

KASKASKIA
COLLEGE

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COLLEGE

COLLEGE CATALOG

2025-
2026



2025-26 CATALOG CONTENTS

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DISCLAIMER

This catalog is published for informational purposes. The Board of Trustees reserves the right to allow changes to any of the rules and regulations of Kaskaskia College at any time, including those relating to admission, instruction and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar and to impose or increase fees is reserved. Such changes are implemented with effective dates and may apply not only to prospective students but also to those already enrolled. Students are expected to comply with the rules and regulations of the college and are encouraged to keep abreast of current information and changes by meeting with an academic advisor as needed.

Kaskaskia College is accredited by The Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. For more information on its current status, please visit our website <https://www.kaskaskia.edu/accreditation/>.

2025-26 ACADEMIC CALENDARS

SUMMER SEMESTER 2025	
First Day of Registration for Summer & Fall 2025	March 17
Summer Interim Session Begins	May 19
Last Day to Drop Interim Classes with 100% Refund*	May 20
Memorial Day - Campus Closed	May 26
Tuition Payment Arrangement Due for Summer Classes	May 28
Last Day to Withdraw from Interim Classes (W Grade)**	June 4
Summer Interim Session Ends	June 8
Summer Regular Session Begins	June 9
Last Day to Drop Summer 8-Week Classes with 100% Refund*	June 13
Juneteenth - Campus Closed	June 19
Summer 2024 Graduation Applications Due	July 1
July 4th Holiday Observed - Campus Closed	July 3
Mid-Term	July 4
Last Day to Withdraw from 8-Week Classes (W Grade)**	July 25
Summer Regular Session Ends	August 3
Summer Regular Session Grades Due 1pm	August 5

FALL SEMESTER 2025	
First Day of Registration for Summer & Fall 2025	March 17
Tuition Payment Arrangement Due for Fall Classes	August 6
Professional Growth & Development (PG&D) - No Classes	August 13
Faculty Planning	August 14 & 15
Fall Classes and Session I Begins	August 18
Last Day to Drop First 8-Week Classes with 100% Refund*	August 22
Last Day to Drop 16-Week Classes with 100% Refund*	August 29
Labor Day - Campus Closed	September 1
Last Day to Withdraw from First 8-Week Classes (W Grade)**	October 3
Mid-term 16-Week Classes	October 10
Session I Ends	October 12
1st 8-Week Graduation	October 12
Professional Growth & Development (PG&D) - No Classes	October 13
1st 8-Week Grades due by 1pm	October 14
Session II Begins	October 20
First Day of Registration for Spring 2026	October 20
Last Day to Drop Second 8-Week Classes with 100% Refund*	October 24
Veterans Day - Campus Closed	November 11
Fall Holiday - Campus Closed	Nov 26 - 28
Last Day to Withdraw from 16-Week Classes (W Grade)**	November 28
December 2025 Graduation Applications Due	December 1
Last Day to Withdraw from Second 8-Week Classes (W Grade)**	December 5
Emergency Day (if needed)	December 9
Semester Examinations	December 9 - 12
Session II Ends	December 14
Fall Term Ends	December 14
Fall Grades Due by 1pm	December 16

SPRING SEMESTER 2026	
First Day of Registration for Spring 2026	October 20
Spring Interim Session Begins	December 16
Tuition Payment Arrangement Due for Spring Classes	December 17
Last Day to Drop Interim Classes with 100% Refund*	December 18
Holiday - Campus Closed	Dec 24 - Jan 2
Last Day to Withdraw from Interim Classes (W Grade)**	January 7
Professional Growth & Development (PG&D) - No Classes	January 7
Faculty Planning	January 8 & 9
Spring Interim Session Ends	January 9
Spring Classes and Session I Begins	January 12
Last Day to Drop First 8-Week Classes with 100% Refund*	January 16
Martin Luther King Jr. Birthday - Campus Closed	January 19
Last Day to Drop 16-Week Classes with 100% Refund*	January 26
President's Day - Campus Closed	February 16
Last Day to Withdraw from First 8-Week Classes (W Grade)**	February 27
May 2026 Graduation Applications Due	February 28
Mid-Term 16-Week Classes	March 6
Session I Ends	March 8
1st 8-Week Graduation	March 8
Spring Break - No Classes	March 9 - 13
1st 8-Week Grades due by 1pm	March 10
Session II Begins	March 16
First Day of Registration for Summer & Fall 2026	March 16
Last Day to Drop Second 8-Week Classes with 100% Refund*	March 20
Professional Growth & Development (PG&D) - No Classes	April 2
Emergency Day (if needed)	April 2
Spring Holiday - Campus Closed	April 3
Last Day to Withdraw from Second 8-Week Classes & 16-Week Classes (W Grade)**	May 1
Session II Ends	May 10
Emergency Day (if needed)	May 11
Semester Examinations	May 11 - 14
Graduation	May 15
Spring Term Ends	May 17
Spring Grades Due by 1pm	May 19

*Students have the privilege of dropping a class without the class becoming part of their permanent academic record if they do so during the "drop" period. Courses dropped during the drop period automatically receive a 100% tuition refund. The length of the drop period will vary based on the length of the course.

**Students withdrawing from a course after the initial drop period will receive a "W" grade on their transcript that will not affect their grade point average at KC and are not eligible for a refund. A student who does not withdraw from a course during the withdrawal period may be subject to an "F" grade.

ABOUT KASKASKIA COLLEGE

MISSION

Kaskaskia College is committed to life-long student learning and to providing quality comprehensive education.

VISION STATEMENT

Kaskaskia College aspires to be recognized as a community-integrated leader dedicated to providing the highest levels of academic programming and workforce development, and known as an institution with students, faculty, and staff who value and treat all individuals equitably, and foster a sense of belonging for all partners.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Kaskaskia College is committed to achieving a welcoming community of equitable opportunity for all. The college seeks to be a community that asserts the dignity and worth of every human being and values diversity as a source of its strength, including diverse perspectives of students, faculty, staff, and administrators. The college stands committed to promoting awareness and sensitivity to issues of diversity and ensuring an empowered, safe community free from all forms of discrimination and harassment in its policies, practices, and endeavors.

INSTITUTIONAL GOALS

Institutional Goal 1: Align Teaching and Learning Opportunities with District Needs - We will establish Kaskaskia College as the college of first choice in our service area.

Institutional Goal 2: Strengthen and Evolve Programs that Support Student Success - We will foster an environment where all students are valued and can access resources that support their educational goals.

Institutional Goal 3: Cultivate a Workplace Culture of Growth & Diversity - We will promote an inclusive workplace where employees' unique talents, skills, and perspectives are valued and leveraged.

Institutional Goal 4: Foster Purposeful Community Engagement and Service - We will engage in partnerships for learning and service throughout the region to promote the public good.

Institutional Goal 5: Ensure Operational Effectiveness - We will be a solution-focused institution that will maintain sufficient resources, structures, and processes to fulfill its mission and respond to future challenges and opportunities.

CORE VALUES

Learning - Providing quality, student-focused instructional programming in a supportive environment as part of the lifelong learning process.

Respect - Having genuine regard for others and showing consideration for the diversity of others to foster an environment of teamwork and excellence.

Excellence - Maintaining high standards in all endeavors with a commitment to continuous improvement and innovation.

Access - Providing programs and services that are affordable, convenient, flexible in delivery modes and locations, and available to all.

Diversity - Practicing actions that are welcoming, inclusive, equitable, safe, and respectful.

Integrity - Being honest and truthful; maintaining fair and consistent communication; and being transparent and accountable to all internal and external stakeholders.

Community - Engaging, partnering, and collaborating with the community to serve the public good.

ACCREDITATION/APPROVALS

KASKASKIA COLLEGE HAS BEEN APPROVED BY THE:

- Illinois Community College Board
- Illinois Board of Higher Education
- Illinois Department of Veterans' Affairs
- Illinois State Board of Education

AND IS ACCREDITED BY:

- The Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. For information on its current status, please visit our website <https://kaskaskia.edu/accreditation/>
- Accreditation Commission for Education in Nursing (ACEN)
- The Joint Review Committee on Education in Radiologic Technology
- Commission on Accreditation in Physical Therapy Education
- Commission on Dental Accreditation of the American Dental Association (Dental Assisting)
- Commission on Accreditation for Respiratory Care
- Illinois Department of Financial and Professional Regulations (Associate Degree Nursing, Practical Nursing)
- Illinois Department of Public Health (Certified Nurse Assistant)
- National Automotive Technicians Education Foundation (Automotive Technology)

LICENSED BY:

The Illinois Department of Financial and Professional Regulations (Cosmetology).

AND IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL INTERNATIONAL STUDENTS.

DIRECTORY

Questions on the following: Contact the main number at (618) 545-3000 or 800-642-0859 for questions or to be directed to the following office:

ACADEMIC ADVISING.....	545-3060
ACADEMIC CENTER FOR EXCELLENCE.....	545-3160
ADMISSIONS & REGISTRATION	545-3040
ADULT EDUCATION & LITERACY	545-3115
ATHLETIC TEAMS	
Baseball	545-3327
Cross Country	545-3440
Men’s Basketball	545-3362
Women’s Basketball.....	545-3146
Women’s Soccer.....	545-3175
Men’s Tennis	545-3175
Women’s Tennis	545-3175
Softball	545-3440
Volleyball	545-3372
CAMPUS STORE	545-3090
CASHIER	545-3057
CHILDREN’S LEARNING CENTER	545-3323
DEAN OF ARTS & SCIENCES	545-3025
DEAN OF CAREER & TECHNICAL EDUCATION.....	545-3030
DEAN OF ENROLLMENT SERVICES.....	545-3048
DEAN OF HEALTH SCIENCES	545-3331
DEAN OF STUDENT SUCCESS.....	545-3070
DEAN OF WORKFORCE ENGAGEMENT AND	
INDUSTRIAL CAREER SERVICES	545-3113
DEPARTMENT OF PUBLIC SAFETY.....	545-3199
DISABILITY SUPPORT SERVICES	545-3280
FINANCIAL AID	545-3080
LIBRARY	545-3130
STUDENT ACTIVITIES	545-3134
TESTING	545-3160
TRANSCRIPTS & RECORDS	545-3040
VETERANS SERVICES	545-3075
WORKFORCE DEVELOPMENT & COMMUNITY	
EDUCATION	545-3255

TERMS YOU SHOULD KNOW

First time students are often unfamiliar with some college terms. Students need to be familiar with:

Academic Advisor: A trained professional who helps students decide what courses to take, clarifies degree requirements, and aids in assessing progress toward degree and/or certificate completion.

Adjunct Instructor: A faculty member employed by the college to teach on a part-time basis. These instructors often currently work in the field in which they are teaching.

Accreditation: The certification that a school or program meets a set of quality standards. Kaskaskia College is accredited by the Higher Learning Commission, an institutional accreditor recognized by the United States Department of Education. For information on its current status, please visit our website <https://kaskaskia.edu/accreditation/>. In addition, many KC programs are individually accredited by professional organizations.

Admission Requirements: The educational background and/or academic abilities that a student must demonstrate before being fully admitted into a particular instructional program. **FAILURE TO MEET SPECIAL PROGRAM ADMISSION REQUIREMENTS DOES NOT PREVENT STUDENTS FROM ENROLLING AT KASKASKIA COLLEGE.**

Adult Basic Education (ABE): Courses and programs designed to enable students to achieve a high school equivalency level in basic academic skills or in vocational training.

Articulation Agreements: An arrangement between two educational institutions that defines a process for equating coursework for transfer purposes. Kaskaskia College has articulation agreements with many colleges and universities.

Associate Degree: A type of college degree offered by community colleges throughout the United States. At Kaskaskia College, associate degrees require a minimum of 64 semester credit hours and consist of three parts: general education requirements, major requirements and electives.

Associate in Applied Science (AAS): An award for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field. At Kaskaskia College, Associate in Applied Science Degrees require a minimum of 60 semester hours, with 15 credits in general education.

Associate in Arts (AA): An Associate Degree that provides the first two years of study for students who plan to pursue a Bachelor's Degree in the areas of Communications, Education, Humanities or the Social Sciences.

Associate in General Studies (AGS): An Associate Degree for students whose interest and educational objectives do not fall within either a traditional transfer or occupational program.

Associate in Science (AS): An Associate Degree that provides the first two years of study for students who plan to pursue a Bachelor's Degree in the areas of Math, Science, Engineering and medical-related areas.

Associate in Fine Arts (AFA) - Art: The Associate in Fine Arts (AFA) in Art is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university.

Associate in Fine Arts (AFA) - Art Education: The Associate in Fine Arts (AFA) in Art Education is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university.

Associate in Fine Arts (AFA) - Music: The Associate in Fine Arts (AFA) in Music is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university.

Associate in Fine Arts (AFA) - Music Education: The Associate in Fine Arts (AFA) in Music Education is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university.

Associate in Fine Arts (AFA) - Theatre: The Associate in Fine Arts (AFA) in Theatre is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university.

Associates in Engineering Science (AES): The Associates in Engineering Program is designed to prepare an engineering student for transfer to a four-year institution.

Bachelor's Degree: A degree awarded by a college or university to a person who has completed undergraduate studies in a specific subject. Often referred to as a four-year degree.

Career and Technical Education or "CTE": Organized educational programs of study that prepare students for employment in a specific field that requires a common knowledge or skill set.

Certificate: An award for satisfactory completion of a series of courses or curriculum of less than 59 semester credit hours.

Occupational or Career and Technical Certificate: Completion of a prescribed curriculum, credit or non-credit, intended to prepare an individual for employment in a specific field. Can lead to an academic certificate, industry recognized credential, or a certificate of completion.

Course: A particular component of a subject selected for study. A course is identified by a course number: for example, English 101 or Math 130.

Course Description: Information about a course, including its semester credits, prerequisites (if any), semester(s) the course is offered, general requirements and the subject areas it covers. Course descriptions can be found in the Course Description section of this catalog.

Course Fee: A charge in addition to tuition costs to cover supplies or equipment, software, and other items used in a classroom.

Course Load: The number of semester credit hours for which a student has registered in a given semester.

Fast Forward: Class delivery is self-paced, web-enhanced, and mastery-based.

Independent Study: Designed primarily to accommodate special circumstances. The student completes course requirements independently and is normally not required to attend regular class sessions. Independent study requests must be approved in advance by the instructor and appropriate instructional dean. The request form must include beginning and ending dates, the reason for the request, a list of assignments to be completed, and the method of instruction.

Curriculum: A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example, a nursing curriculum.

Dean: The administrative leader for a specific area of the college.

- Dean of Arts & Sciences
- Dean of Career & Technical Education
- Dean of Enrollment Services
- Dean of Health Sciences
- Dean of Student Success
- Dean of Workforce Engagement & Industrial Career Service
- Associate Dean of Institutional Assessment

Program/Discipline Coordinator: A faculty member who is designated as the academic leader of the faculty in a college department.

Drop/Add Period: A period at the beginning of each semester when a student may drop or add classes with a full refund of fees for any courses dropped. Information regarding the last day to drop courses will be provided on the Academic Calendar posted on the KC web page.

Drop for Nonpayment: Failure to pay or make payment arrangements for the payment of tuition and fees by a specified due date may result in your class (es) being dropped.

Dual Credit: A college-level course generally taught at a high school in which the student can earn both college credit and high school credit at the same time. Kaskaskia College does not charge a fee for the course. Dual Credit classes are usually offered at the high school during the regular high

school day.

Education Centers: Locations separate from main campus where both credit and non-credit coursework is offered. The College has 5 education centers: Greenville Education Center, Nashville Education Center, Salem Education Center, Trenton Education Center and Vandalia Education Center. Skilled trades programs including HVAC, Carpentry, Industrial Technology, and Welding are offered off campus at our Harry L. Crisp Manufacturing and Trades Center, located at 2005 E. McCord in Centralia.

Elective: Any course not specifically required for a program of study but counting as credit toward a degree or certificate.

ESL: An acronym for English as a Second Language. It is used to describe courses or programs designed to develop proficiency in the use of English for a person whose first language is not English.

Faculty Mentor: A college faculty member who will provide a student, pursuing a program of study within the faculty member's academic discipline, with a one-on-one supportive relationship to assist the student in certificate/degree progression and ensure the student follows their established educational plan to completion. The Faculty Mentor will review the established educational plan with the student prior to each registration period and will offer suggestions for adjusting the plan to fit the students' needs. This mentor relationship will be based upon advancing the student's interest and desire to establish a career within the faculty mentor's career and educational discipline.

Financial Aid: Scholarships, monetary grants, loans and student work opportunities intended to provide students with the financial resources necessary to enable them to pursue a college level program of study of their choice. Information about financial aid programs at Kaskaskia College can be found in the Financial Aid section of this catalog.

Financial Aid Advisor: A trained professional who assists students in applying for financial aid and interpreting financial aid information.

Full-time Student: A student enrolled in at least 12 semester credit hours during the fall or spring semester or at least 6 semester credit hours during the summer term. For financial aid purposes, 12 semester credit hours is considered full-time during the summer term.

General Education Requirements: The required component of each Associate Degree program that develops breadth of knowledge and the communication skills essential to more complex and in-depth learning throughout life. The academic disciplines comprising the general education curriculum are communications, mathematics, physical and life sciences, humanities and fine arts and social sciences.

Grade Point Average (GPA): A numerical average that indicates how well a student has done in college-level classes. A GPA at Kaskaskia College may be calculated by dividing a student's total grade points earned by the semester hours earned from college-level courses. Grade points are determined by assigning 4 points for each "A" Grade; 3 points for each "B"; 2 points for each "C"; 1 point for each

"D"; and then multiplying each grade by the number of semester hours earned for each particular class. It should be noted that "W" grades are not included in this calculation.

Graduation Requirements: The designated set of courses that must be successfully completed in order for a student to earn a particular Associate Degree or Certificate. Graduation requirements are outlined in the core degree sheets starting on page 142 of this catalog.

Grant: Financial aid in the form of an outright award of funds, usually based on need, which does not have to be repaid. See the Financial Aid section of this catalog for more information.

IHS: Illinois High School Diploma: A certificate of educational achievement formerly known as GED® or HSE (High School Equivalency) that is the equivalent of an Illinois high school diploma. Students can prepare for the GED® test or other IHS Test through Kaskaskia College Adult Education and Literacy.

Illinois Articulation Initiative (IAI): A statewide agreement that facilitates the transfer of general education and major course credits between two- and four-year colleges and universities in Illinois.

Loan: A loan may be federal, state, short-term or an emergency awarding of money to a student in need of financial assistance; it must be repaid. See the Financial Aid section of this catalog for more information.

Major: A field of study in which a student specializes.

Modes of Instruction:

Face to Face: On-campus and in-person classes on a scheduled day(s) and time(s) in a classroom.

Online: 100% online via Canvas Learning Management System, without any scheduled day(s) or time(s) on-campus. Students access the course online on their own schedule with established deadlines.

Online With Proctoring: Delivered online via Canvas Learning Management System, with minimal campus visits required. Students come to campus for scheduled orientation and/or proctored exams at a scheduled day(s) or time(s). Instructors will share required attendance dates/times during the first week of class.

Hybrid: Combines both face-to-face and online components via Canvas Learning Management System. Face-to-Face meeting on scheduled day(s) and time(s). Additional online participation may be scheduled at specific times or completed on your own schedule. Instructors will share online component expectations during the first week of class.

Distance Learning: Remote course with scheduled day(s) and time(s) connecting students from multiple locations. Available remote technology including but not limited to Zoom, or Teams.

Hyflex: Face-to-Face and remote formats meet simultaneously on scheduled day(s) and time(s). Students

are required to contact the instructor in advance to discuss their preferences and limitations.

Part-Time Student: A student enrolled in less than 12 semester credit hours during the fall or spring semester or less than 6 semester credit hours during the summer term. For financial aid purposes, less than 12 semester credit hours is considered part-time during the summer term.

Prerequisites: Requirements that must be met and/or courses that must be successfully completed prior to enrolling in a specific course. Prerequisites for each course are listed as part of the course descriptions shown in the Course Description section of this catalog.

Scholarships: Monetary awards given to students in recognition of outstanding academic achievement and/or financial need. More information about scholarships at Kaskaskia College is available in the Financial Aid section of this catalog.

Reverse Transfer: The College's reverse transfer policy is designed for students who attended Kaskaskia College and then transferred to an Illinois state university without earning their associate's degree. Academic credits successfully completed at a state university may be transferable back to Kaskaskia College and used to determine if these courses will satisfy any remaining degree requirements for an associate's degree.

Residency: Tuition rates for the District are established by the Kaskaskia College Board of Trustees and vary according to the residence of the student. The assessment of tuition and fees is based on the residence classification of the student as of 30 days prior to the start of the term a student is enrolled.

In-District: An Illinois resident student whose permanent domicile is within the boundaries of District #501, thirty (30) days prior to the start of the term, for a purpose independent of attendance as a student. A resident of a state or federal correctional institution shall not be classified as a resident of the District.

Out-of-District Student: An Illinois resident student whose permanent domicile is established outside of District #501 but within the state of Illinois.

Out-of-State Student: A student whose permanent domicile is within the United States or its territories, but who does not qualify as an Illinois resident student.

International student: A student whose permanent domicile is established outside of the United States and its territories, who holds a current passport, a valid I-94, and an F-1 student visa as a result of receiving an I-20 form issued by Kaskaskia College. International students who hold a permanent residence visa or become a naturalized citizen may qualify for appropriate residency status and will be considered on an individual basis.

Semester: An academic period of study. At Kaskaskia College, fall and spring semesters are each 16 weeks in length. Summer terms are only 8 weeks long because weekly class times are extended.

Semester Credit Hours: Units of measurement of academic credit, usually determined by the number of hours a class meets per week, earned at Kaskaskia college during periods of study that are 16 weeks in length or the equivalent, such as the accelerated summer session.

Student Educational Plan: A comprehensive, semester- by-semester plan for certificate or degree completion, created by an academic advisor or faculty mentor, which will provide the student with the courses necessary to successfully progress through their declared program and lead to graduation.

Supervised Occupational Experience (includes Internship/Practicum): The student is placed with an employer in his/her field of study to provide workplace experience related to other program coursework. The instructor and employer will supervise and evaluate the student.

Syllabus: A document given to students at the beginning of the semester, which contains important information about course requirements and expectations. Course syllabi (sometimes referred to as first-day handouts) typically includes the course description and objectives, student learning outcomes, assignments and grading, required textbooks and other course materials, course-specific and institutional policies and procedures, and contact information for the instructor.

TBA (To Be Arranged): Courses for which the meeting days, times and/or locations have not been established at the time the Semester Class Schedule goes to print. Students should contact the applicable instructor, department, program or the KC website to obtain more information about courses listed as TBA.

Transitional Courses: Developmental courses designed to provide background in basic skills or to teach a skill or hobby. Credit for these courses may not be applied toward a degree.

Transcript: An official document that is the record of a student's academic performance. It includes the courses taken, the grades earned and the cumulative grade point average.

Transfer Student: A student who plans to transfer to a four-year college or university in order to earn a Bachelor's Degree. While at KC, transfer students generally pursue either the Associate in Arts or the Associate in Science degree.

Tuition: The amount of money charged to a student for each course is usually per semester credit hour. For more information about tuition, see the Tuition Section of this catalog.

Work-Study: A program funded by the federal government and the College that provides part-time work opportunities to students. Students in need of financial assistance may apply for work-study. More details about work-study are available in the Financial Aid section of this catalog.



Kaskaskia College District 501 President and Board of Trustees



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Bryan Holthaus



Louis Kalert



Craig Finke



Jim Beasley



Connor Wademan
Student Trustee



GENERAL INFORMATION



History

Student Rights and Responsibilities

Notice of Non-Discrimination

Changes in Courses of Study

Selective Service Registration

University Affiliations

Enrollment Process



HISTORY

In 1961, the Illinois General Assembly established the Illinois Board of Higher Education as a permanent planning and coordinating agency. The Board was required to develop a comprehensive Master Plan for Illinois higher education which would encompass the roles of public and private universities, colleges, and two-year colleges. The plan included recommendations concerning the development of an improved system of higher education in Illinois. Subsequently, many of these recommendations were written into the Illinois Public Junior College Act which passed the state legislature on June 29, 1965 and was signed into law on July 15, 1965. The Public Junior College Law provided for the establishment of Junior College Districts in Illinois by direct vote of the people in a given area including all of Marion County, all of Clinton County, most of Washington County and a part of Jefferson County.

Junior College District 501 was established on October 16, 1965. This district has since been expanded to include most of Bond, much of Fayette and parts of St. Clair, Madison and Montgomery counties. Kaskaskia College was the first Class I Junior College to be established under provisions of the Public Junior College Act of the State of Illinois. Kaskaskia College, Junior College District 501, encompassed all of Centralia Junior College which had been established as a part of Centralia High School District in 1940. Consequently, Centralia Junior College ceased to exist as a legal entity on July 1, 1966, when Kaskaskia College assumed responsibility for the education program.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board, Administration, faculty, and staff recognize the right of a student, as a member of the College community, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. The student has the right to have access to and participate in the academic and non-academic opportunities offered by the College and be informed regarding access to these opportunities. The College guards these rights on behalf of all persons associated with the institution and does not tolerate actions by any individual or group that would seek to restrict the appropriate freedoms of any individual or group.

It is the responsibility of students to follow the Student Code of Conduct and observe all regulations in a manner that does not impose on the rights of other students, faculty, or staff. The student is responsible for complying with federal, state, and municipal constitutions and statutes, as well as the rules and regulations of the College. Knowing and observing the requirements of his/her curriculum and the rules governing academic work is the student's responsibility. The ultimate responsibility for meeting the requirements for graduation rests with the student.

Disciplinary actions against students will be conducted with assurance of guaranteed due process and a speedy and fair hearing before the appropriate individual and/or committees. Certain decisions of individuals and/or committees, charged with disciplinary responsibilities, may be appealed through the appropriate process and channels. Procedures outlining the disciplinary processes for non-compliance with student responsibilities outlined in the Student Code of Conduct are

included in the Student Handbook located on the College website and copies of those procedures and guidelines are available through the Vice President of Student Services Office.

The Curriculum and Admissions policies contained in this catalog are subject to change without notice.

NOTICE OF NON-DISCRIMINATION

Kaskaskia College is an equal opportunity/affirmative action employer and administers all of its educational and employment programs in conformity with state and federal laws prohibiting discrimination.

Kaskaskia College does not discriminate in admissions, educational programs, or employment against any individual on the basis of sex, race, color, religion, national or ethnic origin, age, disability, sexual orientation, gender identity, veteran status, genetic information or any other protected categories under the law (including, but not limited to the Illinois Human Rights Act, Titles IV, VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, as amended respectively).

Diversity, Equity, and Inclusion

Kaskaskia College is committed to achieving a welcoming community of equitable opportunity for all. The college seeks to be a community that asserts the dignity and worth of every human being and values diversity as a source of its strength, including diverse perspectives of students, faculty, staff, and administrators. The college stands committed to promoting awareness and sensitivity to issues of diversity and ensuring an empowered, safe community free from all forms of discrimination and harassment in its policies, practices, and endeavors.

Inquiries from students regarding non-discrimination, sexual harassment or misconduct, or affirmative action in employment, admissions and administration should be directed to Kaskaskia College's Vice President of Student Services who also serves as the Title IX Coordinator. Inquiries from staff regarding non-discrimination, sexual harassment or misconduct, or affirmative action in employment, admissions and administration should be directed to Kaskaskia College's Office of Human Resources.

For additional information regarding Kaskaskia College's policies on harassment, discrimination, and sexual misconduct, please see: Equal Employment Opportunity/Affirmative Action Policy (4.100), Non-harassment Policy (4.1010), Sexual Offender/Sexual Predator Registration for Students, Employment Applicants, and Employees of Kaskaskia College Policy (4.0600), Prohibiting Sex-Based Misconduct Policy (5.1001), Student Code of Conduct Policy (5.1003), and Social Media Policy (2.4003).

CHANGES IN COURSES OF STUDY

This catalog is for information to assist current and prospective students in their educational endeavors. The College reserves the right to change, modify or alter without notice all fees, charges, tuition expenses and costs of any kind. The College further reserves the right to add or delete without notice any course offering or information contained in this catalog; however, an effort will be made to keep students informed as to current changes.

SELECTIVE SERVICE REGISTRATION

It is law that all males who are United States citizens between the ages of 18 and 26 must register with the Selective Service System. Registration is conducted at all United States Post Offices. Failure to register may result in ineligibility for financial aid; such as college work study, guaranteed loans, Pell grants and other federal and state aid programs.

UNIVERSITY AFFILIATIONS

For many years, the college has enjoyed successful partnerships with a variety of four-year colleges, universities, and fellow community colleges. KC is working to increase the number of those partnerships and the breadth of programs and disciplines included.

Currently, the college has more than 200 active agreements with 18 institutions in 7 different states covering a wide array of fields that include the health care disciplines, agriculture, business, engineering, criminal justice, and education, with discussions being held to establish additional agreements.

Growing opportunities are available for Associate in Arts, Associate in Science, and Associate in Applied Science graduates. Some of the agreements are 2+2 arrangements, guaranteeing junior status for KC degree recipients after transfer.

Institutions with whom we have active articulation agreements or are working on future transfer opportunities include the following. For more information about articulation agreements, contact the Office of Instructional Services at (618) 545-3016 or www.kaskaskia.edu/academics/transfer-from-kc.

Aspen University
Capella University
Central Methodist University
Chamberlain College of
Nursing
Eastern Illinois University
Franklin University
Governors State University
Greenville University
Illinois College
Indiana Wesleyan University
McKendree University

Missouri University of
Science and Technology
Murray State University
Southern Illinois University
Carbondale
Southern Illinois University
Edwardsville
St. John's College of Nursing
University of Illinois Springfield
Western Illinois University



NEW AND RETURNING STUDENT ENROLLMENT PROCESS

- **APPLY FOR ADMISSIONS - 618-545-3040**

All new students, including dual credit students, and students who have been inactive for one year or more should complete the online Student Admissions Form. The online form is available at <https://apps.kaskaskia.edu/>. Kaskaskia College maintains an open-door admissions policy that provides access to higher education for those individuals who can benefit from its comprehensive programs and there is no application fee. Due to an increase in fraudulent applications, applicants may be required to provide additional documentation. New students should also submit a final high school transcript or high school equivalency score report and transcripts from all other colleges and/or universities attended to:

**Kaskaskia College - Admissions Department
27210 College Road - Centralia, IL 62801**

- **APPLY FOR FINANCIAL AID - 618-545-3080**

Both prospective and returning students may go to www.kaskaskia.edu/admissions/financial-aid/ for eligibility requirements and information on grants, scholarships, student loans, work-study, and veterans benefits. In order to provide sufficient financial aid processing time, students are encouraged to submit their Free Application for Federal Student Aid (FAFSA) information at least three months prior to the semester they plan to begin attending KC. Additional FAFSA application information is available at www.studentaid.gov.

- **TESTING AND ASSESSMENT - 618-545-3160**

Students whose programs of study include Math and/or English as well as prospective students for a program of study with a special admission process will be required to meet specific qualifying placement test requirements. Please refer to the list of course descriptions for further information regarding the required placement score for a particular course. The placement tests are free for the first test. Placement test appointments can be scheduled by calling (618) 545-3160 or any education center.

- **ACADEMIC ADVISING - 618-545-3060**

Academic advisors are available to discuss test placement scores, to develop education plans, and ensure registration in courses based on degree/certificate requirements. Advisors will demonstrate how to review courses for degree completion in Student Planning. All new and returning students are required to meet with an Academic Advisor prior to their first registration period. For more information regarding speaking with an advisor, please call 618.545.3060 or email at kcadvising@kaskaskia.edu. Due to an increase in fraudulent applications, applicants may be required to meet with an advisor through Zoom.

- **REGISTRATION - 618-545-3040**

A registration period is scheduled prior to each semester. Specific dates of registration are included in the Academic Calendars on the KC website. New or returning students who have met with their academic advisor or faculty mentor, can register in person at the main campus enrollment center or any education center, via email to kcadmissions@kaskaskia.edu, or self-register through self-services student planning during the registration period.

- **MAKE TUITION PAYMENT - 618-545-3057**

Students can make online payments by going to <https://www.kaskaskia.edu/admissions/tuition-payments/>, click on the pay online tab. Students can also sign up for the Nelnet payment plan by clicking on that option at the student tab. Payments can also be made in person at the main campus or any of our education centers. Debit/credit cards are accepted as well as personal checks and money orders.

ADMISSIONS



Admission Policy

Admission Requirements

Application Procedure

International Students

Residency Classification of Students

Change of Residency

Change of Information

Military Personnel & Dependents



ADMISSION POLICY

Kaskaskia College maintains an open-door admissions policy, in accordance with the Illinois Public Community College Act, that provides access to higher education for those individuals who can benefit from its comprehensive programs.

Admission to the College does not ensure entrance into a particular course or program of study. If space is not available to accommodate all persons, the College reserves the right to establish selective admission procedures and requirements. Certain programs have special admission entrance requirements, which must be met before being accepted into the program. Detailed information regarding admission requirements and processes for each of these programs can be obtained from the Admissions and Registration Department.

Students must have a high school diploma, Illinois High School Equivalency Certificate or equivalent documentation to be eligible for Title IV Funds.

ELIGIBILITY REQUIREMENTS FOR ADMISSION

Individuals are eligible for admission to the college as a regular student if they meet one of the following criteria:

1. All high school graduates or individuals with a High School Equivalency. Students who have earned the High School Equivalency certificate will be considered to have met the State Board of Education's minimum high school graduation requirements.
2. Be beyond the age of compulsory attendance and meet the criteria for completing homeschooling at the secondary level.
3. Transfer students from other colleges and universities who meet one of the above criteria.
4. Students not yet beyond the age of compulsory school attendance but are dually enrolled in high school and college coursework.
5. Students whose connection with a Secondary School is Severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board. Courses taken by those students are eligible for ICCB grants.

APPLICATION PROCEDURE

Regular Degree/Certificate Seeking Students

The applicant who intends to earn a degree or certificate from Kaskaskia College must submit a completed Student Admissions Form.

Ensure that official documents (high school transcripts, college transcripts, AP scores, etc.) used to satisfy degree/certificate requirements are received by the last day of the term in which you plan to graduate.

Official transcripts covering a student's previous secondary and college education, submitted to the College as part of the admissions procedure, become a part of the official file. The College does not certify copies of transcripts from other institutions.

Conditional Acceptance

Students who do not fulfill the appropriate admission requirements will be permitted to register for the semester for which they are applying but may be prohibited from registering for subsequent semesters until all admission requirements have been fulfilled.

Validation of Transcripts

High school and college transcripts received by KC will be evaluated by the Registrar's Office to verify that the transcript is valid. In cases where validity is questionable, the Registrar's Office will research the identified organization and make a final determination. Students will not be eligible for Title IV aid until the process of validating high school transcripts (or equivalent record) is complete and confirms the completion of secondary education.

Non-Degree/Non-Certificate Students

The applicant who does not intend to earn a degree or certificate from Kaskaskia College must complete a Student Admissions Form and complete any required assessment before registering for courses. Students enrolling as non-degree or non-certificate seeking will not be eligible for financial aid.

Returning Students

Returning students must submit a Student Admissions Form to the Office of Admissions and Records and complete any admission requirements not met previously if working toward a degree or certificate. A returning student is anyone who has not been enrolled at the College for one year or more or who has graduated but plans to continue their education at KC.

Transfer Program Admission

Students applying for admission to a Baccalaureate Transfer Program (Associate in Arts, Associate in Science, Associates in Engineering Science, Associate in Fine Arts) must meet the minimum requirements as outlined below. Students will not be denied admission because of deficiencies in high school coursework but must satisfy them before graduating from Kaskaskia.

- Four years of English - written and oral communications, literature.
- Three years of mathematics - introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming.
- Three years of social studies - emphasizing history and/or government.
- Three years of science - laboratory science.
- Two years of flexible academic units - foreign language, music, art, vocational education, or additional courses in the above categories.

Selective Admission Programs

The following career programs have been identified as having selective admission requirements with limited enrollment: Associate Degree Nursing, Dental Assisting, Diagnostic Medical Sonography, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, and Respiratory Therapy. Consult the curriculum section of this catalog to determine the specific admission requirements for these programs. Kaskaskia College in-district and specified career agreement applicants who complete the application process by the program's application deadline will receive preferential consideration in the selection process.

INTERNATIONAL STUDENT ADMISSION

Deadlines: For spring entry, application materials must be complete by December 1. For fall entry, applications must be completed by July 1.

1. Application -The student must complete all sections of the Student Admissions Form for admission and sign and date the application form.
 2. Credentials -The minimum academic requirement for international admission is proof of graduation from an accredited secondary (high) school. The instructor must submit official academic records from each secondary and college/university attended. If original credentials are not available in English, an official English translation must accompany the official or certified true copy in the national language. If student wishes to use transfer credit from an international institution of higher education, an official transcript (with translated English version if necessary) that has been evaluated by a private evaluation agency at the student's expense must be submitted. The college transcript evaluator will use this information to officially award college credit in the same way as would occur for any other student. Suggested agencies for international transcript evaluation are: Educational Credential Evaluators, Inc. <http://www.ece.org> World Education Services, Inc. <http://www.wes.org>.
 3. Evidence of Legal Status-If student applicant is already in the U.S. on a B, F, J or other non-immigrant visa, photocopies of valid passport, most recent visa (even if expired), I-94 card (front & back), I-20 document (if on F-1 visa) or DS-2019 document (if on a J-1 visa) and INS Notice of Action approving extension or change of status application must be submitted.
 4. F-1 International Student Transfer Applicant - F-1 transfer applicants must submit the International Student Transfer Verification form completed by the International Student Advisor from the previous school.
 5. Evidence of Financial Support - (two forms required) 1) International Student Financial Certificate must be signed by the student applicant. 2) An affidavit and bank statement certifying the amount in U.S. dollars, the total amount available from personal funds, family funds from abroad, or funds from any other source.
 6. English Proficiency - Evidence of English proficiency must be submitted. Proof of English proficiency is not required if English is the native language spoken in student applicant's country. English proficiency must be proven by a satisfactory score on the TOEFL test.
- * A minimum TOEFL score of 78A on Internet-Based TOEFL. Please request that score be reported directly from ETS to Kaskaskia College; the institution code for Kaskaskia College is 1108.
- * A minimum TOEFL score of 85 on Internet-Based TOEFL is required for applying to special admit programs including Associate Degree Nursing, Respiratory, Radiologic Technology, and Physical Therapist Assistant. Please request that score be reported directly from ETS to Kaskaskia College; the institution code for Kaskaskia College is 1108.

NOTE: Please see Guidelines and/or Checklist for information about the SEVIS I-901 Fee.

GUIDELINES FOR INTERNATIONAL STUDENTS ENROLLING AT KASKASKIA COLLEGE

1. There is a \$350.00 SEVIS I-901 fee that is required to be paid prior to entering the United States. The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the U.S. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after September 1, 2004, is responsible for paying this fee to SEVP. Student applicants may complete Form I-901 online at www.fmjfee.com and also pay the fee online.
2. All international students must carry a minimum of 12 semester hours of credit (full-time) each semester, exclusive of summer, with at least 9 credit hours of face-to-face instruction. In the event enrolled credits fall below this number, the United States Immigration and Customs Enforcement will be notified immediately.
3. International students are responsible for all school tuition, fees, housing and living costs.
4. International students must always keep passport and immigration status valid.
5. International students must have your I-20 signed by a Designated School Official before leaving the country (United States).
6. International students should have health insurance.
7. International students should file their income tax form. See the Designated School Official for more information.
8. Tuition is assessed at the out-of-state rate.
9. For complete information, read page 2 of the I-20.
10. All international students must be counseled by an advisor before registering for classes.
11. International students must arrange their own housing and transportation.
12. International students must notify the Primary Designated School Official (PDSO) or Designated School Official (DSO) of any change of address and phone number.

RESIDENCY CLASSIFICATION OF STUDENTS

The Board of Trustees has established a policy on residency, which authorizes the Administration to implement guidelines consistent with existing law, for classifying students as Illinois In-District, Illinois Out-of-District, Out-of-State or International. Students are required to pay the tuition and fees appropriate to his/her residency classification.

An initial residency classification is assigned to new students based on the information provided on the initial Student Admissions Form. Students new to the district must establish residency at least thirty (30) days prior to the start of the semester. The word residence is generally interpreted to have no fixed meaning in the law but may have a variety of meanings dependent on the context with which it is employed. The courts have generally held that unless defined by statute, an administrative body, such as Kaskaskia College, can define the term for their use.

Two factors which are primary and essential among the elements in determining a residency classification are:

1. Physical presence in the residence for which admission is sought.
2. Intent to make that location a permanent residence.

CHANGE OF RESIDENCY

A change of address from one In-District address to another In-District address will not affect a student's residency classification. However, a change of address from an In-District address to an Out-of-District or Out-of-State address will automatically result in a change of residency classification.

Please note that a change in residency classification from Out-of-district or Out-of-State to In-District will require the submission of a Request to Change Residency Classification form. The completed form must be submitted to the Admissions and Registration Office with appropriate supporting documentation. While examples of appropriate documentation are provided on the form, the Admissions and Registration Office will determine the documentation requirements appropriate for each request.

Kaskaskia College may also initiate a change of residency from returned mail, from the U.S. Postal Service, that provides a forwarding address. In-District students will be moved to Out-of-District automatically. Those that have moved In-District will be required to provide appropriate documentation.

CHANGE OF INFORMATION

The College has a policy for students, staff, and alumni to communicate names changes, gender changes, address changes and use of preferred name. Students, employees, and alumni must submit legal documentation for name changes and gender changes to ensure the College's records are accurate.

The College recognizes that as a community many of its members use names other than their legal first names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the college acknowledges that a "preferred name" can and should be used whenever possible in the college business and education. All students, employees, or alumni may choose to identify themselves within the College's information system with a preferred first name in addition to the person's legal first name.

Specific procedures exist to change information in the student record. The procedures are available in the Registrar's Office. The following procedures will be followed for change of information.

Legal Name Change

The College will process legal name changes for students, employees, and alumni who provide proper documentation.

Acceptable documentation for students and alumni includes:

1. Marriage License
2. Divorce Decree
3. Social Security Card (Required if receiving federal or state aid)
4. Illinois Driver's License
5. Passport
6. Court Order legalizing a change

Acceptable documentation for employees includes:

1. Social Security Card
2. Illinois Driver's License
3. Passport

Students and alumni should submit the Change of Information Form and documentation to the Registrar's Office.

Preferred Name Change

A person's preferred name may be used in college communications and reporting except where the use of the legal name is required by college business or legal need such as payroll records and transcripts. Not all college information systems, databases and processes may be able to display preferred name; therefore, individuals who utilize a preferred name should always be prepared to reference their preferred name.

Places where Preferred First Name is Used:

1. Class Rosters
2. Unofficial Transcripts
3. ID Cards
4. Degree Audits
5. Advisee Lists
6. Blackboard

Places where Legal First Name is used:

1. Official Transcripts
2. Financial Aid
3. Payroll 4. 1098-T

The College reserves the right to make changes to these lists as appropriate.

In appropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause of denying the request.

Students and alumni should submit the Change of Information Form to the Registrar's Office.

Gender Identify Change

The College will process legal gender (sex) changes for students, employees, and alumni who provide proper documentation. Acceptable documentation includes:

1. Court Order legalizing a change
2. Medical documentation
3. Driver's License
4. Passport

Students and alumni should submit the Change of Information Form and documentation to the Registrar's Office.

MILITARY PERSONNEL AND DEPENDENTS

1. Illinois In-District tuition and fee rates will be allowed for all military personnel and their dependents who are citizens of the United States, while stationed and present in the College District in connection with that service.
2. Military personnel who are subsequently assigned to temporary duty outside the College District shall continue to qualify as Illinois In-District for tuition and fee classification. In instances when military personnel are transferred to another location, this special arrangement to pay Illinois In-District rates shall terminate for the military personnel and their dependents at the end of the semester in which the student is enrolled.
3. Temporary Transfer of Parent or Guardian
 - a. Dependents of persons who have maintained their permanent residence in the College District for at least six

months immediately prior to a temporary transfer by their employer to a location outside the District shall be eligible for Illinois In-District classification provided enrollment in the College is within two years from the time of the transfer.

b. Said persons must have maintained permanent residence in the District by means of a continuous voting record in the District, filing State income tax returns, and/or other appropriate actions.

4. In compliance with 38 USC 3679(e) Kaskaskia College will not take action toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, while their payment from the U. S. Department of Veteran Affairs is pending. Kaskaskia College will not:
- * Prevent their enrollment;
 - * Assess late penalty fee to;
 - * Require they secure alternative or additional funding;
 - * Deny their access to any resources

However, to qualify, students may be required to:

- * Produce the VA's Certificate of Eligibility by the first day of class;
- * Provide written request to be certified



FINANCIAL AID



Purpose of the KC Financial Aid Program

Financial Aid Policy

Receiving Financial Aid at KC

Understanding Financial Need

Determining Financial Need

Definition of Academic Year

Types of Financial Aid

Student Loans

Philanthropic Awards for KC Students

KC Standards of Academic Progress for Financial Aid Recipients

Satisfactory Academic Progress (SAP) Policy

Refunds

Veterans Requirements

Federal Return of Funds Policy

Drop and Withdrawals

Repayments

Institutional Waiver & Scholarship Awards

Adult Education Scholarships



FINANCIAL AID PROGRAM

The primary responsibility for financing education belongs to the student and his/her family. However, financial aid is available to qualified students. Financial aid is any grant, scholarship, loan or employment opportunity with the sole purpose of assisting students with educationally related expenses.

Financial aid is awarded on the basis of student need and the availability of funds from the Federal government, State government, institutional aid, private organizations and individuals. Most Federal and State programs are based on the student's financial need for funds. Eligible students must meet specific criteria as regulated by the Federal and/or State Government. Most scholarships are non-need based and the donor or the college determines criteria, depending on the type of scholarship. All financial aid is available based on appropriate funding. Program requirements may change according to Federal, State and/or institutional regulations. The amount of aid offered to any student will not exceed the amount needed to meet the difference between the student's total educational expenses and the student's/family resources.

Students desiring to be considered for assistance through financial aid programs must complete a Free Application for Federal Student Aid (FAFSA) annually and must provide all required supporting documentation. Application must be submitted online at www.studentaid.gov. Detailed information regarding financial aid programs, requirements and processes can be obtained by contacting the Financial Aid Department.

Financial aid provides assistance to students who, for lack of funds, would not be able to attend college. Through grants, scholarships, loans and student work programs. Students are encouraged to apply for financial aid as soon as possible after October 1 for the next academic year. Some funding is limited, so later applications might experience the possibility that funds may be exhausted.

Students may receive money from any or all of the following programs:

Grants and Scholarships

- *Federal Pell Grant
- *Federal Supplemental Educational Opportunity Grant (FSEOG)
- *Illinois Student Assistance Commission Monetary Awards Program (MAP)
- *Private Scholarships
- *Kaskaskia College Foundation Scholarships

Employment

- *Federal Work-Study Employment Opportunities

Veterans Benefits

Federal Benefits

- * Montgomery GI Bill® Educational Assistance Program Chapter 30
- * Selective Reserve Educational Assistance Program Chapter 1606
- * Post 9-11 GI Bill® Chapter 33
- * Vocational Rehab
- * Survivors & Dependents Assistance Chapter 35 (DEA)
- * Tuition Assistance

State Benefits

- * Illinois Veterans Grant
- * Illinois National Guard Grant
- * MIA/POW Scholarship
- * Tuition Assistance

Student Loans

- Alternative Loans
- * Sallie Mae
- * Commerce Bank

FINANCIAL AID POLICY

A student may qualify for financial aid if pursuing a degree or certificate that meet conditions established by the Department of Education (DOE). Eligibility for financial aid is determined by completing the Free Application for Federal Student Aid (FAFSA) and listing Kaskaskia College, federal code number 001701. Please contact the Financial Aid Office for guidance concerning specific programs of study approval at (618) 545-3080. The following certificates and courses DO NOT meet the criteria established by the DOE:

CERTIFICATES

- Hybrid & Electric Vehicle Technology (AUTO.0532.CERT)
- Automotive Maintenance and Inspection (AUTO.0551 CERT)
- Finish Carpentry (CSTR.0533 CERT)
- Prep Cook's Certificate (CULI.0501 CERT)
- AUTOCAD (DFTG.540 CERT)
- Revit-Architectural (DFTG.0546 CERT)
- Inventor-Mechanical (DFTG.0547 CERT)
- AUTOCAD Civil (DFTG.0548 CERT)
- Early Childhood Small Business (ECES.0510.CERT)
- Emergency Medical Technician (EMST.0530 CERT)
- Geospatial Essentials (GSTE.0535 CERT)
- Nurse Assistant (NURS.0535.CERT)
- Excel Specialist - Microcertificate (OFTC.0510.CERT)
- Word Specialist - Microcertificate (OFTC.0511.CERT)
- Administrative Office Basics (OFTC.0536 CERT)

Contact Financial Aid Office to ensure program eligibility.

COURSES

- Courses with level less than 100*
- Adult Basic Education
- GED® Test preparation
- Food Sanitation (COOK 074)
- EMT courses*
- VOCS courses

**exceptions for transitional studies and courses required for approved degree*

- Meet all eligibility requirements of the Kaskaskia College Financial Aid Satisfactory Progress Policy.
- Must be a U.S. citizen or eligible non-citizen.
- Not be in default on student loans or owe a refund on any Title IV funds.
- Provide all requested documentation to complete the verification process.
- Title IV funds are intended to be used for educational expenses at the College. For acceptable expenses see Cost of Attendance.
- Financial aid will be calculated on the number of credit hours in which a student is enrolled at the end of the two-week refund period, enrollment will be reviewed before disbursement. If

there isn't a FAFSA on file for the student at the start of the semester and the student completes one during the semester, the enrollment status the day the FAFSA was completed will be used to determine the amount of Pell Grant the student will receive.

- Financial aid awards are determined on a student's enrollment status as of the 16-week add/drop period if enrolled in full 16-week semester classes. A student will not receive aid for courses added after the 16-week add/drop period, even if the course(s) added begin late in the semester unless all classes start during the 2nd 8-weeks. If class or classes are dropped during the add/drop period it will reduce hours enrolled and will reduce your aid. Audit and tested out hours are not counted in the total number of credits for financial aid purposes.

- During fall and spring semesters, the first disbursement refund checks (excluding loan checks) will be released to Bank Mobile the seventh week of a 16-week semester class for disbursement to the student in the manner chosen when Bank Mobile Refund Selection was completed by the student. Late applicants and students enrolled in late starting classes will have aid disbursed at a later date. All disbursements will be conducted after the add/drop period for specific classes enrolled. If possible, the Business Office and Financial Aid Office may coordinate earlier disbursement. First disbursement for summer term refund checks will be mailed the fourth week of the summer term. Disbursement dates may be subject to change.

A change in enrollment may affect financial aid. It is the student's responsibility to notify the Financial Aid Office when schedule changes are made.

RECEIVING FINANCIAL AID

1. Applying for Financial Aid
2. Submitting Requested Documentation
3. Award Notification

Correspondence is conducted electronically through student's KC email via myKC. It is important to note that completing the Free Application for Federal Student Aid (FAFSA) is not the final step. Students must provide all requested documentation and allow for processing before financial aid can be received.

1. Applying for Financial Aid

To be eligible for financial assistance a student must fulfill the following requirements:

1. Be enrolled in an eligible program of study.
2. Have a high school transcript which indicates their graduation date or passing scores from GED® test on file with the Admissions and Records Office. Students who have not received their high school diploma, passed their GED® test, or other Illinois approved High School Equivalency test do not qualify.
3. Complete the Free Application for Federal Student Aid (FAFSA) listing Kaskaskia College, code number 001701, as the first college of choice. By completing this one form, the student will be applying for the Federal Pell Grant, Illinois Student Assistance Commission Monetary Award Program (MAP), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS).
4. Provide requested documentation (ex. tax return transcripts, W2's, etc.) to complete the verification process. Failure to provide documentation to complete verification will result in loss of eligibility.

5. Meet all eligibility requirements of the KC Satisfactory Academic Progress Policy.
6. Enroll for a minimum number of hours as specified by the financial aid program. If unsure if a course is eligible, check with the Financial Aid Office. A change in enrollment during the semester may affect financial aid. It is the student's responsibility to notify the Financial Aid Office when schedule changes are made.

2. Submitting Requested Documentation

After the FAFSA is completed electronically the information will be sent to designated school choices within 3-5 business days. FAFSA's completed by paper will take up to 2-3 weeks for processing. If Kaskaskia College is listed as a school choice, the student will receive notification from the Financial Aid Office requesting additional documentation. All communication through the Financial Aid Office will be done through the KC student email via myKC. If a student does not have internet access information can be mailed per student's request. Students must provide some documentation to the Financial Aid Office for award eligibility to be determined.

Documentation requested is specific to the individual student. Financial Aid is responsible for ensuring information provided on FAFSA is accurate. Students may be asked to provide tax information, proof of income and residency status.

The Financial Aid Office encourages students to start the financial aid process early. It is important to provide requested documentation to the Financial Aid Office in a timely manner to allow processing.

3. Award Notification

Once a student has provided all requested documentation to the Financial Aid Office the FAFSA application will go through verification. Verification is the process of checking the information reported on your FAFSA for accuracy. The Department of Education selects what information a student will need to provide for the verification process. The verification process can take up to 2 weeks. It is important to provide requested documentation in a timely manner to allow processing to take place.

After the verification process is completed, students are sent an Award Notification to their KC student email. A student may view financial aid eligibility at any time via their myKC Self Service.

UNDERSTANDING FINANCIAL NEED

Students and parents have the primary responsibility of financing a student's education to the extent able. College financial assistance is a supplemental form of funding. College financial assistance is based upon financial need. Financial need means that the financial capacity of both the student and the student's family commonly known as student aid index (SAI) is not adequate to meet the total cost of attending college. Family's income alone does not determine how much aid the student qualifies for. Other factors such as the size of the family are also important in analyzing need.

DETERMINING FINANCIAL NEED

The family information provided on the Free Application for Federal Student Aid (FAFSA) is calculated by the Federal government's comprehensive formula, to determine the amount the student and family can contribute. The amount the family is expected to contribute to educational costs is the student aid index. (SAI).

The student aid index is then subtracted from the total cost of attendance which includes tuition, room and board, estimates of personal expenses and transportation. The remaining amount is the student's financial need, which becomes the basis for the financial aid award.

$$\begin{aligned} &\text{Cost of Attendance (COA)} \\ &- \text{Student Aid Index (SAI)} \\ &= \text{Financial Need} \end{aligned}$$

DEFINITION OF ACADEMIC YEAR

All financial aid years consist of one fall semester and one spring semester, each including a minimum of 15 weeks of instruction. The summer semester ends the academic year and has a minimum of seven weeks of instruction.

Fall, spring and summer semesters are each considered separate payment periods for financial aid programs. Payment periods will be consistent with semesters of enrollment.

Full-time	= 12 or more credit hours
Three-quarter time	= 9 - 11.5 credit hours
Half-time	= 6 - 8.5 credit hours
Less-than-half-time	= 5.5 credit hours or less

TYPES OF FINANCIAL AID

Federal Pell Grant

The Federal Pell Grant provides gift aid for students who demonstrate financial need. The student must be enrolled in an eligible certificate program or a two-year degree program.

Awards are based on need, the Student Aid Index (SAI) calculated by the federal government and your enrollment status. Students must file the Free Application for Federal Student Aid (FAFSA) to be considered for the grant. The Pell grant will assist students with expenses such as tuition, fees, books and other educational expenses.

Federal Supplemental Educational Opportunities Grant (FSEOG)

All students who complete the FAFSA and have eligibility for a Pell Grant may be considered for this gift aid. The awards are based on need. Due to limited funds, priority is given to students with exceptional need who have completed their financial aid file early.

Illinois Student Assistance Commission Monetary Award Program (MAP)

Students apply by indicating on FAFSA that information is to be forwarded to their state of residence. The MAP Grant provides payment toward tuition and mandatory fees to eligible students enrolled in at least 3 credit hours who are Illinois residents for at least one year prior to the start of the academic year.

Veterans Educational Benefits

The Financial Aid Office is available to assist veterans with applying/maintaining their veteran educational benefits. Veterans must meet federal and/or state requirements to qualify for educational benefits. Student veterans must provide a copy of their discharge documentation (DD214, member 4 copy). The discharge documentation is required to apply for majority of veteran benefits. Veterans must notify the Certifying Official to utilize their benefits on a semester basis. Student veterans are required to complete a Veteran Registration Form each semester they wish to utilize their Federal and State benefits. For additional information please contact the Veterans' Services Office (618) 545-3075.

Federal Work Study Program

Federal Work Study (FWS) is based upon a student's financial need according to the FAFSA. Students offered Federal Work Study have the ability to seek employment at KC. FWS is contingent upon employment. FWS funds are earned by working and paid through paychecks. Students may complete an online application via myKC. Students must have FAFSA submitted to KC to be considered for employment. All students in the student employment program are required to undergo a background check prior to beginning employment. Students must enroll and complete Employee Soft Skills as a student employment requirement. For additional information please contact the Financial Aid Office (618) 545-3080.

STUDENT LOANS

Alternative Loans

Alternative loans are for students who need additional funding beyond grants, federal work study and scholarships. Private or alternative loans are provided by private banks or lenders. The student must apply through the lender directly and meet credit requirements determined by the lender. Interest rates vary by lender as well as terms and conditions. Sallie Mae and Commerce Bank are preferred lenders that Kaskaskia College partners with. Students may not borrow more than their budgeted cost of attendance less state and federal financial aid. More information about private loans and how to apply can be found on the Financial Aid website at <https://www.kaskaskia.edu/admissions/financial-aid/>.

PHILANTHROPIC AWARDS FOR STUDENTS

Kaskaskia College Foundation Scholarships

Each year students may apply for scholarship assistance for tuition and/or books through the Kaskaskia College Foundation. Though each scholarship has specific requirements, eligible students with demonstrated need are encouraged to apply by completing an online application obtained from the KC website. Applications and a scholarship handbook are made available in October of every year and awarded at the end of the spring semester. For a complete list of Foundation Scholarships available please visit: www.kaskaskia.edu/admissions/financial-aid/grants/foundation-scholarships/

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

The Financial Aid Office is required by the United States Department of Education, and Illinois Student Assistance Commission to monitor academic progress for students receiving federal and/or state financial assistance. Satisfactory Progress Standards are used to ensure that students who receive any federal and state assistance are satisfactorily progressing towards their educational goals in an approved certificate or degree program. Students must be in compliance with the Federal Aid Satisfactory Progress Policy regardless of whether the student has previously received any financial aid. All semesters of attendance are included in the evaluation. All transfer coursework that has been accepted for credit by the College will be considered in determining eligibility. Students who have not previously received financial aid will not be notified of their status until they have applied for financial aid.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

I. Authority

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, KC is required to establish minimum standards of Academic Progress to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making progress toward the completion of their educational program of study. Students who do not attend or withdraw from classes, defer grades and perform poorly will not maintain satisfactory academic progress toward completion of their program of study and will become ineligible for financial aid. Minimal standards are subject to change in accordance with the U. S. Department of Education and State of Illinois regulations.

II. Financial Aid Programs Covered

The Satisfactory Academic Progress (SAP) policy applies to students who are requesting or receiving funds from the following federal and state financial aid programs. This policy is as strict as the Standards for Academic Achievement that all students at Kaskaskia College are held to. For more information about the Standards for Academic Achievement go to page 39 of the college catalog.

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal TRIO
- ISAC, Monetary Award (MAP)
- ISAC, Illinois Veterans Grant
- ISAC, Illinois National Guard
- ISAC, Early Childhood Access Consortium for Equity (ECACE) Scholarship
- MIA/POW

III. Minimum Academic Standards Requirements

The SAP policy measures a student's academic progress in three ways. Students are held to the SAP standards for evaluation as defined, regardless of enrollment level, full-time or part-time. Students must meet all three standards to be in good standing.

1. Qualitative Cumulative Grade Point Average

You must achieve and maintain at least a cumulative grade point

average of 2.00 in all credit hours attempted at KC. The only courses that will be used to calculate the qualitative cumulative GPA are as follows:

- a. Courses that are required for the student's program with a grade of 'A', 'B', 'C', 'D', or 'F'
- b. Grades of 'I', 'W,' or 'F' are not considered completions.
- c. All accepted transfer credits count toward accepted and completed hours.

2. Quantitative Cumulative Completion Rate (CCR):

CCR measures the pace a student is progressing through his/her program. Each student must pass a minimum of 67% of program-required courses attempted to ensure the student will complete the program within the maximum time frame. The CCR is calculated by taking the total credit hours earned and dividing them by the total credit hours attempted.

The CCR is calculated for each student after each semester. A student's GPA and pace are affected by course incompletes, withdrawals, repetitions, or transfers of credit. For CCR purposes all hours are counted for all terms, even those for which the students did not receive financial aid as well as those usually waived under the Academic Renewal Policy. The only courses that will be used to calculate the CCR are as follows:

- a. Courses that are required for the student's program with a grade of 'A', 'B', 'C', 'D', or 'F'
- b. All accepted transfer credits count toward accepted and completed hours.
- c. Remedial coursework is accepted if the credit hours earned apply toward the degree or certificate program and no more than 30 credit hours will be allowed for financial aid benefits.
- d. Grades of 'I', 'W,' or 'F' are not considered completions.

3. Maximum Time Frame

You must complete your program of study within 150% of attempted credit hours relative to the credit hours required to complete the program. If during the SAP review it becomes clear that you cannot mathematically complete your program within the maximum time frame, you become ineligible for financial aid. The only courses that will be used to calculate Maximum Time Frame are the courses as follows:

- a. Courses that are required for the student's program with a grade of 'A', 'B', 'C', 'D', or 'F'
- b. All accepted transfer credits count toward attempted and completed hours.
- c. Remedial coursework is accepted if the credit hours earned apply toward the degree or certificate program and no more than 30 credit hours will be allowed for financial aid benefits.

4. Incomplete Grades

Any student with an incomplete grade at the end of the term will be placed on Suspension status. Once the incomplete is replaced with a final grade, the Financial Aid office will perform an SAP evaluation at that time to determine the appropriate status.

5. Repeated Courses

Kaskaskia College takes the best grade for a course out of all of the attempts made, therefore only the best attempt will be used in the qualitative cumulative GPA calculation for SAP. However, all course attempts will be included in the calculation of the quantitative measures of cumulative completion rate and maximum timeframe.

6. Withdrawn Courses

Withdrawn courses are calculated as attempted courses toward the calculation of the quantitative measures of cumulative completion rate and maximum timeframe. Withdrawn courses are not calculated for qualitative cumulative GPA.

IV. Frequency of and Definition of Evaluation

The SAP of degree-seeking and certificate-seeking students receiving or applying to receive Title IV federal funding will be evaluated at the end of each semester: fall, spring, and summer. After each semester, students will be placed in the appropriate status. Students are only evaluated for a possible status change if they were enrolled in the previous term that is being evaluated. Students are also held to the same SAP standards for evaluation as defined above regardless of enrollment level, full-time or part-time.

V. Initial, Satisfactory, Warning, Suspension and/or Maximum Time Frame and Probation Status

1. **Initial Status:** Students who have no academic record at the College and are applying for financial aid for the first time are placed in initial status. Students in initial status may receive financial aid if otherwise eligible.
2. **Satisfactory Status:** Financial aid applicants who meet the standards in Section III are in satisfactory status. Students in satisfactory status may receive financial aid if otherwise eligible.
3. **Warning Status:** When financial aid applicants are in satisfactory status and do not meet SAP standards for the first time, they are placed in warning status. Students in warning status may receive financial aid if otherwise eligible. Warning Status can only last for one term. At the next period of evaluation depending on the academic success of the student, the status must be changed back to Satisfactory or moved to one of the other statuses.
4. **Suspension Status and Maximum Time Frame Status:** When financial aid applicants who are in warning status do not meet SAP standards, they are placed in suspension or maximum time frame status and are not eligible to receive financial aid. Students may pursue the SAP Appeal process at this time if they would want their aid reinstated.
5. **Probation Status:** When financial aid applicants in suspension and/or maximum time frame status submit an appeal and the appeal is granted, they are placed in probation status for one semester. If after that semester the student does not meet SAP standards, they become ineligible to receive financial aid. Students in probation status may receive financial aid if otherwise eligible.

Students who have an academic record at the College, including transferred classes, and are applying for financial aid for the first time at the College will be evaluated according to SAP policy and placed in the appropriate status.

Notification of Status

The Financial Aid office will notify you via your KC email when you are in warning, suspension, and/or maximum time frame and probation status. However, it's the student's responsibility to know their status and if eligible for financial aid.

Financial Aid Appeal

A student suspended from financial aid may submit a written appeal to be reviewed by the Satisfactory Academic Progress Appeals Review Committee. Financial Aid Suspension Appeals must be submitted within 14 calendar days after the date of the

Financial Aid Suspension notice. The appeal should explain in detail the irregular or mitigating circumstances (i.e. student illness or death in the family) that prevented the student from meeting SAP standards and what has changed or will change to enable the student to improve by the next evaluation period. Maximum timeframe appeals would be considered for a change of major or transfer from another institution.

The appeal should provide the action plan of the student for the next semester and any documentation should it be needed. Students do have the option to attend/enroll in courses while the appeal is under review, however, no financial aid will be released unless the appeal is approved. Students will be notified via their KC email if their appeal has been approved or denied. If an appeal is denied, the student in question will be responsible for the balance owed to the college.

VETERANS REQUIREMENTS

All students receiving state veteran educational benefits are required to meet the Financial Aid Satisfactory Academic Progress Standards. Students placed on Financial Aid Suspension will be ineligible for state veteran educational benefits until the Financial Aid Suspension is no longer in effect.

The College's SAP policy is subject to change without notice to comply with federal or state regulations or Kaskaskia College Board of Trustee policy or action.

This is the current policy as dictated by the US Department of Education.

REFUNDS

Refunds are calculated based on the student's drop date in the Admissions Office. The responsibility for dropping classes rests with the student.

Eight Week Classes*		Sixteen Week Classes*	
During First Week of Term	100%	During First Two Weeks of Term	100%
After First Week of Term	0%	After Second Week of Term	0%

For courses not beginning during the regular calendar terms, the tuition refund shall be completed on the fractional part of the class time used before the classes are dropped. When 1/8 of the class time is used, no tuition will be refunded.

FEDERAL RETURN OF FUNDS POLICY

Financial Aid is awarded based on a student's active participation during a given semester. Students receive aid for each day they are enrolled and attending the course. If a student chooses to withdraw or stops attending all courses during the semester, their financial aid will be reviewed to determine their percentage of entitlement for the term and may be required to return a portion of their Title IV funding.

DROP AND WITHDRAWALS

Official Withdrawals

It is the student's responsibility to initiate the drop/withdrawal process. Each student is responsible for initiating the withdrawal request by completing the withdrawal form, which is available in the Admissions and Registration Office, at any KC Education Center, by emailing kcadmissions@kaskaskia.edu, or withdrawing online using the "Register and Drop" option in the Student Self Service on myKC. Drops and withdrawals cannot be completed by phone. Failure to officially withdraw from classes may result in "F" grades.

Students have the privilege of dropping without the classes becoming a part of their academic record if they adhere to the following guidelines:

1. Fall or spring semester (16-week schedule) - during the first two weeks of the semester
2. Fall or spring semester (8-week schedule) – during the first week of the class.
3. Summer semester (8-week schedule) - during the first week of the semester
4. Twelve-week class - during the first eleven calendar days

Students are advised to consult the Admissions and Registration Office for the exact dates that will apply to any irregular-length course.

Unofficial Withdrawal

If a student stops attending all courses and does not officially withdraw according to Kaskaskia College's policy, this is considered an unofficial withdrawal. The college will investigate any transcript that reflects a student has not earned any passing grades to determine if there has been an unofficial withdrawal. The student's instructors will be consulted to establish the last date of academic engagement.

Reminder: Students will only receive a 100% refund for classes dropped within the time frames shown above.

The review process for a student's percentage of entitlement is known as a Return of Funds. A student is subject to a Federal Return of Funds if she/he withdraws from all courses and has received Title IV Financial Aid (Federal Pell Grant, FSEOG). Students who withdraw on or before the 60% point in the semester will have their aid prorated and the student may have "unearned aid" that will need to be returned to the applicable Title IV programs. An example of Return of Funds calculation follows:

Example: A student's financial aid consists of a Pell Grant of \$2,822.00. The student withdraws on the 20th day of a 117-day semester, so the student completed 17% of the semester (20 /117= 17%). The student has therefore "earned" (is eligible for) 17% of \$2,822.00 or \$479.74. The College would return \$2,342.26 (\$2,822.00 - \$479.74) to the U.S. Department of Education.

An example of Return of Funds calculation follows:

Example: A student's financial aid consists of a Pell Grant of \$2,822.00, and the student's tuition is \$1332.00 based on 12 credit hours. The student withdraws on the 20th day of a 117- day semester. The student is eligible for 17% of \$2,822.00 or \$479.74. The College would return \$2,342.26 (\$2,822.00 - \$479.74) to the U.S. Department of Education, and the student

would owe the College \$852.26 (\$1332-\$479.74).

What is "Earned" and "Unearned" Aids?

During the first 60 percent of a term, the student "earns" Title IV funds in direct proportion to the length of time enrolled. If enrolled beyond the 60 percent point of the term, the student earns all the aid for that period. "Unearned aid" covers federal financial aid funds accepted but have not yet earned by attending for a full term.

How is the Amount of Unearned Aid Determined?

The federal "Return of Title IV Funds" formula dictates the amount of federal Title IV aid that must be returned to the federal government by Kaskaskia College and the student. The percentage of Title IV aid to be returned—the unearned aid—equals the number of calendar days the student completed in the term divided by the total number of calendar days in the term.

Who is Responsible for Repaying Unearned Aid?

The student and Kaskaskia College share the responsibility to repay unearned aid, based on the proportion each is assumed to possess. If the student and Kaskaskia College are required to return all or a portion of the financial aid that was accepted, this situation could result in the student owing aid funds to Kaskaskia College, the government, or both.

Kaskaskia College's share is returned by allocating the funds among the Title IV programs in this order:

1. Federal Grants (Pell Grants)
2. FSEOG
3. Other Federal Grants if applicable

Any remaining unearned aid is the student's responsibility, and Kaskaskia College is responsible to collect it from the student and then allocate it among the Title IV programs in the order shown above.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned during a term, you may be due a post-withdrawal disbursement. Grant funds must be disbursed within **45 days of the withdrawal**. All post-withdrawal disbursements are applied to a student's account first towards outstanding balances. If any funds remain once balances have been paid (i.e. a credit balance), funding will be disbursed to the student via BankMobile per the student's chosen method of refund. For more information on setting up your refund preferences, contact the Cashiers office at 618-545-3057.

What is the Timeline for Return Processing?

- Kaskaskia College calculates and returns its share of unearned Title IV funds no later than 30 days after the date the student is determined to have withdrawn.
- Applied to the student account first, and any resulting credit balance must be disbursed no later than 14 days after the R2T4 is calculated.

Other Information About Withdrawals and Tuition Refunds

- The student may also be eligible for a refund of a portion of the tuition and fees paid to Kaskaskia College for the semester, according to the Kaskaskia College Tuition Refund Policy. The Kaskaskia College Tuition Refund Policy is completely separate and unrelated from the Federal Return of Funds Policy and does not affect each other. There may be instances where a student could receive a full tuition refund

according to Kaskaskia College policies yet still owe the college due to the return of federal funds.

- If the student withdraws completely from Kaskaskia College, he/she must do so according to Kaskaskia College Withdrawal Guidelines and Policy.

REPAYMENTS

Students who have received Title IV funds for non-institutional expenses such as books, living expenses transportation, as well as students who completely withdraw from college may owe a repayment of a portion of these funds that have been disbursed. Repayment of financial aid funds owed by the student will not be used by the college to satisfy unpaid charges but will instead be returned to the Department of Education. If the college cannot collect the repayment from the student, the student is reported to the National Student Loan Database (NSLDS) as being in overpayment status. Students owing a repayment are ineligible for any Title IV assistance at the school until the repayment is made and will be referred to the Department for collection.

Repayments will be made in the following order:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Other federal, state or institutional sources of aid

FINANCIAL AID POLICY IS SUBJECT TO CHANGE AND IS BASED UPON COMPLIANCE WITH FEDERAL AND STATE REGULATIONS.

INSTITUTIONAL WAIVER AND SCHOLARSHIP AWARDS

Waivers and scholarships will be awarded to recruit students to Kaskaskia College, pursuant to established procedures. The awards will be provided for recognition of academic achievement, recognition of service to community and country, and recognition of accomplishments, skills and talents, which will be utilized and developed in the College's performance and competition programs. An overview of waivers and scholarships available to students can be found by visiting www.kaskaskia.edu/admissions/financial-aid/

ADULT EDUCATION SCHOLARSHIPS

This institutional scholarship is awarded to students who have completed their Illinois High School Diploma course work with the Kaskaskia College Adult Education program. The scholarship includes 24 credit hours of tuition and mandatory fee waivers for those who meet eligibility criteria and apply for the scholarship.



STUDENT SUPPORT SERVICES

Academic Center for Excellence (ACE)

KC Placement

Testing Services

Library

Academic Advisement

Career Services

Special Populations Services (Perkins)

Students with Disabilities

Disabled Parking

Trio Program

Support Liaisons: Students Who Are Undocumented or Homeless

Children's Learning Center



ACADEMIC CENTER FOR EXCELLENCE (ACE)

The Academic Center for Excellence (ACE) provides easy access to a variety of learning support services available to KC students. These services include assistance with identifying and using library resources, tutoring, placement testing, study groups, proctored testing for online courses, and academic workshops. Additionally, in accordance with the American Disabilities Act, accommodation equipment designed to assist those with special needs or disabilities has been integrated throughout the ACE.

To best serve student needs, appointments are required for testing and other personalized support services. The Academic Center for Excellence is located in the “L” Building on main campus and has brought three college departments together in one space forming a comprehensive student academic support center. The Business Learning Center, Success Center, and Library make up the Academic Center for Excellence. To find out more about the services offered or to make an appointment, please call (618) 545-3160.

TESTING SERVICES OF KASKASKIA COLLEGE

Students eligible for ADA accommodations should contact the Office of Disability Services at (618) 545-3280 before scheduling testing.

1. KC PLACEMENT

Students that do not have SAT or ACT scores can make an appointment to take a placement test. All students whose programs of study include Math and/or English as well as prospective students for programs of study with a special admission process will be required to meet specific qualifying placement test requirements.

Please refer to the listing of course descriptions for further information regarding the required placement score for a particular course. The placement tests are free for the first test; re-tests are \$5 for each reading/writing section and \$15 for each math section. Placement test appointments can be scheduled by calling (618) 545-3160 or any education center.

2. PEARSON VUE/GED® TESTING

Kaskaskia College is a certified Pearson VUE testing site. To register for a Pearson VUE test please go to <http://www.pearsonvue.com> or for GED® testing go to <http://ged.com>.

3. ILLINOIS NURSE ASSISTANT/AIDE COMPETENCY EVALUATION EXAM

The Nurse Aide Competency Evaluation Program is given to students completing Nurse Aide Training to meet the evaluation requirement of federal and state legislation. Application is made through SIU-C. Information is available from the KC Nursing Department.

4. ASE TESTING

Testers can register online for ASE certification tests at www.ase.com. Appointments can be scheduled by calling the Academic Center for Excellence (ACE) at (618) 545- 3160.

5. TEAS TESTING

The TEAS test is for ADN and LPN nursing program applicants. Students can get information and register for the TEAS test by visiting www.atitesting.com

6. EXAM PROCTORING

Exams approved by KC instructors can be proctored in the testing center. Students should arrange with their instructor to have test materials made available to the Academic Center for Excellence (ACE).

7. RESPONDUS PLATFORM FOR EXAM PROCTORING

Kaskaskia College may use the web-based platform Respondus to monitor quizzes and/or exams taken remotely for purposes of detecting potential instances of academic dishonesty.

On quiz/exam day, students will need to have a photo ID available and find a space to test that is quiet and where they are alone. As part of the proctored test, students may be required to undertake a “room scan”, which will involve rotating the webcam three hundred sixty degrees around the testing space.

If you have questions or concerns regarding the room scan requirement, please contact the Learning Innovation Center at OnlineSupport@kaskaskia.edu. Technical information about how to use Respondus can be found on the Respondus Website at <https://web.respondus.com/he/>

In order to support student success, Kaskaskia College does provide students free computer and internet access at the main campus and all Education Centers. If you do not have access to the recommended computer resources needed for your course(s), please utilize the services provided by Kaskaskia College.

Test proctoring is available to students from other institutions. Students must make arrangements with the ACE. Students will be required to pay a \$25 fee for each exam from another institution.

Appointments must be scheduled 24 hours in advance and can be made by contacting the Academic Center for Excellence (ACE) at (618) 545-3160

Kaskaskia College English Placement

*Students with SAT writing score below 480 must take the Wonderlic test for English placement.

Course	ACT	Wonderlic		SAT
		Verbal	Essay	Read/ Write
ENGL 099 – Writing Eff Sentences Parag.	0-6	0-180		
ENGL 100A – Intro to College Comp Co-Req	6-13	180-235		
ENGL 100 – Intro to College Comp	14-17	240-305	≥2	
ENGL 101A – English Composition Co-Req	16-36	275-500	≥2	
ENGL 101 – English Comp	18-36	310-500	≥3	480*

Students can meet placement into ENGL 101 if:

- High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale; **OR**
- GED test scores or high school equivalency test score of 165; **OR**
- Meet one of the placement methods outlined in the chart above.

*KC Placement and SAT/ACT scores are valid for 5 years.

AP and/or CLEP test credit will be considered on an individual basis.
<https://www.kaskaskia.edu/admissions/transfer-to-kc/>

Kaskaskia College Math Placement

KC Placement and SAT/ACT scores are valid for 5 years.

Course	ACT	ACCUPLACER	SAT	ALEKS
MATH 101 - Basic Math***	10-16	250-300 ART	260-450	6-13
MATH 102 - Elementary Algebra	17-18	250-300 QRAS	460-500	14-29
TECM 110 - Technical Math	17-18	250-300 QRAS	460-500	14-29
MATH 129 - Math Literacy	17-18	250-300 QRAS	460-500	14-29
MATH 107 - Intermediate Algebra	19-20	263-300 QRAS	510-520	30-45
MATH 030 – CoReq for MATH 130**	19-20	263-300 QRAS	510-520	30-45
MATH 034 – CoReq for MATH 134**	19-20	263-300 QRAS	510-520	30-45
MATH 130 - Contemporary Math*	21-25	250-300 AAF	530-600	46-60
MATH 136 - General Statistics	21-25	250-300 AAF	530-600	46-60
MATH 170 - Math Elem Teachers	21-25	250-300 AAF	530-600	46-60
MATH 134 - College Algebra*	21-25	250-300 AAF	530-600	46-60
MATH 160 - Pre-Calculus	23-26	263-300 AAF	550-620	61-75
MATH 135 - Trigonometry	26-27	263-300 AAF	610-650	61-75
MATH 143 - Finite Math	26-27	263-300 AAF	610-650	61-75
MATH 246 - Business Calculus	26-27	263-300 AAF	610-650	61-75
MATH 248 – Business Statistics	26-27	263-300 AAF	610-650	61-75
MATH 166 – Calculus & Analytical Geometry I	28-36	276-300 AAF	660-800	76-100

**Courses must be completed in the same semester as co-req.

*** Students placing below MATH 101 are encouraged to contact the Academic Center for Excellence (ACE) to be connected with the Math Transition Success Coach.

Placement Acronym Guide

ACCUPLACER: ART = Arithmetic Test
 QRAS = Quantitative Reasoning & Statistics Test
 AAF = Advanced Algebra & Functions Test

Multiple Measures Placement Options - must be within the last 18 months

Students can meet placement into MATH 130, MATH 136, or MATH 170 if:

- High School students who do not meet math placement with ACT, SAT, or ALEKS may have the opportunity to enroll in Math 130, Math 136, or Math 170 if they meet Multiple Measures for Math.

Specifically, if high school students have earned a cumulative GPA of 3.0 or higher on an unweighted 4.0 scale with a successful completion, C or better, after their 7th semester of high school math AND are enrolled in an 8th semester math course, then these students may enroll in Math 130, Math 136, or Math 170; **OR**

- Meet one of the placement methods outlined in the chart above.

Transitional Math (TM) Placement: Illinois high school students can also meet placement in certain college level math courses with successful completion, defined as C or better, in an ICCB approved Transitional Math (TM) course transcribed on an Illinois high school transcript. ISBE Code #TM 001 will place a student into MATH 130, MATH 134, MATH 136, and MATH 170. ISBE Code #TM 002 will place a student into MATH 130 or MATH 136, or ISBE Code #TM 003 will place a student in TECM 110.

AP and/or CLEP test credit will be considered on an individual basis.

<https://www.kaskaskia.edu/admissions/transfer-to-kc/>

LIBRARY

The Library supports the educational goals of students, faculty, staff and residents of District 501 by providing physical and digital access to books, periodicals and other information in a variety of formats. Resources include subscriptions to electronic indexes and full-text databases, as well as 24 computers for public internet access.

An adjoining instructional lab of 24 computers is available as needed.

Library services include non-credit instruction in the use of information resources and tools, reference service and interlibrary borrowing for faculty, staff, students and community members. Library facilities include individual and group study space, a children's corner, two soft seating areas, and a photocopier. Our photocopier allows us to assist students with scanning documents. iPads, flip cameras, DVD's, headphones, and calculators can be checked out by students, staff, faculty, and community members.

Several additional computer stations are outfitted with special equipment to assist those who have special needs or disabilities, which make it difficult to use conventional public access computer stations.

As a member of the Illinois Heartland Library System, the Library provides a shared online public accessible catalog and the ability for students, staff, faculty and community members to place requests from our library or other member libraries.

For more information, please see the Library's web page at <http://www.kaskaskia.edu/library> or contact us by email at library@kaskaskia.edu or by telephone at (618) 545-3130.

ACADEMIC ADVISEMENT

All new and returning students intending to pursue any degree or certificate program are required to meet with a professional advisor to enroll in their first semester. Any current student who changes their declared degree or certificate program is also required to meet with a professional advisor.

During the first advisement session, the professional advisor will work with the student to create a comprehensive, semester-by-semester educational plan which will guide the student throughout their degree or certificate program all the way to graduation.

The educational plan will be developed based on a number of factors: writing and math placement; full or part-time enrollment; format and availability of courses (day, night, online, fall or spring only); location of courses (main campus or education centers); course sequences; occupational or transfer program requirements; and other factors.

Students pursuing career or occupational degree or certificate programs will be assigned to a faculty mentor. The faculty mentor will provide guidance to the student by reviewing the educational plan prior to the next period of registration and making any necessary adjustments based on grades, successful progression in courses, future enrollment plans, etc. The faculty mentor will then approve the plan as is or with any changes for the student to be released to register for the next semester.

Most students pursuing an Associate in Arts, Associate in Science, and Associate in General Studies will continue to see a professional advisor who will serve as their mentor for reviewing and approving their educational plan.

The advisement, educational planning and mentor process is an essential step to support and facilitate student success as they work to achieve their educational goals.

CAREER SERVICES

Let the Career Services Department be your advocate as you begin your search for student work, or part-time or full-time opportunities in your chosen field. The Career Services Department offers individual career counseling to students, alumni, and community members. Some additional services offered include workshops, resume and cover letter assistance, and mock interviewing. In addition to all of the services we offer to job seekers we also provide assistance to employers with our job posting opportunity. For assistance, please contact the Career Services Office at (618) 545-3160.

SPECIAL POPULATIONS SERVICES (PERKINS)

Kaskaskia College receives grant funding from the federal government through the Carl D. Perkins Career and Technical Education Act of 2006. Grant funds are to be used to assist students in gaining the skills and knowledge necessary to excel in a career and technical field. A student is eligible for Perkins.

Special Populations Program, if the student is enrolled in a Career and Tech Program, has the intent of entering the workplace immediately following the receipt of a degree or certificate in the career program and meets one or more of the following eligibility requirements.

Must Be Enrolled in a Career & Technical Education Program of Study & Meet Qualifications for One of the Special Populations Group

- 1. Individuals with Disabilities (both cognitive and physical)**
(A) In general - the term "individual with a disability" means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).
- 2. Individuals from Economically Disadvantaged Families – including low-income youth and adults.** This statement means a student that qualifies for Financial Aid, Snap Benefits and/or receiving any kind of governmental financial assistance.
- 3. Individuals Preparing for Nontraditional Fields**
The term nontraditional fields means occupations or fields of work, such as careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25% of the individual employed in each such occupation or field of work.
- 4. Single Parent(s), including pregnant and parenting teens**
Student that is raising a child(ren) on their own; single pregnant women.
- 5. Out of Workforce Individual**
- The term Out-Of-Workforce Individual means: An individual who is a displaced homemaker, as defined in

section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or

An individual who-

Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or

Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and

Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

6. English Learners

- The term 'English Learner' means: (A) a secondary school student who is an English learner, as defined in section 8101 of the Elementary and Secondary Education Act of 1965; or (B) an adult or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language and - (i) whose native language is a language other than English; or (ii) who lives in a family environment in which a language other than English is the dominant language.

7. Homeless Individuals

"Individuals who lack a fixed, regular, and adequate nighttime residence."

- (a) Student sharing housing due to economic hardship or loss of housing;
- (b) Student living in "motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations"
- (c) Student living in "emergency or transitional shelters"
- (d) Student whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- (e) Student living in "cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations..."

8. Youth who are in or have aged out of the foster care system.

Identification of individuals who are in, or have aged out of, the foster care system should be based on the following definitions:

- The term foster care refers to the full-time substitute care of children outside their own home by people other than their biological or adoptive parents or legal guardians.
- "You Who Are In, Or Have Aged Out Of, The Foster Care System" refers to an individual 21 or younger from whom the Illinois Department of Children and Family Services is currently or was previously legally responsible. This means an individual for whom the Department has (or had) temporary protective custody, custody or guardianship via court order, or a child whose parents have signed an adoptive surrender or voluntary placement agreement with the Department.

9. Youth with a parent who is a member of the armed forces and is on active duty.

Qualifying students can receive financial assistance for expenses related to achieving a career and technical educational goals. Examples of expenses for which financial assistance may be available are textbooks and gas cards, as long as funds are available. For more information, please contact: Lisa Wright, Perkins Project Director at (618) 545-3067.

DISABILITY SERVICES PROCEDURE

The Director of Equity and Access will serve as the Disability Services Coordinator and will be responsible for addressing the needs of qualifying students with disabilities. The name and contact information for such Coordinator shall be published in the Student Handbook, College Catalog, on the College website, on all course syllabi, and other appropriate locations accessible to students.

In order to receive accommodations, students are required to notify the Director of Equity and Access of their pending enrollment and follow the appropriate steps to request accommodations.

Procedures for formally requesting accommodations due to a disability.

1. The student will begin an interactive process with the college by completing the Disability Accommodation Request Form. The form is found under Apply for Services on the Disability Support Services (DSS) webpage of the Kaskaskia College's main website. Choosing Accessibility at the bottom of any Kaskaskia College webpage will redirect to the DSS page and subsequent form as well.
2. The Disability Accommodation Request form will ask the student to identify what their disability is and the needed accommodation that will provide equitable access to the campus, its programs, courses, and methods of assessment. Students will have an opportunity to upload documentation to substantiate their request.
3. Students may receive assistance in completing the form, including help with converting print copies of documentation into digital format from staff at the college, including, but not limited to, the DSS office.
4. To convert print copies of documentation into a digital format, college personnel may scan a student's document and email it to the student's college email account. If the student request, the documentation may also be sent to the Director of Equity and Access. The student will still need to complete the application for the documentation to be reviewed and formally accepted.
5. The form will be housed in Maxient and routed to the Director of Equity and Access in the DSS office for review. Most request will be reviewed in 1-3 business days. Students will be notified by email if the review process will exceed 3 business days.
6. The Director will reach out to the student via the student's college email to either notify the student that the request is granted or to further engage in the interactive process if the request cannot be granted with the information received.
7. If a request is incomplete, such as no documentation of a disability is uploaded with the request, the Director will reach out to the student to notify that the request is incomplete and list what items are needed to complete the request. Once all items are received, the Director will engage in an interactive process with the student in order to determine if the request can be granted. The interactive process will allow the student to have an in-person, phone, or video meeting per student's choice as needed.
8. Once a request is granted, the student's disability will be coded into the Student Information System, using the ICCB 4-digit coding. The start date will be the date the accommodation was reviewed, approved and coded. Approved accommodations will be coded and assigned to specific disabilities if the student is requesting accommodations for

multiple disabilities.

9. Prior to the start of each semester, the DSS office will review the student's schedule and send out accommodation notifications stating granted accommodations via email to the student, faculty members teaching their courses, Academic Center for Excellence (ACE) as a site for testing accommodations, and the appropriate education center where a student may be taking courses. If a student has a change in their schedule after the notice is sent, it is the student's responsibility to notify the DSS office of the change.
10. The DSS office will send out notifications for students who maintain continuous enrollment at the college in subsequent semesters until such time a student graduates or discontinues enrollment. If a student has a semester, other than the summer semester, in which they are not enrolled, it is the student's responsibility to notify the DSS office that they would like to continue utilizing previously granted accommodations or they may complete a new request for accommodations. If a graduating high school student completes a request that is granted, but then does not enroll the fall semester after a spring graduation or the spring semester after a fall graduation, the student will need to complete a new request upon enrollment to be on the automated notification list.
11. If through the interactive process it is determined the student does not have a disability or the accommodation requested is not reasonable or does not provide equitable access the request will not be granted. In such cases, the Director will work with the student to identify other resources as appropriate to meet the student's needs and document in the notes section of the Maxient request as to why the accommodation is not being granted before closing the request.
12. In cases where an accommodation is not granted, the student will reserve the right to appeal the decision to the Vice President of Student Services. The student will also reserve the right to make a new request and submit any new information at any time.
13. In the event that any student with a disability feels that he/she has been discriminated against or has generally been treated unfavorably due to his/her disability, the individual should file a written complaint pursuant to Policy/Procedure 5.1004 – Student Complaints.

ACCESSIBLE PARKING FOR PEOPLE WITH DISABILITIES

Reserved parking spaces for the disabled are available in the main parking lots, Professional Career (PC) parking lot, and behind the Science and Technology Building.

Persons must meet one or more of the following:

1. Display disabled vehicle license and/or parking placard
2. Utilize a wheelchair
3. Utilize a leg prosthesis
4. Require use of crutches (must provide doctor's statement verifying condition and need for parking)
5. Afflicted with heart, lung, and/or circulatory problems (must provide doctor's statement verifying condition and need for special parking)
6. Wear a cast on leg, foot, and/or toes (must provide doctor's statement of length of permit)
7. Afflicted with other debilitating condition (must provide doctor's statement defining condition and length of need of permit).

Requests for special parking permits should be registered in the Office of the Director of Public Safety.

TRIO/STUDENT SUPPORT SERVICES PROGRAM

The TRIO/Student Support Services program offers the YES (Your Educational Success) @KC plan for eligible students. TRIO/SSS is committed to affording students opportunities for academic development and personal improvement. TRIO is one of a group of programs established by Congress under Title IV of the Higher Education Act of 1965 to help students overcome social and cultural barriers to higher education.

The goal of the TRIO/SSS program is to assist students in navigating the college world of processes and terminology. The focus is on student retention, the completion of degree or certificate program and transferring to a four-year University.

The Student Support Services (SSS) office is located in the HB Building Room #102A, 123 and 125 on the main campus. The TRIO phone number is (618) 545-3037.

However, TRIO/SSS serves students at all KC locations, and program staff stays in regular contact with students based at the education centers. Applications are available in the TRIO/SSS offices, Educational Centers, Advising and online at the TRIO website <https://www.kaskaskia.edu/campus-life/services--resources/trio/trio-selection-from/>.

Some of the FREE TRIO/Student Support Services include:

- Professional Tutoring
- Academic Advising - Course Selection
- Financial and Economic Literacy Education
- Information Sessions
- Cultural and Educational Events
- College Visits - Four-year Universities
- Resource Referrals

Active participation is necessary and highly encouraged to enable students to reap the benefits of the TRIO/SSS program.

TRIO/Student Support Services is 100% funded by the U.S. Department of Education grant totaling \$261,888 in 2021-22.

SUPPORT LIAISONS: STUDENTS WHO ARE UNDOCUMENTED OR HOMELESS

Kaskaskia College has designated the International Student Liaison an Undocumented Student Resource Liaison to be available on campus to provide assistance to undocumented and mixed status students. The Liaison's role will be to provide information/guidance regarding financial aid and academic support to assist the student successful degree completion. Students requiring this assistance can reach the Undocumented Student Liaison at kcadmissions@kaskaskia.edu or 618-545-3040.

The Director of Financial Aid has been designated to serve as a liaison between the college and a homeless student or student in care who is enrolled at the institution. Students experiencing these life circumstances may contact the Director at sratermann@kaskaskia.edu or 618-545-3084.

CHILDREN'S LEARNING CENTER

The Children's Learning Center is open to children of students, faculty and staff, alumni, and community members. The Children's Learning Center is a DCFS licensed center and is accredited by the National Early Childhood Program Accreditation (NECPA).

During spring and fall semesters, the program provides developmentally appropriate care and early education for children ages six (6) weeks to six (6) years. During the summer semester, the program offers care for children up to 12 years of age. The center is open from 7:00 a.m. to 5:30 p.m. Monday through Thursday and until 4:30 p.m. on Fridays during Fall and Spring semesters. During Summer semester, the program is open 7:00 a.m. to 6:00 p.m. Monday through Thursday. The center is open on select Fridays during the summer and closed on others.



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REGISTRATION

It is recommended that applicants submit scores from the American College Testing (ACT) program or Scholastic Aptitude Test (SAT). If the Kaskaskia College code of 0964 is listed as a college choice when the ACT/SAT test is taken, the results will be sent automatically to the College. While not required for admission, ACT/SAT scores are recommended to establish placement and aid to students and advisors in selecting a program of study. Students who do not have ACT/SAT scores should take the placement test at main campus or any KC Education Center.

Day and evening classes are available at main campus, Vandalia Education Center, Trenton Education Center, Greenville Education Center, Nashville Education Center, Salem Education Center, Harry L. Crisp Manufacturing and Trades Center and at other locations throughout the community. Online and Distance Learning classes are also available. Classes are subject to a minimum number of registrants in order for the class to meet.

Registration information can be found on-line at www.kaskaskia.edu or students may contact the Admissions and Registration Office for more information.

Late enrollment may be permitted if the class has met only once. Permission of instructor is required. Enrollment after the second session is by permission of the instructor and the appropriate Dean.

The withdrawal/drop policy will apply proportionately to these classes as defined in Withdrawal Procedures. Students are advised to examine information in the schedule to determine when they may make changes in their schedules without penalty.

ENROLLMENT POLICIES

Waitlist

During registration, students have the option of being added to a waitlist if there are no longer openings available in the class section of choice and the student is not registered in any other section of that course. Students can be added to a waitlist until the week before classes begin for that term. Please refer to the KC website at www.kaskaskia.edu for specific dates.

As openings occur in a waitlisted class, students are moved from the waitlist and registered in the class in the order placed on the waitlist. Students are informed of registration in the waitlisted class by mail and provided with a revised schedule.

All waitlists are cleared the week prior to classes beginning. Students on the cleared waitlists are advised of the waitlist closing by mail. After the waitlists are cleared, students will be registered in classes on a first-come-first-served basis, should openings occur.

While it should be noted that being on a waitlist neither guarantees registration in the class nor that a new section will be made available for the same time, day or instructor, students are encouraged to join a waitlist for classes in the following situations:

- The student definitely wants/needs this particular class this term
- The student has met the prerequisites for the class
- The student is willing to change their class schedule, if

necessary, to accommodate this class

- The student's personal schedule can be rearranged on short notice
- The student is eligible for registration (There are no "holds" on the student account)

The student has the following responsibilities in every waitlist situation:

- To monitor their waitlist status
- To contact the Admissions and Registration Office to be removed from waitlisted classes, when appropriate
- To pay all tuition and fees incurred when enrolled in the class for which they are waitlisted
- To provide current telephone, email and mailing address information
- To advise the Financial Aid Office of schedule changes that affect their Financial Aid status

Questions about the waitlist process should be directed to the Admissions and Registration Office at (618) 545-3040.

CHANGES IN CLASS SCHEDULE

Students may add and drop classes on-line on dates established by the college. Students are only officially registered for those college courses appearing on an official class schedule. Changes to class schedules can be made by adding and dropping classes after initial registration either on-line, in-person on the main campus, at any education center or emailing kcadmissions@kaskaskia.edu.

However, once the online registration period has ended, students must add and/or drop classes in the Office of Admissions and Registration on the main campus, any education center or by emailing kcadmissions@kaskaskia.edu.

Information regarding on-line and in-person registration dates for each semester is provided on myKC, the academic calendars found at www.kaskaskia.edu, in the Office of Admissions and Registration and at all of the education centers.

DROP/WITHDRAWAL PROCEDURES

Students have the privilege of dropping classes without the classes becoming a part of their academic record if dropped during the first two weeks of the regular sixteen-week fall and spring semesters, the first week of the regular eight-week summer semester or the proportionate time of any other class not conforming to a sixteen-week or eight-week schedule, i.e., eleven calendar days for a twelve-week class, etc. Students are reminded that drops during the two weeks (or proportionate amount thereof) will receive a 100% tuition refund. However, no refund is authorized after the two-week period. The first "week" for any class other than the regular sixteen-week semester is defined as whenever one-sixteenth of the class sessions will have been met and the second "week" whenever one-eighth of the class sessions will have been met. Students are advised to consult Admissions and Registration for the exact dates that will apply to any irregular length course.

Students withdrawing after the first two weeks (or equivalent) of classes will have a "W" recorded on their transcripts and will be financially responsible for the course(s) from which the student has withdrawn.

Each student is responsible for initiating the withdrawal request by completing the withdrawal form available in the Admissions and Registration Office or at any education center, by emailing kcadmissions@kaskaskia.edu or withdrawing online using the “Register and Drop” option in the Student Self Service on myKC.

All withdrawal requests must be filed no later than two weeks prior to the end of any regular length semester (one week for the summer semester) or the proportionate time thereof for other length courses. A student who does not withdraw officially from a class will be subject to the grade given by the instructor.

A student having enrolled in and attended a class remains enrolled in the class until the student initiates a withdrawal or the student is withdrawn under provisions stated for administrative action.

ADMINISTRATIVE ACTION: Students who never attend, or cease to attend, any class in which enrolled may be administratively withdrawn upon recommendation of the instructor. A student may be withdrawn from a class by administrative action as a result of, but not limited to, attendance and conduct. Students will be notified by the Registrar and may be reinstated with the approval of the instructor.

A student may be withdrawn by administrative action through the Vice President of Student Services as a consequence of disciplinary measures instituted under provisions of the Board policy on Student Rights and Responsibilities or as a result of the implementation of other institutional policies or procedures.

Appeals concerning withdrawals are initiated through the instructor and the appropriate instructional dean.

ACADEMIC INFORMATION

GRADING SYSTEMS

At the end of each semester, the student will receive a grade for each class in which the student was enrolled. Kaskaskia College has adopted a 4.0 grade point system. The following letter grades and grade points are used in computing a grade point average:

Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	
S	Satisfactory	
W	Withdrawal	
AU	Audit	
CR	Credit (awarded through testing or portfolio evaluation)	

The number of grade points for a grade in a given course is found by multiplying the grade point value (A = 4, B = 3, C = 2, D = 1, F = 0) by the number of semester hours earned in the course. The grade point average is computed by dividing the total number of grade (quality) points which a student has earned in all courses taken at Kaskaskia College by the total number of hours represented by those courses (excluding grades of I, S, or Withdrawal grades).

INCOMPLETE GRADE

The grade of Incomplete or "I" is given at the instructor's discretion. It is normally given when a student has been actively engaged in the class, but missed work or a test due to illness or excused absences. A maximum of one semester or less, at the option of the instructor, is the time allotted to make up the incomplete work. If, after this time, the coursework is not completed satisfactorily the "I" is recorded as an "F". In most cases, students should have successfully completed 75% of the course requirements to be eligible for an "I".

An Incomplete Grade Form is to be signed by the student and the instructor and submitted to the Registrar's Office within two weeks of the end of the course.

ALTERNATE GRADING SYSTEM & AUDITING A CLASS

If a student prefers to use the Alternate Grading System, which is either a grade of "S" Satisfactory or "W" Withdrawal, the student must complete the Request for Alternate Grading System two weeks prior to the end of the semester. The Alternate Grading System Form requires the student to list the course, course name, section number, credit hours, and reason for requesting the Alternate Grading System. The form is completed by the student and submitted to the Registrar for approval. Upon approval, a grade of "S" or "W" will be recorded on the student's transcript.

A student may not earn more than eight semester hours of "S" grades toward the associate in arts or the associate in science degree or not more than sixteen semester hours of "S" grades toward the associate in applied science or the associate in general studies degree. Semester hours earned as "S" grades are creditable toward a degree, but the grade is not calculated to determine the grade point average.

NOTE: A grade of "S" may not be accepted as transfer credit by some colleges or universities

Any student qualified for admission to the College who does not desire to complete the work required for credit in a particular course but desires to attend a class regularly for information or self-improvement may register as an audit student. Audit students must pay the same tuition rate paid by regularly enrolled students and the appropriate fees.

Students will complete a Request for Audit Form that includes the course name, course number, section number, and credit hours. The student will be asked to include a reason for auditing the course. This form will be completed by the student and returned to the Registrar for approval.

GRADE CHANGES

Grade changes are initiated by the appropriate instructor and recorded by the Registrar. Grade changes with unique circumstances may require approval from the appropriate instructional dean.

ACADEMIC HONORS

Both part-time and full-time students are recognized for academic achievement each fall and spring semester.

The names of students who complete a minimum of twelve semester hours in all courses for which the student registered and earn a 4.0 current semester grade average are published at the end of the semester to the full-time President's List. Students who earn a grade average of 3.5 or above are named to the full-time Dean's List.

The names of students who complete six to eleven semester hours in all courses for which the student registered and earn a 4.0 current semester grade average are published at the end of the semester as the part-time President's List. Students who earn a grade average of 3.5 or above are named to the part-time Dean's List.

Students who have requested a block on their directory information will not be published.

STANDARDS FOR ACADEMIC ACHIEVEMENT

Standards for Academic Achievement at Kaskaskia College have been established in order to guide the student in pursuit of academic success and maintain an academic environment that clearly defines expectations for progress. Academic Achievement standards apply to students enrolled in six (6) or more credit hours and actively pursuing a certificate or degree. Progression requirements for special admit programs may require higher grades and/or GPA and take priority over the standards set forth below. Scholarship recipients who fall \ good standing may no longer be eligible for award as stipulated in their scholarship guidelines.

Students may enroll in a maximum of 18 credit hours in the fall and spring semesters or 8 hours in the summer semester. Students requesting overload (outside of semester requirements in their declared degree) in a semester will be required to have GPA of 3.0 or higher. Academic Advisors approve requests for overload approval.

Good Standing

Students with a cumulative GPA of 2.0 or higher are in good standing.

Academic Warning

Any student who is attempting six (6) or more credit hours during a semester and whose cumulative grade point average falls below 2.0 will be placed on "Academic Warning."

Students who are placed on "Academic Warning" may continue enrollment and will be expected to complete an Academic Recovery Assessment and Contract.

A student who was placed on "Academic Warning" during his/her previous term of enrollment, has a current term grade point average of 2.0 or higher, and has a cumulative term grade-point average of less than 2.0 will be placed on "Continuing Academic Warning." Students placed on "Continuing Academic Warning" may continue enrollment and will be expected to complete an Academic Recovery Assessment form.

Academic Suspension

Any student who has a current term grade point average of less than 2.0 and cumulative grade point average of less than 2.0 for a second consecutive semester will be placed on "Academic Suspension."

1. Suspended students will be dropped from courses and a suspension hold will be put on their student record
2. Suspended students will not be allowed to attend for one semester following suspension. Suspended students may access KC student success resources during the suspension period to prepare for their return.
3. Students who have been suspended must meet with a liaison/mentor before re-enrolling at KC and will be required to complete an Academic Recovery Assessment form. The semester the students return after suspension or successful appeal, KC will limit them to enrolling in seven (7) credit hours.
4. First time suspended students may appeal their suspended status. See Academic Standing Appeal Process outlined below.

Any student who is placed on suspension for a second time will not be allowed to appeal. The suspended student will not be allowed to attend for one semester following suspension.

1. Suspended students will be dropped from courses and a 2nd suspension hold will be put on their student record.
2. Suspended students will not be allowed to attend for one semester following suspension. Suspended students may access KC student success resources during the suspension period to prepare for their return.
3. Students who have been suspended must meet with a liaison/mentor before re-enrolling at KC and will be required to complete an Academic Recovery Assessment form. The semester the students return after suspension, KC will limit them to enrolling in seven (7) credit hours.

Any student who is placed on suspension for a third time will not be allowed to appeal.

1. Suspended students will be dropped from courses and a 3rd suspension hold will be put on their student record.
2. Third suspended students will not be allowed to attend for year following suspension. Suspended students may access KC student success resources during the suspension period to prepare for their return.
3. Students who have received a 3rd suspended must meet with the Vice President of Student Services prior to enrollment. Returning students will be required to complete an Academic Recovery Assessment and Contract. KC will limit them to enrolling in seven (7) credit hours.

A successful term of completion (2.0 GPA or higher) will move the student back to "Continued Academic Warning".

Academic Standing Appeal Process

Students may appeal the first "Academic Suspension" in writing to the Registrar or a designated representative. Appeal forms will be sent electronically to the students Kaskaskia College email.

The student should document unforeseen or extenuating circumstances that led to unsatisfactory progress in their coursework. The student should provide information on steps that will be taken to improve their coursework.

The Academic Appeals Committee will review all appeals and may grant Continuing Academic Warning status.

	Student Status	Interventions and/or Restrictions
Cumulative GPA is <2.0	Academic Warning	- Complete Academic Recovery Assessment and Contract
Term GPA is 2.0 or > but Cumulative GPA is <2.0 for 2nd consecutive semester	Continuing Academic Warning	- Complete Academic Recovery Assessment and Contract
Term GPA and Cumulative GPA are <2.0 for 2nd consecutive semester	Academic Suspension	- One semester suspension - Appeal to Academic Appeals Committee - Required to meet with a KEEP liaison/mentor - Complete Academic Recovery Assessment and Contract - Maximum enrollment of 7 credit hours upon return
Term GPA and Cumulative GPA are <2.0 for 3rd consecutive semester	2nd Academic Suspension	- One semester suspension - Required to meet with a KEEP liaison/mentor - Complete Academic Recovery Assessment and Contract - Maximum enrollment of 7 credit hours upon return
Term GPA and Cumulative GPA are <2.0 for 4th consecutive semester	3rd Academic Suspension	- One year suspension - Required to meet with Vice President of Student Services - Complete Academic Recovery Assessment and Contract - Maximum enrollment of 7 credit hours upon return

per week may result in the student being dropped from class by the instructor. When courses are offered in a more condensed format such as the summer semester or an 8-week course, a student may be dropped by the instructor after missing more hours of class than the class would meet in one week.

Any student removed from a course prior to the midterm date but after the drop date of the class, will be withdrawn and receive a W grade. After midterm, it is the student's responsibility to withdraw themselves from the course or receive the grade they earn. If the student ceases to attend, the instructor has the ability to withdraw the student until the deadline to withdraw through Administrative Action.

Certain class meeting absences may be allowed without direct penalties and shall be prearranged with the instructors. It is up to the student in these situations to communicate with the instructors and follow up in the event of any missed material or work. These absences include:

1. Performances or activities required for institutional scholarships (athletic, theatre, vocal instrumental)
2. Pre-approved religious observances

Allowable absences for military service personnel and their direct family members include:

1. Temporary Duty (TDY, TDA, TDT, TADJ)
2. VA medical appointments
3. Deployments
4. Family preparation for deployment

These absences should be communicated with the instructors.

Absences due to other circumstances such as jury duty, volunteer emergency service in accordance with Illinois law or documented disability related needs shall be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made. In the event of unforeseen circumstances leading to absences that exceed those allowed in a course, the student may request an incomplete grade following the Incomplete Grades Policy and Procedure (#6.0602).

Special admission programs may vary according to program specific accreditation requirements or as outlined by regulatory and advisory approval boards. Instructors will communicate to students if their program of study has additional attendance policies above and beyond this policy set forth by Kaskaskia College.

COURSE LOAD

The traditional, full-time academic load in fall and spring semesters is 12 to 18 semester credit hours. The traditional full-time academic load for the accelerated summer term is 6 to 9 semester credit hours. Students wishing to enroll in more than 18 semester credit hours in a fall or spring semester (excluding orientation and some physical education and applied music courses), or who wish to enroll in more than 9 credit hours in the summer term, must obtain written approval from a professional academic advisor and may need additional approval from an Academic Advisor.

REPEATING A COURSE

If a student desires to repeat a course, credit for the course will be allowed only once, but the highest grade achieved is used to calculate the overall grade point average. If a student repeats a course and makes the same grade, this grade will be used only once in the computation of the grade point average.

TRANSCRIPTS

A transcript is an official record of a student's academic history of course enrollment and achievements. All courses officially attempted are listed.

Official transcripts will be issued by the Admissions and Registration Office upon request in collaboration with Parchment electronic services or in person. The cost of a transcript is \$8.00 whether electronics, in person, mailed, or faxed.

GRADE REPORTS

At the conclusion of each term, grade reports will be posted in Self Service for students to view. Students who have not met the academic standards established for a declared degree, certificate or program are notified of their academic standing with the college.

STUDENT ATTENDANCE

Students are expected to attend all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For a 16-week course scheduled in the fall or spring semester, absences for more hours than the class meets

STUDENT CLASSIFICATION

Students are classified as follows:

Freshman - completed less than 30 semester hours

Sophomore - completed 30 or more semester hours

Unclassified - not pursuing a specific educational goal or having an associate or higher degree.

Full-time status - A student is considered full-time if enrolled in twelve or more credit hours (six credit hours for the summer term).

Part-time status - A student is considered part-time if enrolled in six or more credit hours but less than twelve credit hours (three credit hours for the summer term). Summer classification may be different for financial aid purposes.

TRANSFER CREDIT POLICY

Students enrolled at Kaskaskia College are eligible to have credits from other colleges/universities, as well as military credits, evaluated for acceptance by Kaskaskia College and posted on the Kaskaskia College transcript. It is the student's responsibility to submit official transcripts to be evaluated. The Kaskaskia College Registrar evaluates credit according to the following conditions:

- The student must be admitted to college.
- The student must request from each college/university attended (and the military) an official transcript and those transcripts must be received by the Records Office.
- Only coursework from Institutional Accredited colleges/universities is evaluated.
Recognized Institutional Accredited Organizations (Formerly Regionally Accredited) Include:
 - Higher Learning Commission
 - Middle States Commission on High Education
 - New England Commission of Higher Education
 - New York State Board of Regents, State Education Department, Office of the Professions (Public Postsecondary Vocational Education, Practical Nursing
 - Northwest Commission on Colleges and Universities
 - Oklahoma Board of Career and Technology Education
 - Pennsylvania State Board of Vocational Education, Bureau of Career and Technical Education
 - Puerto Rico State Agency for the Approval of Public Postsecondary Vocational, Technical Institutions and Programs
 - Southern Association of Colleges and Schools, Commission on Colleges
 - WASC Senior College and University Commission
 - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- Coursework with ACE credit recommendations (workforce training, military training or occupations, learning outside the classroom, national exams or certifications) are evaluated for acceptance if properly submitted by the student. Official documentation is required.
- Freshman and sophomore level courses will be accepted, pending evaluation to satisfy degree or certificate requirements.
- Students can request that any upper-division courses that are the equivalent of freshman- and sophomore- level courses be evaluated to satisfy degree or certificate requirements. Contact the Records Office for more information.
- Developmental coursework is not evaluated for credit.

- Courses that are "waived" (prior learning experience, proficiency) at other colleges/universities are not accepted for credit.
- Credit by examination, in the form of CLEP (College Level Examination Program), AP (Advanced Placement), StraighterLine, are evaluated for acceptance if properly submitted by the student. Official documentation is required from each organization.
- Only coursework with a minimum grade of C will be accepted for credit.
- Transfer credit is not included in the cumulative grade point average.

International students who wish to use transfer credit from an international institution of higher education must submit an official transcript with translated English version that has been evaluated by a private evaluation agency at the student's expense. Suggested agencies for transcripts evaluation are Educational Credential Evaluators Inc. and World Education Series.

Upon receipt of transcripts, credit will be evaluated for all courses completed and applied to the student's Kaskaskia College transcript. Students will be emailed a Transfer Equivalency Report for each transcript that is submitted. This report will inform the student's what has been accepted.

CREDIT FOR PRIOR LEARNING OPPORTUNITIES

Kaskaskia College recognizes that students may have achieved specific skills and knowledge through learning experiences comparable to those being achieved through formal instruction. In recognition and support of this, students enrolled in a certificate or degree program may be eligible for academic credit for their prior learning experiences, testing and examinations, and/or other educational experiences.

If credit for prior learning is granted, the source of the credit will be indicated on the student transcript and the credit will not be calculated in the student's grade point average. In order to be eligible for credit for prior learning, students must be enrolled and in good academic standing. The maximum number of hours awarded for prior learning experiences may not exceed 25 percent of the total credit hours needed to complete the certificate or degree program the student is pursuing. Students should be advised that some educational institutions may not accept credit for prior learning as transferable coursework. Credit for Prior Learning will be granted in accordance with established policies and procedures.

CERTIFICATIONS AND LICENSURE

A student that has obtained a professional/industry recognized credential, license, certification, etc. may be granted academic credit. Credit awarded will be based on the approved course equivalencies list and/or faculty and added to the list. If credit for Prior Learning Experience (PLE) is granted, it will be reflected on the student's transcript using the designation "PLE". For each hour of credit awarded for PLE, an equal number of hours must be earned in residence at the College before PLE credit is posted on the transcript. Questions or requests for additional information about Certification and Licensure PLE may be obtained by contacting the program faculty mentor or the Academic Dean of the program.

PORTFOLIO REVIEW FOR PRIOR LEARNING

A student that has life experience and/or work skills that do not fit seamlessly into the other CPL categories, may be eligible to create a portfolio for evaluation of academic credit. This is an individualized process that acknowledges learned experiences which occur outside the classroom and provides a structure to which faculty can evaluate a portfolio to determine learning outcomes and competencies are documented. Credit is awarded for learning that occurred through the experience and/or work skills, not for the experience itself. Courses eligible for portfolio review are limited, requiring a case-by-case basis. Documentation or evidence of learning experiences or competency can take several forms, including but not limited to: resume, performance evaluations, job descriptions, certifications of completion for trainings, workshops, seminars, technical or professional writing, demonstration of tasks, sample work projects, testimony regarding confidence, and licenses. If credit for Prior Learning Experience (PLE) is granted, it will be reflected on the student's transcript using the designation "PLE". For each hour of credit awarded for PLE, an equal number of hours must be earned in residence at the College before the PLE credit is posted on the transcript. Questions or requests for additional information about Portfolio Review may be obtained by contacting the program faculty mentor or the Academic Dean of the program.

PROFICIENCY EXAMINATION

Proficiency examinations are comprehensive, course-specific tests, available in selected disciplines or programs of study, used to determine whether a student can demonstrate mastery of course outcomes and thus receive credit for a class. If the student successfully completes the appropriate examination(s), credit for the specific course in question will be reflected on the student's transcript using the designation "Prof". For each hour of credit awarded, an equal number of hours must be earned in residence at the College before the proficiency credit is posted on the transcript. Questions or requests for additional information about Proficiency Examinations may be obtained by contacting the program faculty mentor or the Academic Dean of the program.

TESTS/EXAMINATIONS

A student who has completed any of the testing methods identified below may be awarded academic credit in accordance with this procedure.

College Level Examination Program (CLEP) Examinations

College credit is awarded for satisfactory scores on examinations taken through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP examinations are aligned with the content of college level courses in a variety of disciplines, approved in consultation with college faculty teaching within that discipline. Students seeking credit for CLEP test scores must request that the official examination results be forwarded to the College Registrar. Individuals desiring to take these tests may obtain information from the College Board website, <http://clep.collegeboard.org>. Students planning to transfer credits awarded for CLEP scores to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another. For more information on satisfactory CLEP scores that will be considered for credit, contact the Registrar.

Advanced Placement

The College may grant credit for courses taken by high school students who participate in the Advanced Placement (AP) Program and achieve the minimum score required. Credit is

based on course completion and examinations administered by the College Entrance Examination Board. Students seeking credit for AP must request that the official examination results be forwarded to the College Registrar. A student must receive an AP score of 3 or higher as recommended by the American Council on Education. Students planning to transfer credits awarded for AP to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another. For more information on AP and/or the college courses listed on the equivalency tables, contact the Registrar.

International Baccalaureate Diploma Programme (IBDP)

The College may grant credit for courses taken by high school students who participate in the International Baccalaureate Diploma Programme (IBDP) and achieve the minimum score required. Credit is based on completion and examinations administered by IBDP. Students seeking credit for IBDP scores must request that the official examination results be forwarded to the College Registrar. A student must receive an IBDP score of 4 or higher, as required by state statute. Students planning to transfer credits awarded for IBDP scores to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another. For more information on IBDP and/or the college courses listed on the equivalency tables, contact the Registrar.

CREDIT FOR MILITARY TRAINING/EXPERIENCE

A student who has completed a military training course or program as part of his/her military service may be granted academic credit in accordance with the procedure. Members and former members of the Armed Services, upon presenting separation papers (DD-214), may be granted credit based on an evaluation of military service pursuant to the American Council on Education for military training and experience, Community College of the Air Force, Joint Service Transcript (Arm, Coast Guard, Marine, and Navy), or Defense Activity for Non-traditional Education. Students should contact the Registrar to have the credit posted. Proper identification and documentation of all training schools is required before an evaluation will be completed. Military credits will be transcribed as transfer credit but must be documented on an official joint service transcript. Please contact your Veterans Affairs representative for information on obtaining military transcripts.

ACE TRAINING

Credit earned for academic courses at non-college institutions (i.e., courses taken through business, industrial, labor organizations) may be accepted if it is recommended by the American Council on Education. Students seeking credit for ACE recommended courses must request that their official documentation be forwarded to the College Registrar to be reviewed. ACE credit is approved in consultation with the college faculty teaching in that discipline.

ILLINOIS STATE SEAL OF BILITERACY

The College will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she has received the State Seal of Biliteracy. Students who have received a State Seal of Biliteracy must request course credit for their seal within three academic years after graduating from high school. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy. Students must

request course credit for the Seal within three (3) academic years after graduating from high school and must have received prior credit from KC or be currently enrolled at KC. Credit will be awarded for: SPAN 101 – Spanish I and SPAN 102 – Spanish II. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements. Students should be aware that the credit may not be accepted by another college or university.

ACADEMIC RENEWAL POLICY

The Academic Renewal Policy provides students the opportunity to succeed academically. The Academic Renewal Policy pertains to students who have a period of at least seven consecutive years of non-attendance at any institution of higher education prior to returning to college.

This policy provides students with the opportunity to have a cumulative grade point average that reflects their current academic success. Therefore, following the period of non-attendance, a student must complete at least 12 credit hours with a grade point average of “C” or better before utilizing this policy.

This option is a one-time irreversible action that allows previously earned credit to no longer be included in the student’s KC grade point average.

It is the student’s responsibility to ascertain if use of this policy would affect the student’s current status, particularly financial aid eligibility.

Students who have completed and earned a degree or certificate from Kaskaskia College are not eligible for this policy.

INDEPENDENT STUDY

Students may earn a maximum of 25% of the total credit hours toward a degree or certificate through Independent Study (per ICCB Administrative Rules, Section 1501.309 Course Classification and Applicability.)

Independent study is restricted to students with a cumulative GPA of 2.0 or higher and who have completed half of the required semester hours toward their degree or certificate. Additionally, no more than one independent study may be taken by a student at one time.

If a student is given permission to complete an Independent Study for a developmental English, reading, or math course, the student will be expected to meet with the instructor face-to-face for a minimum of half of the regularly scheduled class meeting time.

The Request for Independent Study form **must** contain the beginning and ending dates of the course, the reason for the independent study request, the course syllabus, the specific requirements to complete the course, the method of instruction, and the signatures of the student and instructor. The Instructional Dean maintains the authority over the final approval of requests for independent study. The request form must be accompanied by a current college transcript documenting total credit hours and GPA. The student may retrieve their transcript online via the Kaskaskia College website.

Upon completion of the course, the instructor is required to

certify in writing that all student learning outcomes have been met for the course. This shall be verified with the submission of a final grade. Exceptions to the above procedures may be made where circumstances warrant and when approved by the appropriate Dean and/or Vice President of Instructional Services.

COMMENCEMENT

Degrees are conferred each term, however, one graduation ceremony is held in May at the end of the spring semester. All eligible degree/certificate candidates for spring term and students who received degrees/certificates in the previous summer or fall term will be invited to participate in the ceremony.

The college will provide a free, digital version of the student's diploma(s). To claim the digital diploma students will need to look for an email/text from Parchment and/or Kaskaskia College within a few weeks after completion of the semester and follow the simple steps within that communication.

Official copies of the diploma(s) will be mailed within 10-15 days of receiving the digital diploma.

GRADUATION REQUIREMENT PROCEDURES

Each student will be certified for graduation in degree and/or certificate programs according to the requirements specified in the College catalog at the time of the student’s initial enrollment if graduation requirements are met within a five- year period. If graduation requirements are not met within five years of the student’s KC matriculation, the student must meet the graduation requirements specified in the current catalog.

The five-year requirement may be waived by the appropriate instructional dean if individual circumstances warrant. To request a waiver of this requirement, a student must submit a written request stating the reasons for such consideration at the time the application for graduation is completed. It is recommended that students file the application for graduation prior to their last term of enrollment.

Deadlines are as follows:

SPRING	March 1
SUMMER	July 1
FALL	December 1

The online graduation application can be found on myKC under Self Service.

Students must apply by the deadline to be awarded their degree/certificate at the end of the term. Applying by the deadline also ensures that the students receive information regarding participation in the ceremony. After the end of the term the college will run a process to automatically award degrees/certificates to those who have completed all requirements.

Required for graduation:

1. Students must complete the specific requirements of the program of study (degree or certificate).
2. The Associate in Arts (AA), Associate in Science (AS) and Associate in General Studies Degree require a minimum of sixty-four (64) semester hours of credit. The hours required

for an Associate in Applied Science (AAS) Degree vary by program (see information for individual programs). At least fifteen (15) of the last twenty-four (24) semester hours earned in residence at KC. Certificates vary greatly in semester hours required with at least 25% of the total earned in college residence at KC.

3. Degree candidates must successfully complete one of the following courses to meet the requirements of Illinois Public Act 87-581: African American History 109, Ethics 120, Philosophy 121, Philosophy 201, Political Science 101, Psychology 101, Sociology 101 or Managing Diversity 134.
4. Students must meet all financial obligations due to the College, and complete all records required by the College.
5. Students are encouraged to participate in graduation exercises in May and should notify the Registrar if unable to attend.
6. Students completing graduation requirements at the end of the summer or fall semesters may participate in commencement ceremonies at the end of the following spring semester.

ADDITIONAL ASSOCIATE DEGREES

A degree may be awarded after completion of program and college requirements as listed above. A second degree may be awarded when requirements of the program of study and the degree requirements are met. The degrees and certificates are more precisely identified and defined with requirements for admission in the Programs of Study section. Eligibility for Programs of Study is listed in the Admissions Requirements section.

REVERSE TRANSFER

The College's reverse transfer policy is designed for students who attended Kaskaskia College and then transferred to an Illinois state university without earning their associate's degree. Academic credits successfully completed at a state university may be transferable back to Kaskaskia College and used to determine if these courses will satisfy any remaining degree requirements for an associate's degree. The Registrar will provide evaluation of the academic credits earned at the state university and determine if credits will fulfill any and all remaining requirements for an associate's degree.

Students who have earned at least 15 hours of academic credit at Kaskaskia College and a sufficient number of hours of academic credit at their current state university will be eligible for reverse transfer. The academic courses completed at the state university shall be the prescribed courses under the student's assigned catalog, necessary to meet a community college's requirements to be awarded as associate degree.

GRADUATION HONORS

Commencement Program: Students in degree programs are given special recognition of (*Cum Laude) or (**Magna Cum Laude) or (***)Summa Cum Laude) in the May program based on their cumulative grade point average at the end of the previous fall semester. These same students are eligible to wear a gold honor cord. Stoles are worn by members of Phi Theta Kappa, National Technical Honor Society and Alpha Delta Nu Honor Society of Nursing.

Cum Laude: This honor is awarded to graduates whose cumulative grade point average is within the 3.50-3.74 range on the student's Kaskaskia College transcript at the end of the fall term prior to May Commencement.

Magna Cum Laude: This honor is awarded to graduates whose cumulative grade point average is 3.75-3.99 on the student's Kaskaskia College transcript at the end of the fall term prior to May Commencement.

Summa Cum Laude: This honor is awarded to graduates whose cumulative grade point average is 4.0 on the student's Kaskaskia College transcript at the end of the fall term prior to May Commencement.



TUITION & FEES

Tuition & Fees

Student Payment Responsibilities

Refund of Tuition & Fees

Senior Citizen Waiver

Employer In-District

Career Comprehensive Agreement Regarding Expansion of Educational Resources

Non-Credit Course Refund

Financial Obligations to the College



TUITION AND FEES

Current information regarding tuition and fees may be obtained by contacting the Cashier's Office at (618) 545-3057 or on the Kaskaskia College website at www.kaskaskia.edu

STUDENT PAYMENT RESPONSIBILITIES

Financial responsibility begins at the time of registration. When a student registers for a class, they are liable for payment of the charges associated with that class. If a student does not attend class(es), the student must officially drop from the class(es) within the specified add/drop period. (See Admissions & Records Policy - page 16) or full charges will occur. Students are responsible for keeping Kaskaskia College informed of any address or telephone changes.

To avoid being dropped for non-payment, payment in full or payment arrangements must be made prior to each term's posted due date.

Students utilizing financial aid must confirm their eligibility with the KC Financial Aid Office. Financial assistance includes scholarships, grants, loans, and work-study. All students should complete the FAFSA to determine eligibility.

Students whose employer is paying their tuition must present the purchase order, tuition assistance form or letter of intent on company letterhead at the time of registration.

Any balance of tuition and fees or other charges are to be paid in full by the student by posted deadline. Students who have outstanding balances will be denied future registration privileges.

REFUND OF TUITION AND FEES

A student enrolling in a class automatically assumes the responsibility of properly dropping the class(es) when the student decides not to attend or complete the course.

A refund of tuition and fees cannot be made unless a student officially drops the class in the Office of Admissions and Records. (Even if the student has not paid their fees, they will be charged for the class if they do not officially drop it).

Refunds will be computed from the date that the written request to be dropped from a class is received in the Office of Admissions and Records and will be based on the following schedule:

Eight Week Classes*		Sixteen Week Classes*	
During First Week of Term	100%	During First Two Weeks of Term	100%
After First Week of Term	0%	After Second Week of Term	0%

After the second week of classes, there will be no refund of tuition and fees. A student who is a Title IV financial aid recipient and withdraws from all classes may be subject to the federal refund policy. For more information, contact the Financial Aid Office.

For courses not conducted following the regular calendar terms, the tuition refund shall be computed on the fractional part of the class time used before the classes are dropped. For additional information, please contact the Admissions and Records Office.

SENIOR CITIZEN WAIVER

By a resolution of the Board of Trustees, Kaskaskia College extends a waiver of tuition and activity fees to residents of the district who have attained the age of 65 at the time of registration. The waiver is applicable to tuition for credit classes and mandatory fees only and does not include course fees or tuition for non-credit classes. The waiver is applicable to those courses where the minimum number of tuition paid registrants has been received and space is available up to the maximum class enrollment.

EMPLOYER IN-DISTRICT

Out-of-District students who are employed full-time within District 501 may qualify for in-district rates. Full-time status is considered 35 hours or more hours per week. The required form is available in the Admissions and Records Office and must be completed each semester. The in-district employer must complete a new form each semester.

CAREER COMPREHENSIVE AGREEMENT REGARDING EXPANSION OF EDUCATIONAL RESOURCES

Kaskaskia College is participating in the Comprehensive Agreement Regarding Expansion of Educational Resources (CAREER) whereby Kaskaskia College students may attend community colleges throughout Illinois at in-district rates. CAREER participation is limited to programs of study (not individual courses) not offered at Kaskaskia College. Students who wish to enroll in a program at Kaskaskia College that is not available in their home district should request a letter from that district designating them as participants in an approved program. Upon receipt of that letter, Kaskaskia College will then be able to charge them in-district fees. For more information, call (618) 545-3000.

NON-CREDIT COURSE REFUND

Student Withdrawal Policy—Students registering for Community Education courses may cancel their registration and receive a refund until the date of the class.

FINANCIAL OBLIGATIONS TO THE COLLEGE

Students who have failed to meet financial obligations and/or to return materials to the College will be kept from registering for subsequent terms. At the end of each semester, students with unpaid tuition and fees will be referred to the College's Collection Agency.



STUDENT ORIENTATION



KC 101 (New Student Orientation)

Student Conduct

Student Center

Campus Store

Mail & Copy Center

Response to Illness/Injury

Student Accident Insurance

Parking Services

Weather-Related College Closings

Text Alert System

KC Connect Push Notifications

Social Media



KC 101 (NEW STUDENT ORIENTATION)

KC 101 is a free program designed to introduce new students to information and contacts important for a successful start of their college experience. Information about services, activities, and classroom success strategies will be included. Students who attend the KC 101 program perform better in college than students who did not. Therefore, we strongly encourage students to participate in the activity. Family members are welcome to attend.

STUDENT CONDUCT

Students are expected to conduct themselves as responsible members of the academic community; to obey all federal, state, county and municipal laws; and to comply with the established rules, regulations and procedures of the College, promulgated by the Board of Trustees and published in this catalog and in the Student Handbook.

The Student Handbook is available on the Kaskaskia College website at the "About KC" tab under Students Right to Know. It can also be found on the myKC student page.

On campus or at any college sponsored activity students shall not engage in actions prohibited by the Student Code of Conduct including acts of academic and social misconduct outlined in the code.

Further, students are not to behave in such a manner as to interfere with the conduct of college activities or to disrupt the normal procedures of the college and are to respect the rights, privileges and property of members of the college community. Students engaging in activities such as those listed above and those outlined in detail in the Student Code of Conduct found in the Student Handbook will be subject to disciplinary action.

STUDENT CENTER

The Student Center is also the cafeteria and serves as a community center for the College where students, faculty, administration, alumni and guests can gather informally. The cafeteria provides food service to students and employees.

CAMPUS STORE

Course Materials are provided through the KC partnership with Barnes and Noble College.

KC participates in the First Day Ready course materials rental program. This program lowers the cost of course materials and ensures students have their required course materials on the first day of class. Additional information regarding First Day Ready can be found at <https://www.kaskaskia.edu/campus-life/services--resources/>.

For students participating in the First Day Ready program, the Campus Store will prepare course materials in a convenient package. For students' convenience, students may choose to pick up their course materials from the Campus Store on the main campus, have the course materials delivered to a local education center, or have the course materials shipped directly to the student's home. Registered students will receive an email notification when their order is ready for pickup or shipment.

Digital materials will be delivered within Canvas.

When courses are over for the semester, the Campus Store will send you a reminder email to return your rental course materials.

The KC Campus Store also provides a wide range of class supplies, gift items, and logo apparel both in-store and online.

MAIL AND COPY CENTER

The Mail and Copy Center is the centralized location for campus outgoing and incoming mail. The Mail and Copy Center also provides services for printing, copying, and binding of day-to-day college supportive materials for staff.

RESPONSE TO ILLNESS/INJURY

Students who become ill or need emergency medical treatment may seek help at the nearest hospital. The College assumes no responsibility for medical treatment of students and has no facilities or professional staff for emergency treatment of ill students.

Contact the Department of Public Safety for assistance for first aid needs or trained responders in use of an AED at (618) 545-3199.

STUDENT ACCIDENT INSURANCE

Student accident insurance is required for certain programs for each enrolled term. The accident insurance plan provides coverage for on campus or clinical location accidental injuries.

PARKING SERVICES

Students, faculty and staff do not have to register their vehicles. Only faculty and staff members may park in areas designated for faculty and staff. These areas are marked with signs for the type of parking authorized.

Students may park in the west and east parking lots.

THE FOLLOWING RULES APPLY TO STUDENTS USING THE PARKING LOTS:

1. Follow the directional arrows when entering and leaving the lots.
2. Park only in lined-off spaces, not in shaded areas.
3. Park only in the student section, not in employee sections, marked by yellow lines.
4. Do not park in the grass or on the ends (north and south) of the west parking lot.

If regulations are not followed, tickets and a fine for the violation may be issued. Parking by buildings is prohibited without prior written approval by the Vice President of Administrative Services. Township supervisors have requested that students **DO NOT PARK ON THE TOWNSHIP ROAD** bordering the campus on the north side.

Fines for parking violations are as follows: warning ticket, \$5.00 fine, or Administrative Action requested. All fines are to be paid to the Cashier immediately. Non-payment and/or late payment of tickets can result in a hold being placed on the

student's grades at the end of the semester until parking fines are reconciled.

WEATHER-RELATED COLLEGE CLOSINGS

In situations where inclement weather may affect the normal operation of the College, or when circumstances beyond the College's control may affect working conditions and create a need to cancel classes or close the campus for whatever reason, students should refer to one of the following radio or television stations for information. The college will notify the following stations and try to have information on the air by 5:00 a.m. for day classes and 3:00 p.m. for evening classes on Monday through Saturday whenever necessary or as soon as possible at other times.

Announcements of school closing will also be made on the college web site at www.kaskaskia.edu.

TUNE IN FOR WEATHER RELATED CLOSINGS...

WILY (1210 AM)	Centralia
WRXX (95.3 FM)	Centralia
WCXO (96.7)	Carlyle
WJBD (1350 AM/100.1 FM)	Salem
WKRV (107.1 FM)	Vandalia
WPMB (1500 AM)	Vandalia
WMIX (AM & 94.1 FM)	Mt. Vernon
WGEL (101.7 FM)	Greenville
WNSV (104.7 FM)	Nashville
WCXO (96.7 FM)	Carlyle
FOX 2 LIVE	St. Louis
KSDK TV & KMOV TV	St. Louis
KFVS-TV, Channel 12	Cape Girardeau

TEXT ALERT SYSTEM

This service is to notify students, staff, and faculty by email or text message on their cell phone, of campus closures for weather and/or other emergencies.

While there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. All users who sign up for this service will receive announcements regarding campus closures for weather and other emergencies, test messages to validate the service is working and notification when your account is about to expire.

You will be required to sign-in with your KCID and password for each of these areas.

KC CONNECT PUSH NOTIFICATIONS

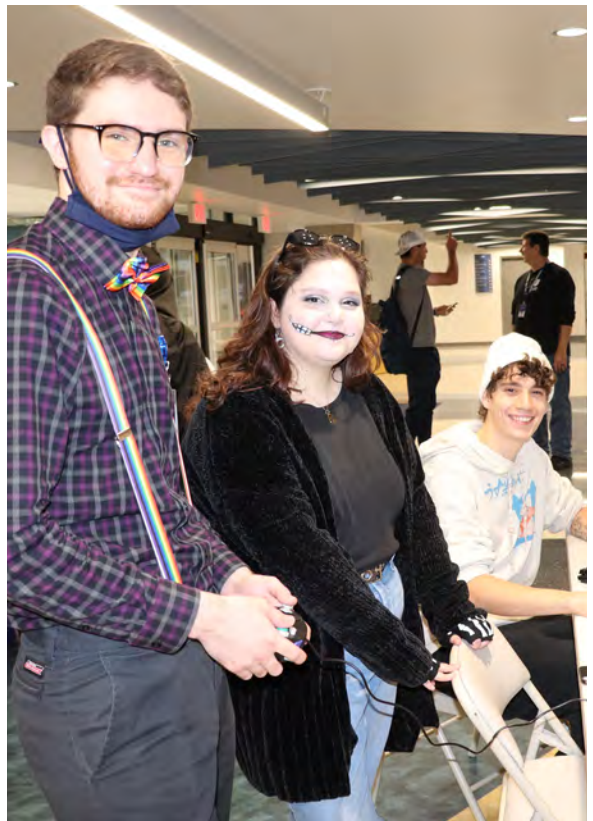
Kaskaskia College students, staff, and faculty who have installed the KC Connect App on their mobile device or tablet will automatically receive notices regarding campus closures for weather and other emergencies. Users can opt-out by navigating to Settings >Notifications>and disabling the KC Alerts options in the app.

You will be required to allow push notifications on your device when the app is first installed. The KC Connect app can be downloaded at <https://kconnect.kaskaskia.edu/>, or visit the Apple App Store or Google Play and search for KC Connect.

SOCIAL MEDIA

Kaskaskia College will provide updates on any closing and cancellations due to weather and/or other emergencies on the college's social media platforms Facebook, X and Instagram. In addition, any announcement will be displayed on the front page of the college's website <https://www.kaskaskia.edu>





STUDENT LIFE



ACTIVITIES AND ATHLETICS

A sponsor must be present at any on-campus or off-campus Kaskaskia College activity. If the sponsor is unable to attend, it is the responsibility of the sponsor to secure a replacement. The replacement must be approved by the Dean of Student Success and/or the appropriate Vice-President.

For a complete up to date list of active clubs visit kaskaskia.edu/campus-life/clubs--organizations

Athletics (Intercollegiate)

Kaskaskia College strives for academic and athletic excellence in a friendly and positive atmosphere. Kaskaskia College competes in intercollegiate basketball, tennis, cross country, and baseball in the men's division; and basketball, tennis, cross country, soccer and softball in the women's division. A full program of contests is scheduled in these sports each year. It is our goal that Kaskaskia College be very competitive in all sports on the community college level. It is our desire to provide an enthusiastic and positive atmosphere for all student athletes. The College is a member of the Great Rivers Athletic Conference (GRAC), the National Junior College Athletic Association (NJCAA), and Mid-West Athletic Conference (MWAC). Students are requested to contact the coach of the sports they are interested in prior to registration. Athletes must meet NJCAA and College academic requirements to be eligible.

Agriculture Club

The Agriculture Club is an organization dedicated to the improvement of agriculture for our school, our community and our country. The club strives to promote leadership, information and foster cooperation in agriculture throughout the college community.

Alpha Delta Nu Nursing Honor Society

Alpha Delta Nu Nursing Honor Society of Kaskaskia College recognizes the academic excellence of students in the study of nursing. Alpha Delta Nu encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Art and Design Club

The mission of the Art & Design Club is to create awareness of the fine arts. Promote art and design professions of fine art, fashion, graphic design, and art education. The club meets throughout the year for art exhibitions and public service activities.

Automotive Technology Student Organization

Membership in the Automotive Technology Student Organization is available to all students enrolled in the Automotive Technology Program at Kaskaskia College. The organization provides opportunities to develop leadership skills, expands interest in related activities outside the classroom, promotes professional and ethical development and builds active relationships with automotive employers, trainers, organizations and industry leaders. Alumni will be considered for special membership.

BASIC (Brothers and Sisters in Christ)

The purpose of the organization is to establish a group of Christian students for growth, fellowship and outreach. The organization is non-denominational and welcomes students of all

religious faiths.

Black Student Association

The purpose of this organization is to motivate not only African-American students but all students regardless of race, to shape their own destinies within the College and community. The club will promote awareness and a better understanding of the African-American culture as well as learn about other cultures. The Black Student Association (BSA) will work to improve and unite all aspects of the College life. BSA is open to all Kaskaskia College students and staff.

Chem the Science Club

The objective of Chem the Science club is to inspire curiosity by doing hands on lab and science activities encouraging critical thinking in understanding science by doing experiments. Students can know about the possible STEM carrier path. Increasing teamwork, share ideas and learn beyond the classroom. Chem the Science club will also work for not just science related activities, it can be any other field of student interest and innovation they want to do. Science or any other awareness that can be transferred.

Club TRIO

Club Trio is committed to maintaining a supportive environment for low income, first generation and disabled students that encourages academic excellence and integrity, student success and individual responsibility through leadership and service. The purpose of Club Trio is to provide an opportunity for members (1) to become involved in activities which will facilitate the development of a campus climate supportive of academic, social and personal success; (2) to learn leadership skills; and (3) to broaden individual experiential backgrounds.

Criminal Justice Club

The Criminal Justice Club is open to all students enrolled in the Criminal Justice program and are interested in seeking to establish a more positive attitude toward administration of justice as a career.

Cosmetology Club

The purpose of the Cosmetology Club is to promote continued interest in the program at the College and to provide opportunities for further participation after completion of the training program in arranging special programs and training seminars.

CNET - Cyber Squad

The CNET Club is open to Data Processing students and others interested in fostering positive attitudes and skills in the field of data processing. The club is affiliated with the National Chapter.

Dental Assisting Club

The purpose of the Dental Assisting Club is to actively participate in the promotion, development and implementation of dental oral health. Involvement in the dental assisting club will also include support of other Kaskaskia College clubs and active involvement in community events. Membership is open to the Dental Assisting students enrolled in the current semester.

Esports

The mission of the Kaskaskia College Esports Club is to elevate anyone's skill in gaming and provide a safe space in which people can participate in any form of gaming.

Fellowship of Christian Athletes

The FCA mission is to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Their goal is to impact Kaskaskia College and the surrounding community for Jesus Christ through the influence of coaches and athletes.

Getting Down to Business Club

The Getting Down to Business Club is designed to empower students in the business and accounting fields to grow professionally and personally by interacting with business leaders through service and professional development opportunities. The Club will allow students to demonstrate their marketing, management, and financial skills in practical and rewarding environments, such as organizing service events, attending speaker series, and participating in business or accounting case challenges. The officers of the Club will be given opportunities to lead by making key strategic decisions in order to achieve the short and long-term goals established by the Club at the beginning of each academic year.

Fusion Gay-Straight Alliance Club

Fusion provides a supportive, safe, social setting for gay, lesbian, bisexual, transgendered and straight students. Fusion works to provide educational resources to counter misconceptions and stereotypes regarding issues of sexual diversity.

Industrial And Construction Trades Club

The ICT club looks to introduce members to an industrial work setting and show what it takes to complete tasks and assignments as a team in a skilled trades setting. We will also show the organization and decision-making processes needed to be successful members of an organization or group. This is designed to help mold future trade leaders, bosses, or supervisors.

Kaskaskia Engineering Association

Kaskaskia Engineering Association aims to spark interest in engineering disciplines and promote the engineering program at Kaskaskia College. Members will have the opportunity to design and build projects of interest. KEA hopes to establish connections with local engineering firms and tour their facilities in order to understand the daily operations of an engineer. Another goal of the group is to take trips in order to explore the engineering wonders of our local area.

KC Culinaires

This club promotes the skills of the culinary profession. The group encourages leadership, volunteerism and community service. They are very active in preparing gourmet dishes for various events held on KC campus.

FBLA Collegiate

Phi Beta Lambda is a professional association serving postsecondary students nationwide and abroad. Phi Beta Lambda (PBL) membership is open to any student interested in the field of business. Involvement in PBL helps future business leaders convert their ambitions and abilities into financial success and professional recognition. Phi Beta Lambda members accelerate their climb up the career ladder. PBL gives you a head start on your career by facilitating meetings with peers, make friends with present and future business leaders, practice business and leadership skills, plan career strategies, win individual and chapter awards in state and national competition testing a range of business skills, and attend professional seminars. Membership

is open to all students interested in pursuing a business or business-related career. FBLA-PBL has a combined membership of over 240,000 active members in over 13,000 chartered chapters in the U.S., Puerto Rico, Virgin Islands, U.S. Territories, and Department of Defense Dependent Schools worldwide. Membership is open so that students can join at any time throughout the school year.

Phi Theta Kappa

Phi Theta Kappa is an international honors society for two-year colleges and focuses on scholarly learning, leadership development, service to campus and community, and fellowship. Students are invited for membership in the chapter, Iota Omicron, after completing at least 12 hours of coursework over two semesters and earning a cumulative grade point average of at least 3.5. Members are asked to complete the Leadership Development course, LEAD 150.

Physical Therapist Assistant Club

All currently enrolled students and alumni of the Associate Degree Physical Therapist Assistant Program are eligible for membership of the club which provides special training programs and seminars, field trips as well as social activities.

Respiratory Care Club

All currently enrolled students of the Respiratory Program are eligible for membership which provides special training programs and seminars as well as social activities.

Sparks

The mission of the Sparks Club at Kaskaskia College is to provide additional learning opportunities and a conducive environment for students to enhance their skills in technical, co-curricular activities, extracurricular activities, entrepreneurship, and soft skills.

Standing Ovation Society

The SOS chapter at Kaskaskia College is designed to improve communication for both students and faculty within the campus and surrounding communities. The purpose of its founding is to offer communication advice, listening, suggestions, help, etc. as needed throughout the year by both Kaskaskia College students and community members. As a chapter, we dedicate ourselves to serving our campus by being positive communicators that are strong role models with our own presentations and behaviors.

Student Congress

The Student Congress is the student government at Kaskaskia College. Student Congress members are the elected representatives of the student body. Student government provides a means of organized student expression at the College and provides a method to encourage and promote interest in college affairs and activities.

Student Nurse Organization (SNO)

The organization for student nurses is known as the Student Nurse Organization is open to all students currently enrolled in the Associate Degree Nursing Program. The purpose of this organization is to promote opportunities for growth through extra socializing, professional and service activities.

Student Practical Nursing Organization (SPNO)

The Student Practical Nursing Club is open to all currently enrolled practical nurse students. Some of the purposes of this organization are to allow the students to explore employment opportunities, to further interest in the LPN program, represent the KCPN program at the annual state LPN convention and to act as volunteers at various community and college functions.

Student Radiology Club

Students enrolled in the Associate Degree Radiologic Program of Kaskaskia College are eligible for the Student Radiologic Club which provides special training programs and seminars as well as social activities to promote leadership abilities in the Radiology field.

Student Veterans Organization

The Student Veterans Organization was developed to provide KC student veterans and their families a network of support while fostering an environment of patriotism on the KC campus and within the community.

Wellness Club

The mission of the Wellness Club is to promote holistic well-being on the KC campus by fostering a supportive community focused on physical health, mental resilience, and emotional balance. Through engaging activities, resources, and peer connections, they aim to empower individuals to prioritize self-care, build health habits, and create a culture of wellness on campus.

Writer's Club

Writers Club members share and workshop their own creative writing, produce a literary publication and engage in various activities that cultivate and encourage the appreciation of fiction, poetry and creative non-fiction.



STUDENT RIGHTS AND POLICIES

Student Services Policy

Student Right to Privacy

Student Complaints

Grade Appeals

Non-Harassment Policy

Non-Harassment Complaint Procedure

Sexual and Gender Based Misconduct Policy

Drug & Alcohol Abuse Prevention & Education Program for Students & Employees

Sexual Offender/Sexual Predator Registration Policy for Students, Employment Applicants, and Employees of Kaskaskia College

Students with Chronic Communicable Disease

University Religious Observances Act

Smoke Free Campus

Student Mental Health and Wellness

Department of Public Safety

Consumer Information



STUDENT SERVICES POLICY

The Student Services Division is an integral partner in the teaching and learning process, providing comprehensive services and administrative functions essential to support all KC students in the pursuit and achievement of their personal development, educational, and professional goals. Student success is the first priority of the division.

Student Services programs and services will be developed and implemented in order to facilitate the goals listed above. Detailed information concerning the Student Services Division and the services and programs available are accessible through the Student Handbook, the Student Athlete Handbook, the College Catalog, class schedules and various other publications as appropriate. The Student Handbook and the College Catalog are considered official College documents. Information can also be accessed through the College website or by contacting the Vice President of Student Services Office

STUDENT RIGHT TO PRIVACY

Education records are maintained by the Admissions and Records Office in the Enrollment Center. In accordance with college policy and state and federal regulations, student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. For further information, please see the Family Educational Rights and Privacy Act (FERPA) Annual Notification of Rights in the Student Handbook available online at www.kaskaskia.edu.

Privacy Act

The Family Educational Rights and Privacy Act (PL93-380) includes provisions that protect the privacy of students. One provision requires educational institutions to allow students who are currently enrolled to suppress certain information regarded as public directory information.

Public Directory Information

The College has designated "directory information" as the following student information: Student Name, Address, Phone Number, Enrollment Status, Date of Birth, Major Field of Study, Classification (Freshman or Sophomore), Dates of Attendance, Degrees and Honors Earned and Dates, most recent educational agency or institution attended prior to enrollment at Kaskaskia College, participation in officially recognized activity or sport and weight, height, photos of members of athletic teams or student activities, and personal photo.

Only a student who is currently enrolled at the College may suppress the above public information items by contacting, in person, the Registrar to complete the appropriate form, prior to the third week of class.

For other questions related to privacy of educational records, please contact the Registrar Office.

The College retains the right to exercise discretion in determining the release of directory information.

STUDENT COMPLAINTS - NON-GRADE APPEAL, NON-HARASSMENT ISSUES PROCEDURE

(Non-Grade Appeal and Non-Harassment Issues)

The College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints concerning issues other than grade appeals or claims of harassment shall be handled in accordance with established procedures.

The complaint process is outlined in the following steps as detailed in Policy Number 5.1004.

I. Steps to be followed:

A. Informal Resolution - Within 10 working days of the problem or incident occurring, the student should confer with the individual who is the subject of the complaint in an effort to resolve the issue informally. If the particular situation is not amenable to the student addressing the individual, then this step can be skipped.

B. If the student is not satisfied that the complaint has been resolved in Step 1 or if no response is provided to the student through Step 1 above, then the student is required to file a written complaint, using the Student Complaint Reporting Form. The Student Complaint Reporting Form is accessible through the Student myKC web links section.

C. Upon submission, the student complaint form will be sent to the college Complaint Officer who will distribute directly to the immediate supervisor, department head, or division dean to the individual whom which the complaint is issued against. In instances in which a College employee is involved as the complainant or individual whom the complaint is being issued against, the Complaint Officer will also distribute the complaint to the Kaskaskia College Human Resource Office. The Human Resource Office will assist the supervisor, department head, or division Dean with Step 4.

D. The immediate supervisor, department head, or division dean will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within 10 working days of receiving the written complaint, the immediate supervisor, department head, or division dean shall respond to the student in writing. If the complaint is determined to have merit, the College will take appropriate action to resolve the complaint. If the complaint is not determined to have merit and no College action is taken, the student may proceed to the next step if he/she chooses.

E. If the student is not satisfied with the results of Step 3, he/she may appeal to the appropriate vice president (or President, where he/she is the immediate supervisor). Such appeal must be made in writing and must be made within five working days of receiving the decision from Step 3.

F. The vice president (or President, where he/she is the immediate supervisor) will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within

10 working days of receiving the appeal, the vice president or President shall respond to the student in writing. If the complaint is determined to have merit, the College will take appropriate action to resolve the complaint. If the complaint is not determined to have merit and no College action is taken, the student may proceed to the next step if he/she chooses. If the President is the immediate supervisor in this step, the decision rendered is final.

G. If the student is not satisfied with the results of Step 5, he/she may appeal to the President (if the President was not involved in Step 5). Such appeal must be made in writing and must be made within five working days of receiving the decision from Step 5.

H. The President will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within 10 working days of receiving the appeal, the President shall respond to the student in writing. The President's decision rendered is final.

II. The student may terminate the above process at any point by sending a written notice to the last individual contacted through the above procedures.

III. Please note that for questions regarding the appropriate personnel to contact pursuant to the above procedures, students contact the KC Complaint Officer.

IV. Records of formal complaints will be held by the KC Complaint Officer.

The student may terminate the above process at any point by sending a written notice to the last individual contacted through the above procedures.

GRADE APPEALS POLICY and PROCEDURE

KC is committed to ensuring student grade appeals are handled fairly, effectively and in a timely manner. Therefore, grade appeals shall be handled in accordance with established policy and procedures. Students are responsible for reading the Grade Appeal policy and procedures and for complying with all procedures and established deadlines. Students may not use this appeal process for final grades assigned for academic dishonesty and academic integrity violations.

Grade Appeals Policy and Procedure #6.0601 can be found online at <https://policies.kaskaskia.edu/>

NON-HARASSMENT POLICY

General Policy Statement

Kaskaskia College is committed to providing its employees and students with a work and learning environment that is professional and free of unlawful discrimination, including harassment, on the basis of legally protected status. Accordingly, the College prohibits all harassment, including sexual harassment, based on protected group status and will not tolerate any form of harassment. This policy includes conduct directed toward any student or employee by any co-worker, student, supervisor, vendor, client or any other third party.

Everyone at Kaskaskia College is responsible for ensuring that our college is free from harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. The College will take whatever action is needed to prevent, stop, correct or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension or dismissal for cause.

The College will take measures to provide ongoing education and training to employees and students regarding this topic. All employees and students are expected to participate in such education and training.

Definition and Examples of Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite sex or the same sex and can occur on or off campus.

1. Prohibited sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical, visual, or other expressive behaviors or physical conduct commonly understood to be of a sexual nature, when:
 - a. Submission to or toleration of such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment or participation in other College activities
 - b. Submission to or rejection of such conduct is used as a basis for employment or academic decisions or assessments affecting the individual's status as an employee or student or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile or offensive work or educational environment.
2. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. It is generally the characteristics and context of the behavior and how the behavior could be reasonably perceived by the affected individual that determine whether sexual harassment occurred.
3. Examples of behavior that may be considered sexual harassment include, but are not limited to, the following:
 - a. physical/sexual assault
 - b. direct or implied threats that submission to sexual advances will be a condition of employment, work or academic status, promotion, grades, or letters of recommendation
 - c. repeated sexual flirtations, advances or propositions
 - d. the posting of sexually suggestive objects, pictures, cartoons or posters
 - e. suggestive or obscene letters, notes or invitations
 - f. comments of a sexual nature and/or sexually explicit statements, questions, jokes or anecdotes
 - g. offensive physical contact, such as patting, grabbing, pinching or brushing against another's body
4. For conduct to be considered sexual harassment, it need not be direct or explicit. Sexual harassment can be implied from the conduct, circumstances, and the relationship of the individuals involved.

Prohibited Conduct

The conduct prohibited by this policy includes unwelcome conduct, whether verbal, physical or visual, that is based upon the individual's protected status, such as sex, color, race, national origin, religion, age, disability, sexual orientation or other protected group status as defined by law. This policy also prohibits malicious and/or knowingly false accusations.

Retaliation

Kaskaskia College forbids retaliation against any individual for seeking information on harassment, making a charge, filing a harassment complaint or testifying, assisting, or participating in an investigation, proceeding or hearing involving a complaint of harassment.

Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The College will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

Complaint Procedures

Individuals may report acts of harassment using the procedures following this policy and/or may file a complaint with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident. A complaint filed with an external agency does not initiate the College's internal complaint procedures unless the College is also notified of such complaint.

NON-HARASSMENT COMPLAINT PROCEDURE

If an individual believes that he/she has experienced or witnessed any conduct that may be inconsistent with this policy, he/she should immediately notify the Human Resources Department or one of the following:

1. College President
2. Provost-Vice President of Instructional Services
3. Vice President of Administrative Services
4. Vice President of Student Services
5. Dean of Arts and Sciences
6. Dean of Career and Technical Education
7. Dean of Health Sciences
8. Dean of Workforce Engagement & Industrial Career Services

When one of these individuals receives such a report, he/she will immediately notify the Human Resources Department, which will begin an investigation.

All reports of conduct that are inconsistent with this policy will be promptly, thoroughly, and impartially investigated as expeditiously as possible. As part of the investigation, all involved parties will have an opportunity to present information.

If an investigation confirms that a violation of this policy has occurred, the College will take corrective action, including discipline, up to and including dismissal or expulsion, as is reasonable and appropriate under the circumstances.

In the event of a violation of this policy by an individual who is not a College employee or student, the College will take

corrective action that is reasonable and appropriate under the circumstances.

Retaliation

Any individual that believes he/she has experienced or witnessed any conduct he/she believes to be retaliatory should immediately notify the Human Resources Department or any of the individuals named above.

Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The College will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

PROHIBITING SEX-BASED MISCONDUCT

Kaskaskia College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender related identity and expression, pregnancy, and parental status under its Non-Harassment Policy 4.1010.

It is the policy of Kaskaskia College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

I. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Director of Human Resources and Vice President of Student Services as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

II. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual

harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

III. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy. www.kaskaskia.edu/aboutkc.

- The scope and jurisdiction of the College’s prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College’s Title IX Coordinator(s) and Human Resources Department;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct;
- The College’s response to reports of alleged sex-based misconduct;
- The College’s grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Title IX Investigators, Title IX Advisors, campus law enforcement, campus safety & security, responsible employees, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

DRUG AND ALCOHOL ABUSE PREVENTION AND EDUCATION PROGRAM FOR STUDENTS AND EMPLOYEES

Kaskaskia College is required to comply with various federal statutes and state statutes regarding a Drug Free Workplace and Environment. Such statutes include the Drug Free Schools and Communities Act (Unified Statutes Code Title 20 Section 1011), Higher Education Opportunity Act of 2008, Section 107 Drug and Alcohol Abuse Prevention (Public Law 110-315), Drug Free Workplace Act (30 Illinois Compiled Statutes Chapter 580) and Title 34 of the Code of Federal Regulations - Education Department General Administrative Regulations (EDGAR) Part 86. Because of those statutes, the Board adopts the following policies:

1. It is a condition of employment and a condition of participation as a student, that you understand this policy and adhere this policy. Failure to understand and to adhere to the policy may result in disciplinary actions against you.
2. It is the policy of the College to prohibit the unlawful manufacture, distribution, disposition, possession, or use of a controlled substance including cannabis, in or on the premises owned or controlled by Kaskaskia College or at any time while engaging in any college sponsored activities. It is further the policy of the College to prohibit the use or possession of alcohol while on college property (whether

owned or controlled) or at any time while engaged in any college sponsored activities. The foregoing prohibitions against controlled substances or the use of alcohol are hereinafter referred to as “Prohibited Uses”.

3. It is further a condition of employment that every employee notify Kaskaskia College Administrative Personnel of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Kaskaskia College District hereby certifies that it will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace.
4. VIOLATION OF THIS POLICY by either a student or employee may lead to termination of employment or the termination of student participation. Further, the Kaskaskia College District certifies that within 30 calendar days of receiving notice of an employee’s drug conviction, the College will take one of the following actions:
 - a. appropriate personnel action against such an employee, up to and including termination or
 - b. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved of such purpose by a Federal, state or local health, law enforcement or other appropriate agency.
5. VOLUNTARY REHABILITATION - The College recognizes that it is part of the American landscape that people have problems relating to the abuse of drugs or alcohol. The College encourages students and employees to voluntarily seek help in the event the student or employee is concerned with the use of drugs or alcohol. The seeking of rehabilitation does not, in all cases, automatically excuse ongoing disciplinary actions or violation of rules that have previously occurred but may be used as a mitigating circumstance to any disciplinary proceedings.
6. COUNSELING AND TREATMENT PROGRAMS
 - A. Campus Program
 1. A referral program is conducted by the Student Wellness Intervention and Facilitation Team (SWIFT). Awareness activities are held and educational materials are provided to students and employees throughout the year.
 2. College health, first aid, psychology and other classes include instruction on the prevention and assistance for drug and alcohol abuse.
 - B. Treatment
Students who need assistance for drug abuse will be referred to the Community Resource Center or hospital programs for treatment. Contact may be made by the SWIFT or appropriate College personnel, who will make expedient referrals.
7. DISTRIBUTION OF PROGRAM INFORMATION
 - A. Program information will be distributed to students during the fall semester through student email.
 - B. Program information will be distributed to employees during one of the Professional Growth and Development days during the year.

8. FOR MORE INFORMATION

- A. Students should contact the SWIFT or Vice President of Student Services.
- B. Faculty members should contact the Vice President of Instructional Services or SWIFT.
- C. All other employees or staff members should contact the Vice President of Student Services.

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the College has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the ACE.

SEXUAL OFFENDER/SEXUAL PREDATOR REGISTRATION POLICY FOR STUDENTS, EMPLOYMENT APPLICANTS, AND EMPLOYEES OF KASKASKIA COLLEGE

Pursuant to federal and state laws, a sex offender or sexual predator is required to take certain steps if seeking enrollment in or employment at an institution of higher education. The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students and employees to register at the College or University in which they attend or are employed. The purpose of this policy is to outline the College's registration requirements for both employees and students who are convicted sex offenders or sexual predators required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College's policy for maintaining the sex offender or sexual predator registration data that is received by the College. Please contact the Public Safety Department at (618) 545-3199 for additional information.

STUDENTS WITH CHRONIC COMMUNICABLE DISEASES

Students with a chronic communicable disease may attend Kaskaskia College when, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. A determination shall be made using this standard, in conjunction with current public health department guidelines concerning the disease in question. The determination of whether a student with a chronic communicable disease may attend college shall be made on an individual basis, in consultation with appropriate college personnel and a consulting physician, the student's primary physician, public health personnel, and the student. Decisions will be made based upon the facts of the particular case and may be re-evaluated periodically on a case by case basis. A student can appeal such decision to a panel of appropriate persons, selected by the College. The members of such panel may vary according to circumstances but could include, but not be limited to, a medical expert designated by the College, a medical expert designated by the student, a public health official and an appropriate representative of the student.

Student with communicable diseases shall maintain all rights, privileges and services as provided by law and the policies and

procedures of the College. The student's medical condition will be kept as confidential as possible and shall be disclosed only to persons deemed to have "a direct need to know". Such persons will be made aware of confidentiality requirements. The College shall follow current law on the public health requirements for reporting chronic communicable diseases to public health officials.

UNIVERSITY RELIGIOUS OBSERVANCE ACT

In accordance with Illinois law, under the University Religious Observances Act, the college will reasonably accommodate a student's religious observances regarding admissions, class attendance, and the scheduling of examinations and work requirements.

Upon enrollment in courses and programs, students should review the course syllabus and program requirements to determine if any reasonable religious accommodations need to be requested. All requests should be made in writing 30 days prior to the date of requested action by completing the Religious Observances Act Accommodation Form. Requests will be reviewed by the faculty and appropriate dean. Students may need to engage in an interactive process with faculty members or the appropriate dean, to mutually determine the best way to accommodate the student's request.

Any student who believes he or she may have been unreasonably denied an educational benefit due to religious belief or practices may file a grievance through the formal Student Complaint process.

SMOKE FREE CAMPUS

The College provides a healthy environment for the well-being and safety of students, faculty, staff and visitors and provides a more productive, learning and working environment for all members of the College community. The College also strives to create more environmentally friendly facilities and properties. In order to further these goals, KC shall be entirely smoke free, effective January 1, 2015. This policy is consistent with the Smoke Free Illinois Act, which prohibits smoking in any public buildings, and with continued legislative efforts to entirely prohibit smoking on all Illinois public college campuses.

In accordance with this policy, all smoking, vaping, and the use of smokeless tobacco is prohibited in all Kaskaskia College facilities and locations, whether owned or leased by the College, and all College vehicles, whether owned or leased by the College. Smoking, vaping, and the use of smokeless tobacco is also prohibited outdoors on all College property, whether owned or leased by the College, including all parking lots and athletic fields. This policy applies to all students, faculty, staff, vendors, contractors, and other visitors on campus, regardless of the purpose for their visit. For purposes of this policy, the following definitions apply:

- A. **Smoking** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an E-cigarette, which creates a vapor, in any manner or in any form, or the use of

any oral smoking device for the purposes of circumventing the prohibition of smoking in this Policy.

B. E-cigarette means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

C. Smokeless Tobacco means the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco, which is ingested by sniffing, sucking, chewing or any other means.

All faculty, staff, and students share in the responsibility for adhering to and helping to enforce this policy. An individual may inform someone smoking on campus property of this policy and request that the smoker comply with the policy or violations may be reported to the Safety and Security department, which is responsible for handling such violations. If the violation occurs at an Education Center, such violation should be reported to the Education Center Director or other designated staff. Employees and students who refuse to comply with the policy will be subject to disciplinary action, as determined by the College. Other individuals on campus who refuse to comply with the policy may be asked to leave campus.

STUDENT MENTAL HEALTH AND WELLNESS

Mental Health Services:

Kaskaskia College offers currently enrolled students, and active faculty and staff, 24/7 access to free virtual care, self-care, and well-being tools, including mental health counseling resources, through a digital platform called TimelyCare. You can find TimelyCare on the college's Health and Wellness web page. Students, staff, and faculty will use their active KC email to set up an account. The platform can then be accessed either directly through the website or via the TimelyCare app. TimelyCare has a 24/7 on-demand TalkNow option to provide mental and emotional support and crisis management by masters-level behavioral health professionals. Counseling appointments can be scheduled through the app at times that work for the student, staff, or faculty member. In addition, there is a Peer Community available online 24/7 serving as an inclusive and positive support system for students.

The College also has a contracted mental health counselor available to assist with counseling referrals and some general counseling services on campus as needs arise. The counselor is located in the Wellness Room HB 137, PH: 618 545-3012 and Email: counseling@kaskaskia.edu. An appointment is needed for counseling services and can be made by email.

DEPARTMENT OF PUBLIC SAFETY

Public Safety and Security

1. To protect and serve all persons whether students, faculty, staff or visitors on Kaskaskia College property.
2. To observe, report, and act on all violations of State, Federal, County, and Institutional laws, regulations and ordinances.

Kaskaskia College has a Department of Public Safety consisting of a law enforcement division and a security division which is staffed by full-time police officers and full and part-time security officers. Duties of Public Safety officers include the following examples of assistance:

1. Provide battery jump starts and open locked cars.
2. Give safety and law enforcement lectures; maintain a vigorous college-wide safety program.
3. Render emergency first aid - all of our officers are Red Cross trained.
4. Manage campus parking.
5. Provide escort services.
6. Make emergency notifications.
7. Investigate all criminal incidents on campus.

Individuals may report a crime or request a safety review at the Welcome Center, directly to any staff member, or by submitting a form on the Department of Public Safety Website: kaskaskia.edu/security.

A crime which occurs off-campus should be reported to the police department having legal jurisdiction for that area.

Officers patrol the campus to assure a high level of security. As a regular part of their patrol duties they look for any criminal activity or safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and hand rails and any other conditions which might detract from one's personal well-being. All such conditions are reported, in writing to assure ongoing safety of the campus.

Crime Prevention

1. DO report all crimes and/or suspicious activities to the Public Safety Department.
2. DO protect your personal property just as you would money.
3. DO mark your property such as tape recorders, calculators, radios, etc., with some form of identification number.
4. DO call Security when you would like a personal escort.
5. DON'T leave books, jewelry, purses, wallets, backpacks or other valuables unattended for any length of time.
6. DON'T leave personal property in locker unattended without locking it.
7. DON'T leave purses in desks or file cabinets unattended unless the cabinet or desk is locked.
8. DON'T leave valuables on a chair behind you while at a study carrel.
9. Remember, by always protecting your property you reduce the opportunity for a thief to commit a crime.
10. If you witness a crime, call the police and notify campus security.

This campus is also patrolled periodically by the Clinton County Sheriff's Department and the Illinois State Police.

CONSUMER INFORMATION

For additional consumer information on programs, as well as information on graduation rates, job opportunities, and cost please go to <https://www.kaskaskia.edu/about-kc/consumer-information/> for more current information. Information is published in compliance with Department of Education, Title IV Consumer Information Disclosure Guidelines.



PROGRAMS AND CURRICULA OFFERINGS

Programs and Curricula Offerings

Online Learning

General Education Student Learning Outcomes

Baccalaureate-Oriented Curriculum/Graduation Requirements

Certificate Programs/Graduation Requirements

College Transfer Curricula

Illinois Baccalaureate Majors' Recommendations



PROGRAMS AND CURRICULA OFFERINGS

Kaskaskia College has programs and curricula offerings specifically designed for those persons interested in extending their formal education beyond high school with the equivalent of two years or less of collegiate instruction. Programs and curricula exist for those who plan to continue their collegiate work at a senior college and for those seeking to acquire marketable skills and knowledge for immediate employment.

ONLINE LEARNING

Earn your online degree or certificate anytime, anywhere with Kaskaskia College's convenient online classes. Providing the flexibility you seek, while delivering a fulfilling college experience. Talk to an advisor about planning your course schedule

*Program can be completed 100% online.

**Coursework in this program can be completed 100% online, with some in-person requirements (practicum/field experience).

DEGREES:

- *Associate in Arts
- *Associate in General Studies
- *Accounting Degree
- *Business Management
- *Business Marketing
- **Early Childhood Education
- **Health Information Technology

CERTIFICATES:

- *Accounting
- *Small Business Accounting
- *Entrepreneurship
- *Supervisory Management
- **ECE Level 2
- **ECE Level 3
- **Infant-Toddler Level 2
- **Infant-Toddler Level 3

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Students who graduate from Kaskaskia College with an Associate in Arts or Associate in Science degree should be able to demonstrate that they have attained skills in communication, critical thinking, mathematics, humanities, science, social science and health and personal development.

General Education coursework is considered a vital part of the Associate in Arts and Associate in Science degree programs as it provides students with the skill levels needed for success. The general education components provide all students with common learning goals as they prepare to become educated persons in our society.

The general education student learning outcomes for all degree completers are:

- Written Communication
- Verbal Communication

- Scientific and Mathematical Reasoning
- Explaining Human Behavior
- Human Expression
- Diverse Perspectives
- Ethical and Social Responsibility
- Lifelong Learning

BACCALAUREATE-ORIENTED CURRICULUM

Most students who intend to transfer to a four-year college or university to earn a bachelor's degree would follow the Associate in Arts (A.A.) or the Associate in Science (A.S.) degree curriculum. A student planning a baccalaureate major in the humanities or fine arts should pursue the A.A. degree curriculum; a student planning a bachelor's degree with a major in mathematics or the natural sciences should choose the A.S. degree curriculum.

Students desiring a baccalaureate major in business or the social sciences may select either the A.A. or A.S. degree depending on the selected degree program and course requirements in the major at the baccalaureate degree granting institution.

Articulation agreements in selected Associate in Applied Science degrees also provide excellent transfer opportunities.

Associate in Arts Degree - Graduation Requirements

The student's total program must contain a minimum of 64 semester hours of academic work with an average grade of no less than C (2.0). Candidates for this degree must present an organized program of study which meets the following Core requirements. Courses selected as electives must be numbered 100 or higher. Authority for substitutions must be obtained from the Dean. Please see graduation requirement sheet on page 142-143.

Students must earn a grade of C or higher in ENGL 101 and ENGL 102 to meet the IAI and Kaskaskia College writing communication requirements for the Associate in Arts and Associate in Science degrees.

All students completing a degree program at Kaskaskia College must successfully complete one of the listed courses on the program worksheet to meet the Core Values requirement.

PLEASE NOTE: Most technical/occupational courses may be used as elective credit for the A.A. degree; however, there is no guarantee that these courses will transfer to a four-year college or university.

A student who chooses to use credits of technical/occupational courses toward his/her degree should validate the transferability of these courses with the student's advisor or counselor.

Associate in Science Degree - Graduation Requirements

The student's total program must contain a minimum of 64 semester hours of academic work with an average grade of not less than C (2.0). Candidates for this degree must present an organized program of study which meets the following Core requirements. Courses selected as electives must be numbered 100 or higher. Authority for substitutions must be obtained from the appropriate Dean. Please see graduation requirement sheet on page 144-145.

Students must earn a grade of C or higher in ENGL 101 and ENGL 102 to meet the IAI and Kaskaskia College writing communication requirements for the Associate in Arts and Associate in Science degrees.

All students completing a degree program at Kaskaskia College must successfully complete one of the listed courses on the program worksheet to meet the Core Values requirement.

PLEASE NOTE: Most technical/occupational courses may be used as elective credit for the A.S. degree, however, there is no guarantee that these courses will transfer to a four-year college or university.

A student who chooses to use credits of technical/occupational courses toward his/her degree should validate the transferability of these courses with the student's advisor or counselor.

Associate in General Studies Degree - Graduation Requirements

The Associate in General Studies degree is designed for students whose educational objectives are generally not accommodated by one of the traditional programs of study and who seek a flexible program tailored to their individual interests and objectives. The Associate in General Studies is not recommended for the vocational or baccalaureate student. The vocational student is encouraged to seek the Associate in Applied Science degree, as available, while the baccalaureate student is encouraged to seek the Associate in Arts or the Associate in Science degree. Please see graduation requirement sheet on page 146-147.

Graduation requirements for the Associate in General Studies degree include a minimum of thirty of the sixty-four semester hours of course work as a general education core, distributed in the following manner:

9 hours in Area A* (Math and Science)

9 hours in Area B* (Humanities)

9 hours in Area C* (Social Sciences)

3 hours in Area D* (Personal and Social Development)

*Areas A, B, C, and D must total a minimum of 30 semester hours. A minimum of 34 semester hours of credit must be earned in addition in order to complete the 64 semester hours required for the degree.

All students completing a degree program at Kaskaskia College must successfully complete one of the listed courses on the program worksheet to meet the Core Values requirement.

No courses numbered less than 100 would be acceptable in the program, core courses would be drawn from the A.A.S. general education list, a 2.0 grade point average would be required for graduation and one English Composition/Writing course would also be required for graduation.

PLEASE NOTE: Technical/Occupational courses may be used as elective credit for the A.G.S. degree; however, there is no guarantee that these courses will transfer to a four-year college or university. A student who chooses to use credits of technical/occupational courses toward his/her degree should validate the transferability of these courses with the student's advisor or counselor.

Associate in Applied Science Degree - Graduation Requirements

The Associate in Applied Science degree is awarded to students who complete a specific career curriculum as indicated in the curriculum section of this catalog. Program details start on page 95.

The hours required for an Associate in Applied Science (AAS) Degree vary by program (see information for individual programs as well as graduation requirement sheet on page 146-147).

Authority for substitutions must be obtained from the appropriate Academic Dean that oversees the program. The total program must include a minimum of sixty (60) semester hours of passing course work with a minimum grade-point average of 2.0.

Generally, a minimum of fifteen (15) semester hours must be earned in core program requirements, subject to the following distribution (see Core Program requirements):

3-6 hours in Area A* (Math and Science)

3-6 hours in Area B* (Humanities)

3-6 hours in Area C* (Social Sciences)

3 hours in Area D* (Personal and Social Development)

1-3 hours in Area E** (Students in selected programs may have an alternative course)

3 hours from Public Act 87-581***

*A minimum of 45-51 semester hours of credit must be earned from one career program in addition to complete the minimum of 60 semester hours required for the degree.

** If a course from Area E or approved alternative has been taken in Area A through D, another course does not have to be taken.

*** If a course from the Public Act list has been taken in Area A through E, another course does not have to be taken.

Certain programs specify requirements in the above areas. See required program courses as listed in curriculum outline for remaining hours.

Candidates for the A.A.S. degree should consider their occupational goals with the representative of the College at the time of initial advisement. Recipients of the Associate in Applied Science degree are expected to have acquired salable skills during the completion of the program of studies. A number of courses included in those programs are not designed nor intended for transfer to a baccalaureate program.

Students who complete a program culminating in the A.A.S. degree, and who later decide to transfer to a baccalaureate program should expect that some of their previous credits may not transfer as credits in a baccalaureate degree. Please check with the program coordinator regarding transferability of specific courses.

All students completing a degree program at Kaskaskia College must successfully complete one of the listed courses on the program worksheet to meet the Core Values requirement.

PLEASE NOTE: Technical/Occupational courses may be used as elective credit for the A.A.S. degree, however, there is no guarantee that these courses will transfer to a four-year college or university.

A student who chooses to use credits of technical/ occupational courses toward his/her degree should validate the transferability

of these courses with the student's advisor or counselor.

Certificate Programs - Graduation Requirements

OCCUPATIONAL CERTIFICATES are issued upon satisfactory completion of the program requirements as listed in the Curricula section of this catalog with a minimum grade point average of 2.0.

GENERAL EDUCATION CERTIFICATES are issued in eight different areas. Fifteen semester hour certificates may be awarded in each of the following:

- a. Developmental, Preparatory or Basic Skills
- b. Personal Development
- c. Intellectual and Cultural
- d. Improving Family Circumstances
- e. Homemaking
- f. Health, Safety, and Environment
- g. Community and Civic Development
- h. Development and/or Review of Vocational Skills

Courses applicable to the General Education Certificate are listed elsewhere in this catalog. Also, courses in this area DO NOT CARRY COLLEGE TRANSFER CREDIT.

COLLEGE TRANSFER CURRICULA

A student may transfer his or her credits earned in the College Transfer Curricula to other institutions of higher learning after graduation from Kaskaskia College. If a student does satisfactory work in these curricula for two years, he or she will be able to enter the Illinois senior college of his or her choice with junior level status, as specified in the Illinois Board of Higher Education Articulation Compact. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 2000 or thereafter. For more details, visit www.itransfer.org.

Caution: Requirements differ from one institution to another. The student should refer to the catalog of the four-year university to which he or she plans to transfer and consult with a member of the College counseling staff prior to registering for the courses he or she selects.

Listed below are areas from which courses must be selected to satisfy General Education Core Curriculum requirements established by the Illinois Articulation Initiative. This agreement allows transfer of Core Curriculum courses between participating colleges and universities in Illinois, and is in effect for students entering as first-time freshman in summer 1998 or thereafter.

IAI Core Curriculum Requirements for Associate in Science Degree

	Semester Hours
Communication Skills	9
Humanities and Fine Arts (2 courses - 1 Humanities and 1 Fine Arts course)	6
Mathematics	3-6
Science (1 Life Science and 1 Physical Science course)	7-8
Social Science (3 courses from at least 2 disciplines)	9

AA and AS Degree General Education Requirements and the Illinois Articulation Initiative

Kaskaskia College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as first-time freshman in summer 1998 or thereafter. The following codes identify qualifying general education courses: IAI C (Communications), IAI F (Fine Arts), IAI H (Humanities), IAI L (Life Sciences), IAI M (Mathematics), IAI P (Physical Sciences), IAI S (Social/Behavioral Sciences). The General Education Core Curriculum and the approved Kaskaskia College courses are listed below. Advanced level courses may be substituted, where appropriate, for basic general education courses.

The IAI web site at www.iTransfer.org can be accessed for updated approved course lists.

Communications

3 courses (9 semester hours) including a two-course sequence in writing (6 semester hours) and one-course (3 semester hours) in oral communication.

Students must earn a grade of C or higher in ENGL 101 and ENGL 102 to meet the IAI and Kaskaskia College writing communication requirements for the Associate in Arts and Associate in Science degrees.

IAI GEC Code	IAI Course Number	KC Course	KC Course Title
IAI C1	900	ENGL 101A	English Composition Co-Req
IAI C1	900	ENGL 101	English Composition
IAI C1	901R	ENGL 102	English Composition
IAI C2	900	COMM 103	Fundamentals of Speech Communication

Mathematics

1 to 2 courses (3 to 6 semester credits)

IAI GEC Code	IAI Course Number	KC Course	KC Course Title
IAI M1	904	MATH 130	Intro. to Contemporary Math
IAI M1	902	MATH 136	General Statistics
IAI M1	906	MATH 143	Finite Mathematics
IAI M1	900-1	MATH 166	Calculus & Analytical Geometry I
IAI M1	903	MATH 172	Math for Elementary Teachers II
IAI M1	900-B	MATH 246	Calculus for Business & Social Science
IAI M1	900-2	MATH 267	Calculus & Analytical Geometry II
IAI M1	900-3	MATH 268	Calculus & Analytical Geometry III

Physical and Life Science

2 courses (7 to 8 semester credits) with one course selected from Life Sciences and one course from the Physical Sciences and including at least one laboratory course

IAI GEC Code	IAI Course Number	KC Course	KC Course Title
IAI L1	910L	BIOL 101	Biology
IAI L1	910L	BIOL 102	Biology
IAI L1	910L	BIOL 103	Botany
IAI L1	910L	BIOL 104	Zoology
IAI L1	904	BIOL 125	Human Biology
IAI L1	905	BIOL 146	Environmental Biology
IAI P1	903	CHEM 101	Introductory Chemistry
IAI P1	902L	CHEM 103	General Chemistry
IAI P1	902L	CHEM 111	Chemistry I (Inorganic Chemistry)
IAI P1	909	GEOG 101	Physical Geography
IAI P1	900L	PHYS 101	Physics
IAI P2	900L	PHYS 201	University Physics I
IAI P1	906	PSCI 101	Astronomy
IAI P1	907L	PSCI 103	Geology
IAI P9	900 & 900L	PSCI 120	General Physical Science
IAI P1	905	PSCI 180	Atmospheric Science

Humanities and Fine Arts

3 courses (9 semester credits) with at least one course selected from Humanities and at least one course from the Fine Arts.

IAI GEC Code	IAI Course Number	KC Course	KC Course Title
IAI F2	900	ARTO 105	Introduction to Art
IAI F2	901	ARTO 106	Art History I
IAI F2	902	ARTO 107	Art History II
IAI F1	907	DRMA 111	Theatre Appreciation
IAI TA	917	DRMA 113	Play Analysis for Production
IAI TA	911	DRMA 200	Stagecraft
IAI F1	908	DRMA 210	Theatre History
IAI TA	916	DRMA 220	Performance of Literature
IAI H3	900	LITO 103	Intro. to Literature
IAI H3	903	LITO 105	Introduction to Poetry
IAI H3	902	LITO 106	Introduction to Drama
IAI H3	901	LITO 107	Introduction to Fiction
IAI H9	901	LITO 110	Classical Mythology
IAI H3	908N	LITO 112	Non-Western Literature
IAI H3	910D	LITO 113	American Ethnic Literature
IAI F2	908	LITO 115	Film Appreciation
IAI F2	909	LITO 116	Film History
IAI HF	908	LITO 117	Film and Literature
IAI H3	906	LITO 139	World Literature
IAI H3	907	LITO 140	World Literature
IAI H3	912	LITO 201	British Literature Survey, Part 1
IAI H3	913	LITO 202	British Literature Survey, Part 2
IAI H3	910D	LITO 203	Native American Literature
IAI H3	914	LITO 204	American Literature
IAI H3	915	LITO 205	American Literature
IAI H3	905	LITO 210	Shakespeare
IAI F1	904	MUSC 101	Introduction to Music in America
IAI F1	900	MUSC 107	Music Appreciation
IAI F1	903N	MUSC 129	Introduction to World Music
IAI F1	904	MUSC 149	Popular Music: A Cultural History
IAI H4	906	PHLE 110	Logic
IAI H4	904	PHLE 120	Ethics
IAI H4	900	PHLE 121	Introduction To Philosophy
IAI H4	903N	PHLE 205	Eastern Philosophy

Social and Behavioral Sciences

3 courses (9 semester credits) with courses selected from at least two disciplines

IAI Code	IAI Number	KC Course	KC Course Title
IAI S1	901N	ANTH 101	Cultural Anthropology
IAI S3	901	ECON 205	Principles of Macroeconomics
IAI S3	902	ECON 206	Principles of Microeconomics
IAI S4	906	GEOG 104	World Geography
IAI S4	905	GEOG 150	Mapping and Geospatial Analysis
IAI S2	902	HIST 101	History of Western Civilization
IAI S2	903	HIST 102	History of Western Civilization
IAI S2	900	HIST 103	History of the United States
IAI S2	901	HIST 104	History of the United States
IAI S2	920N	HIST 105	History of Eastern Civilizations
IAI S2	920N	HIST 106	History of Eastern Civilizations
IAI S2	923D	HIST 109	African American History
IAI S2	920N	HIST 150	Latin American History
IAI S5	900	POLS 101	American Government
IAI S5	902	POLS 205	State and Local Government
IAI S6	902	PSYH 100	Life Span Growth & Development
IAI S6	900	PSYH 101	Psychology
IAI S6	903	PSYH 215	Child Psychology
IAI S6	904	PSYH 216	Adolescent Psychology
IAI S7	900	SOCO 101	Sociology
IAI S7	901	SOCO 202	Social Problems
IAI S8	900	SOCO 212	Social Psychology
IAI S7	902	SOCO 252	Marriage and the Family

IAI Major Courses

Major Code	IAI Number	KC Course	KC Course Title
IAI BUS	903	ACCT 201	Financial Accounting
IAI BUS	904	ACCT 202	Managerial Accounting
IAI AG	902	AGRC 101	Intro. to Animal Science
IAI AG	911	AGRC 116	Intro to Agricultural Education
IAI AG	904	AGRC 121	Soils & Soil Supplements
IAI AG	901	AGRC 122	Agriculture Economics
IAI AG	903	AGRC 124	Agriculture Crop Production
IAI AG	913	AGRC 213	Computer & Technology in Agriculture
IAI ART	904	ARTO 101	Drawing I
IAI ART	907	ARTO 102	Design I - 2 Dimensional
IAI ART	908	ARTO 103	Design II - 3 Dimensional
IAI ART	905	ARTO 111	Drawing II
IAI BIO	910	BIOL 101	Biology
IAI BIO	910	BIOL 102	Biology
IAI BIO	910	BIOL 103	Botany
IAI BIO	910	BIOL 104	Zoology
IAI BUS	902	BUSN 156	Business Technology Applications
IAI CHM	911	CHEM 111	Chemistry I (Inorganic Chemistry)

IAI CHM	912	CHEM 112	Chemistry II (Physical & Analytical)
IAI CHM	913	CHEM 208	Organic Chemistry I
IAI CHM	914	CHEM 209	Organic Chemistry II
IAI BUS	902	CITA 151	Intro to Computer Applications
IAI MC	911	COMM 150	Intro. to Mass Communication
IAI MC	919	COMM 151	Journalistic Writing
IAI MC	920	COMM 152	Copy Editing and Rewriting
IAI MC	921	COMM 153	Photo Journalism
IAI MC	903	COMM 200	Organizational Communication
IAI MC	901	COMM 204	Interpersonal Communication
IAI TA	914	DRMA 112	Acting I
IAI TA	917	DRMA 113	Play Analysis for Production
IAI TA	911	DRMA 200	Stagecraft
IAI TA	916	DRMA 220	Performance of Literature
IAI EGR	941	ENGR 103	Engineering Graphics & CAD
IAI CS	911	ENGR 201	Computer Programming for Engineers
IAI EGR	942	ENGR 203	Statics
IAI EGR	943	ENGR 204	Dynamics
IAI EGR	945	ENGR 205	Mechanics of Materials
IAI EGR	931	ENGR 210	Electrical Circuits
IAI AG	905	HORT 101	Introduction to Horticulture
IAI CRJ	901	LAWO 110	Intro. to Criminal Justice
IAI CRJ	911	LAWO 235	Institutional Corrections
IAI CRJ	912	LAWO 255	Intro. to Criminology
IAI MTH	901	MATH 166	Calculus and Analytical Geometry I
IAI MTH	911	MATH 236	Linear Algebra
IAI BUS	901	MATH 248	Business Statistics
IAI MTH	902	MATH 267	Calculus and Analytical Geometry II
IAI MTH	903	MATH 268	Calculus and Analytical Geometry III
IAI MTH	912	MATH 269	Differential Equations
IAI PHY	912	PHYS 202	University Physics II

ILLINOIS BACCALAUREATE MAJORS' RECOMMENDATIONS

IAI also includes major recommendations for the first two years of college in several popular majors. Faculty panels, which have expertise in the major field of study, created these recommendations. IAI major recommendations work best for students who have chosen their majors, are going to eventually transfer, but are undecided on the college or university that will grant their baccalaureate degree. If you know where you want to attend, you should work directly with advisors at your intended institution of choice. This will ensure you receive the most accurate information.



CURRICULA



PRE-PROFESSIONAL PROGRAMS

Course sequences have been prepared for students wishing to pursue baccalaureate studies in the following pre-professional areas upon transfer to a four-year college or university, and then to be admitted to a professional school. Pre-professional programs are not majors. **Students should consult with an academic advisor at the transfer institution regarding an appropriate baccalaureate major.**

Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Medicine

The course sequences offer a suggested curriculum that involves IAI-approved, transferrable general education courses for students in each field of study. Each sequence may be used in obtaining an Associate in Arts or Science Degree at Kaskaskia College and, in most cases, includes additional offerings appropriate to the field. They are SUGGESTED sequences only, as specific requirements differ at various baccalaureate institutions and professional schools. **Students pursuing these courses of study should contact the four-year college to which they intend to transfer and the professional school they wish to attend, to ensure that all academic requirements of those institutions are met.** All students planning to pursue one of these pre-professional curricula should consult with an academic advisor at Kaskaskia College regarding their career goals and course scheduling. Academic advisors are also available to assist students interested in taking courses appropriate for pre-professional fields of study.



PRE-DENTISTRY

Associate in Science Degree Suggested Transfer Curriculum

The following course sequence includes offerings that meet all requirements for the 64 credit-hour Associate in Science (AS) Degree (specific requirements are listed on the AS Degree Worksheet on page 144-145). Students planning to pursue a career in dentistry should complete the AS Degree; in addition, it is suggested that they complete other courses in the sequence. **It is important that students pursuing this area of study contact the four-year college or university to which they plan to transfer, and the professional school they plan to attend, as specific requirements vary among institutions.**

FIRST SEMESTER

ENGL 101	English Composition	3
BIOL 101	Biology	4
CHEM 111	Chemistry I.....	5
MATH 136	General Statistics.....	4
		<hr/>
		16

SECOND SEMESTER

ENGL 102	English Composition	3
MATH 166	Calculus & Analytical Geometry I.....	5
CHEM 112	Chemistry II.....	5
PHYS 101	Physics.....	4
		<hr/>
		17

SUMMER

PSYH 101	Psychology	3
	Fine Arts Elective	3
COMM 103	Fundamentals of Speech Communication.....	3
		<hr/>
		9

THIRD SEMESTER

PHLE 120	Ethics	3
	Social & Behavioral Science Elective.....	3
PHYS 102	Physics.....	4
CHEM 208	Organic Chemistry I.....	5
		<hr/>
		15

FOURTH SEMESTER

HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development OR	
HIST 147	History of Diversities	3
	Health & Personal Development Elective.....	2
CHEM 209	Organic Chemistry II.....	5
BIOL 102	Biology	4
		<hr/>
		14

Other courses in the social and natural sciences, mathematics, and foreign language may be required by some four-year institutions. It is highly recommended that students pursuing a pre-dentistry program acquire applied experiences in their field of study.

PRE-LAW

Associate in Science Degree Suggested Transfer Curriculum

Quality preparation for law school admission can be done through the pursuit of many majors. However, a core set of courses is recommended as you complete your associate's degree to ensure the proper foundation in the key skills of reasoning and writing as well as introductory content knowledge of the law. The following courses are suggested components of a student's individual degree completion plan for those planning to pursue law school admission after completing their bachelor's degree.

Fine Arts and Humanities:

PHLE 110	Logic.....	3
PHLE 121	Introduction to Philosophy	3

Social Sciences:

POLS 101	American Government	3
HIST 103	History of the United States	3
HIST 104	History of the United States	3

Electives:

BUSN 210	Legal & Social Environment of Busn	3
LAWO 110	Introduction to Criminal Justice	3
LAWO 250	Criminal Law.....	3

PRE-MEDICINE

Associate in Science Degree Suggested Transfer Curriculum

The following course sequence includes offerings that meet all requirements for the 64 credit-hour Associate in Science (AS) Degree (specific requirements are listed on the AS Degree Worksheet on page 144-145). Students planning to pursue a career in medicine should complete the AS Degree; in addition, it is suggested that they complete other courses in the sequence. **It is important that students pursuing this area of study contact the four-year college or university to which they plan to transfer, and the professional school they plan to attend, as specific requirements vary among institutions.**

FIRST SEMESTER

ENGL 101	English Composition	3
BIOL 101	Biology	4
CHEM 111	Chemistry I.....	5
MATH 136	General Statistics.....	4
	Health & Personal Development Elective.....	2
		<hr/>
		18

SECOND SEMESTER

ENGL 102	English Composition	3
MATH 166	Calculus & Analytical Geometry I.....	5
CHEM 112	Chemistry II.....	5
PHYS 101	Physics.....	4
		<hr/>
		17

SUMMER

COMM 103	Fundamentals of Speech Communication.....	3
PSYH 101	Psychology	3
		<hr/>
		6

THIRD SEMESTER

SOCO 101	Sociology.....	3
	Fine Arts Elective	3

PHYS 102	Physics.....	4
CHEM 208	Organic Chemistry I.....	5
		<u>15</u>

FOURTH SEMESTER

HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development OR	
HIST 147	History of Diversities	3
BIOL 102	Biology	4
CHEM 209	Organic Chemistry II.....	5
PHLE 120	Ethics	3
		<u>15</u>

Other courses in the social and natural sciences, mathematics, and foreign language may be required by some four-year institutions. It is highly recommended that students pursuing a pre-medicine program acquire applied experiences in their field of study.

PRE-OPTOMETRY

**Associate in Science Degree
Suggested Transfer Curriculum**

The following course sequence includes offerings that meet all requirements for the 64 credit-hour Associate in Science (AS) Degree (specific requirements are listed on the AS Degree Worksheet on page 144-145). Students planning to pursue a career in optometry should complete the AS Degree; in addition, it is suggested that they complete other courses in the sequence. **It is important that students pursuing this area of study contact the four-year college or university to which they plan to transfer, and the professional school they plan to attend, as specific requirements vary among institutions.**

FIRST SEMESTER

ENGL 101	English Composition	3
BIOL 101	Biology	4
CHEM 111	Chemistry I.....	5
MATH 136	General Statistics.....	4
		<u>16</u>

SECOND SEMESTER

ENGL 102	English Composition	3
CHEM 112	Chemistry II.....	5
BIOL 102	Biology	4
MATH 166	Calculus & Analytical Geometry I.....	5
		<u>17</u>

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication.....	3
HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development OR	
HIST 147	History of Diversities	3
	Health & Personal Development Elective.....	2
	*Science Electives.....	7
		<u>15</u>

FOURTH SEMESTER

PSYH 101	Psychology	3
	Fine Arts Elective	3
	Social & Behavioral Sciences Elective	3
PHLE 120	Ethics	3
PHYS 101	Physics.....	4
		<u>16</u>

Other courses in the social and natural sciences, mathematics, and foreign language may be required by some four-year institutions. It is highly recommended that students pursuing a pre-optometry program acquire applied experiences in their field of study.

*Consult with transfer institution on recommended science electives

PRE-PHARMACY

**Associate in Science Degree
Suggested Transfer Curriculum**

The following course sequence includes offerings that meet all requirements for the 64 credit-hour Associate in Science (AS) Degree (specific requirements are listed on the AS Degree Worksheet on page 144-145). Students planning to pursue a career in pharmacy should complete the AS Degree; in addition, it is suggested that they complete other courses in the sequence. **It is important that students pursuing this area of study contact the four-year college or university to which they plan to transfer, and the professional school they plan to attend, as specific requirements vary among institutions.**

FIRST SEMESTER

ENGL 101	English Composition	3
CHEM 111	Chemistry 1	5
BIOL 101	Biology	4
MATH 166	Calculus & Analytical Geometry I.....	5
		<u>17</u>

SECOND SEMESTER

ENGL 102	English Composition	3
CHEM 112	Chemistry II.....	5
PHYS 101	Physics.....	4
	Social & Behavioral Science Elective.....	3
	Health & Personal Development Elective.....	2
		<u>17</u>

THIRD SEMESTER

	Fine Arts Elective	3
CHEM 208	Organic Chemistry I.....	5
PHYS 102	Physics.....	4
HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development OR	
HIST 147	History of Diversities	3
		<u>15</u>

FOURTH SEMESTER

COMM 103	Fundamentals of Speech Communication.....	3
CHEM 209	Organic Chemistry II.....	5
MATH 136	General Statistics.....	4
	Social & Behavioral Science Elective.....	3
PHLE 120	Ethics	3
		<u>18</u>

Other courses in the social and natural sciences, mathematics, and foreign language may be required by some four-year institutions. It is highly recommended that students pursuing a pre-pharmacy program acquire applied experiences in their field of study.

Most students need to also take BIOL 102, BIOL 121, BIOL 122, and BIOL 215 to apply to a pharmacy program.

*Consult with transfer institution on recommended science electives

PRE-PHYSICAL THERAPY

Associate in Science Degree Suggested Transfer Curriculum

The following course sequence includes offerings that meet all requirements for the 64 credit-hour Associate in Science (AS) Degree (specific requirements are listed on the AS Degree Worksheet on page 144-145). Students planning to pursue a career in physical therapy should complete the AS Degree; in addition, it is suggested that they complete other courses in the sequence. **It is important that students pursuing this area of study contact the four-year college or university to which they plan to transfer, and the professional school they plan to attend, as specific requirements vary among institutions.**

FIRST SEMESTER

ENGL 101	English Composition	3
BIOL 101	Biology	4
	Fine Arts Elective	3
MATH 136	General Statistics	4
	**Science Electives	3
		<u>17</u>

SECOND SEMESTER

ENGL 102	English Composition	3
PSYH 215	Child Psychology	3
BIOL 102	Biology	4
MATH 166	Calculus & Analytical Geometry I	5
		<u>15</u>

THIRD SEMESTER

CHEM 111	Chemistry I	5
COMM 103	Fundamentals of Speech Communication	3
SOCO 101	Sociology	3
	Health & Personal Development Elective	2
MEDT 104	*Medical Terminology	1
		<u>14</u>

FOURTH SEMESTER

PHLE 120	Ethics	3
PSYH 101	Psychology	3
CHEM 112	Chemistry II	5
HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development OR	
HIST 147	History of Diversities	3
	**Science Electives	4
		<u>18</u>

*Note: Students should verify the transferability of this course to the baccalaureate institution they wish to attend.

Other courses in the social and natural sciences, mathematics, and foreign language may be required by some four-year institutions. It is highly recommended that students pursuing a pre-physical therapy program acquire applied experiences in their field of study.

**Consult with transfer institution on recommended science electives

PRE-VETERINARY MEDICINE

Associate in Science Degree Suggested Transfer Curriculum

The following course sequence includes offerings that meet all requirements for the 64 credit-hour Associate in Science (AS) Degree (specific requirements are listed on the AS Degree Worksheet on page 144-145). Students planning to pursue a career in veterinary medicine should complete the AS Degree; in addition, it is suggested that they complete other courses in the sequence. **It is important that students pursuing this area of study contact the four-year college or university to which they plan to transfer, and the professional school they plan to attend, as specific requirements vary among institutions.**

FIRST SEMESTER

ENGL 101	English Composition	3
	Health & Personal Development Elective	2
MATH 136	General Statistics	4
AGRC 101	Introduction to Animal Science	4
PSYH 101	Psychology	3
		<u>16</u>

SECOND SEMESTER

ENGL 102	English Composition	3
BIOL 104	Zoology	4
MATH 166	Calculus & Analytical Geometry I OR	
MATH 246	*Calculus for Business & Social Science	4-5
AGRC 124	Agriculture Crop Production	4
		<u>15-16</u>

THIRD SEMESTER

CHEM 111	Chemistry I	5
AGRC 122	Agriculture Economics OR	
ECON 206	Principles of Microeconomics	3
COMM 103	Fundamentals of Speech Communication	3
PHLE 120	Ethics	3
		<u>14</u>

FOURTH SEMESTER

CHEM 112	Chemistry II	5
	Fine Arts Elective	3
HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development OR	
HIST 147	History of Diversities	3
	**Science Electives	8
		<u>19</u>

*Students electing to take MATH 246 will be required to take an additional elective course to earn the 64 credit hours for the Associate in Science Degree.

Other courses in the social and natural sciences, mathematics, and foreign language may be required by some four-year institutions. It is highly recommended that students pursuing a pre-veterinary medicine program acquire applied experiences in their field of study.

**Consult with transfer institution on recommended science electives

ASSOCIATE IN ARTS DEGREE

The Associate in Arts (AA) Degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Arts (BA) degree. The Associate in Arts Degree includes the transferable General Education Core Curriculum and the lower-division major field core courses recommended by the Illinois Articulation Initiative. The Associate in Arts Degree is ideally suited for students seeking a Bachelor of Arts Degree in areas such as liberal arts and sciences, English, psychology, sociology and other fields.

Kaskaskia College academic advisors assist students in planning and selecting the specific courses needed to complete the requirements of this degree, as well as the courses required in a specific major field of study at a four-year institution. **It is extremely important for a student to identify a major field of study, to select a specific transfer institution, and to consult regularly with an academic advisor.**

Associate in Arts Degree requirements are listed on page 142-143

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science (AS) Degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Science (BS) Degree. The Associate in Science Degree includes the transferable General Education Core Curriculum and the lower-division major field core courses recommended by the Illinois Articulation Initiative. The Associate in Science Degree is ideally suited for students seeking a Bachelor of Science Degree in areas such as mathematics, biology, chemistry, and other fields.

Kaskaskia College academic advisors assist students in planning and selecting the specific courses needed to complete the requirements of this degree, as well as the courses required in a specific major field of study at a four-year institution. **It is extremely important for a student to identify a major field of study, to select a specific transfer institution and to consult regularly with an academic advisor.**

Associate in Science Degree requirements are listed on page 144-145

ARTS & SCIENCES AREAS OF CONCENTRATION

Transfer programs at Kaskaskia College are designed to provide students with the opportunity to complete the first two years of baccalaureate college programs. At the end of two years, credits from Kaskaskia College may be transferred to a four-year institution without loss of time or credit.

Students who have not selected a four-year institution to attend after completion of the Associate in Arts Degree or Associate in Science Degree can follow the programs in this section of the catalog with assurance that most lower-division requirements will be met for most schools.

Students who already have selected a four-year institution to which they will be transferring should contact that school or consult that school's catalog for any special information or recommendations regarding a particular program and its requirements. Assistance may be obtained from Kaskaskia College's academic advisors.

All programs listed in this section are SUGGESTED guides only. Requirements vary at different four-year institutions. To ensure articulation, the student should follow the sequence of courses recommended by the four-year institution. Also, the scheduling of classes may not be identical to the "ideal" programs suggested for varying reasons. Students are expected to arrange their actual schedule with the help of an advisor.

ASSOCIATE IN ENGINEERING SCIENCE

The Associate in Engineering Science (AES) Degree Program is designed to provide students with the first two years of study toward a bachelor's of science degree at a four-year college or university. A core curriculum has been developed in cooperation with the engineering divisions at transfer institutions such as Southern Illinois University at Edwardsville, Southern Illinois University at Carbondale, University of Illinois at Urbana-Champaign, Missouri University of Science and Technology, and Greenville University.

Students who plan to transfer to a four-year institution are strongly advised to discuss their goals with the engineering coordinator/advisor at Kaskaskia College to plan a program that meets their needs. Full time students with satisfactory prerequisites can successfully complete a bachelor's degree in engineering in four years (two years at Kaskaskia College and two years at a university). To complete the AES in two years, the calculus sequence (starting with MATH 166) should begin in the first semester. Students unprepared for MATH 166 should consider completing MATH 160 (pre-calculus) during the summer term preceding their first fall semester at KC. Students should be aware that the AES may take more than two years to complete if they find themselves unprepared for MATH 166.

The General Education courses required for the AES degree are approved by the Illinois Articulation Initiative (IAI); however, the

structure of the AES does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements at the school to which they transfer.

ASSOCIATE IN FINE ARTS DEGREE (ART)

The Associate in Fine Arts (AFA) in Art offers instruction in four major categories: Studio, History, Criticism, and Aesthetics. This is done through Studio and Art History courses. The curriculum is organized to utilize current technologies and materials in the art and challenge creative thinking and problem solving. Drawing, Painting, Ceramics, 2D Design, 3D Design and Graphic Design along with Art History and Art Appreciation are offered. The AFA in Art degree will transfer to a four-year degree at a senior institution or prepare you to work as a professional artist, at printing companies and marketing agencies.

ASSOCIATE IN FINE ARTS DEGREE (ART EDUCATION)

The Associate in Fine Arts (AFA) in Art Education is designed for students seeking courses in art history, art studio and PK-12 education. Students will have a broad foundational experience in studio arts and history. Exploring aesthetics, materials, visual culture and history while receiving the introductory education classes preparing them for a bachelor's degree in art education at a senior college or university.

ASSOCIATE IN FINE ARTS DEGREE (MUSIC)

The Associate in Fine Arts (AFA) in Music is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at senior college or university. Students will receive a solid foundation in music theory, music history, and applied music performance skills.

Baccalaureate degree programs in the fine arts are highly structured and music majors must complete a sequential list of courses in the major field during their freshman and sophomore years. The Associate in Fine Arts accommodates the unique needs of students majoring in music.

Note: Completion of the Associate in Fine Arts degree does not fulfill the requirements of the Illinois General Education Curriculum.

ASSOCIATE IN FINE ARTS DEGREE (MUSIC EDUCATION)

The Associate in Fine Arts (AFA) - Music Education degree is designed for students pursuing a Bachelor of Music Education Degree (BME) at a senior college or university. Students will receive a solid foundation in music theory, music history, and applied instruction while exploring a range of performance and creative opportunities.

Note: Completion of the Associate in Fine Arts - Music Education degree does not fulfill the requirements of the Illinois General Education Core Curriculum. Students who complete the AFA must complete their general education requirements after they transfer to a four-year college or university.

Baccalaureate degree programs in the fine arts are highly structured, and music majors must complete a sequential list of courses in the major field during their freshman and sophomore years. The Associate in Fine Arts accommodates the unique needs of students majoring in music.

For students majoring in Music Education, completion of both an AA and AFA are recommended to improve articulation.

ASSOCIATE IN FINE ARTS DEGREE (THEATRE)

The Associate in Fine Arts (AFA) - Theatre degree is designed to prepare students for transfer to a Bachelor of Fine Arts theatre degree program at a senior college or university. Students will receive a solid foundation in theatre, theatre history, theatre production/stagecraft, and analysis of literature.

AGRICULTURE SCIENCE

Associate in Science Degree Suggested Transfer Curriculum

The Associate in Science Degree with an emphasis in Agricultural Science is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation for a career in the Agriculture industry. This is a general educational core curriculum with recommendations for a transfer major. Consult the college catalog of the institution that you are transferring to for major specific course requirements. Foreign Language may be required for some colleges and majors.

FIRST SEMESTER

ENGL 101	English Composition	3
MATH 136	General Statistics	4
ARTO 105	Introduction to Art	3
AGRC 101	Introduction to Animal Science	4
GUID 109	First Year College Experience	1
		<u>15</u>

SECOND SEMESTER

ENGL 102	English Composition	3
	Math Elective	3
PHLE 120	Ethics	3
PSYH 101	Psychology	3
AGRC 124	Agriculture Crop Production	4
	Health & Personal Development Elective.....	1
		<u>17</u>

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication.....	3
	Chemistry Elective	4
AGRC 121	Soils and Soil Supplements	3
	AGRC Electives	5
		<u>15</u>

FOURTH SEMESTER

	Chemistry/Biology Elective	4
HLTH 102	Human Health and Wellness	3
	Social Science Elective	3
	Agriculture Elective	3
BIOL 104	Zoology	4
		<u>17</u>

Recommended AGRC Electives: AGRC 102, 213, 217, 116, 122

ART

Associate in Fine Arts (AFA) Degree - Art ARTO.0500.DEGR

The Associate in Fine Arts (AFA) in Art offers instruction in four major categories: Studio, History, Criticism, and Aesthetics. This is done through Studio and Art History courses. The curriculum is organized to utilize current technologies and materials in the art and challenge creative thinking and problem solving. Drawing, Painting, Ceramics, 2D Design, 3D Design and Graphic Design along with Art History and Art Appreciation are offered. The AFA in Art degree will transfer to a four-year degree at a senior institution or prepare you to work as a professional artist, at printing companies and marketing agencies.

FIRST SEMESTER

ARTO 101	Drawing I.....	3
ARTO 102	Design I - 2 Dimensional.....	3
ARTO 105	Introduction to Art.....	3
ENGL 101	English Composition	3
	Math Elective**	3
		<u>15</u>

SECOND SEMESTER

ARTO 111	Drawing II	3
ARTO 103	Design II - 3 Dimensional	3
ARTO 106	Art History I	3
ARTO 204	Painting I	3
ENGL 102	English Composition	3
		<u>15</u>

THIRD SEMESTER

ARTO 107	Art History II.....	3
COMM 103	Fundamentals of Speech Communication.....	3
	Physical Science Elective***	3-4
	ARTO Elective	3
PSYH 101	Psychology	3
		<u>15-16</u>

FOURTH SEMESTER

	Life Science Elective***	3-4
PHLE 120	Ethics *	3
	ARTO Elective	6
HIST 104	History of the United States	3
		<u>15-16</u>

Minimum required credit hours for degree: 60

Approved ARTO Electives

ARTO 117	Ceramics I - 3
ARTO 113	Graphic Design - 3
ARTO 118	Life/Figure Drawing - 3
ARTO 214	Painting II - 3
ARTO 217	Ceramics II - 3

*PHLE is a KC requirement.

**MATH 130 or higher required, but not including MATH 134 and 135.

***Physical and Life Science required; one has to have a lab component.

ART EDUCATION

Associate in Fine Arts (AFA) Degree - Art Education ARTO.0501.DEGR

The Associate in Fine Arts in Art Education is designed for students seeking courses in art history, art studio and PK-12 education. Students will have a broad foundational experience in studio arts and history. Exploring aesthetics, materials, visual culture and history while receiving the introductory education classes preparing them for a bachelor's degree in art education at a senior college or university.

FIRST SEMESTER

ARTO 101	Drawing I.....	3
ARTO 102	Design I - 2 Dimensional.....	3
ENGL 101	English Composition	3
EDUC 101	Intro to Educational Practice	4
	Math Elective **	3
		<u>16</u>

SECOND SEMESTER

ARTO 111	Drawing II	3
ARTO 103	Design II - 3 Dimensional	3
ENGL 102	English Composition	3
ARTO 106	Art History I	3
ARTO 204	Painting I	3
ARTO 117	Ceramics I	3
		<hr/> 18

THIRD SEMESTER

ARTO 107	Art History II	3
COMM 103	Fundamentals of Speech Communication	3
	Physical Science Elective***	3-4
PHLE 120	Ethics *	3
ARTO 113	Graphic Design	3
PSYH 101	Psychology	3
		<hr/> 18-19

FOURTH SEMESTER

	Life Science Elective***	3-4
ANTH 101	Cultural Anthropology	3
	ARTO Elective	3
HIST 104	History of the United States	3
		<hr/> 12-13

Minimum required credit hours for degree: 64

Approved ARTO Electives

- ARTO 214 Painting II – 3
- ARTO 217 Ceramics II – 3

*PHLE is a KC requirement.

**MATH 130 or higher required, but not including MATH 134 and 135.

***Physical and Life Science required; one has to have a lab component.

BIOLOGICAL SCIENCES

Associate in Science Degree Suggested Transfer Curriculum

The Associate in Science Degree with a Biological Science emphasis is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation for a career in Biology and related areas. This is a general education core curriculum with recommendations for a transfer major. Consult the college catalog of the institution that you are transferring to for major specific course requirements. The Kaskaskia College Advisement Center provides professional guidance to transfer students. Foreign language may be required for some colleges and majors.

FIRST SEMESTER

ENGL 101	English Composition	3
CITA 110	Introduction to Word Processing	1
MATH 166	Calculus and Analytical Geometry I	5
CHEM 111	Chemistry I (Inorganic Chemistry)	5
BIOL 101	Biology	4
GUID 109	First Year College Experience	1
		<hr/> 19

SECOND SEMESTER

ENGL 102	English Composition	3
CHEM 112	Chemistry II (Physical & Analytical)	5

BIOL 102	Biology	4
HLTH 102	Human Health and Wellness OR	
HIST 147	History of Diversities OR	
LEAD 150	Leadership Development	3
		<hr/> 15

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication	3
BIOL 103	Botany (offered fall only) OR	
BIOL 104	Zoology (offered spring only)	4
HIST 103	History of the United States	3
	Biology Elective	3
	Fine Arts Elective	3
		<hr/> 16

FOURTH SEMESTER

PHLE 120	Ethics	3
MATH 136	General Statistics	4
PSYH 101	Psychology	3
	Biology Elective	4
		<hr/> 14

Class schedule requirements are subject to change without notice.

Biological Science Electives: Consider the following options as part of electives (note: check with the college or university that you are transferring to for best elective options) BIOL 121, BIOL 122, and BIOL 215.

BUSINESS/ACCOUNTING

Associate in Arts Degree Suggested Transfer Curriculum

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in Accounting, Business Administration, Business Economics, Finance, Information Systems, Management or Marketing. It parallels the first two years required by most four-year schools of business.

A bachelor's degree in business opens the door to a wide range of career opportunities across various industries. Some roles include marketing manager, financial analyst, business analyst, human resources specialist, operations manager, and sales manager. The degree provides a strong foundation in areas like finance, marketing, management, and economics, making you eligible for mid-level positions in corporate, nonprofit, or government sectors. Additionally, you may explore opportunities in entrepreneurship, consulting, and project management, with potential for higher earning and career growth compared to an associate degree.

Roles for a bachelor's degree in accounting include staff and senior accountant, auditor, financial manager, financial analyst, controller, and chief financial officer. Accounting careers can be found in public accounting firms, service industries, manufacturing, government and the not-for-profit sector.

For roles in the associate's degree fields, please consult the Accounting, Business Management, and Business Marketing AAS degree curriculums.

Students should check with their specific transfer institution or a KC Academic Advisor for any additional requirements.

FIRST SEMESTER

ENGL 101	English Composition	3
ACCT 100	Accounting Principles	3
COMM 103	Fundamentals of Speech Communication.....	3
BUSN 156	Business Technology Applications OR	
CITA 151	Intro to Computer Applications.....	4
IAI Approved Elective - Life Science with Lab	4	
		<u>17</u>

SECOND SEMESTER

ACCT 201	Financial Accounting.....	4
ENGL 102	English Composition	3
PHLE 120	Ethics**	3
IAI Approved Elective - Fine Arts	3	
Elective*	4	
		<u>17</u>

THIRD SEMESTER

ACCT 202	Managerial Accounting	3
ECON 205	Principles of Macroeconomics	3
MATH 248	Business Statistics	4
HLTH 102	Human Health and Wellness OR	
BUSN 206	Personal Finance.....	3
Elective - Personal Development Criterion II.....	1	
		<u>14</u>

FOURTH SEMESTER

ECON 206	Principles of Microeconomics.....	3
MATH 246	Calculus for Busn. and Social Science.....	4
IAI Approved Elective - Humanities or Fine Arts	3	
IAI Approved Elective - Physical Science	3	
IAI Approved Elective - Social Science **	3	
		<u>16</u>

*It is recommended that 3 of the 4 Elective hours might need to be MATH 134. MATH 134 is the pre-requisite class for both MATH 246 and 248. Some transfer institutions may also require it. Please speak with a KC Academic Advisor regarding Math placement.

**Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.

Students that are undecided between Business/Accounting Transfer and a 2-year AAS degree should follow the Transfer first semester outline minus the IAI Approved Life Science. They could sample a BUSN class towards the remaining 1 credit hour of Electives or start MATH progression if needed. Students should consult with the Business and Accounting Professors to help them decide during their first semester.

Students that are undecided on a transfer institution will follow this guideline until they decide. Students who already know need to consult with their transfer institution every step of the way. They'll need to work with them and their KC Academic Advisor on their specific plan.

The above plan assumes students place into college-level MATH 134. Please see the Math Placement Chart. Students who do not place into MATH 134 may need additional transitional MATH courses. If MATH is not started right away, this may result in summer MATH or longer than the standard 2 years. Students should consult with their KC Academic Advisor from the very beginning.

CHEMISTRY

Associate in Science Degree

Suggested Transfer Curriculum

The Associate of Science Degree with a Chemistry emphasis is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation for a career in Chemistry and related areas. This is a general education core curriculum with recommendations for a transfer major. Consult the college catalog of the institution that you are transferring to for major specific course requirements. The Kaskaskia College Advisement Center provides professional guidance to transfer students. Foreign language may be required for some colleges and majors.

FIRST SEMESTER

ENGL 101	English Composition	3
MATH 166	Calculus and Analytical Geometry I	5
GUID 109	First Year College Experience	1
CHEM 111	Chemistry I (Inorganic Chemistry)	5
LEAD 150	Leadership Development.....	3
		<u>17</u>

SECOND SEMESTER

ENGL 102	English Composition	3
CHEM 112	Chemistry II (Physical & Analytical).....	5
BIOL 101	Biology	4
COMM 103	Fundamentals of Speech Communication.....	3
Criteria II Personal Development.....	1-3	
		<u>16-18</u>

THIRD SEMESTER

CHEM 208	Organic Chemistry I	5
PHLE 120	Ethics	3
SOCO 101	Sociology.....	3
MATH 136	General Statistics.....	4
General Elective	2	
		<u>17</u>

FOURTH SEMESTER

PSYH 101	Psychology	3
CHEM 209	Organic Chemistry II.....	5
IAI Fine Arts Elective.....	3	
General Elective	3	
		<u>14</u>

Optional Courses:

CHEM 210, BIOL 102, PHYS 201, PHYS 202, MATH 267, MATH 268

COMMUNICATION

Associate in Arts Degree Suggested Transfer Curriculum

The Associate in Arts Degree with an emphasis in Communication is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution. This a general education core curriculum with recommendations for transfer major.

Check with the college catalog of the institution that you are transferring to for specific course requirements in the Communication field you want to pursue. Consult the Kaskaskia College Advisement Center if you have any questions. Each university has slightly different requirements.

FIRST SEMESTER

ENGL 101	English Composition	3
GUID 109	First Year College Experience**	1
LEAD 150	Leadership Development**	3
COMM 103	Fundamentals of Speech Communication.....	3
DRMA 111	Theatre Appreciation	3
	Elective Courses***	3
		<u>16</u>

SECOND SEMESTER

ENGL 102	English Composition	3
SOCO 101	Sociology**	3
COMM 204	Interpersonal Communication	3
	Humanities or Fine Arts Elective	3
CITA 110	Introduction to Word Processing**	1
	MATH course**	3-5
		<u>16-18</u>

THIRD SEMESTER

PSYH 101	Psychology**	3
	Life Science course**	3-4
COMM 200	Organizational Communication	3
COMM 150	Intro to Mass Communication.....	3
BUSN 134	Managing Diversity	3
		<u>15-16</u>

FOURTH SEMESTER

COMM 205	Advanced Speech Communication	3
	Physical Science course**	3-5
BUSN 201	Business Communication	3
	Social & Behavioral Science course**	3
PHLE 120	Ethics	3
	Elective Courses***	2
		<u>17-19</u>

**Students must take at least one math course (130 or any other AA approved math course); one physical science course and one life science course; and one of these must include a lab; at least two additional social and behavioral science courses; and at least three health and personal development courses. Please see the degree sheet for specific courses.

***Recommended courses for a communication degree can include: LITO 103, DRMA 220, PHLE 121, HIST 147

COMPUTER SCIENCE

Associate in Arts Degree Suggested Transfer Curriculum

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of computer science. It provides students with the background in computer science and general studies necessary for advanced work at a four-year college or university.

Students should check with the specific four-year institution or a KC advisor for any additional requirements.

FIRST SEMESTER

CITA 151	Intro to Computer Applications.....	4
ENGL 101	English Composition	3
CITA 110	Introduction to Word Processing	1
GUID 109	First Year College Experience	1
HLTH 102	Human Health and Wellness	3
PHLE 120	Ethics	3
		<u>15</u>

SECOND SEMESTER

CITP 155	Programming I.....	3
ENGL 102	English Composition	3
MATH 135	Trigonometry	3
PSYH 101	Psychology	3
COMM 103	Fundamentals of Speech Communication.....	3
	Elective - Fine Arts.....	3
		<u>18</u>

THIRD SEMESTER

CITP 210	Java.....	3
ECON 205	Principles of Macroeconomics	3
MATH 166	Calculus and Analytical Geometry I	5
	Elective - Physical Science.....	3
		<u>14</u>

FOURTH SEMESTER

CITW 230	ASP.NET Dynamic Web Programming II.....	4
ECON 206	Principles of Microeconomics.....	3
	Elective - Fine Arts/Humanities	3
	Elective - Life Science with Lab	4
	Elective - Computer Science	3
		<u>17</u>

Note: Many universities require two semesters of college level foreign language.

EARLY CHILDHOOD EDUCATION

Associate in Arts Degree Suggested Transfer Curriculum

The Associate in Arts Degree with a focus in early childhood education allows those who want to pursue a bachelor's degree and teaching license to begin. Students will complete the general education coursework and the foundational education courses required as part of the admission process to a college of education and the completion of a bachelor's degree.

The Illinois licensure grade range is from Birth – 2nd grade, and students are advised to speak with the Kaskaskia College education program coordinator as well as their prospect transfer intuitions when planning their schedules. Courses vary based upon degree requirements. Kaskaskia College recommends all students interested in becoming a teacher take EDUC 101 Introduction to Education during their first two semesters at Kaskaskia College.

FIRST SEMESTER

ENGL 101	English Composition	3
EDUC 101	Introduction to Educational Practice	4
MATH 170	Math for Elementary Teachers I	4
BIOL 101	Biology	4
	Personal Development: Criterion II	1
		<u>16</u>

SECOND SEMESTER

ENGL 102	English Composition	3
COMM 103	Fundamentals of Speech Communication	3
MATH 172	Math for Elementary Teachers II	3
EDUC 200	Cultural Awareness in the Classroom	4
PSCI 120	General Physical Science	4
		<u>17</u>

THIRD SEMESTER

	Humanities Elective	3
ARTO 105	Introduction to Art	3
ECES 269	Exceptional Child	3
PSYH 101	Psychology	3
HIST 103	History of the United States OR	
HIST 104	History of the United States	3
		<u>15</u>

FOURTH SEMESTER

MUSC 101	Introduction to Music in America	3
HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development	3
GEOG 104	World Geography	3
PSYH 215	Child Psychology	3
POLS 101	American Government	3
	Personal Development: Criterion II	1
		<u>16</u>

ELEMENTARY EDUCATION

Associate in Arts Degree Suggested Transfer Curriculum

The Associate in Arts Degree with a focus in elementary education allows those who want to pursue a degree in elementary education and a teaching license to begin. Students will complete the general education coursework and the foundational education courses required as part of the admission process to a college of education and the completion of a bachelor's degree.

The Illinois licensure grade range is from 1st grade – 6th grade, and students are advised to speak with the Kaskaskia College education program coordinator as well as their prospect transfer intuitions when planning their schedules. Courses vary based upon degree requirements. Kaskaskia College recommends all students interested in becoming a teacher take EDUC 101 Introduction to Education during their first two semesters at Kaskaskia College.

Students interested in teaching the middle grade levels should speak with the teacher education program coordinator at Kaskaskia College to determine which licensure area to pursue.

FIRST SEMESTER

ENGL 101	English Composition	3
EDUC 101	Introduction to Educational Practice	4
MATH 170	Math for Elementary Teachers I	4
BIOL 101	Biology	4
	Personal Development: Criterion II	1
		<u>16</u>

SECOND SEMESTER

ENGL 102	English Composition	3
COMM 103	Fundamentals of Speech Communication	3
MATH 172	Math for Elementary Teachers II	3
EDUC 200	Cultural Awareness in the Classroom	4
PSCI 120	General Physical Science	4
		<u>17</u>

THIRD SEMESTER

	Humanities Elective	3
ARTO 105	Introduction to Art	3
EDUC 190	Introduction to Special Education	4
PSYH 101	Psychology	3
HIST 103	History of the United States OR	
HIST 104	History of the United States	3
		<u>16</u>

FOURTH SEMESTER

MUSC 101	Introduction to Music in America	3
HLTH 102	Human Health and Wellness OR	
LEAD 150	Leadership Development	3
GEOG 104	World Geography	3
PSYH 215	Child Psychology	3
EDUC 202	Educational Psychology	3
	Personal Development: Criterion II	1
		<u>16</u>

SECONDARY EDUCATION

Associate in Arts Degree Suggested Transfer Curriculum

The Associate in Arts Degree with a focus in Secondary Education allows those who want to pursue a degree in secondary education and a teaching licensure to begin. Students will complete the general education coursework and the foundational education courses required as part of the admission process to a college of education and the completion of a bachelor's degree.

Major areas of secondary education teacher education licensure includes: English, Biology, Chemistry, Physics, Foreign Language, Consumer Sciences, History (Social Science), Business, Music, Art, Physical Education (Kinesiology), Health, Mathematics, Agriculture, Consumer Science, Theatre. Other areas may be available. Contact the education department at Kaskaskia College or the transfer institution.

The Illinois licensure grade range is from 9th grade – 12th grade, and students are advised to speak with the Kaskaskia College education program coordinator as well as their prospect transfer intuitions when planning their schedules. Courses vary based upon degree requirements. Kaskaskia College recommends all students interested in becoming a teacher take EDUC 101 Introduction to Education during their first two semesters at Kaskaskia College.

Students interested in teaching the middle grade levels should speak with the education program coordinator at Kaskaskia College to determine which licensure area to pursue.

Foundational education courses include:

EDUC 101 Introduction to Education
EDUC 190 Introduction to Special Education
EDUC 200 Cultural Awareness in the Classroom
EDUC 202 Educational Psychology
EDUC 116 Technology in the Classroom

FIRST SEMESTER

ENGL 101	English Composition	3
EDUC 101	Introduction to Educational Practice	4
	Life Science	3
	Personal Development: Criterion II	1
MATH 136	General Statistics	4
		<u>15</u>

SECOND SEMESTER

ENGL 102	English Composition	3
COMM 103	Fundamentals of Speech Communication	3
EDUC 200	Cultural Awareness in the Classroom	4
	Physical Science	4
	Elective for Concentration	2
		<u>16</u>

THIRD SEMESTER

EDUC 190	Introduction to Special Education	4
	Humanities	3
EDUC 116	Technology in Teacher Education	3
PSYH 101	Psychology	3
	Elective for Concentration	3
		<u>16</u>

FOURTH SEMESTER

	Fine Art/Humanities	3
	Fine Art	3

LEAD 150	Leadership Development	3
PSYH 216	Adolescent Psychology	3
EDUC 202	Educational Psychology	3
	Social Behavioral (Not PSYH)	3
		<u>18</u>

SPECIAL EDUCATION, OR PHYSICAL EDUCATION

Associate in Arts Degree Suggested Transfer Curriculum

The Associate in Arts Degree with a focus in Special Education, or Physical Education allows those who want to pursue a bachelor's degree and teaching licensure in Special Education, or Physical Education to begin. Students will complete the general education coursework and the foundational education courses required as part of the admission process to a college of education and the completion of a bachelor's degree.

The Illinois licensure grade range is from Kindergarten – 12th grade, and students are advised to speak with the Kaskaskia College education program coordinator as well as their prospect transfer intuitions when planning their schedules. Courses vary based upon degree requirements. Kaskaskia College recommends all students interested in becoming a teacher take EDUC 101 Introduction to Education during their first two semesters at Kaskaskia College.

Foundational education courses include:

EDUC 101 Introduction to Education
EDUC 190 Introduction to Special Education
EDUC 200 Cultural Awareness in the Classroom
EDUC 202 Educational Psychology
EDUC 116 Technology in the Classroom

ENGINEERING

Associate in Engineering Science Degree ENGR.0500.DEGR

The Engineering program at Kaskaskia College provides students with the first two years of study toward a bachelor's of science degree at a four-year college or university. Students take fundamental courses common to most engineering disciplines and continue their studies in specialized areas after transferring. A core curriculum has been developed in cooperation with the engineering divisions at transfer institutions such as Southern Illinois University at Edwardsville, Southern Illinois University at Carbondale, University of Illinois at Urbana-Champaign, Missouri University of Science and Technology, and Greenville University.

Students who plan to transfer to a four-year institution are strongly advised to discuss their goals with the engineering coordinator/advisor at Kaskaskia College to plan a program that meets their needs. Full time students with satisfactory prerequisites can successfully complete a bachelor's degree in engineering in four years (two years at Kaskaskia College and two years at a university).

To complete the AES in two years, the calculus sequence (starting with MATH 166) should begin in the first semester. Students

unprepared for MATH 166 should consider completing MATH 160 (pre-calculus) during the summer term preceding their first fall semester at KC. Students should be aware that the AES may take more than two years to complete if they find themselves unprepared for MATH 166.

The General Education courses required for the AES degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the AES does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements at the school to which they transfer.

Prospective students interested in engineering science should possess:

- A high school diploma or High School Equivalency
- A strong background and interest in math and science

FIRST SEMESTER

CHEM 111	Chemistry I (Inorganic Chemistry)	5
ENGL 101	English Composition	3
MATH 166	Calculus and Analytical Geometry I	5
ENGR 103	Engineering Graphics & CAD	3
PHLE 110	Logic.....	3
		19

SECOND SEMESTER

MATH 267	Calculus and Analytical Geometry II	4
PHYS 201	University Physics I	5
ENGL 102	English Composition	3
ENGR 203	Statics	3
		15

THIRD SEMESTER

PHYS 202	University Physics II	5
MATH 268	Calculus & Analytical Geometry III	4
ENGR 201	Computer Programming for Engineers	3
ECON 205	Principles of Macroeconomics	3
		15

FOURTH SEMESTER

MATH 269	Differential Equations	3
	ENGR Elective.....	3-4
	Social Science Elective	3
COMM 103	Fundamentals of Speech Communication OR	
COMM 204	Interpersonal Communication	3
PHLE 120	Ethics OR	
PHLE 201	Professional Ethics for Engineers.....	3
		15-16

Minimum required credit hours for degree: 64

ENGINEERING ELECTIVE COURSES:

- ENGR 204 Dynamics (3 credit hours, offered in fall only)
- ENGR 205 Mechanics of Materials (3 credit hours, offered in spring only)
- ENGR 210 Electrical Circuits (4 credit hours, offered in spring only)

When selecting electives, students should consider the requirements of their intended transfer institution and engineering discipline.

It is recommended that students meet with the engineering program coordinator before registering to ensure they meet specific requirements.

ENGLISH

**Associate in Arts Degree
Suggested Transfer Curriculum**

Transfer Curriculum: The Associate in Arts Degree with an English emphasis is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution. This is a general education core curriculum with recommendations for transfer major.

Check with the college catalog of the institution that you are transferring to for specific course requirements in English. Consult the Kaskaskia College Advisement Center if you have any questions. Each university has slightly different requirements.

FIRST SEMESTER

ENGL 101	English Composition	3
LITO 103	Introduction to Literature	3
LITO 201	British Literature Survey, Part 1	3
GUID 109	First Year College Experience	1
	**see below	3-6
		13-16

SECOND SEMESTER

ENGL 102	English Composition	3
LITO 202	British Literature Survey, Part 2	3
PSYH 101	Psychology	3
DRMA 111	Theatre Appreciation	3
	**see below	6-9
		18-21

THIRD SEMESTER

LITO 203	Native American Literature	3
LITO 204	American Literature	3
LITO 115	Film Appreciation.....	3
PHLE 120	Ethics	3
	**see below	3-6
		18-18

FOURTH SEMESTER

COMM 103	Fundamentals of Speech Communication.....	3
LITO 205	American Literature	3
LITO 210	Shakespeare.....	3
LITO 110	Classical Mythology.....	3
	**see below	6-9
		18-21

**Students must take at least one math course (130 or any other AA approved math course); one physical science course and one life science course (one of these must include a lab); at least two additional social and behavioral science courses; and at least three health and personal development courses. Please see the degree sheet for specific courses.

Associate in Arts: English Emphasis

English Emphasis: Courses listed in the sample schedule are suggestions; check with the college or university that you are transferring to for the best options.

Important Note: Most university English departments require Foreign Language.

A Baccalaureate degree in English is not the same as a degree in Education with an emphasis in English. If you think you want to teach English in high school, then you need to major in Education and work with counselors in the Education program.

HEALTH

Associate in Science Degree Suggested Transfer Curriculum

The Associate of Science Degree with a Health Science emphasis is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation for a career in Health and related areas. This is a general education core curriculum with recommendations for a transfer major. Consult the college catalog of the institution that you are transferring to for major specific course requirements. The Kaskaskia College Advisement Center provides professional guidance to transfer students. Foreign language may be required for some colleges and majors.

FIRST SEMESTER

ENGL 101	English Composition	3
MATH 136	General Statistics	4
GUID 109	First Year College Experience	1
BIOL 101	Biology	4
HLTH 102	Human Health and Wellness	3
PSYH 101	Psychology	3
		<hr/>
		18

SECOND SEMESTER

ENGL 102	English Composition	3
BIOL 102	Biology	4
MATH 143	Finite Mathematics	3
HLTH 107	Principles of Nutrition	3
COMM 103	Fundamentals of Speech Communication	3
		<hr/>
		16

THIRD SEMESTER

CHEM 103	General Chemistry	4
HLTH 208	First Aid	3
	Elective	3
PSYH 100	Life Span Growth & Development	3
PHLE 120	Ethics	3
		<hr/>
		16

FOURTH SEMESTER

	IAI Fine Arts Elective	3
SOCO 101	Sociology	3
	Elective	8
		<hr/>
		14

HISTORY

Associate in Arts Degree Suggested Transfer Curriculum

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in various areas of history. History transfer program at Kaskaskia College provides students with the background in history and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the particular institution to which they are transferring or a KC advisor for any additional requirements. Transfer institution may have special requirements such as one year of a foreign language.

FIRST SEMESTER

ENGL 101	English Composition	3
GUID 109	First Year College Experience	1

HIST 103	History of the United States	3
MATH 130	Intro. to Contemporary Mathematics	3
	Elective – Life Science with Lab	4
		<hr/>
		14

SECOND SEMESTER

ENGL 102	English Composition	3
GEOG 101	Physical Geography	4
HIST 104	History of the United States	3
PSYH 101	Psychology	3
POLS 101	American Government	3
ANTH 101	Cultural Anthropology	3
		<hr/>
		19

THIRD SEMESTER

HIST 101	History of Western Civilization	4
MATH 136	General Statistics	4
COMM 103	Fundamentals of Speech Communication	3
	Elective - Personal Health and Development	1
PHLE 120	Ethics	3
		<hr/>
		15

FOURTH SEMESTER

HIST 147	History of Diversities	3
HIST 102	History of Western Civilization	4
	Elective - Fine Arts	3
	Elective - Fine Arts / Humanities	3
POLS 205	State and Local Government	3
		<hr/>
		16

MATHEMATICS

Associate in Science Degree Suggested Transfer Curriculum

The following suggested curriculum is typical of that required by many universities for Mathematics majors. Many industries that hire mathematicians are engineering- or science-oriented, such as aircraft and missile, chemical, electrical equipment and petroleum industries. Excellent career opportunities exist in business- and economic-related positions, statistical and actuarial work. A strong minor in a related field (such as business, economics, science, etc.) is helpful in preparing for specific areas of employment. Students should see an advisor for information about specific university requirements in mathematics.

FIRST SEMESTER

MATH 166	Calculus and Analytical Geometry I	5
ENGL 101	English Composition	3
CITA 110	Introduction to Word Processing	1
	Biology Elective	3
GUID 109	First Year Experience	1
PHLE 120	Ethics	3
		<hr/>
		16

SECOND SEMESTER

MATH 267	Calculus and Analytical Geometry II***	4
ENGL 102	English Composition	3
PHYS 201	University Physics I	5
MATH 136	General Statistics	4
	Fine Arts Elective	3
		<hr/>
		19

THIRD SEMESTER

MATH 268	Calculus and Analytical Geometry III*	4
PHYS 202	University Physics II	5
ENGR 201	Computer Programming for Engineers*	3
COMM 103	Fundamentals of Speech Communication	3
		<hr/>
		15

FOURTH SEMESTER

MATH 236	Linear Algebra**	3
MATH 269	Differential Equations**	3
PSYH 101	Psychology	3
HLTH 102	Human Health and Wellness	3
	Social and Behavioral Elective.....	3
		15

Gen Ed requirements can be taken in any semester as long as prerequisites are met.

Prerequisite course(s) may be required. Refer to placement chart in college catalog for detailed information.

*ENGR 201 and MATH 268 are only offered in the fall semester of each year.

**MATH 236 and MATH 269 are only offered in the spring semester of each year.

*** MATH 267 is not offered in the fall.

MUSIC

**Associate in Fine Arts (AFA) Degree
MUSC.0500.DEGR**

The Associate in Fine Arts (AFA) in Music is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university. Students will receive a solid foundation in music theory, music history, and applied music performance skills.

Note: Completion of the Associate in Fine Arts degree does not fulfill the requirements of the Illinois General Education Core Curriculum. Students who complete the AFA must complete their general education requirements after they transfer to a four-year college or university.

Baccalaureate degree programs in the fine arts are highly structured, and music majors must complete a sequential list of courses in the major field during their freshman and sophomore years. The Associate in Fine Arts accommodates the unique needs of students majoring in music.

For students majoring in Music, completion of both an AA and AFA are recommended to improve articulation.

The addition of the AA degree will potentially add on one (1) additional semester of classes to meet the rest of the AA requirements.

FIRST SEMESTER

MUSC 122	Music Theory I.....	3
MUSC 137	Aural Skills I.....	1
	Major Ensemble.....	1
	Applied Music/Private Lessons I.....	2
MUSC 141	Class Piano I.....	1
ENGL 101	English Composition*.....	3
MATH 130	Intro. to Contemporary Mathematics	
	(or higher-level math) **.....	3
	Approved AA Degree Humanities Elective+.....	3
		17

SECOND SEMESTER

MUSC 123	Music Theory II.....	3
MUSC 138	Aural Skills II.....	1
	Major Ensemble.....	1
	Applied Music/Private Lessons II.....	2
MUSC 142	Class Piano II.....	1
ENGL 102	English Composition*.....	3
MUSC 207	Intro to Music Hist & Lit.....	3
	Approved AA Degree Social Science Elective *****.....	3
		17

THIRD SEMESTER

MUSC 222	Music Theory III.....	3
MUSC 201	Aural Skills III.....	1
	Major Ensemble.....	1
	Applied Music/Private Lessons III.....	2
MUSC 241	Class Piano III OR	
MUSC 180	Class Guitar I.....	1
COMM 103	Fundamentals of Speech Communication.....	3
	Approved AA Degree Physical Science Elective*****.....	3
		14

FOURTH SEMESTER

MUSC 223	Music Theory IV.....	3
MUSC 202	Aural Skills IV.....	1
	Major Ensemble.....	1
	Applied Music/Private Lessons IV.....	2
MUSC 242	Class Piano IV OR	
MUSC 181	Class Guitar II.....	1
	Approved Area AA Life Science Elective*****.....	4
MUSC 107	Music Appreciation OR	
MUSC 101	Introduction to Music in America.....	3
MUSC 299	AFA Portfolio.....	1
		16

Minimum required credit hours for degree: 64

*Enrollment in ENGL 101 is based on your score on the assessment placement test. A minimum grade of “C” or better is required in ENGL 101 and ENGL 102.

**Enrollment in any Math class is based on your score on the assessment test and proper prerequisite.

**MATH 130 or higher required, but not including MATH 134 and 135.

**** Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.

*****Physical and life science courses are required; one has to have a lab component.

+If students complete the AA degree, PHLE 120 can count as one AA Humanities and the Core Values.

NOTE: Students transferring to a four-year college should check to see if courses will transfer to your prospective college before registering. For more information, visit iTransfer.org.

Students can speak with the Music Program Coordinator to discuss articulation agreements.

Student electives may be different, depending on the university or in the state where they received their high school diploma. See an advisor at transfer institution.

RECOMMENDED MUSIC SPECIALTY COURSE

The following course is suggested to improve articulation for music majors:

MUSC 290 Introduction to Conducting - 2

Associate In Arts: Music

The following Required General Education Core Courses will allow for the student to receive an AA in addition to the AFA to improve articulation for Music Majors.

(2) Social Science Electives.....	6
(Recommended I, non-western or 3rd world culture course)	
(1) Fine Arts OR Humanities Elective	3
(1) Health and Personal Development Elective - Criterion I:..	3
(2) Health and Personal Development Elective - Criterion II: 2	
(1) Core Values Elective+	3
	17

Required Core Music Courses (35 hours)

- MUSC 122 Music Theory I - 3
- MUSC 123 Music Theory II - 3
- MUSC 222 Music Theory III - 3
- MUSC 223 Music Theory IV - 3
- MUSC 137 Aural Skills I - 1
- MUSC 138 Aural Skills II - 1
- MUSC 201 Aural Skills III - 1
- MUSC 202 Aural Skills IV - 1
- MUSC 141 Class Piano I - 1
- MUSC 142 Class Piano II - 1
- MUSC 241 Class Piano III - 1
- MUSC 242 Class Piano IV - 1
- MUSC 207 Intro to Music Hist & Lit - 3
- Major Ensemble - 4
- Applied Music - 8

MUSIC EDUCATION

**Associate in Fine Arts (AFA) Degree
MUSC.0501.DEGR - Music Education**

The Associate in Fine Arts (AFA) - Music Education degree is designed for students pursuing a Bachelor of Music Education Degree (BME) at a senior college or university. Students will receive a solid foundation in music theory, music history, and applied instruction while exploring a range of performance and creative opportunities.

Note: Completion of the Associate in Fine Arts - Music Education degree does not fulfill the requirements of the Illinois General Education Core Curriculum. Students who complete the AFA must complete their general education requirements after they transfer to a four-year college or university.

Baccalaureate degree programs in the fine arts are highly structured, and music majors must complete a sequential list of courses in the major field during their freshman and sophomore years. The Associate in Fine Arts accommodates the unique needs of students majoring in music.

For students majoring in Music Education, completion of both an AA and AFA are recommended to improve articulation.

The addition of the AA degree will potentially add on one (1) additional semester of classes to meet the rest of the AA requirements.

FIRST SEMESTER

MUSC 122 Music Theory I.....	3
MUSC 137 Aural Skills I	1
Major Ensemble	1
Applied Music/Private Lessons I	2
MUSC 141 Class Piano I.....	1
ENGL 101 English Composition*	3
MATH 130 Intro. to Contemporary Mathematics (or higher-level math)**	3
Approved AA Degree Physical or Life Science Elective*** ..	3-4
	17-18

SECOND SEMESTER

MUSC 123 Music Theory II.....	3
MUSC 138 Aural Skills II.....	1
Major Ensemble	1
Applied Music/Private Lessons II.....	2
MUSC 142 Class Piano II	1
ENGL 102 English Composition*	3
MUSC 207 Intro to Music Hist & Lit.....	3
POLS 101 American Government****	3
	17

THIRD SEMESTER

MUSC 222 Music Theory III	3
MUSC 201 Aural Skills III.....	1
Major Ensemble	1
Applied Music/Private Lessons III.....	2
MUSC 241 Class Piano III OR	
MUSC 180 Class Guitar I.....	1
COMM 103 Fundamentals of Speech Communication.....	3
Approved AA Degree Humanities Elective	3
	14

FOURTH SEMESTER

MUSC 223 Music Theory IV	3
MUSC 202 Aural Skills IV.....	1
Major Ensemble	1
Applied Music/Private Lessons IV.....	2
MUSC 242 Class Piano IV OR	
MUSC 181 Class Guitar II	1
EDUC 101 Introduction to Educational Practice	4
MUSC 107 Music Appreciation OR	
MUSC 101 Introduction to Music in America	3
MUSC 299 AFA Portfolio	1
	16

Minimum required credit hours for degree: 64

*Enrollment in ENGL 101 is based on your score on the assessment placement text. A minimum grade of “C” is required in ENGL 101 and ENGL 102.

**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite. MATH 130 or higher required, but not including MATH 134 and 135.

***If students complete the AA degree, Physical and Life science courses are both required; one must have a lab component.

****Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.

NOTE: Students transferring to a four-year college should check to see if courses will transfer to your prospective college before registering. For more information visit iTransfer.org.

Students can speak with the Music Program Coordinator to discuss articulation agreements.

Student electives may be different, depending on the university or in the state where they received their high school diploma. See an advisor at transfer institution.

RECOMMENDED MUSIC SPECIALTY COURSES

The following courses are suggested to improve articulation for music education majors:

MUSC 290	Introduction to Conducting	2
PSYH 216	Adolescent Psychology	3

Associate in Arts: Music Education

The following Required General Education Core Courses will allow for the student to receive an AA in addition to the AFA - Music Education Degree.

(2) Social Science Electives.....	6 credits
(Recommended 1, non-western or 3rd world cultures courses)	
(1) Fine Arts OR Humanities Elective	3 credits
(1) Health and Personal Development Elective	
Criterion I.....	3 credits
(1) Health and Personal Development Elective	
Criterion II	2 credits
(1) Life or Physical Science***	3-4 credits
TOTAL 17-18 credits	

Required Core Music Courses (35 hours)

- MUSC 122 Music Theory I - 3
- MUSC 123 Music Theory II - 3
- MUSC 222 Music Theory III - 3
- MUSC 223 Music Theory IV - 3
- MUSC 137 Aural Skills I - 1
- MUSC 138 Aural Skills II - 1
- MUSC 201 Aural Skills III - 1
- MUSC 202 Aural Skills IV - 1
- MUSC 141 Class Piano I - 1
- MUSC 142 Class Piano II - 1
- MUSC 241 Class Piano III - 1
- MUSC 242 Class Piano IV - 1
- MUSC 207 Intro to Music Hist & Lit - 3
- Major Ensemble - 4
- Applied Music - 8

PHILOSOPHY

**Associate in Arts
Suggested Transfer Curriculum**

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a baccalaureate degree in Philosophy.

Philosophy is the foundation of the academy. Courses in philosophy explore themes of existence, knowledge, morality, and truth in an effort to integrate human experience and understanding into a coherent whole. At Kaskaskia College, philosophy classes challenge students to think critically about their selves and world while preparing students for a fulfilling life and career. Students who study philosophy go on to advanced study in philosophy, law, business, and many other fields. Students who major in philosophy consistently rank amongst the top performers on graduate and law school admissions tests.

Students should check with the specific four-year institution or a KC advisor for any additional requirements.

FIRST SEMESTER

ENGL 101	English Composition	3
MATH 130	Intro. to Contemporary Mathematics	3
COMM 103	Fundamentals of Speech Communication.....	3
PHLE 110	Logic.....	3
	Health and Personal Development	1
	Life Science.....	3
		<u>16</u>

SECOND SEMESTER

ENGL102	English Composition	3
	Physical Science Lab Course	4
PHLE 121	Introduction to Philosophy	3
LITO 115	Film Appreciation.....	3
PSYH 101	Psychology	3
		<u>16</u>

THIRD SEMESTER

	Elective.....	3
SOCO 101	Sociology.....	3
HIST 147	History of Diversities	3
HIST 101	History of Western Civilization.....	4
LITO 110	Classical Mythology.....	3
		<u>16</u>

FOURTH SEMESTER

PHLE 120	Ethics	3
PHLE 205	Eastern Philosophy	3
ECON 205	Principles of Macroeconomics	3
HIST 105	History of Eastern Civilizations	4
	Elective.....	2
	Health and Personal Development	1
		<u>16</u>

POLITICAL SCIENCE

Associate in Arts Suggested Transfer Curriculum

Transfer Curriculum: The Associate in Arts Degree with a Political Science emphasis is curriculum designed for students planning to earn a Baccalaureate Degree from a four-year institution. Shown below is a guide for students who wish to transfer and major in Political Science but not prepare for a high school teaching career (students who do wish to teach Political Science in high school should follow the requirements for secondary education at the college of their choice). This is a general education core curriculum with recommendations for transfer major.

Consult the college transferring to for major specific course requirements.

NOTE: Several colleges require one year of college-level foreign language. The Kaskaskia College Advisement Center provides professional guidance to transfer students. See the Kaskaskia College catalog for additional requirements on completing an AA degree.

Political Science Emphasis: Consider the following options as part of electives (note: check with the college or university that you are transferring to for best elective options).

- POLS 101 American Government - 3
- POLS 205 State and Local Government - 3
- POLS 225 Contemporary Political Thought - 3

FIRST SEMESTER

ENGL 101	English Composition	3
MATH 130	Intro. to Contemporary Mathematics (or higher-level math)	3
PHLE 110	Logic	3
POLS 101	American Government	3
GUID 109	First Year College Experience	1
HLTH 102	Human Health and Wellness	3
		<hr/>
		16

SECOND SEMESTER

ENGL 102	English Composition	3
PSCI 103	Geology	4
ECON 205	Principles of Macroeconomics	3
PHLE 120	Ethics	3
PSYH 101	Psychology	3
		<hr/>
		16

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication	3
BIOL 101	Biology	4
ARTO 105	Introduction to Art	3
POLS 205	State and Local Government	3
HIST 103	History of the United States	3
		<hr/>
		16

FOURTH SEMESTER

HIST 104	History of the United States	3
SOCO 101	Sociology	3
	Health & Personal Development Elective	2
	Open Elective	4
	Open Elective	4
		<hr/>
		16

PRE-DENTISTRY

See Page 75

PRE-LAW

See Page 75

PRE-MEDICINE

See Page 75

PRE-OPTOMETRY

See Page 76

PRE-PHARMACY

See Page 76

PRE-PHYSICAL THERAPY

See Page 77

PRE-VETERINARY MEDICINE

See Page 77

PSYCHOLOGY

Associate in Arts Degree Suggested Transfer Curriculum

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a Baccalaureate Degree in Psychology.

The Psychology transfer program at Kaskaskia College provides students with the background in psychology and general studies necessary for advanced work at a four-year college or university.

Students are advised to check with the particular institution to which they are transferring or a KC advisor for any additional requirements.

Transfer institution may have special requirements such as one year of a foreign language.

FIRST SEMESTER

ENGL 101	English Composition	3
GUID 109	First Year College Experience	1
MATH 130	Intro. to Contemporary Mathematics	3
PSYH 101	Psychology	3
	Elective – Physical Science	3
	Elective	1
		<hr/> 14

SECOND SEMESTER

ENGL 102	English Composition	3
HIST 147	History of Diversities	3
PSYH 215	Child Psychology	3
SOCO 101	Sociology	3
	Elective – Fine Arts	3
ANTH 101	Cultural Anthropology	3
		<hr/> 18

THIRD SEMESTER

HLTH 102	Human Health and Wellness	3
MATH 136	General Statistics	4
SOCO 252	Marriage and Family	3
COMM 103	Fundamentals of Speech Communication	3
PHLE 120	Ethics	3
CITA 110	Introduction to Word Processing	1
		<hr/> 17

FOURTH SEMESTER

PSYH 216	Adolescent Psychology	3
POLS 101	American Government	3
EDUC 202	Educational Psychology	3
	Elective – Fine Arts / Humanities	3
	Elective – Life Science with Lab	4
		<hr/> 16

SOCIAL WORK

Associate in Arts Degree Suggested Transfer Curriculum

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a Baccalaureate Degree in social work. The Social Work transfer program at Kaskaskia College provides students with the background in behavioral science and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the particular institution to which they are transferring or a KC advisor for any additional requirements.

Transfer institution may have special requirements such as one year of a foreign language.

FIRST SEMESTER

BIOL 101	Biology	4
CITA 151	Intro to Computer Applications	4
ENGL 101	English Composition	3
GUID 109	First Year College Experience	1
MATH 130	Intro. to Contemporary Mathematics	3
SOCO 101	Sociology	3
		<hr/> 18

SECOND SEMESTER

ENGL 102	English Composition	3
PSYH 101	Psychology	3
SOCO 202	Social Problems	3
	Elective – Fine Arts	3
	Elective	4
		<hr/> 16

THIRD SEMESTER

HIST 147	History of Diversities	3
MATH 136	General Statistics	4
SOCO 252	Marriage and the Family	3
COMM 103	Fundamentals of Speech Communication	3
PHLE 120	Ethics	3
		<hr/> 16

FOURTH SEMESTER

ANTH 101	Cultural Anthropology	3
POLS 205	State and Local Government	3
PSYH 215	Child Psychology	3
	Fine Arts/Humanities	3
	Physical Science	3
		<hr/> 15

SOCIOLOGY

Associate in Arts Degree Suggested Transfer Curriculum

This curriculum leads to an Associate in Arts Degree. The curriculum is designed for students pursuing a Baccalaureate Degree in Sociology.

The Sociology transfer program at Kaskaskia College provides students with the background in sociology and general studies necessary for advanced work at a four-year college or university. Students are advised to check with the particular institution to which they are transferring or a KC advisor for any additional requirements. Transfer institution may have special requirements such as one year of a foreign language.

FIRST SEMESTER

CITA 151	Intro to Computer Applications	4
ENGL 101	English Composition	3
GUID 109	First Year College Experience	1
MATH 130	Intro. to Contemporary Mathematics	3
SOCO 101	Sociology	3
	Elective – Life Science with Lab	4
		<u>18</u>

SECOND SEMESTER

ENGL 102	English Composition	3
PSYH 101	Psychology	3
SOCO 202	Social Problems	3
	Elective – Fine Arts	3
	Elective	2
		<u>14</u>

THIRD SEMESTER

ANTH 101	Cultural Anthropology	3
MATH 136	General Statistics	4
SOCO 252	Marriage and the Family	3
COMM 103	Fundamentals of Speech Communication	3
PHLE 120	Ethics	3
		<u>16</u>

FOURTH SEMESTER

HIST 147	History of Diversities	3
POLS 101	American Government	3
PSYH 215	Child Psychology	3
	Elective – Fine Arts/Humanities	3
	Elective – Physical Science	4
		<u>16</u>

THEATRE

Associate in Fine Arts (AFA) Degree - Theatre DRMA.0500.DEGR

FIRST SEMESTER

ENGL 101	English Composition*	3
COMM 103	Fundamentals of Speech Communication	3
DRMA 111	Theatre Appreciation	3
DRMA 112	Acting I	3
GUID 109	First Year College Experience	1
MATH Elective**		3
		<u>16</u>

SECOND SEMESTER

ENGL 102	English Composition*	3
DRMA 210	Theatre History	3
DRMA 220	Performance of Literature	3
SOCO 101	Sociology	3
Approved AA Degree Physical Science Elective***		3-4
		<u>15-16</u>

THIRD SEMESTER

LITO 210	Shakespeare	3
PSYH 100	Life Span, Growth, & Development	3
HIST 109	African American History	3
DRMA 113	Play Analysis for Production	3
Approved AA Degree Life Science Elective ***		3-4
		<u>15-16</u>

FOURTH SEMESTER

ENGL 178	Creative Writing	3
ARTO 105	Introduction to Art OR	
MUSC 107	Music Appreciation	3
LEAD 150	Leadership Development	3
DRMA 200	Stagecraft	3
PHLE 120	Ethics	3
Health & Personal Development Elective****		2
		<u>17</u>

Minimum required credit hours for degree: 64

*Enrollment in ENGL 101 is based on your score on the assessment placement test. A minimum grade of “C” or better is required in ENGL 101 and ENGL 102.

**Enrollment in any Math class is based on your score on the assessment test and proper prerequisite. MATH 130 or higher required, but not including MATH 134 or 135.

***Physical and life science courses are required; one has to have a lab component.

****Approved Health and Personal Development Courses

Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.



CAREER AND TECHNICAL PROGRAMS

Some courses within the following programs are not necessarily designed to transfer to four-year institutions. Questions may be directed to Academic Advisors and/or Program Coordinators.

In selected programs, courses that may be used to fulfill elective requirements are specified, to ensure that students take classes most appropriate to their interests and their major field of study.



**KASKASKIA COLLEGE
CAREER & TECHNICAL EDUCATION
DEGREES & CERTIFICATES**

	Pg	.DEGR	.CERT		Pg	.DEGR	.CERT
ACCOUNTING				CULINARY ARTS			
ACCOUNTING	97	ACCT.0510		CULINARY ARTS	114	CULI.0505	
ACCOUNTING	97		ACCT.0500	DIETARY & NUTRITIONAL MANAGEMENT	115	CULI.0507	
SMALL BUSINESS ACCOUNTING	97		ACCT.0503	PREP COOK'S CERTIFICATE	115		CULI.0501
AGRICULTURE				BASIC COOKING CERTIFICATE	116		CULI.0502
AGRICULTURE BUSINESS	98	AGRC.0541	AGRC.0551	ADVANCED COOKING CERTIFICATE	116		CULI.0503
AGRONOMY & ENVIRONMENTAL SCIENCE	99	AGRC.0544	AGRC.0554	DENTAL ASSISTING	116	DNTA.0500	DNTA.0520
ANIMAL SCIENCE	99	AGRC.0542	AGRC.0552	DIAGNOSTIC MEDICAL SONOGRAPHY	117		DGMS.0501
DAIRY SCIENCE	100	AGRC.0543	AGRC.0553	EARLY CHILDHOOD EDUCATION			
				EARLY CHILDHOOD EDUCATION	118	ECES.0550	
ARCH. & ENG. DRAFTING TECHNOLOGY				ECE LEVEL 2	119		ECES.0530
ARCH. & ENG. DRAFTING TECHNOLOGY	101	DFTG.0545	DFTG.0530	ECE LEVEL 3	119		ECES.0532
AUTOCAD	102		DFTG.540	INFANT-TODDLER LEVEL 2	119		ECES.0531
AUTOCAD CIVIL	102		DFTG.0548	INFANT-TODDLER LEVEL 3	120		ECES.0520
GEOSPATIAL ESSENTIALS FOR DRAFTING	102		DFTG.0554	EARLY CHILDHOOD SMALL BUSINESS	120		ECES.0510
INVENTOR-MECHANICAL	102		DFTG.0547	GEOSPATIAL TECHNOLOGY			
REVIT-ARCHITECTURAL	102		DFTG.0546	GEOSPATIAL TECHNOLOGY	120		GSTE.0530
AUTOMOTIVE				GEOSPATIAL ESSENTIALS	120		GSTE.0535
AUTOMOTIVE TECHNOLOGY	103	AUTO.0530		HEALTH INFORMATION TECHNOLOGY	121	HITC.0500	
AUTOMOTIVE ADVANCED CERTIFICATE	103		AUTO.0543	HEATING, VENT & AIR CONDITIONING	121	HVAC.0501	HVAC.0500
AUTOMOTIVE MAINTENANCE & INSPECTION	104		AUTO.0551	ADVANCED HEATING, VENT, & AC	122		HVAC.0502
AUTOMOTIVE PARTS SPECIALIST	104		AUPM.0530	INDUSTRIAL TECHNOLOGY			
AUTOMOTIVE TECH BASIC CERTIFICATE	104		AUTO.0535	INDUSTRIAL AUTOMATION	122		INDT.0537
HYBRID & ELECTRIC VEHICLE TECHNOLOGY	104		AUTO.0532	INDUSTRIAL ELECTRICITY	123		INDE.0531
LIGHT DIESEL TECHNOLOGY	104		AUTO.0500	INDUSTRIAL MANAGEMENT	123	INDM.0530	
BUSINESS				INDUSTRIAL TECHNOLOGY	123/ 124	INDT.0530	INDT.0532
BUSINESS MANAGEMENT	105	BUSN.0510		MANUFACTURING TECHNOLOGY	124		MFNG.0510
BUSINESS MARKETING	106	BUSN.0511		NURSING			
ENTREPRENEURSHIP	107		BUSN.0507	ASSOCIATE DEGREE NURSING	125	NURS.0520	
DIGITAL MARKETING & ADVERTISING	107		BUSN.0508	NURSE ASSISTANT	126		NURS.0535
SUPERVISORY MANAGEMENT	107		BUSN.0502	PRACTICAL NURSING	126		PRNU.0525
CARPENTRY OCCUPATIONS				OFFICE TECHNOLOGIES			
CARPENTRY OCCUPATIONS	108	CSTR.0500		MEDICAL OFFICE ASSISTANT	127	OFTC.0507	
BASIC CARPENTRY	108		CSTR.0520	OFFICE ASSISTANT	128	OFTC.0506	
BASIC BUILDER	108		CSTR.0530	ADMINISTRATIVE OFFICE BASICS	128		OFTC.0536
BETTER BUILDER	109		CSTR.0531	LEGAL OFFICE PERSONNEL	128		OFTC.0533
FINISH CARPENTRY	109		CSTR.0533	MEDICAL OFFICE PERSONNEL	129		OFTC.0532
COMPUTER INFORMATION TECHNOLOGY				MEDICAL BILLING AND CODING	129		OFTC.0535
CYBER DEFENSE	109	CITS.0502		OFFICE TECHNOLOGIES	129		OFTC.0530
DATABASE SOFTWARE DEVELOPER	110	CITS.0501		EXCEL SPECIALIST - MICROCERTIFICATE	129		OFTC.0510
INFORMATION SECURITY ANALYSIS	110	CITS.0500		WORD SPECIALIST - MICROCERTIFICATE	129		OFTC.0511
NETWORK ADMINISTRATION	110	CITG.0520		PARAPROFESSIONAL EDUCATOR	130	TAID.0530	
CISCO ENGINEERING	111		CITC.0512	PARAMEDICINE			
NETWORK SECURITY ADMINISTRATION	111		CITG.0540	PARAMEDICINE	130	PARM.0100	PARM.0500
CONSTRUCTION PROJECT MANAGEMENT				EMERGENCY MEDICAL TECHNICIAN	131		EMST.0530
COSMETOLOGY	112	COSM.0500	COSM.0550	PHYSICAL THERAPIST ASSISTANT	132	PTAS.500	
CRIMINAL JUSTICE	112			RADIOLOGY			
CRIMINAL JUSTICE	114	LAWO.0551	LAWO.0550	RADIOLOGIC TECHNOLOGY	133	XRAY.0520	
PRIVATE SECURITY	114		LAWO.0552	COMPUTED TOMOGRAPHY	134		CTOM.0540
				RESIDENTIAL AND COMMERCIAL ELECTRICITY			
				RESIDENT/COMMERCIAL ELECTRICAL TECH	135	CNEL.0551	
				RESPIRATORY THERAPY	135	RESP.0525	
				WELDING TECHNOLOGY			
				WELDING TECHNOLOGY	136	WELD.0500	
				INTRODUCTORY WELDER LEVEL I	137		WELD.0534
				INTERMEDIATE WELDER LEVEL II	137		WELD.0535
				ADVANCED WELDER LEVEL III	137		WELD.0530
				FITTER FABRICATOR	138		WELD.0520

ACCOUNTING

ACCOUNTING

AAS Degree

ACCT.0510.DEGR - Accounting

This program can be completed 100% online. Talk to an advisor about planning your course schedule

The Accounting Program

The accounting curriculum provides students with a foundation for understanding business and the effective management of economic organizations. Accounting is the process of analyzing, measuring, interpreting and communicating the economic data used in informed business decisions and effective organizational management.

The AAS degree prepares students considering para-professional positions in industry, government, and not-for-profit organizations.

Field Internship

A field internship placement may be pursued as part of earning the Accounting Degree. Students arrange to work in a business environment after their first two semesters of study. Students develop valuable work experience while earning a salary and four semester hours of college credit. If students wish to pursue a field internship, it would be a substitute for ACCT 250 - Intermediate Accounting III.

Representative Job Titles

Financial accountant, cost accountant, budget accountant, administrative assistant, revenue collection officer, management trainee, accounting clerk, tax preparer, loan clerk, bookkeeper, auditor, accounts payable clerk, accounts receivable clerk.

Program Requirements

Students entering with less than the required program entrance skills may be required to meet prerequisites not listed in the curriculum sequence. Accounting courses completed more than five years in the past must be repeated to satisfy degree requirements or student must obtain a waiver from the program coordinator.

FIRST SEMESTER

ACCT 100	Accounting Principles	3
BUSN 127	Principles of Management	3
ENGL 101	English Composition	3
BUSN 156	Business Technology Applications	4
BUSN 103	Introduction to Business	3
		<u>16</u>

SECOND SEMESTER

ACCT 247	Computer Application in Accounting	3
ACCT 201	Financial Accounting	4
BUSN 149	Business Mathematics	3
BUSN 201	Business Communication	3
COMM 103	Fundamentals of Speech Communication	3
		<u>16</u>

THIRD SEMESTER

ACCT 142	Payroll and Business Taxes	2
ACCT 202	Managerial Accounting	3

ACCT 212	Tax Accounting	3
BUSN 134	Managing Diversity	3
ECON 205	Principles of Macroeconomics	3
		<u>14</u>

FOURTH SEMESTER

ECON 206	Principles of Microeconomics	3
ACCT 250	Intermediate Accounting III	3
BUSN 215	Small Business Management	3
BUSN 210	Legal & Social Environment of Busn	3
ACCT 270	Accounting Capstone	3
		<u>15</u>

Minimum required credit hours for degree: 61

COURSE APPROVED SUBSTITUTIONS

BUSN 134	PSYH 101 or SOCO 101
BUSN 149	MATH 102 or higher-level math
BUSN 201	ENGL 102
ACCT 270	ACCT 272

ACCOUNTING

Career and Technical Certificate

ACCT.0500.CERT - Accounting

This program can be completed 100% online. Talk to an advisor about planning your course schedule

FIRST SEMESTER

ACCT 100	Accounting Principles	3
ENGL 101	English Composition	3
BUSN 156	Business Technology Applications	4
BUSN 103	Introduction to Business	3
		<u>13</u>

SECOND SEMESTER

ACCT 201	Financial Accounting	4
BUSN 149	Business Mathematics	3
ACCT 247	Computer Application in Accounting	3
		<u>10</u>

THIRD SEMESTER

ACCT 202	Managerial Accounting	3
ACCT 212	Tax Accounting	3
ACCT 142	Payroll and Business Taxes	2
		<u>8</u>

Minimum required credit hours for certificate: 31

COURSE APPROVED SUBSTITUTIONS

BUSN 149	MATH 102 or higher-level math
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SMALL BUSINESS ACCOUNTING

Career and Technical Certificate

ACCT.0503.CERT - Small Business Accounting

This program can be completed 100% online. Talk to an advisor about planning your course schedule

FIRST SEMESTER

ACCT 100	Accounting Principles	3
BUSN 156	Business Technology Applications	4
		<u>7</u>

SECOND SEMESTER

ACCT 201	Financial Accounting	4
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BUSN 149	Business Mathematics	3
ACCT 247	Computer Application in Accounting	3
		<u>10</u>

THIRD SEMESTER

ACCT 212	Tax Accounting.....	3
ACCT 142	Payroll and Business Taxes	2
		<u>5</u>

Minimum required credit hours for certificate: 22

<u>COURSE</u>	<u>APPROVED SUBSTITUTIONS</u>
BUSN 149	MATH 102 or higher-level math

AGRICULTURE

AAS Degrees & Career and Technical Certificates

Field Internship

Students enrolled in the Agriculture Program at Kaskaskia College complete a total of 450 hours of Supervised Occupational Experience.

Semester Offerings

Since many of the AGRC courses are offered only once each year, students should attempt to follow the program schedule as closely as possible.

Approved Substitution

Course substitutions will be handled on an individual basis. All course substitutions must be approved by the appropriate dean or vice-president.

AGRICULTURE BUSINESS

AAS Degree & Career and Technical Certificate

AGRC.0541.DEGR - Agriculture Business

AGRC.0551.CERT - Agriculture Business

The Agriculture Business AAS degree will be focused and specialized to prepare students for entry into the agriculture industry in various roles. This degree will give the students a more intensive approach to preparation for entry into the agri-business sector. Students will focus on management, accounting, commodities marketing, finance, and agriculture computer applications. This program aligns with students' career goals that are preparing to enter the agri-business industry and their associated career pathways, while still providing them with a broad enough approach to be diversified and flexible. An Agriculture Business Certificate is embedded within this AAS program.

FIRST SEMESTER

AGRC 121	*Soils and Soil Supplements	3
AGRC 101	*Introduction to Animal Science.....	4
AGRC 122	*Agriculture Economics^.....	3
AGRC 213	*Computer & Technology in Agriculture.....	4
AGRC 115	*Intro. to Agriculture Employment	1
	Area Gen Ed Elective	3
		<u>18</u>

SECOND SEMESTER

AGRC 113	Introduction to Ag Business & Supply.....	1
AGRC 124	*Agriculture Crop Production	4
AGRC 155	*Agriculture Chemicals.....	2
AGRC 230	*Supervised Occupational Experience.....	2
ACCT 100	Accounting Principles	3
	*AGRC Elective.....	3
		<u>15</u>

SUMMER SEMESTER

AGRC 227	Supervised Occupational Experience.....	4
		<u>4</u>

THIRD SEMESTER

AGRC 219	Agriculture Finance.....	3
AGRC 221	Agriculture Marketing.....	3
AGRC 218	*Precision Agriculture	3
AGRC 217	World Agriculture	3
	Area Gen Ed Electives	6
		<u>18</u>

FOURTH SEMESTER

	AGRC Elective.....	3
AGRC 233	Managing & Agricultural Business	3
AGRC 210	*Agriculture Sales & Leadership	3
	Area Gen Ed Electives	8
		<u>17</u>

^ Course counts as Area C Elective

* Courses Required for Certificate

Minimum required credit hours for degree: 72

Minimum required credit hours for certificate: 32

Approved AGRC Electives (Choose 2 courses):

AGRC 125	Field Crop Scouting - 3
AGRC 250	Beef and Swine Production - 3
AGRC 102	Animal Nutrition - 3
AGRC 224	Waste Management - 3
AGRC 222	Introduction to Veterinary Science - 3
AGRC 201	Intro to Agricultural Mechanization - 3
HORT 101	Introduction to Horticulture - 3

Suggested General Education Electives (but not limited to):

- Area A (6 credit hours required)
 - AGRC 212 - Applied Mathematics for Agriculture - 3
 - CHEM 103 - General Chemistry - 4
 - CHEM 111/112 - Chemistry I (Inorganic Chemistry)/ Chemistry II (Physical & Analytical) - 10
 - MATH or Science - 3-5
- Area B (6 credit hours required)
 - ENGL 101/102 - English Composition - 6
 - COMM 103 - Fundamentals of Speech Communication - 3
- Area C (3 credit hours required)
 - PSYH 101 - Psychology - 3
 - SOCO 101 - Sociology - 3
 - POLS 101 - American Government - 3
- Area D (2 credit hours required)
 - HLTH 102 - Human Health and Wellness - 3
 - HLTH 208 - First Aid - 3
 - LEAD 150 - Leadership Development - 3
 - BUSN 206 - Personal Finance - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

AGRONOMY & ENVIRONMENTAL SCIENCE

AAS Degree & Career and Technical Certificate
AGRC.0544.DEGR - Agronomy & Environmental Science
AGRC.0554.CERT - Agronomy & Environmental Science

The Agronomy & Environmental Science AAS degree will be focused and specialized to prepare students for entry into the agriculture industry in numerous roles. This degree will give the students a more intensive approach to preparation for entry into the agriculture industry as chemical or fertilizer applicators, agronomists, soil science technicians, seed sales, chemical sales, fertilizer sales, plant genetics and breeding, production agriculture etc. Students will focus on management, precision agriculture, soil sciences, plant sciences, field crop scouting and disease identification, among other requirements. This program aligns with students' career goals that are preparing to enter the agri-business industry and their associated career pathways, while still providing them with a broad enough approach to be diversified and flexible. An Agronomy & Environmental Science Certificate is embedded within this AAS program.

FIRST SEMESTER

AGRC 121	*Soils and Soil Supplements	3
AGRC 101	Introduction to Animal Science	4
AGRC 122	*Agriculture Economics^	3
AGRC 213	*Computer & Technology in Agriculture	4
AGRC 115	*Intro. to Agriculture Employment	1
	Area Gen Ed Elective	3
		<u>18</u>

SECOND SEMESTER

AGRC 113	Introduction to Ag Business & Supply	1
AGRC 124	*Agriculture Crop Production	4
AGRC 155	*Agriculture Chemicals	2
AGRC 230	*Supervised Occupational Experience	2
AGRC 201	*Intro to Agricultural Mechanization	3
	*AGRC Elective	3
		<u>15</u>

SUMMER SEMESTER

AGRC 227	Supervised Occupation Experience	4
AGRC 125	*Field Crop Scouting	3
		<u>7</u>

THIRD SEMESTER

AGRC 219	Agricultural Finance	3
AGRC 221	Agriculture Marketing	3
AGRC 218	*Precision Agriculture	3
AGRC 217	World Agriculture	3
	Area Gen Ed Electives	3
		<u>15</u>

FOURTH SEMESTER

	AGRC Elective	3
AGRC 210	Agriculture Sales & Leadership	3
	Area Gen Ed Electives	11
		<u>17</u>

^ Course counts as Area C Elective

* Courses Required for Certificate

Minimum required credit hours for degree: 72

Minimum required credit hours for certificate: 31

Approved AGRC Electives (Choose 2 courses):

AGRC 233 Managing & Agricultural Business - 3
AGRC 250 Beef and Swine Production - 3
AGRC 102 Animal Nutrition - 3
AGRC 224 Waste Management - 3
AGRC 222 Introduction to Veterinary Science - 3
HORT 101 Introduction to Horticulture - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

- AGRC 212 - Applied Mathematics for Agriculture - 3
- CHEM 103 - General Chemistry - 4
- CHEM 111/112 - Chemistry I (Inorganic Chemistry)/
Chemistry II (Physical & Analytical) - 10

- MATH or Science - 3-5

Area B (6 credit hours required)

- ENGL 101/102 - English Composition - 6
- COMM 103 - Fundamentals of Speech Communication - 3

Area C (3 credit hours required)

- PSYH 101 - Psychology - 3
- SOCO 101 - Sociology - 3
- POLS 101 - American Government - 3

Area D (2 credit hours required)

- HLTH 102 - Human Health and Wellness - 3
- HLTH 208 - First Aid - 3
- LEAD 150 - Leadership Development - 3
- BUSN 206 - Personal Finance - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

ANIMAL SCIENCE

AAS Degree & Career and Technical Certificate
AGRC.0542.DEGR - Animal Science
AGRC.0552.CERT - Animal Science

The Animal Science AAS degree will be focused and specialized to prepare students for entry into the agriculture industry in numerous roles. This degree will give the students a more intensive approach to preparation for entry into the agriculture industry as feed sales specialists, animal foods industry employees, animal health technicians, veterinarian assistants, meat or milk inspection technicians, animal breeding and reproduction specialists, animal genetics, production agriculture etc. Students will focus on management, animal nutrition, animal health, animal handling and stewardship, animal facilities design and function, waste management, among other requirements. This program aligns with students' career goals that are preparing to enter the agri-business industry and their associated career pathways, while still providing them with a broad enough approach to be diversified and flexible. An Animal Science Certificate is embedded within this AAS program.

FIRST SEMESTER

AGRC 121	*Soils and Soil Supplements	3
AGRC 101	*Introduction to Animal Science	4
AGRC 122	*Agriculture Economics^	3
AGRC 115	*Intro. to Agriculture Employment	1
AGRC 213	*Computer & Technology in Agriculture	4
	Area Gen Ed Elective	3
		<u>18</u>

SECOND SEMESTER

AGRC 102	*Animal Nutrition	3
AGRC 124	Agriculture Crop Production	4
AGRC 222	*Introduction to Veterinary Science	2
AGRC 230	*Supervised Occupational Experience	3
	*AGRC Elective	3
		<hr/> 15

SUMMER SEMESTER

AGRC 227	Supervised Occupational Experience	4
		<hr/> 4

THIRD SEMESTER

AGRC 219	Agricultural Finance	3
AGRC 221	Agriculture Marketing	3
AGRC 250	*Beef and Swine Production	3
AGRC 217	World Agriculture	3
	Area Gen Ed Electives	6
		<hr/> 18

FOURTH SEMESTER

	AGRC Elective	3
AGRC 210	Agriculture Sales & Leadership	3
AGRC 224	*Waste Management	3
	Area Gen Ed Electives	8
		<hr/> 17

^ Course counts as Area C Elective

* Courses Required for Certificate

Minimum required credit hours for degree: 72

Minimum required credit hours for certificate: 32

Approved AGRC Electives (Choose 2 courses):

AGRC 233 Managing & Agricultural Business - 3

AGRC 125 Field Crop Scouting - 3

AGRC 218 Precision Agriculture - 3

AGRC 201 Intro to Agricultural Mechanization - 3

HORT 101 Introduction to Horticulture - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

• AGRC 212 - Applied Mathematics for Agriculture - 3

• CHEM 103 - General Chemistry - 4

• CHEM 111/112 - Chemistry I (Inorganic Chemistry)/
Chemistry II (Physical & Analytical) - 10

• MATH or Science - 3-5

Area B (6 credit hours required)

• ENGL 101/102 - English Composition - 6

• COMM 103 - Fundamentals of Speech Communication - 3

Area C (3 credit hours required)

• PSYH 101 - Psychology - 3

• SOCO 101 - Sociology - 3

• POLS 101 - American Government - 3

Area D (2 credit hours required)

• HLTH 102 - Human Health and Wellness - 3

• HLTH 208 - First Aid - 3

• LEAD 150 - Leadership Development - 3

• BUSN 206 - Personal Finance - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

DAIRY SCIENCE

AAS Degree & Career and Technical Certificate

AGRC.0543.DEGR - Dairy Science

AGRC.0553.CERT - Dairy Science

The Dairy Science AAS degree will be focused and specialized to prepare students for entry into the agriculture industry in numerous roles. This degree will give the students a more intensive approach to preparation for entry into the agriculture industry as dairy feed sales specialists, dairy foods industry employees, milk inspectors, dairy reproduction specialists, dairy herd managers, dairy genetics, production agriculture etc. Students will focus on management, dairy nutrition, dairy herd health, dairy facility design and function, dairy reproduction and genetics, waste management, among other requirements. This program aligns with students' career goals that are preparing to enter the agri-business industry and their associated career pathways, while still providing them with a broad enough approach to be diversified and flexible. A Dairy Science Certificate is embedded within this AAS program.

FIRST SEMESTER

AGRC 121	Soils and Soil Supplements	3
AGRC 101	*Introduction to Animal Science	4
AGRC 291	*Ruminant Production Lab	2
AGRC 213	*Computer & Technology in Agriculture	4
AGRC 115	*Intro. to Agriculture Employment	1
	Area Gen Ed Elective	3
		<hr/> 17

SECOND SEMESTER

AGRC 102	*Animal Nutrition	3
AGRC 124	Agriculture Crop Production	4
AGRC 222	*Introduction to Veterinary Science	3
AGRC 230	*Supervised Occupational Experience	2
AGRC 160	*Dairy Heifer Management	3
		<hr/> 15

SUMMER SEMESTER

AGRC 227	Supervised Occupation Experience	4
		<hr/> 4

THIRD SEMESTER

AGRC 219	Agricultural Finance	3
AGRC 221	Agriculture Marketing	3
AGRC 122	*Agriculture Economics^	3
AGRC 217	World Agriculture	3
	Area Gen Ed Electives	6
		<hr/> 18

FOURTH SEMESTER

AGRC 158	*Introduction to Dairy Science	2
	AGRC Elective	3
AGRC 225	*Physiology Reproduction & Lactation	2
AGRC 224	*Waste Management	3
	Area Gen Ed Electives	8
		<hr/> 18

^ Course counts as Area C Elective

* Courses Required for Certificate

Minimum required credit hours for degree: 72

Minimum required credit hours for certificate: 32

Approved AGRC Electives (Choose 2 courses):

AGRC 233 Managing & Agricultural Business - 3

AGRC 125 Field Crop Scouting - 3

AGRC 218 Precision Agriculture - 3

AGRC 210 Agriculture Sales & Leadership - 3

AGRC 201 Intro to Agricultural Mechanization - 3
 HORT 101 Introduction to Horticulture - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

- AGRC 212 - Applied Mathematics for Agriculture - 3
- CHEM 103 - General Chemistry - 4
- CHEM 111/112 - Chemistry I (Inorganic Chemistry)/
Chemistry II (Physical & Analytical) - 10
- MATH or Science - 3-5

Area B (6 credit hours required)

- ENGL 101/102 - English Composition - 6
- COMM 103 - Fundamentals of Speech Communication - 3

Area C (3 credit hours required)

- PSYH 101 - Psychology - 3
- SOCO 101 - Sociology - 3
- POLS 101 - American Government - 3

Area D (2 credit hours required)

- HLTH 102 - Human Health and Wellness - 3
- HLTH 208 - First Aid - 3
- LEAD 150 - Leadership Development - 3
- BUSN 206 - Personal Finance - 3

For a complete list of the different “Area” courses, see the current college catalog or contact your advisor.

ARCH. & ENG. DRAFTING TECHNOLOGY

ARCH. & ENG. DRAFTING TECHNOLOGY

AAS Degree

DFTG.0545.DEGR - Arch. & Eng. Drafting Technology

The Drafting Technology program includes extensive experience in three, cutting edge, Autodesk drawing software used regularly in the industries. This software consists of AutoCAD, Inventor and Revit. As you continue through the program you will learn the details of multiple drafting industries including Civil, Architectural, Electrical and Mechanical. You will also have options to utilize the Laser engraver/cutter, 3D printer and large format printer in our Maker Space. This degree will give you a well-rounded diverse set of skills that will prepare you for entering the drafting industry.

Representative Job Titles

Architectural Drafter, Civil Drafter, Mechanical Drafter, Plumbing Drafter, Electronic Drafter & Electrical Drafter, GIS Technician, Drafters, All Other Request additional details by contacting Associate Professor Robert Jervis at (618) 545-3356; email rjervis@kaskaskia.edu.

FIRST SEMESTER

DFTG 122	CAD Theory and Practice I	3
DFTG 140	Mechanical Drawing I OR	
ENGR 103	Engineering Graphics & CAD	3-4
INDT 118	Manufacturing Processes.....	3
DFTG 129	Blueprint Reading Machine Trades.....	3
	Area C Elective	3
		15-16

SECOND SEMESTER

DFTG 126	CAD Theory and Practice II.....	3
DFTG 201	Revit	4
DFTG 243	Mechanical Drawing II.....	3
TECM 110	Technical Mathematics (or higher-level math)..	3-4
ENGL 101	English Composition	3
		16-17

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication.....	3
DFTG 232	Civil Engineering Drawing	4
DFTG 209	Architectural Residential Drawing.....	4
DFTG 244	Mechanical Drawing III	3
DFTG 137	CAD Theory and Practice III	3
		18

FOURTH SEMESTER

DFTG 210	Architectural Commercial Drawing	4
DFTG 211	Advanced Revit Applications.....	2
PHLE 120	Ethics	3
	Area D Elective	3
		12

Minimum required credit hours for degree: 60

ARCH. & ENG. DRAFTING TECHNOLOGY

Career and Technical Certificate
DFTG.0530.CERT - Arch. & Eng. Drafting Technology

FIRST SEMESTER

DFTG 122	CAD Theory and Practice I.....	3
DFTG 140	Mechanical Drawing I OR	
ENGR 103	Engineering Graphics & CAD	3-4
INDT 118	Manufacturing Processes.....	3
DFTG 129	Blueprint Reading Machine Trades.....	3
		<u>12</u>

SECOND SEMESTER

DFTG 126	CAD Theory and Practice II.....	3
DFTG 201	Revit	4
DFTG 243	Mechanical Drawing II.....	3
		<u>10</u>

THIRD SEMESTER

DFTG 232	Civil Engineering Drawing	4
DFTG 209	Architectural Residential Drawing.....	4
DFTG 244	Mechanical Drawing III	3
DFTG 137	CAD Theory and Practice III	3
		<u>14</u>

FOURTH SEMESTER

DFTG 210	Architectural Commercial Drawing	4
DFTG 211	Advanced Revit Applications.....	2
		<u>6</u>

Minimum required credit hours for certificate: 42

AUTOCAD

Career and Technical Certificate
DFTG.540.CERT - AutoCAD

FIRST SEMESTER

DFTG 122	CAD Theory and Practice I OR	
ENGR 103	Engineering Graphics & CAD	3

SECOND SEMESTER

DFTG 126	CAD Theory and Practice II.....	3
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THIRD SEMESTER

DFTG 137	CAD Theory and Practice III	3
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Minimum required credit hours for certificate: 9

AUTOCAD CIVIL

Career and Technical Certificate
DFTG.0548.CERT - AutoCAD Civil

FIRST SEMESTER

DFTG 122	CAD Theory and Practice I OR	
ENGR 103	Engineering Graphics & CAD	3

SECOND SEMESTER

DFTG 126	CAD Theory and Practice II.....	3
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THIRD SEMESTER

DFTG 232	Civil Engineering Drawing	4
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Minimum required credit hours for certificate: 10

GEOSPATIAL ESSENTIALS FOR DRAFTING

Career and Technical Certificate
DFTG.0554.CERT - Geospatial Essentials for Drafting

FIRST SEMESTER

DFTG 122	CAD Theory and Practice I OR	
ENGR 103	Engineering Graphics & CAD	3
GSTE 101	Mapping Your Digital World.....	4
		<u>7</u>

SECOND SEMESTER

DFTG 126	CAD Theory and Practice II.....	3
GSTE 109	Geospatial Internship Experience.....	3
		<u>6</u>

THIRD SEMESTER

DFTG 232	Civil Engineering Drawing	4
		<u>4</u>

Minimum required credit hours for certificate: 17

INVENTOR-MECHANICAL

Career and Technical Certificate
DFTG.0547.CERT - Inventor-Mechanical

FIRST SEMESTER

DFTG 140	Mechanical Drawing I OR	
ENGR 103	Engineering Graphics & CAD	3-4

SECOND SEMESTER

DFTG 243	Mechanical Drawing II.....	3
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THIRD SEMESTER

DFTG 244	Mechanical Drawing III	3
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Minimum required credit hours for certificate: 9

REVIT-ARCHITECTURAL

Career and Technical Certificate
DFTG.0546.CERT - Revit-Architectural

FIRST SEMESTER

DFTG 201	Revit *	4
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SECOND SEMESTER

DFTG 209	Architectural Residential Drawing **.....	4
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THIRD SEMESTER

DFTG 210	Architectural Commercial Drawing *	4
DFTG 211	Advanced Revit Applications *	2
		<u>6</u>

* Course only offered in spring

** Course only offered in fall

Minimum required credit hours for certificate: 14

AUTOMOTIVE

AUTOMOTIVE TECHNOLOGY

AAS Degree

AUTO.0530.DEGR - Automotive Technology

The Automotive Technology curriculum provides the students with technical skills necessary to diagnosis, test and repair today's sophisticated vehicles. Through classroom study of principles combined with heavy "hands on" experiences applied on automobiles in the lab, graduates of the program are prepared to assume positions in the automotive industry as entry level technicians. Students entering the program should possess good math skills, the ability to read technical manuals, good communication skills, hand to eye coordination and be interested in mechanical work. The program also prepares students for the ASE certification exams sponsored by the National Institute for Automotive Service Excellence. Students are encouraged to take the specific ASE exams upon completion of related courses.

After completion of the Associate in Applied Science Degree students may elect to transfer to select senior institutions under an advanced placement capstone option to obtain a four-year degree. Suggested General Education Electives for transfer will vary; see the automotive coordinator for further recommendations.

The instruction, course of study, facilities and equipment of this program have undergone ridged evaluation by the National Automotive Technicians Education Foundation and met the ASE standards for training program Master Certification.

High school graduates of dual credit programs with Kaskaskia College may be eligible for advance placement.

Field Internship

The AAS Degree has a 160-hour minimum internship requirement in an approved repair facility. Also, the advanced certificate requires a shop practicum or optional internship.

Representative Job Titles

Service technicians in dealerships and independent repair facilities, service writers, auto parts sales and with experience service managers and auto repair business owners.

Program Requirements

All students enrolled in the automotive program are required to provide their own hand tools, safety glasses, protective uniforms and safety shoes. A list of the specific requirements is available from the department coordinator.

FIRST SEMESTER

AUTO 119	Auto Fundamentals & Safety	3
AUTO 118	Basic Electrical.....	4
AUTO 156	Engine Performance I.....	4
AUTO 139	Brake Systems	4
		<u>15</u>

SECOND SEMESTER

AUTO 225	Engine Performance II.....	4
AUTO 140	Manual Drive Trains and Axles.....	4
AUTO 170	Engine Repair and Service	4
AUTO 161	Suspension and Alignment.....	4

ENGL 186	Writing in the Workplace OR	
ENGL 101	English Composition*	3
		<u>19</u>

SUMMER SEMESTER

AUTO 286	Automotive Internship.....	3
		<u>3</u>

THIRD SEMESTER

AUTO 235	Advanced Electrical	4
AUTO 266	Engine Performance III	4
AUTO 121	Auto Heat and Air Conditioning	4
TECM 110	Technical Mathematics OR	
MATH 130	Intro. to Contemporary Mathematics*	3
		<u>15</u>

FOURTH SEMESTER

AUTO 230	Auto Shop Practices and Procedures.....	2
AUTO 276	Automatic Transmissions OR	
AUTO 180	Basic Light Diesel Technology**	4
HLTH 208	First Aid.....	3
	Area A, B, or C Elective	3
	Area C Elective: Students must successfully complete one of the following courses to meet the requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, POLS 101, PSYH 101, or SOCO 101.....	3
		<u>15</u>

Minimum required credit hours for degree: 67

*Suggested for those students pursuing a bachelor's degree.

** Subject to approval from the Automotive Technology Coordinator.

AUTOMOTIVE ADVANCED CERTIFICATE

Career and Technical Certificate

AUTO.0543.CERT - Automotive Advanced Certificate

FIRST SEMESTER (first year)

AUTO 119	Auto Fundamentals & Safety	3
AUTO 118	Basic Electrical.....	4
AUTO 139	Brake Systems	4
AUTO 156	Engine Performance I.....	4
TECM 110	Technical Mathematics OR	
MATH 130	Intro. to Contemporary Mathematics*	3
		<u>18</u>

SECOND SEMESTER (first year)

AUTO 140	Manual Drive Trains and Axles.....	4
AUTO 170	Engine Repair and Service	4
AUTO 225	Engine Performance II.....	4
AUTO 161	Suspension and Alignment.....	4
		<u>16</u>

THIRD SEMESTER

AUTO 121	Auto Heat and Air Conditioning	4
AUTO 235	Advanced Electrical	4
AUTO 266	Engine Performance III	4
AUTO 286	Automotive Internship OR	
AUTO 282	Work Service Practicum	2-3
		<u>14-15</u>

Minimum required credit hours for certificate: 48

*Suggested for those students pursuing a bachelor's degree.

AUTOMOTIVE MAINTENANCE & INSPECTION

Career and Technical Certificate
AUTO.0551.CERT - Automotive Maintenance & Inspection

FIRST SEMESTER

AUTO 119	Auto Fundamentals & Safety	3
AUTO 118	Basic Electrical.....	4
AUTO 139	Brake Systems	4
		11

Minimum required credit hours for certificate: 11

AUTOMOTIVE PARTS SPECIALIST

Career and Technical Certificate
AUPM.0530.CERT - Automotive Parts Specialist

FIRST SEMESTER

AUTO 119	Auto Fundamentals & Safety	3
AUPM 120	Automotive Parts Management	4
BUSN 103	Introduction to Business	3
CITA 151	Intro to Computer Applications.....	4
TECM 110	Technical Mathematics OR	
BUSN 149	Business Mathematics	3
		17

Minimum required credit hours for certificate: 17

AUTOMOTIVE TECH BASIC CERTIFICATE

Career and Technical Certificate
AUTO.0535.CERT - Automotive Tech Basic Certificate

FIRST SEMESTER (first year)

AUTO 118	Basic Electrical.....	4
AUTO 119	Auto Fundamentals & Safety	3
AUTO 139	Brake Systems	4
AUTO 156	Engine Performance I.....	4
		15

SECOND SEMESTER (first year)

AUTO 140	Manual Drive Trains and Axles.....	4
AUTO 161	Suspension and Alignment	4
AUTO 170	Engine Repair and Service	4
AUTO 225	Engine Performance II.....	4
		16

Minimum required credit hours for certificate: 31

HYBRID & ELECTRIC VEHICLE TECHNOLOGY

Career and Technical Certificate
AUTO.0532.CERT - Hybrid & Electric Vehicle Technology

FIRST SEMESTER

AUTO 136	Basic Hybrid & Electric Vehicle Tech.....	4
		4

SECOND SEMESTER

AUTO 236	Adv. Hybrid & Electric Vehicle Tech.....	4
		4

Minimum required credit hours for certificate: 8

COURSE	PREREQUISITE
AUTO 136	AUTO 118 AUTO 119 AUTO 156 OR ASE A6 Electrical/Electronic Systems and ASE A8 Engine Performance

LIGHT DIESEL TECHNOLOGY

Career and Technical Certificate
AUTO.0500.CERT - Light Diesel Technology

FIRST SEMESTER

AUTO 119	Auto Fundamentals & Safety	3
AUTO 118	Basic Electrical.....	4
AUTO 180	Basic Light Diesel Technology	4
AUTO 139	Brake Systems	4
		15

SECOND SEMESTER

AUTO 285	Light Diesel Fuel Systems.....	4
AUTO 289	Light Diesel Performance.....	4
AUTO 170	Engine Repair & Service.....	4
AUTO 161	Suspension and Alignment	4
		16

Minimum required credit hours for certificate: 31

BUSINESS

AAS Degree & Career and Technical Certificates

The Business Management Option is designed to help students develop the skills and knowledge necessary to be successful in supervisory and management positions. The curriculum includes courses in management, supervision and human resources that focus on problem solving, teamwork, motivation and leadership.

The Business Marketing Option will help students attain the skills and knowledge required to be successful in supervisory and management positions in the marketing field or to enhance the skills of individuals already working in the marketing field. The curriculum includes courses in retail management and merchandising, advertising, personal selling, supervision and human resources.

Field Internship

A field internship placement is an important element in the Business program. Students arrange to work in a business environment after their last year of study. Students develop valuable work experience while earning a salary and three semester hours of college credit.

Representative Job Titles

Manager-trainee positions in private and government positions, office manager, front-line business and industry supervisory positions, retail management, sales, wholesale management positions, operations, manager, assistant plant managers, and general supervisory and management positions.

BUSINESS MANAGEMENT

AAS Degree

BUSN.0510.DEGR - Business Management

The course sequence below will allow students to complete the Business Management degree by taking a combination of face-to-face and online classes. Some courses may require virtual weekly meetings.

FIRST SEMESTER

BUSN 103	Introduction to Business	3
BUSN 156	Business Technology Applications	4
ACCT 100	Accounting Principles	3
ENGL 101	English Composition	3
BUSN 115	Marketing Fundamentals I	3
		<u>16</u>

SECOND SEMESTER

BUSN 206	Personal Finance	3
BUSN 149	Business Mathematics OR	
MATH 107	Intermediate Algebra (or higher-level math)	3-4
COMM 103	Fundamentals of Speech Communication	3
BUSN 127	Principles of Management	3
ACCT 201	Financial Accounting	4
		<u>16-17</u>

THIRD SEMESTER

ECON 205	Principles of Macroeconomics	3
BUSN 215	Small Business Management	3
ACCT 202	Managerial Accounting	3

BUSN 134	Managing Diversity OR	
PSYH 101	Psychology	3
BUSN 207	Business Management Internship OR	
	Approved Business Elective	3-4
		<u>15-16</u>

FOURTH SEMESTER

BUSN 201	Business Communication OR	
ENGL 102	English Composition	3
BUSN 218	Human Resource Management	3
	Approved Business Elective	3
BUSN 210	Legal & Social Environment of Busn	3
BUSN 128	Principles of Supervision	3
		<u>15</u>

Minimum required credit hours for degree: 62

Approved Business Electives

Fall, Spring, Summer Electives

ECON 206 Principles of Microeconomics

Fall Only Electives

BUSN 216 Retail Management and Merchandising
 BUSN 227 International Business Management
 BUSN 154 Principles of Personal Selling
 MATH 248 Business Statistics

Spring Only Electives

BUSN 137 Digital Marketing and Analytics (pre-req is BUSN 115)
 BUSN 148 Advertising

BUSINESS MANAGEMENT

AAS Degree

BUSN.0510.DEGR - Business Management

ONLINE OUTLINE

The course sequence below will allow students to complete the Business Management degree completely online. Some courses may require virtual weekly meetings.

FIRST SEMESTER

BUSN 103	Introduction to Business	3
ENGL 101	English Composition	3
BUSN 149	Business Mathematics OR	
MATH 107	Intermediate Algebra (or higher-level math)	3-4
BUSN 127	Principles of Management	3
BUSN 134	Managing Diversity OR	
PSYH 101	Psychology	3
		<u>15-16</u>

SECOND SEMESTER

BUSN 115	Marketing Fundamentals I	3
BUSN 156	Business Technology Applications	4
ACCT 100	Accounting Principles	3
BUSN 206	Personal Finance	3
COMM 103	Fundamentals of Speech Communication	3
		<u>16</u>

THIRD SEMESTER

ECON 205	Principles of Macroeconomics	3
BUSN 215	Small Business Management	3
ACCT 201	Financial Accounting	4

BUSN 207	Business Management Internship OR	
	Approved Business Elective.....	3-4
	Approved Business Elective.....	3
		<u>16-17</u>

FOURTH SEMESTER

ACCT 202	Managerial Accounting	3
BUSN 201	Business Communication OR	
ENGL 102	English Composition	3
BUSN 218	Human Resource Management	3
BUSN 210	Legal & Social Environment of Busn	3
BUSN 128	Principles of Supervision	3
		<u>15</u>

Minimum required credit hours for degree: 62

Approved Business Electives

Fall, Spring, Summer Electives

ECON 206 Principles of Microeconomics

Fall Only Electives

BUSN 216 Retail Management and Merchandising
 BUSN 227 International Business Management
 BUSN 154 Principles of Personal Selling
 MATH 248 Business Statistics

Spring Only Electives

BUSN 137 Digital Marketing and Analytics (pre-req is BUSN 115)
 BUSN 148 Advertising

BUSINESS MARKETING

AAS Degree

BUSN.0511.DEGR - Business Marketing

The course sequence below will allow students to complete the Business Marketing degree by taking face-to-face and online courses. Some courses may require virtual weekly meetings.

FIRST SEMESTER

BUSN 103	Introduction to Business	3
BUSN 156	Business Technology Applications.....	4
ACCT 100	Accounting Principles	3
BUSN 115	Marketing Fundamentals I.....	3
BUSN 127	Principles of Management.....	3
		<u>16</u>

SECOND SEMESTER

BUSN 137	Digital Marketing and Analytics	3
BUSN 149	Business Mathematics OR	
MATH 107	Intermediate Algebra (or higher-level math)	3-4
BUSN 206	Personal Finance.....	3
ACCT 201	Financial Accounting.....	4
PSYH 101	Psychology OR	
BUSN 134	Managing Diversity	3
		<u>16-17</u>

THIRD SEMESTER

ENGL 101	English Composition	3
	Approved Business Elective.....	3
ECON 205	Principles of Macroeconomics	3
BUSN 154	Principles of Personal Selling.....	3
ACCT 202	Managerial Accounting	3
		<u>15</u>

FOURTH SEMESTER

BUSN 207	Business Management Internship OR	
	Approved Business Elective.....	3-4
BUSN 216	Retail Management and Merchandising.....	3
BUSN 210	Legal & Social Environment of Busn.	3
BUSN 201	Business Communication OR	
ENGL 102	English Composition	3
COMM 103	Fundamentals of Speech Communication.....	3
		<u>15-16</u>

Minimum required credit hours for degree: 62

Approved Business Electives

Fall, Spring, Summer Electives

ECON 206 Principles of Microeconomics

Fall and Spring Only Electives

BUSN 134 Managing Diversity
 BUSN 215 Small Business Management

Fall Only Electives

BUSN 227 International Business Management
 MATH 248 Business Statistics

Spring Only Electives

BUSN 128 Principles of Supervision
 BUSN 218 Human Resource Management
 BUSN 148 Advertising

BUSINESS MARKETING

AAS Degree

BUSN.0511.DEGR - Business Marketing

ONLINE OUTLINE

The course sequence below will allow students to complete the Business Marketing degree completely online. Some courses may require virtual weekly meetings.

FIRST SEMESTER

BUSN 103	Introduction to Business	3
BUSN 127	Principles of Management.....	3
BUSN 149	Business Mathematics OR	
MATH 107	Intermediate Algebra (or higher-level math)	3-4
PSYH 101	Psychology OR	
BUSN 134	Managing Diversity	3
ENGL 101	English Composition	3
		<u>15-16</u>

SECOND SEMESTER

BUSN 156	Business Technology Applications.....	4
ACCT 100	Accounting Principles	3
BUSN 115	Marketing Fundamentals I.....	3
BUSN 137	Digital Marketing and Analytics	3
BUSN 206	Personal Finance.....	3
		<u>16</u>

THIRD SEMESTER

ACCT 201	Financial Accounting.....	4
BUSN 216	Retail Management and Merchandising.....	3
	Approved Business Elective.....	3
ECON 205	Principles of Macroeconomics	3
BUSN 154	Principles of Personal Selling.....	3
		<u>16</u>

FOURTH SEMESTER

ACCT 202	Managerial Accounting	3
BUSN 207	Business Management Internship OR Approved Business Elective.....	3-4
BUSN 210	Legal & Social Environment of Busn.	3
BUSN 201	Business Communication OR	
ENGL 102	English Composition	3
COMM 103	Fundamentals of Speech Communication.....	3
		<u>15-16</u>

Minimum required credit hours for degree: 62

Approved Business Electives

Fall, Spring, Summer Electives

ECON 206 Principles of Microeconomics

Fall and Spring Only Electives

BUSN 134 Managing Diversity
BUSN 215 Small Business Management

Fall Only Electives

BUSN 227 International Business Management
MATH 248 Business Statistics

Spring Only Electives

BUSN 128 Principles of Supervision
BUSN 218 Human Resource Management
BUSN 148 Advertising

ENTREPRENEURSHIP

Career and Technical Certificate

BUSN.0507.CERT - Entrepreneurship

ONLINE OUTLINE

The course sequence below will allow students to complete the Entrepreneurship Certificate completely online. Some courses may require virtual weekly meetings.

This certificate is designed to provide entrepreneur with the basic skills needed to launch a successful business venture.

FIRST SEMESTER

ACCT 100	Accounting Principles	3
BUSN 156	Business Technology Applications.....	4
BUSN 115	Marketing Fundamentals I.....	3
		<u>10</u>

SECOND SEMESTER

ACCT 201	Financial Accounting.....	4
BUSN 215	Small Business Management.....	3
		<u>7</u>

FALL OR SPRING SEMESTER

Approved Fall or Spring Elective*	3
		<u>3</u>

Minimum required credit hours for certificate: 20

***Approved Fall or Spring Electives**

Fall Semester Electives

BUSN 154 Principles of Personal Selling
BUSN 216 Retail Management & Merchandising

Spring Semester Electives

BUSN 137 Digital Marketing and Analytics
ACCT 247 Computer Application in Accounting

DIGITAL MARKETING & ADVERTISING

Career and Technical Certificate

BUSN.0508.CERT - Digital Marketing & Advertising

The course sequence below will allow students to complete the Digital Marketing and Advertising certificate with a combination of face-to-face and online classes. Some courses may require virtual weekly meetings.

FIRST SEMESTER

BUSN 103	Introduction to Business.....	3
BUSN 156	Business Technology Applications.....	4
BUSN 115	Marketing Fundamentals I.....	3
CITW 105	Design Concept Essentials	4
		<u>14</u>

SECOND SEMESTER

BUSN 137	Digital Marketing and Analytics	3
ARTO 113	Graphic Design.....	3
CITW 220	Designing Mobile Apps.....	3
BUSN 148	Advertising.....	3
		<u>12</u>

Minimum required credit hours for certificate: 26

SUPERVISORY MANAGEMENT

Career and Technical Certificate

BUSN.0502.CERT - Supervisory Management

The Supervisory Management certificate can be completed all online or with a combination of face-to-face classes. Some courses may require virtual weekly meetings.

FIRST SEMESTER

BUSN 103	Introduction to Business.....	3
BUSN 134	Managing Diversity.....	3
ACCT 201	Financial Accounting.....	4
BUSN 227	International Business Management	3
BUSN 156	Business Technology Applications.....	4
		<u>17</u>

SECOND SEMESTER

BUSN 127	Principles of Management.....	3
BUSN 128	Principles of Supervision	3
BUSN 218	Human Resource Management	3
BUSN 215	Small Business Management.....	3
BUSN 201	Business Communication.....	3
		<u>15</u>

SUMMER SEMESTER

BUSN 115	Marketing Fundamentals I.....	3
		<u>3</u>

Minimum required credit hours for certificate: 35

CARPENTRY OCCUPATIONS

CARPENTRY OCCUPATIONS

AAS Degree

CSTR.0500.DEGR - Carpentry Occupations

Carpentry Occupations

The Carpentry Occupations Program at Kaskaskia College allows students to understand and explore the many facets of work encompassed by the carpentry profession. Beginning with safety and an understanding of materials and tools, the students learn the development of plans from site and layout work through the construction of footings, foundations, floors, walls, roofs, ceilings and finish work. The complex world of construction operations and scheduling is examined in detail through the various courses of study.

This program is designed to help students prepare for a career in the building trades as a carpenter. This profession is in high demand and pays well. The Carpentry Occupations Program requires dedication to learning and understanding of all aspects of building dynamics through field and hands on experience.

Field Internship

Carpentry Internship can either be performed through work in the field with a building contractor, whom the student works for, or through field experience on projects arranged through Kaskaskia College.

Course

ENGR 103

Approved Substitution

DFTG 122

Accreditation Status

Kaskaskia College has an articulation agreement with the Southern Illinois District Council of Carpenters where upon completion of an Associate Degree Program, graduating students can advance to the third year Apprentice Level after passing proficiency tests administered by the SIDC Joint Apprentice Committee.

FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices	2
CSTR 101	Site Work and Layout.....	4
CSTR 103	Rough Frame Construction I.....	4
CSTR 142	Finish Carpentry I.....	4
TECM 110	Technical Mathematics (or higher-level math).....	3-4
		<u>17-18</u>

SECOND SEMESTER

CSTR 102	Carpentry and Concrete.....	3
CSTR 104	Print Reading.....	2
CSTR 140	Roofing Fundamentals.....	3
CSTR 141	Siding & Exterior Trim	4
CSTR 186	Construction Safety 30.....	2
OFTC 108	Introduction to Keyboarding	1
		<u>15</u>

THIRD SEMESTER

CSTR 120	Sustainable Interior Systems	3
CSTR 202	Cabinet Making I.....	4
DFTG 122	CAD-Theory & Practice I (or additional higher-level math).....	3
BUSN 103	Introduction to Business.....	3
PSYH 101	Psychology	3
		<u>16</u>

FOURTH SEMESTER

CSTR 200	Rough Frame Construction II.....	3
CSTR 201	Finish Carpentry II	3
CSTR 220	Carpentry Internship.....	4
CSTR 210	Cabinet Making II	3
ENGL 101	English Composition OR	
ENGL 186	Writing in the Workplace.....	3
		<u>16</u>

Minimum required credit hours for degree: 64

COURSE

CSTR 200
CSTR 201

PREREQUISITE

CSTR 103
CSTR 142

BASIC CARPENTRY

Career and Technical Certificate

CSTR.0520.CERT - Basic Carpentry

FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices	2
CSTR 103	Rough Frame Construction I.....	4
CSTR 142	Finish Carpentry I.....	4
CSTR 106	Basic Construction Mathematics OR	
TECM 110	Technical Mathematics (or higher-level of math)	3-4
		<u>13-14</u>

SECOND SEMESTER

CSTR 104	Print Reading.....	2
CSTR 141	Siding & Exterior Trim	4
CSTR 140	Roofing Fundamentals.....	3
CSTR 186	Construction Safety 30.....	2
CSTR 200	Rough Frame Construction II.....	3
		<u>14</u>

Minimum required credit hours for certificate: 27

BASIC BUILDER

Career and Technical Certificate

CSTR.0530.CERT - Basic Builder

FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices*	2
CSTR 101	Site Work and Layout.....	4
CSTR 103	Rough Frame Construction I.....	4
CSTR 142	Finish Carpentry I.....	4
CSTR 106	Basic Construction Mathematics OR	
TECM 110	Technical Mathematics.....	3
		<u>17</u>

Minimum required credit hours for certificate: 17

*If taken as Dual Credit, a student must also complete CSTR 185 Construction Safety 10, for OSHA requirement.

BETTER BUILDER

Career and Technical Certificate
CSTR.0531.CERT - Better Builder

FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices*	2
CSTR 101	Site Work and Layout.....	4
CSTR 103	Rough Frame Construction I.....	4
CSTR 142	Finish Carpentry I.....	4
CSTR 106	Basic Construction Mathematics OR	
TECM 110	Technical Mathematics.....	3
		<hr/> 17

SECOND SEMESTER

CSTR 102	Carpentry and Concrete.....	3
CSTR 104	Print Reading.....	2
CSTR 140	Roofing Fundamentals.....	3
CSTR 141	Siding and Exterior Trim.....	4
CSTR 186	Construction Safety 30.....	2
		<hr/> 14

Minimum required credit hours for certificate: 31

*If taken as Dual Credit, a student must also complete CSTR 185 Construction Safety 10, for OSHA requirement.

FINISH CARPENTRY

Career and Technical Certificate
CSTR.0533.CERT - Finish Carpentry

FIRST SEMESTER

CSTR 142	Finish Carpentry I.....	4
CSTR 202	Cabinet Making I.....	4
		<hr/> 8

SECOND SEMESTER

CSTR 201	Finish Carpentry II.....	3
CSTR 210	Cabinet Making II.....	3
		<hr/> 6

Minimum required credit hours for certificate: 14

COMPUTER INFORMATION TECHNOLOGY

Kaskaskia College reserves the right to introduce admission standards for the CIT Programs.

For further inquiry or assistance with course enrollment/scheduling please contact, Computer Information Technology Instructor, Angenien Huffstutler (618) 545-3315.

Minimum graduation requirements may provide an opportunity to students who enter the program at an advanced level to proficiency lower level course work or select elective credit. Students entering with less than the required program entrance skills may be required to meet prerequisites not listed in the curriculum sequence.

CYBER DEFENSE

AAS Degree
CITS.0502.DEGR - Cyber Defense

FIRST SEMESTER

ENGL 101	English Composition	3
CITN 110	Security+	3
CITN 114	Computer Systems Forensics	3
CITN 130	Introduction to Server Systems	3
CITC 120	Cisco Network Essentials.....	4
		<hr/> 16

SECOND SEMESTER

MATH 101	Basic Mathematics OR	
BUSN 149	Business Mathematics (or higher-level math).....	3
CITN 217	Virtualization Technology	3
CITN 113	Ethical Hacking	3
CITN 116	IDS & Firewall Administration	3
PSYH 101	Psychology	3
LAWO 120	Work Ethics in Criminal Justice	2
		<hr/> 17

THIRD SEMESTER

CITS 200	Cyber Defense and Counter Measures	4
CITS 210	Information Technology Forensics.....	3
CITS 225	Information Assurance I.....	3
CITP 155	Programming I.....	3
SOCO 101	Sociology.....	3
		<hr/> 16

FOURTH SEMESTER

CITC 210	CCNA Security.....	3
CITS 245	Information Assurance II.....	4
CITN 235	Mastering Linux	3
CITG 250	Comp Inf Technologies Internship.....	2
CHEM 101	Introductory Chemistry	3
CITS 248	Security Architecture.....	3
		<hr/> 18

Minimum required credit hours for degree: 67

Cyber Defense course that requires a prerequisite is listed as:
• CITC 210 CCNA Security requires Successful completion of CITC 121 or Current (Non-expired) CCNA Routing and Switching.

DATABASE SOFTWARE DEVELOPER

AAS Degree
CITS.0501.DEGR - Database Software Developer

FIRST SEMESTER

ENGL 101	English Composition	3
CITN 110	Security+	3
CITW 105	Design Concept Essentials	4
CITP 155	Programming I	3
CITW 120	Database Management	3
		<u>16</u>

SECOND SEMESTER

MATH 101	Basic Mathematics OR	
BUSN 149	Business Mathematics (or higher-level math)	3
CITW 220	Designing Mobile Aps	3
CITN 240	SQL Server	3
CITS 115	Risk Analysis & Management Fund.	3
PSYH 101	Psychology	3
LAWO 120	Work Ethics in Criminal Justice	2
		<u>17</u>

THIRD SEMESTER

CITD 200	Relational Database Concepts & Appl.	3
CITS 225	Information Assurance I	3
CHEM 101	Introductory Chemistry	3
CITP 210	Java	3
SOCO 101	Sociology	3
		<u>15</u>

FOURTH SEMESTER

CITD 220	Database Security	3
CITD 230	Secure Software Engineering	3
CITS 245	Information Assurance II	4
CITW 230	ASP.NET Dynamic Web Programming II	4
		<u>14</u>

Minimum required credit hours for degree: 62

THIRD SEMESTER

CITS 210	Information Technology Forensics	3
CITS 225	Information Assurance I	3
CHEM 101	Introductory Chemistry	3
CITS 200	Cyber Defense & Counter Measures	4
SOCO 101	Sociology	3
		<u>16</u>

FOURTH SEMESTER

CITP 155	Programming I	3
MATH 101	Basic Mathematics OR	
BUSN 149	Business Mathematics (or higher-level math)	3
PSYH 101	Psychology	3
CITN 235	Mastering Linux	3
CITS 115	Risk Analysis & Management Fundamentals	3
		<u>15</u>

Minimum required credit hours for degree: 65

NETWORK ADMINISTRATION

AAS Degree
CITG.0520.DEGR - Network Administration

Network Administration AAS Degree offers aggressive courses designed for students interested in careers in Network Design, Network Implementation, and Network Administration.

This degree requires an internship to be completed at one of the internship program sponsors somewhere in the local area to further prepare students for their future career. Details on internship will vary according to program sponsor.

Minimum graduation requirements may provide an opportunity to students who enter the program at an advanced level to proficiency lower level course work or select elective credit. Students entering with less than the required program entrance skills may be required to meet prerequisites not listed in the curriculum sequence.

FIRST SEMESTER

ENGL 101	English Composition	3
LAWO 120	Work Ethics in Criminal Justice	2
CITP 155	Programming I	3
CITN 112	A+ Certification	3
CITN 130	Introduction to Server Systems	3
CHEM 101	Introductory Chemistry	3
		<u>17</u>

SECOND SEMESTER

MATH 101	Basic Mathematics OR	
BUSN 149	Business Mathematics (or higher-level of math)	3
CITN 110	Security +	3
CITN 113	Ethical Hacking	3
CITN 116	IDS & Firewall Administration	3
CITN 220	Advanced Server Administration	3
CITN 235	Mastering Linux	3
		<u>18</u>

THIRD SEMESTER

CITC 120	Cisco Network Essentials (1st 8 weeks)	4
CITC 121	Cisco Routing and Switching (2nd 8 weeks)	4
CITG 183	Client Operating Systems	3
SOCO 101	Sociology	3
PSYH 101	Psychology	3
		<u>17</u>

INFORMATION SECURITY ANALYSIS

AAS Degree
CITS.0500.DEGR - Information Security Analysis

FIRST SEMESTER

CITW 120	Database Management	3
CITN 110	Security+	3
CITC 120	Cisco Network Essentials (1st 8 weeks)	4
CITC 121	Cisco Routing and Switching (2nd 8 weeks)	4
CITN 130	Introduction to Server Systems	3
		<u>17</u>

SECOND SEMESTER

ENGL 101	English Composition	3
CITC 210	CCNA Security	3
CITN 114	Computer System Forensics	3
CITS 145	Foundations of Info System Management	3
CITN 113	Ethical Hacking	3
LAWO 120	Work Ethics in Criminal Justice	2
		<u>17</u>

FOURTH SEMESTER

CITC 122	Cisco Scaling Networks (1st 8 weeks)	4
CITC 123	Cisco Connecting Networks (2nd 8 weeks)	4
CITG 250	Comp Inf Technologies Internship	2
CITN 225	Enterprise Architecture	3
		<hr/> 13

Minimum required credit hours for degree: 65

Network courses that require a prerequisite are listed as:

- CITN 220 Advanced Server Administration requires CITN 130 Introduction to Server Systems.
- CITN 225 Enterprise Architecture requires CITN 220 Advanced Server Administration.

For further inquiry or assistance with course enrollment/scheduling please contact, Computer Information Technology Instructor, Angenien Huffstutler (618) 545-3315 Kaskaskia College reserves the right to introduce admission standards for the CIT programs.

CISCO ENGINEERING

Career and Technical Certificate

CITC.0512.CERT - Cisco Engineering

FIRST SEMESTER

CITC 120	Cisco Network Essentials	4
CITC 121	Cisco Routing and Switching	4
CITC 150	Wireless Networking Fundamentals	3
		<hr/> 11

SECOND SEMESTER

CITC 122	Cisco Scaling Networks	4
CITC 123	Cisco Connecting Networks	4
CITC 210	CCNA Security	3
		<hr/> 11

Minimum required credit hours for certificate: 22

NETWORK SECURITY ADMINISTRATION

Career and Technical Certificate

CITG.0540.CERT - Network Security Administration

FIRST SEMESTER

CITN 110	Security+	3
CITS 225	Information Assurance I	3
CITS 115	Risk Analysis & Management Fund	3
CITN 114	Computer System Forensics	3
		<hr/> 12

SECOND SEMESTER

CITN 235	Mastering Linux	3
CITN 225	Enterprise Architecture	3
CITN 116	IDS & Firewall Administration	3
CITN 113	Ethical Hacking	3
		<hr/> 12

Minimum required credit hours for certificate: 24

CONSTRUCTION PROJECT MANAGEMENT

CONSTRUCTION PROJECT MANAGEMENT

AAS Degree

CSPM.0500.DEGR - Construction Project Management

Construction management program is ideal for someone who has an interest in the Construction industry and processes. As you start the degree, you will experience the materials and method of residential and commercial construction in addition to blueprint reading. As you gain knowledge regarding building construction you will tap in to the world of estimating utilizing various software. You will then undertake project Scheduling/estimating. This is done using actual construction documents of buildings that have been built. Construction technology is a big part of the industry, which will be address by utilizing various programs such as, Microsoft Project, Microsoft Excel, Bluebeam Revu and Oncenter On Screen Takeoff. Building Information Modeling (BIM) is a commonly practiced method of project coordination and delivery experienced though utilizing 3D models. If you are a problem solver who doesn't want to spend all of your time behind a desk this career will give you a balance of onsite visits with organization of the construction site.

Construction Project Management has scholarships available through SIBA (Southern Illinois Builders Association)

2 + 2 Articulation agreement with SIUC's Technical Resource Management- Bachelorette Degree.

Representative Job Titles

Project Engineer, Construction Manager, Project Manager, Insurance Adjuster, Insurance Estimator, Construction Cost Estimator Misc. Manager. Request additional details by contacting Associate Professor Robert Jervis at (618) 545-3356; email rjervis@kaskaskia.edu.

FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices	2
CSPM 102	Construction Blueprints & Spec I	3
CSPM 103	Construction Materials & Methods I	4
TECM 110	Technical Mathematics OR	
MATH 130	Intro. to Contemporary Mathematics	3
ENGL 101	English Composition	3
		<hr/> 15

SECOND SEMESTER

CSPM 104	Construction Materials & Methods II	4
CSPM 107	Labor Relations in the Workplace	3
CSTR 186	Construction Safety 30	2
CHEM 101	Introductory Chemistry	3
DFTG 201	Revit	4
		<hr/> 16

THIRD SEMESTER

CSPM 106	Estimating Techniques.....	3
CSPM 203	Construction Scheduling I.....	3
COMM 103	Fundamentals of Speech Communication.....	3
BUSN 103	Introduction to Business.....	3
BUSN 134	Managing Diversity.....	3
		<hr/> 15

FOURTH SEMESTER

HLTH 208	First Aid.....	3
CSPM 201	Construction Estimating/Cost Acct.....	3
CSPM 205	Construction Planning & Scheduling.....	3
CSPM 207	Construction Technology.....	3
BUSN 127	Principles of Management.....	3
		<hr/> 15

Minimum required credit hours for degree: 61

COSMETOLOGY

COSMETOLOGY

AAS Degree & Career and Technical Certificate

COSM.0500.DEGR - Cosmetology

COSM.0550.CERT - Cosmetology

Cosmetology - the art and science of beautifying and improving the nails, skin and hair. The study of work ethics, varied chemical services and small business is also part of the curriculum.

Students are able to demonstrate their skills as a stylist in the college salon upon their ninth week of training.

Internship - Each student can participate in an internship program in conjunction with the district's most successful salons.

Various Job Titles - stylist, haircolor specialist, esthetician, makeup artist, nail technician, manicurist, pedicurist, salon manager, salon owner, product educator, cosmetic chemist, artistic director, platform artist, writer, state board member

Admission Requirements

All COSM courses require pre-approval by the Cosmetology Coordinator prior to registration.

1. Request Personal interview with the Professor of Cosmetology, Kelli Malone at (618) 545-3306 or kmalone@kaskaskia.edu.
2. College application declaring Cosmetology as your major.
3. Official high school transcript or High School Equivalency.
4. Completed Cosmetology Worksheet for Admission, and a signed Cosmetology Requirements document.

FIRST SEMESTER

First 8-weeks

COSM 112A	*Beauty Culture Theory I.....	3
COSM 115	*Beauty Culture Lab I.....	5
COSM 104	*Cosmetology Career Planning.....	2

Second 8-weeks

COSM 112B	*Beauty Culture Theory I-B.....	3
COSM 121	*Fundamentals of Haircolor.....	2
COSM 116	*Beauty Culture Lab II.....	5
		<hr/> 20

SECOND SEMESTER

First 8-weeks

COSM 117	*Beauty Culture Lab III.....	5
COSM 123	*Salon Management and Marketing.....	2
COSM 122A	*Beauty Culture Theory II.....	3

Second 8-weeks

COSM 118	*Beauty Culture Lab IV.....	5
COSM 122B	*Beauty Culture Theory II-B.....	3
COSM 125	*Salon Business.....	2
		<hr/> 20

SUMMER SEMESTER

COSM 120	*Work Ethics (meets Area E for AAS).....	2
COSM 130	*Beauty Culture Lab V.....	5
COSM 132	*Beauty Culture Theory III.....	3
		<hr/> 10

THIRD SEMESTER

Area A Elective.....	3
Area B Elective.....	3
Elective from Public Act 87-581** (or any area elective).....	3
	<hr/> 9

FOURTH SEMESTER

Area C Elective.....	3
Area D Elective.....	3
	<hr/> 6

*Courses Required for Certificate

** If student takes a Public Act 87-581 course as one of the Area courses, another course can be chosen from Area A-D.

Minimum required credit hours for degree: 65

Minimum required credit hours for certificate: 50

The Cosmetology Certificate is an 11-month program.

Students are required to earn a grade of "C" or better in all courses with a COSM prefix to be eligible to progress through the program.

CRIMINAL JUSTICE

The Criminal Justice Program at Kaskaskia College prepares students for a rewarding career with local, county, state or federal law enforcement agencies, correctional institutions, pre-law, administrative assistants, courtroom employees and other criminal justice agencies such as probation and parole. A number of related career fields, such as security and private investigations, are open to graduates of our Criminal Justice Program. Our Criminal Justice Program will also prepare students for a smooth transition to a university. Our program prepares students for required agency entry exams and training academies. In addition, our program will assist in the career advancement of current criminal justice professionals.

Career Fields for Criminal Justice Majors

While entry requirements vary there is a trend for agencies to require a two-year degree prior to the entry exam. Other agencies may require a four-year degree prior to an entry exam. Our Criminal Justice Program is taught by active and retired Criminal Justice practitioners who have dedicated their lives to serving and protecting. Our instructors prepare students a solid educational foundation for the following Criminal Justice field.

Enforcement: peace officer, investigations, patrol officer, sheriff, deputy, highway patrol, juvenile officer, crime lab technician, telecommunications and states attorney's investigator. State: state police, crime commission, fish and wildlife agencies (Conservation), narcotics bureau, crime laboratories, bureaus of criminal investigation and identification, and others for a total of over 200 state agencies.

Corrections: correctional officer-county and state, probation officer, parole officer, juvenile court officer, prison support staff, counselor, case worker, administrator, recreation specialist, psychologists, psychiatrist, and other community based correctional agency employees.

Federal: Federal Bureau of Investigation, U.S. Secret Service, Internal Revenue Service, Drug Enforcement Agency, Immigration and Naturalization Service, Military Police, Office of Naval Intelligence, Office of Special Investigations (U.S. Air Force), Central Intelligence Agency, Officer/Inspector General, U.S. Marshal, Air Marshal, Aviation Security, Homeland Security, and others for a total of over fifty federal agencies.

Private: plant protection and industrial security, insurance investigator, retail store security, private police, railroad, bus, airline security, private investigation and private corrections corporations.

Justice Related Social Service: crime victim counselor, child abuse investigator, D.U.I. counselor, delinquency counselor, drug abuse counselor, youth home worker, domestic violence counselor and sexual assault counselor.

Accreditation Status

Kaskaskia College is accredited by the Higher Learning Commission. For information on its current status, please visit <https://www.kaskaskia.edu/accreditation/>.

Admission Requirements

All new, transfer, and re-entering students should:

1. Complete and file an application for admission.
2. Submit to the Admissions and Records Department a high school transcript or GED® scores and transcripts from colleges previously attended.
3. Take a KC Placement test for Math and English placement. (Required of all students whose program of study includes Math and/or English courses). Ask for scores to be sent to Kaskaskia College.
4. Make an appointment to register for classes with the Program Coordinator. The Criminal Justice Program Coordinator prefers to meet with all incoming and existing Criminal Justice students.
5. Additional course work may be determined by Program Coordinator.

Program Requirements: There are no prerequisites for most of the Criminal Justice classes. Some general courses may require prerequisites at transfer levels. Other than the internship, classes may be taken during any semester classes are offered. Students are required to have at least the first year complete prior to applying for the Internship class. Students must meet with the Criminal Justice Program Coordinator the semester prior to applying for the internship class.

Criminal History: There is no required criminal background check to enter and complete the Criminal Justice Program.

Background and criminal histories for LAWO 171, Internship students, will be conducted by the specific interning agency. When applying for criminal justice positions, there are mandatory background and criminal history checks completed through the application process. Those with felony and some misdemeanor convictions may be ineligible for careers in the criminal justice field. Students should have ethical standards, good character, and a clean criminal history.

Drug Screening: Criminal Justice students are not required to complete a drug screening before their internship course. However, certain agencies may require the student to submit to a drug screening before completing the required time with them. In this case, the student may be required to pay the cost for the drug screening.

Age Requirements: The Criminal Justice Program does not have age requirements. However, most Criminal Justice Agencies, specifically law enforcement, have age requirements for employment. Many times, those requirements are ages 21- 35. There are exceptions such as prior experience, transfer, or hiring practices of specific agencies. Potential students need to research the specific career choice to understand requirements and restrictions for that particular field prior to entering the Criminal Justice Program.

Advisement: The Criminal Justice Program Coordinator prefers to advise all students entering and completing the program. The Coordinator can meet with each criminal justice student and create a recommended schedule per semester to ensure the classes enhance their future plans, including the transfer to a university. Students continuing their education to a university will work with the coordinator and the specific university throughout their coursework to ensure a smooth transition to the chosen university.

Diversity: Our Criminal Justice program offers a variety of ways to attend courses. Students can attend by Zoom or face-to-face. For students with demanding schedules and/or distant locations, online classes are available. To ensure a schedule that fits your life, contact the Criminal Justice Program Coordinator.

Goal: The goal of the Criminal Justice Program is to guide students toward graduation from Kaskaskia College and into their preferred career and/or university. The Criminal Justice Program Coordinator has developed an educational continuum for all Kaskaskia College Criminal Justice students. The Criminal Justice Certificate is the first step and the Associates of Applied Science-Criminal Justice is the second step. The certificate and degree can be taken concurrently so students graduate Kaskaskia College with both the Certificate and the Associates in Applied Science Degree - Criminal Justice. For transfer oriented students, a third step ensures an easy transfer to the preferred university. These steps will bring students closer to their desired Criminal Justice career.

For those seeking careers in law enforcement or corrections, our Criminal Justice degree will prepare students to pass the pre-employment entry exams and better their success in the training academies after their initial employment.

For more information: The Criminal Justice Program Coordinator is ready to assist students in mapping out educational careers in the field of Criminal Justice. For an appointment, call (618) 545-3336 or email kingersoll@kaskaskia.edu.

CRIMINAL JUSTICE

AAS Degree

LAWO.0551.DEGR - Criminal Justice

FIRST SEMESTER

LAWO 110	Introduction to Criminal Justice	3
LAWO 250	Criminal Law	3
LAWO 215	Introduction to Investigation	3
LAWO 225	Police Operations	3
ENGL 101	English Composition	3
		<hr/> 15

SECOND SEMESTER

LAWO 210	Report Writing for Criminal Justice	3
SOCO 101	Sociology	3
PSYH 101	Psychology	3
LAWO 120	Work Ethics in Criminal Justice (8 weeks)	2
	Approved Area A Elective **	3
	Approved Area D Elective **	3
		<hr/> 17

THIRD SEMESTER

LAWO 230	Juvenile Justice	3
LAWO 235	Institutional Corrections	3
COMM 103	Fundamentals of Speech Communication	3
LAWO 280	Community Based Corrections	3
	LAWO Elective **	3
		<hr/> 15

FOURTH SEMESTER

LAWO 171	Criminal Justice Internship	2
LAWO 255	Introduction to Criminology	3
LAWO 265	Court Procedures & Evidence	3
LAWO 275	Justice Administration	3
POLS 101	American Government	3
		<hr/> 14

Minimum required credit hours for degree: 61

**Approved Area A Electives - MATH 101 or higher; PSCI 101, PSCI 103, Any BIOL, CHEM 101, CHEM 103, and GEOG 101

**Approved Area D Electives - HLTH 102, HLTH 208, LEAD 150, CITA 151, GSTE 101

** Approved LAWO Electives for a total of 3 credit hours – LAWO 140 (1 cr), LAWO 205 (2 cr), LAWO 131 (3 cr)

Students planning to transfer to a 4-year institution under the capstone option should see the program coordinator for suggested General Education electives.

CRIMINAL JUSTICE

Career and Technical Certificate

LAWO.0550.CERT - Criminal Justice

FIRST SEMESTER

LAWO 110	Introduction to Criminal Justice	3
LAWO 120	Work Ethics in Criminal Justice (8 weeks)	2
LAWO 140	Air & Bloodborne Pathogens for C.J. (8 weeks)..	1
LAWO 250	Criminal Law	3
LAWO 215	Introduction to Investigation	3
LAWO 225	Police Operations	3
		<hr/> 15

SECOND SEMESTER

LAWO 205	Criminal Justice Physical Fitness	2
LAWO 210	Report Writing for Criminal Justice	3
LAWO 235	Institutional Corrections	3
LAWO 255	Introduction to Criminology	3
LAWO 265	Court Procedures & Evidence	3
		<hr/> 14

Minimum required credit hours for certificate: 29

PRIVATE SECURITY

Career and Technical Certificate

LAWO.0552.CERT - Private Security

The Private Security Certificate will introduce the student to the background and current status of private security addressing the basic goals and responsibilities of security professionals. The courses within this certificate will focus on the principles and techniques of providing physical security protection, perimeter and access control, and legal and administrative responsibilities to clients in various environments and situations.

FIRST SEMESTER

LAWO 110	Introduction to Criminal Justice	3
LAWO 140	Air & Bloodborne Pathogens in CJ	1
LAWO 131	Introduction to Private Security	3
LAWO 215	Introduction to Investigation	3
LAWO 250	Criminal Law	3
		<hr/> 13

SECOND SEMESTER

LAWO 230	Juvenile Justice	3
LAWO 210	Report Writing for Criminal Justice	3
LAWO 120	Work Ethics in Criminal Justice	2
LAWO 255	Introduction to Criminology	3
LAWO 265	Court Procedures and Evidence	3
		<hr/> 14

Minimum required credit hours for certificate: 27

CULINARY ARTS

CULINARY ARTS

AAS Degree

CULL.0505.DEGR - Culinary Arts

Culinary Arts: The Culinary Arts Program provides students with proper food service preparation techniques for future employment by placing significance on practical hands-on learning. The Culinary Arts Program teaches students how to maintain a budget and meet high food preparation standards at the same time.

Graduates of the program will have a strong knowledge of basic cooking, baking, decorating skills and will have practiced these skills in the commercial environment of Kaskaskia College's fast paced food service operations.

Field Internship

Courses CULI 110 and CULI 210 - Require a total of 450 hours experience working in a food service establishment. Although

the instructor will give consideration to any employment, the student must be prepared to work at times in the College's Catering Operation. All 450 hours can usually be met in the College's Food Service operations.

Representative Job Titles

Sous Chef, Assistant Kitchen Manager, Executive Steward, Line Cook, Station Chef, Catering Chef

FIRST SEMESTER

CULI 101	Basic Food Service.....	3
CULI 102	Food Sanitation & Safety.....	2
CULI 103	Culinary Fundamentals.....	4
CULI 110	Food Service Field Experience I.....	2
MATH 101	Basic Mathematics.....	3
HLTH 208	First Aid.....	3
		<hr/>
		17

SECOND SEMESTER

CULI 104	Meat, Seafood & Fabrication.....	4
CULI 105	Culinary Fundamentals II.....	4
CULI 106	Garde Manger.....	3
CULI 202	Banquet Cuisine and Service.....	2
ENGL 101	English Composition.....	3
		<hr/>
		16

THIRD SEMESTER

CULI 203	Food Service Cost Control.....	3
CULI 204	Intro to Hospitality Careers.....	1
CULI 205	Fundamentals of Baking.....	4
CULI 206	International Cuisine.....	3
CULI 207	Restaurant Operations.....	2
CULI 210	Culinary Fundamentals III.....	4
		<hr/>
		17

FOURTH SEMESTER

CULI 201	Breakfast and Short Order Cooking.....	4
BUSN 103	Introduction to Business.....	3
PSYH 101	Psychology OR	
SOCO 101	Sociology OR	
POLS 101	American Government.....	3
		<hr/>
		10

Minimum required credit hours for degree: 60

Course	Approved Substitution
All Courses	Approval of Instructor on a case by case basis.

COURSE	PREREQUISITE
CULI 103	Completion of, or concurrent enrollment in: CULI 101; CULI 102
CULI 104	
CULI 201	
CULI 202	
CULI 210	
CULI 205	
CULI 206	
CULI 207	Completion of CULI 103; CULI 104; CULI 105; CULI 106; CULI 202; CULI 205; CULI 203

DIETARY & NUTRITIONAL MANAGEMENT

AAS Degree

CULI.0507.DEGR - Dietary & Nutritional Management

FIRST SEMESTER

CULI 101	Basic Food Service.....	3
CULI 102	Food Sanitation & Safety.....	2
CULI 103	Culinary Fundamentals.....	4
CULI 115	D.M.A. Nutrition.....	5
MATH 101	Basic Mathematics.....	3
		<hr/>
		17

SECOND SEMESTER

CULI 104	Meat, Seafood & Fabrication.....	4
CULI 105	Culinary Fundamentals II.....	4
CULI 106	Garde Manger.....	3
CULI 116	D.M.A. Management.....	4
ENGL 101	English Composition.....	3
		<hr/>
		18

THIRD SEMESTER

CULI 205	Fundamentals of Baking.....	4
CULI 207	Restaurant Operations.....	2
CULI 117	D.M.A. Human Resources Management.....	4
BUSN 149	Business Mathematics.....	3
		<hr/>
		13

FOURTH SEMESTER

CULI 201	Breakfast and Short Order Cooking.....	4
BUSN 103	Introduction to Business.....	3
HLTH 208	First Aid.....	3
PSYH 101	Psychology OR	
SOCO 101	Sociology OR	
POLS 101	American Government.....	3
		<hr/>
		13

Minimum required credit hours for degree: 61

PREP COOK'S CERTIFICATE

Career and Technical Certificate

CULI.0501.CERT - Prep Cook's Certificate

CULI 101	Basic Food Service.....	3
CULI 102	Food Sanitation & Safety.....	2
CULI 103	Culinary Fundamentals.....	4
CULI 205	Fundamentals of Baking OR	
CULI 201	Breakfast and Short Order Cooking.....	4
CULI 110	Food Service Field Experience I.....	2
		<hr/>
		15

Minimum required credit hours for certificate: 15

BASIC COOKING CERTIFICATE

Career and Technical Certificate
CULI.0502.CERT - Basic Cooking Certificate

FIRST SEMESTER

CULI 101	Basic Food Service.....	3
CULI 102	Food Sanitation & Safety.....	2
CULI 103	Culinary Fundamentals.....	4
CULI 205	Fundamentals of Baking OR	
CULI 201	Breakfast and Short Order Cooking.....	4
CULI 110	Food Service Field Experience I.....	2
		<hr/>
		15

SECOND SEMESTER

CULI 105	Culinary Fundamentals II.....	4
CULI 106	Garde Manger.....	3
CULI 104	Meat, Seafood & Fabrication.....	4
CULI 202	Banquet Cuisine and Service.....	2
		<hr/>
		13

Minimum required credit hours for certificate: 28

ADVANCED COOKING CERTIFICATE

Career and Technical Certificate
CULI.0503.CERT - Advanced Cooking Certificate

FIRST SEMESTER

CULI 101	Basic Food Service.....	3
CULI 102	Food Sanitation & Safety.....	2
CULI 103	Culinary Fundamentals.....	4
CULI 110	Food Service Field Experience I.....	2
		<hr/>
		11

SECOND SEMESTER

CULI 105	Culinary Fundamentals II.....	4
CULI 106	Garde Manger.....	3
CULI 104	Meat, Seafood & Fabrication.....	4
CULI 202	Banquet Cuisine and Service.....	2
CULI 201	Breakfast and Short Order Cooking.....	4
		<hr/>
		17

THIRD SEMESTER

CULI 205	Fundamentals of Baking.....	4
CULI 207	Restaurant Operations.....	2
CULI 204	Intro to Hospitality Careers.....	1
CULI 206	International Cuisine.....	3
CULI 203	Food Service Cost Control.....	3
CULI 210	Culinary Fundamentals III.....	4
		<hr/>
		17

Minimum required credit hours for certificate: 45

DENTAL ASSISTING

DENTAL ASSISTING

AAS Degree & Career and Technical Certificate
DNTA.0500.DEGR - Dental Assisting
DNTA.0520.CERT - Dental Assisting

Dental Assisting prepares the student to assist the dentist during patient treatment procedures. Classroom, lab and clinical instruction provide students with a broad background in all aspects of Dentistry. Clinical internship is provided by area dental offices under the guidance of dentists and assistants in the communities throughout the district. The program also includes courses which teach expanded functions for dental assistants who have demonstrated proficiency through education.

Field Internship

During the second semester, students spend time observing and interning in dental offices throughout the surrounding districts. Students are responsible for providing their own transportation.

Representative Job Titles

Those completing the program will receive a certificate of achievement and will be immediately eligible to sit for the Dental Assisting National Board. Successful candidates may use the title Certified Dental Assistant (CDA). Students will also be eligible to perform certain expanded functions upon successful completion of the Dental Assisting Program.

Program Requirements

Students pursuing the Dental Assisting Associate degree must place into ENGL 101 or must have completed ENGL 100 with a "C" or better prior to pursuing the optional Dental Assisting Associate's degree. It is recommended to complete PSYH 101 and COMM 204 prior to entering the program.

Semester Classes

Classes listed are completed in the semester scheduled.

Recommended Semester Schedules

General Education classes are scheduled by the student so they are not in conflict with the Dental Assisting Program Classes. General Education classes must be completed at the completion of the program. All general education classes must be taken by the completion of the program's second semester unless approved by the program Coordinator. It is encouraged that students complete all general education classes prior to starting the Dental Assisting Program.

SUMMER SEMESTER

PSYH 101	Psychology*.....	3
		<hr/>
		3

FIRST SEMESTER

DNTA 110	Dental Science I*.....	3
DNTA 112	Dental Anatomy and Physiology*.....	3
DNTA 114	Dental Materials I*.....	3
DNTA 133	Therapeutics & Emergencies*.....	2
DNTA 126	Dental Terminology*.....	1
DNTA 128	Dental Assisting Procedures I*.....	3
DNTA 130	Dental Radiology I*.....	3
DNTA 135	Infection Control*.....	2
		<hr/>
		20

SECOND SEMESTER

DNTA 111	Dental Science II*	2
DNTA 122	Dental Ethics and Jurisprudence*	1
DNTA 129	Dental Assisting Procedures II*	3
DNTA 127	Dental Expanded Functions*	2
DNTA 131	Dental Radiology II*	2
DNTA 139	Dental Prevention*	1
COMM 204	Interpersonal Communication*	3
DNTA 132	Dental Materials II*	2
DNTA 140	Dental Office Management*	2
DNTA 141	Dental Nutrition*	1
		<hr/> 19

SUMMER SEMESTER

DNTA 136	Clinical Practice*	6
DNTA 142	Dental Board Review*	1
		<hr/> 7

FOURTH SEMESTER (Optimal: For Associates degree only)

HLTH 102	Human Health and Wellness	3
ENGL 101	English Composition	3
SOCO 101	Sociology	3
	Approved Area A Elective	3-4
	Approved Area A Elective	3-4
		<hr/> 15-17

* Courses required for both Certificate and optional Associates degree.

Minimum required credit hours for degree: 64
Minimum required credit hours for certificate: 49

Approved Area A Elective:

Students planning to transfer for Dental Hygiene Program should see the program coordinator for suggested General Education Electives.

Students enrolling in a Health Science Program should be aware that some healthcare facilities require drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

DIAGNOSTIC MEDICAL SONOGRAPHY

DIAGNOSTIC MEDICAL SONOGRAPHY

Career and Technical Certificate

DGMS.0501.CERT - Diagnostic Medical Sonography

The Diagnostic Medical Sonography Program is a 3.5 semester occupational program beginning each fall semester which prepares students for entry-level employment. Graduates are awarded a certificate in Diagnostic Medical Sonography. The program includes both classroom work and clinical education in the areas of physics, abdomen and ob/gyn. This certificate program is administered as a regional program.

Field Internship

Clinical Education is completed at an assigned hospital that is an affiliate of the DGMS program.

Representative Job Titles

Diagnostic Medical Sonographer. Employment opportunities exist in hospitals, clinics, mobile companies, and physician offices. Program graduates may have success finding career opportunities throughout the country.

Program Requirements

All Diagnostic Medical Sonography applicants must have graduated from a two-year, allied health program or have a bachelor's degree and fulfill course prerequisites.

English-Math requirements and/or KC Placement scores within the last five years.

If A&P course is over five years, student must complete a one credit hour class reviewing cross-sectional anatomy.

Bachelor degree students need to complete Certified Nursing Assistant prior to acceptance or have completed courses directly related to patient care. Contact the DGMS Coordinator for approval of courses.

Prerequisite Required Courses

XRAY 145 & 146
MATH 101 or higher
MEDT 104
XRAY 110

Approved Substitution

BIOL 121 & 122
MATH 107, 134, or 166
XRAY 111, TECP 101,
TECP 107 or PHYS 101

Required Semester Schedules for Certificate:

FIRST (FALL) SEMESTER

DGMS 230	Ultrasound Physics I	2
DGMS 243	Ultrasound Anatomy I	5
DGMS 236	Ultrasound Clinical I	4
DGMS 223	Introduction to Ultrasound Lab	2

DGMS 224	Introduction to Ultrasound Scan.....	.5
		<u>13.5</u>

SECOND (SPRING) SEMESTER

DGMS 231	Ultrasound Physics II	2
DGMS 244	Ultrasound Anatomy II.....	5
DGMS 237	Ultrasound Clinical II.....	8
DGMS 225	Ultrasound Scans II5
DGMS 226	Ultrasound Cases Studies I.....	1
		<u>16.5</u>

THIRD (SUMMER) SEMESTER

DGMS 227	Ultrasound Case Studies II.....	1
DGMS 229	Introduction to Vascular Technology.....	2
DGMS 238	Ultrasound Clinical III.....	7
		<u>10</u>

FOURTH (FALL) SEMESTER

DGMS 235	Ultrasound Anatomy III.....	2
DGMS 239	Ultrasound Clinical IV	7
DGMS 228	Ultrasound Case Studies III.....	1
		<u>10</u>

Minimum required credit hours for certificate: 50

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

COURSE	PREREQUISITE
DGMS 223 DGMS 224 DGMS 230 DGMS 236 DGMS 243	Completion of a 2-year allied health program or Bachelor's degree with prerequisite course work and formal acceptance into the program.
DGMS 225	DGMS 224
DGMS 226	Complete 1st Semester of Program
DGMS 227	DGMS 226
DGMS 228	DGMS 227
DGMS 229	Complete 1st & 2nd Semester of Program
DGMS 231	DGMS 230
DGMS 235	DGMS 243 & 244
DGMS 237	DGMS 236
DGMS 238	DGMS 236 & 237
DGMS 239	DGMS 238
DGMS 244	DGMS 243

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION

AAS Degree

ECES.0550.DEGR - Early Childhood Education

The coursework in this program can be completed 100% online, with some in-person requirements. Talk to an advisor about planning your course schedule

Early Childhood: Students completing the two-year early childhood program enter the profession assuming responsibility for the care and education of an individual group of young children in various settings such as a child care center, preschool, nonpublic kindergarten, before-and/or after-school child care programs or family day care homes.

Each student majoring in Early Childhood Education is required to complete two semesters of Practicum that includes in-person placement. These classes are ECES 207 and ECES 208. Students are placed in Practicum sites which must be approved by the coordinator. ECES 207 and ECES 208 students can complete their practicum at the student's workplace or the site assigned by the program coordinator.

Kaskaskia College is an Illinois Gateways to Opportunity entitled institution for the Infant Toddler Credential and Early Childhood Credential and is now offering the Infant/Toddler Credential – Level 2, Level 3, and Level 4 and the ECE Credential – Level 2, Level 3, and Level 4.

Gateways to Opportunity is offering Gateway Scholarships. For more information, go online at www.ilgateways.com.

If you are interested in transferring to earn a Bachelor's degree in Early Childhood, please contact the program coordinator to find information on four-year school and required coursework.

Illinois Law: Illinois law requires that students enrolled in classes that involve interaction/observation must meet Illinois licensing requirements as enforced by the Department of Children and Family Services. Currently all ECES courses require interaction/observation.

Representative Job Titles

Preschool teacher, preschool teacher assistant, center director, child-care worker, and family daycare provider.

FIRST SEMESTER

ECES 101	Prin/Practice of Early Childhood Ed	3
ECES 111	Intro to Child Development	3
ECES 130	Infant and Toddler Care	2
ECES 140	Child, Family & Community	3
ECES 202	Activity Programming	3
		<u>14</u>

SECOND SEMESTER

ECES 160	Observation & Assessment	3
ECES 206	Health, Safety & Nutr for Young Child	3
ECES 210	Science and Math for Young Children	3
ENGL 101	English Composition	3
	Area A Elective	3
		<u>15</u>

SUMMER SEMESTER

ECES 170	Infant/Toddler Curriculum Development	3
ECES 207	Infant/Toddler Practicum	2
		<u>5</u>

THIRD SEMESTER

ECES 150	Creative Activities	3
ECES 269	Exceptional Child	3
HLTH 102	Human Health and Wellness	3
PHLE 120	Ethics	3
ECES 208	Early Childhood Practicum	2
		<u>14</u>

FOURTH SEMESTER

ECES 204	Early Childhood Education Adm	3
ECES 230	Language and Literacy Development	3
LITO 218	Children's Literature	3
	Area A, B, C, or D Elective	3-4
		<u>12-13</u>

Minimum required credit hours for degree: 60

**ECES 207 and ECES 208 students can complete their practicum at the student's workplace or the site assigned by the program coordinator.

COURSE	PREREQUISITE
ECES 170	ECES 130
ECES 207	ECES 111 and consent of instructor
ECES 208	ECES 111 and consent of instructor

ECE LEVEL 2

Career and Technical Certificate ECES.0530.CERT - ECE Level 2

The coursework in this program can be completed 100% online, with some in-person requirements. Talk to an advisor about planning your course schedule

FIRST SEMESTER

ECES 101	Prin/Practice of Early Childhood Ed	3
ECES 111	Intro to Child Development	3
ECES 202	Activity Programming	3
		<u>9</u>

SECOND SEMESTER

ECES 140	Child, Family & Community	3
ECES 160	Observation & Assessment	3
ECES 206	Health, Safety & Nutr for Young Child	3
		<u>9</u>

Minimum required credit hours for certificate: 18

ECE LEVEL 3

Career and Technical Certificate ECES.0532.CERT - ECE Level 3

The coursework in this program can be completed 100% online, with some in-person requirements. Talk to an advisor about planning your course schedule

FIRST SEMESTER

ECES 101	Prin/Practice of Early Childhood Ed	3
ECES 111	Intro to Child Development	3
ECES 202	Activity Programming	3
		<u>9</u>

SECOND SEMESTER

ECES 160	Observation & Assessment	3
ECES 140	Child, Family & Community	3
ECES 206	Health, Safety & Nutr for Young Child	3
		<u>9</u>

SUMMER SEMESTER

ECES 208	Early Childhood Practicum	2
		<u>2</u>

THIRD SEMESTER

ECES 150	Creative Activities	3
ECES 269	Exceptional Child	3
		<u>6</u>

FOURTH SEMESTER

ECES 210	Science and Math for Young Children	3
ECES 230	Language and Literacy Development	3
		<u>6</u>

Minimum required credit hours for certificate: 32

INFANT-TODDLER LEVEL 2

Career and Technical Certificate ECES.0531.CERT - Infant-Toddler Level 2

The coursework in this program can be completed 100% online, with some in-person requirements. Talk to an advisor about planning your course schedule

FIRST SEMESTER

ECES 101	Prin/Practice of Early Childhood Ed	3
ECES 111	Intro to Child Development	3
ECES 130	Infant and Toddler Care	2
ECES 202	Activity Programming	3
		<u>11</u>

SECOND SEMESTER

ECES 160	Observation & Assessment	3
ECES 140	Child, Family & Community	3
ECES 206	Health, Safety & Nutr for Young Child	3
		<u>9</u>

Minimum required credit hours for certificate: 20

INFANT-TODDLER LEVEL 3

Career and Technical Certificate ECES.0520.CERT - Infant-Toddler Level 3

The coursework in this program can be completed 100% online, with some in-person requirements. Talk to an advisor about planning your course schedule

FIRST SEMESTER

ECES 101	Prin/Practice of Early Childhood Ed.....	3
ECES 111	Intro to Child Development.....	3
ECES 130	Infant and Toddler Care.....	2
ECES 202	Activity Programming.....	3
		<hr/>
		11

SECOND SEMESTER

ECES 160	Observation & Assessment.....	3
ECES 140	Child, Family & Community.....	3
ECES 206	Health, Safety & Nutr for Young Child.....	3
		<hr/>
		9

THIRD SEMESTER

ECES 207	Infant/Toddler Curriculum Dev.....	2
ECES 269	Exceptional Child.....	3
		<hr/>
		5

FOURTH SEMESTER

ECES 170	Infant/Toddler Curriculum Dev.....	3
ECES 230	Language and Literacy Development.....	3
		<hr/>
		6

Minimum required credit hours for certificate: 31

EARLY CHILDHOOD SMALL BUSINESS

Career and Technical Certificate ECES.0510.CERT - Early Childhood Small Business

This Certificate is geared towards individuals interested in learning more about opening an in-home daycare, providing them with the additional skills necessary to run a small, in-home business.

FIRST SEMESTER

ECES 111	Intro to Child Development.....	3
BUSN 206	Personal Finance.....	3
ECES 100	In-home Licensing Regulations.....	1
		<hr/>
		7

Minimum required credit hours for certificate: 7

GEOSPATIAL TECHNOLOGY

GEOSPATIAL TECHNOLOGY

Career and Technical Certificate GSTE.0530.CERT - Geospatial Technology

FIRST SEMESTER

GSTE 101	Mapping Your Digital World.....	4
GSTE 104	Cartographic Design.....	3
GSTE 103	Data Acquisition & Management.....	3
		<hr/>
		10

SECOND SEMESTER

GSTE 102	Spatial Analysis.....	3
GSTE 105	Introduction to Remote Sensing.....	3
GSTE 109	Geospatial Internship Experience.....	3
		<hr/>
		9

Minimum required credit hours for certificate: 19

GEOSPATIAL ESSENTIALS

Career and Technical Certificate GSTE.0535.CERT - Geospatial Essentials

The Geospatial Essentials Certificate is an important vehicle for gaining knowledge and skills in working with GIS software and spatial data, as a means of preparing for a career in this fast-growing field. In GSTE 101 Mapping Your Digital World, a student receives basic knowledge on how to work within a geospatial technology desktop program, which is the basis for other applications in this field. GSTE 109 Geospatial Internship Experience allows the student to apply what he/she has learned in the introductory class to actual applications in area businesses specializing in fields such as engineering, agriculture, criminal justice, and biology.

FIRST SEMESTER

(1st 8 weeks)		
GSTE 101	Mapping Your Digital World.....	4

(2nd 8 weeks)

GSTE 109	Geospatial Internship Experience.....	3
		<hr/>
		7

Minimum required credit hours for certificate: 7

GEOSPATIAL ESSENTIALS FOR DRAFTING

See Page 102

HEALTH INFORMATION TECHNOLOGY

HEALTH INFORMATION TECHNOLOGY

AAS Degree

HITC.0500.DEGR - Health Information Technology

The Health Information Technology (HIT) degree is a four semester program which begins each fall semester. Graduates of the HIT program are awarded an Associate in Applied Science degree and students are prepared for entry level employment in the Health Information Management Field. The program is taught online and includes both online classroom education as well as Professional Practicum Experiences. The Professional Practicum Experience (PPE) is completed at a healthcare facility close to your home. Our faculty will work with you to secure a suitable site in your local area.

Program Requirements

Students enrolling in the HIT program must submit an application to the college and must meet placement requirements for ENGL 101 and OFTC 150. Students must maintain a grade of "C" or better in all courses to remain in progression and advance to the next semester.

Professional Practice Experience

Professional Practice Experience Internships are completed at an arranged hospital or healthcare organization that is an affiliate of the Kaskaskia College HIT program.

Representative Job Titles

Release of Information Coordinator
Trauma Registrar
Patient Data Analyst

FIRST SEMESTER

BIOL 125	Human Biology	3
OFTC 150	Medical Terminology/Anatomy	3
CITA 151	Intro to Computer Applications	4
OFTC 256	Pharmacology-Med Billing & Coding	3
ENGL 101	English Composition	3
MATH 130	Intro. to Contemporary Mathematics.....	3
		<u>19</u>

SECOND SEMESTER

OFTC 151	Introduction to Medical Records.....	3
OFTC 152	Advanced Medical Terminology/Anatomy	3
OFTC 253	Med Records Tech. I: Insurance Proc.....	3
HITC 102	Health Records Systems.....	3
OFTC 260	Human Diseases (Pathophysiology).....	3
OFTC 254	Med Tech II--ICD-10-CM.....	3
		<u>18</u>

THIRD SEMESTER

HITC 103	Health Records Systems Lab.....	3
HITC 201	Health Data and Statistics.....	2

OFTC 257	Med Tech III-CPT/HCPCS.....	3
OFTC 258	Healthcare Reimbursement Methods	3
OFTC 285	Legal Aspects of Health Info Mngmnt.....	3
COMM 103	Fundamentals of Speech Communication.....	3
		<u>17</u>

FOURTH SEMESTER

HITC 212	Quality Management	3
HITC 203	Management in Health Care.....	3
HITC 202	Professional Practicum I.....	2
HITC 214	HI in Non-Traditional Setting	2
HITC 213	Professional Practicum II	2
ECON 206	Principles of Microeconomics.....	3
		<u>15</u>

Minimum required credit hours for degree: 69

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

HEATING, VENTILATION & AIR CONDITIONING

HEATING, VENT & AIR CONDITIONING

AAS Degree

HVAC.0501.DEGR - Heating, Vent & Air Conditioning

Heating, Ventilation and Air Conditioning Program: This program prepares students to install service and repair residential and commercial air conditioning, refrigeration and heating systems. Students will study the physical, mechanical, and chemical principles of refrigeration and air conditioning with emphasis on electrical controls and motors. Students will also gain proficiency in blueprint reading, sheet metal construction, proper ventilation installation, heating and cooling diagnosis and installation of residential and commercial equipment.

Representative Job Titles

Heating, air conditioning, and refrigeration mechanics and installers.

Program Requirements

High School Diploma or High School Equivalency.

FIRST SEMESTER

HVAC 101	Concepts of Basic Refrigeration.....	3
HVAC 102	Heating Systems	3
HVAC 103	A.C. D.C. Electrical.....	3
HVAC 104	Environmental Control Mechanisms.....	2
HVAC 105	Sheet Metal Fabrications	2
MATH 101	Basic Math (or higher-level math)	3
		<hr/>
		16

SECOND SEMESTER

HVAC 106	Commercial Refrigeration I.....	2
HVAC 108	Heat Pump Systems.....	3
HVAC 109	Air Conditioning Systems	3
HVAC 110	Systems Design	2
HVAC 111	HVAC Blueprint Reading.....	2
HVAC 112	Recovery and Reclaim Procedures.....	3
TECM 110	Technical Mathematics (or higher-level math)...3-4	
		<hr/>
		18-19

THIRD SEMESTER

HVAC 202	Heating II.....	3
HVAC 203	National Electrical Code Interp.....	3
ENGL 186	Writing in the Workplace OR	
ENGL 101	English Composition (transfer students).....	3
BUSN 103	Introduction to Business.....	3
OFTC 101	Computer Basics	2
		<hr/>
		14

FOURTH SEMESTER

HVAC 205	Advanced Sheet Metal.....	2
HVAC 209	Air Conditioning II.....	3
HVAC 206	Commercial Refrigeration II	2
PSYH 101	Psychology OR	
SOCO 101	Sociology.....	3
CSTR 186	Construction Safety 30.....	2
		<hr/>
		12

Minimum required credit hours for degree: 60

**HEATING, VENT & AIR
CONDITIONING**

Career and Technical Certificate

HVAC.0500.CERT - Heating, Vent & Air Conditioning

FIRST SEMESTER

HVAC 101	Concepts of Basic Refrigeration.....	3
HVAC 102	Heating Systems	3
HVAC 103	A.C. D.C. Electrical.....	3
HVAC 104	Environmental Control Mechanisms.....	2
HVAC 105	Sheet Metal Fabrications	2
		<hr/>
		13

SECOND SEMESTER

HVAC 106	Commercial Refrigeration I.....	2
HVAC 108	Heat Pump Systems.....	3
HVAC 109	Air Conditioning Systems	3
HVAC 110	Systems Design	2
HVAC 111	HVAC Blueprint Reading.....	2
HVAC 112	Recovery and Reclaim Procedures.....	3
		<hr/>
		15

Minimum required credit hours for certificate: 28

COURSE	PREREQUISITE
HVAC 108	HVAC 101 HVAC 102 HVAC 105
HVAC 109	HVAC 101 HVAC 104

ADVANCED HEATING, VENT & AC

Career and Technical Certificate

HVAC.0502.CERT - Advanced Heating, Vent & AC

FIRST SEMESTER

HVAC 202	Heating II*.....	3
HVAC 203	National Electrical Code Interp*.....	3
TECM 110	Technical Mathematics (or higher-level math)...3-4	
CSTR 186	Construction Safety 30.....	2
		<hr/>
		11-12

SECOND SEMESTER

HVAC 205	Advanced Sheet Metal*.....	2
HVAC 206	Commercial Refrigeration II*.....	2
HVAC 209	Air Conditioning II*.....	3
		<hr/>
		7

Minimum required credit hours for certificate: 18

* Courses are offered during summer term for completion of the Advanced Heating, Vent & AC certificate.

COURSE	PREREQUISITE
HVAC 202	HVAC 102
HVAC 203	HVAC 103
HVAC 205	HVAC 105
HVAC 206	HVAC 101 HVAC 103 HVAC 106
HVAC 209	HVAC 109

**INDUSTRIAL
TECHNOLOGY**

INDUSTRIAL AUTOMATION

Career and Technical Certificate

INDT.0537.CERT - Industrial Automation

FIRST SEMESTER

INDT 105	D.C. Fundamentals.....	3
INDT 118	Manufacturing Processes.....	3
DFTG 122	CAD-Theory and Practice I OR	
INDT 210	Engineering Design	3
INDT 120	Drives and Motors.....	3
INDT 115	Instrument & Process Control	3
		<hr/>
		15

SECOND SEMESTER

INDT 112	Basic Digital	3
INDT 132	Introduction to CNC	3
INDT 190	Industrial Robotics	3
INDT 276	Industrial Elect. Control Systems Appl.	3
INDT 280	Program. Control Concepts & Appl	3
		<hr/>
		15

Minimum required credit hours for certificate: 30

INDUSTRIAL ELECTRICITY

Career and Technical Certificate INDE.0531.CERT - Industrial Electricity

FIRST SEMESTER

INDT 105	D.C. Fundamentals	3
INDT 111	Industrial Safety	2
DFTG 129	Blueprint Reading Machine Trades OR	
INDT 122	Print Reading	2-3
		<hr/>
		7-8

SECOND SEMESTER

INDT 106	A.C. Fundamentals	3
INDT 220	Solid State	3
INDT 112	Basic Digital	3
		<hr/>
		9

THIRD SEMESTER

INDT 168	National Electric Code	3
INDT 115	Instrument & Process Control	3
INDT 221	Industrial Wiring	3
INDT 120	Drives and Motors	3
		<hr/>
		12

FOURTH SEMESTER

INDT 270	Electrical Safety 70E	2
INDT 280	Program. Control Concepts & Appl	3
		<hr/>
		5

Minimum required credit hours for certificate: 33

INDUSTRIAL MANAGEMENT

AAS Degree INDM.0530.DEGR - Industrial Management

The Industrial Management degree program is designed to provide a solid background in manufacturing as well as hands-on technical training in advanced industrial areas such as robotics, programmable control, and computer numerical control (CNC). This technical training includes operational topics such as quality control, production and material control, business management, and supervision in an effort to train well-rounded graduates for careers in engineering technology, quality, production management, and supervision.

The goal of this degree is to fill the growing need for workers who can operate on both the technical side and business side of industry. This will provide more growth opportunities for those wishing to focus on a more well-rounded training necessary for future advancement.

FIRST SEMESTER

DFTG 122	CAD Theory and Practice I OR	
INDT 210	Engineering Design	3
DFTG 129	Blueprint Reading Machine Trades OR	
INDT 122	Print Reading	2-3
ENGL 186	Writing in the Workplace OR	
ENGL 101	English Composition	3
INDT 111	Industrial Safety	2
OFTC 108	Introduction to Keyboarding	1
TECM 110	Technical Mathematics (or higher-level math)	3-4
		<hr/>
		14-16

SECOND SEMESTER

BUSN 103	Introduction to Business	3
BUSN 128	Principles of Supervision	3
BUSN 201	Business Communication	3
CITA 151	Intro to Computer Applications	4
	Technical Electives	3
		<hr/>
		16

THIRD SEMESTER

INDT 118	Manufacturing Processes	3
PSYH 101	Psychology OR	
SOCO 101	Sociology	3
	Technical Electives	9
		<hr/>
		15

FOURTH SEMESTER

BUSN 127	Principles of Management	3
INDT 212	Material and Production Control	3
INDT 213	Quality Control & Improvement	3
	Technical Electives	6
		<hr/>
		15

Minimum required credit hours for degree: 60

Technical Electives (18 Hours) Any combination of electives below:

Electrical

INDT 115	Instrument & Process Control (3) Fall
INDT 120	Drives and Motors (3) Fall
INDT 221	Industrial Wiring (3) Fall
INDT 280	Program. Control Concepts & Appl. (3) Spring
INDT 270	Electrical Safety 70E (2) Spring

Mechanical

INDT 110	Fluid Power (3) Fall
INDT 130	Air Cond. & Refrigeration (1) Fall
INDT 132	Introduction to CNC (3) Spring
INDT 190	Industrial Robotics (3) Spring
WELD 189	Industrial Welding (3) Spring

INDUSTRIAL TECHNOLOGY

AAS Degree INDT.0530.DEGR - Industrial Technology

Today's highly technical industrial workplace is a competitive environment that recognizes employees with highly specialized skills. Kaskaskia College's Industrial Technology Program combines practical experience with the technical knowledge you need to not only get that good paying job, but also to advance in the workplace. The Industrial Technology Degree focuses on three important areas:

- Electronic and Process Control
- Hydraulics and Pneumatics
- Welding

Our courses help you build a strong foundation in the field and prepare you as a technician who is well-rounded and ready for the multitude of tasks found in today's job place with courses covering electronics, industrial wiring and troubleshooting, motors and drives, programmable logic controllers (PLC), hydraulics and pneumatics, welding, and other skills required by future employers. KC's instructors have extensive experience, so what you're learning in the classroom reflects skills that are needed in the industry.

Students can also continue their education after receiving their Associate in Applied Science degree by entering a Bachelor of Science "capstone" degree program at SIU-Carbondale such as Industrial Management and Applied Engineering or Electrical Engineering Technology.

FIRST SEMESTER

INDT 105	D.C. Fundamentals	3
TECM 110	Technical Mathematics (or higher-level math)...	3-4
INDT 111	Industrial Safety	2
OFTC 108	Introduction to Keyboarding	1
INDT 118	Manufacturing Processes.....	3
	Technical Electives.....	3-4
		<u>15-17</u>

SECOND SEMESTER

INDT 106	A.C. Fundamentals	3
INDT 112	Basic Digital	3
ENGL 186	Writing in the Workplace OR	
ENGL 101	English Composition	3
INDT 270	Electrical Safety 70E.....	2
	Technical Electives.....	6
		<u>17</u>

THIRD SEMESTER

INDT 120	Drives and Motors	3
DFTG 122	CAD - Theory and Practice I OR	
INDT 210	Engineering Design	3
DFTG 129	Blueprint Reading Machine Trades OR	
INDT 122	Print Reading	2-3
INDT 221	Industrial Wiring.....	3
	Area A, B, or C Elective.....	3
	Technical Elective	3
		<u>17-18</u>

FOURTH SEMESTER

INDT 211	Industrial Troubleshooting & Repair.....	3
INDT 280	Program. Control Concepts & Appl	3
INDT 190	Industrial Robotics	3
PSYH 101	Psychology OR	
SOCO 101	Sociology.....	3
	Technical Electives.....	3
		<u>15</u>

Minimum required credit hours for degree: 64

Technical Electives Any combination of electives below: Electrical

- INDT 115 Instrument & Process Control (3) Fall
- INDT 168 National Electric Code (3) Fall
- INDT 220 Solid State (3) Spring
- INDT 276 Indust. Elect. Control Systems Appl. (3) Spring

Mechanical

- INDT 110 Fluid Power (3) Fall
- INDT 132 Introduction to CNC (3) Spring
- WELD 189 Industrial Welding (3) Fall
- INDT 130 Basic Air Conditioning (1) Fall
- INDT 213 Quality Control & Improvement (3) Spring

INDUSTRIAL TECHNOLOGY CERTIFICATE

Career and Technical Certificate

INDT.0532.CERT - Industrial Technology Certificate

FIRST SEMESTER

INDT 105	D.C. Fundamentals	3
INDT 110	Fluid Power	3
INDT 111	Industrial Safety	2
INDT 118	Manufacturing Processes.....	3
		<u>11</u>

SECOND SEMESTER

INDT 106	A.C. Fundamentals	3
INDT 112	Basic Digital	3
INDT 220	Solid State	3
		<u>9</u>

THIRD SEMESTER

INDT 120	Drives and Motors	3
INDT 130	Basic Air Conditioning and Refrigeration.....	1
DFTG 129	Blueprint Reading Machine Trades OR	
INDT 122	Print Reading.....	2-3
INDT 221	Industrial Wiring.....	3
		<u>9-10</u>

FOURTH SEMESTER

INDT 211	Industrial Troubleshooting & Repair.....	3
INDT 280	Program. Control Concepts & Appl	3
INDT 270	Electrical Safety 70E.....	2
		<u>8</u>

Minimum required credit hours for certificate: 37

MANUFACTURING TECHNOLOGY

Career and Technical Certificate

MFNG.0510.CERT - Manufacturing Technology

The Manufacturing Technology certificate program at Kaskaskia College allows students to understand and explore the many career pathways available in the manufacturing industry. Students will acquire knowledge and skills in workplace safety, quality and production, manufacturing processes and basic maintenance fundamentals. Earned credentials will provide students with specific skills and learning outcomes required for employment in a wide variety of manufacturing areas.

FIRST SEMESTER

MFNG 187	Manufacturing Safety	3
MFNG 189	Manufacturing Processes.....	3
TECM 110	Technical Mathematics.....	3
TECM 110A	Technical Mathematics Co-Req	1
		<u>10</u>

SECOND SEMESTER

MFNG 188	Quality &Continuous Improvement.....	3
MFNG 191	Maintenance Awareness	3
		<u>6</u>

Minimum required credit hours for certificate: 16

NURSING

ASSOCIATE DEGREE NURSING

AAS Degree

NURS.0520.DEGR - Associate Degree Nursing

Students who are accepted into the Associate Degree in Nursing (ADN) program are introduced to the role of the Registered Nurse and provided resources and instruction which when incorporated into nursing practice will result in safe and effective care being provided to patients in a variety of healthcare settings. The ADN curriculum provides courses in Nursing theory and clinical as well as support courses that contain content that students must learn to be successful on the Registered Nurse National Licensure Exam (NCLEX-RN).

Field Internship

Students enrolled in the ADN program complete clinical assignments in a variety of healthcare settings including: Long Term Care, Hospitals, Physician's offices, community agencies, healthcare clinics and campus laboratories.

Representative Job Titles

Registered Nurse

Program Requirements

Students applying for admission into the ADN program must submit an application to the college and an application to the program by established deadlines. All students must meet the college English and math requirements. All students will be required to take the TEAS Test and complete admission requirements.

All students applying for entry into the ADN program must have completed medical terminology and must meet CNA requirements:

- Attach proof of current employment as a Certified Nurse Assistant, such as letter from employer; OR
- Attach document from IDPH proving status is, or has been, active within the last two years; OR
Successful completion of Kaskaskia College's IDPH approved CNA course with a "C" or better within the last academic term; OR
- Meet IDPH requirements for retesting if you have not worked as a CNA in the last two years

Recommended Semester Schedules

FIRST SEMESTER

NURS 101	Fundamentals of Nursing I*	3.5
NURS 106	Foundations of Nursing*	3.5
NURS 107	Dosage Calculations*	0.5
NURS 109	Basic Concepts in Pharmacology*	1.5
PSYH 100	Life Span Growth & Development	3
(Must be taken before or concurrently with NURS 106-101)		
BIOL 121	Anatomy and Physiology	
(Must be taken before or concurrently with NURS 106-101) ... 4		
		16

SECOND SEMESTER

NURS 104	Fundamentals of Nursing II*	4
NURS 105	Basic Concepts in Mental Health Nursing*	4

ENGL 101	English Composition	3
PSYH 101	Psychology	3
BIOL 122	Anatomy and Physiology	
(Must be taken before or concurrently with NURS 104-105) ... 4		
		18

THIRD SEMESTER

NURS 211	Nursing Care of Adult and Child I*	6
NURS 212	Nursing Care of Adult and Child II*	6
COMM 103	Fundamentals of Speech Communication	3
BIOL 215	Microbiology	
(Must be completed prior to 4th Semester)..... 4		
NURS 209	Advanced Pharmacology*	2
		21

FOURTH SEMESTER

NURS 213	Nursing Care of Adult and Child III*	6
NURS 214	Nursing Care of Adult and Child IV*	6
NURS 216	Professional Challenges & Issues*	2
SOCO 101	Sociology	3
		17

Minimum required credit hours for degree: 72

All courses in the Associate Degree Nursing Program must be completed with a minimum grade of "C".

LPN-RN BRIDGE OPTION for Associate Degree Nursing

LPN's have the option to enter the Associate Degree Nursing Program at the third semester of that program and then require two semesters to complete the Associate Degree of Nursing. Bridge students will have graduated from an approved LPN program and have a current valid license to practice. They must also have completed BIOL 121 and completed or concurrent enrollment in BIOL 122 and PSYH 100 with a "C" or better. All students must meet the college English and math requirements. All students will be required to take the TEAS Test and complete admission requirements.

THIRD SEMESTER

NURS 209	Advanced Pharmacology	2
NURS 211	Nursing Care of Adult and Child I*	6
NURS 212	Nursing Care of the Adult and Child II*	6
COMM 103	Fundamentals of Speech Communication	3
BIOL 215	Microbiology	4
PSYH 101	Psychology	3
		24

FOURTH SEMESTER

NURS 213	Nursing Care of Adult and Child III*	6
NURS 214	Nursing Care of Adult and Child IV*	6
NURS 216	Professional Challenges and Issues*	2
SOCO 101	Sociology	3
ENGL 101	English Composition	3
		20

Total Semester Hours: 44

*Restricted to students currently accepted in the ADN program or by permission of the Dean of Nursing and Health Sciences. Please refer to the college website for the most accurate curriculum.

Course	Approved Substitution
All Nursing Courses	Based on individual evaluation of -previous learning experiences
Gen Ed	Based on Registrar Evaluation

A fingerprint background check is required for all applicants for NCLEX.

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

International students wishing to apply for this program should refer to general Admission Requirements for International Students on page 17.

NURSE ASSISTANT

**Career and Technical Certificate
NURS.0535.CERT - Nurse Assistant**

This program prepares students to take The Illinois Department of Public Health Certified Nurse Assistant exam. CNAs work in a variety of healthcare settings including long-term care, acute care and home health. They deliver basic nursing care including bathing, feeding, transferring and activity.

Field Internship

Clinical experiences are gained in area long-term care facilities.

Representative Job Titles

Certified Nurse Assistant (CNA) Patient Care Technician (PCT)

Program Requirements

Students must be 16 years of age. Students must have completed a minimum of 8 years of grade school or provide equivalent knowledge.

Recommended Semester Schedules

The CNA program includes classroom theory, laboratory practice and clinical assignments. The guidelines for the curriculum are provided by the Illinois Department of Public Health and include 12 hours dedicated to the care of patients with Alzheimer’s disease.

NAST 160 is a 7 credit hour course. The entire 7 hours must be completed for the student to be eligible to take the state CNA exam. Minimum grade of "C" required for successful completion.

Minimum required credit hours for certificate: 7

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

COURSE
NAST 160

PREREQUISITE
Reading score above 8th grade reading level

COURSE
NAST 160

APPROVED SUBSTITUTION
A Health Occupations class at the area High Schools with completion of the state CNA exam.

An accredited CNA program at a hospital or long-term care facility with completion of the state CNA exam.

Students who complete the first semester of the LPN or ADN programs and have 40 hours of supervised clinical are eligible to take the state CNA exam.

PRACTICAL NURSING

**Career and Technical Certificate
PRNU.0525.CERT - Practical Nursing**

Students who are accepted into the Practical Nursing program are introduced to the role of the Practical Nurse (PN) and provided resources and instruction which, when incorporated into nursing practice, will result in safe and effective care being provided to patients in a variety of healthcare settings. The PN curriculum is a three semester program that provides courses in Nursing theory and clinical that contain content students must learn to be successful on the Licensed Practical Nurse National Licensure Exam (NCLEX-PN). LPNs work in a variety of healthcare settings giving direct patient care under the supervision of a Registered Nurse or Physician.

Field Internship

Students enrolled in the PN program complete clinical assignments in a variety of healthcare settings including: Long Term Care, Hospitals, Physician’s offices, community settings, healthcare clinics and campus laboratories.

Representative Job Titles

Licensed Practical Nurse - Licensed Vocational Nurse

Program Requirements

Students applying for admission into the PN program must submit an application to the college and an application to the program by the established deadlines. All students must meet the college English and math requirements. All students will be required to take the TEAS Test and complete admission requirements.

All students applying for entry into the PN program must have completed medical terminology and must meet CNA requirements:

- Attach proof of current employment as a Certified Nurse Assistant, such as letter from employer; OR
- Attach document from IDPH proving status is, or has been, active within the last two years; OR
- Successful completion of Kaskaskia College's IDPH approved CNA course with a "C" or better within the last academic term; OR
- Meet IDPH requirements for retesting if you have not worked as a CNA in the last two years

FIRST SEMESTER

PRNU 143	Human Structure and Function I	1.5
PRNU 145	Human Structure and Function II	1.5
PRNU 151	Fundamentals of Nursing I	4
PRNU 153	Fundamentals of Nursing II	4
PRNU 154	Dosage Calculations	1
PRNU 158	Medications	2
PSYH 100	Life Span Growth and Development	3
		<hr/> 17

SECOND SEMESTER

PRNU 159	Medical Surgical Nursing I	7
PRNU 160	Medical Surgical Nursing II	7
PRNU 162	Community Health Nursing	1
PRNU 166	Mental Health Nursing	2.5
		<hr/> 17.5

THIRD SEMESTER

PRNU 131	Nursing Care of Women	3
PRNU 161	Personal and Vocational Relationships	1.5
PRNU 165	Geriatric Nursing	5
		<hr/> 9.5

ALL Courses Required for Certificate

Minimum required credit hours for certificate: 44

A fingerprint background check is required of all applicants for NCLEX

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

OFFICE TECHNOLOGIES

AAS Degrees & Career and Technical Certificates

Students choose one of three degree options Medical, Legal, and Office Assistant. Students may alternately choose one of five short term certificate programs: Administrative Office Basics, Legal Office Personnel, Medical Office Personnel, Medical Billing and Coding, and Office Technologies

Field Internship

Students gain on-the-job experience through OFTC 286 Internship I and OFTC 288 Internship II, their last year of study in the program. In these courses, students gain skills both in the classroom and on the job, working a minimum of 10 hours a week in their chosen field of study. Students have a minimum of 320 hours of on-the-job training upon completion of the program.

Representative Job Titles

These degrees and/or certificates prepare students to enter the work force in an office setting as office managers, medical office personnel, legal office personnel, legal secretaries, and other administrative support personnel.

Program Requirements

All degrees and certificates require a high school diploma or high school equivalency.

MEDICAL OFFICE ASSISTANT

AAS Degree

OFTC.0507.DEGR - Medical Office Assistant

FIRST SEMESTER

OFTC 110	Document Processing I	3
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
OFTC 150	Medical Terminology/Anatomy	3
OFTC 100	Writing for the Office Environment	1
OFTC 186	Intro to Computer Operating Systems	2
		<hr/> 16

SECOND SEMESTER

OFTC 111	Document Processing II	3
OFTC 151	Introduction to Medical Records	3
OFTC 253	Med Records Tech I: Insurance Proc	3
OFTC 152	Advanced Medical Terminology/Anatomy	3
OFTC 280	Records Management	3
		<hr/> 15

THIRD SEMESTER

OFTC 286	Office Technologies Internship I	2
OFTC 212	Office Technology Tools	3
BUSN 103	Introduction to Business	3
BUSN 149	Business Mathematics	3
PSYH 101	Psychology	3
	Area A Elective	3
		<hr/> 17

FOURTH SEMESTER

BUSN 201	Business Communication	3
CITA 100	Microsoft Outlook	1
CITA 112	Microsoft Word Expert	3
CITA 122	Microsoft Excel Expert	3
COMM 204	Interpersonal Communication	3
		<hr/>
		13

Minimum required credit hours for degree: 61

OFFICE ASSISTANT

AAS Degree

OFTC.0506.DEGR - Office Assistant

FIRST SEMESTER

OFTC 110	Document Processing I	3
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
ACCT 100	Accounting Principles	3
OFTC 172	Data Entry	2
OFTC 100	Writing for the Office Environment	1
OFTC 115	Machine Dictation/Transcription	2
		<hr/>
		18

SECOND SEMESTER

OFTC 111	Document Processing II	3
ACCT 247	Computer Application in Accounting	3
OFTC 280	Records Management	3
BUSN 201	Business Communication	3
CITA 122	Microsoft Excel Expert	3
		<hr/>
		15

THIRD SEMESTER

OFTC 212	Office Technology Tools	3
OFTC 286	Office Technologies Internship I	2
BUSN 103	Introduction to Business	3
BUSN 210	Legal & Social Environment of Busn	3
BUSN 149	Business Mathematics	3
		<hr/>
		14

FOURTH SEMESTER

CITA 100	Microsoft Outlook	1
CITA 112	Microsoft Word Expert	3
OFTC 262	Legal Terminology & Transcription	3
	Health and Personal Development Elective	1
COMM 204	Interpersonal Communication	3
PSYH 101	Psychology	3
		<hr/>
		14

Minimum required credit hours for degree: 61

**ADMINISTRATIVE OFFICE
BASICS**

Career and Technical Certificate

OFTC.0536.CERT - Administrative Office Basics

FIRST SEMESTER

OFTC 100	Writing for the Office Environment	1
OFTC 110	Document Processing I	3
OFTC 111	Document Processing II	3
CITA 151	Intro to Computer Applications	4
OFTC 150	Medical Terminology/Anatomy OR	
OFTC 262	Legal Terminology/Transcription OR	
CITW 110	Web Site Design-HTML OR	
ACCT 100	Accounting Principles	3
		<hr/>
		14

Minimum required credit hours for certificate: 14

Required Course

CITA 151

Approved Substitution

CITA 110, CITA 120,
CITA 130, and CITA 140

LEGAL OFFICE PERSONNEL

Career and Technical Certificate

OFTC.0533.CERT - Legal Office Personnel

FIRST SEMESTER

OFTC 100	Writing for the Office Environment	1
OFTC 110	Document Processing I	3
ACCT 100	Accounting Principles	3
CITA 151	Intro to Computer Applications	4
OFTC 115	Machine Dictation/Transcription	2
		<hr/>
		13

SECOND SEMESTER

OFTC 280	Records Management	3
OFTC 262	Legal Terminology and Transcription	3
CITA 100	Microsoft Outlook	1
CITA 122	Microsoft Excel Expert	3
ACCT 247	Computer Application in Accounting	3
OFTC 111	Document Processing II	3
		<hr/>
		16

Minimum required credit hours for certificate: 29

MEDICAL OFFICE PERSONNEL

Career and Technical Certificate OFTC.0532.CERT - Medical Office Personnel

SUMMER SEMESTER

OFTC 110 Document Processing I.....3

FIRST SEMESTER

OFTC 100 Writing for the Office Environment 1
OFTC 111 Document Processing II 3
CITA 151 Intro to Computer Applications 4
OFTC 150 Medical Terminology/Anatomy 3
OFTC 186 Intro to Computer Operating Systems.....2

13

SECOND SEMESTER

OFTC 151 Introduction to Medical Records 3
OFTC 253 Med Records Tech I: Insurance Proc.....3
OFTC 280 Records Management.....3
OFTC 152 Advanced Medical Terminology/Anatomy3

12

Minimum required credit hours for certificate: 28

MEDICAL BILLING & CODING

Career and Technical Certificate OFTC.0535.CERT - Medical Billing and Coding

FIRST SEMESTER

BIOL 125 Human Biology3
OFTC 110 Document Processing I.....3
OFTC 150 Medical Terminology/Anatomy3
OFTC 256 Pharmacology-Med Billing & Coding3

12

SECOND SEMESTER

CITA 151 Intro to Computer Applications.....4
OFTC 151 Introduction to Medical Records.....3
OFTC 253 Med Records Tech I: Insurance Proc.....3
OFTC 254 Med Tech II--ICD-10-CM.....3
OFTC 260 Human Diseases (Pathophysiology).....3

16

THIRD SEMESTER

OFTC 257 Med Tech III-CPT/HCPCS.....3
OFTC 258 Healthcare Reimbursements Methods.....3
OFTC 285 Legal Aspects of Health Info Mngmnt.....3

9

Minimum required credit hours for certificate: 37

OFFICE TECHNOLOGIES

Career and Technical Certificate OFTC.0530.CERT - Office Technologies

FIRST SEMESTER

ACCT 100 Accounting Principles3
OFTC 100 Writing for the Office Environment 1
OFTC 110 Document Processing I.....3
ENGL 101 English Composition3
CITA 151 Intro to Computer Applications4
OFTC 172 Data Entry.....2
OFTC 115 Machine Dictation/Transcription.....2

18

SECOND SEMESTER

CITA 112 Microsoft Word Expert.....3
CITA 100 Microsoft Outlook 1
CITA 122 Microsoft Excel Expert3
OFTC 280 Records Management.....3
ACCT 247 Computer Application in Accounting.....3
OFTC 111 Document Processing II3
BUSN 201 Business Communication.....3

19

Minimum required credit hours for certificate: 37

EXCEL SPECIALIST - MICROCERTIFICATE

Career and Technical Certificate OFTC.0510.CERT - Excel Specialist - Microcertificate

FIRST SEMESTER

CITA 151 Intro to Computer Applications OR
BUSN 156 Business Technology Applications OR
CITA 120 Microsoft Excel (Beginner).....1-4

1-4

SECOND SEMESTER

CITA 122 Microsoft Excel Expert3

3

Minimum required credit hours for certificate: 4

WORD SPECIALIST - MICROCERTIFICATE

Career and Technical Certificate OFTC.0511.CERT - Word Specialist - Microcertificate

FIRST SEMESTER

CITA 151 Intro to Computer Applications OR
BUSN 156 Business Technology Applications OR
CITA 110 Introduction to Word Processing1-4

1-4

SECOND SEMESTER

CITA 112 Microsoft Word Expert.....3

3

Minimum required credit hours for certificate: 4

BUSINESS LEARNING CENTER

The Business Learning Center (BLC) is a computer lab supportive of the Office Technology Program. Office Technologies trains individuals to work in a variety of office and business settings from medical practices to real estate and insurance offices. One advantage of the BLC is the flexibility of course offerings such as keyboarding, document processing, and transcription courses. Students can have one on one interaction with certified instructors in the BLC at times convenient for them. The BLC caters to working professionals and those who are unable to attend structured coursework on a normal schedule by allowing them to earn college credit around their busy workday. For more information, please contact the BLC at (618) 545-3076.

PARAPROFESSIONAL EDUCATOR

PARAPROFESSIONAL EDUCATOR

AAS Degree

TAID.0530.DEGR - Paraprofessional Educator

Paraprofessional Educator

Classes in the curriculum provide knowledge and experiences required of the paraprofessional educator.

Paraprofessionals, also called teacher aides, provide classroom and clerical assistance to elementary and secondary teachers. Paraprofessionals supervise students in the classroom, cafeteria, schoolyard or on field trips. Job duties vary. Some paraprofessionals just handle routine nonteaching and clerical tasks. They grade tests and papers, check homework, keep health and attendance records, type, file and duplicate materials. They may also operate audiovisual equipment and keep classroom equipment in order. Other paraprofessionals instruct children, under the direction and guidance of teachers. They listen while students read, review class work or help them find information for reports. Many paraprofessionals have a combination of instructional and clerical duties.

Representative Job Titles

Elementary paraprofessional educator, secondary paraprofessional educator, pre-school paraprofessional educator, and family literacy provider, and teacher's aide.

Program Requirements

To have a high school diploma or a high school equivalency. Applicants must successfully complete a background investigation including a criminal history check.

FIRST SEMESTER

ENGL 101	English Composition	3
HLTH 102	Human Health and Wellness	3
MATH 170	Math for Elementary Teachers I	4
MUSC 101	Introduction to Music in America	3
COMM 103	Fundamentals of Speech Communication.....	3
		<u>16</u>

SECOND SEMESTER

EDUC 101	Introduction to Educational Practice	4
ENGL 102	English Composition	3
MATH 172	Math for Elementary Teachers II.....	3
POLS 101	American Government	3
PSCI 120	General Physical Science	4
		<u>17</u>

THIRD SEMESTER

EDUC 190	Introduction to Special Education	4
EDUC 116	Technology in Teacher Education	3
LITO 218	Children's Literature.....	3
PSYH 215	Child Psychology OR	
PSYH 216	Adolescent Psychology	3
ARTO 105	Introduction to Art.....	3
		<u>16</u>

FOURTH SEMESTER

HIST 103	History of the United States OR	
HIST 104	History of the United States	3
EDUC 202	Educational Psychology	3
	Foreign Language Elective.....	3
SOCO 252	Marriage and the Family	3
	Physical Education Elective	1
		<u>13</u>

Minimum required credit hours for degree: 62

PARAMEDICINE

PARAMEDICINE

AAS Degree & Career and Technical Certificate

PARM.0100.DEGR - Paramedicine

PARM.0500.CERT - Paramedicine

Students who are accepted into the AAS Degree & Career and Technical Certificate Paramedicine (PARM) program are introduced to the role of the Paramedic and provided resources and instruction which when incorporated into the prehospital practice will result in safe and effective care being provided to patients in a variety of healthcare and emergency services settings. The PARM curriculum provides courses in Emergency Medical Services theory and practicum as well as support courses that contain content that students must learn to be successful on the National Registry of Emergency Medical Technicians Paramedic Certification Exams (NREMT).

Internship

Students working toward the AAS Degree or Certificate have the opportunity to experience the real world of EMS and Paramedicine through occupational learning experiences in the prehospital and healthcare facility settings.

Representative Job Titles

Emergency Medical Technician- Paramedic, Paramedic, and/or NREMT-Paramedic

Program Requirement

All students accepted into the AAS Degree or Certificate Paramedicine Program must have and maintain a current Illinois EMT, A-EMT or EMT-I license. All program participants shall maintain their qualifying license throughout completion of the program and successful completion of the licensure examination.

Students must successfully complete all PARM courses with a grade of 80% or better to be eligible to continue in the program.

FIRST SEMESTER

BIOL 121 Anatomy & Physiology4

FIRST SEMESTER (1st 8 weeks)

PARM 101 *Paramedic I.....9
PARM 135 *Paramedic Clinicals I.....2

FIRST SEMESTER (2nd 8 weeks)

PARM 102 *Paramedic II9
PARM 145 *Paramedic Clinicals II2
26

SECOND SEMESTER

BIOL 122 Anatomy and Physiology4

SECOND SEMESTER (1st 8 weeks)

PARM 225 *Women, Children & Elderly.....4
PARM 245 *Trauma Emergencies5
PARM 160 *Paramedic Clinicals III.....2

SECOND SEMESTER (2nd 8 weeks)

PARM 260 *Advanced EMS Operations4
PARM 155 *Paramedic Field Internship I4
23

SUMMER SEMESTER

ENGL 101 English Composition3
PARM 156 *Paramedic Field Internship II.....4
7

THIRD SEMESTER

SOCO 101 Sociology.....3
COMM 103 Fundamentals of Speech Communication.....3
PSYH 101 Psychology3
9

*Courses Required for Certificate

Minimum required credit hours for degree: 65
Minimum required credit hours for certificate: 45

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

EMERGENCY MEDICAL TECHNICIAN

Career and Technical Certificate

EMST.0530.CERT - Emergency Medical Technician

This course provides the basic knowledge and skills necessary for individuals to obtain certification from the National Registry of Emergency Medical Technicians as an Emergency Medical Technician (EMT) which can lead to Illinois licensure as an EMT.

Program Requirement

Students must successfully complete both courses with a grade of 80% or better.

FIRST SEMESTER

EMST 110 Emergency Medical Technician 11.5
PARM 111 Basic Life Support.....5
12

Minimum required credit hours for certificate: 12

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT

AAS Degree

PTAS.500.DEGR - Physical Therapist Assistant

The Physical Therapist Assistant Program: The Physical Therapist Assistant program follows a Hybrid Curriculum Model that requires five semesters of study with a short summer session of clinical work. Students spend 16 hours of required general education courses, 41 technical hours and 17 clinical hours for a total of 74 credit hours. Entry into the program is every fall semester. After completing two years of required coursework, graduation is at the end of the final spring semester.

The mission of the Physical Therapist Assistant Program is to produce entry-level physical therapist assistants for the labor market who foster attitudes toward lifelong education and development of skills.

Representative Job Title

Graduates who successfully pass the Physical Therapist Assistant licensure examination use the "PTA" designation and include these initials after his or her name.

Program Requirements

The following admission requirements are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district or a joint agreement district.

1. Kaskaskia College application for admission. Currently enrolled students: admission worksheet will also serve as an application to this program. Another KC application is not necessary.
2. Completed Physical Therapist Assistant worksheet.
3. High school graduate or High School equivalency.
4. 9 hours of documented observation in at least three (3) physical therapy settings within one year of application.
5. ACT, SAT, or KC Placement scores within the last 5 years.
6. Coursework: biology (high school or college), algebra (Algebra I in high school or equivalent of at least MATH 102 at Kaskaskia College).
7. An ACT composite score or SAT total score is required if you do not have the college coursework in Section D with an "A" or "B".
8. Official college transcripts from other colleges if you are using this credit for admission or transfer.

Required Semester Schedule

FIRST SEMESTER

PTAS 119	Clinical A & P for PTA.....	5
PTAS 160	Physical Modalities I.....	3
ENGL101	English Composition**.....	3
MEDT 104	Medical Terminology**.....	1
PTAS 150	Applied Physics for PTA.....	1
PTAS 152	PTA Data Collection and Manual Skills.....	2
PTAS 154	Patient Care Skills.....	1
PTAS 156	Introduction to Physical Therapy.....	1
		<u>17</u>

SECOND SEMESTER

PTAS 158	Kinesiology for PTA.....	4
PTAS 162	Physical Modalities II.....	3
PTAS 164	Therapeutic Exercises for PTA.....	3
PTAS 166	Pathology for PTA.....	2
PTAS 167	Introduction to Clinical Internship.....	2
PTAS 168	Practicum I.....	1
PSYH 101	Psychology*.....	3
		<u>18</u>

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication*.....	3
SOCO 101	Sociology*.....	3
PTAS 251	Clinical Internship I***.....	5
	Area D Elective.....	2
		<u>13</u>

FOURTH SEMESTER

PTAS 254	Orthopedic Principles and Procedures I.....	3
PTAS 258	Practicum II.....	2
PTAS 259	Clinical Internship II.....	5
PTAS 256	Neurologic Principles and Procedures.....	3
		<u>13</u>

FIFTH SEMESTER

PTAS 255	Orthopedic Principles and Procedures II.....	2
PTAS 257	Neurologic Principles and Procedures II.....	3
PTAS 260	Clinical Internship III.....	6
PTAS 262	Clinical Seminar.....	1
		<u>12</u>

Minimum required credit hours for degree: 73

*Courses may be taken prior to admission to the program or during any semester of the program.

**Courses may be taken prior to admission to the program or during the first semester.

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

No course, to include both general education and program specific courses, in which the applicant received lower than a “C” will be accepted.

COURSE	PREREQUISITE
FIRST SEMESTER	
PTAS 119	Consent of PTA Program Director
PTAS 150	
PTAS 152	
PTAS 154	
PTAS 156	
PTAS 160	
SECOND SEMESTER	
PTAS 158	Consent of PTA Program Director
PTAS 162	
PTAS 164	
PTAS 166	
PTAS 167	
PTAS 168	
THIRD SEMESTER	
PTAS 251	Consent of PTA Program Director
FOURTH SEMESTER	
PTAS 254	Consent of PTA Program Director
PTAS 256	
PTAS 258	
PTAS 259	
FIFTH SEMESTER	
PTAS 255	Consent of PTA Program Director
PTAS 257	
PTAS 260	
PTAS 262	

International students wishing to apply for this program should refer to general Admission Requirements for International Students on page 17.

RADIOLOGY

RADIOLOGIC TECHNOLOGY

AAS Degree
XRAY.0520.DEGR - Radiologic Technology

The Radiology Program: The radiology curriculum at Kaskaskia College provides comprehensive educational opportunities that will enable the graduate to become an entry level Radiographer. The program is designed to develop and instill a sense of obligation in the student to become a contributing member to the profession.

Field Internship
 Clinical Education is completed at an assigned hospital each semester that is an affiliate of the radiology program.

Representative Job Titles
 Radiologic Technologists have employment opportunities in hospitals, clinics, mobile companies, and physician offices throughout the country. Successful graduates from this program are able to continue their education by specializing in Radiation Therapy, Nuclear Medicine, U/S, CT, MRI, PET, Mammography, Administration and Education. Kaskaskia College offers an advanced Certificate Program in Diagnostic Medical Sonography and CT, plus review courses in Mammography.

Admission Requirements
 All applicants must have met the following criteria: high school graduate or High School equivalency recipient, Kaskaskia College application for admission, completed Radiologic Technology worksheet, read the Kaskaskia College Radiologic Technology Handbook on the College website and placed and/or met English and math requirements or ACT/SAT KC Placement scores within the last 5 years, official college transcripts from other colleges.

FIRST SEMESTER

XRAY 145	Rad A/P with Cross-Section I.....	4
XRAY 104	Prof. & Interpersonal Respons. (Area D).....	2
XRAY 101	Radiologic Clinical Education.....	4
XRAY 110	Rad Principles & Anatomy I	5
MATH 101	Basic Mathematics	3
		<u>18</u>

SECOND SEMESTER

XRAY 146	Rad A/P with Cross-Section II	4
MEDT 104	Medical Technology	1
XRAY 105	Radiological Clinical Education.....	7
XRAY 111	Rad Physics & Anatomy II.....	5
		<u>17</u>

SUMMER SEMESTER

XRAY 103	Radiologic Clinical Education.....	6
ENGL 101	English Composition	3
		<u>9</u>

THIRD SEMESTER

COMM 103	Fundamentals of Speech Communication.....	3
XRAY 250	Radiologic Pathology	2
XRAY 201	Radiologic Clinical Education.....	7
XRAY 210	Advanced Pt Care & Anatomy III.....	5
		<u>17</u>

FOURTH SEMESTER

PSYH 101	Psychology	3
	Social Science Elective	3
XRAY 204	Radiological Clinical Education.....	4
XRAY 211	Rad Bio and Review.....	5
		15

Minimum required credit hours for degree: 76

If, in the opinion of the program clinical coordinator, any student’s work, conduct or health might have a determined effect on patients or personnel within a clinical agency, said student may be withdrawn from the clinical setting.

Prerequisite	Approved
Required Courses	Substitution
BIOL 101	BIOL 121, 122, or XRAY 145, 146
MATH 101	MATH 101 or higher

COURSE	PREREQUISITE
XRAY 101 XRAY 110	Formal acceptance into the Radiology Program.
XRAY 104 XRAY 145	Formal acceptance into the Radiology Program. Approval from program director.
XRAY 146	XRAY 145 & Approval from program director.
XRAY 105	XRAY 101
XRAY 111	XRAY 110
XRAY 103	XRAY 105
XRAY 201	XRAY 103
XRAY 210	XRAY 111
XRAY 250	XRAY 111
XRAY 204	XRAY 201
XRAY 211	XRAY 210 & 250

Program requirements are subject to change without notice.

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

The following Career and Technical Certificates and Courses offered are for the Registered Radiologic Technologist to enhance the education of students by providing the required educational material needed to take the ARRT registry and be successful in that modality. All Students must have graduated from a two-year, allied health program and show proof of certification by

the American Registry of Radiologic Technologists (ARRT). Students must submit official college transcripts from other colleges. Applicants must successfully complete a criminal background check and drug screening prior to enrollment into a clinical course.

The cost of such screening will be included in course fees. The following Courses/Certificate Programs are offered at Kaskaskia College. *Classes are available online.

Mammography Courses -

call Program Director to schedule dates for courses

*XRAY 230	Breast Anatomy & Patient Care5
*XRAY 231	Breast Path./Breast Cancer Det./Find.....	.5
*XRAY 232	Breast Pos Tech & Intervention Pro5
*XRAY 233	Mammographic Equip. & Technique Appl5
*XRAY 234	Mammographic Quality Improvement & Regs.5
XRAY 220	Mammography Clinical	5.5
		8

COMPUTED TOMOGRAPHY

Career and Technical Certificate

CTOM.0540.CERT - Computed Tomography

***Courses are offered online every fall and spring semester.**

FIRST SEMESTER

*CTOM 220	CT Cross Sectional Anatomy	2
*CTOM 221	CT Images Procedures.....	3
*CTOM 222	CT Physics and Instrumentation.....	3
CTOM 223	CT Clinicals.....	8
		16

Minimum required credit hours for certificate: 16

International students wishing to apply for this program should refer to general Admission Requirements for International Students on page 17.

RESIDENTIAL & COMMERCIAL ELECTRICITY

RESIDENT/COMMERCIAL ELECTRICAL TECH

AAS Degree
CNEL.0551.DEGR - Resident/Commercial Electrical Tech

The Resident/Commercial Electrical Technician degree program is designed to provide the students with the knowledge, skills, and hands-on experience for residential, commercial, and light industrial applications. Students will gain hands-on experience and training in construction methods including training booths, mock buildings, and simulated industrial motor control applications. Students will be trained in a variety of topics including but not limited to; underground electrical systems, grounding/bonding, low-voltage wiring, and troubleshooting, fire alarm, security and building system controllers.

FIRST SEMESTER

CNEL 105	D.C. Fundamentals	3
CNEL 115	Electrical Raceways & Installations.....	4
CNEL 111	Residential Wiring.....	3
TECM 110	Technical Mathematics (or higher-level math)..	3-4
CNEL 104	Electrical Print Reading.....	3
		<u>16-17</u>

SECOND SEMESTER

CNEL 106	A.C. Fundamentals.....	3
CNEL 116	Commercial Electrical Wiring.....	4
CNEL 168	National Electric Code	3
CNEL 270	Electrical Safety 70E.....	2
BUSN 103	Introduction to Business.....	3
		<u>15</u>

THIRD SEMESTER

CNEL 125	Electrical Power & Machinery	4
CNEL 221	Industrial Wiring.....	3
SOCO 101	Sociology.....	3
CNEL 121	Drives and Motors.....	3
BUSN 206	Personal Finance.....	3
		<u>16</u>

FOURTH SEMESTER

CNEL 280	Program. Control Concepts & Appl	3
CNEL 276	Indust. Elect. Control Systems Appl	3
CSTR 186	Construction Safety 30.....	2
ENGL 101	English Composition	3
WELD 189	Industrial Welding.....	3
		<u>14</u>

Minimum required credit hours for degree: 61

RESPIRATORY THERAPY

RESPIRATORY THERAPY

AAS Degree
RESP.0525.DEGR - Respiratory Therapy

Respiratory Therapy: The Associate Degree Respiratory Therapy Program provides five semesters of instruction in respiratory theory, biological and behavioral sciences and humanities.

Field Internship

Includes clinical assignments in various hospitals and skilled care facilities. Rotations include: general respiratory care of adult and pediatric patients, adult critical care, neonatal critical care, cardiology testing including stress tests, ECG's, etc., pulmonary function testing, sleep laboratory and pulmonary and cardiac rehabilitation.

Representative Job Titles

Certified Respiratory Therapist (CRT) Registered Respiratory Therapist (RRT)

Admission Requirements

- High school graduate or High School equivalency recipient
- Completed Respiratory Therapy Worksheet
- Student must meet college English & math requirements.
- Must have completed biology, algebra, one semester in college or two semesters in high school with grades of "C" or better.

Accreditation

The Respiratory Therapy Program, CoARC #200487, awards an Associate in Applied Science (AAS) Degree at Kaskaskia College in Centralia Illinois. The program is accredited by the Commission on Accreditation for Respiratory Care. (www.coarc.com)

Recommended Semester Schedules

FIRST SEMESTER

RESP 110	Respiratory Procedures I	5
RESP 111	Applied Respiratory Sciences	4
BIOL 117	Systemic Human A & P.....	4
RESP 113	Professional & Interpersonal Respon.....	2
PSYH 101	Psychology	3
		<u>18</u>

SECOND SEMESTER

RESP 117	Respiratory Procedures II.....	5
RESP 115	Respiratory Procedures III.....	4
RESP 116	Respiratory Clinical/Lab Practice I	6
COMM 103	Fundamentals of Speech Communication.....	3
		<u>18</u>

SUMMER SEMESTER

RESP 209	Respiratory Procedures IV	5
ENGL 101	English Composition	3
		<u>8</u>

THIRD SEMESTER

RESP 211	Cardiopulmonary Disease	4
RESP 212	Respiratory Clinical/Lab Practice II.....	6
RESP 213	Respiratory Procedures V.....	3
RESP 214	Respiratory Specialties.....	3
		<hr/> 16

FOURTH SEMESTER

RESP 217	Respiratory Seminar	6
RESP 218	Respiratory Clinical/Lab Prac III.....	6
SOCO 101	Sociology.....	3
		<hr/> 15

Minimum required credit hours for degree: 75

Students enrolling in a Health Science Program should be aware that healthcare facilities require criminal background checks and drug screenings for individuals engaged in patient care in any capacity. As a result, Kaskaskia College requires background checks and drug screenings before participating in clinicals and/or internships. In cases where students fail to meet the eligibility criteria based on their background check or drug screen results, they would not be permitted to engage in clinical and/or internship experiences. The expenses associated with these screenings are integrated into the program fees.

Clinical facilities also mandate proof of vaccinations for those involved in patient care. Therefore, Kaskaskia College requires students to provide proof of vaccinations upon program entry and prior to their involvement in clinicals and/or internships. These specific immunization requirements are within the respective program handbook and discussed at the respective program orientation.

COURSE	APPROVED SUBSTITUTION
BIOL 117 Gen Ed	BIOL 121 & BIOL 122 Based on Registrar Evaluation

COURSE	PREREQUISITE
RESP 110 RESP 111 RESP 113	Accepted into program.
RESP 117 RESP 115 RESP 116	Completion of 1st semester courses.
RESP 209	Completion of 1st & 2nd semester courses.
RESP 211 RESP 212 RESP 213 RESP 214	Completion of 1st & 2nd semester courses & summer.
RESP 217 RESP 218	Completion of 1st & 2nd semester courses & 3rd semester.

International students wishing to apply for this program should refer to general Admission Requirements for International Students on page 17.

TRUCK DRIVER TRAINING

Earn your Commercial Driver's License (CDL) and prepare to enter one of the country's fastest-growing industries. Kaskaskia College is affiliated with 160 Driving Academy to offer a program that prepares students to take the Illinois Secretary of State-administered Class A test and earn an Illinois Commercial Driver's license. 160 will also work with graduates to find their first job as truck drivers.

Courses start every Monday, and school runs Monday-Friday, 8:00 a.m. to 4:30 p.m. To learn more, contact Melanie Riley at mriley@160drivingacademy.com or call (447) 448-2668.

<https://www.160drivingacademy.com/>

WELDING TECHNOLOGY

AAS Degree & Career and Technical Certificates

Welding Technology: The Welding Technology Program at Kaskaskia College allows students to understand and explore the many avenues available for work enhanced by the skill of welding. Many professional trades use skilled welders (e.g. boilermakers, ironworkers, sheet metal mechanics, pipefitters and pipe welder, ship fitters and ship welders, automotive manufacturing and aerospace industries.) Most of the better paying jobs in the metal fabrication trades will only let those individuals that have passed a qualification test do the work. Before students in the Welding Program can attain an A.W.S., A.S.M.E., or A.P.I. qualification report, they must demonstrate a strong desire for safety and a thorough understanding of materials, equipment and the tools used by someone utilizing this skill. The students learn how to develop the basic skills of welding from the three main arc processes taught (shielded metal arc, gas metal arc and gas tungsten arc) and transform these basic skills into the ability to take a proctored welding qualification test. This would involve both structural plate and pipe welding tests. The complex world of metal fabrication and welding is examined in detail through the various courses of study offered in the Welding Technology Program.

This program is designed to help students prepare for a career in the metal fabrication trades as a skilled welding operator. The knowledge and demonstrated skill of a qualified welder is in demand and pays well. The Welding Technology Program requires dedication to learning and understanding of all aspects of welding dynamics through classroom lecture and intensive hands on experience in the laboratory setting.

Representative Job Titles

Boilermaker, ironworkers, sheet metal mechanics, pipefitters and pipe welder, ship fitters and ship welders, automotive manufacturing, and aerospace industries.

WELDING TECHNOLOGY

AAS Degree

WELD.0500.DEGR - Welding Technology

FIRST SEMESTER

WELD 114	Arc Welding I	5
WELD 110	All Position Arc Welding	5
WELD 120	Introduction to Blueprint Reading	3
TECM 110	Technical Mathematics (or higher-level math)	3-4
OFTC 101	Computer Basics	2
		<u>18-19</u>

SECOND SEMESTER

WELD 125	Advanced Blueprint Reading	3
WELD 204	Arc Welding II	5
WELD 252	Weld Inspection and Examination	3
ENGL 101	English Composition OR	
ENGL 186	Writing in the Workplace	3
		<u>14</u>

THIRD SEMESTER

WELD 225	GTAW & Wire Welding Utilization	5
WELD 245	Pipe Welding I	4
DFTG 122	CAD Theory and Practice I	3
WELD 200	Weld Automation & Production	3
		<u>15</u>

FOURTH SEMESTER

WELD 246	Pipe Welding II OR Technical Electives*	5-6
WELD 250	Welding Layout and Fitup	3
CSTR 186	Construction Safety 30 OR	
INDT 111	Industrial Safety	2
BUSN 103	Introduction to Business	3
		<u>13-14</u>

Minimum required credit hours for degree: 60

Technical Electives*

INDT 132	Introduction to CNC	3 hours
INDT 190	Industrial Robotics	3 hours
HVAC 105	Sheet Metal Fabrications	2 hours

INTRODUCTORY WELDER LEVEL I

Career and Technical Certificate

WELD.0534.CERT - Introductory Welder Level I

FIRST SEMESTER

WELD 114	Arc Welding I	5
WELD 110	All Position Arc Welding	5
WELD 120	Introduction to Blueprint Reading	3
TECM 110	Technical Mathematics (or higher-level math)	3-4
		<u>16-17</u>

Minimum required credit hours for certificate: 16

INTERMEDIATE WELDER LEVEL II

Career and Technical Certificate

WELD.0535.CERT - Intermediate Welder Level II

FIRST SEMESTER

WELD 114	Arc Welding I	5
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WELD 110	All Position Arc Welding	5
WELD 120	Introduction to Blueprint Reading	3
TECM 110	Technical Mathematics (or higher-level math)	3-4
		<u>16-17</u>

SECOND SEMESTER

WELD 204	Arc Welding II	5
WELD 125	Advanced Blueprint Reading	3
WELD 252	Weld Inspection and Examination	3
		<u>11</u>

THIRD SEMESTER

WELD 225	GTAW & Wire Welding Utilization	5
WELD 245	Pipe Welding I	4
		<u>9</u>

Minimum required credit hours for certificate: 36

ADVANCED WELDER LEVEL III

Career and Technical Certificate

WELD.0530.CERT - Advanced Welder Level III

FIRST SEMESTER

WELD 114	Arc Welding I	5
WELD 110	All Position Arc Welding	5
WELD 120	Introduction to Blueprint Reading	3
TECM 110	Technical Mathematics (or higher-level math)	3-4
		<u>16-17</u>

SECOND SEMESTER

WELD 125	Advanced Blueprint Reading	3
WELD 204	Arc Welding II	5
WELD 252	Weld Inspection and Examination	3
		<u>11</u>

THIRD SEMESTER

WELD 225	GTAW & Wire Welding Utilization	5
WELD 245	Pipe Welding I	4
		<u>9</u>

FOURTH SEMESTER

WELD 246	Pipe Welding II	6
WELD 250	Welding Layout and Fitup	3
		<u>9</u>

Minimum required credit hours for certificate: 45

ADVANCED WELDER LEVEL III

Career and Technical Certificate

WELD.0530.CERT - Advanced Welder Level III

TWO SEMESTER OPTION

FIRST SEMESTER

WELD 114	Arc Welding I	5
WELD 110	All Position Arc Welding	5
WELD 120	Introduction to Blueprint Reading	3
WELD 225	GTAW & Wire Welding Utilization	5
WELD 245	Pipe Welding I	4
		<u>22</u>

SECOND SEMESTER

WELD 125	Advanced Blueprint Reading	3
WELD 204	Arc Welding II	5
WELD 252	Weld Inspection and Examination	3
WELD 246	Pipe Welding II	6
WELD 250	Welding Layout and Fitup	3
TECM 110	Technical Mathematics (or higher-level math)	3-4
		<u>23-24</u>

Minimum required credit hours for certificate: 45

FITTER FABRICATOR

Career and Technical Certificate
 WELD.0520.CERT - Fitter Fabricator

FIRST SEMESTER

WELD 114	Arc Welding I.....	5
WELD 110	All Position Arc Welding.....	5
WELD 120	Introduction to Blueprint Reading.....	3
TECM 110	Technical Mathematics (or higher-level math).....	3-4
		<u>16-17</u>

SECOND SEMESTER

WELD 125	Advanced Blueprint Reading.....	3
WELD 204	Arc Welding II.....	5
WELD 252	Weld Inspection and Examination.....	3
		<u>11</u>

THIRD SEMESTER

WELD 225	GTAW & Wire Welding Utilization.....	5
WELD 200	Weld Automation & Production.....	3
DFTG 122	CAD Theory and Practice I.....	3
HVAC 105	Sheet Metal Fabrications.....	2
		<u>13</u>

FOURTH SEMESTER

INDT 132	Introduction to CNC.....	3
WELD 250	Welding Layout and Fitup.....	3
		<u>6</u>

Minimum required credit hours for certificate: 46









KASKASKIA COLLEGE
ASSOCIATE IN ARTS DEGREE WORKSHEET
EFFECTIVE SUMMER 2025

Name _____ KC ID Number _____

All courses on this sheet meet the requirements of the Illinois Articulation Initiative (IAI), except AREA V and VI: Core Values and Health and Personal Development. For more information, please see <http://www.iTransfer.org>.

Responsibility of Student

It is the responsibility of the student to know and observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting requirements for graduation rests with the student.

The Associate in Arts degree is 64 hours of transfer eligible courses. A student must maintain at least a G.P.A. of 2.0 ("C"). Please refer to Graduation Requirements and Procedures of current KC Catalog. Students will not be denied admission due to deficiencies in high school work, but must satisfy these deficiencies before graduation from Kaskaskia College.

I. COMMUNICATIONS: Need Nine Semester Hours. Student must receive a C or better in English. @ available online

COMM _____ 103 Fundamentals of Speech Communication-3 @ OR COMM _____ 204 Interpersonal Communication-3 @
ENGL _____ 101 English Composition-3 @
ENGL _____ 102 English Composition-3 @

II. MATHEMATICS: Need at least one course. @ available online

MATH _____ 130 Intro. to Contemporary Mathematics-3 @ MATH _____ 172 Math for Elementary Teachers II-3@
MATH _____ 136 General Statistics-4 @ MATH _____ 246 Calculus for Business & Social Science-4@
MATH _____ 143 Finite Mathematics-3 @ MATH _____ 248 Business Statistics-4
MATH _____ 166 Calculus and Analytical Geometry I-5 MATH _____ 267 Calculus and Analytical Geometry II-4
MATH _____ 268 Calculus and Analytical Geometry III-4

III. PHYSICAL AND LIFE SCIENCE: Need at least one course from each discipline. One course must contain a lab component. (L)

PHYSICAL SCIENCE: Need at least one course. @ available online

CHEM _____ 101 Introductory Chemistry-3 @ PHYS _____ 201 University Physics I-5 (L)
CHEM _____ 103 General Chemistry-4 (L) @ PSCI _____ 101 Astronomy-3 @
CHEM _____ 208 Organic Chemistry I-5 (L) PSCI _____ 103 Geology-4 (L)
CHEM _____ 209 Organic Chemistry II-5 (L) PSCI _____ 120 General Physical Science-4 (L)
CHEM _____ 111 Chemistry I (Inorganic Chemistry)-5 (L) PSCI _____ 180 Atmospheric Science-3 @
CHEM _____ 112 Chemistry II (Physical & Analytical)-5 (L)
GEOG _____ 101 Physical Geography-4 @
PHYS _____ 101 Physics-4 (L)

LIFE SCIENCE: Need at least one course. @ available online

BIOL _____ 101 Biology-4 (L) @ BIOL _____ 104 Zoology-4 (L)
BIOL _____ 102 Biology-4 (L) BIOL _____ 125 Human Biology-3 @
BIOL _____ 103 Botany-4 (L) BIOL _____ 146 Environmental Biology-3 @

IV. HUMANITIES AND FINE ARTS: 9 semester hours. Select one course from Humanities, one course from Fine Arts, and a third course from either discipline.

HUMANITIES @ available online

LITO _____ 103 Introduction to Literature-3 @ LITO _____ 201 British Literature Survey, Part 1-3@ PHLE _____ 205 Eastern Philosophy-3
LITO _____ 105 Introduction to Poetry-3 LITO _____ 202 British Literature Survey, Part 2-3@
LITO _____ 106 Introduction to Drama-3 LITO _____ 203 Native American Literature-3
LITO _____ 107 Introduction to Fiction-3 @ LITO _____ 204 American Literature-3 @
LITO _____ 110 Classical Mythology-3 LITO _____ 205 American Literature-3 @
LITO _____ 112 Non-Western Literature-3 LITO _____ 210 Shakespeare-3
LITO _____ 113 American Ethnic Literature-3 PHLE _____ 110 Logic-3 @
LITO _____ 139 World Literature-3 @ PHLE _____ 120 Ethics-3 @
LITO _____ 140 World Literature-3 @ PHLE _____ 121 Introduction to Philosophy-3 @

FINE ARTS @ available online

ARTO _____ 101 Drawing I-3 DRMA _____ 111 Theater Appreciation-3 @ LITO _____ 115 Film Appreciation-3
ARTO _____ 102 Design I - 2 Dimensional-3 DRMA _____ 112 Acting I-3 LITO _____ 116 Film History-3
ARTO _____ 103 Design II - 3 Dimensional-3 DRMA _____ 113 Play Analysis for Production-3 LITO _____ 117 Film and Literature-3
ARTO _____ 105 Introduction to Art-3 @ DRMA _____ 210 Theatre History-3 MUSC _____ 101 Introduction to Music in America-3 @
ARTO _____ 106 Art History I-3 @ DRMA _____ 220 Performance of Literature-3 MUSC _____ 107 Music Appreciation-3 @
ARTO _____ 107 Art History II-3 @ MUSC _____ 129 Introduction to World Music-3 @
ARTO _____ 111 Drawing II-3 MUSC _____ 149 Popular Music: A Cultural History-3 @

V. SOCIAL AND BEHAVIORAL SCIENCE: 9 semester hours. Select at least one course from at least two disciplines.

- | | | | | | |
|------|-------|---|------|-------|--|
| AGRC | _____ | 122 Agriculture Economics-3 | POLS | _____ | 101 American Government-3 @ |
| ANTH | _____ | 101 Cultural Anthropology-3 @ | POLS | _____ | 205 State and Local Government-3 |
| ECON | _____ | 205 Principles of Macroeconomics-3 @ | PSYH | _____ | 100 Life Span Growth & Development-3 @ |
| ECON | _____ | 206 Principles of Microeconomics-3 @ | PSYH | _____ | 101 Psychology-3 @ |
| GEOG | _____ | 104 World Geography-3 @ | PSYH | _____ | 215 Child Psychology-3 @ |
| GEOG | _____ | 150 Mapping and Geospatial Analysis-3 @ | PSYH | _____ | 216 Adolescent Psychology-3 @ |
| HIST | _____ | 101 History of Western Civilization-4 @ | SOCO | _____ | 101 Sociology-3 @ |
| HIST | _____ | 102 History of Western Civilization-4 | SOCO | _____ | 202 Social Problems-3 @ |
| HIST | _____ | 103 History of the United States-3 @ | SOCO | _____ | 212 Social Psychology-3 |
| HIST | _____ | 104 History of the United States-3 @ | SOCO | _____ | 252 Marriage and the Family-3 @ |
| HIST | _____ | 105 History of Eastern Civilizations-4 | | | |
| HIST | _____ | 106 History of Eastern Civilizations-4 | | | |
| HIST | _____ | 109 African American History-3 @ | | | |
| HIST | _____ | 150 Latin American History-3 @ | | | |

Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.

VI. CORE VALUES: One Course required

Students in selected programs may be able to substitute an alternative course.

- | | | | | | |
|------|-------|--|------|-------|---|
| ACCT | _____ | 270 Accounting Capstone-3 @ | PHLE | _____ | 120 Ethics-3 @ |
| BUSN | _____ | 210 Legal & Social Environment of Busn-3 @ | PHLE | _____ | 201 Professional Ethics for Engineers-3 |
| EDUC | _____ | 101 Introduction to Educational Practice-4 @ | SOCO | _____ | 202 Social Problems-3 @ |

VII. HEALTH AND PERSONAL DEVELOPMENT: Kaskaskia College graduation requirements, identified below, do not meet the requirements of the Illinois Articulation Initiative.

Criterion I: Select one course from the following @ available online

- | | | |
|------|-------|-----------------------------------|
| BUSN | _____ | 206 Personal Finance-3 @ |
| GSTE | _____ | 101 Mapping Your Digital World-4 |
| HIST | _____ | 147 History of Diversities-3 @ |
| HLTH | _____ | 102 Human Health and Wellness-3 @ |
| HLTH | _____ | 107 Principles of Nutrition-3 @ |
| LEAD | _____ | 150 Leadership Development-3 @ |

Criterion II: Select two courses from the following @ available online

Students may use any PHED courses toward the requirement for Health and Personal Development (Note: Students may take 2 courses in the same area to fulfill this requirement - i.e. PHED or GUID)

- | | | |
|------|-------|---|
| BUSN | _____ | 156 Business Technology Applications-4 @ |
| CITA | _____ | 101 Introduction to Virtual Learning-.5 @ |
| CITA | _____ | 110 Introduction to Word Processing-1 @ |
| CITA | _____ | 151 Intro to Computer Applications-4 @ |
| EDUC | _____ | 116 Technology in Teacher Education-3 @ |
| GUID | _____ | 109 First Year College Experience-1 @ |
| GUID | _____ | 110 Career Education Planning-1 |
| HLTH | _____ | 128 Cardiopulmonary Resuscitation-1 |
| HLTH | _____ | 208 First Aid-3 |
| OFTC | _____ | 108 Introduction to Keyboarding-1 |
| RESK | _____ | 125 Research Skills-1 |

VIII. ELECTIVES Note: ENGL 099, ENGL 100, ENGL 100B, MATH 101, MATH 102, MATH 103, MATH 107, are transitional studies courses and cannot be counted toward graduation. VOCS courses do not count toward graduation.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

KASKASKIA COLLEGE
ASSOCIATE IN SCIENCE DEGREE WORKSHEET
EFFECTIVE SUMMER 2025

Name _____ KC ID Number _____

All courses on this sheet meet the requirements of the Illinois Articulation Initiative (IAI), except AREA V and VI: Core Values and Health and Personal Development. For more information, please see <http://www.iTransfer.org>.

Responsibility of Student

It is the responsibility of the student to know and observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting requirements for graduation rests with the student.

The Associate in Science degree is 64 hours of transfer eligible courses. A student must maintain at least a G.P.A. of 2.0 ("C"). Please refer to Graduation Requirements and Procedures of current KC Catalog. Students will not be denied admission due to deficiencies in high school work, but must satisfy these deficiencies before graduation from Kaskaskia College.

I. COMMUNICATIONS: Need Nine Semester Hours. Student must receive a C or better in English. @ available online

COMM _____ 103 Fundamentals of Speech Communication-3 @ OR COMM _____ 204 Interpersonal Communication-3 @
ENGL _____ 101 English Composition-3 @
ENGL _____ 102 English Composition-3 @

II. MATHEMATICS: Need 6-9 Semester Hours. @ available online

MATH _____ 136 General Statistics-4 @	MATH _____ 246 Calculus for Business & Social Science-4 @
MATH _____ 143 Finite Mathematics-3 @	MATH _____ 248 Business Statistics-4
MATH _____ 166 Calculus and Analytical Geometry I-5	MATH _____ 267 Calculus and Analytical Geometry II-4
MATH _____ 236 Linear Algebra-3	MATH _____ 268 Calculus and Analytical Geometry III-4
	MATH _____ 269 Differential Equations-3

III. PHYSICAL AND LIFE SCIENCE: Need twelve semester hours. Students must complete a sequence from Life Science or Physical Science.

PHYSICAL SCIENCE: Need one course.	LIFE SCIENCE: Need one course.	@ available online
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CHEM _____ 103 General Chemistry-4 (L) @	BIOL _____ 101 Biology-4 (L) @
CHEM _____ 111 Chemistry I (Inorganic Chemistry)-5 (L)	BIOL _____ 102 Biology-4 (L)
CHEM _____ 208 Organic Chemistry I-5 (L)	BIOL _____ 103 Botany-4 (L)
PHYS _____ 101 Physics-4 (L)	BIOL _____ 104 Zoology-4 (L)
PHYS _____ 201 University Physics I-5 (L)	BIOL _____ 125 Human Biology-3 @
PSCI _____ 101 Astronomy-3 @	
PSCI _____ 103 Geology-4 (L)	
PSCI _____ 120 General Physical Science-4 (L)	
PSCI _____ 180 Atmospheric Science-3 @	

Sequence: Select one course which constitutes a sequence in either Physical or Life Sciences.

	Sequence		Sequence
BIOL _____ 102 Biology-4	BIOL 101 & 102 (L)	PHYS _____ 102 Physics-4	PHYS 101 & 102 (L)
BIOL _____ 103 Botany-4	BIOL 103 & BIOL 104 (L)	PHYS _____ 202 University Physics II-5	PHYS 201 & 202 (L)
CHEM _____ 112 Chemistry II (Physical & Analytical)-5	CHEM 111 & 112 (L)	BIOL _____ 104 Zoology-4	BIOL 103 & BIOL 104 (L)
CHEM _____ 209 Organic Chemistry II-5 (L)	CHEM 208 & 209 (L)		

IV. HUMANITIES AND FINE ARTS: Need 6 semester hours. Select one course from Humanities and one course from Fine Arts.

HUMANITIES	@ available online
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LITO _____ 103 Introduction to Literature-3 @	LITO _____ 201 British Literature Survey, Part 1-3 @	PHLE _____ 205 Eastern Philosophy-3
LITO _____ 105 Introduction to Poetry-3	LITO _____ 202 British Literature Survey, Part 2-3 @	
LITO _____ 106 Introduction to Drama-3	LITO _____ 203 Native American Literature-3	
LITO _____ 107 Introduction to Fiction-3 @	LITO _____ 204 American Literature-3 @	
LITO _____ 110 Classical Mythology-3	LITO _____ 205 American Literature-3 @	
LITO _____ 112 Non-Western Literature-3	LITO _____ 210 Shakespeare-3	
LITO _____ 113 American Ethnic Literature-3	PHLE _____ 110 Logic-3 @	
LITO _____ 139 World Literature-3 @	PHLE _____ 120 Ethics-3 @	
LITO _____ 140 World Literature-3 @	PHLE _____ 121 Introduction to Philosophy-3 @	

FINE ARTS	@ available online
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ARTO _____ 101 Drawing I-3	DRMA _____ 111 Theater Appreciation-3 @	LITO _____ 115 Film Appreciation-3
ARTO _____ 102 Design I - 2 Dimensional-3	DRMA _____ 112 Acting I-3	LITO _____ 116 Film History-3
ARTO _____ 103 Design II - 3 Dimensional-3	DRMA _____ 113 Play Analysis for Production-3	LITO _____ 117 Film and Literature-3
ARTO _____ 105 Introduction to Art-3 @	DRMA _____ 210 Theatre History-3	MUSC _____ 101 Introduction to Music in America-3 @
ARTO _____ 106 Art History I-3 @	DRMA _____ 220 Performance of Literature-3	MUSC _____ 107 Music Appreciation-3 @
ARTO _____ 107 Art History II-3 @		MUSC _____ 129 Introduction to World Music-3 @
ARTO _____ 111 Drawing II-3		MUSC _____ 149 Popular Music: A Cultural History-3 @

V. SOCIAL AND BEHAVIORAL SCIENCE: Need 6 semester hours. Courses selected from at least two disciplines.

AGRC _____ 122 Agriculture Economics-3	POLS _____ 101 American Government-3 @
ANTH _____ 101 Cultural Anthropology-3 @	POLS _____ 205 State and Local Government-3
ECON _____ 205 Principles of Macroeconomics-3 @	PSYH _____ 100 Life Span Growth & Development-3 @
ECON _____ 206 Principles of Microeconomics-3 @	PSYH _____ 101 Psychology-3 @
GEOG _____ 104 World Geography-3 @	PSYH _____ 215 Child Psychology-3 @
GEOG _____ 150 Mapping and Geospatial Analysis-3 @	PSYH _____ 216 Adolescent Psychology-3 @
HIST _____ 101 History of Western Civilization-4 @	SOCO _____ 101 Sociology-3 @
HIST _____ 102 History of Western Civilization-4	SOCO _____ 202 Social Problems-3 @
HIST _____ 103 History of the United States-3 @	SOCO _____ 212 Social Psychology-3
HIST _____ 104 History of the United States-3 @	SOCO _____ 252 Marriage and the Family-3 @
HIST _____ 105 History of Eastern Civilizations-4	
HIST _____ 106 History of Eastern Civilizations-4	
HIST _____ 109 African American History-3 @	
HIST _____ 150 Latin American History-3 @	

Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate: BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.

VI. CORE VALUES: One Course required

Students in selected programs may be able to substitute an alternative course.

ACCT _____ 270 Accounting Capstone-3 @	PHLE _____ 120 Ethics-3 @
BUSN _____ 210 Legal & Social Environment of Busn-3 @	PHLE _____ 201 Professional Ethics for Engineers-3
EDUC _____ 101 Introduction to Educational Practice-4 @	SOCO _____ 202 Social Problems-3 @

VII. HEALTH AND PERSONAL DEVELOPMENT: Kaskaskia College graduation requirements, identified below, do not meet the requirements of the Illinois Articulation Initiative.

Criterion I: Select one course from the following @ available online

BUSN _____ 206 Personal Finance-3 @
GSTE _____ 101 Mapping Your Digital World-4
HIST _____ 147 History of Diversities-3 @
HLTH _____ 102 Human Health and Wellness-3 @
HLTH _____ 107 Principles of Nutrition-3 @
LEAD _____ 150 Leadership Development-3 @

Criterion II: Select two courses from the following @ available online

Students may use any PHED courses toward the requirement for Health and Personal Development

(Note: Students may take 2 courses in the same area to fulfill this requirement - i.e. PHED or GUID)

BUSN _____ 156 Business Technology Applications-4 @
CITA _____ 101 Introduction to Virtual Learning-.5 @
CITA _____ 110 Introduction to Word Processing-1 @
CITA _____ 151 Intro to Computer Applications-4 @
EDUC _____ 116 Technology in Teacher Education-3 @
GUID _____ 109 First Year College Experience-1 @
GUID _____ 110 Career Education Planning-1
HLTH _____ 128 Cardiopulmonary Resuscitation-1
HLTH _____ 208 First Aid-3
OFTC _____ 108 Introduction to Keyboarding-1
RESK _____ 125 Research Skills-1

VIII. ELECTIVES Note: ENGL 099, ENGL 100, ENGL 100B, MATH 101, MATH 102, MATH 103, MATH 107, are transitional studies courses and cannot be counted toward graduation. VOCS courses do not count toward graduation.

KASKASKIA COLLEGE
ASSOCIATE IN GENERAL STUDIES AND ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS
EFFECTIVE SUMMER 2025

Name _____ KC ID Number _____

The following list of courses may be used to meet appropriate graduation requirements of Kaskaskia College. Review the graduation requirements for your major in the College catalog and with your advisor to determine which of those listed are acceptable for your graduation program.

Responsibility of Student

It is the responsibility of the student to know and observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting requirements for graduation rests with the student.

Associate Degree Core Requirements*	Area A Math & Sciences	Area B Humanities	Area C Social Science	Area D Personal & Social Development	Area F	Total Hours
Associate in General Studies	9**	9**	9**	3**	34	64
Associate in Applied Sciences	3 - 6	3 - 6	3 - 6	3	45-51***	60-72****
Must have 15 - 21 hours in general education instruction for Associate in Applied Sciences						

*all degrees require the completion of one course in Area E and one course meeting the requirements of Public Act 87-581 (see following page)

**all courses in Areas A, B, C, & D must total a minimum of 30 semester hours

***from one career program

****exceptions to the 72-hour limit may be made with the approval of the Instructional Dean and the Vice President of Instructional Services

Area A - NATURAL SCIENCES AND MATHEMATICS

@ available online

ACCT 100 Accounting Principles-3 @	CHEM 101 Introductory Chemistry-3 @	MATH 101 Basic Mathematics-3 @	PTAS 119 Clinical A & P for PTA-5
AGRC 212 Applied Math. for Agriculture-3 @	CHEM 103 General Chemistry-4 @	MATH 101B Fundamentals of Mathematics II-3	PTAS 158 Kinesiology for PTA-4
AGRC 222 Intro. to Veterinary Science-3 @	CHEM 111 Chemistry I (Inorganic Chemistry)-5	MATH 102 Elementary Algebra-4 @	PTAS 160 Physical Modalities I-3
BIOL 101 Biology-4 @	CHEM 112 Chemistry II (Physical & Analytical)-5	MATH 107 Intermediate Algebra-4 @	RESP 111 App. Respiratory Sciences-4
BIOL 102 Biology-4	CITP 155 Programming I-3 @	MATH 130 Intro. to Contemp. Math.-3 @	TECM 110 Technical Mathematics-3 @
BIOL 103 Botany-4	CULI 203 Food Service Cost Control-3	MATH 134 College Algebra-3 @	TECP 107 Technical Physics-4
BIOL 104 Zoology-4	DFTG 120 Drafting Mathematics-3	MATH 170 Math for Elem. Teachers I-4	XRAY 145 Rad A/P Cross Section I-4
BIOL 117 Systemic Human A & P-4	DFTG 122 CAD Theory and Practice I-3	MATH 172 Math for Elem. Teachers II-3 @	XRAY 146 Rad A/P Cross Section II-4
BIOL 121 Anatomy and Physiology-4	ENGR 103 Engineering Graphics & CAD-3	PHYS 101 Physics-4	
BIOL 122 Anatomy and Physiology-4	GEOG 101 Physical Geography-4 @	PSCI 101 Astronomy-3 @	
BIOL 125 Human Biology-3 @	HORT 212 Math. for the Green Industry-3	PSCI 103 Geology-4	
BIOL 146 Environmental Biology-3 @		PSCI 120 General Physical Science-4	
BIOL 215 Microbiology-4 @		PSCI 180 Atmospheric Science-3 @	
BUSN 149 Business Mathematics-3 @			

Area B - ARTS AND HUMANITIES

*One English Composition/Writing course is required for graduation.

@ available online

ARTO 101 Drawing I-3	ENGL 178 Creative Writing-3
ARTO 105 Introduction to Art-3 @	ENGL 186 Writing in the Workplace-3
BUSN 201 Business Communication-3 @	ENGL 206 Creative Writing: Fiction-3
COMM 103 Fundamentals of Speech Communication-3 @	LITO 103 Introduction to Literature-3 @
COMM 204 Interpersonal Communication-3 @	LITO 218 Children's Literature-3 @
EDUC 210 Introduction to Elementary Art-3	MUSC 101 Intro. to Music In America-3 @
ENGL 100 Intro. to College Composition-3 @	MUSC 107 Music Appreciation-3 @
ENGL 100B Summer Bridge Engl. & Read.-2	PHLE 110 Logic-3 @
ENGL 101 English Composition-3 @	PHLE 120 Ethics-3 @
ENGL 102 English Composition-3 @	SPAN 101 Beginning Spanish I-4 @
	SPAN 102 Beginning Spanish II-4 @

AREA C - SOCIAL SCIENCE

@ available online

AGRC 122 Agriculture Economics-3	ECON 205 Principles of Macroeconomics-3 @	LAWO 230 Juvenile Justice-3
BUSN 103 Introduction to Business-3 @	ECON 206 Principles of Microeconomics-3 @	POLS 101 American Government-3 @
BUSN 115 Marketing Fundamentals I-3 @	EDUC 101 Intro. to Educational Practice-4	PSYH 100 Life Span Growth & Development-3 @
BUSN 127 Principles of Management-3 @	EDUC 202 Educational Psychology-3 @	PSYH 101 Psychology-3 @
BUSN 134 Managing Diversity-3 @	GEOG 104 World Geography-3 @	PSYH 215 Child Psychology-3 @
BUSN 210 Legal & Social Environ. of Bus.-3 @	GEOG 150 Mapping and Geospatial Analysis-3 @	PSYH 216 Adolescent Psychology-3 @
ECES 111 Intro. to Child Development-3 @	HIST 103 History of United States-3 @	SOCO 101 Sociology-3 @
ECES 269 Exceptional Child-3 @	HIST 104 History of United States-3 @	SOCO 252 Marriage and the Family-3 @

AREA D - HEALTH AND PERSONAL DEVELOPMENT

@ available online

BUSN 156 Business Technology Applications-4 @	CITG 183 Client Operating Systems-3 @	HLTH 102 Human Health & Wellness-3 @
BUSN 206 Personal Finance-3 @	CITG 185 Intro to Computer Operating Systems-2 @	HLTH 107 Principles of Nutrition-3 @
CITA 110 Intro. to Word Processing-1 @	CITN 114 Computer System Forensics-3 @	HLTH 208 First Aid-3
CITA 120 Microsoft Excel (Beginner)-1 @	CITW 101 Introduction to Internet-3 @	INDT 111 Industrial Safety-2
CITA 130 Microsoft Access (Beginner)-1	CSTR 186 Construction Safety 30-2	LEAD 150 Leadership Development-3 @
CITA 140 Microsoft Powerpoint (Beginner)-1 @	EDUC 116 Technology in Teacher Education-3@	MEDT 104 Medical Terminology-1 @
CITA 151 Intro. to Computer Applications-4 @	GSTE 101 Mapping Your Digital World-4	OFTC 101 Computer Basics-2
	GUID 109 First Year College Experience-1 @	OFTC 108 Introduction to Keyboarding-1
		OFTC 110 Document Processing I-3
		OFTC 111 Document Processing II-3

Individual Allied Health programs may have requirements that satisfy Area D requirements not listed above.

AREA E - ONE COURSE REQUIRED

@ available online

Students in selected programs may be able to substitute an alternative course.

ACCT	_____ 270 Accounting Capstone-3 @	EDUC	_____ 101 Introduction to Educational Practice-4 @	SOCO	_____ 202 Social Problems-3 @
BUSN	_____ 210 Legal & Social Environment of Busn-3 @	INDT	_____ 111 Industrial Safety-2 @		
CSTR	_____ 186 Construction Safety 30-2	LAWO	_____ 120 Work Ethics in Criminal Justice-2 @		
CULI	_____ 102 Food Sanitation & Safety	PHLE	_____ 120 Ethics-3 @		

Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate:

- MANAGING DIVERSITY - BUSN 134 @
- MAPPING AND GEOSPATIAL ANALYSIS - GEOG 150 @
- AFRICAN AMERICAN HISTORY - HIST 109 @
- ETHICS - PHLE 120 @
- PHILOSOPHY - PHLE 121 @
- PROFESSIONAL ETHICS FOR ENGINEERS - PHLE 201
- AMERICAN GOVERNMENT - POLS 101 @
- PSYCHOLOGY - PSYH 101 @
- SOCIOLOGY - SOCO 101 @

AREA F - ELECTIVES: Note: ENGL 099 is a transitional studies course and cannot be counted toward graduation.
 VOCS courses do not count toward graduation.

1. Electives - Elective credit may be earned in any baccalaureate or occupational course numbered 100 or above.
2. A.A.S. Degree - Applicants must meet program requirements as listed in the College Catalog unless substitution or waiver is approved by the appropriate Dean.
3. Eastern Civilization course credit may count in either Humanities OR Social Science Areas. Students earning credit in one course may count the credit in only one Area. Students taking HIST 105 and 106 may count one course in Humanities and one course in Social Science.

Updated 2/26/25

KASKASKIA COLLEGE
GENERAL EDUCATION CORE CURRICULUM (GECC) WORKSHEET
EFFECTIVE SUMMER 2025

Name _____ KC ID Number _____

The GECC is a transfer-related credential. It is not a workforce certificate or industry-recognized credential. The GECC credential does not prepare or lead students to employment in a specific occupational field. The GECC can be completed on its own or along with a transfer associate degree and is required coursework in the Associate in Arts degree. Completion of the GECC credential is recorded on the student's transcript.

I. COMMUNICATIONS: Need Nine Semester Hours. Student must receive a C or better in English. @ available online

COMM _____ 103 Fundamentals of Speech Communication-3 @ OR COMM _____ 204 Interpersonal Communication-3 @
ENGL _____ 101 English Composition-3 @
ENGL _____ 102 English Composition-3 @

II. MATHEMATICS: Need at least one course. @ available online

MATH _____ 130 Intro. to Contemporary Mathematics-3 @ MATH _____ 172 Math for Elementary Teachers II-3 @
MATH _____ 136 General Statistics-4 @ MATH _____ 246 Calculus for Business & Social Science-4 @
MATH _____ 143 Finite Mathematics-3 @ MATH _____ 248 Business Statistics-4 @
MATH _____ 166 Calculus and Analytical Geometry I-5 MATH _____ 267 Calculus and Analytical Geometry II-4
MATH _____ _____ 268 Calculus and Analytical Geometry III-4

III. PHYSICAL AND LIFE SCIENCE: Need at least one course from each discipline. One course must contain a lab component. (L)

PHYSICAL SCIENCE: Need at least one course. @ available online

CHEM _____ 101 Introductory Chemistry-3 @	PHYS _____ 101 Physics-4 (L)
CHEM _____ 103 General Chemistry-4 (L) @	PHYS _____ 201 University Physics I-5 (L)
CHEM _____ 208 Organic Chemistry I-5 (L)	PSCI _____ 101 Astronomy-3 @
CHEM _____ 209 Organic Chemistry II-5 (L)	PSCI _____ 103 Geology-4 (L)
CHEM _____ 111 Chemistry I (Inorganic Chemistry)-5 (L)	PSCI _____ 120 General Physical Science-4 (L)
CHEM _____ 112 Chemistry II (Physical & Analytical)-5 (L)	PSCI _____ 180 Atmospheric Science-3 @
GEOG _____ 101 Physical Geography-4 @	

LIFE SCIENCE: Need at least one course. @ available online

BIOL _____ 101 Biology-4 (L) @	BIOL _____ 104 Zoology-4 (L)
BIOL _____ 102 Biology-4 (L)	BIOL _____ 125 Human Biology-3 @
BIOL _____ 103 Botany-4 (L)	BIOL _____ 146 Environmental Biology-3 @

IV. HUMANITIES AND FINE ARTS: 9 semester hours. Select one course from Humanities, one course from Fine Arts, and a third course from either discipline.

HUMANITIES @ available online

LITO _____ 103 Introduction to Literature-3 @	LITO _____ 139 World Literature-3 @	LITO _____ 210 Shakespeare-3
LITO _____ 105 Introduction to Poetry-3	LITO _____ 140 World Literature-3 @	PHLE _____ 110 Logic-3 @
LITO _____ 106 Introduction to Drama-3	LITO _____ 201 British Literature Survey, Part 1-3@	PHLE _____ 120 Ethics-3 @
LITO _____ 107 Introduction to Fiction-3 @	LITO _____ 202 British Literature Survey, Part 2-3@	PHLE _____ 121 Introduction to Philosophy-3 @
LITO _____ 110 Classical Mythology-3	LITO _____ 203 Native American Literature-3	PHLE _____ 205 Eastern Philosophy-3
LITO _____ 112 Non-Western Literature-3	LITO _____ 204 American Literature-3 @	
LITO _____ 113 American Ethnic Literature-3	LITO _____ 205 American Literature-3 @	

FINE ARTS @ available online

ARTO _____ 101 Drawing I-3	DRMA _____ 111 Theater Appreciation-3 @	LITO _____ 115 Film Appreciation-3
ARTO _____ 102 Design I - 2 Dimensional-3	DRMA _____ 112 Acting I-3	LITO _____ 116 Film History-3
ARTO _____ 103 Design II - 3 Dimensional-3	DRMA _____ 113 Play Analysis for Production-3	LITO _____ 117 Film and Literature-3
ARTO _____ 105 Introduction to Art-3 @	DRMA _____ 210 Theatre History-3	MUSC _____ 101 Introduction to Music in America-3 @
ARTO _____ 106 Art History I-3 @	DRMA _____ 220 Performance of Literature-3	MUSC _____ 107 Music Appreciation-3 @
ARTO _____ 107 Art History II-3 @		MUSC _____ 129 Introduction to World Music-3 @
ARTO _____ 111 Drawing II-3		MUSC _____ 149 Popular Music: A Cultural History-3 @

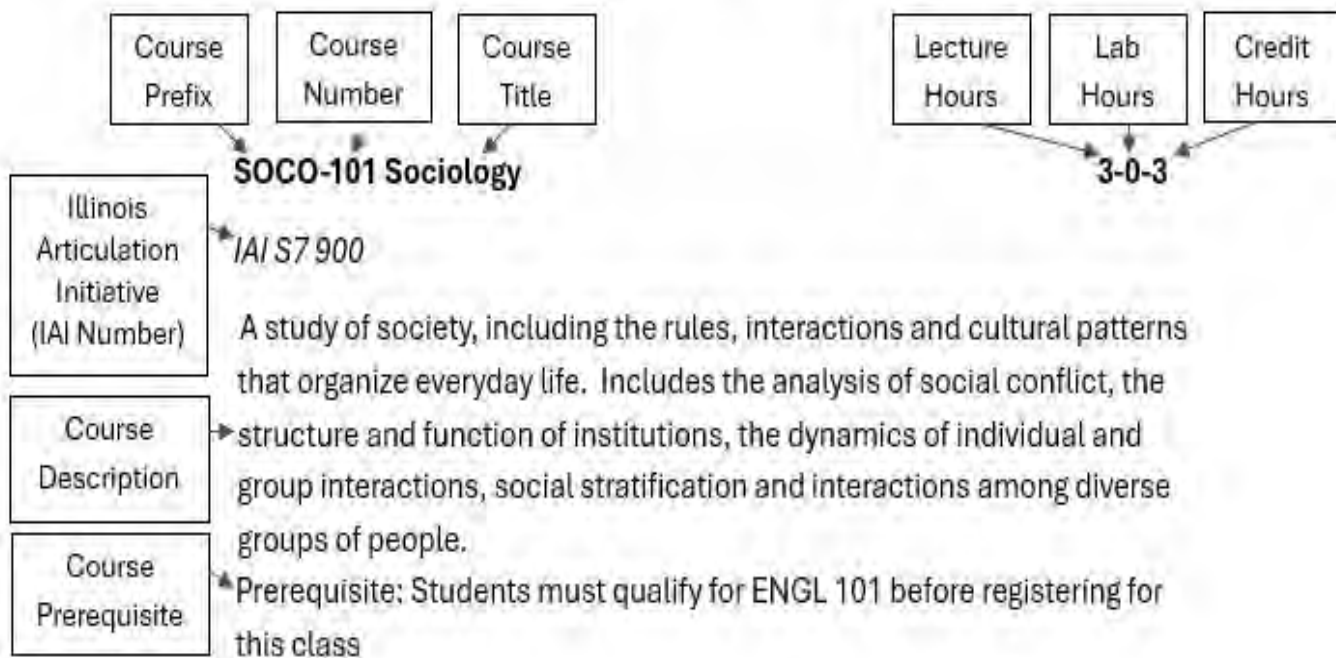
V. SOCIAL AND BEHAVIORAL SCIENCE: 9 semester hours. Select at least one course from at least two disciplines. @ available online

AGRC _____ 122 Agriculture Economics-3	HIST _____ 103 History of the United States-3 @	PSYH _____ 100 Life Span Growth & Development-3 @
ANTH _____ 101 Cultural Anthropology-3 @	HIST _____ 104 History of the United States-3 @	PSYH _____ 101 Psychology-3 @
ECON _____ 205 Principles of Macroeconomics-3 @	HIST _____ 105 History of Eastern Civilizations-4	PSYH _____ 215 Child Psychology-3 @
ECON _____ 206 Principles of Microeconomics-3 @	HIST _____ 106 History of Eastern Civilizations-4	PSYH _____ 216 Adolescent Psychology-3 @
GEOG _____ 104 World Geography-3 @	HIST _____ 109 African American History-3 @	SOCO _____ 101 Sociology-3 @
GEOG _____ 150 Mapping and Geospatial Analysis-3 @	HIST _____ 150 Latin American History-3 @	SOCO _____ 202 Social Problems-3 @
HIST _____ 101 History of Western Civilization-4 @	POLS _____ 101 American Government-3 @	SOCO _____ 212 Social Psychology-3
HIST _____ 102 History of Western Civilization-4	POLS _____ 205 State and Local Government-3	SOCO _____ 252 Marriage and the Family-3 @

Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate:
BUSN 134, GEOG 150, HIST 109, PHLE 120, PHLE 121, PHLE 201, POLS 101, PSYH 101, or SOCO 101.

DESCRIPTION OF COURSES

How to Read a Course Description



COURSE DESCRIPTIONS

ACCT-100 Accounting Principles 3-0-3

This course is available Fall and Spring.

This course introduces students to prevalent accounting principles and practices employed in a business organization that provides financial information about the current operations and financial condition of the business to individuals, agencies, and organizations. The emphasis is on the accounting process and its impact on business decisions.

ACCT-142 Payroll and Business Taxes 2-0-2

This course is available in Fall.

A comprehensive study of the business records needed to meet the requirements of the various federal and state laws such as the following: the Federal Insurance Contributions Act, the federal unemployment law, state unemployment compensation, and the federal and state income tax withholding laws. The course provides a foundation in payroll and personnel records and in the computation of wages and the accounting for wages paid and deductions made.

ACCT-201 Financial Accounting 4-0-4

IAI BUS 903

This course is available Fall, Spring, and Summer.

This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. Students analyze and interpret historical financial statements, as well as, formulate policies for future business decisions. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, flow statements, and financial statement analysis. Prerequisite: ACCT 100

ACCT-202 Managerial Accounting 3-0-3

IAI BUS 904

This course is available Fall, Spring, and Summer.

This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning and controlling, and evaluating the performance of the separate components of a business. Includes the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions are examined. Prerequisite: ACCT 201

ACCT-212 Tax Accounting 3-0-3

This course is available in Fall.

A study of federal tax preparation as it relates to individual and business income tax procedures. Topics include filing considerations, income inclusions, exclusions, business and

personal deductions, tax credits and accounting methods. This is a practical hands-on type of course in which the student gains the knowledge and skills to prepare income tax returns. Prerequisite: ACCT 201 or with approval of instructor or Academic Dean.

ACCT-247 Computer Application in Accounting 3-0-3

This course is available in Spring.

Students will learn and use many of the features of QuickBooks extensively, including recording transactions, applying customer and vendor discounts, tracking inventory, ordering merchandise, preparing a multitude of reports, closing an accounting period, and compiling charts and graphs. QuickBooks online features and integration with Microsoft Excel and Word are also explored. Prerequisite: ACCT 100 with a grade of C or better or with approval of instructor or Academic Dean.

ACCT-250 Intermediate Accounting III 3-0-3

This course is available in Spring.

This course builds on the foundations of accounting concepts learned in financial accounting focusing on the central model of the conceptual framework of accounting. This course develops an accounting perspective as a frame of reference to understand and evaluate accounting theory and its practical application. Prerequisite: ACCT 201

ACCT-270 Accounting Capstone 3-0-3

This course is available in Spring.

This course prepares the student for the workplace using a variety of learning activities that simulate tasks and scenarios in the accounting field. Students will participate in a hands-on learning environment through simulations, cases, and group activities. Skills practiced in the course include: financial statement analysis, data analysis, verbal and written communication, and ethical decision making. Prerequisite: ACCT-202

ACCT-272 Accounting Internship 1-10-3

This course is available Fall, Spring, and Summer.

Students work in an accounting position for a minimum of 150 hours. Practical experience is gained under the guidance of faculty and the internship supervisor. Student must be interviewed for the position and approved by the instructor before registering. The job and school are tied together through various projects, reports and discussions between the instructor and the student. Prerequisite: Approval of instructor or Academic Dean.

AGRC-101 Introduction to Animal Science 3-2-4

IAI AG 902

This course is available in Fall.

The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds and selection; anatomy, physiology, and nutrition and growth; environment, health, and sanitation; products and marketing; production technology and economics; animal

COURSE DESCRIPTIONS

behavior; and current issues in animal science.

AGRC-102 Animal Nutrition 3-0-3

This course is available in Spring.

This course covers fundamental principles of livestock nutrition. Topics include nutrient classification, metabolism and digestion of nutrients, mono-gastric and ruminant digestive systems, nutrient analysis procedures, feed additives, feed storage and preservation, and balancing of economical rations for various kinds of livestock.

AGRC-113 Introduction to Ag Business and Supply 1-0-1

This course is available in Spring.

This course provides the student with an understanding of the broad field of agriculture business. It includes a study of the various types of business structures including corporations, partnerships, cooperatives, private ownerships and government agencies providing services to agriculture. It provides the student with a background needed for employment in the agriculture business field.

AGRC-115 Intro. to Agriculture Employment 1-0-1

This course is available in Fall.

An orientation to the agriculture internships, including forms necessary for the training program will be covered. Special attention will be given to such topics as; getting along with the local supervisor, the employer, fellow workers, and customers.

AGRC-116 Intro to Agricultural Education 3-0-3

IAI AG 911

This course is available in Spring.

Introduction to Agricultural Education will focus on various aspects of agricultural education. Students will be exposed to the agricultural education as a career, both in and out of classroom instruction; curricular design, implementation, and delivery; types of agricultural education programs; importance of stakeholders; community support; and characteristics of teachers.

AGRC-121 Soils and Soil Supplements 2-2-3

IAI AG 904

This course is available in Fall.

An introduction to the chemical, physical, and biological properties of soil; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

AGRC-122 Agriculture Economics 3-0-3

IAI AG 901

This course is available in Fall.

The application of the principles of economics to agricultural problems and the role of agriculture in the United States and world economics. Include production principles; production costs, supply, and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models.

Examination of the world food situation, including population, world food production trends, trade in agricultural products, and agriculture's role in economics growth; agriculture characteristics and inputs the marketing of agriculture products and agricultural problems and policies.

AGRC-124 Agriculture Crop Production 3-2-4

IAI AG 903

This course is available in Spring.

The basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; plant breeding, growth development, and physiology; cropping systems and practices; seedbed proportion, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices.

AGRC-125 Field Crop Scouting 1-4-3

This course is available in Summer.

Field crop scouting will focus on the identification of field crop pests. Specific emphasis will be placed on accurate identification of common crop weeds, insect pests, and fungal diseases. Topics will also include chemical recommendations, record keeping, and new technologies.

AGRC-155 Agriculture Chemicals 1-2-2

This course is available in Spring.

A course designed to develop a thorough understanding of farm chemicals, including herbicides, insecticides, fungicides, nematocides, rodenticides, bactericides, and general plant, animal, and household chemicals. Calibration and maintenance of application equipment is included.

AGRC-158 Introduction to Dairy Science 1-2-2

This course is available in Spring.

This is an introductory course to the Dairy Industry. The course will focus on feeding, breeding, management, facility design, and milk marketing. Students will get a comprehensive look at dairy management through investigating techniques in heifer raising, animal health, genetics, etc. Milk quality, milk products, and the consumer will also be a focal point of the course.

AGRC-160 Dairy Heifer Management 3-0-3

This course is available in Spring.

Dairy heifer management will focus on the process of heifer growth and development. Specific emphasis will be given to nutrition, growth, reproduction, and facilities. Topics will also include accelerated growth, and custom heifer raising.

AGRC-199 Topics in Agriculture 6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Agriculture profession. This course may be taken for variable

COURSE DESCRIPTIONS

credit hours and may be repeated for up to 3 times. Prerequisite: approval of instructor or Academic Dean

AGRC-201 Intro to Agricultural Mechanization 2-2-3

This course is available in Spring.

An introduction to agricultural power and machinery (engines, power transmission including hydraulics, tillage machinery, calibrations, and harvesting equipment), agricultural electrification and applications (circuits, motors, controls, and materials handling and processing), agricultural structures (plans, loads, construction materials and layout and design), and soil and environmental technology systems (surveying, mapping, drainage and conservation structures).

AGRC-210 Agriculture Sales & Leadership 3-0-3

This course is available in Spring.

This course will provide skill development in the agricultural sales process, as well as foster the leadership abilities of students in the course. Content areas examined will be knowledge of the buying process, identifying prospects, planning an agricultural sales call, product positioning, identification/understanding of prospect needs, developing the sales approach, handling objections, closing the sale, relationship development in agriculture and its effect on the sales process, and customer service, effective agriculture leadership, methods of leadership development, and importance of tomorrow's agricultural leaders. Students will develop sales and leadership skills through a variety of case study assignments, and presentations.

AGRC-212 Applied Mathematics for Agriculture 3-0-3

This course is available Fall and Spring.

This course is designed to provide the student with an agriculturally relevant review of basic arithmetic, statistical and algebraic concepts. The application problems use current and realistic agricultural situations similar to those encountered by professionals engaged in agricultural production and equipment maintenance.

AGRC-213 Computer & Technology in Agriculture 3-2-4

IAI AG 913

This course is available Fall and Spring.

Designed for students in agriculture with focus on specific computer applications relating to agriculture business management. Students will be trained in MS Word and Excel, as well as exposure to other MS Office components. In addition, students will experience agriculture software programs such as Farmworks Farm Funds, Farm Stock, Farm Site, and potentially Fastools. The course will incorporate knowledge and application of GPS technologies to computer farm management systems.

AGRC-217 World Agriculture 3-0-3

This course is available in Fall.

This course will investigate the role of agriculture in the economic development of the world. Students will consider economic influences of world agricultural policy, economic development of third-world countries, agriculture's effect

on political policy, and governmental relations. In addition, evaluation of production systems, markets, problems, and economic outcomes will be covered.

AGRC-218 Precision Agriculture 2-2-3

This course is available in Fall.

This course will focus on use of precision application of technology in agriculture. Students will become familiar with the uses and roles of GIS, GPS, Remote Sensing, and Variable Rate Technology in Agriculture. In addition, students will gain experience with precision agriculture computer applications with regard to field mapping, soil testing, yield maps, soil mapping, etc.

AGRC-219 Agricultural Finance 2-2-3

This course is available in Fall.

This course covers the principles and practices of today's agricultural business lending institutions. Instruments used in financing agricultural production and agricultural business are covered including; interest, investing, payroll, taxes, financial instruments, balance sheets, profit and loss statements.

AGRC-221 Agriculture Marketing 2-2-3

This course is available in Fall.

A study of marketing agricultural commodities. Emphasis is placed on marketing strategies and risk management. Topics include, on-farm grain storage, cash contracts, interpretation of market driving information, the futures and options market, arbitrage and price analysis.

AGRC-222 Intro to Veterinary Science 3-0-3

This course is available in Spring.

This course will introduce students to the many aspects of animal health, diseases, diagnostics, treatment, and prevention. Students will be immersed in the various body systems, cellular biology, tissue function, principles of infectious disease, and major disease challenges of livestock species.

AGRC-224 Waste Management 3-0-3

This course is available in Spring.

This course covers the subject of animal waste disposal. Subjects discussed include environmental concerns, odor control, nutrient value and application rates, storage facility design and operation, equipment design and operation, calibration of equipment and safety.

AGRC-225 Physiology Reproduction & Lactation 2-0-2

This course is available in Spring.

This course covers the anatomy and physiology of the mammalian reproductive system (male and female), and mammary systems. Management techniques to assist in attaining high reproductive and lactation rates will be discussed, including estrus synchronization, artificial insemination and embryo transfer.

COURSE DESCRIPTIONS

AGRC-227 Supervised Occupation Experience 0-20-4

This course is available Fall, Spring, and Summer.

This course is similar to Supervised Occupational Experience 230 and is offered every semester under the supervision of a college agriculture instructor and the employer. Prerequisite: Enrolled in an Agriculture A.A.S. degree with a minimum of 12 credit hours completed OR consent of the instructor.

AGRC-230 Supervised Occupational Experience 0-10-2

This course is available Fall, Spring, and Summer.

Placement of the student with an agricultural business for full-time training experiences. The occupational experiences are to be related to previous class instruction and to familiarize the student with actual situations in an agriculture business. The college instructor and employer will supervise and evaluate the trainee. Prerequisite: Enrolled in Agriculture Business Program and having earned a minimum of 12 semester hours in the program

AGRC-233 Managing & Agricultural Business 3-0-3

This course is available in Spring.

A course in which the many phases of business management are studied. Topics include the functions of management, decision-making, various economic principles, whole-business planning and human resource management. Emphasis is on decision making in a competitive business environment.

AGRC-236 Supervised Occupation Experience 0-10-2

This course is available Fall, Spring, and Summer.

Placement of the student with an agricultural business for full-time training experiences. The occupational experience is to be related to previous class instruction and to familiarize the student with actual situations in an agricultural business. The college instructor and employer will supervise and evaluate the trainee. Prerequisite: Enrolled in an Agriculture A.A.S. degree with a minimum of 12 credit hours completed OR consent of the instructor.

AGRC-250 Beef and Swine Production 3-0-3

This course is available in Fall.

This course examines all phases of modern beef and swine production. Topics include industry structure, management systems, management decisions, management skills, reproduction, genetics, nutrition, health, animal behavior, nutrient management, environmental protection and facilities.

AGRC-291 Ruminant Production Lab. 0-4-2

This course is available Fall and Spring.

Livestock Evaluation II: A study of the relationship between form and function in the evaluation and selection of breeding and market livestock.

ANTH-101 Cultural Anthropology 3-0-3

IAI SI 901N

This course is available Fall and Spring.

Introduction to culture, as an adaptive mechanism that provides for the survival of the human species. Encompasses social

organization, technology, economics, religion and language as used by various peoples, both past and present.

ARTO-101 Drawing I 0-6-3

IAI ART 904

This course is available Fall and Spring.

An introduction to the fundamental concepts and techniques of drawing using a variety of media. Includes drawing from observation and invention leading to an interpretation and evaluative approach to drawing. Since schools divide courses differently, Drawing I and II should be completed at the same school.

ARTO-102 Design I - 2 Dimensional 0-6-3

IAI ART 907

This course is available Fall and Spring.

A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used.

ARTO-103 Design II - 3 Dimensional 0-6-3

IAI ART 908

This course is available in Spring.

Fundamentals of three-dimensional design. Theory and studio practice covering principles of plane, form, mass, volume, space, light, and structure; -clay, plaster, wood, metal, etc. are used in three-dimensional forming, building, and constructing.

ARTO-105 Introduction to Art 3-0-3

IAI F2 900

This course is available Fall and Spring.

A survey of the visual arts (painting, drawing, printmaking, sculpture and architecture) as they transmit cultural traditions and humanistic and aesthetic values. Examines historical, social and technological factors that contribute to understanding the function and meaning of works of art.

ARTO-106 Art History I 3-0-3

IAI F2 901

This course is available in Fall.

The historical development of the visual arts, focusing on major artistic styles, movements, works of art, and monuments. Works are examined as expressions of the ideas, beliefs, and practices of artists, cultures, and societies. Historical periods may be divided into 2 or 3 one-semester courses. Since schools divide historical periods differently across courses, students should complete the entire sequence at the same school. Schools with only a two-course sequence will grant 3 credits in electives in art for completion of a three-course sequence. This course will cover antiquity through the Gothic.

COURSE DESCRIPTIONS

ARTO-107 Art History II

3-0-3

IAI F2 902

This course is available in Spring.

Historical survey of significant art work and forms. Includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from Renaissance through present day; and cultural backgrounds and influences.

ARTO-111 Drawing II

0-6-3

IAI ART 905

This course is available Fall and Spring.

Continuation of the study of materials, skills, and techniques of drawing. Emphasis is on the exploration and development of individual expression of form and content. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Prerequisite: ARTO 101 Drawing I. Since schools divide courses differently, Drawing I and II should be completed at the same school.

ARTO-112 Visual Design

2-4-4

This course is not offered on a regular basis.

An introduction to the theoretical and practical aspects of visual communication, including current techniques, processes, terminology, technology and basic compositional and conceptual skills of graphic design. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used.

ARTO-113 Graphic Design

0-6-3

This course is available in Fall.

An introduction to the theoretical and practical aspects of visual communication, including current techniques, processes, terminology technology and basic compositional and conceptual skills of graphic design. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used.

ARTO-116 Fibers I

0-6-3

This course is not offered on a regular basis.

An introduction to fibers as an art form emphasizing aesthetic and technical development using existing fiber surfaces and/or fabricated surfaces. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used.

ARTO-117 Ceramics I

0-6-3

This course is available Fall and Spring.

An introductory studio consisting of both hand and wheel methods of construction. Examination of clay bodies, glazes, decoration methods and kiln firing. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used.

ARTO-118 Life/Figure Drawing

0-6-3

This course is not offered on a regular basis.

An introduction to drawing the figure from observation or through invention to describe the dynamic qualities of the figure through basic drawing elements, methods, and materials. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Prerequisite: ARTO 101 and ARTO 111

ARTO-204 Painting I

0-6-3

This course is available in Spring.

An introduction to basic painting techniques and color principles applied to the exploration of oil and/or acrylic painting media. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Prerequisite: ARTO 101 or with approval of instructor or Academic Dean or based on portfolio review

ARTO-213 Graphic Design II

0-6-3

This course is available in Spring.

Graphic Design II is an advanced continuation of practical aspects of problem solving in visual communications using advanced design concepts, techniques, and software applications. There is an expectation that all studio-based courses include appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used. Prerequisite: ARTO 113

ARTO-214 Painting II

2-2-3

This course is available in Spring.

A continuation of Painting 204. Concentration areas are: a) watercolor, b) acrylic, and c) figure painting and portraiture. Prerequisite: ARTO 204 or with approval of instructor or Academic Dean.

ARTO-217 Ceramics II

0-6-3

This course is available Fall and Spring.

As with the introductory course, Ceramics II is designed to develop sensitivity to clay and its properties and to glazes and their interaction with clay. Emphasis will continue to be placed on wheel throwing and concepts appropriate to clay usage, and upon the exploration of and improvement of clay methods and techniques.

AUPM-120 Automotive Parts Management

2-4-4

This course is available Fall and Spring.

This course provides instruction and practical application of the various aspects of managing an auto parts sales business including an awareness of how to obtain the current information from mechanics and cash customers in dealership operations as well as developing an insight into employer's expectations of a salesperson and expert counterperson. In addition; the course will cover basic components in most aftermarket catalogs including the contents, application sections and illustrations. Prerequisite: AUTO 119

COURSE DESCRIPTIONS

AUTO-118 Basic Electrical 2-4-4
This course is available in Fall.

This course provides instruction in the theory, terminology, and operating principles of electrical units used in the automobile. The fundamentals of electricity and electronic components, circuit diagrams, and wiring applications are emphasized to develop sound diagnostic techniques and service procedures for electrical systems. Topics include wire repair techniques, automotive lighting circuits, starting and charging systems.

AUTO-119 Auto Fundamentals & Safety 2-2-3
This course is available Fall, Spring, and Summer.

This is a comprehensive course that focuses on essential skills and knowledge in automotive maintenance and safety. This course combines theoretical concepts with practical applications to equip students with a solid foundation for success in the automotive field. Students receive experience in preventative maintenance including replacing belts, hoses, filters, fluids, and performing visual inspections. Identification of fasteners, fittings measuring tools, and hand tools will be covered. Instruction of engine theory and operation leads to a foundation for more advanced levels of automotive training courses.

AUTO-121 Auto Heat and Air Conditioning 2-4-4
This course is available in Fall.

This course provides an in-depth study of cooling, heating and air conditioning systems found on current automobiles. Topics will include testing, troubleshooting, and servicing of air condition systems plus proper handling of refrigerant and retrofitting units. Co-requisite or Prerequisite: AUTO 119

AUTO-136 Basic Hybrid and Electric Vehicle Tech 2-4-4
This course is available Fall and Spring.

This course is designed to be an introduction to safety involving hybrid and electric vehicles. Student will learn how to use personal protective equipment (PPE), specialized tools such as the multimeter and megohmmeter. Students will also learn how to properly disconnect a high voltage system. Prerequisites: AUTO 118 Basic Electrical, AUTO 119 Auto Fundamentals and Service, AUTO 156 Engine Performance I Or ASE A6 Basic Electrical and ASE A8 Engine Performance

AUTO-139 Brake Systems 2-4-4
This course is available in Fall.

Course includes theory and operations of the disc, drum, parking brake systems, and related components. Students should learn to inspect, test, adjust, and replace brake components using the appropriate manuals, tools, equipment, and safety procedures. Anti-lock Brake Systems (ABS) will be included. Co-requisite or Prerequisite: AUTO 119

AUTO-140 Manual Drive Trains and Axles 2-4-4
This course is available in Spring.

The course covers the principles, design, and function of manual transmissions and driveline systems from the flywheel to the differential. Detained study includes diagnosis, inspection,

adjustment, and servicing clutches, standard transmissions, drive lines, rear axles, universal joints, CV joints, transfer cases, four wheel drive, and limited slip differentials. Co-requisite or Prerequisite: AUTO 119

AUTO-156 Engine Performance I 2-4-4
This course is available in Fall.

This course provides basic instruction in the fuel system operation from computer systems with electronic fuel injection. Detailed service in testing and component replacement is emphasized. Other areas studied will be exhaust systems and emission control devices including their application and service. Co-requisite or Prerequisite: AUTO 119

AUTO-161 Suspension and Alignment 2-4-4
This course is available in Spring.

This course focuses on theory and operation of the steering and suspension systems including struts, alignment, wheel balancing, power steering assemblies, diagnostic procedures, component servicing, and maintenance are emphasized. Co-requisite or Prerequisite: AUTO 119

AUTO-170 Engine Repair & Service 2-4-4
This course is available in Spring.

This course is designed to familiarize students with the skills, equipment, and service techniques that are essential to engine repair and complete rebuilding. Service activities performed include disassembly, cleaning, measuring reassembly, testing, and engine noise identification. Co-requisite or Prerequisite: AUTO 119

AUTO-180 Basic Light Diesel Technology 2-4-4
This course is available in Spring.

Orientation to compression ignition engines, their history, principles of operation, design features, operational cycles, fuels, lubrication, and fuel delivery, as well as the advantages and disadvantages when compared to spark-ignited engines. The fundamentals of the theory and operation are covered, as well as the service of today's light diesel engine. ASE A-9 certification learning objectives are addressed in this course. Co-requisite or Prerequisite: AUTO 119

AUTO-182 Light Diesel Engine Repair 2-4-4
This course is not offered on a regular basis.

Attendees of this class will receive instruction on the theories of operation, diagnosis, repair, and rebuilding of light diesel engines. The class emphasizes hands-on techniques and uses case histories based on real-world scenarios to prepare students for careers in the field. ASE A-9 certification learning objectives are addressed in this course. Prerequisite: A minimum grade of C in AUTO 180 or with approval of instructor or Academic Dean.

AUTO-199 Topics in Automotive 6-12-6
This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the

COURSE DESCRIPTIONS

Automotive profession. This course may be taken for variable credit hours and may be repeated for up to 3 times. Prerequisite: approval of instructor or Academic Dean

AUTO-225 Engine Performance II 2-4-4

This course is available in Spring.

This course is designed to familiarize students with the theory, diagnosis, and repair of automotive controls included in computerized engine control systems and electronic ignition systems. On-board diagnostic systems will be included. Prerequisite: AUTO 156 with a grade of C or better

AUTO-230 Auto Shop Practices & Procedures 2-0-2

This course is available in Spring.

This course will cover automotive management operational procedures for different types of service facilities. Emphasis will focus on the tasks and duties of each member of the service team including the service consultant, technicians, and parts specialists. Topics will include customer relations from the initial contact to the presentation of the invoice to the customer as well as the work environment, legal issues, warranties, campaigns and recalls as well as the job performance techniques for the service team. The course is aligned to the tasks identified by the Automotive Service Excellence for the Automotive Service Consultant. The Core Values and Kaskaskia College will also be a course focus. Prerequisite: AUTO 119 with a grade of C or better

AUTO-235 Advanced Electrical 2-4-4

This course is available in Fall.

This course provides a comprehensive understanding of warning devices and popular power operated accessories. This includes gauges, driver information systems, horn circuits, wiper/washer, power seats, electric door locks, and air bags. Diagnostic procedures are stressed through hands-on work experience on operational vehicles. Basic knowledge and competencies developed in AUTO 118 electrical systems are needed to derive maximum benefit from this course. Prerequisite: AUTO 118 with a grade of C or better

AUTO-236 Adv. Hybrid and Electric Vehicle Tech 2-4-4

This course is available in Spring.

The course will provide advanced knowledge and hands-on experience with the design of the most common components of operation for hybrid and electric vehicles. This course will continue to articulate the importance of safety and the proper use of specialized equipment. The prerequisite of Introduction to hybrid and electric vehicles is required. Prerequisite: AUTO-136

AUTO-238 Intro Electric and Hybrid Vehicles 2-4-4

This course is not offered on a regular basis.

This course focuses on the operation of electric and hybrid electric models that are currently used in transportation vehicles. AC and DC electric motors, batteries, electrical safety and hybrid systems are emphasized. The theories of electric and hybrid electric operation and vehicle service procedures are

covered. Prerequisite: AUTO 119, AUTO 118, and AUTO 235, or consent of instructor

AUTO-266 Engine Performance III 2-4-4

This course is available in Fall.

This course is an advanced diagnosis class. It provides additional experience in performance testing and interpretation of results. Instruction emphasizes exhaust emission testing, and corrective measures. Also, included is advanced electrical service of ignition and fuel systems. Prerequisite: AUTO 225 with a grade of C or better

AUTO-276 Automatic Transmissions 2-4-4

This course is available in Spring.

This course provides introductory studies of front-and-rear wheel drive automatic transmission construction, operation, service, and trouble-shooting. It includes units on torque converters, planetary gear sets, transmission maintenance, hydraulic control systems, overhaul, removal, and installation. Students participate in rebuilding a selected automatic transmission. Prerequisite: AUTO 119 with a grade of C or better

AUTO-280 Automotive Seminar 1-0-1

This course is offered as needed, upon approval by Academic Dean.

An orientation to the automotive internship, including forms necessary for the training program, will be covered. Special attention will be given to such topics as getting along with the local supervisor, the employer, fellow workers, and customers.

AUTO-282 Work Service Practicum 0-6-2

This course is available Fall and Spring.

A laboratory for students to display competency in Automotive Service by applying the information and skills learned in previous technology courses. Completion of 25 hours in Automotive Technology with C or higher.

AUTO-285 Light Diesel Fuel Systems 2-4-4

This course is available in Fall.

This course covers light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to light-duty diesel engines. ASE A-9 certification learning objectives are addressed in this course. Prerequisite: AUTO 180 or with approval of instructor or Academic Dean.

AUTO-286 Automotive Internship 1-10-3

This course is available Fall and Spring.

This class offers supervised on-the-job experience in an approved automotive facility. Students meet one hour per week with the on-campus automotive technology staff, and must work a minimum of 160 hours. Prerequisite: Completion of 25 credit hours of automotive technology courses with C or better or with approval of instructor or Academic Dean.

COURSE DESCRIPTIONS

AUTO-289 Light Diesel Performance

2-4-4

This course is available in Fall.

This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. ASE A-9 certification learning objectives are addressed in this course. Prerequisite: AUTO 180 or with approval of instructor or Academic Dean.

BIOL-101 Biology

3-2-4

IAI BIO 910 IAI LI 910L

This course is available Fall, Spring, and Summer.

Cellular and Molecular Biology. An introduction to biochemistry, molecular genetics, cell structure, function, and processes. Laboratory required.

BIOL-102 Biology

3-2-4

IAI BIO 910 IAI LI 910L

This course is available in Spring.

A course designed to provide a foundation in organismal biology, ecology, and evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals and plants. Emphasis on evolutionary relationships and ecological principles. Laboratory required. Prerequisite: BIOL 101 or equivalent

BIOL-103 Botany

3-2-4

IAI BIO 910 IAI LI 910L

This course is available in Fall.

Introduction to the principles of structure, function, growth, reproduction, and classification of plants. Emphasis placed on plant genetics, anatomy and physiology. Ecological and nutritional aspects of the plant examined.

BIOL-104 Zoology

3-2-4

IAI BIO 910 IAI LI 910L

This course is available in Spring.

This course emphasizes the study of zoological principles and scientific inquiry through selected concepts in biology, such as origination, function, heredity, evolution and ecology, using animals as the type of organism. Topics include animal structure, growth, genetics, evolution, physiology, reproduction, and behavior, along with an examination of major invertebrate animal phyla.

BIOL-117 Systematic Human A & P

3-2-4

This course is available in Fall.

This is a survey course of Human Anatomy and Physiology with emphasis on the cardiopulmonary system. Primarily for students in the Respiratory Therapy Program or with approval from the Academic Dean.

BIOL-120 Human Anatomy and Physiology

4-2-5

This course is not offered on a regular basis.

An integrated study of the organ systems of the normal

human body. Subjects covered included cells, tissues, skeletal, muscular, central and autonomic nervous system, respiratory, cardiovascular systems. Laboratory includes bone study, muscular models, articulated skeleton, A.D.A.M. CD-ROM computer program and cadaver study. Prerequisite: BIOL 101 or one year of high school biology

BIOL-121 Anatomy & Physiology

3-2-4

This course is available Fall, Spring, and Summer.

An integrated study of the organ systems of the normal human body. Subjects covered include cells, tissues, skeletal, muscular, central and autonomic nervous system, and reproductive systems. Laboratory includes dissection or simulations of cat, vertebrate, or human cadaver and appropriate physiological experiments. Prerequisite: One year of high school biology with a "C" or better or BIOL 101, or with approval of instructor or Academic Dean

BIOL-122 Anatomy & Physiology

3-2-4

This course is available Fall, Spring, and Summer.

An integrated study of the organ systems of the normal human body. Subjects covered include: endocrine, respiratory, cardiovascular, digestive, metabolic, and urinary. Laboratory includes dissection or simulations of cat, vertebrate, or human cadaver and appropriate physiological experiments. Prerequisite: BIOL 121

BIOL-125 Human Biology

3-0-3

IAI LI 904

This course is available Fall and Spring.

Examines practical aspects of concepts in human biology. Topics covered include: Heredity, Growth, development, health and disease processes.

BIOL-146 Environmental Biology

3-0-3

IAI LI 905

This course is available in Spring.

Examines ecological principles in relation to environmental problems. Emphasizes current environmental issues and possible solutions and sources of action. An in-depth look at the relationships between human society and the earth's natural resources and environment.

BIOL-215 Microbiology

2-4-4

This course is available Fall, Spring, and Summer.

Introduction to the study of microorganisms with special emphasis on morphology, physiology, pathogenicity, and the economic importance of bacteria and viruses. Students participate in accomplishing laboratory experiments that are designed to acquaint the individual with laboratory procedures and the sterile technique. Prerequisite: BIOL 101 or BIOL 121

BUSN-103 Introduction to Business

3-0-3

This course is available Fall, Spring, and Summer.

A survey of the fundamentals of business. This course is designed to give the student an exposure to all areas of business and form a solid base for further study in the field.

COURSE DESCRIPTIONS

Topics covered include: economics; business environments; the organization, operation, and management of the business firm; marketing, finance, accounting, computer science, and international business.

BUSN-115 Marketing Fundamentals I 3-0-3

This course is available Fall, Spring, and Summer.

A study of the essentials of marketing management with emphasis on the four strategies of marketing decision making: product, distribution, promotion, and pricing. The major environmental forces which affect marketing decision making are also studied such as economic, legal, social/cultural, competitive, and the consumer.

BUSN-127 Principles of Management 3-0-3

This course is available Fall and Spring.

The basic functions and theories of management are examined in detail. The purpose of this class is to provide the student with a solid foundation in management theory. Problem analysis and decision making skills are developed through case problems.

BUSN-128 Principles of Supervision 3-0-3

This course is available in Spring.

A practical study of management fundamentals and how they relate to front-line supervision. Manpower, resources, and production are analyzed in reference to the role of the professional supervisor. A detailed study of the role of labor as it relates to the supervisor's function.

BUSN-134 Managing Diversity 3-0-3

This course is available Fall, Spring, and Summer.

This course is designed to provide the student with the skills and knowledge to manage and value diversity in the workplace. The course will examine many issues facing today's ever-changing work environment. Topics include: cultural behavior, cross-cultural communication, conflict resolution, multicultural work teams and recruitment.

BUSN-137 Digital Marketing and Analytics 3-0-3

This course is available in Spring.

This course introduces students to a variety of social media tools commonly used for marketing products or services. Considerations such as trends in social media use ethical concerns and best practices are also included. Students will also be introduced to search engine optimization techniques and how to utilize analytics data to make marketing decisions. Prerequisite: BUSN 115

BUSN-148 Advertising 3-0-3

This course is available in Spring.

An introduction to the fundamental concepts and practices of advertising/promotion (Integrated Marketing Communication). The focal point of the course is the creation of an advertising/promotion campaign for a given good or service to include researching the consumer, developing the campaign, selecting the media, and outlining a mechanism to measure advertising/promotion effectiveness. Areas of promotion covered include

advertising, public relations and sales promotion.

BUSN-149 Business Mathematics 3-0-3

This course is available Fall and Spring.

Basic mathematics is applied to the problems of business. Topics studied include application of percentage, cash and trade discounts, markup, interest calculations, payroll computations, installment buying, business graphs, and business insurance.

BUSN-151 Entrepreneurship 3-0-3

This course is available in Summer.

A study of the essential decisions an entrepreneur will encounter in starting a business venture. The focus of the course is the development of an effective business plan. Topics covered include: entrepreneurial characteristics, marketing research, financial preparation, legal structures, new venture assessment/evaluation, and sources of capital.

BUSN-154 Principles of Personal Selling 3-0-3

This course is available in Fall.

This course examines the personal selling process. Topics covered include buyer behavior, prospecting/qualifying, planning the sales call, developing/strengthening the sales presentation, handling objections, obtaining commitment, and building relationships. Students will have the opportunity to develop sales skills through various role-playing exercises.

BUSN-156 Business Technology Applications 4-0-4

IAI BUS 902

This course is available Fall and Spring.

This course covers the use of computers and business software to solve a variety of business related problems. Emphasis is placed on using the computer as a management tool. Students will gain exposure to using and integrating word processing, spreadsheet, database, and presentation software packages for the business setting. The course will help to prepare for Microsoft Office certification exams.

BUSN-201 Business Communication 3-0-3

This course is available in Spring.

This course focuses on helping learners to develop skills needed for effective written and verbal communication in professional or work-related settings. During the course, learners will strengthen their knowledge and enhance their communication skills, including key areas of career preparation, listening, team work, culture, ethics, writing, and presenting. Prerequisite: ENGL 101

BUSN-206 Personal Finance 3-0-3

This course is available Fall, Spring, and Summer.

An overview of personal financial planning with an emphasis on financial recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement/estate planning.

BUSN-207 Business Management Internship 1-15-4

This course is available Fall, Spring, and Summer.

Students work in a business related position for a minimum of

COURSE DESCRIPTIONS

225 hours under the supervision of the classroom instructor and the student's supervisor. Students must be interviewed for the internship position and approved by the instructor before registering. Internship and school work are tied together through projects and reports. Prerequisite: Sophomore standing in the Business Program or with approval of instructor or Academic Dean.

BUSN-210 Legal & Social Environment of Busn. 3-0-3

This course is available Fall and Spring.

This course examines the legal environment of business with an emphasis on ethics and social responsibility. Topics covered include: business ethics, U.S. legal system, government regulation, torts and contracts, property, employment legislation, business organizations, securities regulation and antitrust law.

BUSN-215 Small Business Management 3-0-3

This course is available Fall and Spring.

This course is designed to develop the skill and concepts required to start, manage, and operate a small business. Topics of study include: financing, organization, franchising, accounting procedures, marketing, and management. Each student will complete a written business plan. Although there are no prerequisites, a basic knowledge of bookkeeping or accounting would be helpful (ACCT 201).

BUSN-216 Retail Management and Merchandising 3-0-3

This course is available in Fall.

This course, approached from the viewpoint of management, is designed to help the student become familiar with current retailing concepts and practices. Topics covered include store and non-store retailing, consumer behavior, market strategy, store location and layout, merchandising, pricing, promotion, accounting and financial control, human resource management, and customer service.

BUSN-218 Human Resource Management 3-0-3

This course is available in Spring.

A study of employer/employee relationships with emphasis on recruitment and selection, job placement and analysis, transfer, promotion and dismissal, grievance procedures, working conditions, wage standards, motivation, and morale. Class orientated for business management program study.

BUSN-227 International Business Management 3-0-3

This course is available in Fall.

Concepts, principles, and practices of international business environment. Includes corporate organizations, employment characteristics, human relations and communications, and implications of a foreign country's economy and business practices on the U.S. economy and businesses.

CHEM-101 Introductory Chemistry 3-0-3

IAI PI 903

This course is available Fall, Spring, and Summer.

Examines the influence of chemistry on society through the study of contemporary issues such as health, environment and

other applications of chemistry to everyday life.

CHEM-103 General Chemistry 3-2-4

IAI PI 902L

This course is available Fall, Spring, and Summer.

An introductory chemistry course which assumes no prior knowledge of chemistry. It is primarily for non-science majors. The course concentrates on the fundamentals of inorganic chemistry. A brief introduction to organic chemistry is covered, also. Prerequisite: MATH 102, or equivalent, or 1 year of high school algebra or higher-level algebra with a C or better

CHEM-111 Chemistry I (Inorganic Chemistry) 3-4-5

IAI CHM 911 IAI PI 902L

This course is available in Fall.

A study of physical and chemical concepts, atomic structure and periodic classification; concepts of chemical bonding; gas laws; solids, solutions, colloids, and colligative properties; and oxidation-reduction (redox) reactions. Prerequisite: CHEM 101, or CHEM 103, or 1 year of high school chemistry with a C or better

CHEM-112 Chemistry II (Physical & Analytical) 3-4-5

IAI CHM 912

This course is available in Spring.

A study of chemical kinetics, chemical equilibrium, ionic equilibrium solubility products, acids, bases and salts; thermodynamics, electrochemistry, and laboratory oriented towards qualitative and quantitative analysis. Prerequisite: CHEM 111

CHEM-208 Organic Chemistry I 3-4-5

IAI CHM913

This course is available in Fall.

A study of the fundamental structure and classes of organic compounds together with their chemical and physical properties. Bonding, reaction dynamics, reaction types, functional groups, reaction mechanisms and stereochemistry are considered. Students should complete CHEM 208 and CHEM 209 at the same school before transfer, since topics are covered in different order by different schools. Prerequisite: CHEM 112 (Chemistry II) or equivalent

CHEM-209 Organic Chemistry II 3-4-5

IAI CHM914

This course is available in Spring.

Topics include aldehydes and ketones, carboxylic acids and derivatives, dicarbonyl compounds, carbohydrates, amines, amino acids and proteins, heterocyclic compounds, and nucleic acids. Laboratory required. Students should complete CHEM 208 and CHEM 209 at the same school before transfer, since topics are covered in different order by different schools. Prerequisite: CHEM 208 (Organic Chemistry I or equivalent)

CHEM-210 Biochemistry 5-0-5

This course is available Fall, Spring, and Summer.

Topics include basic structure, stereochemistry, synthesis,

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regulation, and metabolism of carbohydrates, proteins, lipids, and nucleic acids. Physical biochemistry of pH and buffers. Structure and function of enzymes including enzyme kinetics and bioenergetics. Topics include glycolysis, gluconeogenesis, hexose-monophosphate shunt, glycogen synthesis and degradation, and insulin and glycogenesis. DNA replication, transcription, translation, protein synthesis by RNA molecules and regulation of gene expression. Cell membrane structure and function, transport, receptors and signal transduction. Laboratory not required. Prerequisite: CHEM 103 or CHEM 111 or High School Chemistry (obtaining a C or better), or with approval of instructor or Academic Dean.

CITA-100 Microsoft Outlook 0-2-1

This course is available Fall, Spring, and Summer.

This course prepares students for the Microsoft Outlook Associate certification. Students will be managing Outlook settings and processes, managing messages, managing schedules, and managing contacts and tasks.

CITA-110 Introduction to Word Processing 1-0-1

This course is available Fall, Spring, and Summer.

This is an introductory course in the use of word processing software in a business environment. Topics covered include file management, document creation, formatting features, tables, graphics, themes, building blocks, and mail merge.

CITA-112 Microsoft Word Expert 0-6-3

This course is available Fall, Spring, and Summer.

This course prepares students for the Microsoft Word Expert certification. Students will be managing document options and settings, using advanced editing formatting features, creating custom document elements, and using advanced Word features. Prerequisites: CITA 151 or CITA 110 or with approval of instructor or Academic Dean.

CITA-120 Microsoft Excel (Beginner) 1-0-1

This course is available Fall, Spring, and Summer.

This is an introductory course in the use of spreadsheet applications in a business environment. Topics covered include workbook creation, formulas, functions, charts, managing multiple workbooks, and analyzing table data.

CITA-122 Microsoft Excel Expert 0-6-3

This course is available Fall, Spring, and Summer.

This course prepares students for the Microsoft Excel Expert certification. Students will be managing workbook options and settings, managing and formatting data, creating advanced formulas and macros, and managing advanced charts and tables. Prerequisites: CITA 151 or CITA 120 or with approval of instructor or Academic Dean.

CITA-130 Microsoft Access (Beginner) 1-0-1

This course is not offered on a regular basis.

This is an introductory course in the use of database software in a business environment. Topics covered include: database creation, tables, table relationships, queries, forms, and reports.

CITA-132 Microsoft Access 3-0-3

This course is not offered on a regular basis.

This course prepares students for certification for Microsoft Access. Students will be planning and designing databases, working with Access, building and modifying tables, building and modifying forms, viewing and organizing information, defining relationships, producing reports, integrating with other applications, and using Access tools. This course will prepare students to take the Microsoft Access Exam.

CITA-140 Microsoft Powerpoint (Beginner) 1-0-1

This course is not offered on a regular basis.

This course will provide students with the skills and the design concepts necessary to create interactive classroom tools with Microsoft PowerPoint. These interactive classroom tools include dynamic presentations created with layering techniques, personalized programs, interactive practice quizzes, and animated storybooks.

CITA-142 Microsoft Powerpoint 3-0-3

This course is not offered on a regular basis.

This course prepares students for certification for Microsoft PowerPoint. Students will be creating a presentation, modifying a presentation, working with text, working with visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. This course will prepare students to take the Microsoft PowerPoint Exam.

CITA-151 Intro to Computer Applications 4-0-4

IAI BUS 902

This course is available Fall, Spring, and Summer.

Designed primarily for students planning to major in business. Course will acquaint and train students in the use of business software including word processing, database management, spreadsheets, presentation software, and Internet access methods.

CITA-200 Accounting Software Package 3-0-3

This course is not offered on a regular basis.

Students will learn and use many of the features of QuickBooks extensively, including recording transactions, applying customer and vendor discounts, tracking inventory, ordering merchandise, preparing a multitude of reports, closing an accounting period, and compiling charts and graphs. QuickBooks online features and integration with Microsoft Excel and Word are also explored. Students will learn how to import and export with QuickBooks Pro. Students will be able to use IIF files and CSV files with QuickBooks Pro. Prerequisite: ACCT 100 with a grade of C or better or with approval of instructor or Academic Dean.

CITA-212 Microsoft Word Expert 3-0-3

This course is not offered on a regular basis.

This course prepares students for expert level certification in Microsoft Word. Students will be working with paragraphs, working with tables, using advanced features, merging letters with data sources, and collaborating with workgroups. This

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course will prepare students to take the Microsoft Word Expert Exam. Prerequisite: CITA 112

CITA-222 Microsoft Excel Expert 3-0-3

This course is not offered on a regular basis.

This course prepares students for the Expert certification for Microsoft Excel. Students will be importing and exporting data, using templates, multiple workbooks, formatting numbers, printing workbooks, working with toolbars, macros, auditing a worksheet, displaying and formatting data, using analysis tools, and collaborating with workgroups. This course will prepare students to take the Microsoft Excel Expert Exam. Prerequisite: CITA 122

CITA-225 Advanced Computer Applications 4-0-4

This course is not offered on a regular basis.

This course builds on topics taught in CITA 151 - Intro to Computer Applications. The course will cover advanced topics in word processing, spreadsheets, and relational databases using popular business and industry applications. An emphasis will be placed on topics to be successful in business, accounting, and office technology careers. Prerequisite: CITA 151

CITA-240 Digital Illustration (Adobe) 3-0-3

This course is not offered on a regular basis.

This course is an introduction to digital illustration utilizing Adobe Illustrator. The focus of the course will be to introduce the student to vector images and Illustrator's drawing features. Illustrator will be used to produce artwork comprised of mathematical descriptions of shapes, curves, fills and patterns. Masking and compounding techniques, along with complex blends and gradient meshes, are used to create complex graphics. Color is explored in pre-press productions to ensure illustrations comply with commercial printing and imaging standards. The student will learn to apply shadows, lighting effects, filters, and a wide range of other graphic appearances. Tools for saving files in formats compatible with the World Wide Web are also part of the course. Illustrator objects can also be imported into all major page layout and photo-editing programs. Prerequisite: OFTC 110

CITA-242 Digital Imaging With Adobe Photoshop 3-0-3

This course is not offered on a regular basis.

This course is an introduction to digital images utilizing Adobe Photoshop, which is several programs in one. The focus of the course will be to introduce the student to Photoshop as an image editing and painting tool set to demonstrate methods for adjusting tonal range in photographic images, and to teach basic special effects for multimedia applications. Images consist of scans taken from clip art or photos. The student will create original art work from scratch and make composite images, or montage, to which the student may add special effects. The student will import and export graphics. Imaging is used in desktop publishing and web design. Homework is required which may be completed in computer labs that are equipped with the Adobe Photoshop software program.

CITA-243 Adobe InDesign 3-0-3

This course is not offered on a regular basis.

This course will cover the desktop publishing software Adobe InDesign. Students will learn how to use the InDesign workspace, set up documents, create attractive documents such as newspapers, flyers, books and tables. The students will also learn how to create and manipulate color, text, graphics, and layers within the InDesign workspace.

CITA-244 Desktop Publishing Basics 3-0-3

This course is available in Spring.

This course is an introduction to desktop publishing production techniques. The focus of the course will be to introduce the student to the layout and design of digital documents for commercial printing and/or electronic distribution. Topics include creating and editing single and multi-page publications, commercial printing considerations; editing text and controlling text flow, using colors and graphic design objects; custom fonts and color schemes, layout considerations, typography, lines and frames, anchored items, long document construction, and creating templates. Print production will be explored through the initial design and development stage and include output considerations. Prerequisite: OFTC 111 or OFTC 111C

CITC-120 CISCO Network Essentials 3-2-4

This course is available in Fall.

CISCO Network Essentials is the first of four courses leading to the CISCO Certified Network Associate (CCNA) certification. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CITC-121 CISCO Routing and Switching 3-2-4

This course is available in Fall.

CISCO Routing and Switching is the second of four courses leading to the CISCO Certified Network Associate (CCNA) certification. This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Prerequisite: CITC 120 with a grade of C or better

CITC-122 CISCO Scaling Networks 3-2-4

This course is available in Spring.

CISCO Scaling Networks is the third of four courses leading to the CISCO Certified Network Associate (CCNA) certification. This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. Students will be able to configure

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and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Prerequisite: CITC 121 with a grade of C or better

CITC-123 CISCO Connecting Networks 3-2-4

This course is available in Spring.

CISCO Connecting Networks is the last of four courses leading to the CISCO Certified Network Associate (CCNA) certification. This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Students will prepare to take the CCNA certification exam. Prerequisite: CITC 122 with a grade of C or better

CITC-150 Wireless Networking Fundamentals 2-2-3

This course is available in Summer.

This course teaches students to develop, implement and troubleshoot wireless networks. Topics include an overview of technologies, security and design best practices along with comprehensive coverage of the IEEE 802.11 standards. The objectives of this class map closely to the Certified Wireless Network Administration (CWNA) certification exam.

CITC-210 CCNA Security 2-2-3

This course is available in Spring.

The Cisco CCNA Security course is designed to prepare students seeking entry-level security specialist skills. Students will gain technical knowledge using hands-on and online e-learning solutions to develop an in-depth understanding of network security principles. Students will learn how to work with a variety of security tools as well as implement effective mitigation controls. The CCNA Security curriculum will prepare students for passing the Security IINS (640-553) certification exam sponsored by Cisco Network Systems. Prerequisite: Successful completion of CITC 121 or Current (Non-expired) CCNA Routing and Switching

CITD-200 Relational Database Concepts & Appl 2-2-3

This course is available in Fall.

Course will provide students with comprehensive access to Oracle databases through SQL statements and construct PL/SQL programs. Students will learn how to write SQL statements to retrieve and modify database information, use SQL *Plus and SQL Developer work with database objects, and write PL/SQL programs for business purposes.

CITD-220 Database Security 2-2-3

This course is available in Spring.

Course will provide students with comprehensive knowledge

and skill sets required to effectively secure databases. Students will learn and develop ability to evaluate, improve, and manage security controls related to access rights, permissions, roles, job functions, and methodology behind eliminating inference. Course will also provide knowledgebase for understanding threats and vulnerabilities associated with database systems and how to implement effective mitigation controls to protect data assets.

CITD-230 Secure Software Engineering 2-2-3

This course is available in Spring.

Course will provide students with comprehensive knowledge and skill sets required to develop secured applications for business purposes. Students will gain the capabilities to identify vulnerability and threats to multiple programming languages. Students will learn techniques used to develop secured applications and test the validity of the security controls implemented in networked environments. Course will prepare students to successfully design framework for developing applications with reduced threats and vulnerabilities.

CITG-183 Client Operating Systems 2-2-3

This course is available in Fall.

This course will provide an advanced operational knowledgebase encompassing the Windows Professional operating system consisting of deployment, configuration, migration from older Windows versions, the NTFS5 file system, administration of system security, & troubleshooting. Course will help to prepare for one (1) of the seven (7) required exams to obtain an MCSE.

CITG-250 Comp Inf Technologies Internship 0-4-2

This course is available Fall, Spring, and Summer.

This course is designed to provide on-the-job training for the student who will be introduced to real life situations in the business field. Students will develop a professional resume and complete a mock cover letter to prepare for future job application processes. This course should be completed in student's last semester.

CITN-110 Security+ 2-2-3

This course is available Fall and Spring.

This course will provide an advanced security knowledgebase consisting of communications security, infrastructure security, authentication, operational security, cryptography, access control, & proper steps to configuring a better security system. Course will help to prepare for the Security+ certification available from CompTIA.

CITN-112 A+ Certification 2-2-3

This course is available in Fall.

This course will prepare the student to take the A+ Certification Exam. The student will gain knowledge, skills, and customer relations expertise for a successful computer service technician.

CITN-113 Ethical Hacking 2-2-3

This course is available in Spring.

This course will provide a comprehensive knowledgebase of the

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art of ethical hacking and security testing practices. Students shall acquire skills necessary to perform as efficient network & computer system security professionals. Course shall prepare students to implement mitigation controls and develop critical thinking skills. Prerequisite: CITN 110 or concurrent enrollment.

CITN-114 Computer System Forensics 2-2-3

This course is available Fall and Spring.

This course will provide a comprehensive knowledgebase of the policies, procedures, and practices of the art of computer system forensics. Students shall acquire skills necessary to analyze and perform forensics on all Windows based platforms and learn methods of computer system crime prevention. Course will enhance student's capabilities of diagnosing, discovery, and apprehension of unauthorized computer system use.

CITN-116 IDS & Firewall Administration 2-2-3

This course is available in Spring.

This course will provide a comprehensive knowledgebase of the firewalls and appropriate configuration with additional security measures, how to implement and integrate multiple forms of IDS security devices to provide proper security for LANs. Students will learn how to combine firewall technologies with DMZs, routers, and VPNs to create optimal perimeter security.

CITN-130 Introduction to Server Systems 2-2-3

This course is available in Fall.

The main goal of this course is to provide students with a comprehensive understanding of Microsoft Windows Server Systems and to prepare students to tackle server administration. Another goal is to prepare students for the Windows Server certification. The course focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and troubleshooting problems. Students have an opportunity to apply their knowledge through hands-on projects and case study assignments. As students complete the hands-on projects, they will be keeping a journal of lab observations.

CITN-217 Virtualization Technology 2-2-3

This course is available in Spring.

This course will introduce cloud technologies and a variety of virtualization technology solutions. Course will teach how to plan for adding and expanding virtualization capabilities, the implementation of new virtual systems, and the management of established virtual systems. Students will also learn how to troubleshoot technical issues associated with virtualized systems.

CITN-220 Advanced Server Administration 2-2-3

This course is available in Spring.

This course will provide an advanced technical knowledge base of modern Windows Server-based network operating systems for network administrators. The course covers migration to new Windows-based server platforms, designing server systems,

advanced administration, & maintaining Active Directory-based domains, plus complete coverage of the new features and available technology available to enhance and support Windows-based network operating systems and network model. The course will help to prepare students for taking Microsoft IT Certification exams. Prerequisite: CITN 130

CITN-225 Enterprise Architecture 2-2-3

This course is available in Spring.

This course will maximize student technical performance for implementing and managing network infrastructures used to support modern business infrastructure. A solid foundation of execution is vital to ensuring that the network infrastructure can support innovation as well as stability. The steps required to advance the existing enterprise architecture to higher maturity levels will be covered along with large-scale effective project management techniques. Students will develop the skills required to effectively plan, design, manage, and update network infrastructures that support enterprise architecture.

CITN-235 Mastering Linux 2-2-3

This course is available in Spring.

The course will introduce students to the features and utilities available with the Linux operating systems. This course will provide a conceptual view of the Linux system and its place in the world of Information Technology. This will provide the capability to operate, install, configure, and manage Linux-based operating systems and Linux-based tools. The course will prepare students to take the Linux+ CompTIA Certification exam.

CITN-240 SQL Server 2-2-3

This course is available in Spring.

This course offers a comprehensive overview of SQL Server systems and SQL database fundamentals. Students will learn how to implement new SQL Server systems and create databases to support applications used to conduct daily operations in business environments. Course will teach students how to perform administrative tasks, maintenance, and roll-out SQL database structures over the network enterprise. Course will support student gaining one or more respected industry standard Microsoft SQL Server certification exams.

CITP-155 Programming I 2-2-3

This course is available Fall and Spring.

This course will introduce learners to foundational programming basics and theory using the Python programming language. Course will provide students with knowledge for performing a variety of programming tasks including but not limited to working with functions, classes, methods, variable, data types, control structures, and unified coding solutions. Troubleshooting and coding error correction identification will be demonstrated by learners.

COURSE DESCRIPTIONS

CITP-210 Java

1-4-3

This course is available in Fall.

This course is designed to teach the student the Java programming language and basic programming techniques.

CITS-115 Risk Analysis & Management Fund.

2-2-3

This course is available Spring.

Course will provide students with comprehensive knowledge and skill sets required to perform risk analysis in network enterprises. Students will learn a variety of risk analysis methods used to determine the risks, impacts, and outcomes from exposure in business scenarios. Course will prepare students to manage and respond to crisis as direct result to compromise events. Students will learn how to make required preparations to avoid unnecessary risks associated with technology.

CITS-145 Foundation of Info System Management

2-2-3

This course is available in Spring.

Course will provide students with knowledgebase covering the foundations of information technology service management. Students will learn how to align business directive to information technology related services. Students will complete case-study to develop effective skill sets required to excel with gaining the ITIL (IT Infrastructure Library) certification.

CITS-200 Cyber Defense and Counter Measures

3-2-4

This course is available in Fall.

Course will provide a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Students will learn about current threat trends across the Internet and their impact on organizational security. They will review standard cybersecurity best practices and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, students will work with live viruses, including botnets, worms, and Trojans. In addition to technical cybersecurity components, they will learn and explore the non-technical aspects of cybersecurity necessary to mitigate risk and lessen exposure, security policy management, and business continuity planning. This course provides an excellent foundation for those proceeding to CISSP, CEH, CISA, or CISM training. Prerequisite: CITN 113 or same semester enrollment

CITS-210 Information Technology Forensics

2-2-3

This course is available in Fall.

Course will provide advanced laboratory and crime scene exercises to achieve a higher level of proficiency in documenting, processing, and preserving complex items of evidence, as well as the management and coordination of a complex crime scene. Students will learn advanced forensic casework processes and how to perform advanced analysis of diverse types of digital evidence. Students will learn incorporation of network evidence into investigations in order to provide better findings used to expedite completion of computer forensic investigation processes in order to provide the proof or intent of any form of cybercrime

in a court of law. Prerequisite: CITN 114

CITS-225 Information Assurance I

2-2-3

This course is available in Fall.

Course will provide an overview of techniques for ensuring and managing information security. Topics include administrative and technical security controls to prevent, detect, respond to, and recover from data asset violations; risk and vulnerability analysis to select security controls; security planning; security architecture; security evaluation and assessment; and legal, ethical, and privacy aspects of information assurance. Information security fundamentals, such as cryptography, authentication, and access control techniques, and their use in network, operating system, database, and application layers. Prerequisite: CITN 110

CITS-245 Information Assurance II

3-2-4

This course is available in Spring.

Course will provide in-depth advanced topics in information assurance, including selections from the following: formal verification of systems, formal models of information flow and protection, distributed system authentication, protocol design and attack, computer viruses and malware, intrusion and anomaly detection models, multi-level security, active defenses, investigation processes, auditing, anonymity and identity, and database security models and mechanisms. Prerequisite: CITS 225

CITS-248 Security Architecture

2-2-3

This course is available in Spring.

Course will provide understanding and practical application of the techniques and architectural components used to provide a secure computing environment. Key subject areas include enterprise security architectural concepts and technologies and techniques used in cyber security architecture. Students will learn how to implement new and upgrade existing secured computing enterprises commonly found within medium-large scale business infrastructure systems. Prerequisite: CITS 200

CITW-105 Design Concept Essentials

3-2-4

This course is available in Fall.

Course will introduce students to relative professional design concepts related to the development of high quality websites and applications. Students will learn vital design concepts that are required for any business to develop successful web and mobile apps used in conjunction with modern technology tools. Students will also learn how to connect to and interface with web Content Management Systems (CMS) to support the management of existing websites and how to deploy websites using mainstream methods. Students will learn fundamentals for integrating social media tools to promote and successfully market according to best practices.

CITW-110 Web Site Design-HTML

3-0-3

This course is available in Fall.

This course will teach students how to write HTML to create web pages and web sites. The students will learn the basics of

COURSE DESCRIPTIONS

HTML and how to use Cascade Style Sheets (CSS) to format these pages. Students will also cover fonts, hyperlinks, colors, graphics, tables, and web forms. XHTML rules will be used throughout the course to maintain consistent coding.

CITW-120 Database Management 2-2-3

This course is available in Fall.

This course offers a comprehensive overview of the tools and techniques needed to plan, create, utilize, and manage databases with a focus on the Structured Query Language (SQL). Using prevalent database management systems, a variety of database management skills will be learned including normalization, design modeling, data integrity, and database policies.

CITW-125 Web Authoring Applications 3-0-3

This course is available in Spring.

Students will create, build, and manage web sites and Internet applications. Students will learn to perform standard maintenance operations such as viewing, opening and moving files, transferring files between local and remote sites, and designing site navigation with the Site Map. Prerequisite: CITW 110

CITW-200 Dynamic Web Programming I 3-0-3

This course is not offered on a regular basis.

This course will introduce students to web programming languages used to create and maintain dynamic websites. Students will be introduced to creating scripts, working with variable, writing control structures, handling user inputs, and creating arrays. Students will also learn how to create, manipulate, and maintain a database for use with a website. An industry-accepted programming language will be used in this course. Prerequisite: CITW 110

CITW-210 Adobe Flash 3-0-3

This course is not offered on a regular basis.

This course is a beginning level course for learning Adobe Flash.

CITW-212 Javascript 3-0-3

This course is not offered on a regular basis.

This course discusses the JavaScript, web programming language. The student will learn how to create variables and data types and perform operations on them using JavaScript. The student will also create functions, events, and control structures and use them in web pages. The class will also cover object-oriented programming techniques and ASP.NET. Prerequisite: CITW 110

CITW-220 Designing Mobile Apps 2-2-3

This course is available in Spring.

Course will introduce students to a variety of development solutions to build effective mobile applications supported by the major smartphone manufacturers. Students will learn how to create mobile applications using design strategy reflective of meeting mainstream business needs in a mobile application using software. Course will provide students with the knowledge related to the infusion of social media

marketing tools, data connectors, e-commerce or purchasing, and deployment options for implementation of developed mobile application.

CITW-230 ASP.NET Dynamic Web Programming II 3-2-4

This course is available in Spring.

The course will show students how to use Visual Studio and ASP.NET to design and code web applications that get data from a database. This course will also show students how to test and debug web applications. This course will show students how to use master pages, site navigation, and themes. Prerequisite: CITW 155

CNEL-104 Electrical Print Reading 3-0-3

This course is available in Fall.

Students will be able to identify, read, and utilize plans, schematics, and ladder diagrams to complete a new, remodel, or troubleshooting type job.

CNEL-105 D.C. Fundamentals 3-0-3

This course is available in Fall.

This course presents the basic electrical principles involved in electricity and electronics. Topics include Ohm's and Kirchoff's laws: series, parallel and combination circuits, resistance, magnetism, electromagnetic induction, inductance and capacitance in DC circuits with practical mathematical analysis. Students will demonstrate testing, analysis and construction of circuits; instruction and practice in utilizing the function capabilities of electronic measuring instruments.

CNEL-106 AC Fundamentals 3-0-3

This course is available in Spring.

A continuation of D.C. Fundamentals INDT 105 with emphasis on alternating current circuits. Topics include generation and measurement of AC, transformers, reactance, impedance, resonance and filters. Students will use oscilloscope for circuit analysis. Prerequisites: CNEL 105 or with approval of instructor or Academic Dean

CNEL-111 Residential Wiring 2-2-3

This course is available in Fall.

In Residential Wiring the student will learn the proper methods of new wiring as well as practices in existing wiring. The National Electrical Code, as it applies to residential work, and job safety will also be taught.

CNEL-115 Electrical Raceways & Installations 3-2-4

This course is available in Fall.

This course will cover the proper layout and installation of raceways, junction boxes and conductor installation in industrial and commercial applications.

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CNEL-116 Commercial Electrical Wiring 3-2-4

This course is available in Spring.

Commercial lighting, power systems, fire alarm systems and HVAC wiring are covered in this course. Prerequisite: CNEL 115 or with approval of instructor or Academic Dean

CNEL-121 Drives and Motors 2-2-3

This course is available in Fall.

This course is designed to cover the fundamentals of both DC and AC motors. The course will cover single phase and three phase motors along with different control methods such as speed control, reversing and plugging. Prerequisite: CNEL 106 or with approval of instructor or Academic Dean

CNEL-125 Electrical Power & Machinery 3-2-4

This course is available in Fall.

Electric power, distribution, motors and transformers are taught. Also covered will be proper grounding and power quality for sensitive electronic equipment. Prerequisite: CNEL 111 and CNEL 116 or with approval of instructor or Academic Dean

CNEL-168 National Electric Code 3-0-3

This course is available in Spring.

This course covers the electrical installation practices according to the NFPA 70, National Electrical Code (NEC) and sets the foundation for electrical safety in residential and commercial occupancies. Code standards for all electrical systems, both residential and commercial, are covered during this course.

CNEL-211 Industrial Troubleshooting and Repair 2-2-3

This course is available in Spring.

Rather than concentrating on particular systems, this course emphasizes techniques which help the students develop a systematic approach for locating problems. Narrowing the search by examining subsystem functions; fault isolation within a subsystem; quiescent checks; signal checks; and troubleshooting digital systems are covered. Prerequisites: CNEL 121 or with approval of instructor or Academic Dean and concurrent enrollment in CNEL 280.

CNEL-221 Industrial Wiring 2-2-3

This course is available in Fall.

This course provides the student with an understanding of industrial electrical power systems, including three phase circuits, motors and associated electrical and electric control. Prerequisites: CNEL 106, CNEL 111 & 116 or with approval of instructor or Academic Dean

CNEL-270 Electrical Safety 70E 2-0-2

This course is available in Spring.

This course is based entirely on electrical safety towards new and remodeled construction and service related electrical applications. It is designed around the industry standard written by the National Fire Protection Association. The standard is known as 70E and is incorporated in the OSHA regulations. NFPA created the standard to reduce injuries and save lives.

CNEL-276 Indust. Elect. Control Systems Appl. 2-2-3

This course is available in Spring.

This course is designed to introduce the students to commercial electric systems and applications. Topics include: fire alarms, safety circuits, temperature control systems, renewable energy sources and emergency back-up systems. Prerequisites: CNEL 116 and CNEL 121 or with approval of instructor or Academic Dean

CNEL-280 Program. Control Concepts and Appl. 2-2-3

This course is available in Spring.

This course is designed to introduce the Concepts and Applications of Programmable Controllers (PCS) to the students through lecture and laboratory experiments. Students will be required to design and assemble an operational circuit using a sequence of operation. This introduction course will cover numbering systems, logic concepts, CPU, I/O systems, and programming the controllers. Prerequisite: CNEL 116 and CNEL 121, or with approval of instructor or Academic Dean

COMM-103 Fundamentals of Speech Communication 3-0-3

IAI C2 900

This course is available Fall, Spring, and Summer.

This course surveys the basic fundamentals of effective speaking. Emphasis is placed upon personal adjustment to the speaking situation and the preparation of various kinds of speeches.

COMM-106 Introduction to Sign Language 3-0-3

This course is available in Fall.

Teach the student to fingerspell and sign with demonstrations and teacher-pupil application. Through teacher-pupil application and demonstrations students will learn the manual alphabet through fingerspelling and words, phrases, and sentences through sign language. Speed, accuracy, and fluency will come through drills, games, and storytelling. A signing vocabulary of 500 words will be each student's goal.

COMM-107 Intermediate Sign Language 3-0-3

This course is available in Spring.

To increase student's vocabulary of 450 signs to 800 signs with concentration on clarity, accuracy, and fluency. This will be achieved through role playing, interpretation of cartoons, songs, and storytelling. Prerequisite: COMM 106, satisfactory completion of course or with approval of instructor or Academic Dean

COMM-150 Intro to Mass Communication 3-0-3

IAI MC 911

This course is available in Fall.

Provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. Students will trace the historical development of various media forms, comprehend public relations and advertising ties to the media as well as critically analyze legal and ethical media issues amongst various other topics within this course.

COURSE DESCRIPTIONS

COMM-151 Journalistic Writing 3-0-3

IAI MC 919

This course is available in Spring.

Introduction to news writing, including the techniques of news gathering, reporting, and interviewing; the use of library and online database research methods; and other related skills.

Students write basic stories under real time constraints and demonstrate knowledge of AP stylebook rules. Prerequisite: A grade of C in COMM 150 or concurrent enrollment in COMM 150

COMM-152 Copy Editing & Rewriting 3-0-3

IAI MC 920

This course is available in Fall.

Introduction to the principles and techniques of electronic editing, information management, and publication design emphasizing the editing of body copy and display type for maximum clarity and impact while applying AP stylebook rules. Prerequisite: A minimum grade C in COMM 150 and 151 or permission of instructor

COMM-153 Photo Journalism 3-0-3

IAI MC 921

This course is available in Spring.

An introduction to the principles and techniques of photojournalism for use in print, broadcast and other journalistic mass media. Students will use emerging techniques and technologies to create journalistic content and demonstrate understanding of basic digital image processing. Prerequisite: A minimum grade C in COMM 150 and COMM 151, or permission of instructor

COMM-200 Organizational Communication 3-0-3

IAI MC903

This course is available in Fall.

This course surveys the major communication functions in organizations and their relationship to organizational culture, personnel, administrative, technological and social factors. Course emphasis is placed on enhancing student knowledge of communication in organizations by exploring topics on classical, human relations & resources, systems, and critical theories as well as topics in conflict, change, diversity, climate, and other important impacts on organizational management. Prerequisite: COMM 103

COMM-204 Interpersonal Communication 3-0-3

IAI MC 901

This course is available in Spring.

An introduction to the study of communication theories and concepts relevant to face-to-face interpersonal interaction. Course emphasis is placed on the role of communication in the creation, maintenance, and termination of social, romantic, familial, and professional relationships. Topics explored are the communication process, identity, emotions, listening, perception, language, verbal and nonverbal communication, relational dynamics, and conflict management.

COMM-205 Advanced Speech Communication 3-0-3

This course is available in Spring.

Students will learn advanced theories and practice of speech communication in order to develop proficiency in various speaking, acting, and interpretive situations. This course elaborates on the fundamentals of effective speaking and acting as well as strengthens the student's ability in the oral interpretation of poetry and literature. Emphasis is placed upon personal adjustment to speaking and theatrical situations. Performance is required and student emphasis will be on considerable practice in composing and delivering speeches. Prerequisite: COMM 103

COSM-104 Cosmetology Career Planning 2-0-2

This course is available Fall, Spring, and Summer.

This course is designed to assist the student in making career decisions by discovering the possibilities available to those in the cosmetology profession. This class will also focus on diversity in the world of cosmetology, the history of the cosmetology profession and salon mathematics.

COSM-112A Beauty Culture Theory I 3-0-3

This course is available Fall, Spring, and Summer.

This course covers the study of basic cosmetology theory. Areas emphasized include infection control, natural nail services, trichology, disorders of the scalp and basic hairshaping.

COSM-112B Beauty Culture Theory I-B 3-0-3

This course is available Fall and Spring.

This theory course advances the student's knowledge beyond the basics of cosmetology. Areas emphasized include nail structure, basic skin care, hair removal and skin anatomy.

COSM-115 Beauty Culture Lab I 0-15-5

This course is available Fall, Spring, and Summer.

Supervised practice in the development of skills in shampooing, hair shaping, natural nail services, thermal styling, roller setting, braiding and perm waving.

COSM-116 Beauty Culture Lab II 0-15-5

This course is available Fall and Spring.

Supervised practice in the developing of skills in hair lightening, tinting, skin care and artificial nail application.

COSM-117 Beauty Culture Lab. III 0-15-5

This course is available Fall, Spring, and Summer.

Supervised clinical application in the department of skills in advanced hair shaping, long hair design, advanced thermal styling, chemical relaxing and artificial nail enhancements.

COSM-118 Beauty Culture Lab IV 0-15-5

This course is available Fall and Spring.

Supervised clinical application in the development of skills in wet hairstyling, progressive haircolor techniques, specialty permanent wave wraps and advanced roller setting.

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COSM-120 Work Ethics

2-0-2

This course is available Fall, Spring, and Summer.

This course is intended to acquaint, give some insights, and training in “on the job” personal relations, problems, situations, and possible solutions for students intending to pursue careers in such fields as cosmetology. The Core Values of Kaskaskia College will also be a course focus.

COSM-121 Fundamentals of Haircolor

2-0-2

This course is available Fall and Spring.

This course is designed to guide students through the principle of color theory and how it relates to hair color. Information will be given concerning tone, level and intensity to allow students the knowledge for proper formulation. Corrective color procedures and decolorization will also be included for a well-rounded look at the hair color business. The chemistry of hair color will be emphasized to allow for a thorough understanding of the chemical action on the hair.

COSM-122A Beauty Culture Theory II

3-0-3

This course is available Fall, Spring, and Summer.

This course focuses on advanced cosmetology theory. Areas of study included the chemical and physical action of permanent waves and chemical relaxers, hair pressing and general anatomy pertaining to the cosmetology industry.

COSM-122B Beauty Culture Theory II-B

3-0-3

This course is available Fall and Spring.

This advanced theory course places emphasis on the principles of hair design, styling techniques, artificial hair and the use of electricity in the cosmetology industry.

COSM-123 Salon Management and Marketing

2-0-2

This course is available Fall, Spring, and Summer.

An in-department, classroom experience on opening and running a successful cosmetology salon and the marketing strategies that accompany the salon business.

COSM-125 Salon Business

2-0-2

This course is available Fall and Spring.

An in-depth look at the art of retailing and maintaining a staff and clientele for additional income and salon success.

COSM-130 Beauty Culture Lab V

0-15-5

This course is available Fall, Spring, and Summer.

Supervised clinical application in the development of proper client consultations, communication skill and mastering the basic hands-on skills of the cosmetology profession. This course also includes a salon internship segment.

COSM-132 Beauty Culture Theory III

3-0-3

This course is available Fall, Spring, and Summer.

This final theory course in the cosmetology program focuses on the Illinois Cosmetology Act as well as a review of the entire cosmetology theory curriculum.

COSM-155A Post Grad Beauty Cult Teacher Train

5-12-9

This course is offered as needed, upon approval by Academic Dean.

This course provides 255 hours of post-graduate training covering all subjects in the basic curriculum, including theory and practice. Prerequisite: Active Illinois Cosmetology license

COSM-155B Post Grad Beauty Cult Teach Train II

5-12-9

This course is offered as needed, upon approval by Academic Dean.

This course provides 255 hours of post-graduate training covering all subjects in the basic curriculum, including theory and practical. Prerequisite: Active Illinois Cosmetology license, Completion of COSM 155A

COSM-156 Princ of Beauty Cult Student Train

3-9-6

This course is offered as needed, upon approval by Academic Dean.

Complete knowledge and preparation of subject matter, lesson plan development, student motivation, variety of methods of presentation, testing and related topics are covered in this 180 hour course. Prerequisite: Active Illinois cosmetology license, COSM 155A and COSM 155B (not applicable if enrolled in the 2+ certificate program)

COSM-157 Business Experience

3-0-3

This course is offered as needed, upon approval by Academic Dean.

Maintaining supply inventories, keeping records, interviewing prospective students, and assisting in the buying and handling of supplies will be emphasized in this 45 hour course. Prerequisite: Active Illinois cosmetology license, COSM 155A and COSM 155B (not applicable if enrolled in the 2+ certificate program)

COSM-158 Supervised Teaching

0-18-6

This course is offered as needed, upon approval by Academic Dean.

Solo-teaching and co-teaching in both theory and practical aspects of beauty culture, totaling 270 hours. Prerequisite: Active Illinois cosmetology license, COSM 155A and COSM 155B (not applicable if enrolled in the 2+ certificate program)

COSM-199 Topics in Cosmetology

2-4-2

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Cosmetology profession. This course may be taken for variable credit hours and may be repeated for up to 3 times. Prerequisite: approval of instructor or Academic Dean

CSPM-102 Construction Blueprints & Spec I

3-0-3

This course is available in Fall.

This course is designed to introduce the student to construction blueprints and specifications. Emphasis on how to read and interpret all types of working drawings used in the residential construction industry.

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CSPM-103 Construction Materials & Methods I 4-0-4

This course is available in Fall.

This course is a comprehensive study of the latest materials, (including eco-friendly materials), used in the building industry. Emphasis will be on structured materials.

CSPM-104 Construction Materials & Methods II 4-0-4

This course is available in Spring.

This course is a comprehensive study of the latest materials, (including eco-friendly materials), used in the building industry. Emphasis will be on finishes, punch lists, and closure.

CSPM-106 Estimating Techniques 3-0-3

This course is available in Spring.

This course is designed to familiarize the student with construction cost estimating. The five basic elements are: (1) working drawings and specifications, (2) subcontractor bids, (3) quantity take offs, (4) checklists, and (5) a summary cost estimate. Emphasis will be placed on accurate quantity take offs on residential construction.

CSPM-107 Labor Relations in the Workplace 3-0-3

This course is available in Fall.

This course presents a view of the employer/employee relationship. The following topics are covered: human relations and its role in the workforce, understanding individuals, group communication, the art of listening and counseling, represented labor force relations, motivation, leadership and team building.

CSPM-201 Construction Estimating/Cost Acct 2-2-3

This course is available in Fall.

In this course, students learn the methods and procedures used in estimating commercial construction cost. Prerequisite: CSPM 106 with a grade of C or better

CSPM-203 Construction Scheduling I 2-2-3

This course is available in Fall.

This course is an introduction to modern construction scheduling methods and techniques. The application of various scheduling methods will provide an understanding of what the importance of time sequencing and coordination has on completing a construction project in a timely manner.

CSPM-205 Construction Planning and Scheduling 2-2-3

This course is available in Spring.

The student will understand principles, details of critical path, and prescience planning methods. This course will utilize Microsoft Project software to allow hands on preparation of scheduling projects. Prerequisite: CSPM 203 with a grade of C or better

CSPM-207 Construction Technology 1-4-3

This course is available in Spring.

The Construction Technology Course is designed to give students a broad experience in various tools, equipment and software utilized in the construction industry.

CSTR-100 Fund. of Construction Practices 2-0-2

This course is available in Fall.

This course is an introduction to the basic fundamentals of construction safety, materials, tools, and practices involved in modern building. This course allows those qualified to receive a 10-hour OSHA card. This course also covers construction materials and their sustainability, application, and limitations.

CSTR-101 Site Work and Layout 2-4-4

This course is available in Fall.

This course presents the student with the fundamentals of location and squaring a building on a particular site. It also includes the setting, establishing, and shooting grades and elevations, the laying out of building lines, pier and bolt settings, setting batter boards, and other related skills.

CSTR-102 Carpentry and Concrete 1-4-3

This course is available in Spring.

This course primarily deals with the setting of concrete forms. Beginning with flat work layouts, insulated concrete forms, and steel frame forms. This course includes setting, bracing, whaling, and lining of the aforementioned forms.

CSTR-103 Rough Frame Construction I 2-4-4

This course is available in Fall.

This course introduces the student to the fundamentals of framing residential and light commercial structures with either wood or light gauge metal materials. Course covers framing tasks and problems in floor, wall, and roof framing. Student is also introduced to sizing and load calculations for beams, columns, and headers.

CSTR-104 Print Reading 1-2-2

This course is available in Spring.

This course covers reading and interpreting drawings used in construction. Emphasis is given to understanding overall interrelationship between site plan, elevation, and sectional drawing.

CSTR-106 Basic Construction Mathematics 3-0-3

This course is available in Spring.

This course is for construction students seeking a certificate instead of a degree. This course covers basic arithmetic computations needed to be successful in the building trades. Basic construction math uses a step-by-step approach, beginning with the most basic arithmetic. Course covers whole numbers, fraction, decimals, percent, surface area, volume, weight and board feet measure, exponents, and square roots where they apply to construction operations.

CSTR-120 Sustainable Interior Systems 1-4-3

This course is available in Spring.

This course focuses on sustainable developments in modern construction, especially as those techniques as applied to the interior systems and the envelope of the building. This course introduces the student to the use of metal studs in the construction of interior walls and soffits. Students will use

COURSE DESCRIPTIONS

hands-on exercises, building non-bearing walls using metal studs. Students will also learn weatherization procedures in compliance with the International Energy Conservation Code as well as conformation of weatherization standards, outlined in the IECC, through the use of a blower door test. Students will learn how to install sheet rock and suspended ceiling systems.

CSTR-140 Roofing Fundamentals 1-4-3

This course is available in Spring.

This is a basic course in preparation and installation of shingles and shingle underlayments, flashing, and specialty roofing applications. Standing seal metal roofs are covered as well as architectural metal roofs. Also, EPDM roof installations are presented.

CSTR-141 Siding and Exterior Trim 2-4-4

This course is available in Fall.

This is a basic course in the various types of siding and their application, including the installation of appropriate trim work and termination details. This course also covers the different types and styles of exterior doors and windows and their proper flashing and setting.

CSTR-142 Finish Carpentry I 2-4-4

This course is available in Spring.

An introduction to finish carpentry work. Includes setting interior doors and hardware, baseboards, window and door casings, chair railings, and crown moldings. Also covers layout and setting of cabinetry.

CSTR-185 Construction Safety 10 1-0-1

This course is available in Fall.

This course is designed to provide general knowledge and application of OSHA Safety and Health Standards, policies, and procedures as it applies to the construction industry. This course will prepare students to recognize unsafe situations at the worksite and provide acceptable solutions. A 10 hour OSHA card will be obtained with the successful completion of this course.

CSTR-186 Construction Safety 30 2-0-2

This course is available Fall and Spring.

This course (30 hour OSHA) is designed for personnel from all types of the construction industry and business. It is designed to present detailed information on how the provisions of the OSHA act may be implemented in the workplace. Rights and responsibilities under the act, appeals process, record keeping, and voluntary protection programs are covered. Introduction to OSHA's construction industry standards and an overview of the requirements of the more frequently referenced standards are emphasized. Successful completers of the 30 hour class will receive a 30 hour OSHA card.

CSTR-198 Topics in Sustainable Construction 4-4-4

This course is offered as needed, upon approval by Academic Dean.

This course will provide an opportunity for group and individual study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in course syllabus. This course may be taken for variable credit hours. It may be repeated for a different topical area without approval. Specific topic title will be recorded on student's transcript.

CSTR-200 Rough Frame Construction II 1-4-3

This course is available in Fall.

This course is a continuation of CSTR 103 (Rough Frame Construction I), but with emphasis on complicated layouts, such as multi-faceted roofs, roof dormer, bow and angled bays, rough-in of stair ways, arches, circular walls and other framing problems. This course will, also deal with problems of load and span calculations and obtaining structurally sound bearing.

CSTR-201 Finish Carpentry II 1-4-3

This course is available in Fall.

This course is a continuation of CSTR-142, with emphasis on making and installing specialty moldings and trims. It also stresses architectural items built in place in high-end construction. This course is also an introduction to the art of stair finish, from the starting newel to the finish balusters.

CSTR-202 Cabinet Making I 2-4-4

This course is available in Fall.

This is a basic course in the design, layout, and construction of wooden cabinetry. Course will include fundamentals of measuring kitchens and baths for cabinets, designing a workable cabinet scheme, and the construction and setting of cabinets.

CSTR-210 Cabinet Making II 1-4-3

This course is available in Spring.

This is a continuation of CSTR 202, Cabinet Making I. In this course the student will develop more complicated cabinet designs, with emphasis on drawer banks and ornate wood design features. Countertops will also be addressed in this course.

CSTR-220 Carpentry Internship 0-20-4

This course is available Fall and Spring.

The student will work in an approved carpentry position. The student will undergo on-the-job training related to in-class experiences. Actual working time must, at a minimum, be 240 hours.

CTOM-220 CT Cross Sectional Anatomy 2-0-2

This course is available Fall and Spring.

This course is designed for the first year CT student. This course emphasizes the knowledge of recognizing and identifying anatomy in different projections and planes necessary for performing CT images. This course emphasizes the knowledge of identifying and understanding different pathologies that can be seen on CT images. The recognition of normal verses

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abnormal sectional anatomy assists in obtaining high quality CT images. Prerequisite: All computed tomography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists (ARRT)

CTOM-221 CT Images Procedures 3-0-3

This course is available Fall and Spring.

This course is designed for the first year CT student. This course emphasizes the knowledge of recognizing and identifying protocols and image procedures for performing CT images. The interpersonal and professional responsibilities of the health care professional will be delineated. The patient is the primary concern of the CT technologist and certain responsibilities relative to individual patient care must be performed at the highest standard. Prerequisite: All computed tomography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists (ARRT)

CTOM-222 CT Physics and Instrumentation 3-0-3

This course is available Fall and Spring.

This course is designed for the first year CT student. An introduction to the principles and concepts of CT physics with emphasis on operating components, image processing, image display, informatics, image quality, and artifact recognition and reduction. Prerequisite: All computed tomography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists (ARRT)

CTOM-223 CT Clinicals 0-16-8

This course is available Fall and Spring.

This course is designed for the first year CT student. This provides the clinical experience needed for the CT student to obtain the required clinical procedures to establish eligibility for certification by the ARRT. The CT student will successfully perform a minimum total of 125 repetitions of clinical procedures selected by the ARRT (25 procedures performed 5 times each). Prerequisite: All computed tomography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologies (ARRT)

CULI-101 Basic Food Service 3-0-3

This course is available in Fall.

Covers basic qualities and skills needed to work in commercial food service. Brief history, terminology, equipment identification, basic and general information about foods and methods of cooking. Emphasis placed on the development of work behavior, attitude, personal skills. Basic food service math introduced during this course.

CULI-102 Food Sanitation & Safety 2-0-2

This course is available in Fall.

Main emphasis placed on preparing the student to pass the Illinois State Sanitation Exam. Personal development of safe and

sanitary work habits is stressed. An introduction to sanitation scheduling and training along with basic kitchen safety is taught.

CULI-103 Culinary Fundamentals 2-5-4

This course is available in Fall.

The student will learn to make various stocks and their purposes and discuss the use of “convenience” stocks with their advantages and limitations. The student will learn the standard leading sauces, secondary leading sauces and a number of small sauces. Production of basic soups with variations will be introduced and the student will be required to identify by sight, taste and smell, commonly used herbs and spices. The appropriateness of these herbs and spices in various foods will be discussed. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-104 Meat, Seafood & Fabrication 2-5-4

This course is available in Spring.

This course teaches the student to identify wholesale and food service cuts of beef, pork, veal and lamb as well as the principles of preparing meats, fish and poultry. Prerequisite of or concurrent enrollment in CULI 101, 102 and 103

CULI-105 Culinary Fundamentals II 2-5-4

This course is available in Spring.

Course covers various methods of preparing vegetables, potatoes, pastas, rice and other grains for service and storage. Basic pastas production is introduced. The selection of appropriate frying shortening with its maintenance and care are discussed at length. Prerequisite of or concurrent enrollment in CULI 101, 102 and 103

CULI-106 Garde Manger 2-4-3

This course is available in Spring.

Course covers an introduction to Pantry, Larder or Garde Manger work. Student will identify and understand a variety of salad ingredients; the basic methods of preparing oil and vinegar, emulsion, and other dressings and the selection, storage and preparation of fruits” for various purposes. A variety of breads will be introduced along with various sandwich spreads and fillings. The student will prepare several classic sandwiches of his or her own design. The manufacture of canapes, cocktails, relishes and other hors d’oeuvre will be taught. Prerequisite of or concurrent enrollment in CULI 101, 102 and 103

CULI-110 Food Service Field Experience I 0-10-2

This course is available Fall and Spring.

The student will work in the Cafeteria Operations of Kaskaskia College experiencing actual working conditions. This work will be scheduled and directed by the instructor in cooperation with the Cafeteria Manager and the Catering Manager. Times will include evening and weekends. To complete this course, the student must work a minimum of 170 hours.

CULI-114 Equipment & Floor Plan Layout 2-0-2

This course is available Fall and Spring.

The student will study various pieces of equipment used

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in commercial food service. Emphasis placed on selection, efficiency maintenance and economy. Study of the principle of kitchen design and floor service layout. Prerequisite of or concurrent enrollment in CULI 101 and CULI 102

CULI-115 D.M.A. Nutrition 3-4-5

This course is available in Fall.

This course examines basic nutrition, digestion, nutritional deficiencies, nutritional therapy, nutrition screening and assessment, medical terminology, regulatory agencies concerning nutrition, Minimum Data Set (MDS), Care Planning, pertinent medical terminology, nutrition education, continuous quality improvement, menu planning, modify diet planning, meal” service.

CULI-116 D.M.A. Management 2-4-4

This course is available in Spring.

This course provides knowledge regarding: management of foodservice are examined throughout the size and scope of the food service industry. Interpretation of an organizational chart, determine customer preferences, evaluate meal service systems, plan a cycle menu, prepare standardized recipes, forecast amounts of food and determine food to purchase, receiving and storage of food, recommend cooking procedures and equipment needs, verification of food quality, food service safety and productivity, maintenance of department budget, cost effectiveness, design of marketing program.

CULI-117 D.M.A. Human Resources Management 2-4-4

This course is available in Spring.

This course will provide knowledge to: analyze management of human resources responsibilities, interprets state and federal employment laws, determine individual staffing needs, calculate FTE’s, write performance standards, determine employee schedules, use methods to empower staff, conduct performance review, manage change and diversity, appreciate recruitment responsibilities, interview employees, study the impact of unions, learn responsibility for effective communication, conduct department meetings, identify the role of department administrator, manage staff development, implement personal professionalism.

CULI-201 Breakfast & Short Order Cooking 2-5-4

This course is available in Spring.

The student is introduced to the skills required to produce a number of breakfast foods, eggs, cereal and dairy items. The student will understand the correct set-up of short order stations for various purposes and will prepare several short order items. There will be an introduction to the making of coffee, hot tea, iced tea and hot chocolate in commercial quantities. The student will learn of various espresso based drinks, herbal teas and the use of basic maintenance of soda fountains and juice dispensers. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-202 Banquet Cuisine and Service 1-2-2

This course is available in Spring.

Principles of plate presentation through garnishes, plate painting

and food design are introduced. Buffet service, presentation and decoration are covered in detail. Cafeteria style service is discussed. Different styles of banquet service are shown. The preparation, set-up, plating and clean up of these services is fully covered. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-203 Food Service Cost Control 3-0-3

This course is available in Fall.

This course covers basic controls of a commercial food service operation including: recipe yields, portion controls, mark-up requirements, inventory control, cash control, inventory accountability, payroll calculations and culminates in the production of a profit and loss operating statement. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-204 Intro to Hospitality Careers 1-0-1

This course is available in Fall.

An in-depth view of all segments of the commercial food service industry, the job opportunities available, and the qualities needed for these jobs. The student learns how to judge his/her compatibility with each job. Preparation for job search and application is included. Prerequisite of or concurrent enrollment in CULI 101, CULI 102, and CULI 103

CULI-205 Fundamentals of Baking 3-6-4

This course is available in Fall.

A fundamental baking course covering the principles of baking formulas and leaving agents. Practical work includes the production of yeast breads, quick breads, pastries, pies, cookies, and other desserts. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-206 International Cuisine 1-4-3

This course is available in Fall.

A study of the principles of Italian, Japanese, Chinese and Mexican cuisine. The development of African cooking is traced through the South and into today’s Afro-American Soul Food. Several European Classics are produced. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-207 Restaurant Operations 1-3-2

This course is available in Fall.

The student writes menus for various situations, prepares recipe cards, specifies and orders product, then prepares meals for service at a pre-arranged time. The student calculates estimated costs prior to preparation of each meal and compares these to actual costs at the end of the meal. Prerequisite or concurrent enrollment in CULI 101, 102, 103, 104, 105, 106, 202, 203, and 205

CULI-208 Hospitality Law 3-0-3

This course is available Fall and Spring.

This course covers operations, civil rights, operator’s liability, employment issues, contract and property rights, the court system and working with lawyers. Prerequisite of or concurrent enrollment in CULI 101 and 102

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CULI-209 Management in Food Service

3-0-3

This course is available Fall and Spring.

Discusses the organization of different types of food service operations; teaches basic supervision skills; emphasizes the role of management and explores various problem solving techniques. Prerequisite of or concurrent enrollment in CULI 101 and 102

CULI-210 Culinary Fundamentals III

0-20-4

This course is available Fall and Spring.

The student will work in an approved commercial food service operation submitting weekly reports on duties performed and skills learned and/or improved upon. Actual working time in the commercial operation must, at a minimum, be 344 hours.

CULI-213 Fundamentals of Food Purchasing

2-0-2

This course is available Fall and Spring.

The course covers the fundamentals of purchasing and storing in large quantities. Defining and writing product specifications, ordering and receiving purchases, and the importance of inventory control and inventory turn are discussed. Prerequisite of or concurrent enrollment in CULI 101 and 102

DFTG-100 Residential & Commercial Print Rdnng

3-0-3

This course is available in Fall.

The course brings the student in to the eye of the Architect, Engineer and Contractor by walking through Residential, Light Commercial and Heavy Commercial blueprints. Touching on Specifications and estimating, students will experience all aspects of a set of contract documents, learning the different types of construction and some of the means and methods necessary to construct all types of construction. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course.

DFTG-122 CAD Theory and Practice I

1-4-3

This course is available in Fall.

This course introduces Computer-Aided Drafting (CAD) while examining the hardware and operating system (Microsoft Windows) that makes up a CAD workstation. This course will also cover the use of AutoCAD which includes starting and setting up drawings, drawing lines using the coordinate entry methods, creation of basic 2D/3D drawing objects, layer management, line types, color, object snap modes, polar tracking, object snap tracking, dynamic input, construction techniques, creating and managing text objects, display control and drawing inquiry methods. While drawing projects one will also learn how to modify lines utilizing various modification tools such as move, copy, mirror, trim etc. This course will teach troubleshooting situations and how to approach drawing projects with limited information available. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course.

DFTG-126 CAD Theory and Practice II

1-4-3

This course is available Fall and Spring.

This course introduces both basic and advanced dimensioning and hatching techniques with AutoCAD. Topics covered include using the geometry calculator. Use AutoCAD to draw and edit polylines, create section lines, graphic patterns, design symbols and attributes for multiple uses. Student's drawings will be plotted. This course also introduces recommended drafting standards and practices for students to use for properly preparing drawings using AutoCAD. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course. Prerequisite: DFTG 122 or ENGR 103 with a grade of C or better

DFTG-129 Blueprint Reading Machine Trades

3-0-3

This course is available in Fall.

This course is designed to interpret and explore the Machine Trades Blueprint skills required in the industrial world. Line-type identification, terminology, standard abbreviations, object visualization, dimensioning practices and tolerance specification will be exercised. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course.

DFTG-137 CAD Theory and Practice III

1-4-3

This course is available Fall and Spring.

This course explores three-dimensional viewing and construction capabilities of CAD. Topics covered include review of point coordinate system (UCS). Spherical and cylindrical coordinate entry; 3D viewing options, 3D geometry construction, surface mesh, region and solid modeling are also introduced. Using paper space, model space and applied view ports for 3D constructions is covered. Applied bitmap files, shading and rendering to presentation projects will be explored. Students will complete activities to create not only good technical skills but practice the 10 traits that form the core of our Work Ethic curriculum. Prerequisite: Completion of DFTG 126 with a grade of C or better or currently enrolled

DFTG-140 Mechanical Drawing I

1-6-4

This course is available Fall and Spring.

An extensive course devoted to current drafting practices, including experiences related to all drafting conventions. Specific attention will be devoted to: sketching, orthographic projection, multi-view drawings along with basic dimensioning skills. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course.

DFTG-201 Revit

1-6-4

This course is available in Spring.

This course features include a streamlined user interface, ribbons, tool palettes, direct object manipulation and integrated photo realistic rendering and animation. The assignments utilize hands-on methods of learning and key to the major commands and outlines used in operating Autodesk Revit software. Students will complete activities to create not only good

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technical skills but practice the 10 traits that form the core of good work ethics curriculum.

DFTG-202 Inventor 1-6-4

This course is not offered on a regular basis.

This course covers basic through advanced AutoDesk Inventor drafting software. AutoDesk Inventor is a mechanical design assembly, three dimensional solid molding and two-dimensional drawing production software. The course is focused on 3 dimensional functions and applications. You will explore the AutoDesk Inventor parametric solid modeling environment, interface components, basic file management tools, and specific part model commands and creation techniques. Advanced assignments focus on assemblies, weldments, and presentations. Students will complete activities to create not only good technical skills but practice the 10 traits that form the core of our Work Ethic curriculum. Prerequisite: Completion of DFTG 126 with a grade of C or consent of instructor requires a general knowledge of standard AutoCAD and windows operation

DFTG-209 Architectural Residential Drawing 1-6-4

This course is available in Fall.

This course provides a practical approach to residential architectural design. Specific areas of study include: Designing a home from ideas derived from the student. Developing a cover sheet, foundation plan, floor plan, roof plan, exterior elevations electrical plan and plumbing plan. Emphasis is on standardization and implementing standard practices in architectural drafting. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course. Prerequisite: DFTG 201 with a grade of C or better

DFTG-210 Architectural Commercial Drawing 1-6-4

This course is available in Spring.

This course provides a practical approach to architectural commercial design. The student will complete the design of a two-story structural steel frame building utilizing Building Information Modeling (BIM) software. A multi-page set of 24x36 drawings will be completed consisting of a cover, floor plan, interior elevations, color plans, interior partition details, reflected ceiling plan, enlarged RCP plan, enlarged details roof plan, building sections/exterior elevations, door schedule. The completion of the commercial drawings will practice the current techniques utilized in the architectural industry. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course. Prerequisite: DFTG 209 with a grade of C or better

DFTG-211 Advanced Revit Applications 0.5-3-2

This course is available in Spring.

This comprehensive course equips users with advanced Revit skills for efficient project collaboration and management. Participants will learn to configure worksets, initiate worksharing, link and manage various file formats, and perform essential model maintenance. The course covers phasing,

design options, and the Copy/Monitor process to effectively manage and coordinate project elements. Students will also gain expertise in streamlining workflows, configuring project settings and locations, and managing the Project Browser for better navigation. Additionally, the course addresses print/export settings, advanced scheduling, area schemes, and sun/shadow studies, ensuring students can successfully handle complex projects and manage both the technical and creative aspects of architectural design. Prerequisite: DFTG 201, DFTG 209

DFTG-232 Civil Engineering Drawing 2-4-4

This course is available Fall and Spring.

A civil drafting course in which the principles and concepts of topographic drafting are stressed. Included is a study of topographic symbols, land form measurements, contour lines, transit traverses, plan-profiles, highway drawings, and the techniques of plotting from a surveyor's field book. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course. Prerequisite: A minimum grade of C in DFTG 126 or with approval of instructor or Academic Dean

DFTG-243 Mechanical Drawing II 1-4-3

This course is available Fall and Spring.

The course provides more advanced mechanical drafting experiences related to the principles developed in DFTG 140 Mechanical Design I. The projects are directly related to actual requirements in the industry. Working and assembling drawings will be completed, both 2 and 3 dimensionally. Three dimensional printing is used to test and modify designs for final adjustment. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course. Prerequisite: DFTG 140 or ENGR 103 with a grade of C or better

DFTG-244 Mechanical Drawing III 0-6-3

This course is available Fall and Spring.

An advanced course designed to provide the student with skills in specialized mechanical engineering fields. Projects will be devoted to subjects that require specific techniques or special instrument work. CAD techniques will be applied while completing projects dealing with piping, steel and concrete, welding, and geometric tolerancing. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course. Prerequisite: DFTG 243 with a grade of C or better

DGMS-198 Scanning Experiences Dgms 6-12-6

This course is not offered on a regular basis.

This course will provide an opportunity to enhance scanning skills in the diagnostic medical sonography profession. This course may be taken for variable credit hours and may be repeated for up to 6 credit hours. Prerequisite: Approval of instructor or Academic Dean and/or acceptance into the Diagnostic Medical Sonography Program

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DGMS-199 Topics in DGMS

6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the diagnostic medical sonography profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

DGMS-223 Introduction to Ultrasound Lab

0-9-2

This course is available in Fall.

This course is designed for the first year DGMS student. This course introduces the student to sonographic scanning techniques while scanning in different body imaging planes. This course is a scanning lab consisting of 8 weeks of preparation for the student to be able to transition to an approved clinical facility. Prerequisite: A graduate of an accredited two year AMA or AMA equivalent allied health education program that is patient care related (includes but not limited to radiology, nursing, respiratory, occupational or physical therapy) or with approval of instructor or Academic Dean.

DGMS-224 Introduction to Ultrasound Scan

0-1-0.5

This course is available in Fall.

This course is designed for the first year DGMS student. Students will be introduced to normal sonographic interpretations of ultrasound scans correlating with sonography of the abdomen and female pelvis. Students are also viewing videos relating to sonographic scans introducing them to abdomen and female pelvis sonography. Prerequisite: A graduate of an accredited two year AMA or AMA equivalent allied health education program that is patient care related (includes but not limited to radiology, nursing, respiratory, occupational or physical therapy) or with approval of instructor or Academic Dean.

DGMS-225 Ultrasound Scans II

0-1-0.5

This course is available in Spring.

This course is designed for the second semester DGMS student. Students are viewing sonographic scans containing pathology and using sonographic terminology to complete sonographer impressions. Students are also viewing videos relating to sonographic scans introducing them to female pelvis pathology, obstetrical scanning, special procedures and small parts as it pertains to sonography. Prerequisite: Successful completion of DGMS 224 with a grade of C or better or with approval of instructor or Academic Dean

DGMS-226 Ultrasound Case Studies I

1-0-1

This course is available in Spring.

This course is designed for the second semester DGMS student. Introductions to pathology as seen in the clinical site with emphasis on critical thinking, correct vocabulary usage, identification of possible pathology, and correlation of possible diseases with signs and symptoms. Student must also actively participate in discussions giving at least one differential diagnosis with reasoning behind your conclusion using proper sonographic description. These case studies focus on pathology

of the abdomen. Prerequisite: A grade of C or better in the following courses: DGMS 230, DGMS 243, DGMS 236, DGMS 223, DGMS 224 or with approval of instructor or Academic Dean

DGMS-227 Ultrasound Case Studies II

1-0-1

This course is available in Summer.

This course is designed for the third semester DGMS student. Introductions to pathology as seen in the clinical site with emphasis on critical thinking, correct vocabulary usage, identification of possible pathology, and correlation of possible diseases with signs and symptoms. Student must also actively participate in discussions giving at least one differential diagnosis with reasoning behind your conclusion using proper sonographic description. These case studies focus on pathology of the abdomen, female pelvis, and obstetrical imaging. Prerequisite: Successful completion of DGMS 226 with grade of C or better or with approval of instructor or Academic Dean

DGMS-228 Ultrasound Case Studies III

1-0-1

This course is available in Fall.

This course is designed for the fourth semester DGMS student. Introductions to pathology as seen in the clinical site with emphasis on critical thinking, correct vocabulary usage, identification of possible pathology, and correlation of possible diseases with signs and symptoms. Student must also actively participate in discussions giving at least one differential diagnosis with reasoning behind your conclusion using proper sonographic description. These case studies focus on pathology of the thyroid, scrotum, prostate, breast, retroperitoneum, gastrointestinal tract, abdominal wall, and muscular structures. Prerequisite: Successful completion of DGMS 227 with a C or better or with approval of instructor or Academic Dean

DGMS-229 Introduction to Vascular Technology

2-0-2

This course is available in Summer.

This course discusses vascular anatomy, hemodynamics, physiology, and proper scanning techniques to include: sonographic appearance of normal vs. abnormal vascular anatomy, protocol and proper instrument settings. Also included are a detailed discussion of protocol, scanning techniques, pathological conditions related to vascular ultrasound and clinical and sonographic findings. Prerequisite: A grade of C or better in following courses: DGMS 230, DGMS 243, DGMS 236, DGMS 231, DGMS 244, DGMS 237, DGMS 223, DGMS 224, DGMS 225, DGMS 226 or with approval of instructor or Academic Dean

DGMS-230 Ultrasound Physics I

2-0-2

This course is available in Fall.

This course introduces the student to basic ultrasound physics, sound waves in human tissue, and the piezoelectric effect. Some topics include: reflection, refraction, scattering, amplitude, intensity, speed, attenuation, impedance and propagation of speed tissue. Also included are transducer design and function. Prerequisite: A graduate of an accredited two-year AMA or AMA equivalent allied health occupation program that is patient

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care related (includes but not limited to radiography, nursing, respiratory, occupational or physical therapy) Bachelor's degree with prerequisite coursework or with approval of instructor or Academic Dean.

DGMS-231 Ultrasound Physics II 2-0-2

This course is available in Spring.

This course is a continuation of DGMS 230 and includes topics such as ultrasound bio-effects, quality assurance in ultrasonography, ultrasound artifacts and ultrasound display system components. Prerequisite: Successful completion of DGMS 230 with a C or better or with approval of instructor or Academic Dean

DGMS-235 Ultrasound Anatomy III 2-0-2

This course is available in Fall.

This course is a continuation of DGMS 244 with advanced ultrasound applications. This course is also designed to review for the American Registry of Diagnostic Medical Sonography or American Registry of Radiologic technologist abdomen or ob/gyn certification exams. Prerequisite: Successful completion of DGMS 244 or with approval of instructor or Academic Dean

DGMS-236 Ultrasound Clinical I 0-24-4

This course is available in Fall.

This course introduces the clinical component of Diagnostic Medical Sonography with supervised clinical experience in an approved clinical facility. The first eight weeks of the program consists of a laboratory setting where basic scanning techniques, methods, and procedures are observed and demonstrated in DGMS 223. The following nine weeks the student is responsible for completing assigned clinical hours at an approved clinical facility where they participate in departmental activities under direct supervision of a diagnostic medical sonographer. Prerequisite: A graduate of an accredited two-year AMA or AMA equivalent allied health education program that is patient care related (includes but not limited to radiography, nursing, respiratory, occupational or physical therapy) or Bachelor's degree with prerequisite coursework or with approval of instructor or Academic Dean.

DGMS-237 Ultrasound Clinical II 0-24-8

This course is available in Spring.

This course is a continuation of DGMS 236. The student is assigned to an approved clinical facility. The student is responsible for completing assigned clinical hours where they participate in departmental activities and are taught the proper scanning techniques/methods associated with abdominal, pelvic, superficial structures under direct supervision of a diagnostic medical sonographer. Prerequisite: Successful completion of DGMS 236 or with approval of instructor or Academic Dean

DGMS-238 Ultrasound Clinical III 0-21-7

This course is available in Summer.

This course is a continuation of DGMS 237 with enhancing scanning skills for the examination of the ARDMS and ARRT. The student is assigned to an approved clinical facility. The

student is responsible for completing assigned clinical hours where they participate in departmental activities and are taught advanced skills required to be a successful diagnostic medical sonographer. Prerequisite: Successful completion of DGMS 237 or with approval of instructor or Academic Dean

DGMS-239 Ultrasound Clinical IV 0-32-7

This course is available in Fall.

This course is a continuation of DGMS 238 with enhancing scanning skills for the examinations of the ARDMS or ARRT. The student is assigned to an approved clinical facility. The student is responsible for completing assigned clinical hours where they participate in advanced departmental activities and are taught advanced skills required to be a successful diagnostic medical sonographer. Prerequisite: successful completion of DGMS 238 with a C or better or with approval of instructor or Academic Dean

DGMS-243 Ultrasound Anatomy I 4-2-5

This course is available in Fall.

This course introduces the student to the sonographic anatomy as it relates to the abdomen and pelvis while scanning in different body imaging planes. Normal anatomy and physiology with various diseases or abnormalities affecting the abdominal structures are discussed. Normal anatomy and physiology of the female pelvis are discussed. This course utilizes sonographic terminology as descriptors when discussing normal and abnormal anatomy. This course also reviews the basic patient care environment. Prerequisite: A graduate of an accredited two-year AMA or AMA equivalent allied health education program that is patient care related. Includes but not limited to radiology, nursing, respiratory, and occupational or physical therapy, or Have a bachelor degree with prerequisite coursework, or with approval of instructor or Academic Dean

DGMS-244 Ultrasound Anatomy II 4-2-5

This course is available in Spring.

This course is a continuation of DGMS 243. This course introduces the student to the sonographic anatomy as it relates to obstetrical imaging. Normal anatomy and physiology with different anomalies/abnormalities are discussed. Pathology of the female pelvis is discussed and basic breast sonography is also addressed. Superficial structures are discussed in regards to normal and abnormal thyroid, scrotum, and prostate ultrasound. Retroperitoneum, gastrointestinal, abdominal wall, and muscular structures are discussed with normal versus abnormal anatomy. This course utilizes sonographic terminology as descriptors when discussing normal and abnormal anatomy. This also reinforces the basic patient care environment. Equipment technical factors are discussed regarding harmonic imaging and the use of 3D/4D capabilities. Prerequisite: Successful completion of DGMS 243 with C or better or with approval of instructor or Academic Dean

DGMS-289 Ultrasound Physics Registry Review 1-0-1

This course is not offered on a regular basis.

A course designed to review the concepts of ultrasound physics

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and instrumentation in preparation for the physics certification examination. The course will include topics on elementary principles of ultrasound, propagation of ultrasound through tissue, ultrasound transducers, pulse echo instruments and imaging principles, Doppler, imaging principles, quality assurance and biological effects/safety. Prerequisite: A graduate of an accredited two-year AMA or AMA equivalent allied health education program that is patient care related (includes but not limited to radiology, nursing, respiratory, occupational or physical therapy) or with approval of instructor or Academic Dean

DNTA-110 Dental Science I 3-0-3

This course is available in Fall.

Dental Science I will give an overview of the anatomical structures within the oral cavity and the surrounding structures of the face. Each tooth within the dentition will be discussed including its morphology, function, and key characteristics. Prerequisite: Acceptance into the dental assisting program

DNTA-111 Dental Science II 2-0-2

This course is available in Spring.

This course is an extension of DNTA 110. Dental Science II is designed to give the student an understanding of the embryologic development of the facial structures and development of the teeth from the crown to the root. Oral histology and possible pathological conditions that may affect the dentition or oral cavity are also covered. Prerequisite: Successful completion of Fall Semester Dental Assisting courses

DNTA-112 Dental Anatomy and Physiology 3-0-3

This course is available in Fall.

A systems approach designed to give the student a comprehensive study of the anatomy and physiology of the head and neck. By understanding the morphological and functional interrelationships of the anatomical structures the student will be able to logically apply solutions to clinical problems. Prerequisite: Enrolled in Dental Assisting

DNTA-114 Dental Materials I 2-2-3

This course is available in Fall.

A study of the physical and chemical properties and origin of dental materials, including the manufacturing process of specific materials. Dental materials is a science dealing with the development, properties, manipulation, care, evolution, and evaluation of materials used in the treatment and prevention of dental diseases. Through the understanding of how basic principles affect the choice, manipulation, patient education, and care of all materials used to assist in rendering dental services, the dental assistant can help ensure the ultimate success of a patient's dental work. Laboratory experiences are designed to develop competency in skills of manipulation and application of the materials to dental procedures. Prerequisite: Enrolled in Dental Assisting

DNTA-122 Dental Ethics and Jurisprudence 1-0-1

This course is available in Spring.

This course is intended to introduce "on the job" personal relations, problems, situations, and possible solutions to students intending to pursue careers in the Dental field. The Work Ethics curriculum and Core Values of Kaskaskia College will be the main focus, providing insights and training in these areas. Emphasis is placed on dental health team members, introductory terminology, office communications, ethics and jurisprudence, dental practice acts, work ethics and patient management. Prerequisite: Successful completion of Fall Semester Dental Assisting courses

DNTA-126 Dental Terminology 1-0-1

This course is available in Fall.

This course is intended to introduce dental terms. The course explains the composition of dental terms by exploring prefix, root/combination, and suffix divisions, along with word composition. Common dental procedures and practices are covered relative to specific areas of dentistry. Prerequisite: Acceptance into the Dental Assisting program or upon consent of the Program Coordinator

DNTA-127 Dental Expanded Functions 1-2-2

This course is available in Spring.

This course expands the basic knowledge and skills required in DNTA 128 and 129 to increase skill competency levels in operative dentistry with major emphasis given to expanded functions allowed in Illinois. Patient care, management, and treatment planning for each expanded function will be presented. Expanded functions lab will be taught utilizing mannequins, demonstrations, and student practice. Prerequisite: Successful completion of all fall semester DNTA courses.

DNTA-128 Dental Assisting Procedures I 2-2-3

This course is available in Fall.

An introduction to the basic terminology, dental equipment, instruments and procedures associated with the dental office, with emphasis being placed on learning to assist the dentist during four-handed dental procedures utilizing manikins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation procedures, instrument use, care and sterilization will be presented. The principles of cavity amalgam and composite restorations will be used. Prerequisite: Enrolled in Dental Assisting

DNTA-129 Dental Assisting Procedures II 2-2-3

This course is available in Spring.

This course utilizes the basic knowledge and skills required in DNTA 128 to increase skill competency levels in operative dentistry with major emphasis given to principles and procedures of the dental specialties, including endodontics, periodontics, orthodontics, prosthodontics, pedodontics, and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing mannequins, demonstrations,

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and student practice. This class must be successfully completed before beginning and externship in a dental office. Prerequisite: Successful completion of all fall semester DNTA courses

DNTA-130 Dental Radiology I 2-2-3

This course is available in Fall.

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation and operator/patient protection during radiographic procedures. The types of exposures included in this course include bitewings and periapicals (bisecting and paralleling). This course provides the student with the technical knowledge needed for positioning, exposing, processing, mounting and evaluating dental radiographs (to the extent of normal anatomy). The student receives practical experience exposing and processing radiographs on mannequins. Prerequisite: Enrolled in Dental Assisting

DNTA-131 Dental Radiology II 1-2-2

This course is available in Spring.

Utilizing the basic knowledge and skills emphasized in DNTA 130, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using paralleling and bisecting techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. Developing skills in the extraoral techniques will be included. The student will receive practical experience exposing radiographs on mannequins and selected patients. Prerequisite: Successful completion of all fall semester DNTA courses

DNTA-132 Dental Materials II 1-2-2

This course is available in Spring.

This course is a continuation of DNTA 114 with further exposure and practical application of the materials and equipment used in the dental office at chair-side and at the laboratory work bench. The information covered in this course will include fixed and removable prosthodontics, abrasives and polishing materials, specialty materials and dental implants. Prerequisite: Successful completion of Fall Semester Dental Assisting courses

DNTA-133 Therapeutics & Emergencies 2-0-2

This course is available in Fall.

This course prepares the student to function efficiently in various emergency situations that could arise in a dental practice. The course is designed to introduce the student to the signs, symptoms, and treatment of medical emergencies in the dental office, and identify the supplies and materials needed in managing medical emergencies. Prerequisite: Enrolled in Dental Assisting

DNTA-135 Infection Control 2-0-2

This course is available in Fall.

This course is designed to provide the student with the basic concepts, procedures, and current regulatory mandates related to infection control and the management of hazardous materials

for the dental team. Prerequisite: Acceptance into the Dental Assisting program or with approval of instructor or Academic Dean

DNTA-136 Clinical Practice 0-30-6

This course is available in Summer.

Clinical practice assignments are designed to develop a student's competency in dental assisting procedures. Each student will be assigned to more than one dental office. During these assignments, the student will acquire clinical practice routinely performed by a dental assistant under the supervision of the dentist. Professional development; clinical practice experiences; idea and opinions involving current techniques, material, and equipment will be discussed in group sessions to determine the diversity and depth of the clinical learning experience. Prerequisite: Successful completion of the fall and spring semester of the dental assisting program

DNTA-139 Dental Prevention 1-0-1

This course is available in Spring.

Dental Prevention is a study of dental plaque, periodontal disease, and the etiology of dental caries with an emphasis on prevention and control of disease. The role of the dental assistant in regard to oral health education will be the primary focus. The student will receive practical experience in the form of community service for the delivery of dental health education. Prerequisite: Successful completion of fall DNTA classes.

DNTA-140 Dental Office Management 1-2-2

This course is available in Spring.

Business skills needed to function successfully as a dental secretary/office manager will be explored. Written skills (appointment book, accounts receivable and payable, fee collection, and recording) will be stressed. Proper bookkeeping (check writing, statement reconciliation, petty cash, etc.) will be explained and practiced. Prepaid dental care plans, payment plans, and necessary forms will be discussed. Effective oral and written communication with the public will be stressed. The student will receive computer experience using dental software programs. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient dental office. Prerequisite: Successful completion of all fall semester DNTA courses.

DNTA-141 Dental Nutrition 1-0-1

This course is available in Spring.

This course is designed to introduce the science of basic nutrition and its applications on a personal, professional, and community level with emphasis on its application to dentistry. Students are introduced to the analysis of diets, to the evaluation and use of nutritional reference and educational materials, and to patient counseling skills. Prerequisite: Successful completion of Fall Semester Dental Assisting courses

DNTA-142 Dental Board Review 1-0-1

This course is available in Summer.

This course is intended to prepare students for the Dental

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Assisting National Board. This class will lay down the foundation for the testing experience with an overview of the CDA, RHA, and ICE exams, exam study techniques and tips for a successful testing experience. Prerequisite: Approval of instructor or Academic Dean

DRMA-111 Theatre Appreciation 3-0-3

IAI F1 907

This course is available Spring and Summer

An introductory survey of theatre/drama as a performing art form. Includes study and analysis of historical, social, aesthetic, and technical aspects of traditional and contemporary theatrical/dramatic expression.

DRMA-112 Acting I 3-0-3

IAI TA 914

This course is available in Fall.

Fundamentals of acting: concentration, observation, playing action and other basics are introduced through acting exercises, improvisations, and scene study. Major acting approaches that develop connection to material or texts that may include, exploration of Stanislavsky-based techniques and movement-based pedagogies, as the basis for helping the actor embody characters.

DRMA-113 Play Analysis for Production 3-0-3

IAI TA 917

This course is available as a flexible offering.

An introductory exploration of the relationships between dramatic text and the play in performance. Representative plays are studied in their genre, historical and social contexts. An emphasis is placed on basic structural terminology and methodology.

DRMA-200 Stagecraft 3-0-3

IAI TA 911

This course is available as a flexible offering.

Introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. *Students must work 20 shop/production hours during the semester. Shop hours can be completed on Kaskaskia College Theatre or at area community theatres.

DRMA-205 Theatre Production 3-0-3

This course is not offered on a regular basis.

This course concentrates upon the study and practical application of the principles and procedures of staging a theatre production. Emphasis will be given to the study and understanding of the many areas involved in a theatre production, i.e., directing, acting, technical aspects, costuming, make-up, publicity, and house management. May be repeated once for a total of 6 semester hours of credit applicable toward a degree.

DRMA-210 Theatre History 3-0-3

IAI F1908

This course is available as a flexible offering.

The historical development of theatre and drama from its earliest ritual beginnings to contemporary dramatic literature. Includes: representative periods and styles, genres, key playwrights, aspects of technical production, social role and critical interpretation of major works.

DRMA-220 Performance of Literature 3-0-3

IAI TA 916

This course is available as a flexible offering.

The study and performance of literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on using voice and movement to interpret the works and communicate that interpretation to an audience.

ECES-100 In-home Licensing Regulations 1-0-1

This course is available Fall, Spring, and Summer.

This course is designed to give students an overview of the licensing standards and licensing process for daycare homes, daycare group homes, and daycare centers, specific to the state of Illinois. Students will examine the differences between the types of care, including the number of children allowed, caregiver qualifications, and space requirements. At the end of the course, students will determine which type of care they are most likely to pursue and be prepared to complete the application for licensure.

ECES-101 Prin/Practice of Early Childhood Ed 3-0-3

This course is available Fall, Spring, and Summer.

To provide an overview of the history and philosophy of the different types of child care centers including past, present and future programs for children and their families. To identify the role of the childcare professional in assessing and planning developmentally appropriate practices to serve children.

ECES-111 Intro to Child Development 3-0-3

This course is available Fall and Spring.

To present an overview of the theories and principles of child development related to the physical, intellectual, emotional and social areas of a child's development. To identify cultural influences, experiences, and need satisfaction which shape a child's total development.

ECES-130 Infant and Toddler Care 2-0-2

This course is available Fall and Spring.

Studies patterns of growth and development in the child from birth to 3 years. The specific needs of infants and toddlers in various child care settings will be examined and observed with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels.

ECES-140 Child, Family, and Community 3-0-3

This course is available Fall and Spring.

This course focuses on the diverse needs of the child within

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the context of family, school and community. The course will examine the interplay of diverse cultures, lifestyles, abilities, language and communication with the role of the early childhood environment and other community institutions. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships through effective use of community and family resources.

ECES-150 Creative Activities 3-0-3

This course is available Fall and Spring.

This course is designed to give the student an understanding of the natural creative potential that evolves through play within all areas of development /academic disciplines (language/ literacy, music, creative movement, dance, drama, visual arts, mathematics, science, physical activity, social studies, health and safety). The student will have the opportunity to learn how to establish an aesthetically creative environment for young children. The student will learn methods of presenting activities to young children in ways to enhance and encourage creativity. The student will enhance their observational and documentation skills of the young child through activity presentations. Corequisite: ECES 111

ECES-160 Observation & Assessment 3-0-3

This course is available Fall and Spring.

This course is designed to demonstrate to the student how to do authentic, alternative, classroom-based assessment on young children. It will further provide the student with the knowledge and skills to interpret and use the information gained to plan curriculum that is responsive to and supportive of children's learning. Students will have the opportunity to engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students will take responsibility for using a variety of age, developmentally, linguistically, and culturally appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests and needs, birth through age 8. Students will also demonstrate understanding of the Early Childhood Environment Rating Scale (ECERS) by performing an evaluation in a preschool classroom setting.

ECES-170 Infant/Toddler Curriculum Dev. 3-0-3

This course is available Spring and Summer

This course is designed to provide the student with an in-depth look at developmentally appropriate practices (DAP) including assessment and curriculum for infant and toddler (IT) programs. The course will lead students through the process of planning and teaching, focusing on developmentally appropriate practices that promote the very young child's total well-being. Prerequisite: ECES 130

ECES-198 Topics/Issues in Early Childcare 1-0-1

This course is not offered on a regular basis.

This course provides the opportunity for selected workshops, seminars, telecourses, etc. in the Early Child Care field. Credit

will be designated in accordance with course requirements, which may vary from section to section and will be specified in course syllabus. Specific topic title will be stated on student's transcript.

ECES-202 Activity Programming 3-0-3

This course is available Fall and Spring.

The principles involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, practice, and development of curriculum based on needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized. This course requires 3 hours of field experiences and field observations of young children in early childhood settings. (Already working in the field will count towards this).

ECES-204 Early Childhood Education Adm 3-0-3

This course is available Fall and Spring.

Students will examine the management processes of planning; staffing; record keeping; budgeting; purchasing and monitoring for quality. Formation of policy statements, philosophy, programming, planning, evaluation and working with parents will be included. Students will become familiar with computer usage, licensing standards, accreditation, community resources and professional organizations.

ECES-206 Health, Safety & Nutr for Young Child 3-0-3

This course is available Spring and Summer

This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure the health and well-being of each child in a group setting. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning nutritious meals that are appropriate for each child.

ECES-207 Infant/Toddler Practicum 1-7-2

This course is available Spring and Summer

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers. This course requires 105 hours of field experience of infants or toddlers in early childhood settings, in a practicum placement. Prerequisite: ECES 111 and approval of instructor or Academic Dean

ECES-208 Early Childhood Practicum 1-9.5-2

This course is available Fall and Summer.

To gain competence in the practical application of early childhood education principles and theories in a supervised setting while providing care and education of young children. The student will be supervised by a qualified professional and a college instructor. This course requires 145 hours of field experiences of preschool-aged children in early childhood

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settings, in a practicum placement. Prerequisite: ECES 111 and approval of instructor or Academic Dean

ECES-210 Science and Math for Young Children 3-0-3

This course is available in Spring.

This course covers the standards, principles, and practices in teaching mathematics and science to young children ages birth through eight. Includes an introduction of the theory and practice related to the curricular areas of science and math for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. This course includes 3 hours of field experiences and field observations of young children in early childhood settings. (Already working in the field will count towards this).

ECES-230 Language and Literacy Development 3-0-3

This course is available in Spring.

This course is a study of language and communicative development of children from birth through third grade, with a focus on children from birth. The relationship between language and other areas of development will be explored as well as ways to support language development with young children. Students will observe, record, and analyze samples of young children's communication. Examines factors and conditions which affect early and beginning reading from birth through eight years of age. Emphasis will be placed on the methods, materials, organizational procedures, and assessment techniques in early literacy learning. In addition, students will participate in field experiences to apply the new knowledge they gain throughout the course. This course includes 3 hours field experiences and field observations of young children in early childhood settings. (Already working in the field will count towards this).

ECES-269 Exceptional Child 3-0-3

This course is available in Fall.

To identify process and programming considerations for children who are exceptional in one or more aspects of development. To study current issues, including educational implications related to special needs children, their families, and the community. On-site observations of service delivery systems. This course meets the requirements of the House Bill 150.

ECON-205 Principles of Macroeconomics 3-0-3

IAI S3 901

This course is available Fall, Spring, and Summer.

An introduction to the study of general economic principles with an emphasis on macroeconomics. Topics covered include GDP, employment, monetary system, CPI, economic models, economic growth, business cycles, Federal Reserve System, money market, monetary, and fiscal policy and international economics.

ECON-206 Principles of Microeconomics 3-0-3

IAI S3 902

This course is available Fall, Spring, and Summer.

A continuation of the study of general economic principles

with an emphasis on microeconomics. Topics covered include price elasticity, marginal utility, production and cost, profit maximization, product markets, labor market, income inequality, capital and resource market, economic efficiency, and government's role.

EDUC-099 Paraprofessional Test Preparation 1-0-1

This course is not offered on a regular basis.

This is a test preparation curriculum for paraprofessionals completed the testing requirement under the NCLB Act. Course includes preparation for the ParaPro examination areas of Reading, Writing, Mathematics, Basic Test Skills Preparation and specific ParaPro Test Skills preparation.

EDUC-101 Introduction to Educational Practice 3-2-4

This course is available Fall and Spring.

This course introduces the key components required to complete a teacher education program and earn a teaching license for those interested in all areas of teacher education. It also includes a survey of the legal, social, and ethical issues involved in public school education, the impact of ESL students and diversity in the classroom. A correlation of psychological principles to varied learning styles will be studied, and the social, emotional, and psychological development of students will be explored. This course includes 40 hours of field experience in school settings and requires a current criminal background check.

EDUC-116 Technology in Teacher Education 2-2-3

This course is available in Fall.

This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance, and includes hands-on technology activities.

EDUC-190 Introduction to Special Education 3-2-4

This course is available in Spring.

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. This course includes 40 hours of field experience in school settings and requires a current criminal background check.

EDUC-193 Teachership Academy 3-0-3

This course is not offered on a regular basis.

1. This course will provide an opportunity for professional development via classroom research. 2. Students will be supported in their year-long project exploration and classroom research via selected workshops, seminars, webinars, Blackboard, etc. 3. This course may be repeated for a different topical area once without approval; additional repetitions require the appropriate Associate Dean or Dean's approval. Specific topic title will be stated on the student's transcript.

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EDUC-199 Topics in Education 6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Education profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

EDUC-200 Cultural Awareness in the Classroom 3-2-4

This course is available Fall and Spring.

The purpose of this course is to explore race and poverty issues that impact the classroom environment. Candidates will search for effective strategies to better meet the needs of underserved populations, including ESL students, those from low socioeconomic groups, and students of color. The hidden rules of economic class and characteristics of generational poverty will be studied, with emphasis on the impact this has on instruction. This course includes 40 hours of field experience in school settings and requires a current criminal background check.

EDUC-202 Educational Psychology 3-0-3

This course is available Spring and Summer

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis will be placed on learner-centered instruction and diversity.

EDUC-210 Introduction to Elementary Art 3-0-3

This course is not offered on a regular basis.

A course in art methods for education majors. The class will include theory of art education, fundamentals of visual symbolizing and creative expression, reading in art education, lesson planning, ordering materials, and economical variations for commonly used materials. A number of techniques such as printmaking, painting, drawing, sculpture and crafts are surveyed.

EDUC-216 Language Development 3-0-3

This course is not offered on a regular basis.

This course is a study of normal language development from birth through school age and an understanding of how children may progress through language development stages at differing rates. This course will also develop an understanding of the effects of diversity, including cultural and linguistic diversity on language development. Prerequisite: PSYH 216

EDUC-217 Foundations of Reading 3-0-3

This course is not offered on a regular basis.

Introduction to theory and practice in teaching reading related language arts areas. Includes information on basic components of reading instruction and language arts instruction and the importance of literacy learning. Includes an introduction to Illinois Learning Standards in the areas of reading and language arts. Prerequisite: EDUC 101, PSYH 216

EDUC-224 Foundations of American Education 3-0-3

This course is available in Fall.

This course presents both theory and practice of American public education in relation to the pluralistic value systems of American society. Studies the history and philosophy of education, selected current education, problems and social issues. Provides future professionals in education competencies required by certification agencies. Prerequisite: EDUC 101

EMST-110 Emergency Medical Technician 8.5-6-11.5

This course is available Fall, Spring, and Summer.

Emergency Medical Technicians provide out-of-hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life-threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system. This accelerated, hybrid EMT course is delivered through a combination of online learning activities and in-class lectures and skills lab learning sessions. Our comprehensive EMT program will prepare students to take the National Registry of Emergency Medical Technicians Basic exam. Prerequisites: Placement at ENGL 100 or higher, or completion of ENGL 099 or ENGL 100 A with a C or better. Refer to placement chart in college catalog for detailed information. Student must be at least 17 years of age or with approval of instructor or Academic Dean. Must Pass a Background Check and Drug Screen.

ENGL-099 Writing Effective Sentences and Paragraphs 3-0-3

This course is available Fall and Spring.

English 099 gives students the opportunity to practice and develop their reading and writing skills. Students will learn the steps in the writing process from prewriting to editing and will learn the expectation for college-level writing, such as writing with a purpose and effective paragraphing. The course will also focus on learning grammatical terminology that will help students locate and correct common errors in writing. Over the course of the semester, students will learn to write effective paragraphs and to link paragraphs toward the goal of composing an essay. To advance, students need to pass the course with a C or better. Prerequisite: Students whose scores on the English placement test at ENGL 099 level indicate they need help in improving their composition skills are required to take and pass this course as a prerequisite for ENGL 100 and ENGL 101. Refer to placement chart in college catalog for detailed information.

ENGL-100 Introduction to College Composition 3-0-3

This course is available Fall, Spring, and Summer.

This course is designed to help students to develop the writing skills needed to succeed in college. The class will focus on

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teaching essay writing as a process from prewriting and editing. Students will learn the expectations for college-level essays and will learn the basic rules for grammar and punctuation that will help them edit their own writing. Prerequisite: Reading and writing placement at ENGL 100 or completion of ENGL 099 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

ENGL-100A Intro to College Composition Co-Req 3-2-4

This course is available Fall and Spring.

English 100A offers a co-requisite model for the standard English 100 Introduction to College Composition course. Qualifying students who would normally be placed in a lower-level English course are given the opportunity to enroll in this course which provides the same instruction they would receive in English 100 with additional lab hours to help ensure their success. Prerequisites: ACT Score 6-13. Wonderlic score in verbal of 180-235. Students may also be admitted to the course with instructor permission.

ENGL-100B Summer Bridge English & Reading 2-0-2

This course is available Fall and Spring.

English 100B is designed to help students develop the writing and reading skills needed to succeed in college. Unlike a traditional course, students can move through the material at their own pace. The class will focus on teaching essay writing as a process from prewriting to editing. Students will be given opportunities to draft, edit, and revise their writing; to address their specific writing and grammar needs; and to develop confidence and enthusiasm for writing. In this course, grammar will be addressed in the context of student writing. Students will learn the expectations for college-level essays and will learn the basic rules for grammar and punctuation that will help them edit their own writing. Students will also improve reading comprehension. Prerequisite: Students whose scores on the English placement test indicate they need help in improving their composition skills are required to take and pass this course as a prerequisite for ENGL 101. Writing placement at ENGL 100B. Refer to placement chart in college catalog for detailed information.

ENGL-101 English Composition 3-0-3

IAI C1 900

This course is available Fall, Spring, and Summer.

This writing course (1) develops awareness of the writing process; (2) provides inventional, organizational and editorial strategies; (3) stresses the variety of uses for writing; and (4) emphasizes critical skills in reading, thinking and writing. Prerequisite: Writing placement at ENGL 101 or completion of ENGL 100 or ENGL 100A with a grade of C or better. Refer to placement chart in college catalog for detailed information.

ENGL-101A English Composition Co-Req 3-2-4

IAI C1900

This course is available Fall and Spring.

English 101A offers a co-requisite model for the standard

English 101 Composition course. Qualifying students who would normally be placed in a lower-level English course are given the opportunity to enroll in this course which provides the same instruction they would receive in English 101 with additional lab hours to help ensure their success. Prerequisites ACT Score of 16 or higher or a Wonderlic score in verbal 275 or greater and essay score 2 or greater, or the equivalent. Students may also be admitted to the course with approval of instructor or Academic Dean.

ENGL-102 English Composition 3-0-3

IAI C1901R

This course is available Fall, Spring, and Summer.

This writing course (1) develops awareness of the writing process; (2) provides inventional, organizational and editorial strategies; (3) stresses the variety of uses for writing; and (4) emphasizes critical skills in reading, thinking and writing. The writing course sequence must include production of documented, multi-source writing in one or two papers for a combined total of at least 2500 words in final version. Prerequisite: Completion of ENGL 101 with a grade of C or better

ENGL-178 Creative Writing 3-0-3

This course is available in Spring.

This course focuses on writing fiction and poetry. Students will write and share their own stories and poems, as well as respond to the stories and poems of their peers. Course lessons introduce students to the main creative writing genres and techniques, and help students begin, complete, and improve their own creative writing. Prerequisite: A grade of C or better in ENGL 101, or with approval of instructor or Academic Dean

ENGL-186 Writing in the Workplace 3-0-3

This course is available in Spring.

This course is designed to equip students with a comprehensive skill set for communication in the modern workplace. Students will gain proficiency in various aspects of business writing, enabling them to navigate diverse professional challenges and be well-prepared to deliver traditional documents, reports, and proposals, as well as effective electronic communications and presentations.

ENGL-206 Creative Writing: Fiction 3-0-3

This course is not offered on a regular basis.

This course focuses on writing fiction, such as short stories and chapters of novels. Students will write and share their own works of fiction, as well as respond to the works of their peers. Course lessons cover fiction techniques ranging from constructing plots, developing characters, and designing story-worlds, all the way to protocol and advice for getting published. Prerequisite: A minimum grade of C in ENGL 101, or with approval of instructor or Academic Dean

ENGR-100 Introduction to Engineering 0-2-1

This course is available in Fall.

Introduction to Engineering is a 16-week, 1-credit hour course designed to provide students with an overview of engineering as

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a discipline, develop an engineering mindset, and offer hands-on opportunities to explore various engineering concepts. Through lectures, discussions, and practical exercises; students will gain insight into the diverse fields of engineering, develop problem-solving and study skills, and engage in design activities.

ENGR-103 Engineering Graphics and CAD 1-4-3

IAI EGR 941

This course is available Fall and Spring.

This course is an introduction to engineering design and graphics, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Students are required to use CAD in this course. Sketching and CAD techniques should be integrated in this course to achieve the outcomes.

ENGR-201 Computer Programming for Engineers 3-0-3

IAI CS 911

This course is available in Fall.

This is an introductory computer programming course for majors in Computer Science, Mathematics, and Engineering. This course introduces a disciplined approach to problem-solving and algorithm development, in addition to an introduction to procedural and data abstraction. Covers: selection, repetition, and sequence control structures; program design, testing, and documentation using good programming style; block-structured high-level programming languages; arrays, records, and files; and object-oriented programming. Prerequisite: MATH 166 or concurrent enrollment

ENGR-203 Statics 3-0-3

IAI EGR 942

This course is available in Spring.

Topics include particle statics, general principles and force vectors, rigid body equilibrium, moments of inertia, distributed forces and centroids, analysis of structures, virtual work, and friction. Prerequisite: Co-req of PHYS 201 and prereq of MATH 166 with a minimum grade of C

ENGR-204 Dynamics 3-0-3

IAI EGR 943

This course is available in Fall.

Topics include particle kinematics (rectangular and curvilinear); Newton's laws; energy, work, and momentum methods; planar dynamics and rigid bodies; rigid body kinematics; and impulse and momentum. Prerequisite: C or better in ENGR 203

ENGR-205 Mechanics of Materials 3-0-3

IAI EGR 945

This course is available in Spring.

Topics include concepts of stress and strain; material properties (elastic and plastic); torsion: shear stresses and deformations; thermal stresses; thin-walled pressure vessels; pure bending: stresses and strains; transverse loading of beams; shear stress and combined loadings; transformations of stress and strain

(Mohr's Circle); design of beams and shafts for strength; shear and moment diagrams; deflections of beams; energy methods; and columns. Prerequisite: C or better in ENGR 203

ENGR-210 Electrical Circuits 3-2-4

IAI EGR 931

This course is available in Spring.

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). Prerequisite: C or better in PHYS 202 and C or better in MATH 268

FITN-110 Fitness Theory & Techniques 4-0-4

This course is not offered on a regular basis.

This course is designed to introduce the student to theoretical and practical concepts of exercise assessment, exercise interpretation, and exercise prescription.

FITN-120 Personal Trainer Practicum 0-2-1

This course is not offered on a regular basis.

This is a course for those wishing to enter the field of personal training. Students will gain a practical application of personal training skills by assessing clients and developing programs for basic weight training students in the Kaskaskia College fitness center.

GEOG-101 Physical Geography 4-0-4

IAI PI 909

This course is available Fall, Spring, and Summer.

This course stresses climate, weather, oceanography, ground water and surface water. Also emphasis is placed on practical application of science to the home owner - such as site location, flood risk, etc.

GEOG-103 Economic Geography 3-0-3

This course is not offered on a regular basis.

This course focuses on the developed world and explores the city and its hinterland. Lectures, combined with practical exercise, consider the topics of the location of businesses, residences, and industries, regional and city planning, and the structure and function of urban areas.

GEOG-104 World Geography 3-0-3

IAI S4906

This course is available Fall, Spring, and Summer.

A geographic analysis of the world's regions emphasizing the spatial arrangements of population, resources, diversity of environments, economic activities, and cultural landscapes, and will emphasize regional problems.

GEOG-150 Mapping and Geospatial Analysis 3-0-3

IAI S4905

This course is available Fall and Spring.

The goals of this course are threefold: 1) To help you to think

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spatially, analytically, and critically; 2) To help you become better problem solvers using maps; and 3) To teach you to use maps and spatial analysis to understand geographic problems. In this class, you will learn the fundamentals of mapping, GPS, Geospatial Information System (GIS) theory, spatial analysis, cartography, remote sensing, and UAS (Unmanned Aerial Systems). Geospatial Technology (GST) integrates innovative tools (such as software and hardware) and techniques (such as data capture, display, and analysis) that allows users to view, question, interpret, visualize, and analyze temporal and spatial relationships. GST can be used for scientific investigations, resource management, asset management, environmental impact assessment, urban planning, cartography, criminology, geographic history, marketing, and logistics, to name a few. In fact, whenever (and where ever) there is a spatial and/or temporal component, GST can serve as a tool for problem solving. Ultimately, GST helps you collect data, answer questions, and solve problems. Students will be required to download and install ArcGIS Pro software and establish ArcGIS Online accounts to complete assignment/lab elements within the course. Both of these resources are accessible and free through <http://www.esri.com>.

GSTE-100 Fundamentals of Geospatial Science 3-0-3

This course is not offered on a regular basis.

Introduction to the fundamental concepts of Geographic Information Science and Technology (GIS&T) including Geographic Information Systems (GIS), Global Positioning Systems (GPS), cartography, remote sensing, and spatial analysis. Exploration of how geospatial technologies are used in addressing human and environmental issues. Prerequisite: A general knowledge of Microsoft Office Software, including Excel

GSTE-101 Mapping Your Digital World 3-2-4

This course is available Fall and Spring.

Learn how to portray and analyze spatial data using 21st century mapping technologies. Introduction to the fundamentals of Geospatial Technology, including Geographic Information Systems (GIS), Global Positioning Systems (GPS), cartography, remote sensing, and spatial analysis through a series of hands-on, computer-based exercises. Participants will learn how to utilize geospatial technology to address social and environmental issues. This course is designed to be used as a stand-alone course to complement other disciplines or as an entry-level course in a geospatial program. Course content is based upon the United States Department of Labor's Geospatial Technology Competency Model for entry-level geospatial occupations including Geospatial or GIS Technicians and Technologists. Prerequisite: A general knowledge of Microsoft Office Software, including Excel

GSTE-102 Spatial Analysis 3-0-3

This course is available in Spring.

This course introduces students to problem-solving and decision making using geospatial analysis techniques, applicable to a range of disciplines. Prerequisite: GSTE 101

GSTE-103 Data Acquisition and Management 3-0-3

This course is available in Fall.

This course addresses the interpretation and understanding of a variety of data formats available in GIS. It introduces the fundamental concepts of primary GIS data creation and discusses quantitative techniques for collection, classification, and management of geographical data. Prerequisite: GSTE 101

GSTE-104 Cartographic Design 3-0-3

This course is available in Fall.

This course introduces fundamental cartographic concepts. Successful students will be able to employ design principles to create and edit effective visual representations of data maps, graphs and diagrams) in different formats (e.g. hardcopy, digital, web). Specific topics include the ethical and appropriate application of map scale, map projections, generalization and symbolization. Course content is based upon the United States Department of Labor's Geospatial Technology Competency Model for entry level geospatial occupations including Geospatial or GIS Technicians and Technologists. Prerequisite: GSTE 101 or with approval of instructor or Academic Dean

GSTE-105 Introduction to Remote Sensing 3-0-3

This course is available in Spring.

This course is an introduction to remote sensing of the Earth. Topics include the physical principles on which remote sensing is based, history and future trends, sensors and their characteristics, image data sources, and image classification, interpretation and analysis techniques. Prerequisite: GSTE 101 or with approval of instructor or Academic Dean; college algebra highly recommended

GSTE-109 Geospatial Internship Experience 0-6-3

This course is available in Spring.

A structured experience in a supervised setting that is related to the student's major and career interests. Practical experience is under the guidance of faculty and the internship supervisor. Students will work under the direction of a qualified professional with a focus on geospatial technology. The internship provides students with an overview of procedure professional, and ethical issues faced by a geospatial technician on the job. Students will prepare a summary presentation. Prerequisite: Completion of required geospatial technology course(s) and demonstrated competencies commensurate with the position requirements and/or instructor permission

GUID-109 First Year College Experience 1-0-1

This course is available Fall and Spring.

Designed to acquaint the student with the community college, to develop the skills necessary to succeed in college courses, and to teach the student how to systematically develop a support system of college personnel and services. Includes the college's organization, offerings, services, role in the community; personal goal setting, motivation, awareness of self; and career decision making and career resources. Other: Limited to freshman students (less than 30 semester hours) and first time KC students. Other students may enroll only with approval of

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instructor or Academic Dean.

GUID-110 Career Education Planning 3-0-3

This course is not offered on a regular basis.

This course is designed to assist the students making career choices. Information will focus on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. It will include assessment for personal/career interests, job search films, discussing values, needs, attitudes, skills and other potential, and exploration of occupational information to establish career and educational goals.

HIST-101 History of Western Civilization 4-0-4

IAI S2 902

This course is available Fall and Summer.

An introductory examination or survey of the development of European political concepts, social changes, intellectual growth, economic philosophies, and religious institutions from Prehistory through the Protestant Reformation in 1648. Prerequisite: Students must qualify for ENGL 101 before registering for this class

HIST-102 History of Western Civilization 4-0-4

IAI S2 903

This course is available in Spring.

Political, social, economic, and cultural history of the Western world, including the origins and development of peoples and societies from the time of the Protestant Reformation to the present time. Prerequisite: Students must qualify for ENGL 101 before registering for this class

HIST-103 History of the United States 3-0-3

IAI S2 900

This course is available Fall, Spring, and Summer.

An introductory examination or survey of the development of American political concepts, social changes, intellectual growth, economic philosophies, and religious institutions from the discovery of America by the Europeans through the end of the Civil War in 1865. Prerequisite: Students must qualify for ENGL 101 before registering for this class

HIST-104 History of the United States 3-0-3

IAI S2 901

This course is available Fall, Spring, and Summer.

A continuation of the examination or survey of American political concepts, social changes, intellectual growth, economic philosophies, and religious institutions from the end of the Civil War in 1865 to the present time. Prerequisite: Students must qualify for ENGL 101 before registering for this class

HIST-105 History of Eastern Civilizations 4-0-4

IAI S2 920N

This course is available in Fall.

An introductory examination or survey of the development of East Asian political concepts, social changes, intellectual growth, economic philosophies, and religious institutions from

Prehistory to the arrival of the Europeans in the 15th and 16th centuries. Prerequisite: Students must qualify for ENGL 101 before registering for this class

HIST-106 History of Eastern Civilizations 4-0-4

IAI S2 920N

This course is available in Spring.

A continuation of the examination or survey of East Asian political concepts, social changes, intellectual growth, economic philosophies, and religious institutions from the arrival of the Europeans in the 15th and 16th centuries to the present time. Prerequisite: Students must qualify for ENGL 101 before registering for this class

HIST-109 African American History 3-0-3

IAI S2 923D

This course is available Fall, Spring, and Summer.

An introductory survey of the African American impact on the political, social, cultural, intellectual, economic, and religious history of the United States, before and after independence. This course will cover events and circumstances from the beginning of the Trans-Atlantic slave trade to recent times.

HIST-147 History of Diversities 3-0-3

This course is available in Spring.

This course is an interdisciplinary study of humanities themes of diversity, genres, and relationships from historical and philosophical perspectives. Selective consideration will be given to the nature of the historical narrative, as it relates to philosophical enquiry.

HIST-150 Latin American History 3-0-3

IAI S2 920N

This course is not offered on a regular basis.

An introductory examination or survey of the development of Latin American political concepts, social changes, intellectual growth, economic philosophies, and religious institutions from Prehistory to the present.

HITC-102 Health Records Systems 3-0-3

This course is available in Spring.

This course provides a foundational understanding of health information technology. It prepares students for transitional and changing roles in an electronic health information environment. Content reflects current HIM trends, practices, standards, and legal issues. Prerequisite: A minimum grade of "C" in OFTC 150, OFTC 256, CITA 151. A minimum grade of "C" or concurrent enrollment in OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254. Or with approval of instructor or Academic Dean

HITC-103 Health Records Systems Lab 0-6-3

This course is available in Fall.

This course provides students with virtual simulation to reinforce the foundational understanding of health information technology. It prepares students for transitional and changing roles in an electronic health information environment. Content

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reflects current HIM trends, practices, standards, and legal issues. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102. A minimum grade of “C” or concurrent enrollment in HITC 201, OFTC 257, OFTC 258, OFTC 285. Or with approval of instructor or Academic Dean

HITC-201 Health Data and Statistics 2-0-2

This course is available in Fall.

The study of sources and uses of health data; computation of rates and percentages; vital records registration and reporting and display. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102. A minimum grade of “C” or concurrent enrollment in HITC 103, OFTC 257, OFTC 258, OFTC 285. Or consent of program coordinator.

HITC-202 Professional Practicum I 0-10-2

This course is available in Spring.

This course provides an opportunity for the student to synthesize all previous coursework and to demonstrate beginning competency in Health Information Technology (HIT). The practicum allows students to participate in simulated practicum projects that demonstrate competency in a variety of health information management skills and knowledge. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102, HITC 103, HITC 201, OFTC 257, OFTC 258, OFTC 285. A minimum grade of “C” or concurrent enrollment in HITC 212, 203, 214, 213. Or with approval of instructor or Academic Dean

HITC-203 Management in Health Care 3-0-3

This course is available in Spring.

This course studies management and leadership in Health Information Management. Various functions are reviewed, including budgeting, change management, legal aspects, staff recruiting and retention, performance management and organizational structure. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102, HITC 103, HITC 201, OFTC 257, OFTC 258, OFTC 285. A minimum grade of “C” or concurrent enrollment in HITC 212, 202, 214, 213. Or with approval of instructor or Academic Dean

HITC-212 Quality Management 3-0-3

This course is available in Spring.

This course presents a comprehensive introduction to the theory, practice, and management of performance and quality improvement processes in healthcare organizations. It covers trends in healthcare quality control and performance. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102, HITC 103, HITC 201, OFTC 257, OFTC 258, OFTC 285. A minimum grade of “C” or concurrent enrollment in HITC 203, 202, 214, 213. Or with approval of instructor or Academic Dean.

HITC-213 Professional Practicum II 0-10-2

This course is available in Spring.

This course provides an opportunity for the student to synthesize all previous coursework and to demonstrate beginning competency in Health Information Technology (HIT). The practicum allows students to participate in a supervised, on-site facility experience that provides actual professional practice involvement and the opportunity to utilize learned skills and knowledge. The practicum is completed in a health information department or another approved health information related setting. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102, HITC 103, HITC 201, OFTC 257, OFTC 258, OFTC 285. A minimum grade of “C” or concurrent enrollment in HITC 212, 203, 202, 214. Or with approval of instructor or Academic Dean.

HITC-214 HI in Non-Traditional Setting 2-0-2

This course is available in Spring.

A study of health information management (HIM) in various health care settings. Includes an overview of the setting, documentation requirements, regulatory issues, reimbursement, information management, quality assessment, utilization, and risk management/legal issues, role of the HIM professional and trends. Prerequisite: A minimum grade of “C” in OFTC 150, OFTC 256, CITA 151, OFTC 151, OFTC 152, OFTC 253, OFTC 260, OFTC 254, HITC 102, HITC 103, HITC 201, OFTC 257, OFTC 258, OFTC 285. A minimum grade of “C” or concurrent enrollment in HITC 212, 203, 202, 213. Or with approval of instructor or Academic Dean

HLSK-101 Basic ECG Interpretation 1-0-1

This course is available Fall and Spring.

Introduction to ECG tracing interpretation. Includes identification of components and configurations of the normal ECG and significance of common arrhythmias. Provides basic information that could lead to on-the-job training as a monitor technician.

HLSK-105 Understanding Labs and Nutrition 1-0-1

This course is available Fall and Spring.

This course is designed to instruct nursing students and program graduates in the essentials of nutrition as applied to healthcare, enhancing their knowledge and skills in the field. The role of the nurse as it relates to client preparation and interpretation of diagnostic testing will be discussed. Prerequisite: approval of instructor or Academic Dean

HLSK-106 Intro. to Critical Care Med. 1-0-1

This course is available Fall and Spring.

This one credit hour course introduces students to the fundamental concepts and practices in emergency and critical care medicine. Over eight weeks, students will explore common emergencies, patient assessment techniques, and the multidisciplinary approach essential for effective care in acute settings. Prerequisite: Currently enrolled in an approved Health Science program.

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HLSK-110 Introduction to Health Careers 1-0-1

This course is available Fall and Spring.

Introduction to Health Careers provides basic information for many aspects of healthcare enabling students to develop a solid foundation of understanding of the many career options available in healthcare. Topics and careers covered include Therapeutic Services, Diagnostic Services, Health Informatics, Support services and Biotechnology. Students will complete a career assessment project to aid in future career planning.

HLSK-111 Intro to Healthcare Concepts 1-0-1

This course is available Fall and Spring.

Students will be introduced to healthcare related aspects that are common in many or all healthcare careers. Topics will include basic history of healthcare, types of facilities and agencies, basic healthcare coverage options, safety and infection control, legal and ethical concerns, communication skills, employability skills, and basic medical math.

HLTH-102 Human Health and Wellness 3-0-3

This course is available Fall, Spring, and Summer.

Human Health and Wellness is designed so that students learn the importance of, identify, and apply steps for making decisions and taking responsibility for their own health-related learning and behaviors. Students obtain practical information that encourages lifestyle wellness choices. The course introduces major health issues prevalent in our society today. Knowledge recall as well as more advanced learning skills is addressed in assignments and examinations. Topics include Personal Health; Mental Health; Addictions and Addictive Behavior; Sexuality; Prevention and Control of Disease; Aging; Safety.

HLTH-107 Principles of Nutrition 3-0-3

This course is available Fall, Spring, and Summer.

This course is designed as an introduction to the basic concepts of nutrition. Content includes sources of nutrients and nutrient needs and uses by the body.

HLTH-126 Emer Med Serv First Responder Train 2-1-2.5

This course is not offered on a regular basis.

The course will develop functional emergency procedures for fire, police, and other personnel who may be required to provide initial care to sustain life and maintain life support until the victims of accidents or sudden illness are cared for by qualified medical personnel. This course may not transfer to some universities.

HLTH-128 Cardiopulmonary Resuscitation 1-0-1

This course is not offered on a regular basis.

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems and immediate care of the cardiopulmonary victim. This course may not transfer to some universities.

HLTH-208 First Aid 3-0-3

This course is available Fall and Spring.

The regulation standard course in first aid principles and practice, cardiopulmonary resuscitation and personal safety.

HORT-101 Introduction to Horticulture 2-2-3

IAI AG 905

This course is available in Fall.

An introduction to the principles and practices in the development, production, and use of horticulture crops (fruits, vegetables, greenhouse, turf, nursery, floral, and landscape). This class includes the classification, structure, growth and development, and environmental influences on horticulture plants; horticulture technology; and an introduction to the horticulture industries.

HORT-122 Greenhouse Operation 1-4-3

This course is available in Spring.

The environmental factors manipulated within a greenhouse and how greenhouses are designed to control these factors will be introduced in this course. Greenhouses are used to produce a variety of crops such as potted flowering plants, bulbs, bedding plants, foliage plants, vegetables and cut flowers. Several types of cropping systems may be used in a greenhouse, for example: in-bed plantings, potted production and hydroponics. The topics of greenhouse design, heating and cooling, benching, lighting, irrigation and fertilization systems and greenhouse maintenance will also be covered in this course.

HORT-128 Greenhouse Management 2-2-3

This course is not offered on a regular basis.

Overview of the greenhouse industry and careers in the field. Greenhouse design and placement, and glazing materials will be discussed. Environmental Control Systems, watering, fertilization and growing media will be considered. Selected greenhouse crops and crop scheduling will be examined.

HUMA-199 Topics in Humanities 6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Humanities profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

HVAC-101 Concepts of Basic Refrigeration 2-2-3

This course is available in Fall.

This course is an introduction to concepts of basic refrigeration which includes the understanding of refrigeration terminology. The course also covers the fundamental of refrigeration cycles and the energy conversion principles of refrigerants. An introduction to the use of tools, instruments, safety, and materials is emphasized.

HVAC-102 Heating Systems 2-2-3

This course is available in Fall.

This course introduces the student to the basics of residential

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electric and combustion-type heating systems, including the use of fuels, combustion processes, and equipment specifications related to the distribution of heating medium.

HVAC-103 A.C. D.C. Electrical 2-2-3

This course is available in Fall.

This course includes the study of electron flow, voltage and resistance for parallel-series-parallel compound circuits. The students will learn practical applications and become familiar with the use of a voltmeter. Assembling different types of circuits, analyzing circuits, with electric motors and other controls is also covered.

HVAC-104 Environmental Control Mechanisms 1-2-2

This course is available in Fall.

This course covers the principles of alternating current circuits and their characteristics as applied to environmental control mechanisms. Also covered are troubleshooting, installation and repair of compressors, fan motors, transformers, solid state circuitry and controls.

HVAC-105 Sheet Metal Fabrications 1-2-2

This course is available in Fall.

The students will be introduced to a basic background in sheet metal design and duct work sizing. Emphasis is placed on sheet metal layout and fabrication, and duct work installation.

HVAC-106 Commercial Refrigeration I 1-2-2

This course is available in Spring.

This course introduces to the student the components that make up commercial refrigeration systems. Also included in the course is troubleshooting and repair of commercial refrigeration systems, testing of compressors, metering devices, evaporator, condensers and specialty controls. Prerequisite: HVAC 101 and HVAC 103 or with approval of instructor or Academic Dean

HVAC-108 Heat Pump Systems 2-2-3

This course is available in Spring.

This course introduces the student to the application and operation of heat pump systems. Laboratory exercises will emphasize trouble shooting, testing and repair of existing systems. Geo-thermal heating and cooling is part of this instruction. Prerequisite: HVAC 101, HVAC 102, & HVAC 104

HVAC-109 Air Conditioning Systems 2-2-3

This course is available in Spring.

This course is designed as an in-depth study of various air conditioning and refrigeration systems, their design, and their application and operation. The student will demonstrate in a simulated laboratory setting, the installation processes, troubleshooting, service and repair. Prerequisite: HVAC 101 & HVAC 104

HVAC-110 Systems Design 1-2-2

This course is available in Spring.

This course will provide the student with a basic background in systems design. Prerequisite: HVAC 102 or with approval of

instructor or Academic Dean

HVAC-111 HVAC Blueprint Reading 1-2-2

This course is available in Spring.

This course is designed to give students instruction on reading blueprints specifically for the HVAC trade.

HVAC-112 Recovery and Reclaim Procedures 2-2-3

This course is available in Spring.

This course is to train students on recovery procedures which will allow students to achieve a license to handle and purchase refrigerants that are necessary in the HVAC trade. The license is granted through the Environmental Protection Agency. Prerequisite: HVAC 101

HVAC-202 Heating II 2-2-3

This course is available Fall and Summer.

This course is designed to give students instruction on more advanced Heating Systems needed for commercial and industrial environments. Prerequisite: HVAC 102

HVAC-203 National Electrical Code Interp. 2-2-3

This course is available Fall and Summer.

To fully understand the National Electrical Code to be applied to HVAC and wiring diagrams. Prerequisite: HVAC 103

HVAC-205 Advanced Sheet Metal 1-2-2

This course is available Spring and Summer

This course is designed to give students instruction on more advanced Sheet Metal fabrication, which would be utilized for commercial situations requiring advanced fittings and additional techniques that are consistent with the commercial HVAC industry. Prerequisite: HVAC 105

HVAC-206 Commercial Refrigeration II 1-2-2

This course is available Spring and Summer

This course deals with the advanced concepts of commercial refrigeration systems design. The student will troubleshoot refrigeration systems. Prerequisite: HVAC 101, HVAC 103, and HVAC 106 or with approval of instructor or Academic Dean

HVAC-209 Air Conditioning II 2-2-3

This course is available Spring and Summer

This course is designed to give students instruction on more advanced Air Conditioning Systems. It is geared towards sophisticated and multi-faceted applications in the commercial industry. Prerequisite: HVAC 109

INDT-105 D.C. Fundamentals 2-2-3

This course is available in Fall.

This course presents the basic electrical principles involved in electricity and electronics. Topics include Ohm's and Kirchoff's laws: series, parallel and combination circuits, resistance, magnetism, electromagnetic induction, inductance and capacitance in DC circuits with practical mathematical analysis. Laboratory sessions include testing, analysis and construction of circuits; instruction and practice in utilizing the function

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capabilities of electronic measuring instruments.

INDT-106 A.C. Fundamentals 2-2-3

This course is available in Spring.

A continuation of D.C. Fundamentals INDT 105 with emphasis on alternating current circuits. Topics include generation and measurement of AC, transformers, reactance, impedance, resonance and filters. Laboratory sessions include use of oscilloscope for circuit analysis.

INDT-110 Fluid Power 2-2-3

This course is available in Fall.

This course will cover the basic fundamentals of Pneumatic/Hydraulic systems. The course will cover operation and individual component operation within circuits, with emphasis on circuit diagramming and print reading, are covered in this course. Additional instruction in electro-hydraulic servo operation troubleshooting is included, along with a familiarization of test instruments used in circuit diagnosis.

INDT-111 Industrial Safety 2-0-2

This course is available in Fall.

This course will familiarize the student with materials and equipment used in industry by the plant maintenance person. It will identify potential hazards inherent in the use and handling of hand and power tools, industrial gases, and chemicals. It will acquaint the student with hazardous associated with maintenance work on power systems.

INDT-112 Basic Digital 2-2-3

This course is available in Spring.

A digital electronics course using TTL integrated circuits exclusively. Some of the subjects covered are: Transistor switching, basic gate and gate circuits, multiplexers, light emitting diodes, displays and flip flops.

INDT-113 Advanced Digital 2-2-3

This course is not offered on a regular basis.

A continuation of Basic Digital. Some of the subjects covered are: counters, decoders, sequencer, bussing, memories and arithmetic elements, code conversion, and encoders. Prerequisite: INDT 112 or with approval of instructor or Academic Dean

INDT-114 Computer Operation 1-2-2

This course is not offered on a regular basis.

An introductory course in computer operation. Basic keyboarding techniques will be taught for use with word processing and data entry software.

INDT-115 Instrument & Process Control 2-2-3

This course is available in Fall.

An introduction to the operation of standard test equipment and measurement methods used in industries requiring strict quality assurance.

INDT-118 Manufacturing Processes 3-0-3

This course is available Fall and Summer.

The course acquaints the student with several areas of primary manufacturing processes. The interaction of manufacturing systems, manufacturing materials, manufacturing processes, introduction to management, manufacturing enterprise, automating manufacturing systems and manufacturing plant visits. You will learn that manufacturing is a managed system that draws upon resources, explore a number of material processing techniques and be introduced to the concepts of leadership/entrepreneurship. Personal cover letters resumes are developed in addition to a mock interview. Soft skills and work ethic are practiced throughout the entirety of the course.

INDT-120 Drives and Motors 2-2-3

This course is available in Fall.

This course is designed to cover the fundamentals of both DC and AC motors. The course will cover single phase and three phase motors along with different control methods such as speed control, reversing and plugging.

INDT-121 Assembly/Fabrication 1-2-2

This course is not offered on a regular basis.

This course is designed to introduce students to the concept of fabrication through two phases. The first phase consists of Wire-Wrapping and PC board layouts. Phase one includes art-work layout, etching the board and mounting components. The second phase deals with basic metal fabrication, including design layout, design transfer, metal cutting and metal fastening. Prerequisite: INDT 122 or with approval of instructor or Academic Dean

INDT-122 Print Reading 1-2-2

This course is available in Fall.

This course is designed to introduce students to the concept of electronic drafting through two phases. The first phase consists of making the actual drawing along with its interpretation. Types of graphic displays used are: pictorial drawing, block diagram, logic diagram, ladder diagram, electrical floor plans and schematic diagrams. The second phase will relate to the actual schematic and pictorial representation of the many electronic devices and circuits used in electronics.

INDT-125 Basic Electricity 2-2-3

This course is not offered on a regular basis.

A basic course in electricity. It will introduce the student to the conventional and electron theories as they are understood in the operation of industrial machinery.

INDT-130 Basic Air Cond and Refrigeration 1-0-1

This course is available in Fall.

Discusses the role of air conditioning in commerce and industry. After stressing the need for organization and proper tools and equipment, major types of complaints are discussed in the troubleshooting section. Deals with diagnosing and correcting malfunctions in system components, controls and accessories. Presents a proven step-by-step troubleshooting procedure for both refrigeration and air conditioning.

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INDT-132 Introduction to CNC

2-2-3

This course is available in Spring.

This course will prepare students to program Computer Numerical Control (CNC) cutting machines used in industry. Emphasis will be placed up CNC milling machines and lathes for 3D parts and CNC plasma cutting for 2D parts. Students will learn manual G-Code programming as well as post processing 2D and 3D CAD drawings. Students are encouraged to complete DFTG 122 or DFTG 202 prior to this course.

INDT-168 National Electric Code

3-0-3

This course is available in Fall.

This course covers the electrical installation practices according to the NFPA 70, National Electrical Code (NEC) for commercial locations involving new constructions, remodeling, and maintenance repair.

INDT-190 Industrial Robotics

2-2-3

This course is available in Spring.

This course will introduce students to industrial robots and how they are programmed and used. The lecture will focus on safety, robotic technology, and industrial applications. The lab will focus on programming industrial robots.

INDT-210 Engineering Design

2-2-3

This course is available in Fall.

This course is designed to take the students through a step by step progression dealing with the layout, design and construction of a complete industrial project. The "TEAM" approach will be utilized in this course.

INDT-211 Industrial Troubleshooting & Repair

2-2-3

This course is available in Spring.

Rather than concentrating on particular systems, this course emphasizes techniques which help the students develop a systematic approach for locating problems. Narrowing the search by examining subsystem functions; fault isolation within a subsystem; quiescent checks; signal checks; and troubleshooting digital systems are covered.

INDT-212 Material and Production Control

3-0-3

This course is available in Spring.

This course will prepare students to work in the materials and production control environments of an industrial company. Emphasis will be placed upon material and inventory control methods, and warehousing. This course will also cover aspects of production control such as scheduling and production activity control. The course also covers purchasing and material procurement techniques used in industrial applications.

INDT-213 Quality Control and Improvement

3-0-3

This course is available in Spring.

This course will study the principles and techniques of modern quality control practices used in industry. Topics include total quality management, fundamentals of statistics, statistical process control (SPC) and control charts for variables, quality teams and improvement methods, and other quality related

issues and techniques.

INDT-220 Solid State

2-2-3

This course is available in Spring.

The study of basic solid state devices, their characteristics and circuit configurations. Topics include solid state rectifiers, power supplies, basic transistor circuits, audio voltage and power amplifiers. Laboratory sessions include bread boarding of the above circuits and the use of test equipment to test operations. Students are required to construct a variable voltage regulated power supply.

INDT-221 Industrial Wiring

2-2-3

This course is available in Fall.

This course provides the student with an understanding of industrial electrical power systems, including three phase circuits, motors and associated electrical control. Prerequisite: INDT 105, INDT 106, or with approval of instructor or Academic Dean

INDT-270 Electrical Safety 70E

2-0-2

This course is available in Spring.

This course is based entirely on electrical safety, designed around the industry standard written by the National Fire Protection Association. The standard is known as 70E and is incorporated in the OSHA regulations. NFPA created the standard to reduce injuries and save lives.

INDT-275 Indust. Solid State Electronics

2-4-4

This course is not offered on a regular basis.

This course is designed to introduce the students to electronic devices and circuits as related to the industrial fields through lecture and lab experiments. The lecture itself is designed to give the student the theoretical aspect of industrial electronics, while the lab portion gives the student a realistic approach to prove and view the information related to the theory portion. Topics discussed will include: transistors as switchers; decision and memory devices; SCR's, UFT's, TRIAC's, and operational amplifiers, along with interfacing the devices to computers. Upon completion of the course, the student will have an understanding of the various types of components and circuits used in industrial electronics. Prerequisite: INDT 220 or with approval of instructor or Academic Dean

INDT-276 Indust. Elect. Control Systems Appl.

2-2-3

This course is available in Spring.

This course is designed to introduce the students to industrial electronics, motor control systems and control applications. The lecture is designed to give the students the theoretical aspects of industrial motor control and applications, while its lab portion gives the student a realistic approach to prove and view the information related to the theory portion. Topics discussed will include: feedback systems and Servomechanics, final correcting devices and amplifiers, input transducers, closed-loop systems, motor speed control and system interfacing.

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INDT-280 Program. Control Concepts & Appl. 2-2-3

This course is available in Spring.

This course is designed to introduce the Concepts and Applications of Programmable Controllers (PCS) to the students through lecture and laboratory experiments. This introduction course will cover numbering systems, logic concepts, CPU, I/O systems, and programming the controllers.

LAWO-110 Introduction to Criminal Justice 3-0-3

IAI CRJ 901

This course is available Fall, Spring, and Summer.

A survey and analysis of the criminal justice system, including a historical and philosophical overview of its development, with special emphasis on the system's primary components and the relationship among these components in the administration of criminal justice in America.

LAWO-120 Work Ethics in Criminal Justice 2-0-2

This course is available Fall and Summer.

The focus of the class is the study of moral issues, core values, ethical dilemmas, promotion of honorable behavior and courage and the challenges affecting human behavior relating to our technical careers. The Workforce Ethics curriculum and the established Core Values adopted by Kaskaskia College will be the main principles of this course that relate the topic with the fundamentals in our technical career.

LAWO-131 Introduction to Private Security 3-0-3

This course is available in Fall.

This course will introduce the student to understand the background and current status of private security; the basic goals and responsibilities of security professionals; explore other important challenges to the profession; and pull together the basic concepts by describing how the pieces fit together in various applications including infrastructure, institutional, and commercial security.

LAWO-132 Retail Security and Safety 3-0-3

This course is available in Spring.

This course focuses on the ever-changing needs of our society, specifically addressing the possibility of loss due to numerous threats or risks in our society. This course will provide a general background to the retail security profession.

LAWO-140 Air & Bloodborne Pathogens for CJ 1-0-1

This course is available Fall and Summer.

The Airborne & Bloodborne Pathogens for Criminal Justice course teaches students how airborne and bloodborne pathogens are spread, how to prevent contamination, how to minimize and eliminate risks of exposure, and what to do if exposed to infectious materials. First Responders must understand the importance of treating all blood and potentially infectious materials with proper precautions. This class is open to all.

LAWO-171 Criminal Justice Internship 0-4-2

This course is available Spring and Summer

This structured work experience program strives to bring

training and education into a more meaningful relationship. The student will observe the operation of a criminal justice agency under general supervision of the agency. Prerequisite: permission of Program Coordinator

LAWO-205 Criminal Justice Physical Fitness 0-4-2

This course is available Spring and Summer

A physical fitness course preparing criminal justice students and/or criminal justice applicants to pass the required physical agility entry exams set by the Illinois State Police Merit Board Physical Fitness Standards Board and live a healthier and less-stressed life in any branch of the criminal justice profession.

LAWO-210 Report Writing for Criminal Justice 3-0-3

This course is available in Spring.

Practice in the techniques of gathering, organizing, and presenting required information by writing technical reports based on the requirements in the field of Criminal Justice. Specifically, this course helps students improve in all technical report writing, communication, and preliminary skills relating to Criminal Justice.

LAWO-215 Introduction to Investigation 3-0-3

This course is available Fall and Spring.

Fundamentals of criminal investigation, theory and history, crime scene to courtroom with emphasis on techniques appropriate to specific crimes.

LAWO-225 Police Operations 3-0-3

This course is available Fall and Spring.

An analysis of police line operations. Topics such as the specialized functions of crime prevention, vice, drug, communication, police reports, patrol deployment, juvenile work, use of deadly force, implementation of procedural and tactical planning, basic principles of traffic control, objectives of vehicle traffic law, accident investigation, and functions of various operational field units.

LAWO-230 Juvenile Justice 3-0-3

This course is available Fall and Spring.

This Juvenile Justice course is designed to provide a general introduction to include a comprehensive overview, and an analysis of the origins, philosophy, and objectives of our juvenile justice system. Additional topics include theoretical perspectives on delinquency, legal processes and roles of the actors, and the current trends within our Juvenile Justice System.

LAWO-235 Institutional Corrections 3-0-3

IAI CRJ 911

This course is available Fall and Spring.

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.

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LAWO-250 Criminal Law 3-0-3

This course is available Fall and Spring.

Examination and analysis of the structure and function of substantive criminal law and the principles of criminal law, including the acts, mental acts, mental state, and attendant circumstances that are necessary elements of crimes. An in-depth study of the Illinois Compiled Statutes is a big part of the semester.

LAWO-255 Introduction to Criminology 3-0-3

IAI CRJ 912

This course is available Fall and Spring.

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender.

LAWO-265 Court Procedures and Evidence 3-0-3

This course is available Fall and Spring.

The rules of evidence as they apply to judicial proceedings and administrative hearings relative to the criminal processes. Development of the underlying rationale of rules. Emphasis is placed on collection and admissibility of evidence.

LAWO-275 Justice Administration 3-0-3

This course is available Fall and Spring.

This course focuses on organization, management, and supervision in the criminal justice system, with emphasis on concepts of administrative procedures, problem analysis evaluation, planning, budgeting, research, community relations, personnel, selection and training, all within the framework of the criminal justice system.

LAWO-280 Community Based Corrections 3-0-3

This course is available Fall and Spring.

Survey of the problems of community based corrections including the history and evolution of community correctional efforts, survey of community based treatment and rehabilitation efforts, jail administration, security and treatment role of practitioners and administrators, functional aspects of probation and parole, pre-release centers and halfway houses, and the relationship between institutional programs and the effect on released and pre-released prisoners in the community.

LEAD-150 Leadership Development 3-0-3

This course is available Fall, Spring, and Summer.

This course is a multi-disciplinary humanities approach which applies the principles of critical thinking by using experiential learning exercises to weave together behavioral science principles, classic works of literature and contemporary multi-cultural writing with the goal of promoting a deeper understanding of leadership. It is designed to foster the development of leadership abilities in students by providing a basic understanding of the historical perspectives of leadership and group dynamics theory, by raising awareness of the ethical responsibilities of leadership and by assisting the student in developing personal philosophies of leadership which help them gain insight into their own leadership styles. A key component

of the course is the development of student communication skills through the use of writing assignments, reflective journal responses, and oral presentations.

LITO-103 Introduction to Literature 3-0-3

IAI H3 900

This course is available Fall, Spring, and Summer.

This course introduces students to the literature of fiction, poetry, and drama through reading and analysis of texts from a variety of literary forms and periods, and by learning approaches to determining literary meaning, form, and value.

LITO-105 Introduction to Poetry 3-0-3

IAI H3 903

This course is available Fall and Spring.

Instruction and practice in close reading of poetry, focusing on reading, discussing, and writing effectively about a range of poems, not a historical survey. Students will be able to use relevant critical terms in their analyses of poems; to discuss poetic forms, genres, and techniques in an informed way; and to deal effectively with questions of interpretation.

LITO-106 Introduction to Drama 3-0-3

IAI H3 902

This course is not offered on a regular basis.

Reading and discussion of representative plays, ranging from classical to modern drama, with some attention to dramatic and theatre criticism. Students will be able to use relevant critical terms in their analysis of plays, will analyze and interpret individual works, and will become familiar with such dramatic genres as tragedy, comedy, melodrama, and farce.

LITO-107 Introduction to Fiction 3-0-3

IAI H3 901

This course is not offered on a regular basis.

Reading and discussion of representative short stories and novels from a range of literatures, with some attention to critical work on fiction. Students will increase their enjoyment and appreciation of fiction by reading a variety of works and writers; come to understand the forms and functions of prose fiction; be able to use relevant critical terms effectively; and analyze and interpret prose fiction both in class discussion and in formal critical essays.

LITO-110 Classical Mythology 3-0-3

IAI H9 901

This course is available Fall and Spring.

This course focuses on the myths of classical Greece and Rome and their impact on the literature and thought of Western Civilization.

LITO-112 Non-Western Literature 3-0-3

IAI H3 908N

This course is not offered on a regular basis.

An introduction to literature in English by writers from non-western cultures--Asian, South Asian, African, Caribbean, Middle-Eastern, etc.--with an emphasis on the intellectual,

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social, and political contexts of their works. Prerequisite: Satisfactory completion of the first General Education writing course is required as a prerequisite for this course to be accepted for credit towards an English major (ENGL 101).

LITO-113 American Ethnic Literature 3-0-3

IAI H3 910D

This course is not offered on a regular basis.

Examination of various types of literary works that reflect the experience and construction of racial and cultural minority identity.

LITO-115 Film Appreciation 3-0-3

IAI F2 908

This course is available Fall and Spring.

A survey of film as an art form, emphasizing elements of visual storytelling, aesthetics, differences among genres and criticism. Examines such techniques as pictorial composition, movement, sound, lighting and editing.

LITO-116 Film History 3-0-3

IAI F2 909

This course is not offered on a regular basis.

An international survey of the historical development of film, emphasizing a study of films and innovations in film production that have had significant influence on film as an art form.

LITO-117 Film and Literature 3-0-3

IAI HF 908

This course is not offered on a regular basis.

A study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examination of adaptations and influences that demonstrate the strengths of each artistic medium.

LITO-139 World Literature 3-0-3

IAI H3 906

This course is not offered on a regular basis.

Reading and analysis of representative master pieces from a variety of nationalities and epochs. Focuses primarily on Western literature, but may also include selections from other nationalities. This course and World Literature 140 constitute the full survey course in World Literature. The course surveys, in historical context, the literature of Classical Greece and Rome, and the literature of the Middle Ages. The course correlates historical survey with studies of culture and genre.

LITO-140 World Literature 3-0-3

IAI H3 907

This course is not offered on a regular basis.

This is a continuation of Western Literature in Translation I. The second semester of World Literature considers the historical survey from the late Medieval and Renaissance periods to modern times. Selections from Tolstoy, Goethe, Cervantes, Voltaire, and others are studied. Collateral reading of complete works of some selections is required.

LITO-201 British Literature Survey, Part 1 3-0-3

IAI H3 912

This course is not offered on a regular basis.

This course surveys British literature from its beginning to the late eighteenth century. The course teaches literature in a historical context and focuses on major and representative writers. Students will read works in various literary genres and will develop skills that will enrich their understanding of literature.

LITO-202 British Literature Survey, Part 2 3-0-3

IAI H3 913

This course is not offered on a regular basis.

This course surveys British literature from the Romantic Period to the present. The course teaches literature in a historical context and focuses on major and representative writers. Students will read works in various literary genres and will develop skills that will enrich their understanding of literature. Prerequisite: Recommended: Freshman-level composition course or an Introduction to Literature course

LITO-203 Native American Literature 3-0-3

IAI H3 910D

This course is available in Spring.

This course introduces students to Native American storytelling and oratory. Students will read and analyze stories, speeches, and essays, past and present, written or spoken by Native Americans from across the continent. Students will also learn the relevant cultural and historical background that will enable them to appreciate more deeply this rich and diverse tradition.

LITO-204 American Literature 3-0-3

IAI H3 914

This course is not offered on a regular basis.

A survey of representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Prerequisite: Completion of the first General Education writing course (ENGL 101)

LITO-205 American Literature 3-0-3

IAI H3 915

This course is not offered on a regular basis.

A survey of representative works illustrating the development of American literature from the Civil War to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Prerequisite: Completion of the first General Education writing course (ENGL 101)

LITO-206 Tolkien 3-0-3

This course is available in Spring.

This course introduces students to the literary works of JRR Tolkien. The centerpiece of the course will be to read 'The Lord of the Rings', but due attention will be paid to 'The Silmarillion', 'The Hobbit', and other significant works by Tolkien including

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his literary criticism. Students will also learn Tolkien's place within the tradition of English literature.

LITO-210 Shakespeare 3-0-3

IAI H3 905

This course is available Fall and Spring.

This course introduces students to the plays and poems of William Shakespeare within a literary and historical context.

LITO-218 Children's Literature 3-0-3

This course is available Spring and Summer

A comprehensive survey of the various types of poetry and prose for children, with considerable attention to the significant historical folklore backgrounds.

MATH-030 Contemporary Math Support 2-0-2

This course is available Fall and Spring.

Presents prerequisite skills necessary to be successful in Math 130 - Contemporary Mathematics. Taught concurrently with Math 130 by integrating course content with instruction in reading/learning/critical thinking skills necessary for successful performance of Math 130 course work. These skills will assist in the focus on mathematical reasoning and the solving of real-life problems rather than routine skills and appreciation. These skills will also assist the study of topics including mathematical modeling, probability and statistics, graph theory, and linear programming. Prerequisite: Math placement at Math 030; or the completion of Math 102 with a grade of C or better. Refer to placement chart in college catalog for detailed information. Concurrent enrollment required in Math 130. A failing grade in MATH 130 will result in a failure to pass MATH 030, regardless of any previous scores in MATH 030. Withdrawing from MATH 130 will result in an automatic withdrawal from MATH 030. This course is only offered face-to-face.

MATH-034 College Algebra Support 2-0-2

This course is available Fall and Spring.

Presents prerequisite skills necessary to be successful in MATH 134-College Algebra. Taught concurrently with MATH 134 -College Algebra by integrating course content with instruction in the reading/learning/critical thinking skills necessary for successful performance of MATH 134-College Algebra course work. These skills will assist with the study of basic algebraic operations and expand their use to cover major topics of factoring; working with exponents; solving equations, including linear, quadratic and systems; graphing and functions. Prerequisites: Meet placement via the Placement Chart in the college catalog. Concurrent enrollment required in Math 134. A failing grade in MATH 134 will result in a failure to pass MATH 034, regardless of any previous scores in MATH 034. Withdrawing from MATH 134 will result in an automatic withdrawal from MATH 034. This course is only offered face-to-face.

MATH-101 Basic Mathematics 3-0-3

This course is available Fall, Spring, and Summer.

This course emphasizes the basic operations of arithmetic.

Topics include fractions, decimals, percents, ratios, proportions, and solutions of simple equations; as well as some basic applications. This course may not transfer to some universities. Prerequisite: Students whose math placement test scores indicate arithmetic weaknesses are required to pass this course (with a grade of C or better). Refer to placement chart in college catalog for detailed information.

MATH-102 Elementary Algebra 4-0-4

This course is available Fall, Spring, and Summer.

This course is intended for students with little or no background in algebra. Students will learn concepts in linear equations and inequalities, graphing linear equations, systems of linear equations, polynomials and properties of exponents, and factoring. Prerequisite: Math placement at Math 102; or the completion of Math 101 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-107 Intermediate Algebra 4-0-4

This course is available Fall, Spring, and Summer.

This course considers an introduction to the real number system, linear equations and inequalities, polynomials, fractional equations and expressions, exponents, roots and powers, and quadratic equations. Prerequisite: Math placement at MATH 107; or the completion of MATH 102 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-130 Intro. to Contemporary Mathematics 3-0-3

IAI MI 904

This course is available Fall, Spring, and Summer.

This course focuses on mathematical reasoning and the solving of real-life problems and appreciation, rather than on routine skills. Topics include mathematical modeling, counting techniques and probability; statistics, graph theory, and linear programming. Prerequisite: Math placement at MATH 130; or the completion of MATH 107 with a grade of C or better; or concurrent enrollment in Math 030. Refer to placement chart in college catalog for detailed information.

MATH-134 College Algebra 3-0-3

This course is available Fall, Spring, and Summer.

This course will consider basic algebraic operations and expand their use to cover major topics of factoring; work with exponents; solving equations, including linear, quadratic and systems; graphing; matrices; and functions. Prerequisite: Math placement at MATH 134; or the completion of MATH 107 with a grade of C or better; or concurrent enrollment in Math 034. Refer to placement chart in college catalog for detailed information.

MATH-135 Trigonometry 3-0-3

This course is available Fall and Spring.

This course will focus on definitions, properties, and graphical characteristics of trigonometric functions, radian measure, trigonometric identities and equations, solutions of oblique and right triangles, inverse trigonometric functions, and powers and roots of complex numbers. Further topics may include

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polar coordinates and vectors. Prerequisite: Math placement at MATH 135; or the completion of MATH 134 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-136 General Statistics 4-0-4

IAI MI 902

This course is available Fall, Spring, and Summer.

This course focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills. Topics include: data collection processes (types of studies, experimental design, sampling techniques, and bias), descriptive methods (frequency distributions and graphing and measures of location and variation), basic probability theory (sample spaces, counting, factorials, combinations, permutations and probability laws), probability distributions (normal distributions and normal curve, binomial distribution), statistical inference (confidence intervals, hypothesis testing, t-tests and chi-square tests, errors, and p values), correlation, least squares regression, and f-test and analysis of variance. Prerequisite: Math placement into MATH 136; or the completion of MATH 107, MATH 130, MATH 134, or MATH 160 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-143 Finite Mathematics 3-0-3

IAI MI 906

This course is available Fall and Spring.

Emphasis on concepts and applications, rather than mathematical structures (designed especially for students in business, economics, Social Sciences and Life Sciences, with applications drawn from these fields). Includes topics of systems of linear equations and matrices; linear programming; counting and probability theory. Additional topics include: determinants; systems of inequalities; simplex method; set theory; and the mathematics of finance. Prerequisite: Math placement into Math 143; or the completion of MATH 134 or MATH 160 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-160 Precalculus 5-0-5

This course is available Fall, Spring, and Summer.

This course covers the topics of College Algebra and Trigonometry in a single semester. Additional topics include parametric equations and conic sections. A graphing calculator is highly recommended. Prerequisite: Math placement into MATH 160; or the completion of MATH 107 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-166 Calculus and Analytical Geometry I 5-0-5

IAI MTH 901 IAI MI 900-1

This course is available Fall and Spring.

This first course in Calculus introduces derivatives and their applications, and basic integration. It is recommended that the full Calculus sequence is completed at the same institution since content and credits vary and there is no way to assure that content is not lost in transfer. Topics include (but are not

limited to) the following: limits and continuity; definition of derivative; rate of change, slope; derivatives of polynomial and rational functions; the chain rule; implicit differentiation; differentials; higher order derivatives; Rolle's Theorem; Mean Value Theorem; applications of the derivative; anti-derivatives; the definite integral; the Fundamental Theorem of Calculus; techniques of integration, including substitution; indeterminate forms and L'Hôpital's Rule; the calculus of the trigonometric, logarithmic, and exponential functions. Prerequisite: Math placement at MATH 166; or the completion of MATH 135 or MATH 160 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-170 Math for Elementary Teachers I 4-0-4

This course is available in Fall.

Basic elements of mathematics for students majoring in elementary education. Includes origin of numerals, sets, relations, systems of numeration, natural numbers, integers, rational numbers, real numbers, and number theory. Emphasis will be given to solving applications problems involving ratios, proportions, and percents. Prerequisite: Math placement into Math 170; or the completion of MATH 107 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-172 Math for Elementary Teachers II 3-0-3

IAI MI 903

This course is available in Spring.

Focuses on mathematical reasoning and problem solving, by using calculators and microcomputers in problem solving. Topics are selected from: sets, functions and logic, whole numbers, integers, rational numbers, irrational numbers and the real number system (e.g., number theory, probability, statistics, measurement and non-metric geometry). The two-course sequence meets the requirements for state certification in elementary teaching. Fulfills the Illinois Transferable General Education Core Curriculum (iTransfer Gen. Ed.) requirement only for students seeking state certification as elementary teachers. Prerequisite: Completion of MATH 170 with a grade of C or better

MATH-236 Linear Algebra 3-0-3

IAI MTH 911

This course is available in Spring.

A first course in linear algebra, including vectors and matrices; vector spaces and subspaces; linear dependence, independence and transformations; basis and dimension; sums, composites, inverse of linear transformations; determinants; and orthogonality. The course also includes eigenvalues and eigenvectors. Prerequisite: Completion of MATH 267 with a grade of C or better

MATH-246 Calculus for Busn. & Social Science 4-0-4

IAI MI 900-B

This course is available in Spring.

This calculus course is designed specifically for students in business and the social sciences and does not count toward a

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major or minor in mathematics. It emphasizes applications of the basic concepts of calculus rather than proofs. Topics must include limits; techniques of differentiation applied to polynomial, rational, exponential, and logarithmic functions; partial derivatives and applications; maxima and minima of functions; and elementary techniques of integration including substitution and integration by parts. Business and social science applications are stressed throughout the course. Prerequisite: Math placement into Math 246; or the completion of MATH 134 or MATH 160 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-248 Business Statistics 4-0-4

IAI BUS 901

This course is available in Fall.

Topics include the basic concepts of statistical analysis used in business decision making, including probability and how uncertainty is dealt with in real life. The student will analyze and work out simple problems and should be able to recognize instances in which statistical techniques have been misused. The following concepts and statistical techniques are included: measures of central tendency and variability; random variables and probability distributions; binomial, normal and sampling distributions; estimation; tests of hypothesis; chi square tests; linear regressions and correlation; and one-way analysis of variance. Prerequisite: Math placement into Math 248; or the completion of MATH 134 or MATH 160 with a grade of C or better. Refer to placement chart in college catalog for detailed information.

MATH-267 Calculus and Analytical Geometry II 4-0-4

IAI MTH 902 IAI MI 900-2

This course is available Spring and Summer

This second course in Calculus expands on the techniques of integration and applications. It is recommended that the full Calculus sequence is completed at the same institution since content and credits vary and there is no way to assure that content is not lost in transfer. Topics include (but are not limited to) the following: area, volume, other applications of the integral; techniques of integration, including numerical methods and integration by parts; improper integrals; sequences, series, convergence tests, and Taylor series; parametric equations; polar coordinates and equations. Prerequisite: Completion of MATH 166 with a grade of C or better.

MATH-268 Calculus and Analytical Geometry III 4-0-4

IAI MTH 903 IAI MI 900-3

This course is available in Fall.

This third course in Calculus extends the concepts of differentiation and integration to three dimensions and vectors. It is recommended that the full Calculus sequence is completed at the same institution since content and credits vary and there is no way to assure that content is not lost in transfer. Topics include (but are not limited to) the following: vectors in 2 and 3 dimensions, vector operations; lines, planes, and surfaces in space; functions of more than one variable; partial

derivatives; directional derivatives; gradients; double and triple integrals: evaluation and applications; cylindrical and spherical coordinates. Prerequisite: Completion of MATH 267 with a grade of C or better

MATH-269 Differential Equations 3-0-3

IAI MTH 912

This course is available in Spring.

This course will cover First Order Differential Equations including the topics of the existence and uniqueness of solutions, separable equations, linear equations, initial value problems, exact equations, various substitution methods, basic numerical methods, and applications. The course will also cover higher order equations including the topics of linear independence, the Wronskian, the methods of undetermined coefficients and variation of parameters, and the general solution to homogeneous and non-homogeneous linear equations, and applications. Additionally, the course will cover the use of Laplace Transforms to solve initial value problems, and solving Systems of Differential Equations. Prerequisite: Completion of MATH 267 with a grade of C or better

MEDT-104 Medical Terminology 1-0-1

This course is available Fall, Spring, and Summer.

This course is designed to introduce students to the language of medical terminology, beginning with such basic concepts as prefixes, suffixes, and root words, and progressing to the more complicated medical and surgical terms associated with body systems. In addition, medical terms related to laboratory, radiological and nuclear procedures have been included.

MFNG-187 Manufacturing Safety 2-2-3

This course is available in Fall.

This course introduces the student to safe work practices in the manufacturing environment. The student will learn the six types of frontline manufacturing jobs and facilitating safety in all aspects of the manufacturing processes. The student will become familiar with the agencies that regulate safety, internal safety groups, emergency procedures, safety inspections of their area and more. Successful completion of this class will prepare a potential or existing employee to work safely and promote safe practices that will benefit any manufacturing position.

MFNG-188 Quality & Continuous Improvement 2-2-3

This course is available in Spring.

This course introduces the student to methods of process improvement, importance of data collection and analysis and working with a quality improvement team. There will be an introduction to the concepts of Statistical Process Control (SPC) and how to determine and interpret measures of process capabilities. Quality inspections and audits will be covered along with how to take preventive and corrective actions. Successful completion of this class will prepare a potential or existing employee to work with product quality and always be looking at continuous improvement.

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MFNG-189 Manufacturing Processes

2-2-3

This course is available in Fall.

This course involves the interpretation of specifications, work orders, and technical drawings as they are directly related to the manufacturing industry. It also incorporates the identification of the major stages of production and production systems. Students will become familiar with the types, operations, and applications of castings, molding, machine finishing, assembly, separation, and filling processes. In addition, there will be an introduction to lean concepts, production planning, work flow and how to balance workflow. Production packaging and its systematic processes will be covered as well. Successful completion of this class will prepare a potential or existing employee to possess the manufacturing processes and production skills that will benefit any manufacturing position.

MFNG-191 Maintenance Awareness

2-2-3

This course is available in Spring.

This class introduces students to the basic fundamentals of the basic maintenance fundamentals of the manufacturing industry. Entry level fundamentals of welding, welding safety, basic electrical circuits and measurements, pneumatic and hydraulic concepts and principles, lubrication concepts and management, bearings and couplings, mechanical power transmission safety, belt and chain drives, machine controls and machine automation, are all incorporated into this course. Successful completion of this class will prepare a potential or existing employee with a maintenance awareness of the many facets and skills that will benefit any maintenance position.

MUSC-100 Concert Choir

0-2-1

This course is available Fall and Spring.

Develops artistic choral singing through performance of a wide range of choral literature including folk songs, spirituals, and popular materials, as well as the works of the great masters from the Renaissance to contemporary classic. Audition or consent of instructor required. Ability to read music is helpful but not required. Participation in routine practice sessions is necessary. May be repeated for a maximum of 4 semester hour credit.

MUSC-101 Introduction to Music in America

3-0-3

IAI F1 904

This course is available Fall, Spring, and Summer.

Historical survey of the development and major cultural contributions of American music and composers, including classical, jazz and popular forms, within the context of the American culture of the time.

MUSC-102 Introduction to Jazz

3-0-3

This course is available Fall and Spring.

The course will be a study of the origins, evolution and emergence of jazz as one of American's significant contributions to the world of music. The course will emphasize the study of representative works illustration principle styles in the development of jazz as an accepted form of musical expression in American culture.

MUSC-103 Orchestra

0-2-1

This course is offered as needed, upon approval by Academic Dean.

This course includes the study of and participation in orchestral techniques and performances. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-104 Community Chorale

0-2-1

This course is available Fall and Spring.

Develops artistic choral singing through performance of a wide range of choral literature including folk songs, spirituals, and popular materials, as well as the works of the great masters from the Renaissance to contemporary classics. Audition or consent of instructor required. Ability to read music is helpful but not required. May be repeated for a maximum of 4 semester hours credit. Offered as non-credit CMS 404 with no fee.

MUSC-105 Band

0-2-1

This course is available Fall and Spring.

This course includes the study of and participation in band techniques and performances. Out-of-class performances may be scheduled at the discretion of the instructor and are an integral part of the course. Students are required to audition for the instructor. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-106 KC Blues (Jazz/Show Choir)

0-2-1

This course is available Fall and Spring.

Develops artistic choral singing through performance of vocal jazz, popular song, and Broadway music. Open to any full-time Kaskaskia College student through audition or consent of instructor. May be repeated for a maximum of 4 semester hours credit.

MUSC-107 Music Appreciation

3-0-3

IAI F1 900

This course is available Fall, Spring, and Summer.

This course presents a survey of western classical music from the Middle Ages to the present. In addition to learning musical elements and orchestral instruments, students will be introduced to the compositions of the master composers and stylistic characteristics of the various musical eras. Concert reports and a research paper are required components of this class.

MUSC-110 Applied Music Class Strings

0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

COURSE DESCRIPTIONS

MUSC-112 Vocal Ensemble

0-2-1

This course is not offered on a regular basis.

The Vocal Ensemble is a select group of singers chosen based on balance, musicianship, ability and need. Membership is limited to a suitable number of singers for a small ensemble, as determined by the director. Repertoire for the ensemble will vary from early Renaissance through contemporary popular styles. This ensemble performs for concerts and for public events on and off campus. Prerequisite: Approval of instructor or Academic Dean

MUSC-113 String Ensemble

0-2-1

This course is not offered on a regular basis.

This course is organized to offer further study in specialized types of string music. Students are required to audition for the instructor. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-114 Madrigal Singers

0-2-1

This course is not offered on a regular basis.

Develops artistic choral singing through performance of madrigals and other early music. Open to any full-time Kaskaskia College student through audition or consent of instructor. May be repeated for a maximum of 4 semester hours of credit. Concurrent enrollment in MUSC 100 or 104 is required.

MUSC-115 Applied Music: Private Strings

0.5-1-1

This course is available Fall and Spring.

These are courses designed for music majors or persons with previous formal training and performance experience. Enrollment requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-116 Music Fundamentals

3-0-3

This course is offered as needed, upon approval by Academic Dean.

A course for the student who desires a knowledge of the basic concepts of rhythm, notation, music reading with related keyboard experiences. Required for students who do not pass the theory proficiency.

MUSC-117 Stage Band

0-2-1

This course is available Fall and Spring.

This course includes the study of and participation in jazz ensemble techniques and performances. Students are required to audition for the instructor. Out-of-class performances may be scheduled at the discretion of the instructor and are an integral part of the course. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-118 Jazz Ensemble

0-2-1

This course is available Fall and Spring.

The jazz ensemble offers students opportunities to study and perform jazz. The ensemble utilizes traditional small ensemble instrumentation and configuration. A primary goal of the course is to provide an opportunity for students to develop an understanding of the skills required to teach and perform music in various jazz styles and idioms.

MUSC-119 Instrumental Ensemble

0-2-1

This course is available Fall and Spring.

Organized to offer further study in specialized types of instrumental music. Students are required to audition for the instructor. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-120 Applied Music Class Woodwinds

0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-121 Pep-Band

0-2-1

This course is available Fall and Spring.

The ensemble utilizes traditional and non-traditional pep-band instrumentation to attain the highest possible performance standard through different styles of music. Members are an important part of the community in regard to public performances at athletic competitions and on-campus events. Students may enroll for one semester hour at a time for a maximum of four credit hours. This course also provides the needed group practice to complement individual music instruction and the music theory courses.

MUSC-122 Music Theory I

3-0-3

This course is available in Fall.

The first in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The courses includes introductory through advanced materials in diatonic and chromatic harmony, introduction to form and analysis, and 20th century compositional methods. For music major and minors, concurrent enrollment in MUSC 137 and MUSC 141 is required.

MUSC-123 Music Theory II

3-0-3

This course is available in Spring.

The second in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The courses includes introductory

COURSE DESCRIPTIONS

through advanced materials in diatonic and chromatic harmony, introduction to form and analysis, and 20th century compositional methods. Basic keyboard skills are included and support sequential development of functional knowledge of the keyboard and playing skills sufficient to handle practical situations, including harmonization, transposition, sight-reading, improvisation, accompanying, ensemble playing, and keyboard literature appropriate to the level of the course. For music majors and minors, concurrent enrollment in MUSC 138 and MUSC 142 is required. Prerequisite: MUSC 122 with a grade of C or better

MUSC-124 Applied Music: Private Woodwinds I 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-125 Applied Music: Private Woodwinds 0.5-1-1

This course is available Fall and Spring.

These are courses designed for music majors or persons with previous formal training and performance experience. Enrollment requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-126 Applied Music: Private Woodwinds II 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-127 Introduction to Recording Techniques 2-2-3

This course is available in Fall.

This course is an examination of the art of audio recording. The curriculum will cover signal flow of the mixing console as it applies to both recording and sound reinforcement; microphones and techniques of application; use of sonic effects; recording devices (Analog, Digital, and Hard Disk); synchronization formats; etc.

MUSC-128 Recording Techniques II 2-2-3

This course is available in Spring.

Theory and techniques of digital recording and editing with an overview of analog tape recording. Studio construction, synchronization methods, CD production and magento-optical media will be studied. Formats of digital storage will be presented with an emphasis on surround sound and high

definition audio. Prerequisite: MUSC 127 with a grade of C or better

MUSC-129 Introduction to World Music 3-0-3

IAI F1 903N

This course is available Fall and Spring.

This course will introduce students to the musical traditions of a variety of non-Western cultures, through recorded examples, lecture-demonstrations and live, in-class performances. The course will explore how the elements of music are treated in different cultures, and what musical ideas are common to all cultures. It will also examine the role music plays in the everyday life in different societies. Finally, it will examine how music today reflects the phenomenon of globalization by combining elements of different musical cultures.

MUSC-130 Applied Music Class Percussion 0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-131 Percussion Ensemble 0-2-1

This course is available Fall and Spring.

Weekly rehearsals will be utilized for instruction in percussion techniques and chamber percussion performance skills. Literature will cover standard works, avanta garde, commercial/jazz, transcriptions and arrangements. Membership and exact instrumentation will vary according to the specifications of each work studied and/or performed. May be repeated three times for a maximum of four semester hours applicable toward a degree. Prerequisite: Proficiency on an applicable instrument

MUSC-132 Diction I 2-0-2

This course is available in Fall.

A fundamental course designed to give singers, vocal coaches, and choral conductors the skills needed to sing in English, Latin and Italian languages with ease, accuracy and expression. The International Phonetic Alphabet will serve as a basic tool for pronunciation study. This course will also give the students a rudimentary understanding of English, Latin and Italian languages in order to translate and thus interpret vocal literature. The activities of the course will include the preparation and presentation of spoken and sung excerpts from English, Latin and Italian recitative, song, and operatic repertoire from all historical style periods. Prerequisite: Approval of instructor or Academic Dean

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MUSC-133 Diction II

2-0-2

This course is available in Spring.

A fundamental course designed to give singers, vocal coaches, and choral conductors the skills needed to sing in French and German languages with ease, accuracy and expression. The International Phonetic Alphabet will serve as a basic tool for pronunciation study. This course will also give the students a rudimentary understanding of French and German languages in order to translate and thus interpret vocal literature. The activities of the course will include the preparation and presentation of spoken and sung excerpts from French and German recitative, song, and operatic repertoire from all historical style periods. Prerequisite: Successful completion of MUSC 132

Focuses on rhythmic performance and drills intervals, scales, triads, and simple melodies. Prerequisite: MUSC 137 with a grade of C or better

MUSC-139 Chamber Singers

0-2-1

This course is not offered on a regular basis.

Chamber Singers is a select group of singers chosen by audition. Ensemble members will be chosen based on sight-reading skills, musicianship, balance, and blend. Membership is limited to a suitable number of singers for a small ensemble, as determined by the director. Repertoire for the ensemble will vary from early Renaissance through contemporary styles. This ensemble performs for concerts and for public events on and off campus. Prerequisite: Audition Only

MUSC-134 Applied Music: Private Percussion I

0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-140 Applied Music Class Piano

0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-135 Applied Music: Private Percussion

0.5-1-1

This course is available Fall and Spring.

These are courses designed for music majors or persons with previous formal training and performance experience. Enrollment requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-141 Class Piano I

0-2-1

This course is available in Fall.

Group approach to teaching the fundamentals of piano playing. For students with little or no previous piano study. Students will learn proper piano technique, theory and practice by developing piano fundamentals and playing basic piano literature. Develops a foundation upon which to build piano skills for sight-reading, harmonization, transposition, improvisation, technical studies, solo repertoire, and ensemble literature.

MUSC-136 Applied Music: Private Percussion II

0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 134 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-142 Class Piano II

0-2-1

This course is available in Spring.

Continuation of MUSC 141. Emphasis on developing technique, functional use of chords, and study of piano literature in a wider range of different styles and periods. Prerequisite: A minimum grade of C in MUSC 141 or with approval of instructor or Academic Dean

MUSC-137 Aural Skills I

0-2-1

This course is available in Fall.

Examines the theoretical knowledge and skills needed for success in music performance, education, or composition. Diatonic Sight-singing, dictation, computer assisted instruction in major and minor keys, and in simple meters.

MUSC-144 Applied Music: Private Piano I

0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-138 Aural Skills II

0-2-1

This course is available in Spring.

Continuation of MUSC 137. Develop sight singing and dictation skills necessary for performance and teaching of tonal music.

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MUSC-145 Applied Music: Private Piano 0.5-1-1

This course is available Fall and Spring.

These are courses designed for music majors or persons with previous formal training and performance experience. Enrollment requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. May be repeated three times for a maximum of four semester hours applicable toward a degree. Prerequisite: A minimum grade of C in MUSC 141 or with approval of instructor or Academic Dean

MUSC-146 Applied Music: Private Piano II 0-4-2

This course is available in Spring.

Private Piano II is the second level in a sequence of four courses designed for instrumental music majors. Private instruction incorporates representative solo and study materials, knowledge of appropriate literature, and developing performance skills. See a music advisor for specific choices and registration requirements. Prerequisite: Successful completion of MUSC 144 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-148 Live Sound I 2-2-3

This course is not offered on a regular basis.

This course is an overview of the field of live sound reinforcement. Includes principles of live sound and the theory and interconnection of the components of a sound reinforcement system. This course is also the prerequisite for all other sound reinforcement classes.

MUSC-149 Popular Music: A Cultural History 3-0-3

IAI F1904

This course is available Fall, Spring, and Summer.

This course examines the role of popular music from the late nineteenth century to the present and its relevance to society and culture through perceptive listening of representative songwriters/composers, producers, or performers. Students will discuss music and its embedded contexts: the cultural, social, political, and economic dimensions of genres ranging from Tin Pan Alley to blues, jazz, rhythm and blues, country, folk, soul, pop, rock, disco, hip-hop, and classical music. No musical training is necessary to enroll in this course.

MUSC-150 Applied Music Class Brass 0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-154 Applied Music: Private Brass I 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-155 Applied Music: Private Brass 0.5-1-1

This course is available Fall and Spring.

These are courses designed for music majors or persons with previous formal training and performance experience. Enrollment requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-156 Applied Music: Private Brass II 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 154 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-160 Applied Music Class Voice 0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-161 Drumline 0-2-1

This course is not offered on a regular basis.

This course is a survey of marching percussion and will primarily focus on rudimental drumming. Areas that will be addressed include technique, listening, rehearsal etiquette, writing and arranging. The class is open to any student who demonstrates basic music reading skills. Students will perform on campus and throughout the district as determined by the instructor. Prerequisite: Audition with instructor

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MUSC-163 History of the Recording Industry 3-0-3

This course is not offered on a regular basis.

This course traces the development of the technology, business, major record labels, the music recorded; film, video and web media audio recording and production, as well as significant individuals in these areas. It is also designed as an overview of the concepts, practices, history, and equipment used by both home and professional recording studios and audio engineers.

Prerequisite: College-level writing

MUSC-164 Applied Music: Private Voice I 0-4-2

This course is available in Fall.

Private Voice I is the first level in a sequence of four courses designed for vocal music majors. Private instruction focuses on developing an understanding of the singing voice, establishing proper vocal technique, and developing performance skills. Literature includes standard vocal repertoire in English and foreign languages as well as other genres when appropriate. See a music advisor for registration requirements.

MUSC-165 Applied Music: Private Voice 0.5-1-1

This course is available Fall and Spring.

Private Voice is designed for music majors or persons with previous formal training and performance experience. Private instruction focuses on developing an understanding of the singing voice, establishing proper vocal technique, and developing performance skills. Literature includes standard vocal repertoire in English and other genres when appropriate. Students will complete 15 half-hour lessons per semester and perform at two studio classes. May be repeated three times for a maximum of four semester hours applicable toward a degree. See a music advisor for registration requirements.

MUSC-166 Applied Music: Private Voice II 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 164 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-170 Applied Music Class Organ 0-2-1

This course is offered as needed, upon approval by Academic Dean.

These are one-hour courses designed for music majors or persons with previous formal training and performance experience. Enrollment in one-hour Applied Private Music course requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. Private teachers approved by the college are to be contracted by the student to administer instruction. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-174 Applied Music: Private Organ I 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-175 Applied Music: Private Organ 0.5-1-1

This course is available Fall and Spring.

These are courses designed for music majors or persons with previous formal training and performance experience. Enrollment requires the consent of the music coordinator. Students are expected to complete 15 half-hour lessons per semester covering the standard repertoire and have performance opportunities available on student recital programs. May be repeated three times for a maximum of four semester hours applicable toward a degree.

MUSC-176 Applied Music: Private Organ II 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 174 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-180 Class Guitar I 0-2-1

This course is available in Fall.

This course is an introduction to the fundamentals of playing the guitar. Through a combination of group exercises and individual practice, students will learn essential techniques, music theory, and practical skills for the guitar in a variety of musical styles. These techniques include basic guitar posture and anatomy, music notation, rhythm, scales, keys, chord shapes, and picking styles. This course will give students the skills to perform simple songs and the confidence to continue exploring the guitar on their own.

MUSC-181 Class Guitar II 0-2-1

This course is available in Spring.

This course is a continuation of Class Guitar I (MUSC-180), continuing to develop essential guitar skills, music theory knowledge, and technique through a combination of group exercises and individual practice. This course focuses on more advanced chords, chord progressions, scales, strumming and picking patterns, and the study of a wider range of guitar literature and styles.

MUSC-185 Applied Music: Private Strings I 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative

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solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-186 Applied Music: Private Strings II 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 185 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-201 Aural Skills III 0-2-1

This course is available in Fall.

Continuation of MUSC 138. Develop sight singing and dictation skills necessary for performance and teaching of tonal music. Focuses on rhythmic performance and drills intervals, scales, triads, and simple melodies. Introduces Chromaticism, Syncopation, Secondary Function Chords, and Modulation. Prerequisite: MUSC 138 with a grade of C or better

MUSC-202 Aural Skills IV 0-2-1

This course is available in Spring.

Continuation of MUSC 201. Develop sight singing and dictation skills necessary for performance and teaching of tonal music. Focuses on rhythmic performance and drills intervals, scales, triads, and simple melodies. Introduces Neapolitan, Augmented Chords, Asymmetrical Meters, Medieval Modes, and Twentieth Century Melodies. Prerequisite: MUSC 201 grade of C or better

MUSC-203 Music Literature I 3-0-3

This course is not offered on a regular basis.

Study of music as an art in Western civilization from antiquity to 1750; emphasizes acquaintance with representative musical works and styles and understanding musical concepts in their historical background.

MUSC-204 Music Literature II 3-0-3

This course is not offered on a regular basis.

Study of music as an art in Western civilization 1750 to the present; emphasizes acquaintance with representative musical works and styles and understanding musical concepts in their historical background. Prerequisite: MUSC 203

MUSC-205 Music Theatre 1-2-2

This course is not offered on a regular basis.

An introductory survey of theatre/drama as a performing art form. Includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression.

MUSC-206 Elementary Music Methods 3-0-3

This course is not offered on a regular basis.

This course introduces students to the foundations of music and movement as it is used in the early childhood classroom. Students learn basic concepts of music theory, singing, moving, playing, and listening to music with young children. This course will deal with philosophical ideals and practical application of those ideals in the elementary and secondary music programs. Some practical observation will be required.

MUSC-207 Intro to Music Hist and Lit 3-0-3

This course is available in Spring.

The historical development of Western music, including various musical styles and periods, and the contributions of key composers, conductors and performers in shaping the Western musical tradition. Emphasizes concepts, structure, musical idioms and aesthetics. Prerequisite: Sophomore standing or with approval of instructor or Academic Dean

MUSC-210 Music in Early Childhood 3-0-3

This course is offered as needed, upon approval by Academic Dean.

This course introduces students to the foundations of music and movement as it is used in the early childhood classroom. Students learn basic concepts of music theory, singing, moving, playing, and listening to music with young children.

MUSC-222 Music Theory III 3-0-3

This course is available in Fall.

The third in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The course includes introductory through advanced materials in diatonic and chromatic harmony, introduction to form and analysis, and 20th century compositional methods. For music majors and minors, concurrent enrollment in MUSC 201 and MUSC 241 is required. Prerequisite: MUSC 123 with a grade of C or better

MUSC-223 Music Theory IV 3-0-3

This course is available in Spring.

The fourth in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The course includes introductory through advanced materials in diatonic and chromatic harmony, form and analysis, and 20th century compositional methods. For music majors and minors, concurrent enrollment in MUSC 202 and MUSC 242 is required. Prerequisite: MUSC 222 with a grade of C or better

MUSC-225 Applied Music: Private Woodwinds III 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

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Prerequisite: Successful completion of MUSC 126 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-226 Applied Music: Private Woodwinds IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 225 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-230 Introduction to Music Therapy 1-0-1

This course is not offered on a regular basis.

An introduction to the field of music therapy. Topics will include the theoretical, historical, and sociological rationale for the field, as well as an overview of basic clinical practice. Emphasis is on a broad knowledge of the field resulting in a generalized understanding of the current state of practice and research. Clinical observation and in-class simulations will be included with emphasis given to two populations as the semester progresses.

MUSC-235 Applied Music: Private Percussion III 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 136 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-236 Applied Music: Private Percussion IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 235 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-241 Class Piano III 0-2-1

This course is available in Fall.

Third level in a sequence of four courses designed to build a solid foundation of keyboard study. Group approach to teaching the fundamentals of piano playing. Sight-reading, harmonization, transposition, improvisation, technical studies, solo repertoire, and ensemble literature. Prerequisite: MUSC 142 or equivalent

MUSC-242 Class Piano IV 0-2-1

This course is available in Spring.

Continuation of MUSC 241. Emphasis on developing technique, functional use of chords, and study of piano literature in a wider range of different styles and periods. Prerequisite: MUSC 241 or equivalent

MUSC-245 Applied Music: Private Piano III 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment, with 2 semester credits granted for a one-hour lesson per week. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-246 Applied Music: Private Piano IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 245 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-255 Applied Music: Private Brass III 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop "performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 156 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-256 Applied Music: Private Brass IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-265 Applied Music: Private Voice III 0-4-2

This course is available in Fall.

Private Voice III is the third level in a sequence of four courses designed for vocal music majors. Private instruction focuses on developing an understanding of the singing voice, establishing proper vocal technique, and developing performance skills. Literature includes standard vocal repertoire in English and foreign languages as well as other genres when appropriate. See a music advisor for specific choices and registration

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requirements. Prerequisite: Successful completion of MUSC 166 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-266 Applied Music: Private Voice IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 265 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-275 Applied Music: Private Organ III 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-276 Applied Music: Private Organ IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 275 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-285 Applied Music: Private Strings III 0-4-2

This course is available in Fall.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area. Prerequisite: Successful completion of MUSC 186 with a grade of B or better, concurrent enrollment in a major ensemble

MUSC-286 Applied Music: Private Strings IV 0-4-2

This course is available in Spring.

Music majors need to take private music lessons every term of enrollment. Private lessons should incorporate representative solo and study materials and a basic knowledge of appropriate literature and should develop performance skills, including public performance. See a music advisor for specific choices and registration requirements. Private instruction is in selected area.

MUSC-290 Introduction to Conducting 2-0-2

This course is available in Spring.

This course is designed as an introduction to basic conducting skills with emphasis on the art and study of conducting. Emphasis is placed on baton technique, left hand technique, non-verbal communication, leadership, conducting terminology, transpositions and score reading. Students will practice with choral and instrumental recordings and/or live groups. Prerequisite: C or better in MUSC 122, MUSC 123, MUSC 137, and MUSC 138

MUSC-299 AFA Portfolio 1-0-1

This course is available in Spring.

This course is the culmination of two years of Associate in Fine Arts degree. Students will create a portfolio using a current form of media technology. This course will include a half-recital or project of a similar scope, as appropriate to the student's focus and as approved by the instructor. Prerequisite: Approval of instructor or Academic Dean

NAST-160 Nurse Assistant 4-6-7

This course is available Fall, Spring, and Summer.

Includes classroom and laboratory experiences. Units of instruction include: Introduction to the health care system and the health care team, basic anatomy and physiology, abbreviations and common medical terminology, legal/ethical and spiritual aspects of care, growth and development, the patient and his/her environment, vital signs, aseptic techniques, bathing, feeding, nutrition, body mechanics, moving and transporting residents/patients. It will also include habilitation and rehabilitation, admission and discharge, collecting specimens, special procedures, observation, reporting and recording, death and dying, home care needs, and cardiopulmonary resuscitation. The course has been designed to enable the student to differentiate between the normal aging process and cognitive dysfunctional disease processes. The student will be introduced to the appropriate care and treatment modalities for individuals with Alzheimer's disease and Related Dementia's. The course is approved by the Illinois Department of Public Health. Prerequisite: You must be 16 years old to become a CNA. Students must have completed a minimum of 8 years of grade school or provide equivalent knowledge. Placement at ENGL 100 or higher, or completion of ENGL 099 or ENGL 100 A with a C or better. Refer to placement chart in college catalog for detailed information.

NURS-100 Basic Nursing Skills for the EMT 1-0-1

This course is offered as needed, upon approval by Academic Dean.

This course is offered for the currently licensed EMT or EMT-P as a bridge for admission into the beginning level of the Associate Degree Nursing Program or the Licensed Practical Nursing Program. Students will learn to perform basic nursing skills and identify the ongoing basic nursing care needs of patients in non-emergent care environments. This course will supplement previously mastered EMT skills. Units of instruction include bathing, feeding, body mechanics, positioning, patient transfer using assistive devices, specimen collection, and cognitive dysfunction. Prerequisite: Current licensure as

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an Emergency Medical Technician or Emergency Medical Technician - Paramedic.

NURS-101 Fundamentals of Nursing I 2-3-3.5

This course is available Fall and Spring.

This course is a continuation of the presentation of the nursing responsibilities related to meeting with the basic needs of patients/clients. A nursing process approach is used to determine alterations in basic health needs. The course includes the application of previously learned nursing skills in the clinical setting. Prerequisite: Minimum grade of "C" or satisfactory in NURS 106, NURS 107, minimum grade of "C" or concurrent enrollment in NURS 109, BIOL 121, PSYH 100, or with approval of instructor or Academic Dean

NURS-104 Fundamentals of Nursing II 2.5-3-4

This course is available Fall and Spring.

This course focuses on implementation of the assessment of the adult and pediatric patient. Includes intravenous therapy, fluids and electrolytes, hematology, oncology, and common disorders of the integumentary system. Nursing skills and related concepts are presented in the classroom and clinical setting. Prerequisite: Minimum grade of "C" or satisfactory in all first semester nursing courses, PSYH 100, BIOL 121, minimum grade of "C" or concurrent enrollment in BIOL 122, or with approval of instructor or Academic Dean

NURS-105 Basic Concepts in Ment. Hlth Nurs. 2.5-3-4

This course is available Fall and Spring.

Focuses on utilizing the nursing process to support and assist patients/clients with problems of a psychological nature. Nursing skills and related concepts are presented in the classroom and clinical settings. Prerequisite: Minimum grade of "C" or satisfactory in all first semester nursing courses, PSYH 100, BIOL 121, minimum grade of "C" or concurrent enrollment in BIOL 122, or with approval of instructor or Academic Dean

NURS-106 Foundations of Nursing 2-3-3.5

This course is available Fall and Spring.

This course provides the foundation upon which all subsequent nursing courses are taught. Content is presented in relation to the basic needs of patients/clients and the nursing process. Beginning nurse skills are developed and applied in laboratory settings. Prerequisite or concurrent: BIOL 121, PSYH 100, and NURS 107

NURS-107 Dosage Calculations 0.5-0-0.5

This course is available Fall and Spring.

This course is designed to instruct the student in the basic concepts related to calculating drug/medication dosages for proper administration. Students will learn the appropriate formulas for calculating dosages in household and metric systems. Prerequisite: Admission to Nursing Program or with approval of instructor or Academic Dean

NURS-109 Basic Concepts in Pharmacology 1.5-0-1.5

This course is available Fall and Spring.

This course is designed to instruct the student in basic concepts related to drug therapy. The nurse's legal and ethical responsibilities in drug administration are discussed. Content is presented in relation to the nursing process. Prerequisite: Minimum grade of "C" or satisfactory in NURS 107 or with approval of instructor or Academic Dean

NURS-110 LPN-RN Bridge 3-2-4

This course is available Fall and Summer.

This course is designed for the current practicing LPN who is interested in pursuing the ADN program. Upon successful completion of the course, students will enter the ADN program in the third semester. Prerequisites: BIOL 121 and completed or concurrent enrollment in BIOL 122 and PSYH 100 with a "C" or better. All students must meet the college English and math requirements. All students will be required to take the TEAS Test and complete admission requirements

NURS-111 Academic Skills for Nursing Success 0.5-0-0.5

This course is available Fall and Spring.

This course provides techniques and strategies to maximize individual test performance through prioritized learning and focused study time for students enrolled in the nursing programs. Study techniques and test-taking strategies are presented. Techniques learned will help improve thinking and discrimination skills to enhance test performance. Students will be given opportunity to apply these strategies in simulated testing situations. Topics include critical thinking, time management, study techniques, test-taking skills and interpretation of National Council Licensure Examination (NCLEX) style questions.

NURS-199 Topics in Nursing 3-6-3

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Nursing profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

NURS-201 RN Refresher/Review Course 3-6-6

This course is available Fall and Spring.

Review of principles and procedures in preparation for career re-entry and/or an updating in the field through study of current trends and issues. Must show proof of original RN licensure or completion of RN Program. Can also be used by students who were unsuccessful on NCLEX. Program of study must be arranged with the Director of Nursing.

NURS-209 Advanced Pharmacology 2-0-2

This course is available Fall and Spring.

This course is designed to instruct the student in advanced concepts related to drug therapy. Content is presented in relation to the nursing process. Prerequisite: Minimum grade of "C" or satisfactory in all first and second semester nursing courses, PSYH 100, BIOL 121, BIOL 122, minimum grade of "C" or concurrent enrollment in BIOL 215, and third semester nursing

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course, Or with approval of instructor or Academic Dean

NURS-211 Nursing Care of Adult and Child I 3-6-6

This course is available Fall and Spring.

Focuses on utilizing the nursing process to assist patients/clients through the child-bearing process and patients/clients with common problems of the reproductive system, the renal system and burns. Nursing skills and related concepts are presented in classroom, through observations in health agencies, and through supervised clinical experiences. Prerequisite: Minimum grade of “C” or satisfactory in all first and second semester nursing courses, PSYH 100, BIOL 121, BIOL 122, minimum grade of “C” or concurrent enrollment in BIOL 215, NURS 209, or with approval of instructor or Academic Dean

NURS-212 Nursing Care of Adult and Child II 3-6-6

This course is available Fall and Spring.

Focuses on utilizing the nursing process to assist patients/clients in their adjustments to common problems of the cardiovascular and respiratory systems. Nursing skills and related concepts are presented in the classroom and clinical setting. Prerequisite: Minimum grade of “C” or satisfactory in all first and second semester nursing courses, PSYH 100, BIOL 121, BIOL 122, minimum grade of “C” or concurrent enrollment in BIOL 215, NURS 209, or with approval of instructor or Academic Dean

NURS-213 Nursing Care of Adult and Child III 3-6-6

This course is available Fall and Spring.

This course focuses on utilizing the nursing process to assist patients/clients across the life span in their adjustment to common problems of immobility and sensory deprivation. Nursing skills and related concepts are presented in the classroom and clinical settings. Prerequisite: Minimum grade of “C” in all first, second, and third semester nursing courses, BIOL 121, BIOL122, BIOL 215, PSYH 100, or with approval of instructor or Academic Dean

NURS-214 Nursing Care of Adult and Child IV 3-6-6

This course is available Fall and Spring.

Focuses on utilizing the nursing process to assist patients/clients in their adjustment to common problems of the gastrointestinal, and endocrine systems. Nursing skills and related concepts are presented in the classroom and clinical settings. Prerequisite: Minimum grade of “C” in all first, second, and third semester nursing courses, in BIOL 121, in BIOL122, in BIOL 215, PSYH 100, or with approval of instructor or Academic Dean

NURS-216 Professional Challenges & Issues 2-0-2

This course is available Fall and Spring.

This course is designed to assist with the transition from the student to the professional nurse. Career opportunities in various health fields are explored. Information about job seeking skills and career growth is included. Current health care trends as related to nursing are also discussed. This is the final course in the Associate Degree Nursing Program and is taken after all other courses or concurrently with the final Nursing Care of the Adult and Child class. (Offered each eight weeks)

Prerequisite: Minimum grade of “C” in all first, second, and third semester nursing courses, BIOL 121, BIOL122, BIOL 215, PSYH100, concurrent enrollment in with the final Nursing Care of the Adult and Child class, or with approval of instructor or Academic Dean

OCCU-101 Supervised Occupation Exp. 0-20-4

This course is offered as needed, upon approval by Academic Dean.

This class offers supervised on-the-job experience for students in an approved program of study. Upon program coordinator or instructor approval, the student will participate in a supervised work-based learning experience in which they will apply academic and technical skills to complete job-specific tasks in an industry setting. The student works under the direct supervision of an independent supervisor. Evaluation of the student’s work ethic, quality of work, effective communication, and technical skills will be evaluated throughout the course. Prerequisite: Successful completion of at least 12 credit hours towards program of study and approval of instructor or Academic Dean. Must be 16 years of age.

OFTC-100 Writing for the Office Environment 1-0-1

This course is available in Fall.

Training in the use of a reference manual appropriate for office workers. Students build editing skills for office use. Course covers grammar, style, usage, and techniques for typing office documents. Formatting of letters, memos, and reports will be incorporated. The course is also designed to present the students with basic rules of spelling and techniques for improving spelling, and to equip the student with a high level of skill in proofreading which is required for office professionals.

OFTC-101 Computer Basics 2-0-2

This course is available Fall and Spring.

This course surveys computer technology and its current and future use in business, industry, and the home. Students will learn operating system basics and use personal computers for an introduction to internet searching, e-mailing, word processing, spreadsheets, and presentations.

OFTC-108 Introduction to Keyboarding 0-2-1

This course is available Fall, Spring, and Summer.

This beginning course develops touch control of the keyboard and proper keyboarding techniques and builds basic speed and accuracy skills. Individualized instruction is in the Business Learning Center. Proficiency test available.

OFTC-110 Document Processing I 0-6-3

This course is available Fall, Spring, and Summer.

The major objectives of this course are to build keying speed and accuracy while creating and editing personal and business correspondence such as letters, memorandums, reports, and tables. Emphasis is placed on keyboarding speed and accuracy, document formatting, and development of proofreading skills. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 108 (within the last five years)

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OFTC-110A Document Processing IA 0-2-1

This course is available Fall and Spring.

This course continues to build basic speed and accuracy skills, provides practice in correcting errors, and uses keyboarding skills to correctly format business letters and memos.

Individualized instruction is in the Business Learning Center.

Prerequisite: OFTC 108 (within the last five years)

OFTC-110B Document Processing IB 0-2-1

This course is available Fall and Spring.

A continuation of OFTC 110A. This course continues to build speed and accuracy skills, provides practice in correcting errors, and uses keyboarding skills to format reports, tables, and personal correspondence. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 110A (within the last five years)

OFTC-110C Document Processing IC 0-2-1

This course is available Fall and Spring.

A continuation of OFTC 110B. This course continues to build speed and accuracy skills, provides practice in correcting errors, and uses keyboarding skills to format reports and employment documents. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 110B (within the last five years)

OFTC-111 Document Processing II 0-6-3

This course is available Fall, Spring, and Summer.

This intermediate course continues the development of keyboarding skills and focuses on the production of various kinds of business correspondence, tables, reports, forms, and publications from unarranged and rough draft copy sources. Emphasis is placed on keying speed, document production, formatting, and use of proofreading skills. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 110 (within the last five years) or OFTC 110C (within the last five years)

OFTC-111A Document Processing IIA 0-2-1

This course is available Fall and Spring.

This intermediate course continues to build keying speed and accuracy and emphasizes the production of letters, memorandums, and tables. Document editing and use of proofreading marks are also stressed. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 110 (within the last five years) or OFTC 110C (within the last five years)

OFTC-111B Document Processing IIB 0-2-1

This course is available Fall and Spring.

A continuation of OFTC 111A. This course continues to build keying speed and accuracy and emphasizes the production of reports. Document editing and use of proofreading marks are also stressed. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 111A (within the last five years)

OFTC-111C Document Processing IIC 0-2-1

This course is available Fall and Spring.

A continuation of OFTC IIIB. This course continues to build keying speed and accuracy and emphasizes the production of administrative documents and employment correspondence. Document editing and use of proofreading marks are also stressed. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 111B (within the last five years)

OFTC-112 Building Keyboarding Speed/Accuracy

0-2-1

This course is available Fall, Spring, and Summer.

This course is designed to improve students' keyboarding speed and accuracy through timed copy analysis, goal setting, and corrective drill practice. This course is repeatable three times. Open-entry, open-exit class. Prerequisite: OFTC 110 or OFTC 110C or its equivalent

OFTC-115 Machine Dictation/Transcription 0-4-2

This course is available Fall, Spring, and Summer.

This course is designed to train the student to type correspondence from the spoken word to create business correspondence. Emphasis will be placed on listening and understanding effectively, spelling, syllabication, proofreading, punctuation, and grammatical usage. The transcription process and proper handling of transcription equipment will also be addressed. Prerequisite: OFTC 110 or Consent of Instructor

OFTC-150 Medical Terminology/Anatomy 3-0-3

This course is available Fall and Spring.

Basic anatomy and physiology with emphasis on terminology and functions for health and health related office personnel. The format is combined with simple non-technical explanations of medical terms and descriptions of anatomy, physiology, analysis, orientation to the body as a whole, and common suffixes and prefixes. No previous knowledge of biology, anatomy, or physiology needed. Prerequisite: Placement at ENGL 101 or completion of ENGL 100 or ENGL 100A with a grade of C or better. Refer to placement chart in college catalog for detailed information

OFTC-151 Introduction to Medical Records 3-0-3

This course is available in Spring.

A course that will initiate the student to the field of Medical Records Technology. An overview of the functions and responsibilities of the technologist and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record systems consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Prerequisite: OFTC 150

OFTC-152 Advanced Medical Terminology/Anatomy

3-0-3

This course is available in Spring.

This is a continuation of the study of the correct spelling, pronunciation, and meaning of roots, prefixes and suffixes of

COURSE DESCRIPTIONS

common medical terms that relate to body systems, pathological conditions, pharmacology, radiology, psychiatry, and related areas. In addition, students will study abbreviations, lab tests and clinical procedures, and analyze medical documents.

Prerequisite: OFTC 150

OFTC-172 Data Entry 0-4-2

This course is available Fall, Spring, and Summer.

This course is designed to assist students in acquiring competence on the electronic keypad used in business. It provides activities on the 10-key pad on the computer. The touch system for 10-key pad will be used in applications including inventory, point of sale, accounts receivable/payable, and payroll. Open-entry, open-exit class.

OFTC-186 Intro to Computer Operating Systems 0-4-2

This course is available Fall and Spring.

This course provides an introduction of the Microsoft Windows operating system. Topics include performing basic mouse operations, understanding keyboard shortcut notation, launching an application, and emailing files and share folders. Projects include the fundamentals of using Microsoft Windows, working on a Windows desktop, file, document, and folder management, Windows Explorer, modifying your desktop work environment, customizing a computer using the Control Panel, advanced file and Web searching, mastering digital audio, video and pictures, files, communicating over the Internet, understanding computer networking, maintaining and optimizing computers and monitoring system performance.

OFTC-212 Office Technology Tools 0-6-3

This course is available Fall, Spring, and Summer.

This advanced course provides a brief review of production techniques and places emphasis on building keying speed and accuracy as well as utilizing modern office technology skills such as integrating software programs, working with e-mail, and scheduling programs. Students will also work with current office technology tools. Prerequisite: OFTC 111 and CITA 151

OFTC-252 Med. Terminology & Transcription 1-4-3

This course is not offered on a regular basis.

This course features dictated case histories in general surgery; endocrinology; pulmonary disease; gynecology and obstetrics; trauma; ear, nose, throat, and pediatrics; urology; obstetrics and infectious disease; cardiology; and pathology. Prerequisite: OFTC 111 or OFTC 111C

OFTC-253 Med Records Tech. I: Insurance Proc. 3-0-3

This course is available in Spring.

This course introduces information about major insurance programs and federal care legislation. It provides a basic knowledge of national diagnosis and procedure coding systems. It emphasizes the impact of coding compliance and clinical documentation, and provides the foundation to simply the process of completing claims. Prerequisite: OFTC 150

OFTC-254 Med Tech II--ICD-10-CM 3-0-3

This course is available in Spring.

The focus of this class is to understanding of coding principles and conventions for ICD-10-CM and ICD-10-PCS coding systems in order to apply the rules to code patient services. In addition, coding and reimbursement are reviewed. Prerequisite: OFTC 150

OFTC-256 Pharmacology-Med Billing & Coding 3-0-3

This course is available in Fall.

Medical billing and coding specialists must understand pharmacology in order to code prescriptions and related documents for insurance determinations. This course presents an introduction to the principles of pharmacology for health information technology including law and ethics of medications, dosage calculations, administration methods, drug effects on specific systems, and diagnostic testing procedures. Prerequisite: Successful completion or concurrent enrollment in BIOL 125 and OFTC 150

OFTC-257 Med Tech III-CPT/HCPCS 3-0-3

This course is available in Fall.

The focus of this class is to understanding of coding principles and conventions for CPT and HCPCS coding systems in order to apply the rules to code patient services. CPT and reimbursement is also reviewed and Computer-Assisted Coding technology is introduced. Prerequisite: OFTC 254

OFTC-258 Healthcare Reimbursement Methods 3-0-3

This course is available in Fall.

Healthcare Reimbursement Methodologies provides comprehensive information regarding healthcare reimbursement systems, and the impact each has on the entire US healthcare delivery system and economy. The course discusses the impact of health insurance, coding and billing compliance and value-based purchasing initiatives.

OFTC-260 Human Diseases (Pathophysiology) 3-0-3

This course is available in Spring.

This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented.

OFTC-262 Legal Terminology & Transcription 0-6-3

This course is available Fall, Spring, and Summer.

Students study the terminology for the areas of general, corporate, litigation, estates and probate, and matrimonial legal work. Vocabulary is stressed as well as transcription of legal documents. Individualized instruction is in the Business Learning Center. Open-entry open-exit class. Prerequisite: OFTC 111 or OFTC 111C or its equivalent

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OFTC-280 Records Management

3-0-3

This course is available in Spring.

In this course, students perform filing techniques and demonstrate an understanding of the concepts necessary for the establishment and maintenance of a filing system. Principles for the selection of records personnel, equipment, and supplies are covered. In simulation activities, filing rules are applied to alphabetic, subject, numeric, geographic, and electronic methods.

OFTC-281 Office Management

3-0-3

This course is not offered on a regular basis.

This course provides a study of office work organization the channeling of work, business ethics, functional office layout and equipment, automation in the office and the planning of office work. Prerequisite: OFTC 110 or OFTC 110C (within the last five years)

OFTC-283 Office Procedures

3-0-3

This course is not offered on a regular basis.

This course provides students with the opportunity to acquire the knowledge and skills essential for today's office. It enables them to exercise judgment, work independently, and take responsibility for handling the details of office administration. Units of study include writing letters, reports, and memos; handling travel arrangements; preparing and interpreting financial statements, and maintaining a records management system. Office simulation activities are a vital part of the course. Prerequisite: OFTC 110 or OFTC 110C or its equivalent

OFTC-284 Legal Office Procedures

2-2-3

This course is available in Spring.

Upon successful completion of this course the student will perform necessary duties required of information support personnel in a law office or other law related organization. Open-entry, open-exit class. Prerequisite: OFTC 111 or OFTC 111C or its equivalent

OFTC-285 Legal Aspects of Health Info Mngmnt

3-0-3

This course is available in Fall.

Understanding the complex legal and ethical principles that govern health information management is more important than ever. This course provides the opportunity to focus on legal proceedings, patient rights, and ethics as they relate to health information management (HIM). In addition, there is an expanded review of HIPAA privacy and security. Prerequisite: OFTC 254

OFTC-286 Office Technologies Internship I

1.5-10-2

This course is available in Fall.

Students are required to work in an office for approximately 10 hours per week. The employer/supervisor and the internship coordinator cooperate to make the job a real learning experience, tying together classroom and job experiences. Prerequisite: Sophomore standing in the Office Technologies or Computer Application Support Specialist Program. Students are required to have an overall cumulative GPA of a C average to enter the

internship program.

OFTC-287 AHIMA Test Prep

0-2-1

This course is available in Spring.

This course will prepare students to take the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) certification exam. Students will complete various coding problems to incorporate content from the certificate program to prepare them to be successful on the exam. Prerequisite: Concurrent enrollment in OFTC 257

OFTC-288 Office Technologies Internship II

1.5-10-2

This course is available in Spring.

Students are required to work in an office for approximately 10 hours per week. The employer/supervisor and the internship coordinator cooperate to make the job a real learning experience, tying together classroom and job experiences. Prerequisite: Sophomore standing in the Office Technologies or Computer Application Specialist Program and with approval of instructor or Academic Dean

PARM-101 Paramedic I

7-4-9

This course is available in Fall.

This course includes a comprehensive review of the knowledge base and skills for the prehospital provider. Through a variety of didactic (online and in-class) and simulation laboratory experiences, students will grow in their understanding of the roles and responsibilities of a paramedic within the larger context of the emergency medical services profession. This course also seeks to establish best practice models in concepts such as EMS systems, safety, personal well-being, public health, legal and regulatory issues, professionalism, medical terminology, therapeutic communication, documentation, critical thinking, research, and quality care standards. The paramedic student will be provided with relevant anatomy and physiology and lifespan development as it applies to the various medical situations for which EMS is summoned. The student will learn basic patient assessment skills to begin pre-hospital assessment and treatment for each type of medical situation(s) discussed in the course. Emphasis is placed on emergency pharmacology, medication administration and intravenous access, patient monitoring technology, pathophysiology and patient assessment, and airway management. The lecture component expands previous knowledge of foundational principles of EMS to the level of the advanced clinician. A laboratory experience is included in this course to provide a more robust learning experience in topics of the course. The course closely integrates theory with laboratory practice, thus providing the foundational base from which the learner may develop psychomotor skills, knowledge, and judgment of the paramedic by studying the different medical situations to gain a high level of understanding through discussion, learning activities, case studies, skills, and simulation in the class and lab environment. Prerequisites: State of Illinois EMT license and approval from Paramedicine Program Coordinator. Placement at ENGL 100 or higher, or completion of ENGL 099 or ENGL 100 A with a C or better. Refer to placement chart in college catalog for detailed

COURSE DESCRIPTIONS

information.

PARM-102 Paramedic II

8-2-9

This course is available in Fall.

Paramedic II is the second course in the sequence necessary for completion of the Paramedic Program. This course builds on the medical concepts learned in Paramedic I and integrates prior learning with enhanced advanced life support concepts and skills. Through a variety of didactic (online and in-class) and simulation laboratory experiences, students will gain knowledge required of a paramedic, with emphasis placed on patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, anatomy and physiology, and pathophysiology. Topics include the management of respiratory emergencies, cardiac emergencies, neurological emergencies, endocrine and metabolic emergencies, gynecological emergencies, gastrointestinal/genitourinary emergencies, hematological emergencies, immunologic emergencies, infectious diseases, and diseases of eyes, ears, nose, and throat. Other medical topics include toxicological emergencies and psychiatric emergencies. The lecture component expands previous knowledge of foundational principles of EMS to the level of the advanced clinician. A laboratory experience is included in this course to provide a more robust learning experience in topics of the course. The course closely integrates theory with laboratory practice, thus providing the foundational base from which the learner may develop psychomotor skills, knowledge, and judgment of the paramedic by studying the different medical situations to gain a high level of understanding through discussion, learning activities, case studies, skills, and simulation in the class and lab environment. Prerequisites: Successful completion of PARM-101 with 80% or higher.

PARM-105 Emergency Medical Responder

2-1-2.5

This course is available Fall, Spring, and Summer.

The Emergency Medical Responder (EMR) course prepares the EMR student to provide emergency prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the prehospital setting.

PARM-111 Basic Life Support

0.5-0-0.5

This course is available Fall, Spring, and Summer.

The goal of the basic life support (BLS) course is to train participants to save lives of victims in cardiac arrest through high-quality cardiopulmonary resuscitation (CPR). This course is designed to prepare healthcare professionals to know how to perform CPR in both in-and out-of-hospital settings. This course trains participants to promptly recognize cardiac arrest, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an automated external defibrillator (AED), as part of a team and individually. This course also teaches how to relieve choking. The course includes adult, child,

and infant rescue technique.

PARM-112 Advanced Cardiac Life Support

0.5-1-1

This course is available Fall, Spring, and Summer.

Advanced Cardiac Life Support (ACLS) is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large, group sessions and small, group learning and testing stations where case-based scenarios are presented. Prerequisite: Before taking ACLS, students should have a mastery of Basic Life Support (BLS) skills and possess a current BLS Healthcare Provider card. They should also be able to recognize various heart rhythms, be familiar with different types of airway management tools and their use and have knowledge of the drugs commonly used to treat cardiovascular irregularities.

PARM-113 Pediatric Advanced Life Support

0.5-1-1

This course is available Fall, Spring, and Summer.

Pediatric Advanced Life Support (PALS) is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-resuscitation care of pediatric patients. It also covers airway management and related pharmacology. In this course, skills are taught in large group sessions and small, group learning and testing stations where case-based scenarios are presented. Prerequisite: Before taking PALS, students should have a mastery of Basic Life Support (BLS) skills, and possess a current Healthcare Provider BLS card. They should also be able to recognize various heart rhythms, be familiar with different types of airway management tools and their use and have knowledge of the drugs commonly used to treat cardiovascular irregularities.

PARM-135 Paramedic Clinicals I

0-4-2

This course is available in Fall.

The clinical sections of the Paramedic Program provide students with real world patient experiences of all age groups in the varied nature of ill and injured patients in a supervised hospital or ambulance setting. Provides for observation and participation in practical exercises in each of the following clinical settings: Emergency Department; Intensive Care Unit; Coronary Care Unit; and Surgical Department. Other clinical participation may be arranged by Program Coordinator and EMS Educator. Placement in clinical areas is dependent on access to and approval by the host facility and Paramedicine Program Coordinator. Students will participate in assigned clinical time each month which may include day, evening, night, and weekend shifts so that the student will receive education and experience that closely simulates actual prehospital care functions. This is a 1 semester course. Prerequisite: Current American Heart Association (AHA) BLS Provider certification, current Illinois EMT license, minimum grade of "C" or concurrent enrollment in PARM 101, or with approval of Program Facilitator or Academic Dean.

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PARM-145 Paramedic Clinicals II

0-4-2

This course is available in Fall.

The clinical sections of the Paramedic Program provide students with real world patient experiences of all age groups in the varied nature of ill and injured patients in a supervised hospital or ambulance setting. Provides for observation and participation in practical exercises in each of the following clinical settings: Emergency Department; Intensive Care Unit; Coronary Care Unit; Surgical Department; Critical Care Unit; Pediatric Care Unit; Psychiatric/Behavioral Unit; and Obstetrical Unit. Other clinical participation may be arranged by Program Coordinator and EMS Educator. Placement in clinical areas is dependent on access to and approval by the host facility and Paramedicine Program Coordinator. Students will participate in assigned clinical time each month which may include day, evening, night, and weekend shifts so that the student will receive education and experience that closely simulates actual prehospital care functions. This is a 1 semester course. Prerequisite: Current American Heart Association (AHA) BLS Provider certification, current Illinois EMT license, and completion of PARM 135 with the grade of 80% or better, or with approval of instructor or Academic Dean.

PARM-155 Paramedic Field Internship I

0-13-4

This course is available in Spring.

Provides students the opportunity to function as part of the paramedic team under direct supervision, on an advanced life support ambulance. Students will be required to perform all aspects of emergency pre-hospital care in a variety of actual situations. This is a 1 semester course. Prerequisite: Minimum grade of "C" or satisfactory completion of all first-semester paramedicine courses, PARM 160, PARM 225, PARM 245, minimum grade of "C" or concurrent enrollment in PARM 260, or with approval of Program Facilitator or Academic Dean.

PARM-156 Paramedic Field Internship II

0-13-4

This course is available in Summer.

Provides students the opportunity to function as part of the paramedic team under direct supervision, on an advanced life support ambulance. Students will be required to perform all aspects of emergency pre-hospital care in a variety of actual situations. This is a 1 semester course. Prerequisite: Minimum grade of "C" or satisfactory completion of all first and second semester paramedicine courses, or with approval of the Program Facilitator or Academic Dean.

PARM-160 Paramedic Clinicals III

0-4-2

This course is available in Spring.

The clinical sections of the Paramedic Program provide students with real world patient experiences of all age groups in the varied nature of ill and injured patients in a supervised hospital or ambulance setting. Provides for observation and participation in practical exercises in each of the following clinical settings: All healthcare/patient care environments (hospital and clinic setting). Other clinical participation may be arranged by Program Coordinator and EMS Educator. Placement in clinical areas is dependent on access to and approval by the host

facility and Paramedicine Program Coordinator. Students will participate in assigned clinical time each month which may include day, evening, night, and weekend shifts so that the student will receive education and experience that closely simulates actual prehospital care functions. This is a 1 semester course. Prerequisites: Minimum grade of "C" or satisfactory completion of all first semester paramedicine courses, minimum grade of "C" or concurrent enrollment in PARM 225 and PARM 245, or with approval of the Program Facilitator or Academic Dean.

PARM-199 Topics in Allied Health

3-6-3

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Allied Health profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

PARM-225 Women, Children, & Elderly

3-2-4

This course is available in Spring.

This course focuses on the assessment and care of the female patient, the newborn, the pediatric patient, and the geriatric patient. Prehospital management of the obstetric female and neonatal patient is discussed in detail. Management of sick or injured children is emphasized. Paramedics must recognize that although children make up a relatively small portion of the patients cared for by the EMS system, their unique needs require specialized preparation and responses. Additionally, the course will detail the assessment and management of geriatric patients because the practice of paramedics in the 21st century will focus heavily on the special problems and needs of the elderly. Prerequisite: Minimum grade of "C" or satisfactory completion of PARM 101, PARM 102, or with approval of the Program Facilitator or Academic Dean.

PARM-245 Trauma Emergencies

4-2-5

This course is available in Spring.

Trauma Emergencies is a comprehensive exploration of prehospital trauma care. This course details the anatomy, physiology, and pathophysiology of trauma. The significant amount of care that can be provided by prehospital professionals to help reduce morbidity and mortality is emphasized. The course addresses the various types of trauma based on the body systems involved. Additionally, the course reviews and underlines the effects of hemorrhage and shock and provides a detailed discussion of assessment and care of the trauma patient. Prerequisite: Enrollment in the Associate Degree or Certificate Paramedicine Program and with approval of instructor or Academic Dean

PARM-260 Advanced EMS Operations

4-0-4

This course is available in Spring.

This course details important specialized information required of paramedics in the modern EMS system. The modern paramedic must have detailed knowledge of hazardous materials scenes, rescue scenes, multiple casualty incidents, disasters,

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and other types of emergencies. The role of the paramedic in those aspects of EMS is emphasized. The course also includes the topics of rural EMS and response to terrorist acts. This course provides essential information and data about important operational aspects of prehospital care. Prerequisite: Enrollment in the Associate Degree or Certificate Paramedicine Program and with approval of instructor or Academic Dean

PHED-101 Physical Fitness 0-2-1

This course is not offered on a regular basis.

The student is introduced to various physical training programs including aerobics, circuit, continuous, interval and weight. Stretching exercises and other physical activities are also incorporated to further demonstrate fitness activities and philosophies. The student then plans an individual fitness program which applies to him/her and executes it throughout the remainder of the semester. May not be repeated for credit.

PHED-102 Physical Fitness 0-2-1

This course is not offered on a regular basis.

A continuation of Fitness I, this advanced physical training program includes aerobics, circuit, continuous, interval and weight. Advanced stretching exercises and other advanced physical activities are also incorporated to further demonstrate fitness activities and philosophies. The student then plans an individual advanced fitness program which applies to him/her and executes it throughout the remainder of the semester. May be repeated twice for a maximum of three semester hours applicable towards a degree.

PHED-107 Gymnastics 0-2-1

This course is not offered on a regular basis.

The student will develop basic gymnastics skills in tumbling. A preliminary introduction to flexibility training, weight training, muscle and strength development, endurance development, and tumbling execution will be presented. Students will also gain knowledge of basic gymnastics safety. May be repeated twice for a total of three semester hours applicable toward a degree. Available to all students; required for cheerleaders per K.C.

PHED-112 Recreation & Physical Activity 0-6-3

This course is not offered on a regular basis.

This is a general physical education course designed to explore a variety of exercises and organized recreation activities in an effort to raise overall fitness by increasing daily activity.

PHED-117 Jogging 0-2-1

This course is available Fall, Spring, and Summer.

This course is an individualized program of running activities for self-motivated runners. Each student will meet with the instructor in the instructor's office. At that time a schedule of training sessions will be agreed upon for the semester. The student will train on his/her own a recommended 3 to 5 days a week with 15 to 60 minutes of continuous aerobic activity per session and will make a record of their training sessions. This running log will be mandatory for each participant. Goals established with the instructor may include competing in an area

road race/races. Stress will be placed on running for enjoyment.

PHED-118 Walking 0-2-1

This course is available Fall, Spring, and Summer.

This course will enable students to become familiar with goal setting, training, and benefits. Students will learn how to increase heart rates to enable them to maximize their aerobic capacity. This will in turn help them to lead healthier lifestyles.

PHED-128 Basic Weight Training 0-2-1

This course is available Fall, Spring, and Summer.

Introduction to weight training and other fitness equipment in which participant sets personal goals toward fitness to correlate with developed programs.

PHED-131 Karate I 0-2-1

This course is not offered on a regular basis.

This course is designed to introduce the student to basic Karate philosophy, history, and technique. It is an introduction to basic Karate, self-defense techniques, and general fitness exercises. No previous training needed.

PHED-133 Intermediate Weight Training 0-2-1

This course is available Fall, Spring, and Summer.

This course is for participants who have completed the Basic Weight Training level. Participants will set personal fitness goals and keep track of improvements while working to obtain those goals. Prerequisite: PHED 128

PHED-212 Soccer Participation 0-2-1

This course is available in Fall.

A course designed for knowledge and skills gained through practice and varsity sports participation open to all students to which varsity soccer is elected, actual game participation is not required, but regular participation in practice is necessary. May be repeated three times for a maximum of four semester hours applicable toward a degree.

PHED-214 Advanced Weight Training 0-2-1

This course is available Fall, Spring, and Summer.

This course is for participants who have completed the Intermediate Weight training level. Participants will set personal fitness goals and keep track of improvements while working to obtain those goals. More advanced weight lifting exercises including use of the free weight equipment will also be incorporated into this level of weight training.

PHED-229 Cross Country Participation 0-2-1

This course is available in Fall.

Improves and enriches the individual's knowledge and techniques in the sport of cross country. A general education for individuals to participate in an organized team sport on the collegiate level.

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PHED-230 Baseball Participation

0-2-1

This course is available in Spring.

A course designed to give credit for knowledge and skills gained through varsity sports participation which may be substituted in lieu of physical education. Open to all students of the gender to which varsity sports are offered and actual game participation is not required for successful course completion. However, participation in routine practice sessions is necessary. May be repeated three times for a maximum of four semester hours applicable toward a degree.

PHED-232 Tennis Participation

0-2-1

This course is available in Spring.

A course designed to give credit for knowledge and skills gained through participation in tennis. Emphasis is placed on skills, strategies, sportsmanship, and knowledge of the game and rules. Secondary emphasis is placed on scoring and statistics. Available to all varsity tennis students. Actual game participation is not required for successful course completion; however, participation sessions are necessary. May be repeated three times for a maximum of four hours applicable towards a degree.

PHED-233 Softball Participation

0-2-1

This course is available in Spring.

A course designed to give credit for knowledge and skills gained through varsity sports participation which may be substituted in lieu of physical education. Open to all students of the gender to which varsity sports are offered and actual game participation is not required for successful course completion. However, participation in routine practice sessions is necessary. May be repeated three times for a maximum of four semester hours applicable toward a degree.

PHED-234 Basketball Participation

0-2-1

This course is available in Spring.

A course designed for knowledge and skills gained through practice and varsity sports participation open to all students to which varsity basketball is elected. Actual game participation is not required, but regular participation in practice is necessary. May be repeated three times for a maximum of four semester hours applicable toward a degree.

PHED-235 Volleyball Participation

0-2-1

This course is available in Fall.

A course designed to give credit for knowledge and skills gained through participation in varsity volleyball. Emphasis is placed on skills, strategies, sportsmanship, knowledge of game and rules. Secondary emphasis is placed on scoring and statistics. Available to all female students to which varsity volleyball is elected. Actual game participation is not required for successful course completion; however, participation in practice sessions is necessary. May be repeated three times for a maximum of four semester hours applicable towards a degree.

PHED-236 Fitness Center Participation

0-1-0.5

This course is available Fall, Spring, and Summer.

This course is designed for students who would like to gain

knowledge of the Fitness Center and the importance of physical fitness for life-long health, wellness, and quality of life. Students enrolled will be required to attend a mandatory orientation and take several quizzes about fitness as a whole.

PHED-237A Baseball Theory

0.5-1-1

This course is available in Fall.

Theory and practice of fundamentals and techniques of baseball with emphasis on offensive and defensive skills, knowledge of the rules, training and practice.

PHED-240 Basketball Theory

0.5-1-1

This course is available in Fall.

Theory and practice of fundamentals and techniques of basketball with emphasis on offensive and defensive skills, knowledge of the rules, training, and practice.

PHED-241 Volleyball Theory

0.5-1-1

This course is available in Spring.

This course entails the study of rules, techniques, fundamentals, and organizations of disciplines in the sport of volleyball. This course will focus on the technique and fundamentals of volleyball through instruction and repetition of drills.

PHED-242 Softball Theory

0.5-1-1

This course is available in Fall.

This course entails the study of rules, techniques, fundamentals, and organizations of disciplines in the sport of softball. This course will focus on the technique and fundamentals of softball through instruction and repetition of drills.

PHED-243 Soccer Theory

0.5-1-1

This course is available in Spring.

Theory and practice of fundamentals and techniques of soccer with emphasis on offensive and defensive skills, knowledge of the rules, fundamentals, training, and practice.

PHED-245 Introduction to Coaching

2-2-3

This course is available Fall, Spring, and Summer.

Study of rules, techniques, fundamentals, organization, and teaching/coaching of popular team sports. This course will cover communication with athletes, parents, officials, and administrators as well as teach methodology.

PHED-250 Introduction to Physical Education

3-0-3

This course is available Fall, Spring, and Summer.

Presentation to the fields of health, physical education, and recreation. Open to those individuals looking at the field of health, physical education, and recreation as a future major.

PHLE-105 Philosophy of Video Games

3-0-3

This course is available Fall, Spring, and Summer.

An interdisciplinary study of gaming as a sophisticated form of human expression, creation, and discovery. Special emphasis is placed on narrative, aesthetic, ethical, and metaphysical issues raised by contemporary video games.

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PHLE-110 Logic

3-0-3

IAI H4 906

This course is available Fall, Spring, and Summer.

A study of the rules of reasoning, both inductive and deductive, in a language-centered context. Logical analysis of both formal and informal fallacies and of the consistency and logical sequences of a given set of statements is included. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

PHLE-119 Core Values & Ethical Decision Making

1-0-1

This course is available Fall, Spring, and Summer.

This course introduces students to several core values of Western civilization as well as the College's core values (respect, responsibility, honesty, compassion, and fairness). This course explores the relationship between these values and each other, these values and culture, and these values and our decision-making processes.

PHLE-120 Ethics

3-0-3

IAI H4 904

This course is available Fall, Spring, and Summer.

A study of the principal ethical theories and concepts of human conduct and character, as well as a critical evaluation of these theories and concepts as they apply to particular moral problems and decisions.

PHLE-121 Introduction to Philosophy

3-0-3

IAI H4 900

This course is available Fall and Spring.

A study of recurrent, persistent human principles and problems such as the validity of knowledge; the nature of truth; the nature of identity, free will and determination; moral and aesthetic values; and religious belief systems.

PHLE-201 Professional Ethics for Engineers

3-0-3

This course is available in Spring.

An introduction to the practice of engineering and the ethical framework for professional engineering. The course covers the basics of engineering practice, organization, decision making, and the ethical issues related to each of these areas. Prerequisite: A minimum grade of C in ENGL 101

PHLE-205 Eastern Philosophy

3-0-3

IAI H4 903N

This course is available in Fall.

An introduction to selected philosophical concepts and value systems of several non-Western cultures. This course will expose students to the great philosophical texts and systems of thought in the Chinese and Indian traditions.

PHYS-101 Physics

3-2-4

IAI P1 900L

This course is available in Spring.

This is the first semester of a two semester introductory course in non-calculus physics. Algebra and trigonometry will be heavily used in this course. Primary emphasis is on physical

principles and the development of problem-solving ability. Designed to meet the requirements of degree programs not requiring calculus-based physics. Topics include mechanics, fluids, heat, thermodynamics, wave motion and sound. Includes two-hour laboratory. Prerequisite: MATH 135 with a grade of C or better or concurrent enrollment

PHYS-102 Physics

3-2-4

This course is available in Fall.

This is a continuation of Physics 101. Topics include electricity, magnetism, optics, and some aspects of modern physics. Includes a two-hour laboratory. Prerequisite: PHYS 101

PHYS-201 University Physics I

4-2-5

IAI P2 900L

This course is available in Spring.

This course includes lectures, demonstrations, and laboratory. For the student in engineering, mathematics, physics, and chemistry. Topics include mechanics (kinematics, Newton's 3 laws, work and energy, conservation of linear momentum, angular momentum, rotational dynamics, gravitation Kepler's law, and harmonic motion), electricity and magnetism, heat and fluids, and optics and modern physics. Prerequisite: MATH 166 or concurrent enrollment

PHYS-202 University Physics II

4-2-5

IAI PHY 912

This course is available in Fall.

This is a continuation of University Physics I. This course consists of lectures, demonstrations and laboratory. It is appropriate for the students majoring in engineering, mathematics, physics and chemistry. Topics include charge; electric field, and potential, resistance, capacitance, and inductance; DC and AC circuits; RCL circuits; magnetic field and properties; laws of Gauss, Ampere, and Faraday; Maxwell's equations and electromagnetic waves; geometrical optics, physical optics, atomic spectra photo electric effect, Compton scattering, and Bohr model of atom. This course includes a two-hour laboratory. Prerequisite: PHYS 201

POLS-101 American Government

3-0-3

IAI S5 900

This course is available Fall, Spring, and Summer.

An introduction to the organization and function of the U.S. national government. Includes the U.S. Constitution; the federal system; political behavior; executive, legislative, and judicial powers; and public policy. This course meets the requirements of Senate Bill 195, Federal and State Constitution Tests.

POLS-125 Introduction to Comparative Politics

3-0-3

This course is not offered on a regular basis.

This is a survey of governments and politics in the industrialized and Third World countries. The course examines the question of what it means to compare political systems and explores the historical setting, nature of political participation, political values, governmental structures, and political performance of selected countries in Western Europe, Asia, the Middle East,

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Africa, Latin America. Prerequisite: ENGL 101

POLS-145 International Relations 3-0-3

This course is not offered on a regular basis.

This course is an introduction to international relations, with an emphasis on contemporary international relations and world conflict. Introductory analysis of international behaviors, national self-interest, international law, foreign policy and conflict causes and resolutions will be presented.

POLS-205 State and Local Government 3-0-3

IAI S5 902

This course is not offered on a regular basis.

Examines state and local political jurisdictions and systems, including their powers, organization, functions, development, and contemporary problems. Prerequisite: POLS 101 or with approval of instructor or Academic Dean

PRNU-131 Nursing Care of Women 2-3-3

This course is available Fall and Summer.

This course examines the family-centered approach to the care of mothers and newborns. Content will be presented on the care of women through their pregnancy, labor, delivery, and postpartum period with related care of the newborn. Disease condition of newborns and the appropriate nursing intervention will be studied. Women's health issues including gynecological problems, rape, and abuse will be addressed. Students will be given the opportunity in the clinical setting to care for obstetrical patients, newborns, and women with various gynecological problems. Prerequisite: Minimum grade of "C" in all first semester PRNU courses, PRNU 159, PRNU 158, PSYH 100, or with approval of instructor or Academic Dean

PRNU-143 Human Structure and Function I 1.5-0-1.5

This course is available Fall and Spring.

Study of gross body structure and function in health and illness. Emphasis will be placed on relating instruction to principles of nursing care. Prerequisite: Admission to the Practical Nursing Program

PRNU-145 Human Structure and Function II 1.5-0-1.5

This course is available Fall and Spring.

Study of gross body structure and function in health and illness. Emphasis will be placed on relating instruction to principles of nursing care. Prerequisite: Admission to the Practical Nursing Program

PRNU-151 Fundamentals of Nursing I 2-6-4

This course is available Fall and Spring.

This course presents to the student the skills required to deliver basic nursing care. Emphasis is placed upon underlying scientific principles. The theory component of the class is presented in the classroom, followed by demonstrations, supervised practice and testing of specific skills in the laboratory setting. Students will be expected to successfully perform specific skills meeting designated critical criteria. The concept of the nursing process will be integrated throughout the course. Prerequisite:

Admission to the Practical Nursing Program

PRNU-153 Fundamentals of Nursing II 2-6-4

This course is available Fall and Spring.

This course is a continuation of the presentation of the nursing responsibilities related to meeting the basic needs of patients/clients. A nursing process approach is used to determine alterations in basic health needs. The course includes the application in the clinical setting of previously learned nursing skills. The theory component of the class is presented in the classroom, followed by supervised practice in various clinical settings. Students will be expected to successfully perform specific skills meeting designated critical criteria. The concept of the nursing process will be integrated throughout the course. Prerequisite: PRNU 151 with a minimum grade of C, PRNU 154 with a satisfactory grade, or with approval of instructor or Academic Dean

PRNU-154 Dosage Calculations 1-0-1

This course is available Fall and Spring.

This course is designed to study the practical implications of drug therapy. Emphasis is placed upon mastery of weights and measures. Formulas for solving practical drug administration problems, accurate preparation, administration and recording of oral, topical and parenteral medications will be presented. Prerequisite: Admission into the Practical Nursing program, or with approval of instructor or Academic Dean

PRNU-158 Medications 2-0-2

This course is available Spring and Summer

This course is designed to study the practical implications of drug therapy. Knowledge of drug classification, dosage, route of administration, side effects and nursing implications will be stressed. Prerequisite: Successful completion with a minimum grade of C or better in PRNU 151, PRNU 154, PRNU 143, and PRNU 145 or with approval of instructor or Academic Dean

PRNU-159 Medical Surgical Nursing I 4.5-7.5-7

This course is available Spring and Summer

This course is designed to present to the student the knowledge required to provide basic nursing care to adults and children with common medical/surgical disorders of the cardiac, respiratory, hematologic, and gastrointestinal systems. The course will also cover initiation and management of intravenous (IV) therapy and care of the client with cancer. The concept of the nursing process will be integrated throughout the course. The student will be assigned to clients in selected hospital clinical sites. Emphasis will be placed upon utilizing the nursing process and effective communication skills to function in a structured setting within the defined scope of practice of the practical nurse. Prerequisite: Minimum grade of "C" in all first semester PRNU courses, PSYH 100, or with approval of instructor or Academic Dean

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PRNU-160 Medical Surgical Nursing II 4.5-7.5-7

This course is available Spring and Summer

This course is designed to present to the student the knowledge required to provide basic nursing care to adults and children with common medical/surgical disorders of the endocrine, nervous, musculoskeletal, integumentary, renal and reproductive systems. Disorders of the eyes, ears, nose and throat (EENT) will also be covered. The concept of the nursing process will be integrated throughout the course. The student will be assigned to clients in selected hospital clinical sites. Emphasis will be placed upon utilizing the nursing process and effective communication skills to function in a structured setting within the defined scope of practice of the practical nurse. Prerequisite: Minimum grade of "C" in all first semester PRNU courses, PRNU 159, PRNU 158, PSYH 100, or with approval of instructor or Academic Dean

PRNU-161 Personal & Vocational Relationships 1.5-0-1.5

This course is available Fall and Summer.

This course is designed to discuss the historical development and modern trends of nursing. Different nursing care patterns, roles of members of the health care team, and various health care agencies will be discussed. Examination of the legal implications of practical nursing practice, licensure, importance of professional organizations, continuing education, and methods of finding, obtaining, and maintaining employment will be incorporated. Communication and interpersonal skills will be stressed. Prerequisite: Minimum grade of "C" in all first and second semester PRNU courses, PSYH 100, or with approval of instructor or Academic Dean

PRNU-162 Community Health Nursing 1-0.5-1

This course is available Fall and Spring.

The purpose of this course is to introduce students to community health nursing, health promotion and disease prevention across the life span. This course will explore nursing of individuals and groups in home and community settings. Maintenance of health and prevention of disease across various cultures will be stressed. Communicable disease control and disaster management will be discussed. Students will be assigned to agencies in the community for clinical experience. Quality experiences with nursing care of patients in the community will be offered. Prerequisite: Minimum grade of "C" in all first semester PRNU courses, PSYH 100, or with approval of instructor or Academic Dean

PRNU-165 Geriatric Nursing 3-6-5

This course is available Fall and Summer.

This course will provide content that will introduce students to nursing care of the elderly. The normal aging process will be emphasized. Chronic disease conditions that are common to elderly persons will be studied along with appropriate nursing interventions. The principles of rehabilitation will be stressed and special needs identified. Content on death and dying will be presented. The role of the practical nurse in caring for the geriatric client will be stressed. The student will perform nursing skills for elderly persons in the long term care setting. Prerequisite: Minimum grade of "C" in all first and second

semester PRNU courses, PSYH 100, or with approval of instructor or Academic Dean

PRNU-166 Mental Health Nursing 2-1-2.5

This course is available Fall and Spring.

This course is designed to acquaint students with mental health nursing. This course will explore nursing basic concepts of mental health nursing in both the inpatient and outpatient settings. Mental health across the life span will be discussed. Students will be assigned to mental health agencies in the community for clinical experience. Quality experiences in nursing care of patients with mental health problems and developmental disabilities will be offered. Prerequisite: Admission to the Practical Nursing Program

PRNU-199 Topics in Practical Nursing 3-6-3

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Practical Nursing profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

PRNU-201 LPN Refresher/Review Course 3-6-6

This course is offered as needed, upon approval by Academic Dean.

Review of principles and procedures in preparation for career re-entry and/or updating in the field through study of current trends and issues. Prerequisite: Must show proof of original LPN licensure or completion of LPN Program. Can also be used by students who were unsuccessful on NCLEX. Program of study must be arranged with the Director of Nursing.

PSCI-101 Astronomy 3-0-3

IAI PI 906

This course is available Fall, Spring, and Summer.

This course deals with the scale of the cosmos, the cycles of the sky, the origin of modern astronomy, and the tools and the sciences that astronomers rely upon to observe the universe. Emphasis is placed on stars, their formation, their evolution, and their deaths. Special topics include neutron stars, pulsars, and black holes.

PSCI-102 Astronomy 3-0-3

This course is not offered on a regular basis.

The exploration of the Solar System. The sun's physical properties, effects on Earth's weather, fusion. The planets comparative Geology and Atmospheres. The course will emphasize the recent flybys of the other planets, the search for life, the Viking Missions, Comets and Asteroids, and Evolution of the Solar System.

PSCI-103 Geology 3-2-4

IAI PI 907 L

This course is available Fall and Spring.

A laboratory course that examines basic geologic principles from a physical or historical perspective. Includes such topics

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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.

PSCI-120 General Physical Science 3-2-4

IAI P9 900 IAI P9 900L

This course is available Fall and Spring.

A laboratory course that expands students' understanding of methods of scientific inquiry by emphasizing the fundamental principles of two or more of the physical science disciplines of chemistry, physics, geoscience and astronomy.

PSCI-140 Environmental Geology 3-2-4

This course is not offered on a regular basis.

Environmental geology is intended to provide a basic overview of the environmental concepts related to the earth system science. This is an introductory course that examines geologic aspects of the environment, man's effect upon and interaction with the various geologic processes. Likely topics: earth structure and materials, earthquakes, volcanoes, landslides, subsidence, flooding, energy, waste disposal, water and mineral resources, pollution, environmental laws, and land-use planning. Includes a two-hour laboratory.

PSCI-145 Energy and the Environment 3-0-3

This course is not offered on a regular basis.

Energy and the Environment is a course dealing with the magnitude of the energy crisis and some probable solutions. Emphasis is placed on the process of making meaningful quantitative estimates of energy availability and consumption, and on the interrelationships of energy use with environmental quality, food production, and population growth. The impact of the acquisition and the use of various energy sources on man's environment are also considered.

PSCI-180 Atmospheric Science 3-0-3

IAI P1 905

This course is available Fall and Spring.

Atmospheric science is intended to provide an overview of the major concepts related to the atmosphere. Likely topics: temperature, moisture, pressure, wind, weather patterns, nature of violent storms such as tornadoes and hurricanes. A study of air pollution and human impact on climate is also included.

PSCI-198 Topic/Issues in the Sciences 6-12-6

This course is not offered on a regular basis.

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. on a special topic or current issue in one or more of the biological or physical sciences. Student may receive up to six credits by taking different topics.

PSCI-199 Topics in Engineering 6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the

Engineering profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

PSYH-100 Life Span Growth & Development 3-0-3

IAI S6 902

This course is available Fall, Spring, and Summer.

This course studies the growth and development of the individual from conception through adulthood. It includes the study of physical, intellectual, social and emotional growth.

PSYH-101 Psychology 3-0-3

IAI S6 900

This course is available Fall, Spring, and Summer.

A survey of the study of human and animal behavior with an emphasis on the scientific nature of contemporary psychological investigations. Topics may include the biology of behavior, research methods, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development, personality, abnormal behavior and its therapies, social behavior and individual differences.

PSYH-215 Child Psychology 3-0-3

IAI S6 903

This course is available Fall, Spring, and Summer.

The biological, cognitive, and psychosocial development of the child from prenatal through puberty and relevant research methods and results. Prerequisite: PSYH 101 or SOCO 101 or with approval of instructor or Academic Dean

PSYH-216 Adolescent Psychology 3-0-3

IAI S6 904

This course is available Fall and Spring.

This course is intended to explore physical and psychological development and adjustment in adolescents. Primary emphasis is based on physical and social growth patterns, as well as analysis of special emotional problems experienced by adolescents in the maturation process. A short discussion of the importance of childhood experience and development to adolescent problems is included. Prerequisite: PSYH 101 or with approval of instructor or Academic Dean

PTAS-119 Clinical A&P for PTA 4-2-5

This course is available in Fall.

An integrated study of the clinical science, data collection, and common pathologies of the human organ systems in the context of physical therapy practice. Subjects covered include normal tissue healing, skeletal system, muscular system, nervous system, cardiopulmonary system, circulatory system, endocrine system, and integumentary system. The laboratory experiences include data collection skills for each of the systems covered in the course. Prerequisite: Approval of instructor or Academic Dean

COURSE DESCRIPTIONS

PTAS-150 Applied Physics for PTA

1-0-1

This course is available in Fall.

This course is developed for students in the PTA program. It covers mechanics, fluids, thermal physics, wave motion, sound, electromagnetic spectrum, and basic electricity. Emphasis is placed on how these concepts are applied to the administration of thermal agents, electrotherapeutic modalities, and therapeutic exercises. Prerequisite: Admissions to PTA Program or with approval of instructor or Academic Dean

PTAS-152 PTA Data Collection and Manual Skills

1-2-2

This course is available in Fall.

This course introduces students to physical therapy procedures. This course emphasizes therapeutic massage, landmark palpation and goniometry. Prerequisite: Admission to the PTA Program or with approval of instructor or Academic Dean

PTAS-154 Patient Care Skills

0-2-1

This course is available in Fall.

This course introduces students to the basic skills related to the patient care. It covers patient dignity issues, transfers, assistive devices, vital signs, infection control, universal precautions, and documentation. Prerequisite: Admission to the PTA Program or with approval of instructor or Academic Dean

PTAS-156 Introduction to Physical Therapy

1-0-1

This course is available in Fall.

This course gives an overview of the physical therapy profession, the American Physical Therapy Association (APTA), and the role of physical therapists in the health care delivery system. It addresses administrative, legal, ethical issues and professionalism surrounding the practice of physical therapy. It also emphasizes the importance of effective communication skills when dealing with patients, peers, supervisors, and other members of the health care team. Prerequisite: Admission to the PTA Program or with approval of instructor or Academic Dean

PTAS-158 Kinesiology for PTA

2-4-4

This course is available in Spring.

This course is a study of human movement. It emphasizes the relationship of applied anatomy, exercise physiology, and biomechanics to movement and exercise. Prerequisite: Successful completion of first semester PTA courses or with approval of instructor or Academic Dean

PTAS-160 Physical Modalities I

2-2-3

This course is available in Fall.

This course is a study of physical and mechanical agents used in the physical therapy practice. It emphasizes the principles and procedures used in the application of various modalities including, but not limited to, thermal agents, cryotherapy, paraffin, ultrasound, hydrotherapy, mechanical traction, and pneumatic treatments. Clinical case scenarios are used to assist students in developing their critical thinking skills in the application of modalities. Prerequisite: Admission to the Physical Therapist Assistant Program or with approval of instructor or Academic Dean

PTAS-162 Physical Modalities II

2-2-3

This course is available in Spring.

This course is a study of electrotherapeutic agents used in physical therapy practice. It emphasizes the principles and procedures used in the application of various modalities including, but not limited to, inferential current, biofeedback, TENS, Russian simulation, diathermy, and iontophoresis. Clinical case scenarios are used to assist students in developing their critical thinking skills in the application of modalities. Prerequisite: Successful completion of first semester PTA courses or with approval of instructor or Academic Dean

PTAS-164 Therapeutic Exercise for PTA

2-2-3

This course is available in Spring.

This course introduces exercise principles and specific therapeutic exercises for the extremities and trunk, including appropriate exercise progression. Prerequisite: Successful completion of first semester PTA courses or with approval of instructor or Academic Dean

PTAS-166 Pathology for PTA

2-0-2

This course is available in Spring.

This course is an introduction to pathology and will address the following: cellular changes, fluid regulation, inflammation, repair, burns, wound care, and immunity. It also covers specific systems pathologies across the life span including neuromuscular, musculoskeletal, cardiovascular, and pulmonary systems. Prerequisite: Successful completion of first semester PTA courses or with approval of instructor or Academic Dean

PTAS-167 Introduction to Clinical Internship

1-2-2

This course is available in Spring.

This is a supervised clinical training experience designed to introduce the students to the clinical experience. It is conducted in the PTA lab, where students treat college employees and students under the supervision of a PT instructor and a PTA instructor. Electrophysical modalities and therapeutic procedures and techniques are utilized in the treatment of in-house patients. Prerequisite: Successful completion of first semester PTA courses or with approval of instructor or Academic Dean

PTAS-168 Practicum I

0-2-1

This course is available in Spring.

This is the first of two courses designed to integrate skills and knowledge acquired during the previous and current semesters into practical, case-based applications. Role playing and case discussions are utilized during the course to enhance the critical thinking of students. Prerequisite: Successful completion of first semester PTA courses or with approval of instructor or Academic Dean

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PTAS-251 Clinical Internship I 0-15-5

This course is available in Summer.

This is the first of three full-time clinical education experiences that provides an opportunity for students to integrate previously learned didactic and clinical skills in situations simulating that of a practicing PTA. This clinical internship takes place over a six-week placement. Clinical instructors in health care facility to which the student is assigned, provide on-site supervision. Prerequisite: Satisfactory completion of all second semester courses

PTAS-254 Orthopedic Principles and Procedures I 2-2-3

This course is available in Fall.

This course emphasizes the pathology of and intervention for soft tissue injuries and orthopedic conditions, including the upper quadrant and spine. Prerequisite: Successful completion of PTAS 251 or with approval of instructor or Academic Dean

PTAS-255 Orthopedic Principle & Procedure II 1-2-2

This course is available in Spring.

This course emphasizes the pathology of and intervention for soft tissue injuries and orthopedic conditions, including the lower quadrant. Prerequisites: Satisfactory completion of fourth semester courses including PTAS 254, PTAS 256, PTAS 258, and PTAS 259

PTAS-256 Neurologic Principles and Procedures I 2-2-3

This course is available in Fall.

This course emphasizes the pathology of and intervention for neurological conditions including cerebrovascular accidents, traumatic brain injury, central nervous system disorders, basal ganglia disorders, cerebellar disorders, and spinal cord injury. Prerequisite: Successful completion of third semester courses, including PTAS 251

PTAS-257 Neurologic Principle & Procedure II 2-2-3

This course is available in Spring.

This course emphasizes the pathology of and intervention for neurological conditions including normal and abnormal pediatric development, upper motor neuron lesions, lower motor neuron lesions, polyneuropathies, vestibular conditions, and neuromuscular examination procedures. Prerequisites: Successful completion of fourth semester courses including PTAS 254, PTAS 256, PTAS 258, and PTAS 259

PTAS-258 Practicum II 1-2-2

This course is available in Fall.

This is the second of two courses designed to integrate higher-level skills and knowledge acquired during the previous and current semesters into practical, case-based applications. Role playing and case discussions are utilized in the course to enhance the critical thinking of students. Prerequisite: Satisfactory completion of PTAS 251 or with approval of instructor or Academic Dean

PTAS-259 Clinical Internship II 0-15-5

This course is available in Fall.

This is the second of three full-time clinical education experiences that provides an opportunity for students to integrate previously learned didactic and clinical skills in situations simulating that of a practicing PTA. This clinical internship takes place over a six-week placement. Clinical instructors in the health care facility to which the students are assigned provide student supervision. Prerequisite: Satisfactory completion of PTAS 254, PTAS 256, and PTAS 258 or with approval of instructor or Academic Dean

PTAS-260 Clinical Internship III 0-18-6

This course is available in Spring.

This is the third of three full-time clinical education experiences that provides an opportunity for students to integrate previously learned didactic and clinical skills in simulations simulating that of a practicing PTA. This clinical internship takes place over a seven-week placement. Clinical instructors in the health care facility to which the students are assigned provide student supervision. Prerequisite: Successful completion of PTAS 255 and 257

PTAS-262 Clinical Seminar 1-0-1

This course is available in Spring.

This course prepares the students for entry into the workforce. It covers licensure exam preparation, competency development, and exploration of innovative techniques and procedures emerging in the profession. Prerequisite: Satisfactory completion of all fourth semester courses and PTAS 255 and PTAS 257.

RELG-101 Introduction to Religion 3-0-3

This course is not offered on a regular basis.

This course is an introduction to the concept of religion, with special emphasis on the legitimacy of the religious experience in the modern world. Both religious and naturalistic approaches to the subject will be explored. Prerequisite: ENGL 101

RELG-102 Old Testament Survey 3-0-3

This course is not offered on a regular basis.

This course offers an overview of the Hebrew Bible (in the Christian tradition known as the Old Testament) and it introduces students to various academic methods of critical and creative ways of studying, analyzing and interpreting these ancient texts. The apocryphal documents and Dead Sea Scroll documents will also be reviewed and considered. Prerequisite: ENGL 101

RELG-103 New Testament Survey 3-0-3

This course is not offered on a regular basis.

This course offers an overview of the New Testament of the Holy Bible and it introduces students to various academic methods of critical and creative ways of studying, analyzing and interpreting these ancient texts. Prerequisite: ENGL 101

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RELG-110 World Religions

3-0-3

This course is not offered on a regular basis.

This course is an introduction to the major Eastern and Western Religions. Basic principles of the world's great religious traditions will be compared and contrasted. The religions to be studied are the following: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. Prerequisite: ENGL 101

RELG-120 Foundational Religious Texts

3-0-3

This course is not offered on a regular basis.

This is a humanistic study of the foundational texts of Judaism, Christianity, and Islam. This course will look at the Hebrew Bible, the New Testament, and the Qur'an, as well as, secondary sacred texts which are used by each tradition to explain the meaning of these primary texts. Prerequisite: ENGL 101

RESK-125 Research Skills

1-0-1

This course is not offered on a regular basis.

This course is designed to help students gain the skills necessary to successfully access the wide variety of information resources available at the college library and beyond. Students taking this course will be introduced to the basic concepts of research as well as the critical thinking skills needed in today's information rich society. A combination of hands-on activities, lectures, demonstrations and research projects will expose students to both traditional resources and the evolving resources available electronically.

RESP-110 Respiratory Procedures I

4-2-5

This course is available in Fall.

This course provides the student with an introduction to respiratory therapy. This will include infection control procedures, all aspects of patient assessment, basic life support-CPR, medical gas therapy, oxygen therapy and humidity/aerosol therapy. Function, application and maintenance of common respiratory equipment will be covered. The lab portion of this class will teach the theories and concepts that the student will need to apply these skills in a clinical situation. Prerequisite: Admission into the Respiratory Therapy Program

RESP-111 Applied Respiratory Sciences

4-0-4

This course is available in Fall.

This course will provide the student with a foundation in the basic sciences of respiratory therapy including the principles of chemistry, physics mathematics and microbiology as it relates to respiratory therapy. An in-depth study of Pulmonary Physiology will also be covered that will include anatomy of the respiratory system, mechanics of ventilation, gas exchange and transport, regulation of breathing and acid-base balance. Prerequisite: Admission into the Respiratory Therapy Program

RESP-113 Professional and Interpersonal Respon.

2-0-2

This course is available in Fall.

This course is designed for the pre-clinical phase of the respiratory Therapy Student. The interpersonal and professional responsibilities of this health care professional will be presented.

This course will also provide the student with information on work ethics, cultural diversity, policies & procedures, e-medicine, medical ethics and legal implications as they relate to respiratory therapy. The fundamentals of evaluating a scientific literature will be outlined and a research project will be required. Prerequisite: Acceptance in the Respiratory Therapy Program

RESP-115 Respiratory Procedures III

4-0-4

This course is available in Spring.

This course provides the student with an in-depth understanding of airway pharmacology and general knowledge of the most common drugs used in the care of cardiopulmonary patients. All aspects of arterial blood gases will be covered which will include obtaining, analyzing & interpreting the results as well as blood gas analyzer function and the quality assurance standards for blood gas analyzers. Basic pulmonary function testing will be covered which will include basic spirometry & flow determinations with interpretation of the findings; equipment considerations will also be discussed. Prerequisite: Completion of first semester RESP courses.

RESP-116 Respiratory Clinical/Lab Practice I

0-18-6

This course is available in Spring.

Through the use of lab and clinical experiences, the student will participate in respiratory therapy situations emphasizing skills in patient assessment and all routine respiratory therapy procedures and treatments. Prerequisite: Completion of first semester RESP courses

RESP-117 Respiratory Procedures II

4-2-5

This course is available in Spring.

This course provides the student with theory and administration of general respiratory care therapies. All aerosol drug therapies, bronchial hygiene therapies & lung inflation therapies will be presented. All aspects of airway management will also be covered. Case studies & therapist driven protocols will be applied to all of the therapies. The lab portion of this course will teach the theories and concepts that the student will need to apply these skills in a clinical situation Prerequisite: Completion of first semester RESP courses

RESP-199 Topics in Respiratory Therapy

6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in Respiratory Therapy profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean.

RESP-209 Respiratory Procedures IV

4-2-5

This course is available in Summer.

This course will provide the student with the knowledge and the skills to assess the critically ill patient. An in-depth study of all aspects of mechanical ventilation and noninvasive ventilation will also be covered. The lab portion of this class will teach the theories and concepts that the student will need to apply these

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skills in a clinical situation. Prerequisite: Completion of first and second semester RESP courses.

RESP-211 Cardiopulmonary Disease 4-0-4

This course is available in Fall.

This course is designed to provide the student with the basic knowledge of the etiology, pathology, symptomology, diagnosis, treatment and prognosis for patients with cardiopulmonary diseases. This course will also cover therapist driven protocols and critical thinking skills where the student will use patient assessment skills and knowledge to gather appropriate clinical data, assess information and select appropriate treatment plans. Prerequisite: Completion of 1st, 2nd, and summer semester RESP courses

RESP-212 Respiratory Clinical/Lab Practice II 0-18-6

This course is available in Fall.

Increased proficiency in skills and knowledge covered in RESP 116 will be expected of students in this course. Also through the use of lab and clinical experiences the student will participate in respiratory situations emphasizing skills in airway management, mechanical ventilation and critical care procedures. Prerequisite: Completion of 1st, 2nd, and summer semester RESP courses

RESP-213 Respiratory Procedures V 3-0-3

This course is available in Fall.

This course will provide the student with the theory of assessing a newborn & pediatric patient. The pathophysiology, clinical manifestations, & treatment of neonatal and pediatric disorders will be presented with emphasis on management of those disorder. All aspects of neonatal mechanical ventilation will be covered. Advanced pulmonary function testing and interpretation of the test results as well as pulmonary function equipment and quality control procedures for the equipment will be discussed. Prerequisite: Completion of 1st, 2nd, and summer semester RESP courses.

RESP-214 Respiratory Specialties 3-0-3

This course is available in Fall.

This course will introduce the student to the specialization topics related to respiratory care including bronchoscopy, chest tubes, polysomnography testing and sleep disorders, respiratory home care, pulmonary rehabilitation, patient education & health promotion for the cardiopulmonary patient. Electrocardiogram testing will be discussed with the information necessary to assess, interpret and treat life-threatening arrhythmias. The theory of hemodynamic monitoring and management of the critically ill patient will also be covered. Prerequisite: Completion of 1st, 2nd, and summer semester RESP courses

RESP-217 Respiratory Seminar 6-0-6

This course is available in Spring.

This course will provide a comprehensive review of all material presented in the program to prepare the student for the National Board for Respiratory Care credentialing exams. Clinical simulation exams will be emphasized as well as test-taking skills. The NBRC Therapist Multiple Choice Self-Assessment

Exams and Clinical Simulation Self-Assessment Exams will be administered. Prerequisite: Completion of 1st, 2nd, and 3rd semester RESP courses.

RESP-218 Respiratory Clinical/Lab Prac. III 0-18-6

This course is available in Spring.

The student will study and work in the clinical setting to gain knowledge and experience with emphasis in the following respiratory are as: Neonates and Pediatrics, ECG and Stress Testing, Sleep Lab Testing, Pulmonary Function Testing, Pulmonary and Cardiac Rehabilitation. Additional emphasis on working in the Critical care unit and adult mechanical ventilation will also be done. Prerequisite: Completion of 1st, 2nd, summer, and 3rd semester RESP courses

SOCO-101 Sociology 3-0-3

IAI S7 900

This course is available Fall, Spring, and Summer.

A study of society, including the rules, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people. Prerequisite: Students must qualify for ENGL 101 before registering for this class

SOCO-199 Topics in Social Sciences 6-12-6

This course is not offered on a regular basis.

This course is not offered on a regular basis. This course will provide an opportunity to examine topics of interest in the Social Science profession. This course may be taken for variable credit hours and may be repeated up to three times. Prerequisite: approval of instructor or Academic Dean

SOCO-202 Social Problems 3-0-3

IAI S7 901

This course is available in Spring.

A sociological examination into the causation, treatment, and prevention of the various types of deviant behavior and social disorganization existing in a modern, complex, industrialized society. Areas covered include: mental disorder, juvenile delinquency, crime, drug addiction, sexual behavior, race and ethnic relations, world population crisis, and family disorganization. Prerequisite: Students must qualify for ENGL 101 before registering for this class

SOCO-212 Social Psychology 3-0-3

IAI S8 900

This course is offered as needed, upon approval by Academic Dean.

An examination of the special relationship which exists between the manner in which social systems function and the behavior and attitudes of individuals. Special emphasis is given to the social and cultural factors involved in personality development, perceptual processes, role behavior, and interaction in small groups. Prerequisite: SOCO 101, PSYH 101, or with approval of instructor or Academic Dean

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SOCO-252 Marriage and the Family

3-0-3

IAI S7 902

This course is available Fall and Spring.

The trends in marriage and the family in modern society are studied, as well as proper preparation for a meaningful, lasting marriage. Emphasis is put upon the understanding of self, understanding of roles in marriage, and maintaining of proper communication. Prerequisite: Students must qualify for ENGL 101 before registering for this class

SPAN-101 Beginning Spanish I

4-0-4

This course is available Fall, Spring, and Summer.

Students will develop basic communicative skills in listening, speaking, reading and writing Spanish. Students will familiarize the knowledge of cultures and people of the Spanish-speaking world. This course is the first of a two-semester sequence of courses designed for students with no prior knowledge of Spanish. This course is not for native speakers.

SPAN-102 Beginning Spanish II

4-0-4

This course is available in Spring.

This course is a continuation of SPAN 101. Students will continue to develop basic communicative skills in listening, speaking, reading and writing Spanish to expand students' knowledge of cultures and people of the Spanish-speaking world. This course is not designed for native speakers. Prerequisite: SPAN 101 with a C or better, in the last three years, or with approval of instructor or Academic Dean.

SPAN-150 Career Spanish for the Workplace

2-0-2

This course is not offered on a regular basis.

This course is intended for the beginning worker who wishes to understand and use Spanish in the workplace. Students will learn basic Spanish phrases and questions necessary to provide help to Spanish-speaking people. It will focus on oral communication skills. Prerequisite: SPAN 101 or one unit of high school Spanish

SPAN-203 Intermediate Spanish I

4-0-4

This course is available in Fall.

Students will review Spanish grammar, vocabulary building, oral and written practice. Students will deepen the functional skills in comprehending, speaking, reading, and writing Spanish, and the course provides an overview of Hispanic culture in various countries. This course begins the intermediate Spanish sequence and while reviewing the grammar at the elementary level, it extends the growth of communicative proficiency and furthers the understanding of Hispanic culture. Students will also be exposed to short pieces of Hispanic literature and film, and will engage in a basic research project. This course is not designed for native speakers. Prerequisite: SPAN 102 with a C or better, in the last three years, or with approval of instructor or Academic Dean.

SPAN-204 Intermediate Spanish II

4-0-4

This course is available in Spring.

This course is a continuation of SPAN 203. Students will continue to deepen the functional skills in comprehending, speaking, reading, and writing Spanish and be provided an overview of Hispanic culture in various countries. Students will analyze short pieces of Hispanic literature and film, and will engage in a research project and an essay. This course is writing intensive and not designed for native speakers. Prerequisite: SPAN 203 with a C or better, in the last three years, or with approval of instructor or Academic Dean.

TECM-110 Technical Mathematics

3-0-3

This course is available Fall, Spring, and Summer.

This course covers the use of the following math skills in solving occupational problems: whole numbers, integers, fractions, and decimals; ratios, proportions, and percentages; measurement; formulas and equations; lines, angles, and shapes; perimeters, areas, and volumes; and triangle trigonometry. Prerequisite: Math placement at TECM 110 or MATH 102; or the completion of MATH 101 or 101B with a grade of C or better; or concurrent enrollment in TECM 110A. Refer to placement chart in college catalog for detailed information.

TECM-110A Technical Mathematics Co-Req

1-0-1

This course is available Fall, Spring, and Summer.

This course presents prerequisite skills necessary to be successful in TECM 110 - Technical Mathematics. It is taught concurrently with TECM 110 - Technical Mathematics by integrating course content with instruction in reading/learning/critical thinking skills necessary for successful performance in TECM 110 - Technical Mathematics course work. Prerequisite: Concurrent enrollment required in TECM 110

TECP-101 Fundamentals of Physics

3-0-3

This course is not offered on a regular basis.

This course is designed for students who do not have a physics background and are completing admission requirements for the Physical Therapy Assistant Program. Topics include mechanics, heat, light, wave motion, and electricity.

TECP-107 Technical Physics

2-4-4

This course is available in Fall.

This course consists of six units of study: force, work, rate, resistance, energy, and power. Each unit consists of four sub-units that deal with the mechanical, fluid, electrical, and thermal aspects of each of these fundamentals of physics. For students in technical programs. Prerequisite: TECM 110 or concurrent enrollment

VOCS-108 Leadership 2000

2.5-0-2.5

This course is offered as needed, upon approval by Academic Dean.

This course is designed to provide the skills required in organizations where decision making is shared by employees and managers. The course is designed to provide a foundation of interpersonal skills, plus the enhanced skills that support team

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initiatives, quality and process improvement. Topics include: the leader in each of us, the basic principles for a collaborative workplace, navigating change, coaching, managing priorities, win-win outcomes, proactive listening, presenting thought and ideas, giving and receiving constructive feedback, giving recognition, handling emotions and moving from conflict to collaboration.

VOCS-115 Keyboarding Skills I **1-0-1**
This course is offered as needed, upon approval by Academic Dean.

This beginning keyboard course will give students the ability to master alphabetic and numeric reaches, key by touch and key at a rate of 35-40 wpm while building basic speed and accuracy skills.

VOCS-180 General Industry Safety I **0.5-0-0.5**
This course is offered as needed, upon approval by Academic Dean.

One of seven safety courses designed to provide OSHA guidelines and standards for use by general industry. This eight-hour segment consists of: 1. Introduction to OSHA/OSHA/Act/inspections-penalties and fines. 2. OSHA outreach programs/standards. 3. Machine guarding. 4. Electrical & safety related work practices. 5. Hazardous materials. Students will learn about flammable and combustible materials and how to read a Material Safety Data Sheet (MSDS).

VOCS-181 General Industry Safety 2 **0.5-0-0.5**
This course is offered as needed, upon approval by Academic Dean.

This course will provide the student with a strong background in the following areas: 1. Hazard communication. 2. Means of egress and fire protection. 3. Hazardous waste operations. 4. Emergency response and safety management. 5. Walking and working surfaces. This class will equip the student with a working knowledge of the Right-To-Know (RTK) laws and various chemical hazardous wastes. Routes of entry and possible toxic concerns will be emphasized.

VOCS-194 Basic Pneumatic Principles **1-0-1**
This course is offered as needed, upon approval by Academic Dean.

This course will cover the principles of pneumatics and emphasize the topics of safety, directional valves, pressure control valves and pneumatic cylinders.

VOCS-195 Machine Fundamentals **2-4-4**
This course is offered as needed, upon approval by Academic Dean.

Theory and practice involving the application of precision measuring instruments, basic layout procedures and use of hand tools. Theory, computations, setups, and performance of introductory machine shop operations on the following machine tools: metal lathes, power saws, horizontal and vertical milling machines, drill presses, shapers, and grinding machines.

VOCS-196 Basic Hydraulic Principles **1-0-1**
This course is offered as needed, upon approval by Academic Dean.

This course includes the principles of hydraulics relative to safety issues and the theory of pressurized hydraulic fluid as a power source.

VOCS-198 Advanced Trouble Shooting **1-4-3**
This course is offered as needed, upon approval by Academic Dean.

This course is designed to give the student troubleshooting skills in the area of control elements and ladder diagrams. Heavy emphasis is on input and output devices that are connected to programmable controllers. Allen-Bradley SLC-500 controllers are emphasized in this course. Prerequisite: Experience in the maintenance field and consent of instructor

VOCS-252 New Frontline Leaders **3-0-3**
This course is offered as needed, upon approval by Academic Dean.

This course will prepare students to become frontline leaders with strong communication skills, coaching skills, meeting leadership skills, and conflict resolution skills. They will learn how to evaluate their strengths and development needs and create an action plan to evaluate and monitor their development. In this course, leaders will develop basic, day-to-day tactical leadership skills.

VOCS-253 Enhanced Leadership Skills **1.5-0-1.5**
This course is offered as needed, upon approval by Academic Dean.

This course will continue developing the skills that will help propel teams and organizations to success, such as creating and maintaining an environment of high trust and innovation. This course presents the responsibilities of team members such as establishing and taking responsibility for their own performance plans and ensuring that the team is focused and committed to helping the organization achieve its objectives. Students will learn to successfully match people and responsibilities so that the organization will prosper.

VOCS-254 Increasing Performance for Leaders **1.5-0-1.5**
This course is offered as needed, upon approval by Academic Dean.

This course builds skills in areas that can impede personal effectiveness. It focuses on areas of challenge, such as dealing with change, handling conflict, and appreciating coworkers' differences. It also presents the ability to heighten employees' awareness of the need for self-management.

VOCS-255 Personal Effectiveness for Leaders **2-0-2**
This course is offered as needed, upon approval by Academic Dean.

This course is designed to give students the skills to become effective leaders. Leadership development modules include specific exercises and examples to assist students in relating to the information being presented and translating it to on-the-job

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situations.

VOCS-256 Developing & Motivating Employees 3-0-3

This course is offered as needed, upon approval by Academic Dean.

This course teaches students how to plan for and guide employee development. It also presents coaching employees through on-the-job experiences that enrich the employees' work life and increase their value and capabilities within the organization.

VOCS-260 Maintaining Teams 2-0-2

This course is offered as needed, upon approval by Academic Dean.

This course builds skills and provides the tools that team members need to move through the stages of team development. Students will learn how to resolve conflict and maintain a high level of collaboration. Students will learn how teams become self-sufficient and interdependent as they coach and cross-team members.

VOCS-261 Group Effectiveness for Leaders 2-0-2

This course is offered as needed, upon approval by Academic Dean.

The course will give students the skills to become effective leaders. The course includes specific exercises and examples so leaders can relate to the information being presented and easily translate it to on-the-job situations.

VOCS-263 Driving Business Results 1.5-0-1.5

This course is offered as needed, upon approval by Academic Dean.

This course will help students develop an understanding of how a business operates and the reasons why. It will show how to think and act like business owners, and to be more focused on the variables that impact businesses daily, such as customer service, results, and profitability. Modules in this course provide the skills and knowledge to build this awareness and the tools, techniques, and processes to solve problems, make high-quality innovative decisions, and focus on what is most critical to business operations.

VOCS-264 Customer Focused Environment 1-0-1

This course is offered as needed, upon approval by Academic Dean.

In this course, the student will learn how to build a culture where service providers know how to give truly exceptional service and increase customer loyalty. They will also learn to be leaders who are committed to putting customer needs at the center of decisions around systems, processes, and behaviors.

VOCS-267 TEAS Test Taking Prep 3-0-3

This course is not offered on a regular basis.

This course prepares individuals for the TEAS® (Test of Essential Academic Skills). TEAS® test scores are required as part of the special admission application process for the nursing program. This course is designed for students who want to maximize their score on their initial attempt at the

TEAS® test or to improve their score when retesting. The course includes instruction and practice in the aspects of subject matter related to health occupations in the following areas; reading comprehension, English, mathematics, basic science, and technical reasoning. Other topics related to successful test taking, such as managing test anxiety and discovering learning styles are also covered.

VOCS-275 Geographic Information Systems (GIS) 1-0-1

This course is offered as needed, upon approval by Academic Dean.

This course will introduce the fundamental concepts of GIS and the major functionality contained in ArcGIS Desktop software. This will be an interactive course with exercises where you will work with a variety of ArcGIS tools and learn to create maps, find information, create and edit geographic data, and solve a variety of geographic problems.

WELD-110 All Position Arc Welding 2-6-5

This course is available Fall and Spring.

SMAW and GMAW-S processes applied to all four open-root grooves (G) in all positions. Bead size and placement are further refined and contrasted/compared to roots with backing. Various joint preparations and configurations are examined, discussed, and performed.

WELD-114 Arc Welding I 2-6-5

This course is available Fall and Spring.

This course introduces basic welding concepts, techniques, and safety. Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding - Short Circuit (GMAW-S) processes are practiced in all positions of fillet and groove welds with backing while focusing on bead size and placement consistency. Supplemental Oxy/Fuel Cutting (OFC) and Carbon Arc Gouging instruction facilitates basic fit-up procedures inherent to welding.

WELD-120 Introduction to Blueprint Reading 3-0-3

This course is available in Fall.

Students will learn, discuss, and demonstrate the basic concepts, language, welding symbols, and conventions of blueprint reading tailored to the welding industry. Types of drawings and their applications augment the development of visualization skills and the basic math calculations necessary to accurately interpret welding blueprints.

WELD-125 Advanced Blueprint Reading 3-0-3

This course is available in Spring.

Students will examine fabrication drawings to a greater degree of detail. Emphasis will be on welding symbols, material composition, and associated arithmetic calculations. Students' findings will be used to fabricate objects to specs from shop drawings. Prerequisite: WELD 120

WELD-130 Beg. Welding Blueprint Reading 1-0-1

This course is available in Fall.

This course offers learners the skills necessary to use measuring tools, blueprints, and layout techniques for welding procedures.

COURSE DESCRIPTIONS

WELD-189 Industrial Welding 1-4-3

This course is available Fall and Spring.

This course provides students with basic instruction for GMAW, SMAW, GTAW, OFC, and PAC, in alignment with industry standards. Lecture and lab times allows students time and the skills to develop the basic skills needed for the major cutting and welding operations. Assignments can also be developed and tailored to fit specific industry needs for the student's field of study.

WELD-200 Weld Automation and Production 1-4-3

This course is available in Fall.

This course is designed to introduce students to the techniques involved in production manufacturing, fixturing, and part design using CNC plasma cutters, press braking, collaborative robots, and drill pressing. Focus will be placed on production processes including the layout of metal for fabrication and techniques used to weld, form, and process the metal in an industrial setting. Applicable standards, fabrication techniques, and related welding topics will be covered.

WELD-204 Arc Welding II 2-6-5

This course is available in Spring.

Confirm students' knowledge of SMAW, FCAW, GMAW, and GTAW. Advance the students farther in these arc welding processes. PAC is utilized and evaluated. Qualifying weldments can be tested AWS D 1.1 Welding code specifications. Basic weld inspection methods are discussed to enhance welder test preparation. Prerequisite: WELD 114 or with approval of instructor or Academic Dean

WELD-225 GTAW and Wire Welding Utilization 2-6-5

This course is available in Fall.

FCAW, GTAW, GMAW (all transfer modes), PAC and OFC processes are emphasized and pursued to the mastery level. All Joint configurations, in all positions, are welded with all processes in DC+, DC-, and AC. Concepts and techniques are applied to weldments. Aluminum, Stainless steel, and Carbon steel coupons will be welded. Shielding gases for all listed processes will be explored, discussed and/or utilized.

WELD-245 Pipe Welding I 1-6-4

This course is available in Fall.

1G, 2G, 5G, and 6G pipe welding positions are covered. The methods and techniques of welding thin- and thick-walled pipe are contrasted. MIG (fluxed cored- and hard-wire) and SMAW are used. Basic pipe layout and fit-up to facilitate pipe welding are pursued.

WELD-246 Pipe Welding II 2-8-6

This course is available in Spring.

A continuation of Pipe I, this class covers the same pipe joints using SMAW and TIG. These processes are frequently combined in the welding field. The variance in techniques between welding pipe and plate are compared/contrasted. Welding certifications are available for students who successfully pass guided bend tests. Prerequisite: WELD 245

WELD-250 Welding Layout and Fitup 3-0-3

This course is available in Spring.

Comprehensive instruction of layout and fit-up of plate, pipe, and structural shapes. Joint/edge preparation methods and tacking techniques are discussed. Template and wrap development procedures are demonstrated. Math calculations essential to layout are examined and performed.

WELD-252 Weld Inspection and Examination 3-0-3

This course is available in Spring.

This course examines the various methods of destructive and non-destructive testing (NDT) of welds. Welder pre-qualification and welding procedure qualification paths are reviewed. AWS D1.1, API, and ASME welding codes are compared.

XRAY-101 Radiologic Clinical Education 0-16-4

This course is available in Fall.

This course is designed for the first year first semester radiologic technology student. Clinical experience in the areas of radiographic positioning, image processing and office procedures, patient management and critical analysis of images. Prerequisite: Admission to the Radiologic Technology Program

XRAY-103 Radiologic Clinical Education 0-16-6

This course is available in Summer.

This course is designed for the first year, summer semester radiologic technology student. Continuation of clinical experience in radiographic positioning, image processing, office procedures, patient management and critical analysis of images. Prerequisite: Completion of 1st and 2nd semester XRAY courses

XRAY-104 Prof. & Interpersonal Respons. 2-0-2

This course is available in Fall.

This course is designed for the first year, pre-clinical phase of the Radiologic Technology Program. The interpersonal and professional responsibilities of the health care professional will be delineated. This is an orientation module to include medico-legal ethics, organizational structure, policies and procedures, basic radiation protection, infection control, and orientation to the clinical education centers. The patient is the primary concern of the radiographer. The radiographer must be appraised to clinical roles and responsibilities relative to individual patient care. Prerequisite: Admission to the Radiologic Technology Program

XRAY-105 Radiological Clinical Education 0-24-7

This course is available in Spring.

This course is designed for the first year, second semester radiologic technology student. Continuation of clinical experience in the areas of radiographic positioning, image processing, and office procedures, patient management and critical analysis of images. Prerequisite: Completion of 1st semester XRAY courses

COURSE DESCRIPTIONS

XRAY-110 Rad Principles and Anatomy I 4-2-5

This course is available in Fall.

This course is designed for the first year first semester radiologic technology student. The course will include history of radiation, radiographic processing technique, principles of radiographic exposure/technique, terminology, anatomy and positioning of the upper and lower extremities, the chest and abdomen. An introduction to the principles of scientific measurement, molecular theory of matter and energy, and radioactivity/ionizing radiation. Prerequisite: Admission to the Radiologic Technology Program and a passing grade in XRAY 104

XRAY-111 Rad Physics and Anatomy II 4-2-5

This course is available in Spring.

This course is designed for the first year second semester radiologic technology student. The following modules will be covered: radiology physics, patient care, radiographic terminology, anatomy and positioning of the GI tract, spine and thoracic cage. Prerequisite: Completion of 1st semester XRAY courses

XRAY-120 Anatomy Cross-Sections I 2-0-2

This course is available in Fall.

This course will examine human cross-sectional anatomy images. Emphasis will be given to the thorax, abdomen, pelvis, and extremities. Prerequisite: Admission to the Radiologic Technology Program or with approval of instructor or Academic Dean.

XRAY-121 Anatomy Cross-Sections II 2-0-2

This course is available in Spring.

This course will examine human cross-sectional anatomy images. Emphasis will be given to the cranial bones, facial bones, brain, spine, and neck. Prerequisite: Admission to the Radiologic Technology Program or with approval of instructor or Academic Dean.

XRAY-145 Rad A/P With Cross-Section I 3-2-4

This course is available in Fall.

This course will provide an educational inquiry in general biological principles, and in the skeletal, respiratory, and reproduction systems. Special attention is applicable to radiographic emphasis. Prerequisite: Admission to the Radiologic Technology Program or with approval of instructor or Academic Dean

XRAY-146 Rad A/P With Cross-Section II 3-2-4

This course is available in Spring.

This course will continue the educational inquiry in general biological principles. Topics covered include the muscular system, the integumentary system, the nervous system, the endocrine system, the cardiovascular system, the gastrointestinal system, the urinary system, the lymphatic system and immune system. Special attention is applied to radiographical emphasis. Prerequisite: A minimum grade of C in XRAY 145

XRAY-197 Advancements in Radiology 3-6-3

This course is available in Spring.

This course will provide an opportunity to examine selected topics or issues of interest in the imaging profession. Credit will be designated in accordance with course requirements as specified in the approved syllabus. This course may be taken for variable credit hours and may be repeated for up to 3 credit hours. Prerequisite: Fourth semester radiology students or ARRT registered radiographers.

XRAY-201 Radiologic Clinical Education 0-24-7

This course is available in Fall.

This course is designed for the second year, first semester radiologic technology student. Continuation of clinical experience in radiographic positioning, imaging and office procedures, patient management and critical analysis of images. Prerequisite: Completion of 1st, 2nd, and summer semester XRAY courses

XRAY-204 Radiological Clinical Education 0-16-4

This course is available in Spring.

This course is designed for the second year, second semester radiologic technology student. Continuation of clinical experience in radiographic positioning, image processing and office procedures, patient management, and critical analysis of images. Prerequisite: Completion of 1st, 2nd, summer, and 3rd semester XRAY courses

XRAY-210 Advanced Pt Care and Anatomy III 4-2-5

This course is available in Fall.

This course is designed for the second-year, first semester radiologic technology student. This course is a continuation of the study of Radiography. The course includes the following modules: design and equipment for interventional radiography (special procedures), basic pharmacology, contrast medias, patient communication and care, advanced modalities (Bone Densitometry, Mammography, Computed Tomography, Radiation Oncology, Nuclear Medicine, Ultrasound, and Magnetic Resonance Imaging), diagnostic vascular procedures, interventional techniques, other special procedures (hysterosalpingography, myelography, sialography, arthrography), venipuncture, pediatric radiography, geriatric radiography, trauma radiography, forensic radiography, mobile radiography, surgical radiography, cross-sectional anatomy, and anatomy and positioning of the skull and facial bones. Prerequisite: Completion of 1st, 2nd, and summer semester XRAY courses

XRAY-211 Rad Bio and Review 4-2-5

This course is available in Spring.

This course is designed as the terminal course for the radiologic technology student. Radiation protection, radiobiology, quality assurance, and radiography review will be covered. Self assessment exercises and self study will be used throughout the semester. Prerequisite: Completion of 1st, 2nd, summer and 3rd semester XRAY courses

COURSE DESCRIPTIONS

XRAY-220 Mammography Clinical 0-16.5-5.5

This course is available as a flexible offering.

This course introduces students to the mammography department and provides an opportunity for students to participate in or observe mammography procedures. Emphasis is placed on anatomy, pathology, positioning, routine breast imaging and technique, special mammographic imaging quality control and image critique. Prerequisite: Must be ARRT Registered Technologist (R.T.)

XRAY-230 Breast Anatomy and Patient Care 0.5-0-0.5

This course is available as a flexible offering.

This course will provide the student with the basic understanding of breast anatomy, physiology, basic patient relations and general health care topics. Prerequisite: Must be ARRT Registered Technologist (R.T.)

XRAY-231 Breast Path./Breast Cancer Det./Find 0.5-0-0.5

This course is available as a flexible offering.

This course will provide the student with the basic understanding of breast pathology, an introduction to breast cancer and progress in breast cancer control with a basic knowledge of benign and malignant findings. Prerequisite: Must be ARRT Registered Technologist (R.T.)

XRAY-232 Breast Pos Tech and Intervention Pro 0.5-0-0.5

This course is available as a flexible offering.

This course will provide the student with an overview of mammographic positioning and define interventional procedures used in breast imaging and breast cancer diagnosis. Prerequisite: Must be ARRT Registered Technologist (R.T.)

XRAY-233 Mammographic Equip. & Technique Appl 0.5-0-0.5

This course is available as a flexible offering.

This course is designed for the student who has completed the basic education as a radiographer and is ARRT registered. This course will provide the student with the basic understanding of mammographic equipment and technique application. Prerequisite: Must be ARRT Registered Technologist (R.T.)

XRAY-234 Mammographic Quality Improvement & Regs 0.5-0-0.5

This course is available as a flexible offering.

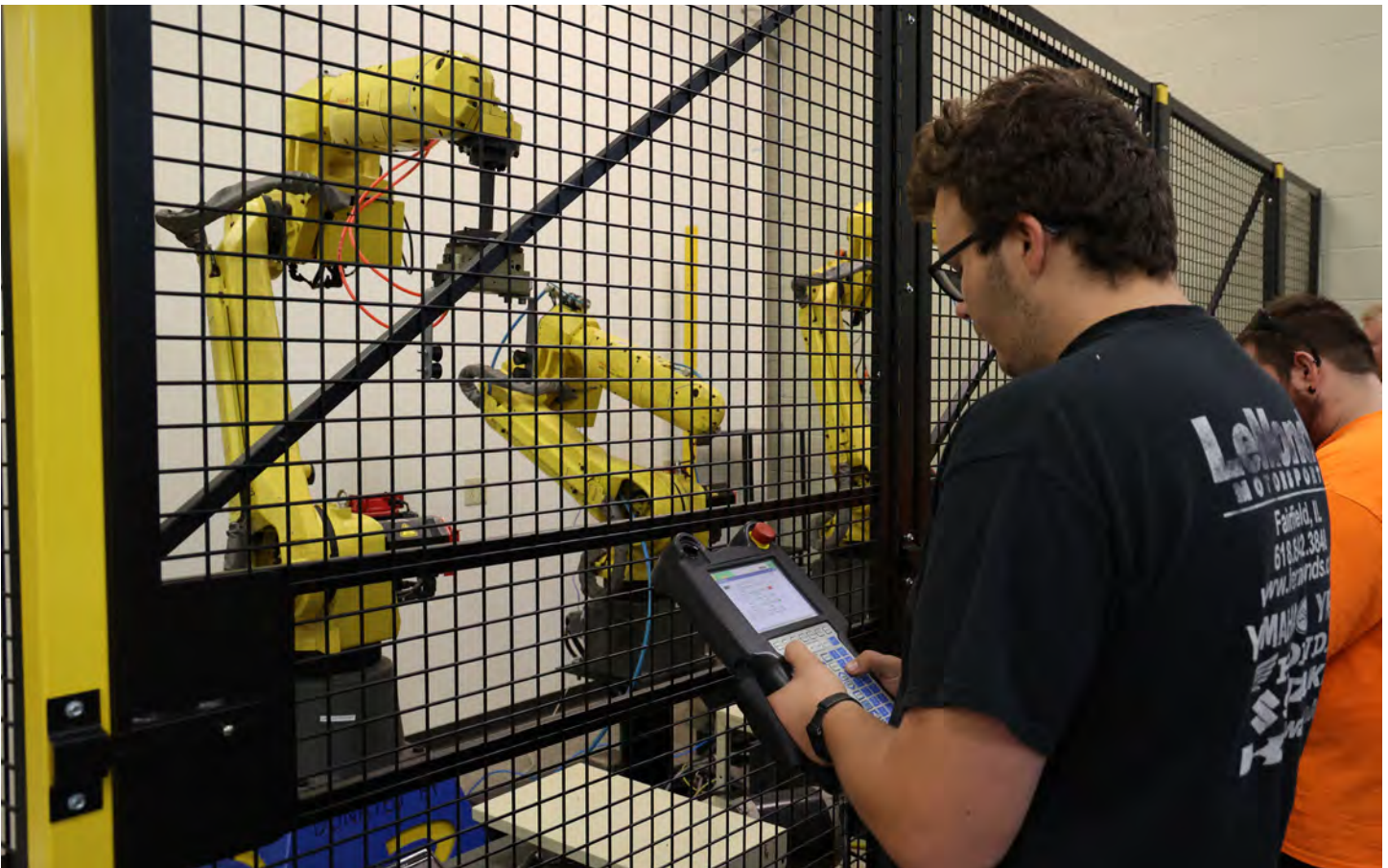
This course will provide the student with the skills and knowledge necessary to be able to implement and execute a good quality assurance plan, including quality control testing. Prerequisite: Must be ARRT Registered Technologist (R.T.)

XRAY-250 Radiologic Pathology 2-0-2

This course is available in Fall.

The course is designed for the second year, first semester radiologic technology student. Lecture and critical image analysis of case presentation of selected pathological conditions. Prerequisite: Completion of 1st, 2nd, and summer semester XRAY courses

COMMUNITY OUTREACH



OTHER PROGRAMS & COMMUNITY OUTREACH

TRANSFER STUDENTS WHO PLAN TO PURSUE A BACCALAUREATE PROGRAM

Students pursuing an Associate in Arts or Associate in Science transfer program of study or selected Associate in Applied Science program, who know which college or university they plan to transfer to, and know what they intend to declare as a major should consult with a professional advisor or the approved program coordinator for transfer planning.

Professional advisors may be able to review the specific university transfer major curriculum and assist the student with identifying Kaskaskia College courses which will fulfill general education, major and/or elective course requirements.

For more information on the advisement process, please e-mail Academic Advising at kcadvising@kaskaskia.edu.

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

The Workforce Development and Community Education (WDCE) Department was established to coordinate the organizational, personal, and lifelong learning goals of individuals, businesses, and industries.

Workforce Development

Kaskaskia College understands that a trained workforce is the key to keeping the region as economically sound as possible. Workforce Development programs or courses are designed to help organizations and employers increase operational efficiency, improve employee morale, and enhance the organizational bottom line.

The college works directly with employers to identify training needs and develop customized solutions to build and maintain a highly skilled workforce. These training topics include, but are not limited to, soft skills, supervisory skills, industry specific technical skills, computers and software, OSHA, and more. Training can be delivered at a Kaskaskia College location, or onsite at the business location. Online training is also available and includes a wide range of topics.

Continuing/Community Education

Kaskaskia College is proud to serve the lifelong learning needs of our district. Continuing and Community Education is all about providing classes, workshops and other learning opportunities to enrich lives.

Continuing Education programs are life-long learning activities. They include programs and classes that bring participants up to date in a particular area of knowledge or skill set. Some classes offer continuing education units and certification. These experiences may be offered in the form of traditional classroom presentations, online, or workshops.

Community Education

Community Education provides wholesome recreation alternatives and meaningful community programs designed to enhance our community's everyday quality of life. These personal enrichment classes provide an opportunity for participants to learn a new hobby, gain life skills, and improve quality of life for community members. Community Education courses are informal and provide participants a chance to engage and collaborate with other students in a comfortable and welcoming environment.

Ed2Go

Through a partnership with Ed2Go, WDCE offers a wide variety of continuing education courses and programs online on an ongoing basis. These courses are non-credit. Courses are offered in Accounting and Finance, Business, Computer Applications, Technology, and a number of other areas.

KICK

The Kids in College at Kaskaskia program is designed for children from pre-Kindergarten through 8th grade and offers a variety of creative, learning-based programs, taught by fun and enthusiastic instructors. The KICK program's broad range of classes allows participants to enjoy learning and career exploration. With programs in math, science, art, reading, photography, computer and sports, children can pick their destination. The KICK program is offered at the Main Campus as well as education centers and various locations throughout the District.

For further information concerning services and training provided by Workforce Development and Community Education call (618) 545-3256.

EDUCATION CENTERS

Kaskaskia College extends itself throughout District 501 to provide educational opportunities for all the residents of our district. The addition of Greenville, Nashville, Salem, Trenton, and Vandalia Education Centers makes it possible for those unable to attend classes on main campus to continue their education at a location closer to home. Programs and courses are offered whenever feasible and consistent with efficient use of available resources at the centers or other locations upon request. Student Services such as advising, registration, and placement testing are available at all locations. For other services that are available, contact each education center directly. Information is available by calling the Dean of Enrollment Services at 618-545-3048.

CAREER SERVICES

Kaskaskia College offers comprehensive career services to students and area residents in the following areas:

Career Exploration, Career Decision-making, Career search, Career Fairs, Resume writing assistance, Interview preparations and job seeking. Career services are available on the main campus of the College and by appointment at the education centers. Resources are available on the College Website at www.kaskaskia.edu/campus-life/services--resources/career-services/.

ADULT EDUCATION AND LITERACY DEPARTMENT

The Adult Education and Literacy Department provides assistance to individuals who need to improve their academic, English speaking, employment, and life skills. The Adult Education and Literacy program provides the following grant funded programs: Illinois High School Diploma, The Reading Link, and adult volunteer literacy tutoring. The Adult Education program provides instructors and volunteer tutors to help learners to achieve academic and personal goals. The program also provides free classes for adults who need a high school equivalency credential or English as a second language. Individuals who are interested in the Kaskaskia College Adult Education and Literacy program should contact the department at (618) 545-3115.

DR. DEE AND SUE BOSWELL ART GALLERY

The Dee and Sue Boswell Art Gallery is located in the Lifelong Learning Center on the main campus. Exhibits showcase the creativity of students, faculty, alumni and regional artists. With the purpose of educating, inspiring, and promoting understanding through art, cultural artifacts and interpretive information. The gallery is open Monday through Thursday, for special events and by appointment. For more information about the exhibits, hours or to plan your visit call (618) 545-3025.

ALICE HUDDERS ART GALLERY

The Alice Hudders Art Gallery is located in the Vandalia Education Center in Vandalia, Illinois. Exhibits showcase the creativity of students, faculty, alumni, and regional artists. With the purpose of educating, inspiring, and promoting understanding through art, cultural artifacts and interpretive information. The gallery is open Monday through Friday, for special events and by appointment. For more information about the exhibits, hours or to plan your visit call (618) 545-3025.

PROGRAMS OFFERED AT THE CENTRALIA CORRECTIONAL CENTER

CAREER TECHNOLOGIES

CRTH 101 Career Technologies4

COMMERCIAL COOKING

AAS Certificates

COOK.0505.CERT - Culinary Arts I

COOK.0510.CERT - Culinary Arts II

COOK.0508.CERT - Culinary Arts III

FIRST TERM

COOK 103 Intro to Culinary Professionals.....4
 COOK 104 Sanitation and Safety3
 TECM 118 Vocational-Technical Math.....3
 COOK 125 Culinary Fundamentals.....4
 14

COOK.0505.CERT - Culinary Arts I

Minimum required credit hours for certificate: 14

SECOND TERM

COOK 120 Baking I.....3
 COOK 113 Baking II.....4
 COOK 115 Meats, Poultry and Fish Preparation4
 COOK 116 Food Presentation2
 COOK 211 Specialty Foods3
 16

COOK.0510.CERT - Culinary Arts II

Minimum required credit hours for certificate: 30

THIRD TERM

COOK 126 Intro to Culinary Confections.....4
 COOK 212 Cost and Portion Management2
 COOK 215 Food Serv Organization & Management.....3
 9

FOURTH TERM

COOK 200 Commercial Cooking Field Experience

COOK.0508.CERT - Culinary Arts III

Minimum required credit hours for certificate: 43

CONSTRUCTION OCCUPATIONS

AAS Certificates

CNTR.500.CERT Basic Construction Occupations

CNTR.501.CERT Construction Occupations

FIRST TERM

CNTR 111 Intro. to Construction Occupations4
 CNTR 112 Basic Carpentry I.....4
 CNTR 121 Blueprint Reading.....4
 TECM 118 Vocational-Technical Math.....3
 15

CNTR.500.CERT Basic Construction Occupations

Minimum required credit hours for certificate: 15

SECOND TERM

CNTR 122 Basic Plumbing4
 CNTR 123 Residential Wiring4
 CNTR 131 Basic Masonry and Concrete Finishing.....2
 CNTR 132 Basic Carpentry II5
 CNTR 133 Sustainable Residential Construction.....2
 17

CNTR.501.CERT Construction Occupations

Minimum required credit hours for certificate: 32

HEATING, VENT & AIR CONDITIONING

AAS Certificate

HVAC.0500.CERT - Heating, Vent & Air Conditioning

FIRST TERM

HVAC 101 Concepts of Basic Refrigeration.....3
 HVAC 102 Heating Systems3
 HVAC 103 A.C. D.C. Electrical.....3
 HVAC 104 Environmental Control Mechanisms.....2
 HVAC 105 Sheet Metal Fabrications2
 13

SECOND TERM

HVAC 106 Commercial Refrigeration I.....2
 HVAC 108 Heat Pump Systems.....3
 HVAC 109 Air Conditioning Systems3
 HVAC 110 Systems Design2
 HVAC 111 HVAC Blueprint Reading.....2
 HVAC 112 Recovery and Reclaim Procedures.....3
 15

Minimum required credit hours for certificate: 28

COURSE	PREREQUISITE
HVAC 108	HVAC 101 HVAC 102 HVAC 105
HVAC 109	HVAC 101 HVAC 104

WAREHOUSE & DISTRIBUTION

AAS Certificate

WHDB.0500.CERT - Warehouse & Distribution

FIRST TERM

WHDB 100	Working in Warehousing Environments.....	2
WHDB 101	Warehousing Workforce Skills.....	2
WHDB 102	Warehousing Operations	3
WHDB 103	Warehouse Technology and Analytics.....	2
WHDB 110	Forklift Operations	1
		<hr/>
		10

Minimum required credit hours for certificate: 10

PROGRAMS OFFERED AT THE GREENVILLE FEDERAL CORRECTIONAL INSTITUTION

INDUSTRIAL AUTOMATION

AAS Certificate

INDT.0537.CERT - Industrial Automation

FIRST TERM

INDT 105	D.C. Fundamentals	3
INDT 118	Manufacturing Processes.....	3
DFTG 122	CAD-Theory and Practice I OR	
INDT 210	Engineering Design	3
INDT 120	Drives and Motors	3
INDT 115	Instrument & Process Control	3
		<hr/>
		15

SECOND TERM

INDT 112	Basic Digital	3
INDT 132	Introduction to CNC.....	3
INDT 190	Industrial Robotics	3
INDT 276	Industrial Elect. Control Systems Appl.	3
INDT 280	Program. Control Concepts & Appl	3
		<hr/>
		15

Minimum required credit hours for certificate: 30

COURSE DESCRIPTIONS FOR COURSES OFFERED AT THE CENTRALIA CORRECTIONAL CENTER & GREENVILLE FEDERAL CORRECTIONAL INSTITUTION

CNTR-111 Intro. to Construction Occupations 4-0-4
Course covers basic safety principles fundamental to construction, including the correct use of power tools, emergency and First Aid procedures and avoiding hazardous conditions. Essential employability skills are introduced and reinforced throughout the remainder of the program.

CNTR-112 Basic Carpentry I 1-6-4
This course prepares students to be able to perform basic rough carpentry techniques from preparing the foundation through constructing the ridge board.

CNTR-121 Blueprint Reading 2-4-4
This course teaches students to read and interpret construction symbols, blueprints and interpret appropriate building codes. Students will learn how to sketch and dimension rough drawings.

CNTR-122 Basic Plumbing 1-6-4
This course prepares the student to design, install, test, and maintain supply and waste lines and various plumbing components.

CNTR-123 Residential Wiring 1-6-4
This course prepares the student to design, install, test, and maintain basic electrical systems.

CNTR-131 Basic Masonry and Concrete Finishing 1-2-2
This course prepares students to identify masonry tools, materials and procedures, operate power equipment, and estimate materials used in masonry.

CNTR-132 Basic Carpentry II 1-8-5
This course is a continuation of Carpentry I and builds on the skills the student has obtained in Carpentry I. The student will obtain the finishing skills required for the trade.

CNTR-133 Sustainable Residential Construction 2-0-2
This course is a basic introduction to environmentally sustainable practices in residential construction industry, including energy generation / conservation and water conservation. Students will be introduced to industry standards / guidelines and review sustainable materials and design techniques.

COOK-103 Intro to Culinary Professionals 4-0-4
This course covers the basic work attitudes characteristics and skills needed to work in the food service industry. Food service terminology, equipment identification, and usage information about types of foods and trends in the food service industry, and the development of interpersonal and communication skills are stressed, work behaviors and concepts covered here will be reviewed and reinforced throughout the rest of the program.

COOK-104 Sanitation and Safety 2-2-3
This course prepares students to take and pass the ServSafe Exam. The development of safe and sanitary working habits needed by each food service worker is stressed.

COOK-113 Baking II 1-6-4
This course covers the fundamental principles of baking and leavening agents. The production of baked items such as quick breads, pies, cakes, and cookies are also covered. Prerequisite: COOK 103 and COOK 104.

COOK-115 Meats, Poultry and Fish Preparation 2-4-4
This course teaches the student to identify wholesale and food service cuts of beef, pork, veal, and lamb, as well as, principles of preparing meats, fish and poultry.

COOK-116 Food Presentation 1-2-2
This course covers principles of the presentation of food from plating and garnishing through waiting on customers. Various serving styles are covered.

COOK-120 Baking I 1-4-3
This course covers fundamental principles of baking. Students learn to prepare biscuits, muffins, quick breads, and a variety of types of pies.

COOK-125 Culinary Fundamentals 1-6-4
This class will lay the ground work for strong culinary skills and professionalism that will be used in future classes and work experience. The class will cover knife safety and knife skills. Basic culinary skills such as the preparation of vegetables, fruits, salads, pasta and rice will be covered. Also basic stocks, soups and sauces will be covered. Students will also learn basic skills of breakfast cookery and the different ways to prepare an egg. The class will utilize skills to cost recipes and convert quantities to recipes. Prerequisite: COOK 104, minimum grade C

COOK-126 Intro to Culinary Confections 1-6-4
This course will introduce the principals involved in tempering chocolate and preparing chocolates and other confections with soft, hard and liquid centers. Efficient methods to increase productivity in this highly specialized field will be highlighted. Prerequisite: COOK 211, minimum grade C.

COOK-200 Commercial Cooking Field Experience 0-20-4
The student gains practical experience in the area of food service operation. Activities include using commercial equipment such as dishwashers, deep fryers, ovens, and food processors. Students assist in preparation of meals in a large institutional kitchen. Prerequisite: COOK 103, COOK 104, TECM 118, COOK 125, COOK 120, COOK 113, COOK 115, COOK 116, COOK 211, COOK 126, COOK 212 & COOK 215

COOK-211 Specialty Foods 2-2-3
Advanced instruction on specialty food preparation. Prepare specialties such as ethnic foods, foreign dishes and food for special needs diets.

COOK-212 Cost and Portion Management 1-2-2
This course helps the student understand how to merchandise the food with a limited budget for profit. They learn to convert

COURSE DESCRIPTIONS FOR COURSES OFFERED AT THE CENTRALIA CORRECTIONAL CENTER & GREENVILLE FEDERAL CORRECTIONAL INSTITUTION

recipes, price recipes and how to calculate losses. This course must be taken concurrently with COOK 215.

COOK-215 Food Serv Organization & Management 3-0-3

This course is designed to help prepare the student for a career in food service management. The challenging field of management requires the students to learn flexibility and how to deal with the problems often encountered in the food service field. The student is required to write and produce a menu.

CRTH-101 Career Technologies 1-6-4

This course provides the basics for the individual to seek, gain, and keep employment, emphasizing the areas of document development, applications, personal development, and consumer skills to effectively transition students to society. In order to equip students with necessary skills to function effectively in the current workforce, a strong focus of this course will be on technological advancements and computer concepts. This course provides information, resources, and knowledge while also focusing on career exploration and career readiness; such as cover letters, resume writing, and interviewing techniques. This course will also explore personal, work, and financial issues that may arise in everyday life.

CSTR-131 Cabinet Shop Set-Up & Maintenance 2-2-3

This course is an introduction to the basic fundamentals of shop equipment layout and maintenance. Emphasis is given to comprehensive understanding of equipment capabilities and work flow in a cabinet shop environment. Course stresses the layout of equipment from both an ergonomic and accessibility standpoint.

CSTR-132 Cabinet-Making Materials 2-4-4

This course is an introduction to the materials commonly utilized in the process of making cabinets. It includes in-depth analysis of the standards utilized in material selection, the availability and physical limitations of the materials, and their applications in the design and construction process. This course will cover hardware in addition to wood, plastic and metal structural components.

CSTR-133 Cabinet Joinery 2-4-4

This course is an introduction to the joints and joint-making techniques used in cabinet construction.

CSTR-134 Fundamentals of Wood Finishing 2-4-4

This course is an in-depth study of wood finishing principles and techniques. Beginning with surface preparation, the course will proceed from there through color alteration and top coating.

DFTG-122 CAD Theory and Practice I 1-4-3

This course introduces Computer-Aided Drafting (CAD) while examining the hardware and operating system (Microsoft Windows) that makes up a CAD workstation. This course will also cover the use of AutoCAD which includes starting and setting up drawings, drawing lines using the coordinate entry methods, creation of basic 2D/3D drawing objects, layer management, line types, color, object snap modes, polar tracking,

object snap tracking, dynamic input, construction techniques, creating and managing text objects, display control and drawing inquiry methods. While drawing projects one will also learn how to modify lines utilizing various modification tools such as move, copy, mirror, trim etc. This course will teach troubleshooting situations and how to approach drawing projects with limited information available. Students will complete activities to create not only good technical skills but also practice soft skills and work ethics throughout the entirety of the course.

HVAC-101 Concepts of Basic Refrigeration 2-2-3

This course is an introduction to concepts of basic refrigeration which includes the understanding of refrigeration terminology. The course also covers the fundamental of refrigeration cycles and the energy conversion principles of refrigerants. An introduction to the use of tools, instruments, safety, and materials is emphasized.

HVAC-102 Heating Systems 2-2-3

This course introduces the student to the basics of residential electric and combustion-type heating systems, including the use of fuels, combustion processes, and equipment specifications related to the distribution of heating medium.

HVAC-103 A.C. D.C. Electrical 2-2-3

This course includes the study of electron flow, voltage and resistance for parallel-series-parallel compound circuits. The students will learn practical applications and become familiar with the use of a voltmeter. Assembling different types of circuits, analyzing circuits, with electric motors and other controls is also covered.

HVAC-104 Environmental Control Mechanisms 1-2-2

This course covers the principles of alternating current circuits and their characteristics as applied to environmental control mechanisms. Also covered are troubleshooting, installation and repair of compressors, fan motors, transformers, solid state circuitry and controls.

HVAC-105 Sheet Metal Fabrications 1-2-2

The students will be introduced to a basic background in sheet metal design and duct work sizing. Emphasis is placed on sheet metal layout and fabrication, and duct work installation.

HVAC-106 Commercial Refrigeration I 1-2-2

This course introduces to the student the components that make up commercial refrigeration systems. Also included in the course is troubleshooting and repair of commercial refrigeration systems, testing of compressors, metering devices, evaporator, condensers and specialty controls. Prerequisite: HVAC 101 and HVAC 103 or with approval of instructor or Academic Dean

HVAC-108 Heat Pump Systems 2-2-3

This course introduces the student to the application and operation of heat pump systems. Laboratory exercises will emphasize trouble shooting, testing and repair of existing

COURSE DESCRIPTIONS FOR COURSES OFFERED AT THE CENTRALIA CORRECTIONAL CENTER & GREENVILLE FEDERAL CORRECTIONAL INSTITUTION

systems. Geo-thermal heating and cooling is part of this instruction. Prerequisite: HVAC 101, HVAC 102, & HVAC 104

HVAC-109 Air Conditioning Systems 2-2-3

This course is designed as an in-depth study of various air conditioning and refrigeration systems, their design, and their application and operation. The student will demonstrate in a simulated laboratory setting, the installation processes, troubleshooting, service and repair. Prerequisite: HVAC 101 & HVAC 104

HVAC-110 Systems Design 1-2-2

This course will provide the student with a basic background in systems design. Prerequisite: HVAC 102 or with approval of instructor or Academic Dean

HVAC-111 HVAC Blueprint Reading 1-2-2

This course is designed to give students instruction on reading blueprints specifically for the HVAC trade.

HVAC-112 Recovery and Reclaim Procedures 2-2-3

This course is to train students on recovery procedures which will allow students to achieve a license to handle and purchase refrigerants that are necessary in the HVAC trade. The license is granted through the Environmental Protection Agency. Prerequisite: HVAC 101

INDT-105 D.C. Fundamentals 2-2-3

This course presents the basic electrical principles involved in electricity and electronics. Topics include Ohm's and Kirchhoff's laws: series, parallel and combination circuits, resistance, magnetism, electromagnetic induction, inductance and capacitance in DC circuits with practical mathematical analysis. Laboratory sessions include testing, analysis and construction of circuits; instruction and practice in utilizing the function capabilities of electronic measuring instruments.

INDT-112 Basic Digital 2-2-3

A digital electronics course using TTL integrated circuits exclusively. Some of the subjects covered are: Transistor switching, basic gate and gate circuits, multiplexers, light emitting diodes, displays and flip flops.

INDT-115 Instrument & Process Control 2-2-3

An introduction to the operation of standard test equipment and measurement methods used in industries requiring strict quality assurance.

INDT-120 Drives and Motors 2-2-3

This course is designed to cover the fundamentals of both DC and AC motors. The course will cover single phase and three phase motors along with different control methods such as speed control, reversing and plugging.

INDT-132 Introduction to CNC 2-2-3

This course will prepare students to program Computer

Numerical Control (CNC) cutting machines used in industry. Emphasis will be placed up CNC milling machines and lathes for 3D parts and CNC plasma cutting for 2D parts. Students will learn manual G-Code programming as well as post processing 2D and 3D CAD drawings. Students are encouraged to complete DFTG 122 or DFTG 202 prior to this course.

INDT-190 Industrial Robotics 2-2-3

This course will introduce students to industrial robots and how they are programmed and used. The lecture will focus on safety, robotic technology, and industrial applications. The lab will focus on programming industrial robots.

INDT-210 Engineering Design 2-2-3

This course is designed to take the students through a step by step progression dealing with the layout, design and construction of a complete industrial project. The "TEAM" approach will be utilized in this course.

INDT-276 Indust. Elect. Control Systems Appl. 2-2-3

This course is designed to introduce the students to industrial electronics, motor control systems and control applications. The lecture is designed to give the students the theoretical aspects of industrial motor control and applications, while its lab portion gives the student a realistic approach to prove and view the information related to the theory portion. Topics discussed will include: feedback systems and Servomechanics, final correcting devices and amplifiers, input transducers, closed-loop systems, motor speed control and system interfacing.

INDT-280 Program. Control Concepts & Appl. 2-2-3

This course is designed to introduce the Concepts and Applications of Programmable Controllers (PCS) to the students through lecture and laboratory experiments. This introduction course will cover numbering systems, logic concepts, CPU, I/O systems, and programming the controllers.

TECM-118 Vocational-Technical Math 3-0-3

This course covers the use of the following math skills in solving occupational problems: whole numbers, fractions, and decimals; percents; measurement; formulas and equations; lines, angles and shapes; positive and negative numbers; and ratios and proportions.

WHDB-100 Working in Warehousing Environment

2-0-2

This course introduces warehousing fundamentals and the role warehousing plays in the supply chain. Topics include warehouse functions, structural composition, workplace safety and efficiency standards.

WHDB-101 Warehousing Workforce Skills 2-0-2

This course provides training in workplace practices that contribute to success on the job. Topics include effective communication, professionalism, and interview skills.

COURSE DESCRIPTIONS FOR COURSES OFFERED AT THE CENTRALIA CORRECTIONAL CENTER & GREENVILLE FEDERAL CORRECTIONAL INSTITUTION

WHDB-102 Warehousing Operations 2-2-3

This course applies material handling tools and logistic principles to the receiving and distribution processes in supply chain facilities. It focuses on receiving, inventory management, order picking, and shipping preparation.

WHDB-103 Warehouse Technology and Analytics 2-0-2

This course focuses on key performance indicators for employees and facilities within both conventional and highly automated warehousing centers. Students will learn how to evaluate and utilize collection data devices, software, and equipment.

WHDB-110 Forklift Operations 0.5-1-1

This course prepares the student with the knowledge and skills to operate power industrial trucks in a warehouse environment. Students will illustrate forklift inspection procedures, safe loading and unloading procedures, and other driving activities.





COLLEGE PERSONNEL

For a complete listing of Kaskaskia College faculty and staff, please go to www.kaskaskia.edu and select “About KC” then “Directory” or download the KC Connect App and select Directory.



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CAMPUS MAP

KASKASKIA
COLLEGE



KASKASKIA COLLEGE MAP

A - FINE ARTS & STUDENT CENTER

Architecture & Engineering Drafting
Technology

Cafeteria

Culinary Arts

Faculty Offices

Jane Knight Auditorium

Loading Dock

Music

Theatre

AD - ADMINISTRATION BUILDING

Campus Operations

Conference Room

Business Office

Dean of Arts and Science

Dean of Career and Technical Education

Executive Director of Development for
KC Foundation

Faculty Offices

Institutional Effectiveness

Lactation Room

President's Office

Provost - Vice President of Instructional
Services

Vice President of Administrative Services

Vice President of Student Services

CAC - JOHN D. CAVALETTO

AGRICULTURAL AND EDUCATIONAL CENTER

Agriculture

Conference Room

Faculty Offices

Family Restroom

G - GYMNASIUM

Fitness Center

Physical Education Coordinator

HB - HEALTH AND BUSINESS

Academic Advising

Accounting

Admissions

Art

Bookstore

Business

Career Pathways

Cashier

Communication

Computer Information Technology

Conference Room

Counseling Services

Dean of Enrollment Services

English

Faculty Offices

Family Restroom

Financial Aid

History

Literature

Logic & Ethics

Perkins Program

Philosophy

Public Safety

Registrar

Sociology

Student Athlete Advising

TRIO

Veterans Services

KASKASKIA COLLEGE MAP

L - LIBRARY

ACE (Academic Center for Excellence)
 Testing & Tutoring
Adult Education
BLC (Business Learning Center)
Dean of Student Success
Education
Faculty Offices
Learning Innovation Center
Library
Mail & Copy Center
Marketing and Public Information
Office Technologies
Online Student Support
Psychology

LC - LIFELONG LEARNING CENTER

Associate Dean of Institutional Assessment
Dr. Dee & Sue Boswell Art Gallery
Title III Office
Wedekemper Board Room

N - NURSING EDUCATION CENTER

Associate Degree Nursing
Certified Nurse Assistant
Conference Room
Dean of Health Sciences
Faculty Offices
Family Restroom
Licensed Practical Nursing

PC - PROFESSIONAL CAREERS

Children's Learning Center
Cosmetology
Criminal Justice
Dental Assisting
Diagnostic Medical Sonography
Early Childhood Education
Faculty Offices
Health
Physical Therapist Assistant
Radiologic Technology
Respiratory Therapy

SA - SPORTS & ACTIVITIES

ST - SCIENCE AND TECHNOLOGY

Athletic Director
Anatomy & Physiology
Astronomy
Automotive Technology
Biology
Botany
CIO - Vice President of Institutional Support
Chemistry
Engineering
Faculty Offices
Geology
Human Resources
Information Technology
Mathematics
Physical Science
Physics
Zoology

KASKASKIA COLLEGE MAP

VA - VOCATIONAL ANNEX

Ceramics Lab

Custodial Services

Maintenance and Grounds

1. Main Entrance
2. Jerome and Mildred Rakers Clock Tower
3. Disabled Permit Parking/ Visitor Parking
4. East Parking Area
5. West Parking Area
6. Sports Concessions Building
7. Larry Smith Baseball Field
8. Softball Field
9. Tennis Courts
10. Soccer Field
11. KC Boulevard
12. John D. Cavaletto Agricultural and Educational Center
13. Campus Operations Storage
14. Jim Beasley Veterans Tribute
15. Nursing Building
16. KC Alumni and Friends Fitness Trail



BOARD OF TRUSTEES

John W. Hawley, *Chairman*
 Linda Stover, *Vice Chairman*
 Laura Wedekemper, *Secretary*



Jim Beasley	Craig Finke
Louis Kalert	George Evans, <i>President</i>
Bryan Holthaus	Connor Wademan, <i>Student Trustee</i>

