenue and cost control, restaurant facility design, customer service, and labor management.
PCS: 1.2

HOS 220 - Catering (4)
Prerequisite: HOS 103 and HOS 108
spring
Lecture: 1 hour of lecture/discussion per week. Lab: 6 hours of lab per week.

Students will perform food production and service in a catering setting for 50 people using event information from an industry style BEO (Banquet Event Order) and standardized recipes. Students will expand on skills learned in previous courses, learn how to work with large quantities in recipe preparation, track food and labor costs, manage team members and time, practice proper sanitation, and exhibit professionalism. Each student will be a part of a management team that will create and demonstrate a management plan among their fellow students serving as employees.
Note: This course is not offered this catalog year.
PCS: 1.2

HUM 119 - Humanities: Historical Survey (3)
Prerequisite: None
IAI: HF 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A chronological, interdisciplinary study of themes that include literature, visual and performing arts, and philosophy through periods from prehistory to contemporary.
PCS: 1.1

HUM 129 - Humanities: Topical Survey (3)
Prerequisite: None
IAI**:** HF 901
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A thematic, interdisciplinary study of literature, visual and performing arts, and philosophy from a variety of fields and periods, as well as extensions into other areas of the arts.
PCS: 1.1

HUM 150 - Introduction to Film Appreciation (3)
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
IAI: F2 908
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

HUM 213 - Leadership Through the Humanities (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

HUM 215 - Black Cinema (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note**:** This course is not offered this catalog year.
PCS: 1.1

HUM 217 - World Mythology (3)
Prerequisite: ENG 103 with a grade of "C" or higher
IAI**:** H9 901
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

HUM 219 - Introduction to Culture (3)
Prerequisite: None
varies
Lecture: 3 hours of lecture/discussion per week.

This course serves as an exploration of the nature of mankind, within a given society, primarily as reflected in the disciplines of philosophy, religious studies, history, literature, art, music and architecture. Particular attention is paid to individual and communal identities, to questions of values, and to the struggle for personal fulfillment. Emphasis is on students' consideration and development of their own personal, moral, and ethical values. Attendance at outside events is required. Limited Transfer - See advisor for more information.
Note: This course is typically offered as a Study Abroad course. This course is not offered this catalog year.
PCS: 1.1

HUM 297 - Topics in Humanities (1-4)
Prerequisite: None
varies

A seminar on a special topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, and art history). Limited Transfer - See advisor for more information. Repeatable 3 times.
PCS: 1.1

IS 200 - Independent Study (1-4)
Prerequisite: Dependent on topic
varies

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. Limited Transfer - See advisor for more information.
PCS: 1.1

LNG 110 - Introduction to Language (3)
Prerequisite: ENG 103 or concurrent enrollment in ENG 103
varies
Lecture: 3 hours of lecture/discussion per week.

An introduction to the nature of human language and its internal structure. This course helps students develop the analytical tools of descriptive linguistics and apply them to a wide variety of linguistic data in order to understand the basic principles underlying the organization and use of language as a biological and social phenomenon. Limited Transfer - See advisor for more information.
PCS: 1.1

MT 101 - Print Reading for Industry (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Emphasis on analysis and interpretation of drawings applicable to the metal trades. Includes principles of multi-view projection, sections, dimensional characteristics, notes, and specifications.
PCS: 1.2

MT 102 - Metrology (2)

Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Provides an introduction to controlling and improving quality in a manufacturing setting. Explores ways that manufacturers use data and analysis to improve quality. Students will have the opportunity to earn the Quality and Measurement Certification through the Manufacturing Skill Standards Council (MSSC).
PCS: 1.2

MT 104 - Intro to Manufacturing & Safety (3)
Prerequisite: None
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

An introduction to the manufacturing world and manufacturing specializations such as mechatronics, precision machining and welding. Provides specific instruction to facilitate safe work practices in industrial environments. Covers fire safety, pressurized gases, electrical hazards, OSHA policy and safe machine usage.
PCS: 1.2

MT 108 - Intro to Mfg Maintenance (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Provides a basic understanding of tools and equipment used in manufacturing, as well as knowledge of how to improve productivity through predictive and preventive maintenance. Students will have the opportunity to earn Maintenance Awareness Certification through Manufacturing Skill Standards Council (MSSC).
PCS: 1.2

MT 153 - Machine Shop Math (4)
Prerequisite: Appropriate placement test score or MAT 055 with a grade of "C" or higher
fall, spring
Lecture: 4 hours of lecture/discussion per week.

Designed to meet the needs of the technical student majoring in manufacturing and related technology programs. Topics include powers and roots, ratios and proportions, practical measurements, formulas, gear trains & computations, geometric constructions, graphs, applied geometry, and trigonometry, as each applies to the design, manufacturing, and fabrication of goods. Emphasizes practical problem solving.
PCS: 1.2

MT 205 - Metallurgy (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

MT 215 - Manufacturing Processes I (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Covers the setup and operation of basic machine tools such as the engine lathe, milling machine, drill press and surface grinder, and allow practice of precision measuring techniques. Students will have the opportunity to earn the Manufacturing Processes Production Certification through the Manufacturing Skill Standards Council (MSSC).
PCS: 1.2

MT 216 - Fabrication Practices (2)
Prerequisite: MT 215
spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This course is a supplement to other manufacturing 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, ironworker, and spot welder.
Note: This course is not offered this catalog year.
PCS: 1.2

MT 261 - Manufacturing Processes II (4)
Prerequisite: MT 215
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

A continuation of MT 215 with emphasis on advanced metal cutting processes, application of handbook data to solve machining problems, and applied math.
Note: This course is not offered this catalog year.
PCS: 1.2

MT 264 - Fixture Design (4)
Prerequisite: CAD 141, MT 215
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Emphasis on the function and design of fixtures for milling and turning operations. From selected layouts and part prints, students prepare detail drawings, specifying standard components where appropriate.
Note: This course is not offered this catalog year.
PCS: 1.2

MT 283 - Manufacturing Tech Internship (3)

Prerequisite: Instructor consent
summer
Lab: 15 hours of lab a week.

Internship training in manufacturing technology with practical occupational experience. Combines classroom with supervised employment and laboratory experience. Must be on the job 225 hours.
PCS: 1.2

MT 290 - Introduction to Computer Numerical Control (4)
Prerequisite: MT 215 or concurrent enrollment
fall, spring

Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

Introduction to Computer Numerical Control including the setup, operation, specifications, format, tooling and troubleshooting of CNC machining processes. Instruction will include manual point to point programming and an introduction to Computer-Aided Manufacturing Software.
Note: This course is not offered this catalog year.
PCS: 1.2

MT 294 - Advanced Computer Numerical Control (4)
Prerequisite: MT 290
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Focuses on advanced CNC programming and processes. Includes use of proper format and documentation for CNC machining and the use of advanced canned cycles used on most control systems in manufacturing. Programming instruction includes the use of CAM systems (SURFCAM) in conjunction with standard CAD part designs such as SolidWorks and AutoCAD. Set-up and implementation of programs on the CNC milling machine, lathe and wireEDM machine.
Note: This course is not offered this catalog year.
PCS: 1.2

MT 296 - Computer-Aided Manufacturing (3)
Prerequisite: MT 290
spring
Lecture: 3 hours of lecture/discussion per week.

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.
Note: This course is not offered this catalog year.
PCS: 1.2

AVF 101 - Primary Flight Theory (4)
Summer, Fall, Spring
Lecture: 4 hours of lecture/discussion per week.

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%.
PCS: 1.2

AVF 121 - Human Factors for Aviators (4)
Summer, Fall, Spring
Lecture: 2 hours lecture/discussion. Lab: 4 hours lab a week.
This course provides specialized instruction in the areas of the physiological and psychological aspects of aviation.
PCS: 1.2

MM 110 - Entrepreneurship Basic I (1)
Prerequisite: none
Lecture: 1 hour lecture/discussion per week.

The road to a successful business begins with passion for an idea, a business plan based on research and analysis, and the persistence to pursue the vision. This course offers essential business information to help students develop their skills and build a business on a strong foundation. Limited Transfer.
PCS: 1.2

MM 149 - Introduction to Marketing (3)
Prerequisite: None
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MM 162 - Introduction to Management (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

MM 234 - Advertising and Promotion (3)
Prerequisite: None
spring (odd years)
Lecture: 3 hours of lecture/discussion per week.

Introduction to principles and practices of advertising and promotion. Emphasis on effectiveness of advertising and the relationship of promotion to the goals of business.
PCS: 1.2

MM 237 - Supervision (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Develops practical methods of leading, directing, and controlling subordinates. Emphasis on accomplishing company goals utilizing the efforts of other people.
PCS: 1.2

MM 250 - Leadership Development (3)
Prerequisite: None
spring
Lecture: 3 hours of lecture/discussion per week.

Leadership has been identified as a critical skill for individuals working with teams, task forces, and work units at all levels in the business organization. This course provides a basic understanding of leadership theories, teamwork, and ethical responsibilities of leadership. Through study, observation and participatory activities, students are encouraged to identify their own ability and style of leadership, develop their personal leadership potential and leadership philosophy.
PCS: 1.2

MM 259 - Introduction to Finance (3)
Prerequisite: None
spring (even years)
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information (SPE).
PCS: 1.1

MM 264 - Human Resources Management (3)
Prerequisite: None
spring (even years)
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

MM 266 - Principles of Sales (3)

Prerequisite: None
spring (odd years)
Lecture: 3 hours of lecture/discussion per week.

Study of persuasion as it applies to successful communication of ideas. Stress on the philosophy of proper attitude, goal setting, planning, and working.
PCS: 1.2

MM 269 - Entrepreneurship (3)
Prerequisite: None
spring (odd years)
Lecture: 3 hours of lecture/discussion per week.

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. Participants learn to plan, organize, staff, direct, and control operations of an owner/operator firm.
PCS: 1.2

MM 280 - Materials Management Processes (3)
Prerequisite: None
Lecture: 3 hours of lecture/discussion per week.

This is an introductory course encompassing those activities under the general umbrella of Materials Management. The major functional areas that will be included are Materials Management, Purchasing, Production and Control, Physical Distribution and Logistics. The student will be exposed to the acquisition, storage, and movement of raw materials, semi-finished goods, and finished goods used by a business or industry and the basics of materials management as an integral part of the overall management of an organization. At the end of the course the student should be able to define and discuss the basic principles and disciplines of the materials management field.
Note**:** This course is not offered this catalog year.
PCS: 1.2

MM 299 - Internship Marketing or Management (4)
Prerequisite: Instructor consent
varies

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.
PCS: 1.2

MAT 041 - Topics in Mathematics Support (1)
Prerequisite: Appropriate placement test score
Corequisite MAT 101 to be taken concurrently
fall, spring, summer
Lab: 2 hours of lab per week.

This course is designed to support students testing one level below "Topics in Mathematics" and therefore would only be beneficial to students that are enrolled in this course and "Topics in Mathematics" concurrently. Not transferable.
PCS: 1.4

MAT 045 - College Algebra Support (1)
Prerequisite: appropriate placement scores
fall, spring, summer
Lab: 2 hours lab a week.

Study of algebraic expressions including polynomial, rational, radical, exponential, logarithmic and absolute value expressions. In addition, this course covers equations and graphing of functions related to such expressions, and various other topics related to College Algebra. This course provides students with timely support for mathematical prerequisite needs, allowing them to enroll in a college credit class with a lower prerequisite requirement. The course is designed to be, and is required to be, taken concurrently with MAT 150. Not transferable.
PCS: 1.4

MAT 068 - Mathematical Literacy (4)
Prerequisite: None
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

An introductory course with emphasis on real-world connections to mathematics and the problem-solving process. Topics include numeracy, solving equations and systems, creating and interpreting graphs, properties and operations on polynomials, basic geometry, and basic probability. Not transferable.
PCS: 1.4

MAT 075 - Elementary Geometry (4)
Prerequisite: Appropriate placement test scores, OR MAT 066 or MAT 068 or MAT 096 with a grade of "C" or higher
fall
Lecture: 4 hours of lecture/discussion per week.

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.
PCS: 1.4

MAT 096 - Elementary Algebra (4)
Prerequisite: None
Lecture: 4 hours of lecture/discussion per week.

An introductory course in algebra. Topics include operations with signed numbers and fractions, graphing and solving linear equations and inequalities, slopes, introduction to functions, operations on polynomials, factoring, and applications. Not transferable.
Note: This course is for NIU KCMA students.
PCS: 1.4

MAT 098 - Intermediate Algebra (4)
Prerequisite: Appropriate placement test scores, or MAT 066 or MAT 068 or MAT 096 with a grade of "C" or higher
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

An introductory course in algebra. Topics include: solving equations by factoring, systems of two and three variables, the algebra of functions, inverse functions, complex numbers, and expressions, equations and functions that are rational, radical, quadratic, absolute value, exponential and logarithmic in nature. Not transferable..
PCS: 1.4

MAT 101 - Topics in Mathematics (3)
Prerequisite: Appropriate placement test scores, or MAT 066 or MAT 068 or MAT 096 with a grade of "C" or higher or concurrent enrollment in MAT 041. IAI: M1 904
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A general education mathematics course that focuses on mathematical reasoning and real-life problems. Topics covered include: set theory and logic, linear programming and modeling data, mathematics of finance, and applications of statistics.
PCS: 1.1

MAT 150 - College Algebra (4)
Prerequisite: MAT 075 and MAT 086 or MAT 098 with grades of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.) Or concurrent enrollment in MAT 045 .
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

Study of linear and quadratic functions including factoring, inequalities and absolute values, matrices and systems of equations, logarithmic and exponential functions, polynomial functions, complex numbers, and topics in theory of equations. Four hours lecture/discussion a week. Course accepted by select colleges - see advisor for more information. Limited Transfer - See advisor for more information
PCS: 1.1

MAT 155 - Precalculus (4)
Prerequisite: MAT 075 and MAT 150 with grades of "C" or higher or appropriate placement test scores. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite.)
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

Study of the trigonometric functions and their graphs, inverses, equations, properties, and identities. Further topics include radian measure, complex numbers, vectors, conics, sequences and series, limits of functions, and applications. Limited Transfer - See advisor for more information.
PCS: 1.1

MAT 201 - Mathematics for Elementary Teachers I (3)
Prerequisite: MAT 075 and MAT 086 or MAT 098 with grades of "C" or higher. (One year of high school geometry with a passing grade will satisfy the MAT 075 prerequisite requirement.)
fall
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information. Limited Transfer - See advisor for more information.
PCS: 1.1

MAT 202 - Mathematics for Elementary Teachers II (3)
Prerequisite: MAT 201 with a grade of "C" or higher
IAI: M1 903
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MAT 208 - Introductory Statistics (4)
Prerequisite: Appropriate placement test score or MAT 066 or MAT 068 or MAT 096 with a grade of "C" or higher.
IAI**:** M1 902
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Includes descriptive methods, basic probability theory, probability distributions, statistical inference, correlation and regression, and F-test and analysis of variance.
PCS: 1.1

MAT 210 - Finite Mathematics (3)
Prerequisite: MAT 150 with a grade of "C" or higher
IAI**:** M1 906
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MAT 211 - Calculus for Business and Social Sciences (4)
Prerequisite: MAT 150 with a grade of "C" or higher
IAI**:** M1 900-B
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

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.
PCS: 1.1

MAT 220 - Business Statistics (4)
Prerequisite: MAT 210, or MAT 211, or MAT 229 with a grade of "C" or higher
IAI: M1 902, BUS 901
fall, spring, summer
Lecture: 4 hours of lecture/discussion per week.

Focuses on understanding the importance of applying statistical analysis to solve business problems. Includes descriptive methods, basic probability theory, probability distributions, statistical inference, correlation and regression, and f-test and analysis of variance.
PCS: 1.1

MAT 229 - Calculus and Analytic Geometry I (5)
Prerequisite: MAT 155 with a grade of "C" or higher (Students who place into MAT 229 must have one year of high school Trigonometry with a passing grade)
IAI: M1 900-1, MTH 901
fall, spring, summer
Lecture: 5 hours of lecture/discussion per week.

First course in calculus and analytic geometry covering limits and their properties, definitions and techniques of differentiation and integration of algebraic and trigonometric functions, and applications.
PCS: 1.1

MAT 230 - Calculus and Analytic Geometry II (5)
Prerequisite: MAT 229 with a grade of "C" or higher
IAI: M1 900-2, MTH 902
fall, spring
Lecture: 5 hours of lecture/discussion per week.

Second course in calculus and analytic geometry covering exponential, logarithmic, inverse trigonometric, hyperbolic functions; integration techniques; L'Hopital's rule; improper integrals; applications of integration; parametric equations; polar coordinates; conic sections; sequences and series; and Taylor series.
PCS: 1.1

MAT 231 - Calculus and Analytic Geometry III (5)
Prerequisite: MAT 230 with a grade of "C" or higher
IAI: M1 900-3, MTH 903
fall, spring
Lecture: 5 hours of lecture/discussion per week.

Third course in calculus and analytic geometry covering partial differentiation, multiple integrals, three dimensional space vectors, vector-valued functions, line integrals, surface integrals, Green's and Stokes' Theorems, parametric surfaces, and the divergence (Gauss) theorem.
PCS: 1.1

MAT 240 - Linear Algebra (4)
Prerequisite: MAT 231 with a grade of "C" or higher
Lecture: 4 hours of lecture/discussion per week.

A study of matrices, linear systems, vector spaces, and linear transformations. This course serves as a transition between the Calculus sequence and upper-level mathematics courses. Topics include: matrix algebra, transposition, inversion, determinants, solving linear systems, vector spaces, subspaces, linear dependence and independence, spanning sets, basis and dimension, inner product spaces, Gram-Schmidt process, linear transformations, inverses of linear transformations, representation of linear transformations as matrices, range, rank, kernel, nullity, eigenvalues, and eigenvectors. Applications and construction of mathematical proofs are emphasized. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

MAT 260 - Differential Equations (3)
Prerequisite: MAT 231 with a grade of "C" or higher
IAI: MTH 912
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MA 120 - Anatomy and Physiology for MA (5)
fall
Lecture: 5 hours of lecture/discussion per week.

This course is a study of the structure and function of the human body for medical assistants, with an emphasis on understanding each body system and the practical application as seen in clinical practice. The study begins with anatomical and physiological principles and progresses with the basic structure and function of the major systems of the human body. The course will cover the integumentary, skeletal, muscular, circulatory, blood, lymphatic, immune, nervous, endocrine, respiratory, digestive, urinary, and reproductive systems.
PCS: 1.2

MA 130 - Medical Office Administration (5)
Prerequisite: MA 140
fall
Lecture: 5 hours lecture/discussion per week.

This course will focus on the variety of administrative components associated with the Medical Assistant role. There will be special emphasis on the use of electronic health records for patient registration, scheduling, and charting in the patient record. Additional topics in the course will emphasize professional and business communications including office protocol, greeting and receiving patients, explaining office policies, and medical office equipment. Students will learn to format and create a business letter, personal letter and chart notes as well as identify the different types of correspondence used in the medical office while displaying professionalism through written and verbal communications. This course will also provide practical application of insurance billing procedures, completion of claim forms, basic insurance terminology and various health plans including Medicare, Medicaid, HMOs and PPOs. Topics will include managed care, reimbursement and coding, and HIPAA compliance in the medical office.
PCS: 1.2

MA 135 - Medical Law & Ethics (2)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week.

This course will start by covering topics that include the medical and legal aspects in health care, the physician/patient/medical assistant relationship, the legal scope of medical assistants, professional and organizational ethics, and bioethical issues. This course includes the study of the fundamental principles related to human relations, self-improvement, professional appearance and attitudes, limitations, and behaviors. Principles of individualized client care and etiquette of the medical practice are emphasized.
PCS: 1.2

MA 140 - MA Clinical Procedures I (5)
Prerequisite: Program Director Consent
fall
Lecture: Three hours of lecture/discussion per week. Lab: 5 hours of lab per week.

This course introduces the skills necessary for assisting the physician with a complete history and physical examinations as well as learning how to obtain body measurements, vital signs, pulse oximetry and spirometry testing. Other topics include infection control and medical asepsis, autoclaving instruments, learning to assist with pediatric examinations, and safety in the medical office.
PCS: 1.2

MA 230 - MA Clinical Procedures II (5)
Prerequisite: MA 135 , MA 140, and HIT 216 with grades of "C" or higher
spring
Lecture: 3 hours of lecture discussion per week Lab: 5 hours of lab per week.

This course expands on the knowledge of the more complex procedures in the clinic setting such as introduction to administering, prescribing, dispensing medication, and administering immunization records. Additional topics include electrocardiography, specimen collection and processing, hematology testing, dermal punctures, phlebotomy, emergencies in the medical office and community, minor surgical procedures, rehabilitation, nutrition, exercise and guidelines for good health.
PCS: 1.2

MA 233 - MA Clinical Externship (2.5)
Prerequisite: MA 135 , and MA 140 with grades of "C" or higher and concurrent enrollment in MA 237
summer

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on applications of administrative, clinical and professional procedures required. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. Requires 200 clock hours of supervised practical experience.
PCS: 1.2

MA 237 - MA Externship Seminar (1)
Prerequisite: MA 135 , and MA 140 with grades of "C" or higher and concurrent enrollment in MA 233
summer
Lecture: 2 hours of lecture/discussion per week.

This course will allow students to discuss what they have learned at the practicum site, as well as what qualities employers look for in employees, identify the goal of a resume and cover letter. Additional topics: appropriate professional attire and appearance for an interview, the do's and don'ts in preparing for an interview and applying for a job.
PCS: 1.2

MS 103 - Leadership & Personal Development (2)
Prerequisite: None
varies
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Introduces the Army Profession, Professional Competence, Adaptability, Teamwork, Lifelong Learning, and Comprehensive Fitness. Focus on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining an understanding of the Reserve Officer Training Corps Program, its purpose in the Army, and its advantages. Limited Transfer - See advisor for more information.
Note: This course matches NIU's MILS 101 Introduction to the Army and Critical Thinking.
PCS: 1.1

MS 104 - Foundations in Leadership (2)
Prerequisite: None
Preferred: MS 103 (MILS 101) or prior military service or current military service with the Army National Guard or Army Reserve.
varies
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Introduction to the professional challenges and competencies needed for effective execution of the profession of arms and Army communication. Continuation of Army ethics and values that shape the army and the specific ways that these ethics are inculcated into Army culture. Limited Transfer - See advisor for more information.
Note: This course matches NIU's MILS 102 Adaptive Leadership and Professional Competence.
PCS: 1.1

MS 203 - Innovative Tactical Leadership (2)
Prerequisite: None
Preferred: MS 103 (MILS 101) and MS 104 (MILS 102) or prior military service or current military service with the Army National Guard or Army Reserve.
fall
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Study of leadership, personnel management, critical thinking, Army problem solving, Troop Leading Procedures, Operations Orders process, and ethical decision-making. Cadets explore the dimensions of creative and innovative leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Limited Transfer - See advisor for more information.
Note: This course matches NIU's MILS 201 Leadership and Decision Making.
PCS: 1.1

MS 205 - Foundations of Tactical Leadership (2)
Prerequisite: None
Preferred: MS 103 (MILS 101) and MS 104 (MILS 102) or prior military service or current military service with the Army National Guard or Army Reserve.
varies
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. Limited Transfer - See advisor for more information.
Note: This course matches NIU's MILS 202 Army Doctrine and Team Development.
PCS: 1.1

MUS 100 - Fundamentals of Music (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

An introduction to the basic elements of music: notation, rhythmic patterns, intervals, and chords. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

MUS 101 - Music Theory I (3)
Prerequisite: MUS 100
varies
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

MUS 102 - Music Theory II (3)
Prerequisite: MUS 101
varies
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

MUS 130 - Survey of American Music (3)
Prerequisite: None
IAI: F1 904
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MUS 139 - Private Applied Music I (1)
Prerequisite: None
varies
Lecture: 0.5 hour of lesson/discussion per week. Lab: 1 hour of lab per week.

Private study in music performance. Instruction to develop musical skills for personal enrichment or continuing music studies at a baccalaureate granting institution. Lessons are offered in both instrumental and vocal instruction. Lessons include solo instruction, development of performance skills including public performance. Lesson times are arranged with the instructor at the beginning of the course. Does not meet the requirements for an Associate in Fine Arts Degree. Limited Transfer - See advisor for more information. Repeatable for a maximum of 4 credits.
Note: lessons are for percussion
PCS: 1.1

MUS 180 - Private Piano I (1)
Prerequisite: None
fall, spring
Lecture: 0.5 hour of lesson/discussion per week. Lab: 1 hour of lab per week.

Private instruction for those desiring to improve their piano skills. Lessons include development of solo performance skills and public performance skills. Limited Transfer - See advisor for more information. Repeatable 3 times. Does not meet the requirements for an Associate in Fine Arts Degree
PCS: 1.1

MUS 181 - Private Guitar I (1)
Prerequisite: None
fall, spring, summer
Lecture: 0.5 hour of lesson/discussion per week. Lab: 1 hour of lab per week.

Private instruction for those desiring to improve their guitar skills. Lessons include development of solo and public performance skills. Limited Transfer - See advisor for more information. Repeatable three times. Does not meet the requirements for an Associate in Fine Arts Degree.
PCS: 1.1

MUS 183 - Private Voice I (1)
Prerequisite: None
fall, spring

Lecture: 0.5 hour of lesson/discussion per week. Lab: 1 hour of lab per week.

Private instruction for those desiring to improve their vocal skills. Lessons include solo instruction and development of performance skills, including public performance. Limited Transfer - See advisor for more information. Repeatable 3 times. Does not meet the requirements for an Associate in Fine Arts Degree.
PCS: 1.1

MUS 209 - Music for the Elementary School (3)
Prerequisite: None
varies

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

MUS 220 - Music Appreciation (3)
Prerequisite: None
IAI: F1 900
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MUS 222 - Exploring Non-Western World Culture Through Music (3)
Prerequisite: None
IAI: F1 903N
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

MUS 239 - Private Applied Music II (2)
Prerequisite: MUS 139 or consent of instructor
varies
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Private study in music performance. Instruction to develop musical skills for personal enrichment or continuing music studies at a baccalaureate granting institution. Lessons are offered in both instrumental and vocal instruction. Lessons include solo instruction, development of performance skills including public performance. Lesson times are arranged with the instructor at the beginning of the course. Does not meet the

requirements for an Associate in Fine Arts Degree. Limited Transfer - See advisor for more information. Repeatable for a maximum of 4 credits.
PCS: 1.1

MUS 281 - Private Guitar II (2
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Private instruction for those desiring to develop or improve their guitar skills. Lessons include solo instruction and development of performance skills, including public performance. Limited Transfer - See advisor for more information. Repeatable 3 times. Does not meet the requirements for a Fine Arts Degree.
PCS: 1.1

MUS 287 - Private Piano II (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

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. Course accepted by select colleges - see advisor for more information. Limited Transfer - See advisor for more information. Repeatable three times. Does not meet the requirements fora Fine Arts Degree.
PCS: 1.1

MUS 288 - Private Voice II (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Private instruction for those desiring to improve their vocal skills. Lessons include solo instruction and development of performance skills, including public performance. Limited Transfer - See advisor for more information Repeatable 3 times. Does not meet the requirements for a Fine Arts Degree.
PCS: 1.1

NUR 100 - Basic Nurse Assistant Training (7)**
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy.
fall, spring, summer
Lecture: 5 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Designed for students interested in working in long-term care facilities, home health agencies, and hospitals. This course includes 135 hours of instruction, 95 hours of theory and laboratory, and 40 hours clinical experience. Approved by the Illinois Department of Public Health.

Note: Contact Basic Nurse Assistant (BNA) Coordinator for information.

PCS: 1.2
NUR 106 - Nursing Seminar (.5-5)**
Prerequisite: None
varies

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.
PCS: 1.2

NUR 108 - CNA Recertification (.5)**
Prerequisite: Program Coordinator Consent
fall, spring, summer

Must have a TB skin test, MMR verification, fingerprint background check and completed an IDPH approved 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.
PCS: 1.2

NUR 117 - Fundamentals of Nursing (6-7*)
Prerequisite: BIO 103 & BIO 105 with grades of "B" or higher or completion of BIO 258 & BIO 259 with grades of "C" or higher, COM 100, ENG 103, & PSY 102 with grades of "C" or higher
fall, spring
Lecture: 4.5 hours of lecture/discussion per week. Lab: 3.5 hours of lab per week.

Designed to develop nursing and communication skills to enable the student to administer care to adult clients within the scope of the beginning nurse. Introduces fundamental concepts of nursing, including the nursing process and the promotion of wellness and health maintenance through patient education. Concurrent clinical and laboratory experience designed to give the student the opportunity to utilize the nursing process and develop fundamental level expertise in nursing skills. 4 hours of clinical per week.
Note: *CNA's may be eligible to register for 6 credit hours. See the Director of Nursing.
PCS: 1.2

NUR 123 - Orientation to Pharmacology (1)
Prerequisite: Concurrent enrollment in NUR 117
fall, spring
Lecture: 1 hour of lecture/discussion per week.

Focuses on the information required to safely dispense drugs and monitor the effects of drug therapy. Emphasis will be on dosage calculations and principles of pharmacology including pharmacokinetics, pharmacodynamics, and the nursing process related to medication administration. Nursing implications will be discussed for broad classifications of medications.
PCS: 1.2

NUR 168 - Adult Health Nursing I (4-5*)
Prerequisite: BIO 258, NUR 117, NUR 123, with grades of "C" or higher
fall, spring
Lecture: 3.5 half hours of lecture/discussion per week. Lab: 0.5 hour lab per week.

Introduces the pathophysiology of commonly experienced chronic diseases and acute conditions found in the adult and geriatric populations. Alterations in oxygenation including ventilation, perfusion, and transport will be addressed. The Nursing Process model will serve as a vehicle for the assessment and nursing management of adults experiencing interference with their physical and emotional needs. The student will apply critical thinking to make connections with concepts introduced in previous nursing courses. Concurrent clinical experiences on medical and surgical units provide opportunities to analyze the nursing process and identify trends in assessment findings while managing the patient and incorporating relevant patient/caregiver education. Opportunities to perform and perfect learned skills in the lab setting will be available. 4 hours of clinical per week.
Note: *LPN's may be eligible to register for 4.5 credit hours. See the Director of Nursing.
PCS: 1.2

NUR 169 - Adult Health Nursing II (4-5*)
Prerequisite: BIO 258, NUR 117 , NUR 123 , with grades of "C" or higher
fall, spring
Lecture: 3.5 hours lecture/discussion per week. Lab: 0.5 hour lab per week.

Introduces the pathophysiology of commonly experienced chronic diseases and acute conditions found in the adult and geriatric populations. Alterations in regulatory processes, the gastrointestinal tract and its varied functions, movement and coordination, and sensory input will be addressed. Cancer nursing will be incorporated in the chronic disease discussion. The Nursing Process model will serve as a vehicle for the assessment and nursing management of adults experiencing interference with their physical and emotional needs. The student will apply critical thinking to make connections with concepts introduced in previous nursing courses. Concurrent clinical experiences on medical and surgical units provide opportunities to analyze the nursing process and identify trends in assessment findings while managing the patient and incorporating relevant patient/caregiver education. Opportunities to perform and perfect learned skills in the lab setting will be available. 4 hours of clinical per week.
Note: *LPN's may be eligible to register for 4.5 credit hours. See the Director of Nursing.
PCS: 1.2

NUR 196 - Nursing Internship (2-3)**
Prerequisite: NUR 169 with a grade of "C" or higher(Current R.N. license will satisfy prerequisite)
summer
Lab: The course consists of 32-40 hours clinical experience per week at an area hospital.

A work/study course that is designed to assist the student in developing expertise giving comprehensive nursing care to adult clients. Emphasizes the nursing process, I.V. therapy, and other technical skills. Students will be expected to practice leadership skills and demonstrate professionalism. Clinical hours: 96-144 including post conference.
PCS: 1.2

NUR 206 - Practical Nursing Essentials (5)
Prerequisite: NUR 117 , NUR 123 , NUR 168 , NUR 169 with a grade of "C" or higher
Summer
Lecture: 4 hours of lecture/discussion per week. Lab: 1 hour of lab per week.

Designed to develop nursing and communication skills to enable the student to administer care to adult clients within the scope of the beginning nurse. Introduces fundamental concepts of nursing, including the nursing process and the promotion of wellness and health maintenance through patient education. Concurrent clinical and laboratory experience designed to give the student the opportunity to utilize the nursing process and develop fundamental level expertise in nursing skills.
PCS: 1.2

NUR 226 - Maternal Child Health Nursing (4-5*)
Prerequisite: BIO 259 , NUR 168, NUR 169, PSY 280 with grades of "C" or higher
fall, spring
Lecture: 3 hours of lecture/discussion per week. Lab: 0.5 hour of lab per week.

Focuses on a family centered approach to pregnancy, birth, and adaptation to extra-uterine life for contemporary childbearing families. Facilitates the application of: select mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe care of childbearing families that is developmentally and culturally appropriate. Differentiates applicable patient education focusing on the family unit. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal health areas.
4 hours of clinical per week.
Note: *LPN's may be eligible to register for 4.0 credit hours. See the Director of Nursing.
PCS: 1.2

NUR 227 - Pediatric Health Nursing (4-5*)
Prerequisite: BIO 259, NUR 168, NUR 169, PSY 280 with grades of "C" or higher
fall, spring
Lecture: 3 hours of lecture/discussion per week. Lab: 0.5 hour lab per week.

Focuses on children throughout the health and wellness continuum with emphasis placed on maintaining the dignity of the child and promotion of healthy growth and development. Integrates the concept of family-centered nursing through care of the child and family. Examination of pediatric clients with acute and chronic health alterations will guide students in the integration of the nursing process. Patient education will remain an expectation for the patient and the family to promote family-centered care. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of pediatric health areas.
4 hours of clinical per week.
Note: *LPN's may be eligible to register for 4.0 credit hours. See the Director of Nursing.
PCS: 1.2

NUR 239 - Adult Health Nursing III (5)
Prerequisite: BIO 213, NUR 226, NUR 227 with grades of "C" or higher
fall, spring
Lecture: 3 hours of lecture/discussion per week. Lab: 0.5 hour of lab per week.

Continued emphasis on building the student's current adult health theory and clinical knowledge base. This capstone course emphasizes nursing care of adults with acute, complex health problems. Alterations in pathophysiological processes that contribute to acute and chronic illnesses are investigated at a comprehensive level. Synthesis of data and use of evidence-based research will guide the development of the nursing care plan. Use of technology will be emphasized. Concurrent clinical/lab experience is designed to augment leadership skills, communication, caring, advocacy, assessment, and decision making. 5.5 hours of clinical per week.
PCS: 1.2

NUR 249 - Mental Health Nursing (5)
Prerequisite: BIO 213, NUR 226, NUR 227, with grades of "C" or higher
fall, spring
Lecture: 3.5 hours of lecture/discussion per week. Lab: 0.5 hour of lab per week.

Focuses on the role of the nurse in maintaining or restoring whole-person health and wellness throughout the life span. Content will include theory and practice of mental health and common health/wellness concerns in the community. This capstone course promotes holistic nursing care focused on psychosocial, spiritual and cultural components. Course content will include nursing care appropriate for traditional inpatient settings, as well as adaptations appropriate to community settings. Concurrent clinical experiences will include hospital, clinic, home health, and other community-based settings. 4 hours of clinical per week.
PCS: 1.2

NUR 262 - Professional Nursing (1)
Prerequisite: BIO 213, NUR 226, NUR 227 with grades of "C" or higher
fall, spring
Lecture: 1 hour of lecture/discussion per week.

Seminar in legal and professional responsibilities of the Registered Nurse. Prepares the graduate nurse for entry into nursing practice. This capstone course emphasizes the leadership role and function of the registered nurse, including accountability, delegation, nursing organizations, healthcare economics and the legal and ethical aspects of the nursing process. The course will focus on past, present and future social and economic events and their impact on nursing.
PCS: 1.2

OS 101 - Beginning Keyboarding (3)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

OS 107 - Employment Strategies (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

OS 125 - Word Processing/Word (3)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

OS 127 - Advanced Word Processing/Word (3)
Prerequisite: OS 125
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

OS 133 - Spreadsheets/Excel (3)
Prerequisite: None
fall, spring, summer
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
Note: Credit may not be received if prior credit earned in CIS 133.
PCS: 1.2

OS 136 - Presentation Graphics/PowerPoint (3)
Prerequisite: None
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

OS 138 - QuickBooks (3)
Prerequisite: None
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

OS 142 - Contemporary Office Technology (3)
Spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

This course introduces the concepts and functions of software to meet the changing needs of the business community. Emphasis is placed on the use of software through a hands-on-approach.
PCS: 1.2

OS 233 - Advanced Spreadsheets/Excel (1)
Prerequisite: OS 133
spring, summer
Lecture: 0.5 hour of lecture/discussion per week. Lab: 1 hour of lab per week.

Students will expand upon the skills learned in OS 133 Spreadsheets/Excel. Students will learn how to use spreadsheets to organize, present, evaluate data, and use complex formulas and functions. Students will learn about PivotTables, PivotCharts, Macros, use data analysis, solver and scenario features, as well as sharing workbooks, and connecting to external data. Upon completion of this course, students should have learned the skills required to pass the Microsoft Office Specialist (MOS) Excel Expert certificate exam.
PCS: 1.2

OS 246 - Business Communications (3)
Prerequisite: None
spring (even years)
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

OS 252 - Office Procedures (3)
Prerequisite: OS 125 , OS 133 , and OS 136 or concurrent enrollment in OS 125, OS 133 , and OS 136
spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

OS 253 - Records Management (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

PHL 101 - Introduction to Philosophy (3)
Prerequisite: None
IAI: H4 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

An introduction to the key questions and influential figures of philosophy including Socrates, Plato, and Aristotle. The course highlights great philosophical thinkers and discusses their views on questions about reality, knowledge, religion, politics, and ethics.
PCS: 1.1

PHL 103 - Introduction to Logic (3)
Prerequisite: None
IAI: H4 906
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

PHL 198 - World Religions (3)
Prerequisite: None
IAI: H5 904N
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

PHL 200 - Ethics (3)
Prerequisite: None
IAI**:** H4 904
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

PHL 298 - Topics of Philosophy (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information. Repeatable 3 times for different special topics.
PCS: 1.1

PE 140 - Fitness Training I (1)
Prerequisite: None
fall, spring
Lab: 2 hours of open lab per week.

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. Limited Transfer - See advisor for more information. Note: Search for available course section offerings: Course Schedule.
PCS: 1.1

PE 141 - Fitness Training II (1)
Prerequisite: PE 140
fall, spring
Lab: 2 hours of open lab per week.

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. Limited Transfer - See advisor for more information. Repeatable 3 times.
PCS: 1.1

PE 162 - First Aid and Emergency Response (3)
Prerequisite: None
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

PE 190 - Topics in Physical Education (0.5-3)
Prerequisite: None
varies

Designed to meet student and community needs in Physical Education. Developed upon request for the purpose of meeting the needs of specific situations. Limited Transfer - See advisor for more information. Credit is determined on a contact hour basis. Repeatable 3 times up to a maximum of 12 credit hours.
PCS: 1.1

PE 200 - Introduction to Physical Education (2)
Prerequisite: None
varies
Lecture: 2 hours of lecture/discussion per week.

Introduction to physical education and its place in the total field of education; philosophy, aims, objectives, and principles of physical education. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.

PE 250 - Physical Education for Children (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Physical education activities for elementary school children. Designed to meet state certification requirements for elementary education, special education, and physical education majors. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

PHS 118 - Physical Science Lab (1)
Prerequisite: PHS 119 or concurrent enrollment
IAI: P9 900L
fall, spring, summer
Lab: 2 hours of lab per week.

An introductory laboratory course of study in the physical sciences. Laboratory investigations are guided investigations of topics coordinated with the lecture course, Introduction to Physical Science.
PCS: 1.1

PHS 119 - Introduction to Physical Science (3)
Prerequisite: Demonstrated readiness for college-level Math, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
IAI: P9 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

Emphasizes the fundamental principles of chemistry, physics, geology, meteorology, and astronomy and the philosophical importance of scientific discoveries.
PCS: 1.1

PHS 120 - Introduction to Physical Geology (3)
Prerequisite: None
IAI: P1 907
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

PHS 130 - Introduction to Astronomy (3)
Prerequisite: Appropriate placement test scores, OR MAT 066 or MAT 068 or MAT 096 with a grade of “C” or higher.
IAI: P1 906
fall, spring
Lecture: 3 hours of lecture/discussion per week.

Introduction to Astronomy is a broad survey of modern astronomy examining astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation, and the origin and evolution of the universe.
PCS: 1.1

PHS 298 - Topics in Science (1-4)
Prerequisite: None
varies
Lecture: 1 to 4 hours of lecture/discussion per week.

Special studies course designed to meet students’ needs in physical sciences. Limited Transfer - See advisor for more information. Repeatable three times as topics change.
PCS: 1.1

PHY 150 - Introductory Physics (3)
Prerequisite: Appropriate placement test scores, OR MAT 066 or MAT 068 or MAT 096 with a grade of “C” or higher.
IAI: P1 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

Introduction to the concepts and principles of physics including mechanics, heat, sound, light, electricity, magnetism, and modern physics.
PCS: 1.1

PHY 151 - Introductory Physics Laboratory (1)
Prerequisite: PHY 150 or concurrent enrollment
IAI: P1 900L
fall, spring, summer
Lab: 2 hours of lab per week.

Laboratory to accompany PHY 150.
PCS: 1.1

PHY 250 - General Physics I (4)
Prerequisite: MAT 155 with a grade of "C" or higher
IAI**:** P1 900L
fall, summer
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

Study of mechanics and heat.
PCS: 1.1

PHY 251 - General Physics II (4)
Prerequisite: PHY 250 with a grade of "C" or higher
spring
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

Study of sound, light, magnetism, electricity, and applications of modern physics.
PCS: 1.1

PHY 263 - Fundamentals of Physics I (4)
Prerequisite: MAT 229 with a grade of "C" or higher, or concurrent enrollment
IAI: P2 900L; PHY 911
fall, spring
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.

A first course in mechanics using calculus. Topics include kinematics; Newton's laws; work and energy/conservation of linear momentum; angular momentum; rotational dynamics; harmonic motion; fluid statics and motion; gravitation; mechanical waves; and sound.
PCS: 1.1

PHY 273 - Fundamentals of Physics II (4)
Prerequisite: PHY 263, MAT 229 with a grade of "C" or higher
IAI: PHY 912
spring
Lecture: 3 hours of lecture/discussion per week. Lab: 3 hours of lab per week.
A first course in electricity and magnetism using calculus. Topics include charge; electric field and potential; resistance, capacitance, and inductance; DC and AC circuits; magnetic field; laws of Gauss, Ampere, and Faraday; and Maxwell's equations; and electromagnetic waves.
PCS: 1.1

PHY 283 - Fundamentals of Physics III (3)
Prerequisite: PHY 273 with a grade of "C" or higher
IAI: PHY 914
spring
Lecture: 3 hours of lecture/discussion per week.

A first course in quantum physics using calculus. Topics include quantization; the atom; solid state physics and conduction; nuclear physics; elementary particle physics; geometric and physical optics; and relativity.
Note**:** This course is not offered this catalog year.
PCS: 1.1

PLS 140 - Introduction to American Government and Politics (3)
Prerequisite: None
IAI**:** S5 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

An introduction to political culture, the Constitution, civil liberties, political parties and interest groups, and public policy decision-making.
PCS: 1.1

PLS 210 - International Relations (3)
Prerequisite: None
IAI**:** S5 904
varies
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

PLS 240 - State and Local Government (3)
Prerequisite: None
IAI: S5 902
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

PSY 102 - Introduction to Psychology (3)
Prerequisite: None
IAI: S6 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences.
PCS: 1.1

PSY 210 - Educational Psychology (3)
Prerequisite: PSY 102
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

PSY 216 - Abnormal Psychology (3)
Prerequisite: PSY 102
IAI: PSY 905
fall, spring
Lecture: 3 hours of lecture/discussion per week.

The integration of theory and empirical research as it relates to research methods, definition, assessment, categorization of behavior, biological, psychosocial, sociocultural origins of abnormal behavior, treatment and prevention.
PCS: 1.1

PSY 225 - Psychology of Childhood and Adolescence (3)
Prerequisite: PSY 102
IAI: S6 903
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

Introduction to theory and research on the biological, physical, social and cognitive development of the human child from conception to adolescence. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, cultural influences and aspects of abnormal development.
PCS: 1.1

PSY 256 - Theories of Personality (3)
Prerequisite: PSY 102
fall
Lecture: 3 hours of lecture/discussion per week.

An exploration of personality theory, with emphasis on research methods, personality assessment, the psychoanalytical and neo psychoanalytical approaches, the trait approach, the humanistic approach, the cognitive approach, and the behavioral/social learning approach. Limited Transfer - See advisor for more information.
PCS: 1.1

PSY 280 - Life-Span Human Development (3)
Prerequisite: PSY 102
IAI: S6 902
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

A study of the neurobiological, physical, cognitive, social and emotional development of humans from conception through childhood, adolescence, adulthood and old age. Emphasizes normal developmental states and patterns of adjustment to differing lifetime demands. The theories and principles of human development are examined in light of contemporary research.
PCS: 1.1

PSY 286 - Social Psychology (3)
Prerequisite: PSY 102
IAI: S8 900 PSY 908
fall, spring
Lecture: 3 hours of lecture/discussion per week.

Social psychology is a systematic introduction of theory and research on the ways social factors influence individual and group behavior. It is a field that examines attitudes, social perception, and the establishment of norms, conformity, leadership, group dynamics and research methods, emphasizing their effects on the individual. Thus, social psychology is the integration of theory and empirical research as they relate to: research methods, attitude formation and change, social cognition, interpersonal relations, group processes, and social influence.
PCS: 1.1

RA 100 - Radiographic Imaging I (2)
Prerequisite: Program Coordinator Consent
Corequisite RA 104
fall
Lecture: 2 hours of lecture/discussion per week.

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.
PCS: 1.2

RA 101 - Patient Care Techniques (2)
Prerequisite: Program Coordinator Consent
fall
Lecture: 2 hours of lecture/discussion per week.

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 patientcare, infection control, and emergency radiography will also be included.
PCS: 1.2

RA 102 - Radiographic Positions and Procedures I (5)
Prerequisite: Program Coordinator Consent
fall
Lecture: 4 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

RA 104 - Clinical Practicum I (3)
Prerequisite: None
Corequisite RA 100
fall

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.
PCS: 1.2

RA 105 - Medical Terminology for Radiography (1)
Prerequisite: Program Coordinator Consent
fall
Lecture: 1 hour of lecture/discussion per week.

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.
PCS: 1.2

RA 106 - Radiologic Technology Seminar (0.5-3)
Prerequisite: None
varies

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.
PCS: 1.2

RA 111 - Radiographic Imaging II (3)
Prerequisite: Program Coordinator Consent
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

RA 112 - Radiographic Positions and Procedures II (5)
Prerequisite: Program Coordinator Consent
spring
Lecture: 4 hours of lecture/discussion per week. Lab: Two hours of lab per week.

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.
PCS: 1.2

RA 114 - Clinical Practicum II (3)
Prerequisite: Program Coordinator Consent
spring

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.
PCS: 1.2

RA 122 - Radiographic Positions and Procedures III (1.5)
Prerequisite: BIO 258, BIO 259
summer
Lecture: 1 hour of lecture/discussion per week. Lab: 1 hour of lab per week.

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.
PCS: 1.2

RA 124 - Clinical Practicum III (4.5)
Prerequisite: Program Coordinator Consent
summer

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.
PCS: 1.2

RA 204 - Advanced Clinical Practicum I (5)
Prerequisite: Program Coordinator Consent
fall

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.
PCS: 1.2

RA 205 - Radiographic Image Evaluation (2)
Prerequisite: RA 111 with a grade of "C" or higher
fall
Lecture: 2 hours of lecture/discussion per week.

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.
PCS: 1.2

RA 220 - Radiation Physics (3)
Prerequisite: Program Coordinator Consent
fall
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.2

RA 221 - Radiation Biology (2)
Prerequisite: Program Coordinator Consent
spring
Lecture: 2 hours of lecture/discussion per week.

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.
PCS: 1.2

RA 222 - Advanced Radiology Procedures (3)
Prerequisite: Program Coordinator Consent
spring
Lecture: 3 hours of lecture/discussion per week.

An introduction to advanced radiographic procedures using contrast media, sectional imaging, and quality assurance procedures. Includes a comparison of the principles of special imaging to routine diagnostic procedures and an analysis of the anatomy of the areas being studied.
PCS: 1.2

RA 224 - Advanced Clinical Practicum II (5)
Prerequisite: Program Coordinator Consent
spring

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.
PCS: 1.2

RA 225 - Radiographic Pathology (2)
Prerequisite: Program Coordinator Consent
spring
Lecture: 2 hours of lecture/discussion per week.

Introduces theories of disease causation and the pathologic disorders that compromise healthy systems. Etiology, pathophysiology 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.
PCS: 1.2

SOC 170 - Introduction to Sociology (3)
Prerequisite: None
IAI: S7 900
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

SOC 180 - Leadership & Civic Engagement (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

Introduction to the meaning of public service and avenues for community engagement. Exposure to the role of volunteerism and philanthropy in public service. Limited Transfer - See advisor for more information.
PCS: 1.1

SOC 200 - Race and Ethnic Relations (3)
Prerequisite: None
IAI: S7 903D
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

SOC 219 - Marriage and Family (3)
Prerequisite: None
IAI: S7 902
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

SOC 283 - Social Problems (3)
Prerequisite: None
IAI: S7 901
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

SOC 288 - Criminology (3)
Prerequisite: None
IAI: CRJ 912
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

SOC 299 - Topics of Sociology (3)
Prerequisite: None
varies
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information. Repeatable 3 times for different special topics.
PCS: 1.1

SPA 101 - Elementary Spanish I (3)
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

SPA 102 - Elementary Spanish II (3)
Prerequisite: SPA 101 or proficiency exam
fall, spring, summer
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

SPA 201 - Intermediate Spanish I (3)
Prerequisite: SPA 102 or proficiency exam
fall
Lecture: 3 hours of lecture/discussion per week.

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. Limited Transfer - See advisor for more information.
PCS: 1.1

SPA 202 - Intermediate Spanish II (3)

Prerequisite: SPA 201 or proficiency exam
IAI: H1 900
spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

TMAT 100 - Technical Mathematics (3)
Prerequisite: None
fall
Lecture: 3 hours of lecture/discussion per week.

This course is designed to review arithmetic through the use of a calculator and to introduce the students to topics of algebra and geometry that are relevant to disciplines in the Career Technologies Division. Among the topics covered will be calculators, arithmetic, variables, equations, geometry, charts and graphs, interpretation of data, and application problems. Note: Designed specifically for CRT, DPT, or HOR degree students who place into MAT 055 or MAT 098. Students in these curricula who place into MAT 098 or higher should substitute any other 100-level course as indicated in their academic program planner. Any student who wishes to transfer to a university at a later time should consult a catalog from the university of choice to determine the specific math requirement.
PCS: 1.2

THE 111 - Theatre Practicum I (1)
Prerequisite: None
fall
Lab: 3 hours of lab per week.

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. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

THE 130 - Introduction to Acting (3)
Prerequisite: None
IAI: TA 914
fall, spring
Lecture: 3 hours of lecture/discussion per week.

Performance-oriented class introducing theories and techniques of acting. Emphasis is on the actor's resources for character development along with fundamental principles of voice and body techniques. Student experiences include the preparation and performance of monologues and scenes. Performances in class include solo, duet, and ensemble work. Students will be expected to attend assigned outside-of-class plays.
PCS: 1.1

THE 131 - Intermediate Acting (3)
Prerequisite: THE 130
fall, spring
Lecture: 3 hours of lecture/discussion per week.

Development of fundamentals introduced in Introduction to Acting, emphasizing an intensive approach to acting exercises, improvisations, monologue, and scene study. Students will be expected to attend assigned plays outside of class. Limited Transfer - See advisor for more information.
Note**:** This course is not offered this catalog year.
PCS: 1.1

THE 203 - Introduction to the Theatre (3)
Prerequisite: None
IAI: F1 907
fall, spring
Lecture: 3 hours of lecture/discussion per week.

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.
PCS: 1.1

THE 215 - Diversity in American Drama (3)
Prerequisite: Demonstrated readiness for college-level English, as determined by college placement procedure, completion of coursework at Kishwaukee College or by transfer credit acceptance policy. (Pending Curriculum Committee Approval)
varies
Lecture: 3 hours of lecture/discussion per week.

This course examines the history and diversity of theatre in the United States. Contemporary American theatre classics as well as plays that are written by divergent, diverse voices that include African, Asian, and Hispanic Americans as well as feminist and gay theatre. Students will examine how categories such as gender, class, sexual orientation, age, and race impact individual and collective identity formation. Students will not only learn through reading of published plays, but also through recorded theatre. Limited Transfer - See advisor for more information.
Note: This course is not offered this catalog year.
PCS: 1.1

TPM 100 - Introduction to Massage (1)
Prerequisite: None
fall, spring, summer
Lecture: 0.5 hour of lecture/discussion per week. Lab: One hour of lab per week.

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.
PCS: 1.2

TPM 106 - Therapeutic Massage Seminar (0.5-3)
Prerequisite: Program Coordinator Consent
varies

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 3 times as topics change.
PCS: 1.2

TPM 109 - Pathology (2)
Prerequisite: TPM 112 with grades of "C" or higher
spring, summer
Lecture: 2 hours of lecture/discussion per week.

This course presents information on individual pathologies which massage therapists and estheticians may encounter in clinical practice. Students will identify implications for these conditions as related to massage therapy and esthetics with the goal of being able to make informed decisions about safety and applicability of massage and esthetics modalities. Body systems will include: cardiovascular, lymphatic, circulatory, immune, urinary, respiratory, digestive, integumentary, endocrine, reproductive, musculoskeletal and nervous systems.
PCS: 1.2

TPM 110 - Massage Techniques I (4)
fall, summer
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

TPM 112 - Anatomy/Physiology Comp Health (5)
Prerequisite: None
varies
Lecture: 5 hours of lecture/discussion per week.

This course is a study of the structure and function of the human body for complementary health practitioners. The study begins with anatomical and physiological principles and progresses with the basic structure and function of the major systems of the human body including the integumentary, skeletal, muscular, circulatory, blood, lymphatic, immune, nervous, endocrine, respiratory, digestive, urinary and reproductive systems.
Note: Does not fulfill the anatomy and physiology requirement for nursing and radiology.
PCS: 1.2

TPM 114 - Musculoskeletal System (3)
Prerequisite: TPM 110 and TPM 112 with grades of "C" or higher
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

TPM 120 - Massage Techniques II (4)
Prerequisite: TPM 110 and TPM 112 with grades of "C" or higher
fall, spring
Lecture: 3 hours of lecture/discussion per week. Lab: 2 hours of lab per week.

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.
PCS: 1.2

TPM 124 - Business Practices and Ethics (3)
fall, spring
Lecture: 3 hours of lecture/discussion per week.

In this course, the student will explore various aspects of developing and maintaining a successful therapeutic massage and/or esthetics practice. Topics which will be covered include how to establish a bookkeeping system and maintain client records, marketing, developing a business plan, the client/therapist relationship, and ethical issues.
PCS: 1.2

TPM 130 - Massage Techniques III (4)
Prerequisite: TPM 114 and TPM 120 with grades of "C" or higher
fall, summer
Lecture: 3 hours of lecture/discussion per week. Lab: Two hours of lab per week.

In this course, therapeutic massage professionals will discuss and demonstrate various bodywork specialties. Students will be given the opportunity to practice the techniques in class. Modalities may include: craniosacral therapy, myofascial release, kinesiology, deep tissue, sports, lymphatic, and other topics.
PCS: 1.2

TPM 140 - Massage Clinical (0.5)
Prerequisite: TPM 110 and TPM 112 with grades of "C" or higher
fall, spring, summer

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. May be repeated one time.
PCS: 1.2

TPM 145 - Ther Massage Licensure Seminar (.5)
Prerequisite: TPM 130 or concurrent enrollment
spring
Lecture: 1 hour of lecture/discussion per week.

In this course, students will discuss the Illinois Massage Licensing Act and the Massage & Bodywork licensing Examination (MBLEx). Students will review the MBLExcontent outline to prepare for licensure and will complete and submit the application for the Massage & Bodywork Licensing Examination (MBLEx).
PCS: 1.2

TRK 060 - Truck Driver Training (10)
Lecture: 10 hours lecture/discussion per week. Lab: 30 hours of lab per week.

Classroom presentation portion of the truck driver training program is designed for people with no commercial driver experience. The classroom portion will provide the student with a basic orientation on commercial driver's license requirements. Concentration will be on rules, regulations and other requirements necessary to prepare students for passing the written portion of the CDL examination. This course prepares the students to take the Illinois Secretary of State CDL license exam. Driving or behind the wheel portion of the truck driver training program will provide the student with detailed knowledge on advanced operating practices to drive a commercial vehicle. This training will include the information on federal/state rules and regulations. The student will be expected to demonstrate the proper preparation, handling, safety, and driving skills necessary to pass the Commercial Driver's License (CDL) examination. The activities will involve both yard skills training site practice as well as over the road driving on city streets and highways. Not transferable.
Note: PCS: 1.6

WT 106 - Welding Seminar (0.5-3)
Prerequisite: None
varies

Special course to meet specific needs of industry, groups or individuals. Credit determined on a contact hour basis. Repeatable 3 times as topics change.
PCS: 1.2

WT 116 - Fundamental Welding Processes (2)
Prerequisite: None
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This course provides an introduction to safety, welding joint configurations, machine setup and welding theory. Multi-pass surfacing and fillet welds will be welded on 1/4" mild steel with the SMAW process using E6013 and E7014 electrodes in the flat and horizontal positions. Multi-pass surfacing and fillet welds will be welded on 1/8" mild steel with the GMAW process in the flat and horizontal positions. Butt joints will be both brazed as well as Oxy-fuel welded both autogenously and with filler in the flat position on 1/8" mild steel. Oxy-fuel cutting will be performed on 3/8" mild steel plate. GMAW welding of aluminum and carbon arc gouging will also be discussed.
PCS: 1.2

WT 122 - Shielded Metal Arc Welding I (2)
Prerequisite: None
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This course will emphasize the theory and practice of Shielded Metal Arc Welding (SMAW). Safe handling and correct set up of equipment will be covered. Fillet Welds with a E6010 root pass and E7018 multi-pass fill and cover will be welded on 1/4" mild steel in the flat, horizontal, vertical, and overhead positions.
PCS: 1.2

WT 124 - Shielded Metal Arc Welding II (2)
Prerequisite: WT 122
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

A continuation of theory and practice in Shielded Metal Arc Welding (SMAW). Multi-pass single V-groove welds with backing will be welded with E7018 on 3/8" mild steel in the flat, horizontal, vertical, and overhead positions. Multi-pass single V-groove open root welds will be welded with a E6010 root pass and E7018 fill and cover on 3/8" mild steel in the flat, horizontal, vertical, and overhead positions. Introduction of non-destructive inspection as well as application of destructive testing through guided bend tests is included.
PCS: 1.2

WT 126 - Gas Metal/Flux Core Arc Weld I (2)

Prerequisite: None
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

The theory and practice of Gas Metal Arc Welding - short circuit transfer (GMAW-S) on 1/8" and lighter mild steel will be welded in the flat, horizontal, vertical, and overhead positions. Vertical up, vertical down and open root welds will be welded. Flux Cored Arc Welding - Self Shielded (FCAW-S) on 1/8" to 1/4" and heavier mild steel material will be welded in the flat, horizontal, vertical, and overhead positions. Aluminum GMAW welding will be discussed.
PCS: 1.2

WT 128 - Oxyfuel Welding/Cutting (2)
Prerequisite: None
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

The theory and practice of oxy-acetylene welding, braze welding and cutting. Safe and correct set up and handling of oxy-acetylene equipment will be covered. Butt Joints and Fillets will be brazed in the flat, horizontal, vertical and overhead positions on 1/16" and 1/8" mild steel material. Butt Joints and Fillets will be welded autogenously in the flat, horizontal, vertical and overhead positions on 1/16" and 1/8" mild steel material. Butt Joints and Fillets will be welded with filler rod in the flat, horizontal, vertical and overhead positions on 1/16" and 1/8" mild steel material. 3/8" and 1/4" mild steel will be oxygen cut.
PCS: 1.2

WT 133 - Introduction to Fabrication (2)
Prerequisite: WT 116
fall, spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

Fundamentals of working in a metal fabrication shop. Introduction to shop and equipment safety. Practice in measuring, problem solving, cutting, metal bending, and simple fabrication. Exercises in layout, fit up, welding and finishing while working off of simple drawings. Prepares students with entry-level metal fabrication knowledge.
PCS: 1.2

WT 152 - Math For Welding (3)
Prerequisite: None
fall
Lecture: Three hours lecture/discussion a week.

This course teaches mathematic skills needed in the welding field. The topics are presented in a step-by-step approach with examples that broaden understanding of while numbers, common fractions, decimal fractions, geometry formulas used in welding, linear and angular measurement, formulas for bending metal, structural steel sections, and the metric system.
PCS: 1.2

WT 226 - GMAW/FCAW II (2)
Prerequisite: WT 126
spring
Lecture: One hour of lecture/discussion per week. Lab: Two hours of lab per week.

The theory and practice of Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) GMAW-Pulse transfer, GMAW-spray transfer, and FCAW-gas shielded process will be covered in this course.
PCS: 1.2

WT 233 - Fabrication II (2)
Prerequisite: WT 133
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This class will cover advance topics of working in a metal fabrication shop. Students will gain real world, practical experience in a metal fabrication environment through various complex projects using skills and concepts learned in Fabrication I. This class will help prepare the student to enter the workforce with advanced knowledge and experience in metal fabrication.
PCS: 1.2

WT 244 - Welding Layout (2)
Prerequisite: WT 116
spring
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This class covers the fundamentals of flat pattern development for sheet metal and plate fabrication. Basic geometric construction, triangulation, radial line development, and parallel line projection layout techniques will be covered. This class will help prepare the student to enter the workforce with the basic layout knowledge.
PCS: 1.2

WT 246 - Layout II (2)
Prerequisite: WT 244
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This course covers flat pattern layout as it applies to offsetting and transitioning rectangular chutes and hoppers, offsetting and transitioning round chutes, intersecting pipes, straight and offsetting tapers, mitering pipe and gore elbows. This class will help prepare the student to enter the workforce with advanced knowledge of flat pattern development for sheet and plate fabrication.
PCS: 1.2

WT 257 - Certification Welding (4)

Prerequisite: WT 124
fall, spring
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

This course is designed to prepare the student to pass an AWS D1.1 Structural Steel welding certification plate test, which involves joint preparation and welding both open root and backing groove joints in four positions and guided bend tests.
PCS: 1.2

WT 258 - TIG WELDING (2)
Prerequisite: WT 116 or WT 128
fall, spring, summer
Lecture: 1 hour of lecture/discussion per week. Lab: 2 hours of lab per week.

This course is designed to offer training in Gas Tungsten Arc Welding (GTAW). Discussion will include welding mild steel, stainless steel, aluminum, magnesium, copper, titanium and tool steel. Multi pass welds on mild steel will be welded in the flat, horizontal, vertical, and overhead positions. Multi pass welds on stainless steel will be welded both autogenously and with filler rod in the flat, horizontal, vertical, and overhead positions. Multi pass welds on aluminum will be welded in the flat, horizontal, vertical, and overhead positions. Emphasis will be placed on safety, weld joint preparation, machine settings, torch set up and welding technique.
PCS: 1.2

WT 268 - ASME Pipe Welding I 5G (4)
Prerequisite: WT 257
fall
Lecture: 2 hours of lecture/discussion per week. Lab: 4 hours of lab per week.

Shop and equipment safety. This course covers ASME open root pipe welding in the 5G position using the SMAW process. The welding covered will be done with cellulose-based electrodes and low hydrogen electrodes in the uphill progression. ASME Boiler and Pressure Vessel Code Section IX rules and acceptance criteria will be used in this course.
PCS: 1.2

WT 269 - ASME Pipe Welding II 6G (4)
Prerequisite: WT 268
fall
Lecture: Two hours of lecture/discussion per week. Lab: Four hours of lab per week.

Shop and equipment safety. This course covers ASME open root pipe welding in the 6G position using the SMAW process. The welding covered will be done with the cellulose-based electrodes and low hydrogen electrodes in the uphill progression. ASME Boiler and Pressure Vessel Code Section IX rules and acceptance criteria will be used in this course.
PCS: 1.2

WT 280 - Specialized Welding (2)
Prerequisite: Instructor Consent
fall, spring, summer

This course is designed to allow students to choose one specific area of welding and fabrication to focus on and receive intensive training. The student will apply skills acquired in prior courses to complete. 1 hour of Lecture/discussion per week. 2 hours of lab per week.
PCS: 1.2

Admission Requirements

Kishwaukee College has an "open door" admission policy and admission is open to all in district residents of Community College District 523 who meet the following criteria.

1. High school graduates or the equivalent High School Equivalency (HSE) Certificate or non-graduates who will be 18 years of age or older during the first semester of enrollment.
2. High School students under 16 may be considered for enrollment in credit classes with joint approval of the high school principal and the Registrar.
3. Transfer students from other colleges. Only credits earned from regionally accredited institutions will be accepted. No grade point average will be calculated on those credits.

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 and work experiences. 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 coursework.

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

Placement into Math and English must be determined before students can enroll in Math or English courses or courses with a Math or English prerequisite. Placement indicates whether you begin your English and math courses at the college level (courses numbered above 100 that are transferable) or at the developmental level (courses numbered below 100 that prepare you for college-level work but do not transfer).

Students may be exempt from part or all of the placement test based on cumulative high school G.P.A. or SAT or ACT scores.

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.

Click on Placement for more information.

Out-of-District Residents

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.

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 Science Programs

Students interested in admission to certain Kishwaukee College's health sciences programs must meet other admissions requirements in addition to those identified above. Some programs require an additional application and admissions process, and others have specific pre-requisite and G. P. A. requirements.

These programs are the Paramedic degree (A.A.S.), the Nursing degree (A.A.S.), the Radiologic Technology degree (A.A.S.), Medical Assistant certificate, Therapeutic Massage certificate, and Esthetics certificate. Interested students should contact the relevant health program department or review the program admission information available on the relevant department's web page on the Kishwaukee College website.

Emergency Medical Services
Esthetics
Medical Assistant
Register Nursing
Therapeutic Massage

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 Registrar at Kishwaukee College. A parent or legal guardian must sign a Consent Agreement for Enrollment of Minor Student before enrollment. Those students currently attending high school who wish to enroll at Kishwaukee College simultaneously in 100- or 200-level college courses will earn credit toward Kishwaukee College degree requirements. Students enrolled in high school are not eligible for federal and/or state financial aid.

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

Citizens of Foreign Countries

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

1. Complete and submit the International Student Application for admission to Kishwaukee College at www.kish.edu/international.
2. Make arrangements to send or request official copies of your academic records, both high school and college. Evaluations can be performed by one of the following accredited organizations: ECE (www.ece.org), ACEI (www.acei-global.org) or WES (www.wes.org).
3. Applicants must provide proof of written and oral English competency by submitting official copies of scores from the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language

Testing System). Kishwaukee College requires a TOEFL score of 61 on the Internet-based Test (iBT) or 500 on the Paper-based Test (PBT). A minimum band score of 6.0 is required on the IELTS Academic test.

4. In addition, with the other required documents, all applicants must submit an International Student Statement of Finances to demonstrate that they have adequate financial resources to meet their educational expenses. Kishwaukee College requires that all F-1 visa status applicants submit evidence of adequate financial support to cover costs of attendance for at least one full year of studies. This support may be provided through any combination of personal or sponsored funds.
   If supported by personal and/or family funds, submit signed International Student Statement of Finances and original bank statement reflecting an available bank balance. Personal bank and sponsor letters should be signed or stamped by the sponsor/bank official and can be sent by mail, fax, or email. These documents cannot be older than ninety (90) days from the initial term start date. Financial materials sent to Kishwaukee College will not be returned. Students should not expect to be able to find a job off campus and are not eligible for grants or scholarships. Please visit www.kish.edu/international for specific requirements.
5. All international students who are transferring from a college or university, within the United States, must have the International Transfer to Kishwaukee College form completed by the institution last attended. This form is required to be completed as a part of the enrollment procedure.
   - You can mail a completed application, official transcripts, language test scores, bank statement and proof of support to:
     Kishwaukee College
     Student Services
     21193 Malta Rd.
     Malta, IL 60150
6. Once students receive their I-20 from Kishwaukee College, they must pay the I-901 SEVIS fee at www.fmjfee.com prior to embassy appointment to obtain a student visa.
   - To enter the country, they must have a valid passport and current I-20.
7. The International Student Application and all required materials must be completed and received in the Student Services office by the following deadlines:
   - Fall Semester (beginning in August) - June 15th
   - Spring Semester (beginning in January) - November 15th
   - Transfer students or F-1 students already in the United States have until July 1st or December 1st.

Please allow 2-3 days for the International Student Application to be evaluated. Applicants will be contacted after the application has been evaluated. All documents submitted to Kishwaukee College become property of the college and will not be returned to the student.

Transferring to Kishwaukee College from Another School

Acceptance of Transfer Credit

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

Evaluations may take up to 1 week after submission of official transcripts. An email will be sent to the Kish student email account after your evaluation has been completed.

Criteria for evaluation of transferable credits:

- Transfer credit must be earned at a regionally accredited institution.

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

Reverse Transfer

Reverse Transfer is a program designed for students who attended Kishwaukee College and then transferred to a University without earning their associate degree. Credits successfully completed at another university may be transferable back to Kishwaukee College. Kishwaukee College will evaluate credits taken at the university to see if they will fulfill any and all remaining requirements for your associate degree. If all requirements are met, an associate degree will be automatically awarded. The student will be notified within 30 days regarding the results of the transcript evaluation and must then submit a graduation application online via their myKish Self-Service account.

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.

Transfer Physical Education Activity

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

Pass/Fail Transfer Credit

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

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

Residency Requirements

- Employment in the District
- Legal Guardianship of the Illinois Department of Children and Family Services

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.

To be classified as a resident of the State of Illinois or of the community college district, a student shall have occupied a dwelling within the State or district for at least 30 days immediately before the date established by the district for classes to begin.

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 School 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 Student Services Office will make the final determination of residency status. Supporting documents for any changes to residency must be received by the mid-term of the semester to which the change is applicable.

Employment in the District: Students who are not residents of Kishwaukee College District 523 but who are employed full-time (35 hours per week) in the district are eligible for in-district tuition and fees. To qualify, a letter must be on file in the Student Services 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.

Legal Guardianship of the Illinois Department of Children and Family Services

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a caseworker or other personnel of the Department, or the student's attorney or guardian ad litem.

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 science 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 CAREER Agreement, 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 an agreement with Highland, Rock Valley, and Sauk Valley Community Colleges; and the authorization form is not necessary.

District Provisions

Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

1. Federal job corps workers stationed in the district;
2. Inmates of State or federal correctional/rehabilitation institutions located in the district;
3. Full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; or
4. Students attending under a chargeback or contractual agreement with another community college.

CAREER Agreement

Kishwaukee College has CAREER Agreements (Comprehensive Agreement Regarding the Expansion of Educational Resources) with all community colleges in Illinois. These agreements allow Kishwaukee College district residents to attend other colleges for associate in applied science and occupational certificate programs not offered by Kishwaukee College. This agreement allows students to pay the attending 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. Any career program (A.A.S. or certificate) within the Illinois community colleges that is not offered at Kishwaukee College is eligible for CAREER agreement.

According to the law, students may attend any recognized public community college in any other district for in-district tuition. In addition, a student may choose to complete any required general education coursework and may take approved courses at the sending college or at the receiving college.

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 Student Services Office at the time of registration. Students should check with their home districts to determine if a program offered at Kishwaukee College is part of a CAREER Agreement. To complete the form for CAREER Agreement visit www.kish.edu/get-started/paying/tuition to apply.

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.

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.

Special State Provisions

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

1. Federal job corps workers stationed in Illinois;
2. Members of the armed services stationed in Illinois;
3. Inmates of State correctional/rehabilitation institutions located in Illinois;
4. Employed full-time in Illinois

Senior Citizens

Residents of Kishwaukee College District #523 who are 60 years of age at the time of registration are not charged tuition for college credit classes. Senior citizens registering for non-credit classes must pay the full cost of the class. Senior citizens on a CAREER Agreement must pay the full cost of the class.

Admission/Registration Checklists

The following checklists will help students get admitted to Kishwaukee College and register for classes. Select the applicable checklist below and follow the instructions carefully. Please review add/drop and withdrawal policies and procedures under "Academic Policies & Procedures."

New, Transfer Student Registration Checklist

1. Complete the online application at kish.edu/apply
2. Submit official high school and/or High School Equivalency (HSE) Certificate transcripts and any former college transcripts to Student Services (C2100) or via email to transcripts@kish.edu. Transfer students from other colleges or universities who are NOT completing a degree or certificate should refer to the student registration checklist below.
3. Send a copy of official JST - Joint Services Transcripts for any military learning experiences gained through the Armed Services.
4. Placement into college-level course can be determined by previous college coursework, Advanced Placement and CLEP scores, ACT scores, SAT scores, high school equivalency test scores or high school GPA. All test scores and GPA must be within 3 years. Please visit www.kish.edu/placement for criteria. If applicable, college and score transcripts should be submitted to Student Services (C2100). Students who do not meet the criteria for a waiver can schedule a placement exam by contacting Student Services at onestop@kish.edu or 815-825-9375.
5. Meet with Academic Advising, if necessary. An appointment can be made by visiting www.kish.edu/advising.
6. Register for classes online through myKish Self-Service. For questions about registration, please contact Student Services at onestop@kish.edu or 815-825-9375.
7. Financial aid may be available, and information can be obtained through the Financial Aid Office. For payment options go to myKish or visit the Business Office (C2140). Payments must be received prior to the tuition due date; check your myKish for important dates and deadlines. For questions, contact the Business Office at 815-825-9400.

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 online application at www.kish.edu/apply
2. Send official transcripts from the military (JST - Joint Services Transcripts) or any colleges or universities attended since the last enrollment at Kishwaukee College to the Student Services Office (C2100) or transcripts@kish.edu
3. Meet with Academic Advising, if necessary.
4. Register online through myKish Self-Service. For questions about registration, please contact Student Services at 815-825-9375 or via email at onestop@kish.edu.
5. Financial aid may be available, and information can be obtained through the Financial Aid Office. For payment options go to myKish or visit the Business Office (C2140). Payments must be received prior to the tuition due date; check your myKish for important dates and deadlines. For questions, contact the Business Office at 815-825-9400.

Visiting Student Registration Checklist

Students who may be taking classes at Kishwaukee College and do not intend to complete a program at the college may use unofficial documentation to enroll in courses with prerequisites. All students must complete the online application at www.kish.edu/apply

1. Submit unofficial documentation such as grade reports, schedules, unofficial transcripts, AP scores, CLEP scores, etc. to transcripts@kish.edu. The documentation must display your name, date, and institution where prerequisite was completed. You will not receive any transfer credits with the submission of unofficial documentation.
2. If you are using a schedule which shows an in-progress prerequisite course and a grade is required, you must submit the final grade report to remain registered for the course. All final grades must be submitted 1 week prior to the start of the class.
3. Register for classes online through myKish Self-Service.
4. 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.

Academic Advising/Educational Planning

Academic Advising and educational planning services are available to students as they pursue their educational goals at Kishwaukee College. Students are encouraged to consult with their assigned academic advisor to become familiar with degree programs and to understand graduation requirements for their educational program.

1. The following students are REQUIRED to meet for advisement prior to registering for classes:
    1. Students registering for an overload of more than 18 credit hours for fall or spring semester, or more than a total of 9 total credit hours in any combination of summer terms.
    2. Students who are classified as being on "Restricted Standing." See the "Academic Standings" section of this catalog for details.
    3. International students on F-1 Visas.
2. The following students are strongly recommended to meet for advisement prior to registration:
    1. Students who plan to register for 12 or more credit hours, or those who indicate intentions of full-time attendance at admission.
    2. Students transferring coursework to Kishwaukee College from another institution.

***Students with disabilities, requiring classroom or testing accommodations should meet with the Disability Services Staff in C1210 or call 815-825-2931; 815-825-9106 (TTY).**

Advising for Adult Education and Transition Programs Courses

Students enrolling in Adult Education or special grant-funded programs should consult with the Adult Education & Transition Services (AETS) Office concerning any advising requirements for registration into these types of courses or programs.

Determining Placement

Kishwaukee College is an open-admission institution requiring students to determine placement in reading, writing, and math for many courses. Placement can be determined through a combination of ACT or SAT scores, high school equivalency scores, high school GPA, prior college credit, credit by examination, and placement testing. Please submit official transcripts as well as any AP, CLEP and ACT, SAT scores to Student Services (C2100) prior to scheduling an appointment for placement testing. Contact Student Services at 815-825-9375 to schedule an appointment for placement testing, if needed.

Accommodations for students with documented disabilities may be approved through Disability Services prior to the placement testing. Please contact 815-825-2931 to make an appointment.

Reviewing math formulas, grammar rules, and reading basics can refresh your skills and help build confidence for testing. Please visit Placement for additional information on placement testing, sample questions, and GPA or ACT/SAT score requirements.

Prior Learning Assessment

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 coursework 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 Student Services Office.

State Seal of Biliteracy

Kishwaukee College accepts the Illinois State Seal of Biliteracy as equivalent to four (4) semesters (12 credits) of foreign language coursework if a student's high school transcript indicates the student has received the State Seal of Biliteracy and if the applicable foreign language is offered at the College. Requests for credit must be received within three academic years after graduating from high school.

The College accepts the Illinois Commendation toward Biliteracy as equivalent to two (2) semesters (6 credits) of foreign language coursework if a student's high school transcript indicates the student has received the State Commendation toward Biliteracy and if the applicable foreign language is offered at the College. Requests for credit must be received within three academic years after graduating from high school.

Military Transfer Credit Policy

The evaluation of credit for military experience and training is performed by the Student Services Office. Students should submit an official Joint Services Transcript (JST).

- Military credit is evaluated upon receipt of a Joint Services Transcript (JST).
- Students who have basic training on their JST will receive 4 credits of Physical Education Elective.
- Military credit will be evaluated as it applies to a student's degree program. Credit may be awarded as electives or articulated as Kishwaukee College courses. Military Occupational Specialty (MOS) coursework which is career and technical in nature may be referred for consideration to the department of the program the student is enrolled in for possible articulation.
- Kishwaukee College uses the ACE Course guide to determine articulation where applicable http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx

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 Registrar 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 Student Services Office. Credit is awarded to students who have received scores of three or above.

Advanced Placement Program			
AP Exam	**Score**	**KC Credit**	**Kish Policy # Credit Hours**
Art 2-D Design	3, 4, 5	ART 211	3
Art 3-D Design	3, 4, 5	ART 212	3
Art History	3, 4, 5	ART 282	3
Biology	5	BIO 201	4
Biology	4	BIO 103/BIO 105 or BIO 111	4
Biology	3	BIO 103	3
Calculus AB, BC	4, 5	MAT 229	5
Calculus AB, BC	3	IAI (GECC) M1900-O	3
Chemistry	5	CHE 210 & CHE 211	10
Chemistry	4	CHE 210	5
Chemistry	3	CHE 110	3
Chinese Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Computer Science A	3, 4, 5	CIS 101	3

Computer Science Principles	3, 4, 5	CIS 101	3
Drawing	3, 4, 5	Art Studio Electives, 3 hrs	3
English Language & Composition	3 4, 5	ENG 103 ENG 103 & ENG 104	3 6
English Literature & Composition	3, 4, 5	Humanities Elective	3
Environmental Science	3 4, 5	BIO 101 BIO 101/BIO 102	3 4
European History	3 4, 5	HIS 145 HIS 144 & HIS 145	3 4, 5
French Language & Culture	3 4 5	FRN 101 & FRN 102 FRN 101 & FRN 102 FRN 101, FRN 102 & FRN 201	6 6 9
German Language & Culture	3 4 5	Electives Electives Electives	6 6 9
Government & Politics, U.S.	3, 4, 5	PLS 140	3
Government & Politics, Comp.	3, 4, 5	PLS 140	3
Human Geography	3, 4, 5	GEO 202	3
Italian Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Japanese Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Latin	3, 4, 5	Humanities Elective	6, 6, 9
Macroeconomics	3, 4, 5	ECO 260	3
Microeconomics	3, 4, 5	ECO 261	3
Music Theory	3 4, 5	MUS 100 MUS 100 & MUS 101	3 6

Physics 1: Algebra-based	3, 4, 5	PHY 150	3
Physics 2: Algebra-based	3, 4, 5 Physics 1 + 3, 4, 5 Physics 2	PHY 250 & PHY 251	8
Physics C, Mechanics	3, 4, 5	PHY 250	4
Physics C: Electricity Magnetism	3, 4, 5 Physics C Mechanics + 3, 4, 5 Physics Magnetism	PHY 250 & PHY 251	8
Precalculus	3, 4, 5	MAT 155	4
Psychology	3, 4, 5	PSY 102	3
Research	3, 4, 5	General Elective Credit	3
Seminar	3, 4, 5	General Elective Credit	3
Spanish Language & Culture	3 4 5	SPA 101 & SPA 102 SPA 101 & SPA 102 SPA 101, SPA 102 & SPA 201	6 6 9
Spanish Literacy & Culture	3 4 5	SPA 101 & SPA 102 SPA 101 & SPA 102 SPA 101, SPA 102 & SPA 201	6 6 9
Statistics	3, 4, 5	MAT 208	4
U.S. History	3 4, 5	HIS 220 HIS 220 & HIS 222	3 6
World History	3, 4, 5	HIS 172	3

International Baccalaureate Exam (IB)

Kishwaukee College recognizes IB achievement by awarding credits that may be counted towards the number of courses required for graduation up to the maximum of non-traditional learning credits. The official International Baccalaureate transcript is required in order to award credit. Please see Kishwaukee College website - Transferring Credit to Kishwaukee College.

International Baccalaureate Credit						
Group	**Subject Group**	**Sub-Group**	**International Baccalaureate Course**	**Higher level (HL) Standard Level (SL)**	**Kishwaukee College Courses**	**Kish # of Credit Hours**
1	Studies in Language & Literature	Language A: Literature	English	HL 6-7	ENG 103 & ENG 130	6
				SL 6-7	ENG 103	3
			French	HL 4-5	FRN 101 & FRN 102	6
				HL 6	FRN 101, FRN 102 & FRN 201	9
				HL 7	FRN 101, FRN 102, FRN 201 & FRN 202	12
				SL 4-5	FRN 101	3
				SL 6-7	FRN 101 & FRN 102	6
			Spanish	HL 4-5	SPA 101 & SPA 201	6
				HL 6	SPA 101, SPA 102 & SPA 201	9
				HL 7	SPA 101, SPA 102, SPA 201 & SPA 202	12
				SL 4-5	SPA 101	3
				SL 6-7	SPA 101 & SPA 201	6
			German	HL 4-5	Electives	6
				HL 6	Electives	9

				HL 7	Electives Humanities Elective	9 3
				SL 4-5	Elective	3
				SL 6-7	Electives	6
		Language A: Literature	English	HL 6-7 SL 6-7	ENG 103 & ENG 130 ENG 103	6 3
			French	HL 4-5	FRN 101 & FRN 102	6
				HL 6	FRN 101, FRN 102 & FRN 201	9
				HL 7	FRN 101, FRN 102, FRN 201 & FRN 202	12
				SL 4-5	FRN 101	3
				SL 6-7	FRN 101 & FRN 102	6
			Spanish	HL 4-5	SPA 101 & SPA 201	6
				HL 6	SPA 101, SPA 102 & SPA 201	9
				HL 7	SPA 101, SPA 102, SPA 201 & SPA 202	12
				SL 4-5	SPA 101	3
				SL 6-7	SPA 101 & SPA 201	6
			German	HL 4-5	Electives	6
				HL 6	Electives	9
				HL 7	Electives Humanities Elective	9 3
				SL 4-5	Elective	3
				SL 6-7	Electives	6

		Literature & Performance	English	SL 6-7	ENG 103	3
			French	SL 4-5 SL 6-7	FRN 101 FRN 101 & FRN 102	3 6
			Spanish	SL 4-5 SL 6-7	SPA 101 SPA 101 & SPA 201	3 6
			German	SL 4-5 SL 6-7	Elective Electives	3 6
2	Language Acquisition	Language B	French	HL 4-5	FRN 101 & FRN 102	6
				HL 6	FRN 101, FRN 102 & FRN 201	9
				HL 7	FRN 101, FRN 102, FRN 201 & FRN 202	12
				SL 4-5	FRN 101	3
				SL 6-7	FRN 101 & FRN 102	6
			Spanish	HL 4-5	SPA 101 & SPA 201	6
				HL 6	SPA 101, SPA 102 & SPA 201	9
				HL 7	SPA 101, SPA 102, SPA 201 & SPA 202	12
				SL 4-5	SPA 101	3
				SL 6-7	SPA 101 & SPA 201	6
			German	HL 4-5	Electives	6
				HL 6	Electives	9
				HL 7	Electives Humanities Elective	9 3
				SL 4-5	Elective	3

				SL 6-7	Electives	6
		Language ab initio	French ab initio	SL 4-5 SL 6-7	FRN 101 FRN 101 & FRN 102	3 6
			Spanish ab initio	SL 4-5 SL 6-7	SPA 101 SPA 101 & SPA 201	3 6
			German ab initio	SL 4-5 SL 6-7	Electives	9
		Classical Languages	Not Applicable	SL - No Credit	Not Applicable	3 6
3	Individuals & Society		Business and Management	HL 5-7	BUS 101	3
				SL - No Credit	Not Applicable	0
			Economics	HL 5-7	ECO 260 & ECO 261	6
				SL - No Credit	Not Applicable	0
			Information Technology in a Global Society	HL 5-7	General Elective Credit	3
				SL - No Credit	Not Applicable	0
			Geography	HL 4-7 SL 5-7	GEO 201 GEO 201	3 3
			Global Politics	HL 4-7 SL 6-7	PLS 140 PLS 140	3 3
			History	HL 6-7 SL 4-7	HIS 144 & HIS 145 HIS 222	6 3
			Philosophy	HL 6-7	PHL 101	3
				SL - No Credit	Not Applicable	0
			Psychology	HL 6-7 SL 4-7	PSY 102 PSY 102	3 3

		Social & Cultural Anthropology	HL 5-7 SL 5-7	ANT 120 & ANT 220 ANT 120	6 3
		World Religions	HL 4-7 SL 4-7	PHL 198 PHL 198	3 3
4	Sciences	Biology	HL 5-7	BIO 103 & BIO 105	4
			SL - No Credit	Not Applicable	0
		Computer Science	HL 6-7 SL 6-7	CIS 106 CIS 101	3 3
		Chemistry	HL 5-7	CHE 110 & CHE 111	4
			SL - No Credit	Not Applicable	0
		Design Technology	HL 5-7	General Elective Credit	3
			SL - No Credit	Not Applicable	0
		Physics	HL 5-7	PHY 150 & PHY 151	4
			SL - No Credit	Not Applicable	0
		Sports, Exercise & Health Science	HL 5-7	General Elective Credit	3
5	Mathematics	Mathematics	HL 5-7	MAT 150	4
			SL - No Credit	Not Applicable	0
		Further Mathematics	HL 5-7	General Elective Credit	3
		Mathematical Studies	SL - No Credit	Not Applicable	0

6	The Arts	Dance	SL 5-7	PE 140	2
		Film	HL 5-7 SL 5-7	HUM 150 HUM 150	3 3
		Visual Arts	HL 5-7 SL 5-7	ART 211 ART 211	3 3
		Theatre	HL 4-7 SL 4-7	THE 203 THE 203	3 3
		Music	HL 6-7	MUS 100, MUS 101 & MUS 102	9
			SL 5-7	MUS 220	3

College Level Examination Program (CLEP)

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

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

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

College Level Examination Program (CLEP)			
General Examination	*Score*	**KC Credit**	**Kish Policy # Credit Hours**
Humanities	50 minimum	HUM 119 & HUM 129	6
Natural Sciences	50 minimum	Sciences	3
Social Science and History	50 minimum	Social Science / History	6
Subject Examination	*Score*	**KC Course**	

American Government	50 minimum	PLS 140	3
American Literature	50 minimum	ENG 211	3
Analyzing and Interpreting Literature	50 minimum	ENG 130	3
Biology	50 minimum	BIO 103	3
Calculus	50 minimum	MAT 229	5
Chemistry	50 minimum	CHE 110	3
College Algebra	50 minimum	MAT 150	4
College Math	50 minimum	MAT 101	3
College Composition	50 minimum	ENG 103	3
College Composition Modular	50 minimum	ENG 103	
Educational Psychology	50 minimum	PSY 210	3
English Literature	50 minimum	ENG 130	3
Financial Accounting	50 minimum	ACC 108	3
French Language, Level 1	50-58	FRN 101 & FRN 102	6
French Language, Level 2	59-80	FRN 101, FRN 102, FRN 201 & FRN 202	12
German Language, Level 1	50-62	Electives	6

German Language, Level 2	63-80	Electives & Humanities Elective	9 3
History of US I	50 minimum	HIS 220	3
History of US II	50 minimum	HIS 222	3
Human Growth and Development	50 minimum	PSY 280	3
Information Systems and Computer Applications	49 minimum	CIS 101	3
Introduction to Psychology	50 minimum	PSY 102	3
Introductory Business Law	51 minimum	BUS 256	3
Introductory Sociology	50 minimum	SOC 170	3
Precalculus	50 minimum	MAT 155	4
Principles of Management	49 minimum	MM 162	3
Principles of Macroeconomics	50 minimum	ECO 260	3
Principles of Marketing	50 minimum	MM 149	3
Principles of Microeconomics	50 minimum	ECO 261	3
Spanish Language, Level 1	50-62	SPA 101 & SPA 201	6
Spanish Language, Level 2	63-80	SPA 101, SPA 102, SPA 201 & SPA 202	12
Spanish with Writing, Level 1	50-64	SPA 101 & SPA 201	6

Spanish with Writing, Level 2	65-80	SPA 101, SPA 102, SPA 201 & SPA 202	12
Western Civilization I	50 minimum	HIS 144	3
Western Civilization II	50 minimum	HIS 145	3

Departmental Proficiency Evaluation

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

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

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

Proficiency evaluation is not available for removal of "D" or "F" grades received in regular courses. Credit will not be given by proficiency evaluation for courses which duplicate accredited college work already completed.

Proficiency evaluations must be completed in the 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.

All other graduation requirements must also be satisfied. The administration of proficiency evaluations is under the direction of the respective division in which the courses are offered for which students wish to receive proficiency credit.

A $15 per credit hour non-refundable fee is charged for the evaluation of each proficiency examination or portfolio reviewed by an instructor. A Proficiency Evaluation form is available in the Student Services Office. It 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 Student Services Office.
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 Office of Instruction before pursuing portfolio development to ensure that a qualified instructor is available. If no qualified instructor can be located, life experience credit for this course will not be granted.

Dual Credit

- State Laws and Regulations

The Dual Credit program at Kishwaukee College allows qualified high school students the opportunity to enroll in college-level courses for which the student receives both high school and college credit upon successful completion of the course.

Dual Credit:

- Provides access to affordable higher education
- Decreases the amount of time to earn a college degree or vocational certificate
- Reduces the cost of college

Please discuss this valuable opportunity with the high school guidance counselor.

Dual Credit courses are an important link in the transition from high school education to the college experience and create a smooth transition to post-secondary education.

Types of Dual Credit:

1. General Education (Academic Transfer)

Academic Transfer courses are offered on the high school campus and can be applied towards an associate degree or certificate program at Kishwaukee College or transferred to a four-year university or college (students should check with the university/college to which they plan to transfer for course compatibility). Students currently pay a $50 registration fee to Kishwaukee College for Dual Credit courses taught on high school campuses by high school instructors.

2. Kishwaukee Education Consortium (KEC)

KEC classes are offered in partnership with five area high schools: DeKalb High School, Genoa-Kingston High School, Hiawatha High School, Rochelle Township High School and Sycamore High School. Students register at their high school and apply to Kishwaukee College in the spring for career classes that begin the following fall term. These courses prepare students to pursue an occupational pathway, which may not require preparation beyond a two-year Associate in Applied Science degree to enter the workforce. These courses are offered at no cost to the student. 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.

3. Occupational Programs (High Schools or Technical Centers)

Occupational courses are offered at several high school and secondary education technical centers and can be applied towards a certificate or Associate in Applied Science degree. Students currently pay a $50 registration fee for Dual Credit courses taught on high school campuses.

4. On-Campus or Online Course Options/Dual Enrollment

With the permission of the student's high school, a qualifying student may elect to take college classes through Kishwaukee College. Dual Credit status is determined by the high school. Students must meet all college requirements for the class, have parent/guardian permission and pay full tuition for those classes.

Eligibility for Dual Credit

High School students enrolling in Dual Credit classes must satisfy the same prerequisites as Kishwaukee College students. A prerequisite is a requirement (such as a placement test score or a completed course) the student must meet before registering for a course. This requirement ensures that all students in the program have the same qualifications and preparation to perform college-level work.

State Laws and Regulations

To ensure the academic integrity of college-level courses offered by Illinois Community Colleges, the Illinois Community College Board (ICCB) has adopted Administrative Rules pertaining to dual credit (ICCB Rule Section 1501.313). Kishwaukee College endorses these rules and adheres to their intent.

All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission and local college policies apply to college level courses offered by the college for dual credit. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

The Dual Credit Quality Act requires the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) to develop policies regarding dual credit.

The Dual Credit Quality Act was enacted to accomplish the following:

1. Reduce college costs.
2. Speed time to degree completion.
3. Improve the curriculum for high school students and the alignment of the curriculum with college and workplace expectations.
4. Facilitate the transition between high school and college.
5. Enhance communication between high schools and colleges.
6. Offer opportunities for improving degree attainment for under-served student populations. (Source: P.A. 96-194, eff. 1-1-10)

For more information on Dual Credit, please contact your high school counselor.

Articulated Credit

Kishwaukee College awards college credit toward applied degrees and/or certificates at Kish in several programs. This credit will be granted to students who have successfully completed the approved coursework through a variety of career centers and high schools. Students receiving this credit must meet the conditions of articulation. Please discuss this opportunity with your high school guidance counselor.

Financial Information

Tuition

Kishwaukee College is committed to providing you with a clear understanding of your financial investment in your education, ensuring you can focus on your studies without worrying about unexpected expenses. Students will be provided with all required physical or digital textbooks as part of the cost of tuition. Kish provides all required physical or digital textbooks and/or digital codes to students by the first day of class. Please note that any optional textbooks, kits, uniforms or other supplies are the student's responsibility to purchase and are not included with the textbook distribution. If students choose not to receive their textbooks from Kishwaukee College, they may opt out and purchase textbooks on their own before the opt-out deadline.

For more information about the textbook program included in tuition, please see the textbook page: https://kish.edu/student-services/kish-store/textbooks.php

Total cost is calculated using the following table:

	Cost Per Credit Hour
	Tuition*
In-District	$160.00
Out-of-District	$320.00
Out-of-State	$480.00
Foreign Student	$480.00
CAREER Agreements	$160.00

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

*** Tuition and fees are subject to change without notice. See** Tuition & Cost of Attendance | Kishwaukee College **for current tuition and fee rates.**

A variable tuition rate of $80.00 per credit hour, in addition to the standard tuition rate, will be applied to all courses in Automotive Technology, Diesel Power, Esthetics, Technology and Manufacturing (formally Manufacturing), Therapeutic Massage, Registered Nursing, Radiologic Technology, and Welding Technology programs.

More information on Tuition Policies, Due Dates, Payment Methods, Senior Citizen Tuition and Refund Policy can be found at www.kish.edu/tuition

Financial Aid

A variety of financial aid options are available to qualified students to help meet the costs of attending Kishwaukee College. The Financial Aid Office is responsible for administering and coordinating aid funds from federal, state, private, and college sources. Questions concerning financial assistance should be directed to this office.

Types of Assistance

Financial aid consists of the following: Scholarships: Gift assistance usually based on academic achievement, major, and/or special ability; Grants: Gift assistance usually based on financial need; Loans: Funds to be repaid after a student graduates, stops attending or drops below a Half-Time Status; Employment: Earnings from a part-time job on or off campus.

In 2023-2024, over 1,850 students received $6.8 million students 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

Students must not have an outstanding balance from a prior enrollment to be eligible to register for classes.

To apply for the Pell Grant, Illinois State Monetary Award (MAP), Federal Supplemental Educational Opportunity Grant, Federal Work- Study Program, Direct Loan (both subsidized and unsubsidized loans), and/or Parent Loan for Undergraduate Students (PLUS), students must complete:

1. Free Application for Federal Student Aid (FAFSA) or Alternative Application for Illinois Financial Aid, if ineligible to apply with the FAFSA.
2. Additional College Financial Aid Forms based on FAFSA results.
3. Kishwaukee College Academic Progress Requirements.
4. Official academic transcripts from ALL post-secondary institutions attended are strongly encouraged for ALL loan applicants.
5. Kishwaukee College Loan/PLUS Information form for all student and parent loan applicants.

All forms are available on myKish-Self Service-Financial Aid or from the college's website https://kish.edu/payforcollege. Students are encouraged to file the FAFSA online at https://studentaid.gov/h/apply-for-aid/fafsa. Kishwaukee College's federal school code is 007684. To receive full consideration for all types of financial aid, students should complete and submit the FAFSA when it becomes available after December 1, 2025, for the upcoming 2025-2026 school year. Check with the Financial Aid Office for changes for the 2025-2026 FAFSA.

The Free Application for Federal Student Aid (FAFSA) collects information on the student's family situation, including income, assets, family size, and number of family members attending college. A student who meets the independent student definition on the FAFSA receives financial aid on the basis of the student's/spouse's (when applicable) financial situation. 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 Student Aid Index (SAI). 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, and loans.

Students receiving financial aid must be enrolled in a Kishwaukee College program of study that leads to a degree (A.A., A.S., A.F.A., A.E.S., A.A.S., A.G.S.) or certificate program of 16 hours or more. Depending on individual student eligibility, some Pell Grant and IL MAP recipients may need to be enrolled in a minimum number of credits to be eligible. Courses students are enrolled in must count towards the students' program of study.

A repayment may be required for all, or a portion of, the aid received for that term, including charges in the college bookstore for courses withdrawn during the drop period.

Students receiving federal or state financial aid who drop some or all of their classes during the refund period may no longer be eligible for financial aid awards. Therefore, a repayment may be required of all or a portion of the aid received for that term, including charges in the college bookstore.

Financial aid recipients who attend Kishwaukee College and withdraw from all courses before 60% of the term has elapsed and/or receive all failing grades (F's) or Incompletes (I's) may owe a portion of the financial aid awards disbursed. Students "earn" financial aid based on the length of time they stay enrolled each semester. Repayment of "unearned" financial aid must be made to the Kishwaukee College Business Office before the student can register for the next semester. In addition, the student may lose financial aid eligibility (see Financial Aid Standards of Academic Progress - SAP section).

Students and their families may be eligible for tax benefits for education when tuition and fees are paid by the student or family and when U.S. income taxes are owed. Consult a tax preparation expert, IRS publication 970, or the IRS for details and requirements.

Students who are attending multiple institutions at the same time are only eligible to receive financial aid from one school. Schools can enter into an agreement, known as a Consortium Agreement, where the school granting the student a degree/certificate (Home school) considers the enrollment at the other school (host school) and accepts credits earned towards that degree/certificate. Students who plan to be enrolled at multiple schools should consult the Financial Aid Office.

Financial Aid Standards of Academic Progress - SAP

In order to receive federal and state financial aid at Kishwaukee College, students must maintain satisfactory academic progress (SAP) as defined below. The SAP requirements for financial aid recipients include a minimum cumulative GPA of 2.0, successful completion of 67% of all attempted courses, and completion of a program within the maximum time frame allotted. The complete academic progress standards policy is available in the Financial Aid Office and on the college's website.

Students must complete their program of study before the total number of attempted hours exceeds 150% of the credits required to complete that academic program. (Example: a two-year associate degree requires 64 credits, 150%=96, so after 96 hours have been attempted, the student would no longer be eligible for financial aid). All enrollments at Kishwaukee College (except Developmental Math and English classes),transfer credits are considered, even if no financial aid was previously received. Students who exceed the Maximum Time Frame do not receive a warning semester and must appeal to continue to be eligible for financial aid.

Students who do not meet the cumulative GPA and/or completion rate requirement(s) remain eligible for one term in a Warning status. At the end of the Warning semester the students must meet the GPA and completion rate requirement to be eligible or submit an appeal to request to have financial aid reinstated.

Appeals

Students who are not meeting SAP after the Warning semester or have exceeded the Maximum Time Frame may appeal to have their financial aid reinstated. Appeals must document extenuating circumstances that impacted academic performance and any corrective actions taken. Appeals can be completed online or on paper. The links and instructions can be obtained from the College website.

Click on Tuition Hardship Appeal for more information concerning this type of appeal.

A student who has lost their financial aid due to unsatisfactory academic progress may be eligible for reinstatement when the student is again meeting the minimum SAP requirements.

Federal and state regulations allow students to receive financial aid to repeat a course one time when the credit has been earned previously, and a grade of A, B, C, D or, P was received.

Veteran Eligibility

To receive veterans benefits, veterans must maintain Academic Good Standing. A one-semester probation/warning period is allowed for veterans to regain good academic standing. Veterans with an ineligible standing will not be certified to receive monthly GI Bill™ Benefits, Illinois Veterans Grant, Illinois National Guard Scholarship or MIA/POW Scholarship. Academic Standing is defined in the VA SAP Policy, Veterans Programs & Connections | Kishwaukee College.

Extenuating circumstances that cause unsatisfactory academic progress, which can be fully documented, will be reviewed. Written appeals are sent to the Financial Aid Office by the end of the first week of the subsequent semester/term. Visit the Student Services Office (C2100) to obtain the Appeal Form.

Federal Benefits

- **Federal Pell Grant**

The Pell Grant program is for undergraduate students who have not received a bachelor's degree with exceptional financial need. The award amount is determined by the student's enrollment status and student's Student Aid Index as calculated by the federal government.

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by federal law to be equivalent of six years or 12 semesters of full-time Pell Grant funding.

The maximum amount of Pell Grant funding students can receive each year is equal to 100% for Fall and Spring. If a student utilized the full 100% in Fall and Spring, they may qualify for up to an additional 50% in the Summer. Please check with the Financial Aid Office for more information.

- **Federal Supplemental Educational Opportunity Grant (FSEOG)**

A federal grant made available to undergraduate students with exceptional financial need who are also Pell Grant recipients.

- **Federal Veterans Educational Benefit**

Kishwaukee College provides degree and certificate programs that are approved for the use of G.I. Bill™ and other veteran's benefits, which could include a monthly allowance or tutorial assistance. The Financial Aid Office assists student veterans with certification of enrollment, address changes, program changes, and questions 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. Contact the Financial Aid Office or online at www.gibill.va.gov.

All veterans must maintain satisfactory academic progress to continue receiving monthly G.I. Bill™ benefits and/or state grant programs including Illinois Veteran Grant, Illinois National Guard, and Illinois MIA/POW. (See section on Satisfactory Academic Progress).

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. For further information on these programs contact the Financial Aid Office.

State of Illinois Benefits

See www.isac.org/students/

- **Illinois Grant Program for Dependents of Correctional Officer**s

Payment for tuition and fees program for the spouse and children of a State of Illinois Department of Corrections officer killed or at least 90% disabled in the line of duty.

- **Illinois MIA/POW Scholarship**

Payment for tuition and some fees for the dependents of veterans who are either Missing In Action, a Prisoner of War, died while on active duty, 100% disabled due to service-connected disabilities or died as a result of service-connected disabilities.

- **Illinois National Guard Scholarship**

Payment for tuition and some fees is provided for currently enlisted members who have served at least one year in the Illinois National Guard. Students must reapply each year.

- **Illinois Monetary Award Program (MAP)**

Payment for tuition and some fees grant for Illinois resident undergraduate students with financial need as determined by ISAC. Funding is dependent on the Illinois State budget.

- **Illinois Veteran Grant**

Illinois veterans may be eligible for the Illinois Veteran Grant (IVG) to pay tuition and some fees. The IVG is available to veterans who entered the service as Illinois residents, served one year or more active duty, were discharged under conditions other than dishonorable, and who returned to Illinois within six months after separation. Proof of service and/or residency requirements must be provided on the VA Report of Separation (DD214).

- **Illinois Grant Program for Dependents of Police of Fire Officers**

Payment for tuition and mandatory fees for surviving children and spouses of Illinois Police or Fire personnel killed in the line of duty.

Scholarships

Kishwaukee College offers many scholarships to students. A list of scholarships that are available from college departments, Kishwaukee College Foundation, or the Financial Aid Office may be obtained at https://kish.edu/get-started/paying/scholarships.

Most scholarships listed are awarded annually. In addition, various Internet scholarship search sites are available. Visit the Financial Aid Office website for more information.

Students are encouraged to check local civic, service, and fraternal organizations not listed through the Financial Aid Office or Kishwaukee College Foundation for possible awards. Certain scholarships require enrollment in a minimum number of credit hours. Please review the scholarship application for more details.

Kishwaukee College Foundation

Kishwaukee College Foundation provides over $450,000 in scholarships to students annually. Applications are available in the Fall and Spring. For more information on scholarship opportunities at Kish, visit https://kish.edu/get-started/paying/scholarships.

Loans

Direct Student Loans are funds that are borrowed from the federal government to help pay college expenses. These funds MUST be repaid with interest. Interest is money paid to the lender in exchange for borrowing money. Interest is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. Interest rates on federal student loans are set by Congress and will vary based on the date the loan was borrowed. Rates for federal loans issued between July 1, 2024, and June 30, 2025, are 6.53% for undergraduate Direct Subsidized and Unsubsidized loans.

The U.S. Department of Education offers the following federal student loan programs for students at Kishwaukee College:

The Federal **Direct Loan** (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the student's lender. There are three types of Direct Loans available at Kishwaukee College:

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school. Interest on the Direct Loan is paid by the federal government until 6 months after the student is no longer enrolled at least half-time (6 credits).
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, graduate, and professional students. The student does not have to demonstrate financial need to be eligible for the loan. Students are responsible for the interest while in school.
- **Direct PLUS Loans** are non-need-based loans made to parents of dependent undergraduate students or graduate/professional students to help pay for education expenses not covered by other financial aid. Repayment of PLUS usually begins as soon as funds are paid to the borrower. The current interest rate is 9.08% for loans issued between July 1, 2024 and June 30, 2025. Loan amounts are based on costs of attendance, enrollment status and financial aid and resources awarded. Students must enroll at least half-time. Apply by completing FAFSA and College PLUS form.

To apply for a Direct Loan, students must complete a FAFSA, all necessary Financial Aid forms, and a Direct Loan Request Form. All student applicants must also complete a Master Promissory Note and Direct Loan Entrance Counseling online at www.studentaid.gov.

To apply for a Parent PLUS Loan, the student must have completed a FAFSA, and the parent must complete a Parent PLUS Loan application (which includes a credit check) at www.studentaid.gov. The parent borrower must also complete a Master Promissory Note.

Official academic transcripts from ALL previous post-secondary institutions are strongly recommended in order to determine loan eligibility for Direct Loan applicants. Submit transcripts to the Student Services office.

Most federal student loans have loan fees that are deducted proportionately from each loan disbursement received. This means the money you receive will be less than the amount you actually borrow. Borrowers are responsible for repaying the entire amount borrowed and not just the amount received.

The current loan fees for federal student loans are:

- 1.057% for Direct Subsidized Loans and Direct Unsubsidized Loans
- 4.228% for Direct PLUS Loans

Students must be enrolled at least half-time (six credit hours per term) to borrow a federal student loan. The loan is disbursed in two equal installments with disbursements at the beginning of each semester for a full-year loan. One-semester loans will have two equal installments within the semester the loan is taken out. One semester loans should only be borrowed when a student will be graduating in the Fall or first attending in the Spring semester. First-time borrowers at Kishwaukee College cannot receive the first loan disbursement until 30 days of the first term attended have elapsed.

Regulations require that the loan amount borrowed never exceed a student's cost of attendance minus other financial aid received and minus contributions students and their families are expected to make toward educational expenses.

Maximum loan amounts are set by the Department of Education and are based on grade level, prior loan usage, and financial aid dependency status. Lifetime loan limits apply and are based on student dependency status.

Apply by completing the FAFSA and the loan application by contacting Financial Aid.

Learn more about federal student loans at https://studentaid.gov/understand-aid/types/loans.

*All policies and procedures may be updated at any time due to changes in Federal and State Regulations of College Policies.

Employment

Student employment requires students to be enrolled in a minimum of six credit hours and are limited to a maximum of 20 hours per week of work. Students must be meeting standards of satisfactory academic progress (see section on satisfactory academic progress).

- **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. Job opportunities and directions for applications and interviews are posted in the HR Department and on their website. 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 by going to the college website at Student Employment for part-time work.

Both types of student employment require students to be enrolled in a minimum of 6 credit hours and are limited to a maximum of 20 hours per week of work. Students must be meeting standards of satisfactory academic progress (see section on Satisfactory Academic Progress).

Transfer Information/ Post-Secondary Articulation and Transfer Agreements

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

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

Kishwaukee College students pursuing their A.A. or A.S. degrees do not typically take their "major" courses until after transferring to a four-year institution. However, students enrolled at Kishwaukee College should meet with an academic advisor 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 potential institutions for additional information on their intended program of study. The academic advisors/counselor 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 academic advisors/counselor 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.

Transfer guides to Illinois state schools are located on the Academic Advising webpage under the transfer planning link. The website www.itransfer.org can also assist in transfer planning.

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 listed Illinois universities, will usually guarantee a student junior standing and as having met all lower-level general education requirements for the bachelor's degree. Students who do not complete a transfer degree from Kishwaukee College may lose credit in transfer.

Students planning to transfer, but who do not intend to pursue an A.A. or A.S. degree through Kishwaukee College, should plan their coursework by checking the specific requirements of the college to which they intend to transfer.

It is recommended that students intending to transfer complete the A.A. or A.S. degree which includes the Illinois Articulation Initiative's (IAI) General Education Core Curriculum requirements. Students who complete the IAI General Education Core Curriculum 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 exist 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 an academic advisor cannot be overemphasized.

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, 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's degree at these Illinois universities. Acceptance of college level coursework 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 Curriculum 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 an academic advisor in Student Services.

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.

POST-SECONDARY ARTICULATION AND TRANSFER AGREEMENTS	
For articulation or transfer agreement information, contact the Student Services Office at 815-825-9375 to make an appointment with an Academic Advisor/Counselor.	
INSTITUTION	**AGREEMENTS**

Arizona State University	Guaranteed program for admission (GPA)
Chamberlain College of Nursing	Chamberlain College of Nursing
Columbia College Chicago	Guaranteed Transfer Admissions Agreement
Franklin University	BS-General Studies
Illinois Law Enforcement Training and Standards Board	Law Enforcement
Iowa Wesleyan University	3+1 agreement Business Administration; 3+1 agreement Criminal Justice; 3+1 agreement Human Services
Judson College	BA-Management & Leadership (Criminal Justice; Information Systems; Human Services & Resource Management)
Lewis University	2+2 agreement for an AA to BA in Forensic Criminal Investigation
National Louis University	Direct to Success (D2S)
Northern Illinois University	Accounting; B.S. Industrial Technology; Dual Enrollment; Engineering; Honors Program; Reverse Transfer; RN to BSN Completion; RTHS/KE/NIU Teacher Preparation Pathway for a Baccalaureate Elementary Education with ESL/Bilingual Emphasis Program; 2+2 Teacher Preparation Pathway for a Baccalaureate Elementary Education with ESL/Bilingual Emphasis Program.
Olivet Nazarene University	BS-Nursing; MS-Nursing
Palmer College of Chiropractic-Davenport	BS-Chiropractic
Purdue University Northwest	RN to BSN
Rasmussen College	BA
Rockford University	BA; BS; BFA; BSN; Reverse Transfer; AAS in Automotive Technology, Marketing/Management or Manufacturing Technology to BS in Accounting or Management

	Pending: Biology, Chemistry, Biochemistry
Roosevelt University	Dual Degree Program
Saint Anthony College of Nursing	BSN
Southern Illinois University-Carbondale	BS-Agricultural Systems Technology Management; BS-Automotive Technology; BS-Electronic Systems Technologies BS-Information Systems Technologies Saluki Step Ahead
University of Illinois - Chicago	Transfer Admissions Guaranteed Agreement (TAG)
University of Illinois-UC	BS-Mechanical Engineering Transfer Admissions Agreement, College of Agriculture - Consumer and Environmental Sciences
University of Iowa	BA/BS
University of Maryland Global Campus	Alliance Agreement
University of Phoenix	BS-Management
University of Wisconsin-Whitewater	Guaranteed Transfer Admissions
University of Wisconsin-Oshkosh	BLS-Bachelor of Liberal Studies
Western Illinois University	BS-Criminal Justice; General Studies Honors Program

Additional details are available at https://kish.edu/student-services/advising/transfer-planning/index.php

Non-Credit Programs

Non-Credit programs serve all business, industry and community members with education, training, and professional development classes and workshops.

Our mission is 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.

- Adult Education
- Fast-Track Programs
- Workforce Development

Adult Education

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 Illinois High School Diploma (IHSD) Certificate, and English as a Second Language (ESL) for limited English proficient students who want to improve their English language skills. Bridge and transitional career pathway courses are offered to assist learners in the process of choosing a career, changing a career, and building foundational 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 online formats. Instructional materials and methods are chosen based on educational abilities, strengths and weaknesses, and giving learners an opportunity to determine the content of their learning experience. Instruction with the use of technology and current materials are important components of instruction. Regular testing and assessment of student abilities and progress are provided to determine the accomplishments and needs of the learner.

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

To residents of the Kishwaukee College district, ABE, ASE, Bridge, 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.

Adult Basic Education (ABE)

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

Courses offered in this area will prepare adults for completion of the requirements for the Illinois High School Diploma (IHSD). Adults study the following GED^{R} test areas: reasoning through language arts, mathematical reasoning, social studies, science, and the U.S. Constitution. In addition, courses in Adult Secondary Education subjects in the following life skills areas: interpersonal communication; career/job preparation; occupational knowledge; job search; computer literacy; community resources; consumer education; government and law; health and safety; family; and civics. Students receive counseling and career guidance to transition to college programs.

Spanish ASE

Courses offered in Spanish provide instruction for Illinois High School Diploma (IHSD) preparation. Spanish IHSD classes prepare students for the Spanish GED^{R} tests. Students lacking English language skills are also encouraged to attend ESL classes.

GED^{R} tests are administered through Testing Services at Kishwaukee College. Examinees may take the tests in English or Spanish. Tests are also available to accommodate a documented disability. More information is available on the College's website www.kish.edu or at the Testing Services department.

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

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

Bridge and Transitional Career Pathway courses will assist adult learners in the process of choosing a career, changing careers, or selecting a post-secondary pathway. The purpose is to help explore careers and make decisions about training and education necessary for specific careers. Bridge programming provides foundational skills, workforce preparation, and career development, as well as transition services to job training or post-secondary education.

Fast Track Programs

Fast Track programs at Kish are designed so you can get started on a career path. These programs provide a streamlined pathway to success, designed to propel you toward your goals in record time.

Fast Track training programs provide the training necessary for entry into high-growth employment areas. Several of these occupational training courses align with noncredit industry certifications. Programs include: Appliance Repair Technician, Dental Assistant, Pharmacy Technician, Phlebotomy Technician, Real Estate Pre-Licence Class, Sterile Processing Technician, and Veterinary Assistant.

Fast Track training programs are offered throughout the year, including during the summer.

For information on each program, visit the Fast Track webpage.

Online Opportunities

Kishwaukee College partners with Ed2Go to offer fully online, self-paced career certificate programs to help you start a new job or advance your career. The nationally recognized courses can be completed in weeks or a few months to help you quickly get the skills you need. For more information visit the online opportunities webpage.

Workforce Development

Business Development assists local businesses with customized training. Business Development can provide a workshop, seminar, or training to ensure continuous quality and development. Customized training can be offered either at the company's work site or on the Kishwaukee College campus.

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.

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 re-certification and by the Northwest Illinois Area Health Education Center Network for the purpose of nursing continuing education units.

Workforce Transitions Services serves youth by offering career, training, and funding provided by the Workforce Innovation and Opportunity Act (WIOA). WIOA Youth programming is funded through the Kane County Office of Community Reinvestment, Workforce Development Division, and the local Workforce Development Area 5.

Job Seeker Services for participants in the Workforce Transition Services include:

- Career Resource Center with computer and office technology access for job search and career exploration.
- Financial assistance for training through Workforce Innovation and Opportunity Act (WIOA) funding.
- Career exploration through Career Pathways.
- Job search assistance through individual and group activities, comprehensive and specialized skills assessments, industry sector and labor market information.
- On-site job placement.
- Computer literacy classes.
- Career planning for employment and training and community referrals.
- Workshops to develop job search skills including interview preparation, resume and cover letter writing.

Academic Policies & Procedures

Add/Drop

Students who need to add or drop courses after their initial registration and prior to the start of the semester may complete changes online through Student Planning via their Kish Self-Service.

Adding a course after the posted class start date requires the instructor's written permission. The instructor's permission is valid for three business days. Students may not add classes that are already in progress after five business days following the posted class start date. After this point, students may switch between sections of a class with written permission from the instructors and the Division Dean.

Students should:

- Contact instructor in person or through Kishwaukee College student email to request permission to be added to course. The instructor is **not** required to allow late enrollment or override seat count.
- If permission is granted, have instructor email you granting permission. *Dated email is valid for three business days.*
- Forward email to onestop@kish.edu.

Students must make payment arrangements after they register.

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' schedules/bills will reflect the actual calendar deadline dates for dropping and withdrawing for each course registered. Refunds of tuition and fees for dropped courses are processed according to the college refund policy.

Students who do not attend their class during the refund period will be dropped from the class roster and will be charged for the class. Reduced classes/credits will be reflected in your enrollment status and may affect eligibility for athletics, scholarships, financial aid, and other programs. For online courses, logging into the class does not constitute attendance, as the student must be participating in a discussion or other class participation based upon the instructor's discretion. For a full refund, a student is responsible for dropping the course on their own during the full refund period. If a student is dropped from a course by faculty during the enrollment verification process after the refund period, no refund will be issued. For dates and deadlines, visit www.kish.edu/importantdates.

Withdrawal

Any courses needing to be withdrawn after the drop refund deadlines must be completed in writing.

Withdrawing from a class can affect a student's academic record, including their financial aid, enrollment status, veteran benefits, or the amount owed to the institution if they are past the refund date. Prior to withdrawing from a course, a student is required to contact their assigned academic advisor before the withdrawal can be processed. Academic advising will assist the student via appointment or email advising@kish.edu. The student may contact the Student Services Office by phone at 815-825-9375 or via email at onestop@kish.edu.

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.

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. An additional charge will be assessed to offset the loss in state reimbursement. Review your schedule/billing statement for additional costs.

Class Attendance

The student is responsible for prompt attendance and participation in all scheduled class meetings, including lecture, laboratory, and clinical sessions. Instructors may consider attendance in determining student achievement in their courses. Students should consult with their instructors and read course syllabi for any statements regarding attendance. However, absences caused by approved college activities (ex. course field trips; athletic, club, and student curricular organization competitions; required military service) are not counted in determining student achievement, standards by outside board or state agencies.

Students are advised to notify their instructors in advance of any absences they know will occur. No absence excuses students from making up missed assignments, including tests. Students are responsible for arranging with their instructors the completion of work missed due to absence. Student absences due to prolonged illness/hospitalization should be reported to the Vice President of Student Services Office.

Dean's List

Students who complete a full-time course load (a minimum of 12 credit hours of credit) and attain a credit grade point average of 3.500 or above in 100-200 level Kishwaukee College coursework 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.

VA Pending Payment Compliance Policy

Kishwaukee College will not take any of the following actions towards any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while the payment from the U.S. Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment
- Assess a late penalty fee to
- Require they secure alternative or additional funding
- Deny their access to any resources (classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

In order to qualify for this provision, students must:

- Produce the VA's Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements)

Kishwaukee College students who are called to active military service will be allowed reasonable time and opportunity to complete class requirements and any unfinished courses at a later date at no additional charge. If it is not reasonable for a student to complete class requirements then the student will be allowed to withdraw from the class, with a full refund of tuition and fees. The student will be given priority over other students in re-enrolling in the course or courses.

If called to active duty, the student should notify faculty and the Student Services 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 on 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 non-punitive 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.kish.edu

- **Registration Requirements for Online Students**

Students registering for online courses must have appropriate English/Mathematics placement scores and/or documentation of any prerequisites.

- **Orientation Information for Online Students**

It is recommended that all online students read through the "Getting Started with Online Learning" checklist located on the Online Courses homepage. This checklist guides a student through browsing the online/hybrid course schedules, registering, computer hardware and software requirements, online orientations, ID and password information, logging in, and technical support.

- **Online Course Attendance**

Attendance and participation in online courses require regular activity in the online course shell and other course software or systems (e.g., publisher courseware). Online activity may include submission of assignments, completion of quizzes, participation in discussion forums, or other assigned activity.

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 and complete registration for courses before they will be considered officially enrolled.

SARA State Agreement - Online Learning

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of post-secondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by post-secondary institutions based in another state.

The primary objective of a minimum competency policy is to ensure that all entering students have the requisite skills and knowledge for success in college-level transfer courses. The minimum competency requires that students starting at Kishwaukee College are assessed for academic readiness at the college level in reading, writing, and/or mathematical skills. Students for whom English is not the native language will be assessed for their English language skills in listening comprehension, reading comprehension, grammar, and language usage. Students whose placement test results indicate that they will benefit from this instruction to achieve required levels of core academic competencies will be placed in developmental classes or equivalent support coursework. Individuals who are not yet ready to take Kishwaukee College developmental coursework will be referred to free programs designed to meet their needs. Academic success is the goal of the minimum competency policy; consequently, course placements made through minimum competency procedures are mandatory.

Academic Definitions

Academic Calendar

Kishwaukee College operates on a semester system with the academic year divided into two 16-week semesters (fall and spring) and a summer term, which has a variety of scheduling options. The calendar for each semester/term, which specifies holidays, withdrawal deadlines, final exam dates, etc., is published online.

Classification

- **Freshman** - A student who has earned less than 30 credit hours of 100/200 level credit.
- **Sophomore** - A student who has earned 30 or more credit hours of 100/200 level credit.

Concurrent Enrollment for Courses

Concurrent enrollment is a situation in which a course requirement may be taken at the same time as a class for which it is a prerequisite.

Co-requisite for Courses

Co-requisite is a situation that requires two classes to be taken in the same semester.

Course Load

- **Full-Time:** Enrolled in 12 or more credit hours for a fall, spring semester and summer term.
- **Part-Time:** Enrolled in less than 12 credit hours for a fall, spring semester and summer term.

A normal academic course load for a student who intends to earn an A.A. or A.S. degree in four 16-week semesters is 15-18 credit hours of credit each term.

Course Overload

Students who wish to schedule a course overload (19 or more credit hours for a fall or spring semester, or more than 9 credit hours for the summer term), must obtain approval from their assigned academic advisor and Director of Student Services.

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.

Types of Courses at Kish

- **Face-To-Face**

All class meetings are in-person in a traditional classroom setting on the Kishwaukee College campus or remote site.

- **Flex**

Class meetings take place in a flex classroom, where students can attend either in-person or live via Zoom. For each scheduled class meeting, students may choose whether to come to campus or attend online via Zoom, depending on what works best for them on any given day.

- **Online-Synchronous**

Classes meet online at specific days and times. Instructors and students interact using video conferencing tools such as Zoom or Microsoft Teams.

- **Online-Asynchronous**

Classes will meet entirely online. There will be no specific meeting days or times required. Instructors and students interact through a course management system, email, discussion boards and other tools.

- **Hybrid**

Classes take place both virtually and in a traditional on-campus classroom. These courses require a hands-on component that will meet at Kishwaukee College during a specific day and time. The online component may be synchronous or asynchronous.

Independent Study

Independent study (IS 200) provides an opportunity for specialized study that is 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 Student Services Office. Credits earned through independent project study (IS 200 course enrollments) are normally applicable as open electives.

Placement

For college courses where prerequisites are required, in order to be successful, students must meet prerequisite requirements prior to enrolling in the course. Kishwaukee College uses multiple measures to assess that prerequisites have been met. This may include information taken from the high school transcript to help determine placement in Math, English, and Reading, proficiency examination, cumulative GPA, prior college coursework, or assessment through the college's placement test (ACCUPLACER).

Assessment policies/guidelines are subject to change. It is the student's responsibility to obtain the most accurate and up-to-date information. Please see the current information at: https://kish.edu/student-services/additional-services/testing-services/placement.php.

Prerequisites for Courses

A prerequisite is a requirement (such as a course) that 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 a transcript from that school on file in the Student Services 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**

At Kishwaukee College, the credit hour is the unit used to measure the educational credits earned by students. All courses offered at Kishwaukee College are assigned credit hours, which correspond to the amount of coursework required to complete the student learning outcomes of the course.

Generally, each credit hour equates to not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week, but credit hours may be awarded differently based on the type of course being taken. Credit hours are determined by the workload of a 16-week semester or the equivalent amount of work over a different period of time. For example, students enrolled in an 8-week three credit course should expect to cover the same amount of material provided in a 16-week three credit course.

To better understand expectations and course requirements, each student should expect the following from each of the different course types offered at Kishwaukee College:

- **Lecture/Discussion-Oriented Courses**

For these courses, one credit hour is equivalent to 15 hours of direct instruction for the course and a minimum of two hours of out-of-class work per each hour of direct instruction. For example, students who are enrolled in a three-credit course should expect three-hours of direct instruction and at least 6 hours of out-of-class study, assignments, and homework per week.

- **Laboratory/Clinical-Laboratory Courses**

For these courses, one credit hour is equivalent to 30-45 hours of direct instruction for the course and a minimum of one hour of out-of-class work per each two hours of direct instruction.

- **Nonclinical Internship/Practicum/On-the-Job Supervised Training Courses**

For these courses, one credit hour is equivalent to 75-149 hours of direct instruction for the course.

- **Clinical Practicum**

For these courses, one credit hour is equivalent to 30-60 hours of direct instruction for the course and a minimum of one hour of out-of-class work per each two hours of direct instruction.

Assessment

Kishwaukee College improves lives by providing equitable, student-centered education and measures the success in providing those opportunities. To that end, the College endeavors to develop student outcome measures that are in line with the following basic principles:

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

Institutional-Level Student Learning Outcomes

Kishwaukee College is "improving lives by providing equitable, student-centered education" for all learners who pass through our doors. To that end, we aim to enhance learners' lives by guiding them in the development of a set of four core competences that will enable them to fulfill their educational goals.

- **Critical competence:** Learners will be able to understand, apply, and analyze concepts. Learners will develop the ability to organize their thinking about concepts according to the dictates of sound reasoning, as appropriate. Learners will demonstrate the capacity to formulate appropriate conclusions based on their reasoning.
- **Creative competence:** Learners will exhibit the ability to recognize connections and transfer concepts between areas, as appropriate. Learners will demonstrate the ability to synthesize concepts and ideas. Learners will use innovative thinking and explore multiple perspectives in formulating solutions to problems encountered in different aspects of their experience.
- **Communicative competence:** Learners will be able to formulate a central message and share it with others. Learners will demonstrate the ability to support that central message and present their discourse according to sound organizational principles. Learners will exhibit an appropriate command of the elements necessary for communicating that central message to others.
- **Cultural competence:** Learners will recognize the various factors that shape individual and group identity, with an emphasis on the various components of culture. Learners will demonstrate the capacity to engage difference in various social settings.

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

Program Level Student Learning Outcomes

Click here to view the chart for Institutional Student Learning Outcome (ISLO) Statements Paired with Program Student Outcome (PSLO) Statements for General Education Degrees, Applied Science Degrees, and Co-Curricular Activities.

Click on Assessment Visualization to view the nesting of Institutional and Program Student Learning Outcomes in a graphic format.

Click on Co-Curricular Assessment Visualization to view the nesting of the Institutional and Co-Curricular Student Learning Outcomes in a graphic format.

Campus Information

Parking is provided on campus for students, faculty, staff, and visitors. Reserved handicapped parking is available in all public lots as designated by the posted handicapped parking signage. All users must display a current state handicapped parking placard or license plate. Per the Illinois Secretary of State, use of the placard/plate by a non-designated person may result in fines, revocation and/or confiscation of the placard or plates.

The parking lots are patrolled and tickets issued to violators of parking and traffic regulations. Violators may be fined, have their vehicles towed at their expense, and be subject to the penalties established by the 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 IDs can be obtained in Student Services (C2100) during office hours. Bring a photo ID, such as a State ID or Driver's License. Student IDs are needed for Library Services, Media Services, Testing Services, Tutoring Services, and for identification in additional college offices.

College Policies & Procedures

Procedure for the Resolution of Student Complaints

Students may encounter a variety of conflicts during their course of study at Kishwaukee College that may require review by appropriate administrative or academic personnel. The purpose of the following procedures is to provide an equitable system for resolving conflicts between students and faculty or staff members when a review of the issue is not otherwise available under established college policies and procedures. The college has already established appropriate procedures for conflict resolution (Final Grade Appeal, Academic Forgiveness, and Student Code of Conduct).

Questions regarding these procedures or guidance on the applicability of any Kishwaukee policy or procedure to a student's specific problem should be directed to the office of the Director of Student Success. Students may also visit the Student Complaint Procedure page on the Kish website.

Applicability

This procedure applies to all registered Kishwaukee students (full-time, part-time, special programs, Community Education/Continuing Professional Education) and is applicable in the review of problems such as the following:

1. All aspects of the degree granting process, including grading, evaluation or status (unless established policies are already available).
2. Alleged professional misconduct toward a student by a faculty or college staff member while in the scope of college employment.
3. Alleged intimidation, discrimination, and harassment based on sex, race, religion, age, disability, national origin or sexual orientation, and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment. (Title IX and 504 complaints are included.)
4. Allegations concerning the application or propriety of college regulations, policies, and procedures regarding student rights and behavior.

Procedures

No student shall be penalized by the college for filing or participating in the complaint process when the student has acted reasonably and in good faith. All complaints must be initiated within 60 days of the date of the incident or after the student should have become aware of the incident giving rise to the complaint. The college reserves the right to waive the 60-day rule based on the facts and circumstances of the complaint and after giving due consideration to the protection of the rights of both parties.

Informal Procedures

All students are encouraged to first utilize informal discussion to resolve any problems encountered at the college.

1. When appropriate the student is encouraged to talk directly to the faculty or staff member prompting the complaint in an effort to resolve the issue.
2. If the student prefers to talk to someone other than the direct faculty or staff member involved, they are encouraged to present the complaint to their assigned academic advisor or case manager.

Complete the informal complaint form and the student must make an appointment with the assigned academic advisor at www.kish.edu/advising/

Each student, faculty member, administrative, and staff member has an obligation to resolve problems fairly and informally through discussion between the aggrieved student(s) and the specific college person immediately

involved with the problem. Although students are strongly encouraged to use informal discussion for problem solution, it is not a requirement for the filing of a formal complaint.

Formal Procedures

Students should always first attempt to resolve issues through an informal process with the faculty or staff person. If a student is unable to resolve the issue informally, they can choose to file a formal complaint.

1. Student must first consult with the Director of Student Success before filing a written complaint.
    1. Where a previously established grievance procedure already exists the Director will refer the complaint to the appropriate process.
    2. In cases of alleged illegal discrimination based on race, gender, religion, age, marital status, creed, or disability, the Director will contact the Vice President of Student Services prior to advising the student about a course of action.
2. After consultation with the Director of Student Success, the student may submit to the Director a written statement of the problem in order to continue the formal resolution process.
    1. The written statement must be signed and dated and must clearly state the nature and basis of the alleged offense, the name(s) of the person(s) committing the alleged offense, the specifics of the incident(s) in question and the names of any known witnesses.
    2. The Director will submit the complaint to the immediate supervisor who will conduct an investigation and respond in writing to the student, with a copy to the Director within 30 days of the filing date of the complaint. An extension for additional review may be granted by agreement of the Director.
3. If the student feels that the decision of the immediate supervisor is arbitrary or capricious or if he/she/they has new evidence to present, he/she/they may appeal the decision in writing to the next level of supervision or an individual designated by the Director of Student Success within 10 days of the decision.
    1. A copy of the appeal must be submitted to the Director.
    2. Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 30 days of the date of the appeal.
4. The decisions of the Director of Student Success or appointed designee regarding review and appeal shall be final.

As appropriate, the Director of Student Success may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. In cases where the complaint itself is frivolous, harassing in nature, or not specific, the Director may refuse to process the complaint. Written notification will be provided.

Threat Assessment

Kishwaukee College is committed to maintaining a safe campus environment for all members of the college community. The Threat Assessment Team supports the campus security plan by responding to reports of students or employees displaying signs of behavioral or emotional distress that may indicate a possible threat to the college. The team will meet on a regular basis to assess referrals, determine appropriate intervention strategies, and effectively respond to incidents of concern.

Team Members:

Vice President Student Services, DeKalb County Sheriff Dept., Director of Student Success, Disability Services, and Director of Campus Safety & Security.

Based on individual cases, the Threat Assessment Team will include additional team members consisting of faculty or staff who are connected to the incident being reviewed, specialized treatment providers when needed, and the HR

department in situations dealing with college employees. Additional information is available on the Threat Assessment Team web page.

Firearms and Weapons Policy

To ensure a safe environment for employees, students, visitors, and those conducting business on campus, Kishwaukee College ("College") is a weapons and firearms-free campus. Except as provided for in this Policy, weapons, and firearms of any kind are prohibited on College property, with certain exceptions described below, at College-sponsored or College-related events, and in any motor vehicle owned by the College.

"Weapons" includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device operated by gas or compressed air), knives (3" in length or longer including any Bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, and objects which by use, design or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.

The term "firearm" is defined as a loaded or unloaded handgun. The term "handgun" has the same definition as in Section 5 of the Illinois Firearm Concealed Carry Act, 430 ILCS 66/5.

As authorized by Section 65 (a)(15) of the Illinois Firearm Concealed Carry Act, 430 ILCS 66/65 (a)(15), firearms are not allowed on any property owned, leased or controlled by the College. Property owned, leased or controlled by the College includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, or entertainment venue whether owned, leased or operated by the College, and includes all satellite campuses of the College. This Policy also applies to all College-related organization property whether leased or owned by the College and all College officially recognized organization property whether leased or owned by the College.

The possession of a valid firearms permit or concealed carry permit does not exempt students, employees, visitors or those conducting business on campus from the provisions of this policy.

Certain College parking areas may be designated as restricted areas where weapons and firearms are not permitted. A weapon or firearm may be transported within a vehicle into an unrestricted parking area if the weapon or firearm and its ammunition remain locked in a case and out of plain view within the parked vehicle.

"Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle.

Exceptions:

The provisions of this Policy do not apply to the possessions of firearms in College vehicles, College buildings, on College grounds, or at College-sponsored activities if the possession of weapons or firearms is related to one of the following exceptions:

1. The weapon or firearm is carried by an on-duty law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at the College; or any other exception deemed necessary as determined by the DeKalb County Sheriff's office located on the College campus.
2. The weapon or firearm is used in connection with a weapons safety course or weapons education course offered in the regular course of business or approved and authorized by the College.

3. The weapon or firearm is used in connection with sanctioned classes (e.g. criminal justice), athletics or recreational sports practices, games, matches, tournaments or events on campus when the activity requires the use of such weapons or firearms (e.g., starter pistols and archery).
4. The use of simulated weapons or firearms in connection with College related theatrical productions.

The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on Campus, including off-duty law enforcement officers attending classes as students.

Any individual visiting or conducting business on the property of the College found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the College campus.

Any student found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from the College.

Any employee found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or be carrying or have carried a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to be carrying or have carried a weapon or firearm onto the property of the College knowingly, or found to be carrying or have carried a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by the College and possible arrest and prosecution. Violations of this policy may result in referrals to external law enforcement agencies.

The College's Campus Security Office, in consultation with the President's Office, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois Department of State Police and shall be posted in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police.

Pursuant to the Firearm Concealed Carry Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" has the same definition as in Section 105 of the Firearm Concealed Carry Act, 430 ILCS 66/105.

This policy is not intended to eradicate or abridge the effect of other existing policies regarding incidents of violence or weapons possession on College premises, at College-sponsored or College-related functions or events, or during times when an individual is acting as a representative of the College.

Smoking Policy

As of July 1, 2015, smoking and tobacco use of any kind is prohibited on all campus property at Kishwaukee College, both indoors and outdoors open spaces, and in college-owned vehicles. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

This policy applies to any individual on campus property, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week. It excludes any instance in which an individual is traveling through or parked on campus in a vehicle that is not owned or leased by Kishwaukee College.

"Smoking" means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

"Tobacco Products" mean all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product.

"Campus Property" means any property owned, leased, occupied, operated or otherwise controlled by Kishwaukee College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, conference facilities, athletic complexes and facilities, exterior open spaces, shuttle bus stops, driveways, loading docks, sidewalks, and walkways.

Violations

Individuals found to be in violation of this policy shall be fined pursuant to 410 ILCS 82/45. Employees of Kishwaukee College who violate this policy may also be subject to additional disciplinary actions up to and including termination. Students may be disciplined pursuant to the Student Code of Conduct.

Kishwaukee College Comprehensive Policy Relating to Gender-based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault and Stalking

- Title IX Compliance

Members of the Kishwaukee College community, guests, and visitors have the right to be free from gender-based or sexual misconduct, as well as from domestic violence, dating violence, sexual assault, and stalking. The College will not tolerate these acts, which are further defined with other relevant terms.

Title IX Compliance

The Title IX Coordinator(s) oversee the College's investigation and response to reports of gender-based and sexual misconduct. Students who wish to submit a complaint relating to discrimination or harassment may do so by reporting the concern to:

Vice President, Student Services
Kishwaukee College
21193 Malta Rd.
Malta, IL 60150
815-825-9807

Executive Director, Human Resources
Kishwaukee College
21193 Malta Rd.
Malta, IL 60150
815-825-9732

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012

Family Educational Rights & Privacy Act (FERPA)

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. Visit the Confidentiality web page for more information.

The Act established the following rights for students:

- The right to inspect and review their education records.
- The right to seek to amend education records that are believed to be inaccurate or misleading.
- The right to demand that personally identifiable information be disclosed only with student consent, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint against the institution.

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 request.

The following data is hereby designated as Directory Information and such information may be disclosed or released by the College for any purpose and at its discretion:

- Student's name
- Address
- Telephone listing
- Major of field of study
- Current enrollment status
- Weight and height of athletic team members
- Dates of attendance
- Degrees & awards received

Student directory information may be made public. Students opposed to making any part of their directory information public must complete an OPT out form in the Student Services office and present proof of identity. The refusal is valid until the student notifies the Student Services Office to remove the hold.

Contact the Registrar at 815-825-9469 for FERPA-related questions.

Code of Student Conduct and Discipline

Students at Kishwaukee College are expected to demonstrate integrity, honesty, civility and respect. These values are important to the learning environment and should guide the conduct of everyone in the College community, in and out of the classroom setting.

The College's Student Code of Conduct prohibits certain behaviors and activities which interfere with the orderly operation of the College and the pursuit of its educational mission and vision. The prohibited behaviors and activities which violate this Student Code of Conduct are set out in Part II below. Complaints alleging violations of the Student Code of Conduct are subject to processing under the Discipline/Complaint Resolution Procedures set out in Part III below. Complaints alleging misconduct by students of the types addressed in the College's Prohibiting Sex-Based Misconduct Policy relating to Gender-Based or Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking are also subject to processing under these Discipline/Complaint Resolution Procedures. Please use the link to view our Student Code of Conduct.

This Student Code of Conduct and Discipline Procedures is published by the office of the Director of Student Success and is subject to change in accordance with College procedure regulations. For more information on the Student Code of Conduct, contact the Director of Student Success, 815-825-9738.

Security and Miscellaneous Regulations

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 their academic advisor or at of the off-campus agencies providing counseling and rehabilitation services.

A listing of off-campus agencies is available from their academic advisor.

A more complete statement of the above information, including health risks associated with alcohol and substance abuse, is available in the Director of Student Success Office.

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 Campus Safety 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 and their property.

On-campus emergencies requiring immediate police assistance should be reported from the nearest phone by calling **911. Red Emergency phones** are also located in all campus wings for calling **911**. Emergencies reported first to local law enforcement officials should also be reported, as soon as possible, to the **Campus Security Office** located in **C2177** or by calling **815-825-9529**. For response to **emergencies at off-campus locations, call 911.**

Reports of any suspicion of, or actual occurrence of, criminal activities that do not require immediate police emergency assistance should also be reported to the Campus Security Office, C2177, 815-825-9529, in order for an appropriate investigation to be conducted.

Kishwaukee College has a comprehensive policy relating to gender-based or sexual misconduct, domestic violence, dating violence, sexual assault, and stalking. A person who believes he or she has been subjected to, witnessed, or has knowledge of an alleged violation of the Comprehensive Code of Student Conduct policy that occurs on campus or at an off-campus location where authorized instructional or co-curricular activities are being conducted may file a complaint alleging violation(s) of this policy. Please see the complete Comprehensive Code of Student Conduct policy in this catalog or online to determine the preferred method of reporting. A person who believes he or she has been subjected to, witnessed, or has knowledge of an alleged violation of the comprehensive policy by a College employee (faculty or staff) may file a report by a preferred method in the comprehensive policy or through the Human Resources Office.

If concerned about keeping the details of an incident confidential, an individual may report allegations of gender-based sexual misconduct to the following agencies that Kishwaukee College has partnered with for confidential advisory services: Safe Passages, Talkspace, Northwestern Medicine Ben Gordon Center, and Sinnissippi Center, Inc. of Ogle County. These professionals are legally entitled to maintain the confidentiality of your communications in almost all situations. Kishwaukee College does not have Professional Counselors on staff.

Alternatively, individuals can contact members of the clergy and chaplains off-campus, who will also keep your reports confidential. Kishwaukee College does not have a Campus Pastoral Counselor on staff. The Comprehensive Code of Student Conduct policy included in this catalog lists both confidential and non-confidential reporting options and resources. After an alleged offense, the College will make every reasonable effort within its control to change students' academic situations and protect them on campus.

Please be aware that even confidential resources have obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

College disciplinary procedures for students accused of gender-based sexual misconduct, domestic violence, dating violence, sexual assault, or stalking are contained in the Comprehensive Code of Student Conduct section of this catalog.

Reports of criminal activities within Kishwaukee College's jurisdiction for on-campus and off-campus locations will be investigated by the Campus Security Office/Dekalb County Sheriff's Department in cooperation with appropriate Federal, State, and/or local authorities. Students, faculty, staff, and community members are strongly encouraged to report criminal activity, suspicious persons and circumstances, serious incidents, and other emergencies in an accurate and timely manner to Campus Security/DeKalb County Sheriff's Department and to appropriate College officials. All individuals reporting criminal activity or witnessing crimes are expected to cooperate with college officials and law enforcement officers in the filing of campus incident reports. Crimes should also be reported for the purpose of providing timely warnings to the community along with formulating the annual security reports. The Campus Security Office is responsible for maintaining the daily crime log. The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to or identified by campus police or

security department and have occurred within the college's geographical location. The crime log is maintained in the on-campus Security Office, Dekalb County Sheriff's Office, C2177. The most recent 60 days is available for anyone to view or obtain a hard copy Monday through Thursday from 8am to 4pm. For entries older than 60 days, the log must be made available within 2 business days of request.

Concealed Carry

To ensure a safe environment for employees, students, visitors and those conducting business on campus, Kishwaukee College is a weapons and firearms free campus. The complete Firearms and Weapons Policy can be found on the College website, www.kish.edu.

Kishwaukee College Annual Security Report

Each year, Kishwaukee College sends an email notification to all enrolled students and current employees that provides the website link to access the Annual Security Report that includes the current Kishwaukee College Catalog. The Annual Security Report provides Kishwaukee College policies related to safety and security including alchohol and drugs, sexual misconduct, crime prevention and how and where to report crimes. It also includes crime statistics for the previous three years fro crimes that occurred in Kishwaukee College's Clery geography. A complete hard copy of this report including printouts of web links is available in the Director of Campus Safety and Security Office, located within the Sheriff's Office in room C2177. This annual report can also be accessed on the College's website. The Annual Security Report filed with the Federal government in complaince with the Campus Crime Act (Clery Act) that contains the College's yearly crim statistics is available at: http://ope.ed.gov/security/GetOneInstitutionData.aspx.

Campus Security Authorities (CSA)

On campus there are positions identified and defined as Campus Security Authorities (CSA). This is a term used in the Jeanne Clery Campus Safety Act to describe individuals who have significant responsibility for student and campus activities. These individuals include groups of law enforcement/security and non-law enforcement personnel. The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some individuals maybe more comfortable reporting incidents to other campus-affiliated individuals. A CSA's responsibilities include:

- If victim reports a crime that falls under the Jeanne Clery Campus Safety Act, the victim can remain anonymous if they choose to, however if there is a serious or continuing threat to the safety of the campus community a timely warning or emergency notification maybe required. This warning/notification can be done without disclosing personal identifying information.
- The report does have to be included in the annual statistics that occur on the College's campus, however personal information can remain anonymous.
- CSA's only have to document the incident they do not investigate.
- CSA's should provide the victim with options and resources for support and assistance.

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, along with crime prevention strategies.

Kishwaukee College employs a comprehensive approach to campus security, involving collaboration between the Director of Campus Safety and Security, the Director of Campus Operations, the Executive Director of Campus Operations and IT, and the on-campus DeKalb County Sheriff's Department. Programs and methods to inform students and staff about security procedures and crime prevention include the Annual Security Report, Staff-In-

Service presentations, Visit Day, New Student Orientations, and classroom law enforcement presentations. Enhanced exterior lighting, security cameras, vehicle escorts, and the Cadet Corps program further support campus safety. Additionally, the college offers CPR/AED certification courses, Crime Stoppers, and various emergency preparedness drills and evacuation procedures. Alerts and notifications are disseminated through multiple channels to ensure timely communication during emergencies.

State of Illinois Campus Security Act

In order to create a safe and secure work area and learning environment, and in accordance with the Public Act 88-629 (110 ILCS 12/1-12/99), Kishwaukee College will conduct a criminal background investigations prior to employing individuals in all full or part-time positions, and in security sensitive positions for student workers and volunteers. (See Policy Manual, Appendix K, Criminal Background Checks for Security Sensitive Positions).

Tuition Hardship Appeal

Tuition Hardship Appeals are for students who are requesting a refund of their tuition/fee charges due to extenuating circumstances (ie., death of an immediate family member, military activation, or serious medical condition) that occurred during the semester in which the student was enrolled in. A student may submit a Tuition Hardship Appeal Form with supporting documentation to the Student Services Office, C2100. A submission of a Tuition Hardship Appeal does not automatically result in a refund. Tuition Hardship Appeal will be considered for up to one year past the last day of the semester requested.

There is no appeal process for students who received financial aid and owe funds back. The U.S. Department of Education mandates a specific refund calculation if a student receives Pell, Direct Loans, and FSEOG financial aid and has withdrawn from and/or failed from all coursework. Depending on the financial aid received, the student may be responsible for repaying some or all of the aid back to the College if s/he elects to withdraw, regardless of circumstances.

Students do not qualify for a Tuition Hardship Appeal if they have over-committed, cannot pay their tuition, misunderstood deadlines or policies, are having difficulty in classes, or have changed their mind about a course.

The appeal process does not reinstate any Financial Aid you may have been awarded. Please see the Financial Aid section on Standard of Academic Progress for a Financial Aid Appeal.

Grading

Final grade reports are available to students via Kish Self Service at the end of each term, reflecting the credit hours attempted and completed, grades achieved, and quality points earned for each course in which students are enrolled. Only these final grades are used in computing the grade point average (GPA) and are recorded on the permanent academic record.

The following grading structure is in effect at Kishwaukee College:

Grade	Description	Explanation
A	Excellent	4 quality points earned per credit hour of credit
B	Above Average	3 quality points earned per credit hour of credit
C	Average	2 quality points earned per credit hour of credit
D	Below Average	1 quality point earned per credit hour of credit
F	Failure	0 quality points earned per credit hour of credit; included as hours attempted in GPA computations.
P	Pass	Represents academic achievement equivalent to letter grade of "D" or higher. Credit granted as hours completed; not included in GPA computations.
S	Satisfactory	Grade used for satisfactory progress in courses which are not transfer or career courses (i.e., not intended for use in courses numbered at the 100/200 level). Credit granted as hours completed; not included in GPA computations.
NC	Not Completed or No Credit	Grade used in course work offered in classes numbered below 100, in vocational skills classes at the 900 level, Adult Basic Education, Adult Secondary Education, English as a Second Language, and Continuing Education classes. NC for a noncredit course implies "Not Completed"; NC for a credit-bearing (non-punitive 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.

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 DANTES Subject Standardized Tests (DSST).
PE	Credit earned through ACT Proficiency Examination Program (PEP).
PM	Credit earned through military training and/or experience evaluation.
PX	Credit earned through Kishwaukee College departmental proficiency examination and/or evaluation methods.

Prior to the 1983 spring semester, an AU (audit) granted may be reflected on Kishwaukee College transcripts as either an "N" or "R" grade. Prior to and during the 1970-71 academic year at Kishwaukee College, the "WP" (Withdrawal-Passing) and "WF" (Withdrawal-Failing) grades were in use. The "WP" grade reflects credit not earned (no penalty) and is not included in GPA computations; the "WF" grade represents credit not earned (penalty) and is included in GPA computations.

Grade Point Average (GPA)

The quality of a student's work is measured by the grade point average. The GPA is used to determine eligibility for: graduation, Dean's List honors, other honors and scholastic awards, athletic eligibility, and eligibility for financial assistance.

Kishwaukee College uses a four-point system of GPA computation. A student's GPA is calculated by multiplying the numerical equivalent for each grade earned by the credit hours for each course, resulting in quality points earned for each course. The total number of quality points is then divided by the total number of GPA credits to obtain the GPA. Credits earned by proficiency are not used in GPA computations, nor are grades of AU, I, NC, NR, P, S, U, or W.

Two GPAs are computed after each term of enrollment at Kishwaukee College: the semester GPA and the cumulative GPA. The semester GPA represents the GPA computation for the current term's coursework, while the cumulative GPA is based on all coursework 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 Student Services Office will provide an official transcript of a student's academic record upon request by the student. Transcript requests by telephone or email will not be processed by Kishwaukee College. To request a transcript visit Request a Transcript on the Kishwaukee website.

The Student Services Office at Kishwaukee College reserves the right to insist that transcripts be mailed to addresses designated by students requesting official transcripts.

Academic Standing

Academic evaluation of students is conducted at Kishwaukee College according to the following guidelines:

Good Standing

Students will remain in Good Standing if their cumulative GPA for all courses taken at Kishwaukee College does not drop below the following minimums.

Credit Hours Attempted	Minimum Cumulative Grade Point Average
0.5-11.5	1.0-4.0
12.0-20.0	1.75-4.0
More than 20.0	2.0-4.0

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 an Academic Advisor each term prior to official enrollment. Written approval for registration by the Academic Advisor is required.
2. Students on restricted standing may enroll for no more than 12 credit hours for a fall or spring semester or 6 hours for a summer term, unless written approval for a higher course load is provided by Academic Advising.

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 an Academic Advisor. In addition to required advisement 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 student's 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 Office of Instruction. 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 request 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 request by the final day of the following fall semester.

Resolution of incomplete grades is a student responsibility. Any unresolved, incomplete grades will be converted to failures ("F") by the Student Services Office according to the deadlines indicated above, unless a Change of Grade request has 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 Student Services 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 Discrepancy Resolution.

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 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 discrepancy resolution.

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 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 the 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 ten working days of notification.

In addition to the student's petition and the instructor's response, the Grade Appeal Committee may request from the instructor items such as the course syllabus and any addenda, specific grades earned on various tests and/or assignments, and any attendance records. Additionally, the Grade Appeal Committee may meet with the instructor and student, individually or together, if the committee deems it necessary. Within 45 days after the petition is submitted, the Grade Appeal Committee will resolve the issue by issuing one of the following decisions:

1. The final course grade assigned was NOT inaccurate or unfair and shall stand as recorded.
2. The final course grade was assigned inaccurately or unfairly.

The Grade Appeal Committee shall notify in writing, the student, the instructor, the instructor's immediate supervisor and the Vice President of Instruction of its decision. If a grade change has been approved by the Grade Appeal Committee, the Vice President of Instruction will ensure a Change of Grade form is completed and forwarded to the Student Services 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 their 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 for financial aid purposes, all attended coursework must be counted when determining aid eligibility per Department of Education regulations that the receiving institution may use all grades earned in computing GPAs for admission or other purposes.

Graduation

Applying for Graduation

Candidates for graduation must file a Graduation Application online via myKish Self-Service 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 Graduation Application 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 coursework, students should schedule an Academic Advising appointment with their assigned academic advisor for a review of the outstanding requirements remaining for graduation. Ultimately, it is the student's responsibility to ensure that all graduation requirements are satisfied.

Students who have attended other colleges or universities must have official transcripts sent to Student Services 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 Student Services.

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

Catalog for Graduation

- **Students Pursuing the Transfer Degrees - A.A., A.S., A.E.S., and A.F.A.**

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 Career/Occupational Degrees and Certificates - A.A.S., 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 successfully completed course is applicable towards the student's degree or certificate. 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.

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 coursework completed toward current certificate/degree requirements. Course substitutions for an applied degree or certificate of completion will be recommended by the appropriate faculty, approved by the instructional dean, and submitted to the Student Services office in writing.

Degree and/or Certificate of Completion Requirements

1. Complete specific course and program requirements as outlined in the Transfer Programs or Career/Occupational Programs section of the college catalog. Each curriculum identifies the specific course requirements needed to complete the degree or certificate.
2. Meet the College's academic residency requirement: a minimum of 15 credit hours in 100/200 level Kishwaukee College coursework, applicable to the degree, for each degree earned. (See chart under Residency Requirements)

3. Fulfill the grade point average requirement of an overall 2.000 GPA in all required and elective coursework applicable to the specific degree program requirement.
4. Resolve any incomplete grades in Kishwaukee College coursework.
5. Apply for graduation in myKish Self-Service.

Residency Requirements

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

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

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

**Hours must be applicable to the degree or certificate.*

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

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

Final approval of course substitutions and/or waivers rests with the faculty advisor's appropriate Academic Dean and the Registrar.

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 Student Services Office.

Second Associate Degree

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

Second Certificate

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

Graduation Honors

- **Associate Degrees**

Students must have completed at least 30 credit hours of 100/200-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 satisfactory completion of all degree requirements:

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

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

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

- **Certificates**

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

Faculty

Agriculture (AGT)

Walters, Sean, Dr – Instructor
BS, California Polytechnic State University
MS, PhD, Iowa State University

Art (ART)

Halpern, Miles - Professor
BS, Skidmore College
BFA, School of the Art Institute of Chicago
MFA, Pennsylvania State University

Automotive Technology (AMT)

Banasiak, Timothy - Assistant Professor
AAS, College of DuPage
BA, MBA, Lewis University

Long, Shawn - Assistant Professor
AAS, Kishwaukee College

Biology (BIO)

Hughes, Adam - Assistant Professor
BS, University of Illinois
MS, Eastern Illinois University

Johnston, Sandra - Assistant Professor
BS, MS, Governors State University

Lineberry, Elena, Dr - Assistant Professor
MD, Kyrgyz State Medical Academy

Nezrick, Tania - Professor
BS, MS, Northern Illinois University

Oestreich, Anne, Dr - Assistant Professor
Certificate Adult Education, Bournemouth Poole College - England
BS, MS, Northern Illinois University
DC, Palmer College of Chiropractic

Business/Marketing Management (BUS, MM)
Tiggelaar, Tammy - Associate Professor
BS, MS, Northern Illinois University

Chemistry (CHE)

Murdaugh, Laura, Dr - Associate Professor
AS, Joliet Junior College
BS, Lewis University
MS, PhD, Northern Illinois University

Potts, Nicole, Dr - Professor
BS, MBA, St. Mary-of-the-Woods College
PhD, Northern Illinois University

Communication (COM)

Weibel,Matt - Associate Professor
AA, Moraine Valley Community College
BS, Bradley University
MS, Illinois State University

Gullman, Paul - Instructor
BS, New Jersey Institute of Technology
MM, Northwestern University

Criminal Justice (CRJ)

Przybyla, Joseph, Dr - Associate Professor
BA, MS Lewis University
MBA, North Central University
PhD, University of Tetova

Diesel Power Technology (DPT)

Boesche, John - Assistant Professor
AAS, Kishwaukee College

Engel, Mark - Assistant Professor
AAS, Kishwaukee College

Flink, Donovan - Assistant Professor
AAS, Kishwaukee College

English (ENG)

Fuerst, Carl, Dr - Assistant Professor
BA, University of Illinois
MA, PhD, Northern Illinois University

Gordon, Nathan - Associate Professor
BA, MA, Northern Illinois University

Irmen, Ami - Professor
BA, University of Wisconsin - Green Bay
MFA, Minnesota State University – Mankato

Miller-O'Dell, Bonnie - Assistant Professor
BA, Bradley University
MA, Northern Illinois University

West, Todd, Dr - Associate Professor
BA, Illinois Wesleyan University
MA, Southern Illinois University
MS, Illinois State University
PhD, Northern Illinois University

History (HIS)

McCullough, Branden - Assistant Professor
BA, Southeast Missouri State University
MA, Southern Illinois University – Carbondale

Horticulture (HOR)

Gallagher, Janet - Associate Professor
BS, MS, University of Illinois
Instructional Design

Lockman, Timothy - Associate Professor
BA, Eastern Illinois University
MS, University of Illinois
CAS, University of Wisconsin - Stout
Library

Wubbena, Carol Sue - Assistant Professor
BA, Northeast Missouri State University
MS, University of Illinois
Mathematics (MAT)

Blalock, Dominica - Associate Professor
BS, MS, Northern Illinois University

Ho, Jonathan - Assistant Professor
BS, University of Puerto Rico
MS, University of Iowa

Michels, William - Assistant Professor
BS, MS, Northern Illinois University

Read, Matthew - Assistant Professor
AS, Kishwaukee College
BS, MS, Northern Illinois University

Rempfer, Nicole - Assistant Professor
AS, Kishwaukee College
BS, MS, Northern Illinois University

Rider, Kyra - Assistant Professor
BS, MSEd, MS, Northern Illinois University

Wang, Andrew, Dr - Assistant Professor
BS, MS, PhD, Northern Illinois University

Medical Assistant (MA)

Kanashiro, Fernanda - Instructor
BS, MD, Universidade Estadual de Londina

Nursing (NUR)

Foltz, Ashley - Assistant Professor
AAS, Kishwaukee College

Haley, Sherry - Assistant Professor
AAS, Kishwaukee College
BS, Southeast Missouri State University
MS, Capella University

Meurer, Lynnette - Assistant Professor
AAS Sauk Valley Community College
BSN, MSN Western Governors University
Prendergast, Cynthia - Assistant Professor
BS, Elmhurst College
MS, University of Wisconsin – Madison

Satti, Shannon - Instructor
BSN, MS, Northern Illinois University

Schnier, Kathy - Assistant Professor
BS, St. Olaf College
MS, Northern Illinois University

Singer, Kay - Assistant Professor
AAS, AS, Kishwaukee College
BS, Northern Illinois University
MS, Kaplan University

Soost, Kelly - Professor
AAS, Kishwaukee College
BSN, Mennonite College of Nursing
MS, University of Illinois - Chicago

Wig, Gynelle - Instructor
AAS Nursing, Kishwaukee College
BSN, MS, Indiana Wesleyan University

Office Systems (OS)

Pascolini, Pamela - Associate Professor
AAS, Kishwaukee College
AGS, Kishwaukee College

Physics (PHY)/Engineering (EGR)

Ahlert, Kimberly - Assistant Professor
BS, MS, University of Illinois

Mais, James - Assistant Professor
BS, MS, Northern Illinois University

Psychology (PSY)

Marsden, Sarah, Dr - Assistant Professor
AA, Kishwaukee College
BA, Northern Illinois University
MA, Argosy University
EdD, Argosy University

Walrath, Taylor - Assistant Professor
BS, Northern Illinois University
MA, Ball State University

Radiology (RA)
Anthenat, Amy - Assistant Professor
AAS, Kishwaukee College
BS, University of St. Francis

Kasigyi, Megan - Assistant Professor
BS, MS, University of St. Francis

Sociology (SOC)

Brostrom, Kimberly - Associate Professor
AA, College of Lake County
BA, Lake Forest College
MA, DePaul University

Welding (WT)

Caccia, Zachery - Associate Professor
AS, Rock Valley College
BS, Southern Illinois University
MEd, American Military University

Meares, Mitchel - Instructor
Certificates in Welding Technology, Kishwaukee College