

# 2017-18 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.

Accredited by The Higher Learning Commission and a member of the North Central Association. For further information, please visit the website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or call 312-263-0456.

# 2016-17 ACADEMIC CALENDARS

## SUMMER SEMESTER 2016

Interim Summer Session Classes Begin..... Monday, May 16  
Last Day to Drop an Interim Course  
with 100% Refund.....Tuesday, May 17  
Memorial Day..... Monday, May 30  
(No Classes, Offices Closed)  
Interim Session Ends..... Friday, June 3  
8-Week Summer Classes Begin.....Monday, June 6  
Last Day to Drop Summer 8-Week Class with  
100% Refund..... Friday, June 10  
Saturday Classes Begin.....Saturday, June 11  
Mid-Term..... Friday, July 1  
Independence Day Holiday..... Monday, July 4  
(No Classes, Offices Closed)  
8-Week Summer Term Ends..... Saturday, July 30

## FALL SEMESTER 2016

Faculty/Staff Workshop..... Wednesday, August 10  
Advisement & Registration.Thursday & Friday, August 11 & 12  
Fall Classes and Session I Begins..... Monday, August 15  
Last Day to Drop First 8-Week Classes with  
100% Refund..... Friday, August 19  
Saturday Classes Begin..... Saturday, August 20  
Last Day to Drop 16-Week Classes with  
100% Refund..... Friday, August 26  
Labor Day..... Monday, September 5  
(No Classes, Offices Closed)  
Mid-term and End of Session I ..... Friday, October 7  
Session II Begins..... Monday, October 10  
Last Day to Drop Second 8-Week Classes with  
100% Refund.....Friday, October 14  
Faculty/Staff Workshop ..... Monday, October 17  
(No Classes)  
Veterans Day..... Friday, November 11  
(No Classes, Offices Closed)  
Thanksgiving Holiday.. Wed./Thurs./Fri./Sat., November 23-26  
(No Classes, Offices Closed)  
Semester Examinations..... Tues.-Fri., December 6 -9  
Fall Term Ends..... Monday, December 12  
Spring Interim Session Begins..... Tuesday, December 13  
Last Day to Drop an Interim Course  
with 100% Refund.....Wednesday, December 14  
Holiday (Campus Closed).....December 23-January 2  
Spring Interim Session Ends..... Friday, January 6

## SPRING SEMESTER 2017

Faculty/Staff Workshop..... Wednesday, January 4  
Advisement and Registration Thursday & Friday, January 5 - 6  
Spring Classes and Session I Begins..... Monday, January 9  
Last Day to Drop First 8-Week Classes with  
100% Refund.....Friday, January 13  
Saturday Classes Begin..... Saturday, January 14  
Martin Luther King Jr. Birthday.....Monday, January 16  
(No Classes, Offices Closed)  
Last Day to Drop 16 Week Classes with  
100% Refund..... Monday, January 23  
President's Day.....Monday, February 20  
(No Classes, Offices Closed)  
Faculty/Staff Workshop..... Tuesday, February 21  
(No Classes)  
Mid-term..... Friday, March 3  
End of Session I ..... Saturday, March 4  
Spring Break..... Monday - Saturday, March 6 - 11  
(No Classes)  
Session II Begins..... Monday, March 13  
Last Day to Drop Second 8-Week Classes  
with 100% Refund.....Friday, March 17  
Faculty/Staff Workshop..... Thursday, April 13  
(No Classes)  
Spring Holiday..... Fri.-Sat., April 14-15  
(No Classes, Offices Closed)  
Semester Examinations.....Mon.-Thur., May 8 - 11  
Spring Term Ends.....Friday, May 12  
Graduation..... Friday, May 12

Academic calendars may change due to unforeseen circumstances or events.

# ABOUT KASKASKIA COLLEGE

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## MISSION

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

## VISION

**Kaskaskia College is a premier learning college with the following characteristics:**

1. A World-Class Institution of Higher Education
2. A national reputation of high quality and excellence with state-of-the-art technology
3. Student-Centered, Learning-Oriented, Innovative, supporting globalization and internationalizing curricula
4. College of "First Choice" for district citizens
5. The center for intellectual, social and cultural events for the district with an orientation for community service and economic development
6. Comprised of a superb faculty and staff committed to continuous quality improvement
7. A model AQIP institution for the Higher Learning Commission
8. Program offerings delivered through multiple modes of instruction and accessible to learners through outreach and scheduling
9. Supported by an active and effective Foundation and partnerships with public and private organizations
10. The regional workforce training institution
11. A College committed to the core values of: Honesty, Fairness, Compassion, Respect and Responsibility

## COMMITMENT TO DIVERSITY

**Kaskaskia College is committed to achieving a community free from all forms of discrimination and harassment in its policies, practices and endeavors.** Further, Kaskaskia College is committed to fostering a diverse community and to promoting greater awareness of and sensitivity to issues of diversity. Toward that end, Kaskaskia College asserts the dignity and worth of every human being and the value of diversity as a source of its strength, including diversity of race, gender, ethnicity, national origin, culture, age, religion, disability and different perspectives of students, faculty, staff and administrators.

## STRATEGIC PLANNING COMMITMENTS

**The ten commitments underlying Kaskaskia College's Fifteen-Year Strategic Plan have been recognized as key to the future success of Community College District #501, with each playing an essential role.** The framework of this plan establishes a comprehensive public agenda that will effectively integrate both objectives and performance indicators for each commitment to enhance communication and accountability in order to achieve exceptional progress and document noteworthy results in meeting the needs and expectations identified by the constituents of the KC District. These ten commitments are considered to be the priorities for Kaskaskia College.

1. Kaskaskia College will support regional economic development.
2. Kaskaskia College will partner with P-20 (preschool through doctoral) educational institutions to enhance teaching and learning.
3. Kaskaskia College is committed to identifying available resources and accommodations so no individual will be denied an opportunity for a college education because of financial need.
4. Kaskaskia College is committed to increasing the number and diversity of students completing training and education programs.
5. Kaskaskia will hold students to high expectations for learning and will be accountable for the continuous quality improvement of academic programs through external and internal assessment of student learning, support services and administrative functions throughout the College.
6. Kaskaskia is committed to improving productivity, cost effectiveness, and accountability while adhering to the institution's core values.
7. Kaskaskia is committed to providing facilities to support new and existing programs and services that are accessible at times and places convenient to the learners.
8. Kaskaskia is committed to providing programs and services that are comprehensive, flexible and responsive to businesses, individuals and various organizations.
9. Kaskaskia College is committed to maintaining effective communications with internal and external audiences.
10. Kaskaskia College is committed to providing an environment based on process leadership, participatory and consensus decision making, and shared governance where faculty and staff are involved in the planning and policy formulation of the College.

## CORE VALUES

**Subscribing to a set of values is essential for the College to create an effective code of conduct or standards of behavior expected of individuals serving within or in partnership with the KC. As an institution of higher education, Kaskaskia College is committed to the core values of:**

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

**Responsibility/Personal:** Assuming ownership of personal actions and being accountable for one's own behavior, assigned tasks, duties and functions.

**Responsibility/Institutional:** Being accountable for institutional excellence by providing accessible, affordable and diverse educational opportunities that facilitate individual success.

**Honesty:** Being truthful and demonstrating integrity above reproach and maintaining open, honest, clear and effective internal and external communications.

**Compassion:** Understanding and considering the feelings of others and recognizing the effect one's actions will have on others in order to impart hope for all parties, while remaining sensitive to the needs of others.

**Fairness:** Practicing actions that are just and impartial while treating people in an equitable and consistent manner in recognizing the diverse needs of others.

## PHILOSOPHY

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**The KC learning community (students, faculty, trustees, administration, support staff and community-at-large) is engaged in a unified effort to create a climate, facilitate a process, and validate results that will enable meaningful learning to occur incorporating Compassion, Respect, Responsibility, Honesty, and Fairness as the core values that will guide all practices in the operation of Kaskaskia College. To that end, Kaskaskia College will do the following:**

*Engage students in a mutually beneficial dialog to enhance student learning and institutional effectiveness.*

*Listen and respond to students' academic, vocational or social needs and institutional concerns.*

*Assess student academic achievements to improve learning and institutional effectiveness.*

*Furthermore, our learning community is committed to pursuing and actualizing the following set of goals that will:*

*Provide students with technologically current career education and training programs to meet the needs of students, businesses and industries.*

*Prepare students academically for successful transfer to four-year college and university degree programs.*

*Provide literacy and developmental programs, courses and services to prepare students to pursue career goals or college-level work.*

*Provide counseling, advisement, testing, financial assistance and career placement services to assist students in realizing and achieving individual potential and educational goals.*

*Increase access to educational programs and services through distance learning, cooperative partnerships with area high schools and expanded off-campus learning center sites.*

*Offer cultural and recreational opportunities that enrich the lives of students and district citizens.*

*Promote professional growth and development among the various constituencies within the learning community.*

## ACCREDITATION/APPROVALS

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**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 A MEMBER OF:**

- Illinois Community Education Association
- The Higher Learning Commission
- American Association of Community Colleges
- Council of North Central Junior Colleges
- American Council on Education
- Illinois Council on Continuing Education
- Southern Illinois Higher Education Consortium
- Northern Illinois Library Resources Cooperative
- Southern Illinois Library Resources Cooperative
- Illinois Council for Community Service Education
- American Association for Higher Education
- Adult Education Association of the U.S.
- Academy of Criminal Justice Science

**AND IS ACCREDITED BY:**

- The Higher Learning Commission, 2300 S. LaSalle St., Chicago, IL.
- 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, and Cosmetology)
- 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

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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-
ADMISSIONS & REGISTRATION.....	545-3040
ALLIED HEALTH PROGRAMS.....	545-3030
ATHLETIC TEAMS	
Baseball.....	545-3327
Cheerleading.....	545-3230
Cross Country.....	545-3225
Men’s Basketball.....	545-3362
Women’s Basketball.....	545-3146
Women’s Soccer.....	545-3175
Men’s Tennis.....	545-3147
Women’s Golf.....	545-3343
Men’s Golf.....	545-3228
Softball.....	545-3195
Volleyball.....	545-3372
BOOKSTORE.....	545-3090
CASHIER.....	545-3057
CHILDREN’S LEARNING CENTER .....	545-3323
COMMUNITY/CONTINUING EDUCATION.....	545-3038
COSMETOLOGY.....	545-3321
DENTAL ASSISTING PROGRAM.....	545-3319
DISLOCATED WORKERS.....	545-3166
FINANCIAL AID.....	545-3080
LIBRARY.....	545-3130
NURSING PROGRAMS	
Associate Degree and Certified Nurse Assistant.....	545-3331
Licensed Practical Nursing.....	545-3355
PHYSICAL THERAPIST ASSISTANT.....	545-3220
RADIOLOGIC TECHNOLOGY.....	545-3363
RESPIRATORY THERAPY.....	545-3352
SUCCESS CENTER.....	545-3160
STUDENT ACTIVITIES .....	545-3174
TESTING .....	545-3160
TRANSCRIPTS & RECORDS.....	545-3040

# TERMS YOU SHOULD KNOW

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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. The Higher Learning Commission; one of six quality regional accreditations associations in the United States, accredits Kaskaskia College. 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 Associate Degree that is designed to prepare students to enter the job market immediately after graduation. Students in “career” or “occupational” programs are generally working toward the completion of AAS degrees.

**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 of Arts in Teaching (AAT):** 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.

**Associates of 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 Programs:** One- or two-year occupational programs leading directly to employment.

**Career/Technical Programs:** Academic programs that prepare students to enter the work force immediately after graduation.

**Certificates:** Academic programs with as few as seven semester credit hours that provide students with the basic skills necessary to gain entry-level employment in a specific career field.

**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), 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 usage in a classroom.

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

#### **COURSE DELIVERY - ALTERNATIVE METHODS**

**Online:** Class is delivered 100% online with no required face-to-face meetings.

**Online w/ Proctoring and/or Orientation:** Class is delivered online with mandatory face-to-face orientation and/or proctored exams.

**Hybrid:** Courses combining classroom and online learning as an alternative to fully online courses. A minimum of 50% of the class is delivered face-to-face in a classroom location, with the remainder of the instruction online. (If face-to-face time is less than 50%, the course is classified as Online W/Proctoring and/or Orientation.)

**Web Enhanced:** Traditional face-to-face class that includes an additional online component, which contributes to student learning of course content.

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

**Interactive TV:** All instruction is synchronously delivered using interactive video/audio technology to connect to multiple classrooms at the Main Campus, at Education Centers throughout the College district, and at other selected off-campus sites. This allows students to choose the location most convenient to them. Students are able to talk to the instructor, ask questions during lectures, and participate in live class discussions and activities.

**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.

**Independent Study:** 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 of the faculty for a specific academic area of the college.

Dean of Arts & Sciences

Dean of Career & Technical Programs

**Department Chair:** A faculty member who is designated as the academic leader of the faculty in a transfer-oriented 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 Registration 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.

**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 student's 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.

**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.

**IHSE (Illinois High School Equivalency):** A certificate of educational achievement that is the equivalent of a high school diploma. Students can prepare for the GED or other ISHE 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.

**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.

**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 a professional advisor, which will provide the student with the courses necessary to successfully progress through their declared program and lead to graduation.

**Student Loan:** A federal, state or college-financed awarding of money to students in need of financial assistance that must be repaid. For more details about student loans available to Kaskaskia College students see the Financial Aid section of this catalog.

**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 include 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 usually per semester credit hour. For more information about tuition, see the Tuition Section of this catalog.

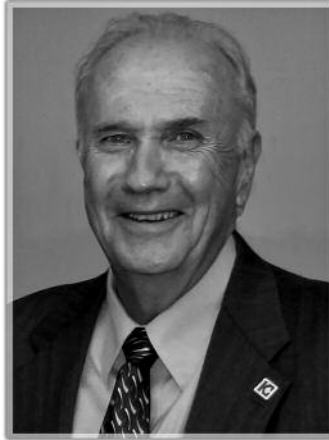
**Work-Study:** A program funded by the federal government and the College that provides part-time work opportunities to students. Students in need of financial assistance may apply for work-study. More details about work-study are available in the Financial Aid section of this catalog.



# Kaskaskia College District 501 President and Board of Trustees



**Dr. Penny Quinn**  
President



**Bill Hawley**  
Chairman



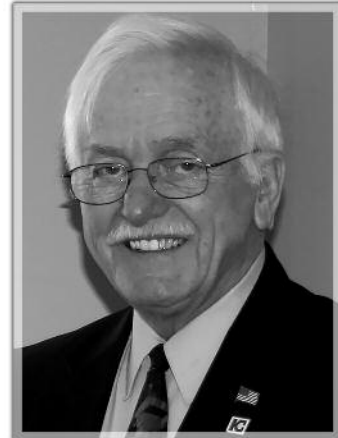
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Vice Chairman



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**Kelly Bennett**



**Jim Beasley**



**Jack Mays**



**Laura Wedekemper**



**Kimberly Daum**  
Student Trustee

# Kaskaskia College Foundation

The Kaskaskia College Foundation is a non-profit 501(c)(3) organization established exclusively for the advancement, assistance, and support of Kaskaskia College. Membership in the Foundation consists of individuals interested in furthering the educational endeavors of Kaskaskia College and enhancing the College's efforts to benefit the community.

The Kaskaskia College Foundation recognizes that traditional resources (state and federal funding) typically support only the base needs of education while private gifts make the College exceptional. Private donations can fill the gap between public funding and student need, between subsistence and excellence. Through the procurement of private donations, the Foundation seeks to provide students with access to their educational goals as well as providing them the opportunity to learn with current equipment and resources in an environment that is conducive to learning.

The primary goal of the Kaskaskia College Foundation is to raise funds for projects and programs not funded by state or federal monies. Donations to the Foundation are used for expanding student opportunities, enriching the quality of teaching and learning, the acquisition of new and emerging technologies, physical improvements and broadening opportunities for the visual and performing arts.

The Foundation receives gifts of money, property, stocks, bonds and other types of contributions, as well as bequests. Gifts to the Foundation are fully tax deductible and often provide tax savings for the donor.

For more information or to become a donor to the Kaskaskia College Foundation, contact any officer or director listed below or call the Institutional Advancement Officer at Kaskaskia College at 618.545.3069.

## **OFFICERS**

<b>Janice Romack</b> President Vandalia, IL	<b>Jerry Moyer</b> First Vice President Greenville, IL	<b>Bruce Barkau</b> Second Vice President Okawville, IL	<b>Jay Jolliff</b> Treasurer Patoka, IL	<b>LuAlice Kampwerth</b> Secretary Carlyle, IL
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## **DIRECTORS**

<b>Brad Barkau</b> Okawville, IL	<b>Karen Droste</b> Nashville, IL	<b>Jack Johnston</b> Vandalia, IL	<b>Nancy Siegmund</b> Centralia, IL
<b>Dee Boswell</b> Centralia, IL	<b>Ernie Chappel</b> Vandalia, IL	<b>James Lampe</b> Germantown, IL	<b>Brad Small</b> Hoyleton, IL
<b>Larry Clark</b> Salem, IL	<b>Bill Hawley</b> Odin, IL	<b>Maryann Langenfeld</b> Centralia, IL	<b>Marvin Wiegman</b> Carlyle, IL
<b>Sherm Doolen</b> Salem, IL	<b>Dennis Hesker</b> Okawville, IL	<b>Lori Meske</b> Vandalia, IL	<b>Dr. Penny Quinn</b> Centralia, IL Ex-Officio Member

# GENERAL INFORMATION

History

Student Rights and Responsibilities

Notice of Non-Discrimination

Changes In Courses of Study

Selective Service Registration

University Affiliations



## HISTORY

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The Master Plan for Higher Education in Illinois made 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

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The Board of Trustees, administration and faculty recognize the right of a Kaskaskia College student, as an adult member of society and as a citizen of the United States, to the constitutionally guaranteed freedoms of speech, assembly and peaceful association which shall be diligently protected. Kaskaskia 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.

If disciplinary action is initiated against a Kaskaskia College student, the student is guaranteed due process and a speedy and fair hearing before the appropriate individual and/or committee. Certain decisions of individuals and/or committees, charged with disciplinary responsibilities, may be appealed through the appropriate process and channels to the President of the College.

It is the responsibility of the student to know and to 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 the requirements for graduation rests with the student.

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

## NOTICE OF NON-DISCRIMINATION

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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 based on sex, race, religion, national origin, age, disability and other prescribed categories this including Title VII (1964 Civil Rights Act) (which covers all terms and conditions of employment and holds the employer responsible for any discrimination that goes on within the employer's organization), The Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Rehabilitation Act of 1973, Title IX (Higher Education Act), Title IV (General Education Provisions Act) and the Illinois Student Records Act.

Inquiries regarding affirmative action in employment, admissions, and administration should be directed to the Affirmative Action Officer who is the Director of Human Resources and Staff Development. Inquiries regarding the Family Educational Rights and Privacy Act of 1974 or the Illinois Student Records Act should be directed to the Vice President of Student Services.

In accordance with the Illinois Human Rights Act, as amended, and the Civil Rights Act, Title VII, it is a civil rights violation for any employee of Kaskaskia College to engage in sexual harassment, or to retaliate against a person for opposing sexual harassment or to aid or abet sexual harassment of any student or employee.

## **CHANGES IN COURSES OF STUDY**

This catalog is for information to assist students and patrons 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 and patrons 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**

The University Affiliations program is a partnership with various public and private colleges and universities offering course work toward bachelor's degree completion programs, master's degrees, doctoral degrees and professional certificates.

Enrollment through University Affiliations will provide residents the opportunity to complete degrees, beyond the Associate degree, from accredited institutions in both traditional and non-traditional instructional formats. Courses are offered on KC's campus or online directly through the college or university with which the student is enrolled.

Admissions, registration, financial aid and other educational services are handled by each individual institution in person, by phone, or via that college or university's web site. Your degree will be issued from the college or university you are attending and will be identical to that same degree offered on the institution's main campus.

Please contact the University Affiliations Coordinator or visit our web site for updated University Affiliations information: <http://www.kaskaskia.edu/universityaffiliations>.



# NEW AND RETURNING STUDENT ENROLLMENT PROCESS



## 1. 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 [www.kaskaskia.edu/ProspectiveStudents/apply.aspx](http://www.kaskaskia.edu/ProspectiveStudents/apply.aspx). 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. 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***

## 2. APPLY FOR FINANCIAL AID - 618.545.3080

Both prospective and returning students may go to [www.kaskaskia.edu/FinancialAid](http://www.kaskaskia.edu/FinancialAid) 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.fafsa.ed.gov](http://www.fafsa.ed.gov).

## 3. TESTING AND ASSESSMENT (ACT & KC PLACEMENT) – 618.545.3160

All students are required to submit placement test scores prior to enrolling in an English or math course. In addition, placement scores may be required for other courses and special admit programs. The accepted placement scores are the ACT or the KC Placement Test. Students that do not have ACT scores can make an appointment to take the KC Placement Test by calling the Success Center at 618-545-3160 or any of our five education centers.

## 4. ACADEMIC AND CAREER ADVISING - 618.545.3060/618.545.3073

Academic advisors are available to discuss test placement scores, to develop education plans, and ensure registration in courses based on degree/certificate requirements. Students will receive a list of courses suggested for degree/certificate completion. 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](mailto:kcadvising@kaskaskia.edu).

The Career Services Department is available to discuss your career and employment goals. It is never too early to begin preparing for your future. We have many services available for you such as; the Career Cruising tool, College Central Network tool, Skills Identification, Mock Interviewing, Cover Letter and Resume Writing. For more information on what services we provide please see <http://kaskaskia.edu/SuccessCenter/resources.aspx>.

## 5. REGISTRATION - 618.545.3040

A registration period is scheduled prior to each semester. Specific dates of registration are included on the Class Schedule and Registration Calendar on the KC website. New or returning students who have met with an Academic Advisor, can register in the Enrollment Center on the Main Campus or at any Education Center during the registration period.

## 6. MAKE TUITION PAYMENT - 618.545.3057

Students can make online payments by going to <http://campusnet.kaskaskia.edu>, click on the Web Advisor for Students Tab then Financial Information. Then click on View & Make Payments. 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.

## 7. NEW STUDENT ORIENTATION - 618.545.3174

New Student Orientation (NSO) 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. NSO events are available a variety of days, times and sites. Students who attend the New Student Orientation 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. For more information you can email us at [kcnso@kaskaskia.edu](mailto:kcnso@kaskaskia.edu).

# ADMISSIONS

**Admission Policy**

**Admission Requirements**

**Application Procedure**

**International Students**

**Residency Classification of Students**

**Change of Residency**

**Military Personnel & Dependents**

**Charge-back Programs**

**Cooperative Agreement Programs**



## **ADMISSION POLICY**

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Kaskaskia College maintains an open-door admissions policy 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 selective admission requirements which must be met prior to being accepted in the program. They are: Baccalaureate Transfer, Nursing, (LPN and ADN), Dental Assisting, Cosmetology, Diagnostic Medical Sonography, Massage Therapy, Medical Laboratory Technology, Nail Technology, Occupational Therapy Assistant, Paramedicine, Physical Therapy Assistant, Radiologic Technology, Respiratory Therapy, Surgical Technology and Veterinary Technician. Detailed information regarding admission requirements and processes can be obtained from the Admissions and Registration Department.

## **ADMISSION REQUIREMENTS**

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### **Eligibility**

Individuals eligible for admission to the college include:

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. Individuals 18 years of age or older.
3. Transfer students from other colleges and universities who meet one of the above criteria.
4. Individuals younger than 18 years of age who have severed connections with their high school and have authorization to participate in college courses and programs from appropriate high school officials. These students will be evaluated through the use of the KC Placement tests to determine their appropriate English, reading and math placement levels.
5. High school students who have authorization to participate in college courses and programs from appropriate college and high school officials (using the Jump Start form). High School students wishing to register for more than six non-dual credit hours must meet with a Kaskaskia advisor.

## **APPLICATION PROCEDURE**

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### **Degree/Certificate Students**

The applicant who intends to earn a degree or certificate from Kaskaskia College must submit the following credentials to the Office of Admissions and Records:

1. A completed Student Admissions Form
2. An official high school transcript or a High School Equivalency Score Report.

3. Official transcripts forwarded from colleges and universities previously attended. Transfer credit may be accepted from another college or university accredited by a regional accrediting association (e.g. The Higher Learning Commission of the North Central Association, Southern Association, etc.)

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.

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.

### **Non-Degree/Non-Certificate Students**

The applicant who does not intend to earn a degree or certificate from Kaskaskia College must submit a Student Admissions Form to the Office of Admissions and Records 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 Arts in Teaching, Associate in Fine Arts) must meet the minimum requirements as outlined below. Students will not be denied admission because of deficiencies in high school course work 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, Cosmetology, Dental Assisting, Diagnostic Medical Sonography, Massage Therapy, Medical



Laboratory Technology, Nail Technology, Nurse Assistant, Occupational Therapy Assistant, Paramedicine, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, Respiratory Therapy, Surgical Technology and Veterinary Technician.

Consult the curriculum section of this catalog to determine the specific admission requirements for these programs. Kaskaskia College in-district and specified joint agreement or career agreement applicants who complete the application process by the program's application deadline will receive preferential consideration in the selection process.

Associate in Arts/Associate in Science/Associate in Engineering Science and Associate in Arts in Teaching/Associate in Fine Arts degree track students (or students who have applied for the AA/AS Degree) must fulfill degree requirements in place in the previous summer semester of the semester of enrollment. Students whose enrollment has been interrupted for one year or more must meet AA/AS Degree requirements in place at the time of re-enrollment.

## **INTERNATIONAL STUDENTS**

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### **Admission Requirements for International Students**

All application materials listed below must be submitted before a decision will be made regarding an application for international admission and an I-20 processed. **Please make sure application is complete before mailing it to the Admissions Office. 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.

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 \$200.00 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 applicant's may complete Form I-901 online at [www.fmjfee.com](http://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. 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 at \$411.00 per semester hour (2017-18)
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. Prairie Creek Apartments near main campus on Shattuc Road and are a privately owned housing option.
12. International students must notify the Director of

Admissions and Registration of any change of address and phone number.

## **RESIDENCY CLASSIFICATION OF STUDENTS**

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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**

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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 notarized 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 Office will determine the documentation requirements appropriate for each request.

## **MILITARY PERSONNEL AND DEPENDENTS**

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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.

## **CHARGEBACK PROGRAMS**

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The Public Community College Act provides that a student living in a public community college district which does not offer the program of study (not individual courses) in which the student is interested may receive partial tuition support from the community college district in which the student lives providing the student receives approval from the community college district. Out-of-District students entering Kaskaskia College are reminded to make an early request to home district community college for this approval.

This authorization must be obtained for each academic year, and should include any summer session the student plans to attend.

## **CHARGEBACK FOR IN-DISTRICT RESIDENTS ATTENDING ANOTHER COMMUNITY COLLEGE**

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Residents of Community College District 501 desiring to enroll in a curriculum or program (not individual courses) not available at Kaskaskia College may apply for tuition assistance (chargeback) to attend another college in Illinois which offers that curriculum. Students who request this support must:

- a. Request support for enrollment in a degree or certificate program not offered by Kaskaskia College. Approval of enrollment in individual courses without enrollment in a degree or certificate program will not be considered.
- b. File a request for chargeback with the KC Dean of Career and Technical Education at least 30 days prior to the beginning of any semester.

## **CHARGEBACK FOR OUT-OF-DISTRICT RESIDENTS ATTENDING KASKASKIA COLLEGE**

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Out-of-District students who have received chargeback tuition authorization for the community college district in which they live, will pay Kaskaskia College in-district tuition. Students must contact the community college district which the student lives for chargeback authorization at least 30 days prior to the beginning of any semester. Out-of-District students attending Kaskaskia College without chargeback authorization will pay out of district tuition.

# 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 any of the following institutions 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 listed below 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.

Black Hawk College  
Danville Area College  
Heartland Community College  
Illinois Central College  
John Wood Community College  
Kankakee Community College  
Kishwaukee College  
Lewis and Clark Community College  
McHenry County College  
MORAIN VALLEY COMMUNITY COLLEGE  
Prairie State College  
Rock Valley College  
South Suburban College  
Spoon River College

Carl Sandburg College  
Elgin Community College  
Highland Community College  
Illinois Valley Community College  
Joliet Junior College  
Kaskaskia College  
Lakeland College  
Lincoln Land Community College  
Morton College  
REND LAKE COLLEGE  
Richland Community College  
Sauk Valley Community College  
Southwestern Illinois College  
Waubensee Community College



# Kaskaskia College Cooperative Agreements - Academic Year 2015-16

\*Check our website for the most current agreements. [www.kaskaskia.edu/JointAgreements](http://www.kaskaskia.edu/JointAgreements)

Students who are interested in enrolling at Kaskaskia College in a joint agreement program listed below must request a letter of certification of residency from their Community College District. Students who are approved will be eligible for the In-District tuition rate and must meet all Kaskaskia College entrance requirements.

Kaskaskia College district students who are interested in enrolling in one of the joint agreement programs at another community college listed below must request a letter of certification of residency from the Office of Career and Technical Education at Kaskaskia College. Students who are approved will be eligible for the In-District tuition rate and must meet all entrance requirements by that school.

<b>KASKASKIA COLLEGE</b> John A. Logan students may attend the following programs at Kaskaskia College for in district rates		<b>JOHN A. LOGAN (DISTRICT #530)</b> KC students may attend the following at John A. Logan College for in district rates	
Agriculture Animal Science	AAS/Certificate	ASL/Deaf Studies	AAS/Certificate
Agriculture Business	AAS/Certificate	CNC Machinist	Certificate
Agriculture Dairy Science	AAS/Certificate	Computer Forensics*	AAS
Agriculture Plant & Soil Science	AAS/Certificate	Customer Service	Certificate
Basic Carpentry	Certificate	Dental Hygiene	AAS
Cardiac Interventional Radiography	Certificate	Diagnostic Cardiac Sonography	AAS
Certificate of Aeronautical Science	Certificate	Electronic Health Records OfficeAssistant	AAS
CISCO Engineering	Certificate	Energy Management Systems	Certificate
Commercial Custodial Services	Certificate	Family Child Care	Certificate
Computed Tomography	Certificate	Fire Science Services	AAS
Culinary Arts (all options)	AAS	Fire Sciences Services (Fire Officer I)	Online Certificate
Culinary Arts-Advanced Cooking	Certificate	Fire Sciences Services (Fire Fighter II)	Certificate
Culinary Arts-Basic Cooking	Certificate	Fire Sciences Services (Fire Fighter III)	Certificate
Culinary Arts-Prep Cooks	Certificate	Graphic Design	AAS
Culinary Arts-Restaurant & Culinary Operations	AAS	Health Information Tech	AAS
Culinary Management Certificate	Certificate	HVAC & Green Building*	Certificate FA 13
Diagnostic Medical Sonography	Certificate	HVAC Green Technologies	Certificate
Entrepreneurship	Certificate	HVAC Performance Systems	Certificate
Electronic Automation Computer Tech	AAS	Interpreter Preparation	AAS
Geospatial Technology	Certificate	Medical Assistant	Certificate
Horticulture Greenhouse/Nursery Prod	Certificate	Medical Transcription Language Specialist	Certificate
Horticulture-Landscape & Turfgrass	Certificate	Retailing	Certificate
Horticulture Science	AAS	Energy Efficiency	Certificate
Horticulture Technician	Certificate	Sustainable Energy*	AAS
Internet Marketing & Advertising	Certificate	Virtual Assistant	Certificate
Nail Technology	Certificate		
Network Security Administration	Certificate		
Network Administration	AAS		
Office Tech-Desktop Productions	AAS		
Paraprofessional Educator	AAS		
Personal Fitness Trainer	Certificate		
Phlebotomist	Certificate		
Physical Therapist Assistant	AAS		
Prep Cook's Certificate	Certificate		
Radiologic Technology	AAS		
Residential/Commercial Electrical Tech	AAS		
Respiratory Therapy	AAS		
Truck Driver Training	Certificate		
Vascular-Interventional Radiography	Certificate		
Web Development & Administration	AAS		
Web Design	Certificate		
Web Design & Systems Master	AAS		
		*Pending ICCB Approval	

# Kaskaskia College Cooperative Agreements - Academic Year 2015-16

\*Check our website for the most current agreements. [www.kaskaskia.edu/JointAgreements](http://www.kaskaskia.edu/JointAgreements)

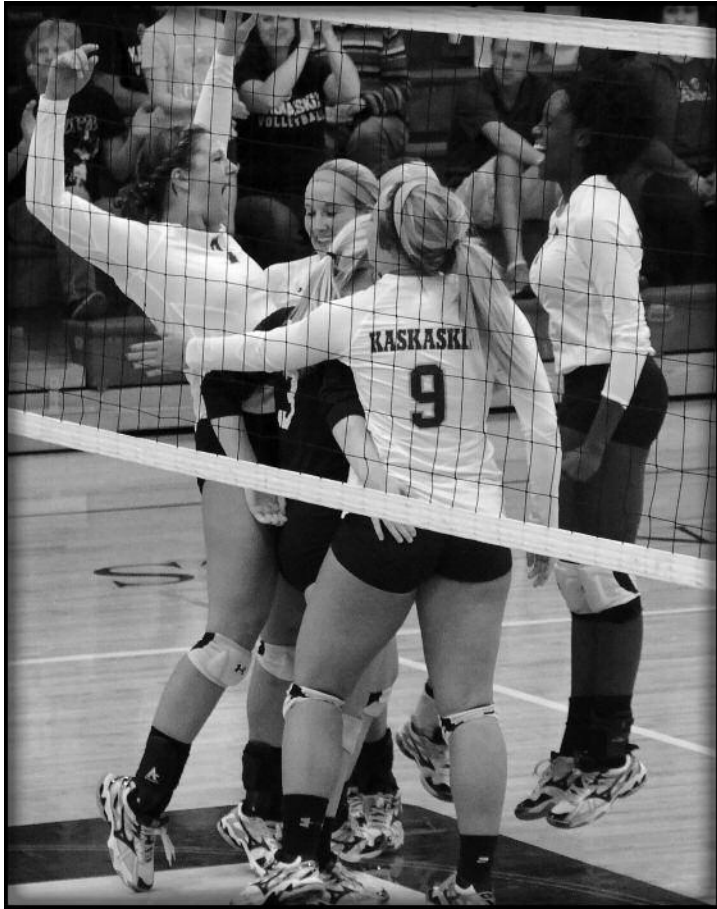
<b>KASKASKIA COLLEGE</b> Shawnee Community College students may attend the following programs at Kaskaskia College for in district rates	<b>SHAWNEE COMMUNITY COLLEGE (District 531)</b> KC students may attend the following at Shawnee for in district rates																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Auto Collision Technology</td><td style="width: 20%;">AAS</td></tr> <tr><td>Cardiac-Interventional Radiography</td><td>Certificate</td></tr> <tr><td>Carpentry Occupations</td><td>AAS</td></tr> <tr><td>Computed Tomography</td><td>Certificate</td></tr> <tr><td>Computer Drafting</td><td>Certificate</td></tr> <tr><td>Commercial Custodial Services</td><td>Certificate</td></tr> <tr><td>Culinary Arts (all options)</td><td>AAS</td></tr> <tr><td>Culinary Arts/Dietary Manager</td><td>AAS</td></tr> <tr><td>Restaurant &amp; Culinary Operations</td><td>AAS</td></tr> <tr><td>Geospatial Technology</td><td>Certificate</td></tr> <tr><td>Dental Assisting</td><td>Certificate</td></tr> <tr><td>Diagnostic Medical Sonography</td><td>Certificate</td></tr> <tr><td>Electronic Automation Computer Tech</td><td>AAS</td></tr> <tr><td>Nail Technology</td><td>Certificate</td></tr> <tr><td>Network Security</td><td>Certificate</td></tr> <tr><td>Paramedicine</td><td>AAS</td></tr> <tr><td>Physical Therapist Assistant</td><td>AAS</td></tr> <tr><td>Radiologic Technology</td><td>AAS</td></tr> <tr><td>Respiratory Therapy</td><td>AAS</td></tr> <tr><td>Vascular-Interventional Radiography</td><td>Certificate</td></tr> <tr><td>Web Development &amp; Administration</td><td>AAS</td></tr> </table>	Auto Collision Technology	AAS	Cardiac-Interventional Radiography	Certificate	Carpentry Occupations	AAS	Computed Tomography	Certificate	Computer Drafting	Certificate	Commercial Custodial Services	Certificate	Culinary Arts (all options)	AAS	Culinary Arts/Dietary Manager	AAS	Restaurant & Culinary Operations	AAS	Geospatial Technology	Certificate	Dental Assisting	Certificate	Diagnostic Medical Sonography	Certificate	Electronic Automation Computer Tech	AAS	Nail Technology	Certificate	Network Security	Certificate	Paramedicine	AAS	Physical Therapist Assistant	AAS	Radiologic Technology	AAS	Respiratory Therapy	AAS	Vascular-Interventional Radiography	Certificate	Web Development & Administration	AAS	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Computer Forensics &amp; Investigation</td><td style="width: 20%;">Certificate</td></tr> <tr><td>Criminal Forensic Science</td><td>Certificate</td></tr> <tr><td>Direct Support Provider</td><td>Certificate</td></tr> <tr><td>Fish and Wildlife Management</td><td>AAS</td></tr> <tr><td>Industrial Maintenance Chemical</td><td>Certificate</td></tr> <tr><td>Multi-Media &amp; Gaming</td><td>AAS</td></tr> </table>	Computer Forensics & Investigation	Certificate	Criminal Forensic Science	Certificate	Direct Support Provider	Certificate	Fish and Wildlife Management	AAS	Industrial Maintenance Chemical	Certificate	Multi-Media & Gaming	AAS																														
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# Kaskaskia College Cooperative Agreements - Academic Year 2015-16

\*Check our website for the most current agreements. [www.kaskaskia.edu/JointAgreements](http://www.kaskaskia.edu/JointAgreements)

<b>KASKASKIA COLLEGE</b> Illinois Eastern students may attend the following programs at Kaskaskia College for in district rates	<b>ILLINOIS EASTERN COMMUNITY COLLEGE (529)</b> (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College District 529) KC students may attend the following at Illinois Eastern Community College for in district rates																																																																										
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# 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**

**Federal Return of Funds Policy**

**Repayments**

## **FINANCIAL AID PROGRAM**

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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.fafsa.ed.gov](http://www.fafsa.ed.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 January 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

### Veteran's 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

## **FINANCIAL AID POLICY**

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A student may qualify for financial aid if pursuing a degree and 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

- Nurse Assistant (NURS.0535.CERT)
- Truck Driver Training (TRUC.0500.CERT) & TRUC.505
- Phlebotomy (PHBT.0530.CERT)
- Contact Financial Aid Office to ensure program eligibility

### COURSES

- Courses with level less than 100\*
- Adult Basic Education
- GED preparation
- Food Sanitation (COOK 074)
- EMT courses\*
- VOCS courses
- GUID 103
- All PHMT courses (Pharmacy Technician)

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

- All males at least 18 years of age and born after December 31, 1959 must be registered with Selective Service. Call the Selective Service office at 1-847-688-6888 for exemption information.
- 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 a student is enrolled at the end of the two-week refund period, enrollment will be reviewed before disbursement. If a student's file is not completed by the end of the refund period, the enrollment status will be determined the day the file is completed.
- 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 begins 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 mailed the seventh week of a 16-week semester class to the address on file with the Admissions Office. 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**

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

Correspondence is conducted electronically through student's KC email via CampusNet. 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 allowing for processing before financial aid can be received.

### **1. Applying for Financial Aid**

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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 the GED on file with the Admissions and Records Office. Students who have not

received their high school diploma or passed their GED 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**

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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 CampusNet. 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**

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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 CampusNet under the Web Advisor/Self Service tab.

## **UNDERSTANDING FINANCIAL NEED**

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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 estimated family contribution (EFC) 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 and the number of children in college are also important in analyzing need.

## **DETERMINING FINANCIAL NEED**

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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 expected family contribution (EFC).

The expected family contribution 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.

$$\begin{array}{r} \text{Cost of Attendance(COA)} \\ - \text{Expected Family Contribution (EFC)} \\ \hline \text{Financial Need} \end{array}$$

## **DEFINITION OF ACADEMIC YEAR**

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All financial aid programs 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**

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### **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 Expected Family Contribution (EFC) 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 at least half-time who are Illinois residents for at least one year prior to the start of the academic year.

### **Veteran's 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 Veteran Affairs 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 online application via CampusNet. Students must have FAFSA submitted to KC to be considered for employment. All students in 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**

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### **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.

More information about private loans and how to apply can be found on the Financial Aid website at [www.kaskaskia.edu/financialaid](http://www.kaskaskia.edu/financialaid).

## **PHILANTHROPIC AWARDS FOR STUDENTS**

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### **Kaskaskia College Foundation Scholarships**

Scholarship assistance is made possible through the Kaskaskia College Foundation. Each year students may apply for scholarship assistance for tuition and/or books. 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 January 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/scholarships/FoundationScholarships.aspx](http://www.kaskaskia.edu/scholarships/FoundationScholarships.aspx)

### **Kaskaskia College - GED Graduate Scholarship**

GED graduates of KC's Adult Education Program are given the opportunity to continue their education at the College through the availability of a scholarship and other financial resources. Graduates determined eligible for the scholarship are offered free tuition and student technical fees for 48 credit hours of coursework offered through KC's programs of study. The scholarship does not pay for tuition associated with other colleges through joint agreements and/or partnerships. For more information about the GED Scholarship, contact Sandra Neabuhr, Academic and Transitional Advisor, at 618-545-3157.

## **STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS**

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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**

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### **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:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Student Loan
- Federal TRIO
- Federal TEACH Grant
- Federal Veterans Educational Benefits
- ISAC, Monetary Award (MAP)
- ISAC, Illinois Veterans Grant
- ISAC, Illinois National Guard
- MIA/POW

### **III. Minimum Academic Standards Requirements**

The SAP policy measures a student's academic progress in three ways. Students must meet all three standards to be in good standing.

#### **A. Cumulative Grade Point Average**

The student must achieve and maintain at least a cumulative grade point average of 2.00 in all credit hours attempted at KC including transferred credits.

#### **B. Cumulative Completion Rate (CCR)**

KC's CCR measures the pace a student is progressing through their 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 total credit hours earned and dividing them by total credit hours attempted. The CCR is calculated for each student after each semester. A student's GPA and pace is 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

Academic Renewal Policy. The only courses that will be used to calculate the CCR are courses as follows:

1. Courses that are required for the students program with a grade of ‘A’, ‘B’, ‘C’, or ‘D’
2. All accepted transfer credits
3. 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.

Grades of ‘I’, ‘W’ or ‘F’ are not considered completion

**C. Maximum Time Frame**

The student must complete chosen program of study within 150% of attempted credit hours relative to credit hours required to complete the program. Example: A degree-seeking student may attempt no more than 90 credit hours in order to complete a 60 credit hour program; a certificate-seeking student may attempt no more than 45 credit hours to complete a 30 credit hour program.

Note: If during the SAP review it becomes clear that the student cannot mathematically complete chosen program within the maximum time frame, the student becomes ineligible for financial aid.

**IV. Frequency of Evaluation**

The SAP of degree-seeking and certificate seeking students will be evaluated at the end of each semester: fall, spring and summer. After each semester, students will be placed in the appropriate status as outlined in Section V.

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

- A. 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.
- B. 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.
- C. Warning Status: When financial aid applicants are in satisfactory status and do not meet the standards in Section III, the student’s placed in warning status. Students in warning status may receive financial aid if otherwise eligible.
- D. Suspension Status and Maximum Time Frame Status: When financial aid applicants in warning status do not meet the standards in Section III, they are placed in suspension or maximum time frame status and are not eligible to receive financial aid.
- E. 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 the standards in Section III, the student becomes ineligible to receive financial

aid. Students in probation status may receive financial aid if otherwise eligible.

Note: 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 the SAP policy in Section III and placed in the appropriate status.

Following is an example of how a student might fail to meet the 67% unit completion requirement: A student awarded financial aid based on full-time (12) credit hours must complete 8 credit hours during the term to meet SAP standards. This student met SAP standards in the fall but failed in the spring and summer.				
	Awarded at	6.7%	Completed	SAP Status
Fall	Full-time (12 credit hours)	8 Credit Hours	8 Credit Hours	Pass
Spring	Full-time (12 credit hours)	8 Credit Hours	6 Credit Hours	Fail
Summer	Half-Time (6 credit hours)	4 Credit Hours	3 Credit Hours	Fail

**VI. Appeal of Suspension and Maximum Time Frame Status**

Students who are in suspension and/or maximum time frame status may appeal their eligibility for financial aid to the SAP Appeals Committee based on extenuating or special circumstances, such as death of a relative, injury or illness. Financial need is not sufficient criteria on which to base an appeal. There must be reasonable expectation that a student can regain eligibility if reinstated.

Steps to appeal include:

The appeal process is completed online using your CampusNet:

Visit [www.kaskaskia.edu](http://www.kaskaskia.edu)

- \* On the left-hand column select “CampusNet”
- \* The user name is the student’s KC ID without any leading zero
- \* For password assistance, call the IT Department at 618-545-3098.
- \* In the right-hand corner select “Students” then “Financial Aid Appeal” Fill out the appeal in its entirety before submitting
- \* The student must complete the appeal and have it approved before your financial aid will be considered.
- \* Submit any third-party documentation to the Financial Aid Office that supports the special circumstances which resulted in the suspension and/or maximum time frame status and how the circumstances have been resolved.
- \* The student must complete the appeal and have it approved before financial aid will be considered.

The SAP Appeal Committee meets on a regular basis. Students will be notified of the Committee’s decision by email within 30 calendar days of submission. The decision of the committee is final. For students whose appeal have been granted they will be placed on Probation.

## VII. Notification of Status

The Financial Aid Office will notify student placed 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.

## VIII. Notice

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

For the most current Satisfactory Academic Progress Policy, visit [www.kaskaskia.edu/financialaid](http://www.kaskaskia.edu/financialaid).

## REFUNDS

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

### Institutional Policy

During the First Week of Class	100%
During Second Week of Class	100%
After Second Week of Class	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

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Financial Aid is awarded based on student's active participation during a given semester. Students receive aid for each day they are enrolled and attending course. If a student chooses to withdraw or stops attending all courses during the semester their financial aid will be reviewed to determine their percent of entitlement. 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 withdraw from all courses and has received Title IV Financial Aid (Federal Pell Grant, FSEOG, Direct Loans). Students who withdraw on or before the 60% point in time will have aid prorated.

Students should understand that any class drops, adds, or changes at any time during the semester can affect financial aid. The student should check with the Financial Aid Office for further information *before* changing enrollment.

The return of funds policy for financial aid recipients applies to tuition, fees and book allowance. The return of funds policy for financial aid recipients differs from the KC refund policy found in the College Catalog.

## WITHDRAWAL

Students not attending classes in which enrolled must be withdrawn; KC does not have a "leave of absence" policy. Official withdrawals are processed by the Admissions and Records Office. The student may initiate the withdrawal by completing a "Drop/Add/Section Change" form, available from

the Admissions and Records Office.

When the student begins the withdrawal process by submitting the form to the Admissions and Records Office that date will be used to determine the percentage of the enrollment period the student completed. Instructors may also withdraw students for non-attendance or may assign a final grade of "F" for non-attendance; in that event, the instructor's record of the last date of attendance will be used to determine the percentage of the enrollment period the student completed.

## Calculating the Return of Funds

Federal regulations provided by the Department of Education requires KC to determine a student's percentage of entitlement.

Students are advised to discuss impact of withdrawing from courses with the Financial Aid Office *before* withdrawing from all classes.

## Student and School Responsibility for Return of Funds

Within 45 days of the date that the Admissions Office is notified of the student's complete withdrawal from classes, Kaskaskia College will:

\*Send the student notice of liability and repayment options.  
*AND*

\*Repay the school portion of return of funds liability. The student will be billed for this liability.

Within 45 days of the date on the notice of liability, the student will:

\*Repay in full the return of funds liability to the College.

Or After 45 days of the Notice of Liability, the student will:

\*Make satisfactory repayment arrangements with the U.S. Department of Education.

*Failure to comply will result in referral to the U.S. Department of Education and loss of federal Title IV aid and eligibility.*

*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).

Financial aid recipients are entitled to the larger of the College's institutional refund or the appropriated refund policy mentioned above. For financial aid recipients, refunds are credited back to the aid programs from which the funds were received. The order in which refunds are returned as prescribed by law is:

- 1) Unsubsidized Federal Stafford Loans
- 2) Subsidized Federal Stafford Loans
- 3) Federal PLUS Loans

- 4) Federal Pell Grant
- 5) FSEOG
- 6) Other Title IV aid programs
- 7) Other Federal Sources of aid
- 8) Other state, private, or institutional aid
- 9) The student

Students who withdraw completely at any point during the semester could be required to repay financial aid funds that were paid as refunds or charges to the bookstore.

## **REPAYMENTS**

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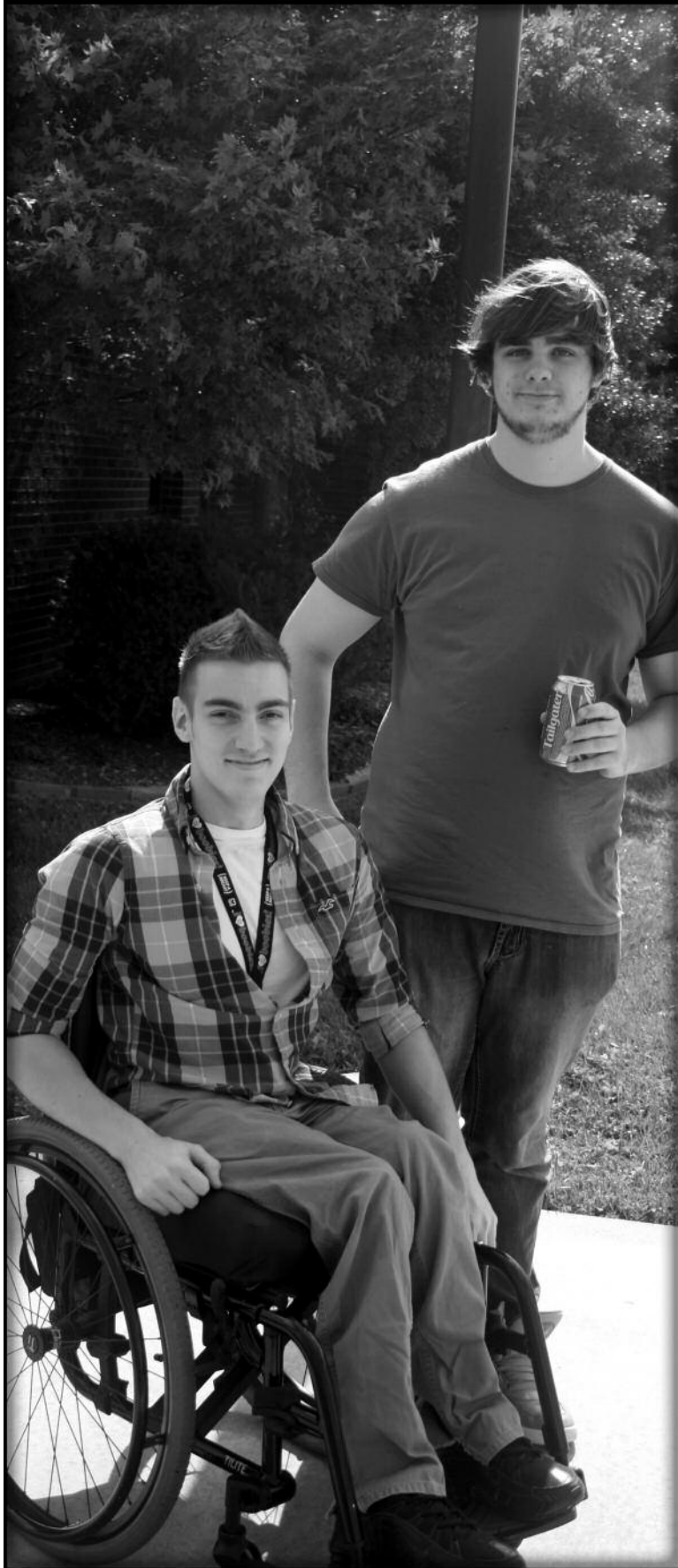
Students who have received Title IV funds for non-institutional expenses such as books, living expenses transportation, as well as students who completely withdraw from college may owe a repayment of a portion of these funds that have been disbursed. Repayment of financial aid funds owed by the student 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.

# STUDENT SUPPORT SERVICES



**ACE**

**\*KC Placement**

**\*Testing Services**

**\*Library**

**\*BLC**

**\*Student Mentor Program**

**Adult Education**

**Student Engagement**

**\*Academic Advisement**

**\*Career Services**

**\*Special Populations**

**\*Procedures for Students with Disabilities**

**\*Disabled Parking**

**Trio Program**

**Children's Learning Center**

## **ACADEMIC CENTER FOR EXCELLENCE (ACE)**

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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, a computer lab outfitted with equipment designed to assist those with special needs or disabilities is available for student use. 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.

### **KC PLACEMENT**

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To provide the best opportunity for students to be successful in their college work, a qualifying course placement score for registration in English and math courses is required. A KC Placement Test, SAT (Revised 2016) or ACT score can be used to meet the placement test score requirement for a particular course. 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 on page 151 for further information regarding the required placement score for a particular course. Placement test appointments can be scheduled by calling (618) 545-3160 or any education center.

## **TESTING SERVICES OF KASKASKIA COLLEGE**

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1. **ACT** (American College Testing Program) - contact Sandra Neabuhr, ACT Test Supervisor at 618-545-3157.
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://gedtestingservice.com>.
3. **NURSE AIDE COMPETENCY EVALUATION PROGRAM (NACEP)**  
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.

## **LIBRARY**

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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, a periodicals browsing area, and a photocopier. Our photocopier allows us to assist students with scanning documents, faxing, and copying. iPads, Kindles, flip cameras, DVD’s, headphones, and calculators can be checked out by students, staff, faculty, and community members.

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

As a member of the Illinois Heartland Regional Library System, the Library provides a shared online public accessible catalog and the ability for staff and students 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 [kclibrary@kaskaskia.edu](mailto:kclibrary@kaskaskia.edu) or by telephone at 618-545-3130.



## **STUDENT ENGAGEMENT**

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## **ACADEMIC ADVISEMENT**

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All new students and returning students who last attended KC more than a year ago 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: reading, writing and math placement (established through the ACT or KC Placement test); 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 (Associate of Applied Science) 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 sign and approve the plan as is or with any changes and the student must present that signed, approved educational plan to the Admissions and Registration Office or any education center to be released to register for the next semester.

Students pursuing a transfer degree (Associate of Arts or Associate of Science) and who declare a specific transfer major may also be assigned a faculty mentor who teaches in their chosen academic discipline (English, Psychology, Biology, etc.). Undecided students (students who intend to transfer but do not yet know a major) 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 you work to achieve your educational goals.

## **CAREER SERVICES**

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It is never too early to begin preparing for employment after graduation. The Career Services Department offers free workshops and individual career counseling to students, alumni, and community members. Also provided, are resume and cover letter writing, mock interviewing, and skills identification with comprehensive information concerning career decisions and job

search techniques. In addition, employers may contact the Career Services Department to advertise employment opportunities on the KC website at no charge. These job postings may be found on the KC website. Please contact the Career Services Office by telephone at (618) 545-3073 or by email at [CareerServices@Kaskaskia.edu](mailto:CareerServices@Kaskaskia.edu) for additional information and assistance.

## **SPECIAL POPULATIONS SERVICES (PERKINS)**

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Career and technical students who have academic difficulties, are low income, have English as a second language or are considered to be in “non-traditional” field should contact Victoria Rice at (618) 545-3118 to verify eligibility for additional services. Services are free and confidential.

## **PROCEDURES FOR STUDENTS WITH DISABILITIES**

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Educational opportunities will be extended to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College will therefore ensure that its physical facilities, programs and services are accessible to qualified students with disabilities and will follow established procedures in addressing the needs of qualified students with disabilities. Reasonable efforts will be made to offer services for students with disabilities in integrated settings and to make accommodations.

In accordance with the Americans with Disabilities Act, the accommodations made for the benefit of students with disabilities must at all times, be “reasonable”. A “reasonable accommodation” is one which enables the prospects for success on the part of the student with disabilities under the following circumstances:

1. The student has the ability to benefit from the accommodation.
2. The accommodation will not “fundamentally alter” the program in terms of its educational standards and expectations.
3. The accommodation will not result in undue instructional, financial or administrative burdens on other students or on the College as a whole. The College expects students with disabilities to benefit from instruction, complete class assignments, take exams and achieve success along with their classmates.

It is with these goals in mind that the College provides services and makes reasonable accommodations.

The Disability Services Coordinator will be responsible for addressing the needs of qualifying students with disabilities and 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 Section 504/ADA Coordinator of their pending

## Writing Placement

\*Students with SAT score below 500 must take the KC Placement test for language arts placement.

ACT	ASSET	COMPASS	KC (WBST) PLACEMENT		SAT Evidence Based Read/ Write 2016	Course Recommendation	Course Title
			Verbal	Essay			
0-5	0-29	0-14	0-100			Assess Diagnostics	Basic Skills Review
6-13	30-35	15-37	105-235			ENGL 099	Writing Eff Sentences Paragraphs
14-17	35-42	38-69	240-305	≥2		ENGL 100	Intro to College Composition
18-36	43-55	70-99	310-500	≥3	500*	ENGL 101	English Composition

## Reading Placement

\*Students with SAT score below 500 must take the KC Placement test for language arts placement.

ACT	ASSET	COMPASS	KC (WBST) PLACEMENT	SAT Evidence Based Read/ Write 2016	Course Recommendations	Course Title
0-11	0-31	0-52	0-175		Assess Diagnostics	Basic Skills Review
12-15	32-36	53-67	180-245		READ 088	Fundament als of Reading
16-17	37-41	68-80	250-285		READ 111	Critical Reading/Stu dy Skills
18-36	42-55	81-99	290-500	500*	No Reading Class Required	

Effective March 1, 2017

## Math Placement

\*Students with SAT scores below 550 must take the KC Placement exam.

\*Students with SAT scores above 550 may take the KC Placement for higher level math placement.

ACT	ASSET	COMPASS	KC PLACEMENT	SAT Math*	Course Recommendation	Course Title
	<b>Numerical</b>	<b>Pre-algebra</b>	<b>Pre-algebra</b>			
0-9		0-25	0-25		MATH 101A	Fund of Math
10-17	23-40	26-46	26-69		MATH 101	Basic Math
	41-55	47-99	70-100		MATH 102 MATH 129 BUSN 149 TECM 118	Elem. Algebra Math Literacy Business Math Tech Math
	<b>Elementary Algebra</b>	<b>Algebra</b>	<b>Intermediate Algebra</b>			
18-20		0-45			MATH 102 MATH 129 BUSN 149 TECM 118	Elem. Algebra Math Literacy Business Math Tech Math
21-22	45-48	46-65	70-100		MATH 107 TECM 119	Interm. Algebra Tech Math
	<b>Intermediate Algebra</b>					
23-25	45-55	66-99		550*	MATH 130 MATH 134 MATH 170	Contemp. Math College Algebra Math for Elem T
	<b>College Algebra</b>	<b>College Algebra</b>	<b>College Algebra</b>			
23-25		0-45	75-100	550*	MATH 130 MATH 134 MATH 170	Contemp. Math College Algebra Math for Elem T
24-26		40-99	85-100		MATH 160	Pre-Calculus
26-27	35-55	46-99			MATH 135 MATH 136 MATH 143 MATH 246	Trigonometry General Statistics Finite Math Business Calculus
		<b>Trigonometry</b>	<b>Trigonometry</b>			
26-27		0-45	70-100		MATH 135 MATH 136 MATH 143 MATH 246	Trigonometry General Statistics Finite Math Business Calculus
28-36		46-99			MATH 166	Calculus
			<b>Calculus</b>			
28-36			70-100		MATH 166	Calculus

Effective March 1, 2017

enrollment and furnish official documentation of their disability(ies). To facilitate student integration and success, individualized services may be provided at the student's request, including but not limited to sign language, interpreters for the deaf, tutors, readers, extended time for testing, voice recorders, e-textbooks and referrals to community agencies. Each request for accommodation shall be reviewed by the Disability Support Service Coordinator and either granted or denied based on relevant factors.

The College will make reasonable efforts to provide the exact accommodation requested by the student. However, there is no guarantee that a student will receive the exact accommodation he/she requests, although all accommodations that will be effective and feasible for the College to provide will be considered. If the provision of services in an integrated setting is not practical for a particular student, then the feasibility of alternative opportunities will be explored.

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 with the Vice President of Student Services. When applicable, the Vice President of Student Services will attempt to resolve the issue in an informal manner. Where an informal resolution is not possible, the student will be referred to the Disability Services Committee. The Disability Services Committee will obtain sufficient information from the student and all relevant parties and then reach a decision. Such decision will be forwarded to the Vice President of Student Services for review and approval. Student appeals of such decisions may be directed to the Vice President of Student Services.

The 504/ADA Coordinator's office is located in HB-108 and her phone number is 545-3157.

## **DISABLED PARKING**

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Reserved parking spaces for the disabled are available in the new parking lot, behind the cafeteria and behind the Science and Technology Building.

Persons must meet one or more of the following:

1. Display disabled vehicle license and provide number
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 Vice President of Administrative Services.

## **TRIO PROGRAM - STUDENT SUPPORT SERVICES**

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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 plan to motivate and assist students as they work toward improving their grade point average, staying enrolled in college classes, completing their chosen degree or certificate program, and/or transferring to a 4-year university.

The Student Support Services (SSS) office is located in the Admissions Area on main campus. However, TRiO/SSS serves students at all KC locations, and program staff stays in regular contact with students based at the education centers.

Some of the FREE services include:

- \* Tutoring
- \* Peer Mentoring
- \* Financial literacy—counseling on types of financial aid, budgeting, and assistance with FAFSA completion
- \* Academic advising—assistance in postsecondary course selection
- \* Workshops—to develop academic and personal skills
- \* Cultural Experiences
- \* College visits—to 4-year universities and assistance with transfer
- \* Newsletters
- \* Connections—referrals to and aid with accessing important services on campus and in the community

Requirements:

Students must be a U.S. citizen or a permanent resident to qualify for the TRiO/SSS program and be pursuing a degree or certificate. They must also fit one of the following characteristics:

- \* You are a first generation college student (which means neither parent/guardian has a four-year college degree)
- \* You meet income guidelines as outlined by the U.S. Department of Education; or
- \* You have a verifiable physical or learning disability

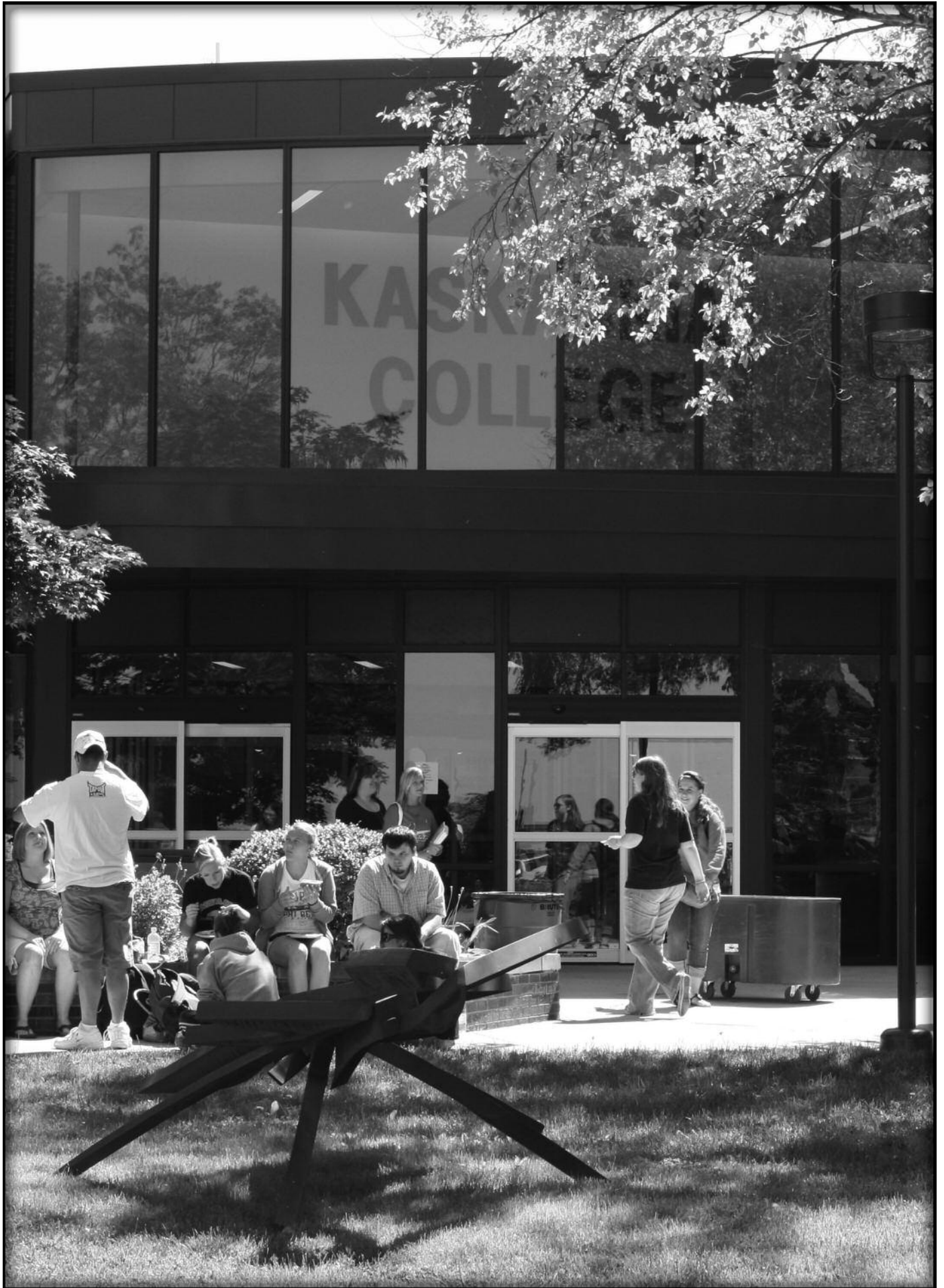
Finally, active participation is necessary and highly encouraged to enable students to reap the benefits the TRiO/SSS program offers.

## **CHILDREN'S LEARNING CENTER**

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The Children's Learning Center accepts children of students, staff, faculty and alumni. The Children's Learning Center is a DCFS licensed center that provides educational programs, outdoor activities, a healthy food program and quality care. During spring and fall semesters, programs are available for children ages 2 through 6. During the summer semester, programs for ages 2 through 12 are available. Financial assistance is available for eligible families.

The hours are 7:15 a.m. to 5:15 p.m. Monday through Thursday and 7:15 a.m. to 4:15 p.m. on Friday. Summer hours may vary.



# REGISTRATION



**Registration**  
**Enrollment Policies**  
**Changes in Class Schedule**  
**Withdrawal Procedures**  
**Academic Information**  
**Grading Systems**  
**Alternate Grading System Policy**  
**Grade Changes**  
**Academic Honors**  
**Honors Program**  
**Standards for Academic Achievement**  
**Repeating a Course**  
**Transcripts**  
**Grade Reports**  
**Class Attendance**  
**Course Load**  
**Student Classification**  
**Auditing a Class**  
**Transfer Credit Practice**  
**New Traditional Credit Opportunities**  
**Academic Renewal Policy**  
**Independent Study**  
**Commencement**  
**Graduation Requirements/Procedure**  
**Additional Associate Degrees**  
**Graduation Honors**

## **REGISTRATION**

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

Day and evening classes are available at main campus, Vandalia Campus, Trenton Education Center, Greenville Education Center, Nashville Education Center, Salem Education Center, Crisp Technology Center and at other locations throughout the community. Self-directed, on-line and interactive video 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](http://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**

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### **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 may have 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](http://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 one 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 on CampusNet
- 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 or toll free at 800-642-0859, Extension 3040.

## **CHANGES IN CLASS SCHEDULE**

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Students may add and drop classes on-line on dates established by the College. Students are only officially registered for those 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](mailto:kcadmissions@kaskaskia.edu).

However, students must add and/or drop classes in the Office of Admissions and Registration on the main campus or any education center by completing an Add/Drop Form once the on-line registration period has ended or by emailing [kcadmissions@kaskaskia.edu](mailto:kcadmissions@kaskaskia.edu).

Information regarding on-line and in-person registration dates for each semester is provided on CampusNet, the KC web page, in the on-line class schedule, in the Office of Admissions and Registration and at all of the education centers.

## **DROP/WITHDRAWAL PROCEDURES**

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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 not 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](mailto:kcadmissions@kaskaskia.edu) or withdrawing online using the “Register and Drop” option in the Student Self Service on Campusnet.**

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 may be subject to a “F” grade.

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. As of July 1, 1993, 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:

<b>Grade</b>	<b>Description</b>	<b>Grade Points</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	
S	Satisfactory	
W	Withdrawal	

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.

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).

## **ALTERNATE GRADING SYSTEM POLICY**

Any student who desires the alternate grading system of S (Satisfactory) or W (Withdrawal) in any course numbered above 100 may request the alternate grading system in the specific course in writing. The college calendar deadline for withdrawal from a course is applicable. (See Withdrawals section)

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 in determination of grade-point-average.

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

## **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**

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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 directory information will not be published.

## **HONORS PROGRAM**

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The Kaskaskia College Honors Program recognizes students who have demonstrated, or who evidence the potential for, consistent academic excellence. The mission of the program is to challenge students to think, to analyze, to investigate and to discover by stimulating them to achieve beyond the usual academic requirements. The program will develop exceptional talent and ability in highly motivated students. Participants in the program are selected by a committee of faculty, staff and students. Honor students will be eligible to apply for designated honors courses which will appear on student transcripts and the honors program will be clearly indicated on transcripts. In keeping with the general mission of KC and to maintain a balance among all academic opportunities, the Honors Program proposes to meet the specific needs of those students who demonstrate special and exceptional academic talent. Criteria for acceptance includes ACT of 26 or above and two letters of recommendation.

## **STANDARDS FOR ACADEMIC ACHIEVEMENT**

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Standards for Academic Achievement 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 6 or more credit hours and actively pursuing a certificate or degree. Special admit program progression requirements replace the standards set forth below.

### **Good Standing**

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

**Kaskaskia Early Enrichment Program (KEEP) Participant**  
Students who fall between a 2.0 and 2.3 cumulative GPA will be placed into the Kaskaskia Early Enrichment Program. These students will be contacted at various times throughout the semester to provide information on resources available to assist in a successful semester, e.g. text about tutoring, e-mail notification of workshops.

### **Academic Warning**

Any student attempting six or more credit hours during a semester, whose cumulative grade point average falls below 2.0 will be placed on "Academic Warning." Students placed on "Academic Warning" may continue enrollment and will be expected to sign and commit to a KEEP Contract.

### **Continuing Academic Warning**

A student who was placed on "Academic Warning" during the previous term of enrollment and 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 sign and commit to a KEEP Contract.

### **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." Suspended students will be dropped from courses once their status is assigned. Suspended students will not be allowed to attend for one semester following suspension. Suspended students may access resources under the KEEP program during the suspension period to prepare for their return. Suspended Students must see an academic advisor before re-enrolling at KC and will be required to sign and commit to a KEEP Contract. The student will be limited to enrolling in 7 credit hours upon returning after a suspension or successful appeal.

Any student 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.

Any student placed on suspension for a third time will not be allowed to appeal. The suspended student will not be allowed to attend for one year following the suspension.

Any enrollment following the third suspension will be at the discretion of the Vice President of Student Services.

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

### **Academic Standing Appeal Process**

Students who have been placed on "Academic Suspension" may appeal in writing to the Registrar or a designated representative. Forms are available in the Enrollment Center. This appeal should document any relevant circumstances wherein it can be shown that the unsatisfactory progress was due to unforeseeable or extenuating circumstances and that such progress is not

indicative of the general pattern of grades or withdrawals previously established. The Academic Appeals committee will review all appeals and may grant Continuing Academic Warning status.

*The previously stated actions will take place when the cumulative GPA is lower than 2.00.*

	Student Status	Interventions and/or Restrictions
Cumulative GPA is <2.0	Academic Warning	<ul style="list-style-type: none"> <li>● Sign and commit to a KEEP Contract</li> </ul>
Term GPA is 2.0 or > but Cumulative GPA is <2.0 for 2nd consecutive term	Continuing Academic Warning	<ul style="list-style-type: none"> <li>● Sign and commit to a KEEP Contract</li> </ul>
Term GPA and Cumulative GPA are <2.0 for 2nd consecutive semester	Academic Suspension	<ul style="list-style-type: none"> <li>● One semester suspension</li> <li>● Appeal to Academic/Financial Aid Appeals Committee</li> <li>● Required to meet with an Advisor</li> <li>● Sign and commit to a KEEP Contract</li> <li>● Maximum enrollment of 7 credit hours upon return</li> </ul>

## 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 Credentials/eScrip-Safe electronic services or in person. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees, or materials. The cost of a transcript is \$5.00 whether electronic, mailed, or faxed. Additional fees may apply for expedited requests.

## GRADE REPORTS

At the conclusion of each term, grade reports will be posted on line at <http://campusnet.kaskaskia.edu> for students to access with using assigned student identification number for those courses subject to the grading system. 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. Grade reports will be available only for students whose college records are clear of all financial

obligations to the College.

## CLASS ATTENDANCE

Students are expected to attend all regularly scheduled classes and are responsible for fulfilling the requirements of each course. Individual instructors may set class attendance requirements considered to be reasonable and consistent with the objectives of the course. Instructors may assign final grades based, in part, upon class attendance. Institutional policy also grants the faculty the prerogative of withdrawing (during the official withdrawal period) those students who do not attend class regularly. (See Withdrawal Procedures for further information). Mid-semester tests and final examinations are customary in all courses.

## 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 the Vice President of Student Services.

## STUDENT CLASSIFICATION

Students are classified as follows:

Freshman - completed less than 30 semester hours

Sophomore - completed 30 or more semester hours

Other - 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).

Half-time status - A student is considered half-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.

## AUDITING A CLASS

With the consent of the Director of Admissions and Registration, a student may be admitted to a course for audit. The student must register, pay all regular tuition and fees, attend all regular class sessions, but is not required to take examinations. The student does not receive a grade nor credit for the course, but the course is listed as Audit. A student who enrolls to audit a course is subject to compliance with all other College regulations including attendance. Registration for audit must be accomplished during the specified time of registration for a given semester. The student MAY NOT change to Audit

after the tenth day, or equivalent, of a semester.

## **TRANSFER CREDIT PRACTICE**

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Transfer credit hours are defined as those credit hours from a regionally accredited institution evaluated by the Registrar that can be used toward a degree or certificate at KC.

Grades in courses transferred from other colleges will NOT be counted in cumulative grade point average (GPA) calculations along with grades earned in courses taken at KC.

Courses in which the student has earned a grade of "C" or greater will be accepted for transfer credit. Courses in which the student has earned a grade of "D" or below will not be accepted for transfer credit. In addition, courses from which the student has withdrawn will NOT be accepted for transfer credit.

The student will transfer the number of credit hours that were earned for a course at the transferring institution even if the comparable course at KC earns a different number of credit hours. However, if the student has transfer credit that is computed in quarter hours, the transfer credit will be converted from quarter hours to semester hours. Transfer credit hours will be counted in earned hours but will NOT be calculated in cumulative GPA calculations. Credits will be posted when the evaluation is complete.

A student who, while in high school, takes college courses and upon completion of high school then enters KC will have those college courses accepted on the same basis as other transfer students.

## **NON-TRADITIONAL CREDIT OPPORTUNITIES**

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Students may have acquired competencies equivalent to those in KC program courses, as a result of past life experiences and/or formal education that has not been evaluated for credit. Such competencies may be documented in a Prior Learning Portfolio, in military records, in documents received for professional training (including certification or licensure), or may be validated by means of proficiency examination or other standardized testing.

If non-traditional credit 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 non-traditional credit, students must be enrolled and in good academic standing. The maximum number of hours awarded for prior learning experience, proficiency examination, and other standardized testing may not exceed 50% 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 non-traditional credit as transferable coursework. Non-traditional credit will be granted in accordance with established procedures.

## **PRIOR LEARNING EXPERIENCE**

One avenue for students seeking credit for life experiences (including military service) or formal education is through the assessment of Prior Learning Experience (PLE). Through this individualized process, faculty or instructional staff evaluate a Prior Learning Portfolio, a written record of appropriate documentation submitted by the student according to established College procedures for equivalency to courses taught at the institution.

If credit for Prior Learning Experience is granted, it will be reflected on the student's transcript using the designation "PLE". For each hour of credit awarded for Prior Learning Experience, an equal number of hours must be earned in residence at KC before the PLE credit is posted on the transcript.

Questions or requests for additional information about Prior Learning Experience credit may be obtained by contacting the Dean of Career and Technical Education or the Dean of Arts and Sciences.

## **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 entered on the student's permanent record.

Credit obtained by proficiency examination will be listed on the student transcript as "Prof". For each proficiency hour of credit awarded, an equal number of hours must be earned in residence at KC before the proficiency credit is posted on the transcript.

Questions or requests for additional information about proficiency exam credits may be obtained by contacting the Dean of Career and Technical Education or the Dean of Arts and Sciences.

## **CREDIT FOR MILITARY SERVICE**

Members and former members of the Armed Services, upon presenting separation papers (DD-214), may be granted the following credits:

Basic Training	2 credit hours Physical Education
6 months Active Duty	4 credit hours Physical Education
1 year Active Duty	3 credit hours Physical Education and 3 credit hours Health 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.

## 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, developed in consultation with college faculty, are aligned with the content of college level courses in a variety of disciplines.

Students seeking credit for CLEP test scores must request that the official examination results be forwarded to the Office of Records and Registration. 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 (AP) EXAMINATIONS

KC may grant credit for courses taken by high school students who participate in the Advanced Placement (AP) Program and receive a score of 3 or higher. Credit is based on course examinations administered by the College Entrance Examination Board.

Students seeking credit for Advanced Placement test scores must request that the official examination results be forwarded to the KC Office of Records and Registration.

A student must receive a 3 or higher as recommended by the American Council on Education in order to receive credit. For more information, contact the Registrar.

Students planning to transfer credits awarded for AP 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.

## **ACADEMIC RENEWAL POLICY**

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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**

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Generally, Independent Study may not be used to substitute for specific program requirements or core requirements. Students may earn a maximum of 25% of the total credit hours toward a degree or certificate through Independent Study.

Normally, independent study is restricted to sophomore students who are in "academic good standing" with the college, and only one independent study may be taken by a student at one time.

The Request for Independent Study form must contain the beginning and ending date of the course; reason for the independent study request; a list of work which will be completed to finish the course; method of instruction; and signatures of student, instructor and dean. The request form must be accompanied by a current college transcript documenting total credit hours and GPA. The student may retrieve his/her transcript on-line via the KC website.

Upon completion of the course, the instructor is required to certify in writing that all course objectives have been met. 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**

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Degrees are conferred degrees 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. Diplomas are mailed directly to students approximately six weeks after the end of the semester upon verification of successful completion of coursework.

## **GRADUATION REQUIREMENT PROCEDURES**

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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 CampusNet under Web Advisor/Academic Profile.

Students must apply by the deadline to be awarded their degree/certificate at the end of the term. Any applications submitted after the deadline will be awarded the following semester.

Required for graduation:

1. A student may not receive a Degree or Certificate without a high school diploma or High School Equivalency.
2. Students must complete the specific requirements of the program of study (degree or certificate).
3. Degrees require a minimum of sixty-four (64) semester hours of credit with 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.
4. Degree candidates must successfully complete one of the following courses to meet the requirements of Illinois Public Act 87-581: Ethics 120, Philosophy 121, Political Science 101, Psychology 101, Sociology 101 or Managing Diversity 134.
5. Students must meet all financial obligations due to the College, and complete all records required by the College.
6. Students are encouraged to participate in graduation exercises in May and should notify the Registrar if unable to attend.
7. 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.

The College will record completion of degrees and certificates when requirements 1 through 4 are met, but transcripts will not be released until all financial obligations to the College are met.

## **ADDITIONAL ASSOCIATE DEGREES**

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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.

## **GRADUATION HONORS**

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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**

**Non-Credit Course Refund**

**Financial Obligations to the College**



## **TUITION AND FEES**

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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](http://www.kaskaskia.edu)

Out-of-District students may qualify for tuition on the same basis as In-District students if they present to the College, at such time as required by the home community college district, a letter (charge-back) which states the district in which the student resides agrees to pay the per capita cost, less the state apportionment and the tuition charged to the student.

Students who enroll in any approved Joint Agreement or Career Agreement program are required to file a letter of Certification of Residency from the student's home district with the Dean of Career and Technical Education Office prior to enrollment, and may qualify for tuition on the same basis as In-District students.

## **STUDENT PAYMENT RESPONSIBILITIES**

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Financial responsibility begins at the time of registration. When a student registers for a class, he/she is 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. You are responsible for keeping Kaskaskia College informed of any address or telephone changes.

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

Students who wish to budget payment of their tuition must enroll in the Nelnet automatic payment plan by the pre-arranged deadline. Register at [www.kaskaskia.edu](http://www.kaskaskia.edu) by clicking on campusnet and logging in. Then click on financial information - students. Next click on the Nelnet Payment Plan option and follow the instructions.

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 need to be paid in full by posted deadline. Students who have outstanding balances will be denied future registration privileges, grades, transcripts and diplomas.

## **REFUND OF TUITION AND FEES**

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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:

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.

<u>Summer Term*</u>		<u>Fall and Spring Semesters*</u>	
During First Week of Term	100%	During First Two Weeks of Semester	100%
After First Week of Term	0%	After 2nd Week of Semester	0%

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**

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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 all baccalaureate and vocational courses for which Kaskaskia College receives funding on a per semester hour basis from the Illinois Community College Board. 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**

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Out-of-District students who are employed full-time within District 501 may qualify for in-district rates. 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.

## **NON-CREDIT COURSE REFUND**

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Student Withdrawal Policy—Students registering for Community Education courses may cancel their registration and receive a refund according to the following schedule:

Full Refund-Cancellation seven days or more prior to the beginning date for the course.

Fifty Percent Refund-Cancellation six days or less up to the beginning date for the course.

No Refund-Cancellation on the day the course starts.

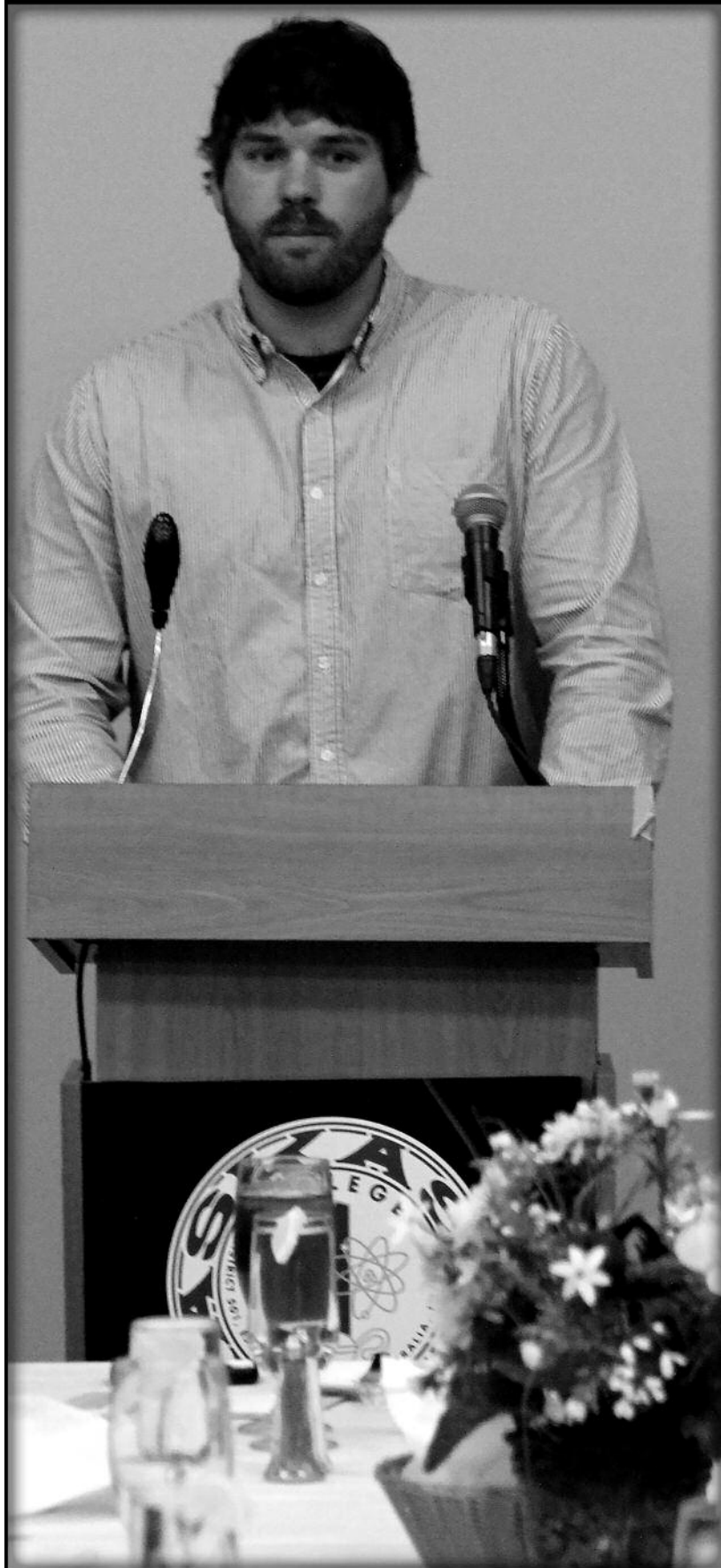
## **FINANCIAL OBLIGATIONS TO THE COLLEGE**

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Students who have failed to meet financial obligations and/or to return materials to the College may be kept from registering and from receiving grade reports, diplomas, certificates, and transcripts. At the end of each semester, students with unpaid tuition and fees will be referred to the College's Collection Agency.



# STUDENT ORIENTATION



**New Student Orientation**

**Student Conduct**

**Volunteerism**

**Student Center**

**College Bookstore**

**Response to Illness/Injury**

**Student Accident Insurance**

**Media Center**

**Print Shop**

**Parking Services**

**Weather Related & College Closings**

**Text Alert System**

## **NEW STUDENT ORIENTATION**

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Whether you are a first-time college student or returning to college, we are happy that you have chosen Kaskaskia College as a partner in your educational journey. This is the last of the “7-Steps to Enrollment” but an important one as students who attend college orientation programs like those offered at Kaskaskia college are better prepared and more likely to be successful in achieving their educational goals.

Attending New Student Orientation gives you the opportunity to learn about the College and the resources that support student success at KC. You will be provided with information not only about the many student support services available to you but the information you need to connect with each of them. This will also be an excellent opportunity to ask questions and meet other incoming students.

There are several ways to register for a New Student Orientation (NSO) event; at the main campus in the Enrollment Center, at any of the Education Centers, by contacting the New Student Orientation Event Coordinator at 618 664-3063 or, if you prefer, you can register online at <http://kaskaskia.edu/NSO/default.aspx>.

Here are the “Top 10 Reasons” for you to sign up for an NSO event today!

10. Learn how to check your grades, classes, and bills through online accounts
9. Meet new people
8. Get a jump start on making connections at the College
7. Feel more comfortable with new surroundings
6. Make the transition to college life easier
5. Get information about clubs, activities, and organizations
4. Learn your way around the campus
3. Learn ways to be a successful student
2. Discover campus resources & how they can help you
1. Research shows students who attend orientation earn a higher GPA than those who do not!

## **STUDENT CONDUCT**

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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.

On campus or at any college sponsored activity, it is expected that students will not engage in such activities as cheating, plagiarism, theft, assault, destruction of property, forgery or alteration of records; acts relating to the illegal use of alcoholic beverages, drugs and other illegal substances of that nature; or acts that endanger the health, safety or welfare of other persons.

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 will be subject to disciplinary action.

## **VOLUNTEERISM**

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Students, faculty, staff and community members are encouraged to participate in community service experiences. Such experiences may include tutoring, literacy training, participation in neighborhood improvement projects, increasing environmental safety, and assisting the elderly or persons with disabilities.

Students will be required to document their volunteer service over the course of the semester in order to obtain a grade in VOLT 101. Recording 15 or more hours of service will result in a passing grade for one half of one credit hour. Recording 30 or more hours of service will result in a passing grade for a full credit hour.

For more information, please call 618-545-3161.

## **STUDENT CENTER**

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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.

## **COLLEGE BOOKSTORE**

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The Kaskaskia College Bookstore sells textbooks, workbooks, lab manuals, study guides and access codes required for classes offered at Kaskaskia College and the College Extension Centers. Additionally, a wide variety of class and office supplies, as well as, apparel is stocked in the Bookstore.

The Bookstore is open Monday through Friday with the following hours: Monday from 7:30 a.m. to 6:00 p.m., Tuesday through Thursday from 7:30 a.m. to 5:00 p.m., and Friday from 7:30 a.m. until 4:00 p.m. Summer hours may vary. Students who are unable to purchase items during normal business hours are encouraged to contact the Bookstore in order to make special arrangements for necessary purchases.

At the end of each semester the Bookstore conducts a book buy back. During this time, students will have the opportunity to sell books back to the Bookstore. Books purchased back from the students must meet certain criteria to be eligible for buy back.

The Kaskaskia College Bookstore is open to the public and welcomes the opportunity to special order merchandise not currently in stock. Interested individuals may contact the Bookstore staff for further details at 545-3090.

## **RESPONSE TO ILLNESS/INJURY**

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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 Security for assistance for first aid needs or trained responders of AED at 545-3199

## **STUDENT ACCIDENT INSURANCE**

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Student Accident Insurance is available for purchase at the time of registration. Such insurance may be purchased at other times through the Administrative Services Office. The insurance company reserves the right to establish dates limiting subscription to their policies. The insurance rate is based on a group policy.

## **MEDIA CENTER**

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The Media Center provides information on equipment and materials dealing with audiovisual. Housed in the Media Center is the video library which is available to students only through the recommendation of a full-time Kaskaskia College staff member.

The Media Center staff is also willing to assist in photography, graphic and equipment questions related to projects with the understanding that the students must pay the current rate for any supplies used. Students must be directed to the Media Center by a college employee (faculty, administrator).

## **PRINT SHOP**

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The Print Shop is a centralized location for typing, designing, duplicating and binding of day-to-day college supportive materials for the staff.

## **PARKING SERVICES**

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Students do not have to register their vehicles. Staff members register their vehicles and park in the spaces marked with yellow lines. Parking in the grass is prohibited. Only staff members may park in the areas designated for staff. These areas are marked with signs on the light poles, signs along the edges of the parking lots and yellow painted parking stalls. 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**

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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](http://www.kaskaskia.edu).

### **TUNE IN FOR WEATHER RELATED CLOSINGS...**

<b>WILY (1210 AM)</b>	<b>Centralia</b>
<b>WRXX (95.3 FM)</b>	<b>Centralia</b>
<b>WCXO (96.7)</b>	<b>Carlyle</b>
<b>WJBD (1350 AM/100.1 FM)</b>	<b>Salem</b>
<b>WKRV (107.1 FM)</b>	<b>Vandalia</b>
<b>WPMB (1500 AM)</b>	<b>Vandalia</b>
<b>WMIX (AM &amp; 94.1 FM)</b>	<b>Mt. Vernon</b>
<b>WIBV (1200 AM)</b>	<b>Belleville</b>
<b>WGEL (101.7 FM)</b>	<b>Greenville</b>
<b>WNSV (104.7 FM)</b>	<b>Nashville</b>
<b>WCXO (96.7 FM)</b>	<b>Carlyle</b>
<b>WSMI (1540 AM &amp; 95.9 FM)</b>	<b>Hillsboro</b>
<b>WDQN (1580 AM &amp; 95.9 FM)</b>	<b>DuQuoin</b>
<b>KMOX (1120 AM)</b>	<b>St. Louis</b>
<b>KTRS (550 AM)</b>	<b>St. Louis</b>
<b>KSDK TV &amp; KMOV TV</b>	<b>St. Louis</b>
<b>KFVS-TV, Channel 12</b>	<b>Cape Girardeau</b>

## **TEXT ALERT SYSTEM**

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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.**



# STUDENT LIFE



## **ACTIVITIES AND ATHLETICS**

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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 Student Engagement Specialist and/or the appropriate Vice-President.

### **1. ACTION Gaming**

The purpose of ACTION Gaming is to engage students who are interested in a wide variety of gaming, including but not limited to: video, computer, card, strategy, individualized and cooperative games. As a club, we promote community building by staying active in the Kaskaskia College district by volunteering and fundraising. The club also encourages academic success, personal growth, diversity, and leadership. Membership is open to all currently enrolled Kaskaskia College students.

### **2. Athletics (Intercollegiate)**

Kaskaskia College strives for academic and athletic excellence in a friendly and positive atmosphere. One of Kaskaskia's goals is to provide well-balanced sports programs. Kaskaskia College competes in intercollegiate basketball, tennis, cross country, golf, cheerleading and baseball in the men's division; and volleyball, soccer, cross country, softball, golf, cheerleading and basketball 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 Illinois State Association of Community Colleges and the National Junior College Athletic Association (NJCAA). Students are requested to contact the coach of the sports they are interested in prior to registration. Athletes must maintain a minimum grade point average of 2.0 on a 4.0 point scale in a minimum of 12 hours of coursework to be eligible.

### **3. Accounting Club**

The Accounting Club consists of interested students who have taken at least one accounting course. The Club meets once per month, participates in College club events such as the Career Fair and KC picnics, and helps with community events. The Accounting Club plans field trips and sets up meeting speakers which helps students better understand the accounting profession.

### **4. 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.

### **5. 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.

### **6. Art Club**

The student art club is an organization dedicated to the art profession. Students meet throughout the year and participate in fund raisers and public service activities. A year-end special activity for the Club is an art trip to Chicago.

### **7. Auto Collision Technology Club**

This club strives to improve and aid in the development of the whole person, including their professional role. We strongly believe in developing problem solving skills and giving back to the local community through fund raisers and volunteering for worthwhile causes. By giving back to the community we build service and leadership skills.

### **8. 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.

### **9. 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.

### **10. 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.

### **11. Child Care Club**

This club has a unique focus on supporting activities relating to enhancement of the Child Care profession.

### **12. 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.

### **13. College Newspaper - SCROLL**

The Scroll, the College newspaper, is a project of the journalism classes. However, any student who desires to become a member of the newspaper staff may apply to the faculty sponsor. The Scroll provides the opportunity to record contemporary events and to write feature articles and editorials.

#### 14. 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.

#### 15. 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.

#### 16. CNET

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.

#### 17. 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.

#### 18. 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 impacted Kaskaskia College and the surrounding community for Jesus Christ through the influence of coaches and athletes.

#### 19. Fusion Gay-Straight Alliance

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.

#### 20. Future Educators

Future Educators is a group of teacher education candidates who are dedicated to 1) working in the field of education, 2) learning additional teaching and curriculum skills, and 3) networking with area educators and administrators. Students will apply leadership skills and promote citizenship by conducting special projects and service activities.

#### 21. Instrumental Music Club

The Instrumental Music Club is an organization that promotes instrumental performance both on and off campus. The group is open to any member of the Kaskaskia College Concert Band, Jazz Band, Instrumental Ensemble, Pep-Band or student Jazz Ensemble.

#### 22. International Students and Friends

The International Students and Friends organization is dedicated to promoting multiculturalism, internationalism, global awareness and interdependence and world peace. The organization also helps students to develop cultural awareness, tolerance and friendship.

#### 23. 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.

#### 24. 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.

#### 25. Massage Therapy Club

All currently enrolled students and alumni of the Massage Therapy Certificate program are eligible for membership in the club which provides special training programs and seminars, field trips as well as social activities.

#### 26. Phi Beta Lambda

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 assists future business leaders convert ambitions and abilities into financial success and professional recognition, accelerate their climb up the career ladder, and gives them a head start on their career by networking and building friendships with present and future business leaders.

Also PBL helps 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.

#### 27. 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.

#### 28. 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.

#### 29. 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.

#### 30. Rotaract

Rotaract is an international program for Kaskaskia College Students who believe they can make a difference. Rotaract clubs provide an opportunity for young adults to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities and to promote better relations between all

people worldwide through a framework of friendship and service. Rotaract was founded by Rotary International and is sponsored by Rotaries in our local communities.

#### 31. 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.

#### 32. 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.

#### 33. 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.

#### 34. 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.

#### 35. Student Sonography Club

The purpose of this club is to develop leadership and professionalism among student sonographers. The club will promote active citizenship and volunteerism by conducting special projects that allow members to learn by doing. Student will get to know faculty and build networks for professional growth.

#### 36. 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.

#### 37. Students in Entrepreneurial Leadership

A SIEL team is a cadre of students at Kaskaskia College that serves as intelligent and articulate exponents of the market economy and the American free enterprise system by conducting outreach educational projects.

SIEL's purpose is to establish and direct student-generated free market economic education programs on our college campus; accomplished through the SIEL team's outreach projects within our communities and presentation of these projects at the regional and national competitions.

#### 38. Theatre Guild

The Theatre Guild is a student organization open to all students interested in working on play productions. Students are encouraged to audition for play productions and/or work backstage on crew assignments. The Theatre Guild produces

one mainstage show in the fall and one in the spring. The Theatre Guild often performs at other events throughout the school year with scenes, sketches and improvisations. For more information please call ext. 3379.

#### 39. Vocal Music Club

The Vocal Music Club is an organization that actively promotes the best in traditional solo vocal and choral literature through performance both on and off the campus. The group is open to any member of the KC Concert Choir or Community Chorale.

#### 40. Writers 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.

#### 41. Intramural Sports Program

The Intramural Sports Program is designed to enrich the life-long learning process. We promote healthy life-style choices through recreational, educational, and sporting programs. Individuals participating have an opportunity to enhance leadership, decision-making, problem-solving, conflict management, communication and social skills in a safe, quality, dependable and enjoyable services. Intramural sports offered: flag football, racquetball, volleyball, sand volleyball, softball, kickball, bean bag toss and basketball.



# STUDENT RIGHTS AND POLICIES



**Student Services Policy**

**FERPA**

**Student Rights**

**Student Complaints**

**Grade Appeals**

**Non-Harassment Policy**

**Non-Harassment Complaint Procedure**

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

**Sexual Offender/Sexual Predator Registration Policy**

**Students with Chronic Communicable Diseases**

**Smoking Policy**

**Campus Safety & Security**



## **STUDENT SERVICES POLICY**

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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 and 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 by contacting the the Vice President of Student Services Office

## **FERPA**

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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](http://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 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.

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

## **STUDENT RIGHTS**

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### ***Academic Grade Appeal***

An appeal concerning an academic grade may be filed for consideration by an Ad Hoc Committee of college personnel. Contact the Registrar for additional information.

### ***Student Complaint Procedures***

A student experiencing a violation of rights (other than Affirmative Action/Title IX) or a violation of written policy may file a claim with the Complaint Officer.

Contact the Director of Admissions and Registration for additional information regarding the complaint procedure.

### ***Affirmative Action/Title IX***

KC is an equal opportunity/affirmative action employer and administers all of its educational and employment programs in conformity with all applicable State and Federal laws prohibiting discrimination based on sex, race, national origin, disability and other prescribed categories including, but not limited to, the Illinois Human Rights Act, Title VII (1964 Civil Rights Act), The Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1987, Executive Order 11246, Rehabilitation Act of 1973, Title IX (Higher Education Act), Title IV (General Education Provisions Act), 1988 Civil Rights Restoration Act, and the Illinois Student Records Act.

Students or staff members who have concerns that a violation of Affirmative Action/Title IX rights may have occurred may request consideration of the violation. Contact the Director of Human Resources or the Vice President of Student Services.

## **STUDENT COMPLAINTS**

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(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. Such procedures shall be printed in the Student Handbook. For complaints concerning grade appeals or claims of harassment, separate procedures have been established and are provided below.

## **GRADE APPEALS**

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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 procedures, which accompany this policy. Such procedures shall be printed in the College Catalog and the Student Handbook.

Students who wish to appeal a grade, and who have already addressed the grade with the appropriate faculty member are required to use the established procedures, which accompany this policy.

## **NON-HARASSMENT POLICY**

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### *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-HARRASSMENT COMPLAINT PROCEDURE**

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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. Vice President of Administrative Services
3. Vice President of Student Services
4. Vice President of Instructional Services
5. Dean of Arts and Sciences
6. Dean of Career and Technical Education.
7. Dean of Nursing

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.

**SEXUAL AND GENDER BASED MISCONDUCT POLICY**

**GENERAL POLICY STATEMENT**

Kaskaskia College asserts the dignity and worth of every human being and the value of diversity as a source of its strength, including diversity of race, gender, sexual orientation, gender expression, ethnicity, national origin, culture, age, religion, disability and different perspectives of students, faculty, staff and administrators. Kaskaskia College is committed to providing a learning and working environment that is free from discrimination and harassment based on the above factors and one that promotes civility and mutual respect.

Pursuant to the above philosophy, Title IX of the Education Amendments of 1972, The Violence Against Women Act, and the Illinois Preventing Sexual Violence in Higher Education Act, Kaskaskia College strictly prohibits discrimination, harassment and other forms of sexual and gender based misconduct. This policy focuses on the prohibition of the above committed against students in all aspects of College operations, programs, and activities, including, but not limited to: unfair treatment based on sex, sexual harassment, sexual assault, sexual misconduct, and sexual violence against other students,

employees, or other third parties that may be affiliated with Kaskaskia College. This policy and accompanying procedures are designed to address issues directed at students. Employees who feel that they have been discriminated against or harassed based on sex or other protected factors should refer to the College’s Non-Harassment policy and procedures.

**TITLE IX COORDINATORS**

To ensure compliance with applicable statutes and College policies and procedures, Kaskaskia College has appointed the following Title IX Coordinators:

- Director of Human Resources
- Vice President of Student Services

Kaskaskia College students who have experienced behavior they believe violates this policy to report the conduct immediately to one or both of the above coordinators and seek all available assistance and remedies. Such matters may also be reported to the Kaskaskia College Safety and Security Department, as follows:

Safety and Security  
 Located at front of HB Building  
 618-545-3199

The Title IX Coordinators named above will work with the complainant to address the reported behavior, to ensure the complainant pursues the appropriate procedures for addressing the matter, to ensure a complete and thorough investigation is conducted and a resolution is completed, and to ensure that the complainant feels safe throughout the process.

**IMMEDIATE ACTIONS TO BE TAKEN**

In emergency situations, please call 911. Victims may call the SAFE Hotline at 1-800-625-1414 for assistance. Victims do not need to go through the situation alone – a friend, relative or crisis center representative can accompany and support individuals who have experienced sexual or gender based conduct. If an individual feels he/she has been the victim of any sex related offenses, after making a report to the offices above, and/or law enforcement, he/she should seek medical attention at a local hospital. Prior to receiving a medical examination, he/she should do everything possible to preserve evidence by making sure that the scene of the incident is not disturbed. This will help in ensuring that any criminal charges that are filed can be supported, although the decision to file criminal charges does not have to be made at the time the incident occurs. Victims should not bathe, urinate, douche, brush his/her teeth, or drink liquids until evidence can be secured. Clothes should not be changed, but if they are, the victim should bring all the original clothing to the hospital or law enforcement agency in a paper (not plastic) bag.

Local hospitals near Kaskaskia College include:

SSM Health St. Mary’s Hospital  
 618-436-8000

Fayette County Hospital

618-283-1231

HSHS Holy Family Hospital  
618-664-1230

HSHS St. Joseph Hospital  
618-526-4511

Salem Township Hospital  
618-548-3194

Washington County Hospital  
618-327-8236

#### COOPERATION BY LAW ENFORCEMENT

Kaskaskia College will comply and cooperate with all investigations conducted by law enforcement at the local, State, or federal level. Such cooperation may require the College to temporarily suspend the investigatory process of a preliminary investigation while law enforcement is in the process of gathering evidence. Upon the completion of such evidence gathering, and upon notification of the law enforcement body, the College will promptly resume its investigation. During law enforcement evidence gathering and during the College's investigation, the College will take interim steps to ensure the safety of the complaining party and the campus community.

#### PROCEDURES

##### GRIEVANCE PROCEDURE

Notwithstanding the initial reporting of incidents that is outlined above, all incidents of sexual discrimination, including sexual misconduct or retaliation should be reported to one of the Title IX Coordinators listed above. The Title IX Coordinators will ensure that thorough, reliable, and impartial investigations are conducted on all Title IX complaints.

##### INVESTIGATION

Upon a report of a violation of this policy, one or both of the Title IX Coordinators shall conduct an investigation. If the Title IX coordinator(s) determine that certain actions are required prior to an investigation being completed, in order to protect the safety and/or rights of the complainant and/or the alleged perpetrator, they will pursue such actions and will notify the President and other College employees, as necessary, to implement such actions. An example of such action would be if the complainant and alleged perpetrator have classes together and arrangements are made for one of the parties to take the class remotely while the investigation is pending. While the investigation is pending, the Title IX Coordinator(s) may pursue other resources in order to help the Complainant, such as counseling services.

Upon an investigation being initiated by one or both Title IX Coordinator(s), the Coordinator will notify the complainant in writing that an investigation is being conducted and give a reasonable time limit for the initial investigation to be conducted. Typically, an initial investigation should be completed within ten (10) school days, but in some cases, additional time may be needed in order to complete it. The

investigation will include, but not be limited to: interviews of the parties involved and any witnesses, review of relevant documents, e-mails, and text messages, and review of any other evidence gathered by the Title IX Coordinators or provided by the complainant or other witnesses.

##### Informal Procedures

Informal resolution procedures are optional. If complaints can be resolved informally, the situation does not involve sexual violence or non-consensual sexual acts, and both parties are agreeable to an informal resolution, then such procedures can be used. If either party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

##### Formal Procedures

In situations involving sexual violence or non-consensual sexual acts between students, a formal complaint shall be filed by the complaining party with the Office of the Vice President of Student Services, which will follow established investigation and complaint resolution procedures. In cases where the accused is a College employee or third party, a complaint shall be filed with the Human Resources Office, which will follow established investigation and complaint resolution procedures.

When complaints involve violations of the Title IX policy, there shall be no applicable timeframe limitations on initiating a conduct process, notwithstanding any other College policies or procedures. The standard of proof for determining violations of this Policy shall be:

“Preponderance of the Evidence”, meaning that it is more likely than not that the accused violated this policy.

In all formal procedures involving allegations of violations of this Policy by students, the individuals involved in the adjudication of the complaint are required to have completed appropriate training approved by the Title IX Coordinator.

##### Definitions

A. Sex Discrimination—behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in, the educational programs or activities or employment opportunities because of a person's sex. Examples under Title IX include, but are not limited to, sexual harassment, sexual assault, and/or failure to provide equal opportunity in education programs, activities, and athletics.

B. Sexual Harassment—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:

1. 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;
2. 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
3. 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.

Examples of Sexual Harassment include, but are not limited to

- 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

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.

C. Sexual Misconduct—Encompasses any sexual behaviors that violate Kaskaskia College's Title IX policy. In general, any harassing behavior or nonconsensual physical contact of a sexual nature may constitute sexual misconduct. Sexual misconduct may vary in its severity, and consists of a range of behaviors or attempted behaviors that may be grounds for student disciplinary action under College policy.

Examples of prohibited Sexual Misconduct under this policy include:

1. Nonconsensual sexual contact, which is defined as any intentional sexual touching without consent.
2. Nonconsensual sexual intercourse, which is defined as any sexual intercourse, however slight, with any object or body part, by a man or woman upon another man or woman, without consent.
3. Forced sexual intercourse, which is defined as unwilling or nonconsensual sexual penetration with any object or body part that is committed either by force threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

D. Sexual Contact—Intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts. Also includes any intentional bodily contact in a sexual manner, even where the touching does not involve the body parts listed above and intercourse, however slight.

E. Sexual Exploitation—Occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to: prostituting another student and nonconsensual video or audio taping of sexual activity.

F. Relationship Violence—Abuse or violence between partners

or former partners involving the following: battering that causes bodily injury, purposely or knowingly causing reasonable apprehension of bodily injury, emotional abuse creating apprehension of bodily injury or property damage, repeated telephonic, electronic, or other forms of communication, anonymously or directly, made with the intent to intimidate, terrify, harass, or threaten.

G. Stalking—Repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media or any other action device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

H. Consent—Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in determining what constitutes sexual misconduct. Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

#### Retaliation

Kaskaskia College strictly prohibits retaliation against any individual for using reporting procedures and remedies in this policy or for participating as a witness or assisting in any other way in any investigation or proceeding involving allegations of violations of this policy. Retaliation includes, but is not limited to, intimidation, threats, harassment, and any other adverse action threatened or taken against any complainant or any other third party because of the complainant or participation in the investigation and/or hearing process. The College will take all necessary actions in response to retaliation, up to and including termination, if the violation is by an employee and up to and including dismissal if the violation is by a student.

#### Confidentiality and False Reports

All inquiries, complaints, and investigations are treated with discretion and as much confidentiality as possible. Information is disclosed as law and policy permit and/or require. All parties in the complaint process are obligated to protect the privacy of all persons involved to the extent possible, however,

confidentiality cannot be guaranteed due to the College's duty to investigate and seek a resolution.

This policy also prohibits malicious and/or knowingly false accusations. The College will take all necessary actions in response to retaliation, up to and including termination, if the violation is by an employee and up to and including dismissal if the violation is by a student.

#### Training

College employees involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment and misconduct, or involved in the referral or provision of services to victims will receive annual education and training on pertinent topics. Students will also be provided training on sexual assault and misconduct awareness, as well as the measures to take in addressing these matters. All such training will be coordinated by the Office of the Vice President of Student Services.

## **DRUG AND ALCOHOL ABUSE PREVENTION AND EDUCATION PROGRAM FOR STUDENT AND EMPLOYEES**

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Kaskaskia College is required to comply with various federal statutes and statutes regarding a Drug-Free Workplace and Environment. Such statutes include 30 ILCS 580 et. seq.

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 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 Place. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.

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

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Pursuant to federal and state laws require a sex offender or sexual predator 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 College Safety and Security Office at 545-3199 for additional information.

## **STUDENTS WITH CHRONIC COMMUNICABLE DISEASES**

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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.

## **SMOKE FREE CAMPUS**

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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 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 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.

## **CAMPUS SAFETY AND SECURITY**

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### *Security Policy*

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

Kaskaskia College has an “In House” Security Department consisting of full and part-time Security Officers.

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

### *Assistance Program*

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 other emergency at the Welcome Center or to any staff member.

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 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 can be reported, in writing.

### *Crime Prevention*

1. DO report all crimes and/or suspicious activities to the Safety and Security 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.

## **CONSUMER INFORMATION**

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For additional consumer information on programs, as well as information on graduation rates, job opportunities, and cost please go to [www.kaskaskia.edu](http://www.kaskaskia.edu) for more current information. Information is published in compliance with Department of Education, Title IV Consumer Information Disclosure Guidelines.

# PROGRAMS AND CURRICULA OFFERINGS

**General Education Learning Outcomes**

**Educational Guarantees**

**Baccalaureate-Oriented Curriculum/Graduation Requirements**

**Certificate Programs/Graduation Requirements**

**College Transfer Curricula**



## **PROGRAMS AND CURRICULA OFFERINGS**

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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.

## **GENERAL EDUCATION LEARNING OUTCOMES**

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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 goals and objectives of the general education courses are to assist the students in the following ways:

1. Critical Thinking
  - a. Students will be able to apply knowledge to solve problems.
  - b. Students will be able to evaluate information.
  - c. Students will be able to draw inferences.
2. Cultural Understanding
  - a. Students will be able to recognize and understand diversity.
3. Computational Skills
  - a. Students will be able to use the mathematical skills required in their programs of study.
  - b. Students will be able to perform basic computations: addition, subtraction, multiplication, division, calculation of percentages and ratios.
4. Communication
  - a. Students will be able to communicate in writing clearly and effectively.
  - b. Students will be able to communicate verbally clearly and effectively.
5. Collaboration
  - a. Students will be able to work effectively as part of a team to achieve a goal or perform a task.
  - b. Students will be able to interact effectively and appropriately with others.

6. Research Skills
  - a. Students will be able to find and evaluate useful and reliable material for research.
  - b. Students will demonstrate the necessary skills to use a computer effectively.

## **ASSOCIATE IN APPLIED SCIENCE DEGREE LEARNING OUTCOMES**

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Students who graduate from Kaskaskia College with an Associate in Applied Science degree should be able to demonstrate the technical skills represented in the degree. The General Education component is considered an important part of the curriculum in order to obtain skills in communication, writing, critical thinking, decision-making, problem solving, adapting to change and interpersonal skills.

The goals and objectives of the Associate in Applied Science courses are to assist the student in the following ways:

1. To develop career related skills in the program area.
2. To think critically, solve problems, evaluate information and apply principles.
3. To improve communication skills, write, speak and listen effectively
4. To promote the appreciation of diverse cultural heritages.
5. To develop the individual as a responsible member of society.
6. To develop interpersonal skills, values, positive attitudes and leadership skills.
7. To instill the concept of life-long learning.

## **GUARANTEE OF COURSE TRANSFERABILITY FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES**

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It is the policy of the Board of Trustees of Kaskaskia College that graduating students with an Associate of Arts degree or Associate of Science degree be guaranteed the transferability of baccalaureate-oriented/university-parallel credit courses to public Illinois universities. Should such an appropriately approved course not fully transfer, the student will be offered a refund of the tuition paid for the non-transferring course credit, subject to the following conditions:

1. All course work for the degree must have been completed at Kaskaskia College.
2. The student must have met with an academic advisor from Kaskaskia College in his/her first semester of enrollment at the College to verify which courses are transferrable to the appropriate public Illinois University. The determination of which courses are transferrable is at the sole discretion of Kaskaskia College.

- a. Approved courses must be articulated by Kaskaskia College with the public Illinois university prior to the student's graduation from the College.
- b. The student must have graduated from Kaskaskia College within three years of initial enrollment at Kaskaskia College.
3. The student must have transferred to a public Illinois university within one year after receiving the Associate of Arts or Associate of Science degree from Kaskaskia College.
4. The student must have requested and received an evaluation of their Kaskaskia College transfer credit by the transfer institution, at the time of application to the public Illinois University.
5. The student must notify Kaskaskia College in writing within sixty (60) days after being notified by the transfer institution that a course(s) was refused for credit by the transfer institutional, and make a claim for the refund at that time. The written statement must state (1) the reasons for the refusal by the university, (2) the name, position, address and telephone number of the official notifying the student of the refusal, and (3) a copy of the correspondence and/or documentation provided by the public Illinois University of the non-acceptance of the course(s).
6. The course must have been completed at Kaskaskia College with a grade of "A", "B", or "C".
7. Refunds granted pursuant to this policy shall be based upon tuition paid at the time the course(s) was completed. Lab-Fees and other course costs are not included in the guarantee.
8. The student must cooperate with Kaskaskia College personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consent or releases for student records and/or correspondence.
9. This policy only applies to the transferability of course work and not to any other academic function such as grade point average, honors, or other admissions purposes.
10. Students' rights under this program may not be assigned or transferred to any other student, voluntarily or involuntarily. Further, no refund will be made if the student received any form of institutional financial assistance to pay the tuition of the course(s) in question.
11. Claims pursuant to the Guarantee of Course Transferability for Associate in Arts and Associate in Science degrees must be filed with the Vice President of Instructional Services within the prescribed time limits as set forth above.
12. Kaskaskia College will first attempt to resolve the issue with the public Illinois university in question. If favorable resolution is not achieved within 120 days and if, at the sole determination of the Vice President of Instructional Services,

all other conditions pursuant to this policy have been met, the reimbursement will be authorized.

13. The sole recourse available to students enrolled pursuant to this guarantee program shall be expressly limited to the tuition reimbursement cost of the class, determined at the time of enrollment. This policy expressly excludes any other recourse, including damages, court costs, or any other associated costs of any kind.
14. If a student wishes to appeal the decision of the Vice President of Instructional Services, the sole right of appeal is to the College President. Such appeal shall be filed, in writing, to the President of the College within 10 calendar days of the student receiving a notice of denial from the Vice President of Instructional Services. The written appeal shall state the student's basis for appealing the decision. The decision of the College President is final.

## **GUARANTEE OF COMPETENCY FOR OCCUPATIONAL PROGRAMS**

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It is the policy of the Board of Trustees of Kaskaskia College that graduating students with an Associate of Applied Science Degree or Certificate in a Career and Technical program be guaranteed competency in the technical skills represented in the degree or certificate. Should the graduate not possess the reasonably expected skills necessary for their employment position, as identified by their current employer, the student will be offered up to 15 (fifteen) credit hours of retraining for a degree or 9 (nine) credit hours of retraining for a certificate, tuition free, subject to the following conditions.

1. All course work for the degree or certificate must have been completed at Kaskaskia College.
2. The student must have met with an academic advisor from Kaskaskia College in his/her first semester of enrollment at the College to verify which courses are required to complete the degree.
3. The student must have graduated within three years of his/her initial enrollment in the degree or certificate program at issue.
4. The student must have been employed in a job directly related to the program of study within six months after graduation from the degree or certificate program. The determination of whether the job is directly related to the program of study is at the sole discretion of the College.
5. The student's employer must verify in writing to Kaskaskia College within 90 (ninety) days of the graduate's initial employment that the graduate lacks the competency in specific technical skills, as represented by the occupational program requirements.

6. A written retraining plan must be developed by the graduate, the Dean of Career and Technical Education and the appropriate Program Coordinator/faculty member. Such plan must incorporate the written communication from the employer detailing the graduate's deficiencies and specifying the course(s) needed for training and the competencies to be mastered.
7. Prerequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
8. Lab-Fees and other course costs are not included in the guarantee. Any course identified in the retraining plan that the student audits, withdraws or fails will not be covered under the guarantee.
9. This guarantee does not apply to the graduate passing any licensing or qualifying examinations for a particular career or occupation.
10. Refunds granted pursuant to this policy shall be based upon tuition paid at the time the course(s) was completed.
11. The student must cooperate with Kaskaskia College personnel in resolving the competency issues by notifying the College and submitting any necessary consent or releases for student employment records and/or correspondence.
12. Students' rights under this program may not be assigned or transferred to any other student, voluntarily or involuntarily. Further, no refund will be made if the student received any form of institutional financial assistance to pay the tuition of the course(s) in question.
13. Claims pursuant to the Guarantee of Career Competency for Occupational Programs must be filed with the Vice President of Instructional Services within the prescribed time limits as set forth above.
14. Kaskaskia College will first attempt to resolve the issue with the graduate's employer. If favorable resolution is not achieved within 120 days and if, at the sole determination of the Vice President of Instructional Services, all other conditions pursuant to this policy have been met, the reimbursement will be authorized.
15. The sole recourse available to students enrolled pursuant to this guarantee program shall be expressly limited to retraining courses, as determined in the retraining plan. This policy expressly excludes any other recourse, including damages, court costs, or any other associated costs of any kind.
16. If a student wishes to appeal the decision of the Vice President of Instructional services, the sole right of appeal is to the College President. Such appeal shall be filed, in writing, to the President of the College within 10 calendar days of the student receiving a notice of denial from the

Vice President of Instructional Services. The written appeal shall state the student's basis for appealing the decision. The decision of the College President is final.

## **BACCALAUREATE-ORIENTED CURRICULUM**

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A student who intends 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.

### ***Geometry Requirement***

Students who are pursuing either the Associate of Arts degree or the Associate of Science degree must complete the Kaskaskia College geometry requirement prior to graduation. Students must satisfy one of the following requirements:

1. Successfully completed one year of high school geometry (or Saxon Math)
2. Successfully completed one semester of geometry at another college
3. ACT math score of greater than 22
4. KC Placement score of College Algebra Domain 75-100, or COMPASS score of Algebra Domain 66-99, or College Algebra Domain of 0-99
5. Completion of MATH 103 with a grade of C or higher.

Please check with an academic advisor at 545-3060 if you have any questions.

### ***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 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 Dean. Please see graduation requirement sheet on page 144.

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 enroll and successfully complete PHLE 119, Core Values and Ethical Decision Making.

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 146.

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 enroll and successfully complete PHLE 119, Core Values and Ethical Decision Making.

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 148.

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:

6-12 hours in Area A\* (Math and Science)

6-12 hours in Area B\* (Humanities)

6-12 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 enroll and successfully complete PHLE 119, Core Values and Ethical Decision Making.

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. They are: Accounting, Administration of Justice, Agriculture, Automotive Technology, Business Management, Carpentry, Child Care, Computer Information Systems, Culinary Arts, Drafting Technology, Industrial Electricity, Industrial Electronics and Instrumentation, Industrial Technology, Office Technologies, Associate Degree Nursing (RN), Paramedicine, Paraprofessional, Physical Therapist Assistant, Radiologic Technology (X-RAY), Respiratory Therapy and Total Quality Management.

Under all circumstances, a minimum of sixty four (64) semester hours is required for a degree. Certain occupational programs will require more than sixty four (64) semester hours for graduation. See curriculum outline for requirements. Please see graduation requirement sheet on page 148.

Authority for substitutions must be obtained from the Dean of Career and Technical Education or appropriate Dean. The total program must include a minimum of sixty four (64) semester hours of passing course work with a minimum grade-point-average of 2.0.

Generally, a minimum of twenty one (21) semester hours must be earned in core program requirements, subject to the following distribution (see Core Program requirements):

6 hours in Area A\* (Math and Science)

6 hours in Area B\* (Humanities)

6 hours in Area C\* (Social Sciences)

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

\*A minimum of 43 semester hours of credit must be earned

from one career program in addition to complete the 64 semester hours required for the degree.

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.

All students completing a degree program at Kaskaskia College must enroll and successfully complete PHLE 119, Core Values and Ethical Decision Making.

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](http://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 (3 courses - at least 1 Humanities and 1 Fine Arts course)	9
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](http://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 Number	IAI Number	KC Course	KC Course
IAI C1	900	ENGL 101	English Composition
IAI C1	901R	ENGL 102	English Composition
IAI C2	900	SPCH 103	Fundamentals of Speech

### Mathematics

1 to 2 courses (3 to 6 semester credits)

IAI Course	IAI Number	KC Course	KC Course
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 MI	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 Course	IAI Number	KC Course	KC Course
IAI L1	910L	BIOL 101	Biology
IAI L1	910L	BIOL 102	Biology
IAI L1	904L	BIOL 121	Anatomy and Physiology
IAI LI	904	BIOL 125	Human Biology
IAI L1	905	BIOL 146	Environmental Biology
IAI L1	901L	BOTY 101	Botany
IAI P1	903	CHEM 101	World of Chemistry
IAI P1	902L	CHEM 103	General Chemistry
IAI P1	903	CHEM 106	Environmental Chemistry
IAI P1	902L	CHEM 111	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	PSCI 120	General Physical Science
IAI P1	905	PSCI 180	Atmospheric Science
IAI L1	902L	ZOOL 101	Zoology

### 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	Number	KC Course	KC Course
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	Theater Appreciation
IAI H3	900	LITO 103	Introduction to Literature
IAI H3	903	LITO 105	Introduction to Poetry
IAI H3	902	LITO 106	Introduction to Drama
IAI H3	901	LITO 107	Literature of 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 History and Appreciation
IAI F2	909	LITO 116	Film History
IAI HF	908	LITO 117	Film and Literature
IAI H3	911D	LITO 120	Literature and Gender
IAI H3	906	LITO 139	World Literature
IAI H3	907	LITO 140	World Literature
IAI H3	912	LITO 201	English Literature
IAI H3	913	LITO 202	English 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 H4	906	PHLE 110	Logic
IAI H4	904	PHLE 120	Ethics
IAI H4	900	PHLE 121	Introduction To Philosophy
IAI H4	905	PHLE 125	Intro. To Philosophy of Religion
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 Course	IAI Number	KC Course	KC Course
IAI S1	901N	ANTH 101	Cultural Anthropology
IAI S3	901	ECON 205	Principles of Economics
IAI S3	902	ECON 206	Principles of Economics
IAI S4	900N	GEOG 104	World Geography
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	908N	HIST 105	History of Eastern Civilizations	IAI MTH 911	MATH 236	Linear Algebra
IAI S2	909N	HIST 106	History of Eastern Civilizations	IAI BUS 901	MATH 247	Business Statistics
IAI S2	910N	HIST 150	Latin American History	IAI MTH 902	MATH 267	Calculus and Analytic Geometry II
IAI S5	900	POLS 101	American Government	IAI MTH 903	MATH 268	Calculus and Analytic Geometry III
IAI S5	902	POLS 205	State and Local Government	IAI MTH 912	MATH 269	Differential Equations
IAI S6	902	PSYH 100	Life Span Growth & Development	IAI PHY 912	PHYS 202	University Physics II
IAI S6	900	PSYH 101	Psychology	IAI EGR 931	PHYS 210	Electrical Circuits Analysis
IAI S6	903	PSYH 215	Child Psychology	IAI EGR 942	PSCI 203	Analytical Mechanics (Statics)
IAI S6	904	PSYH 216	Adolescent Psychology	IAI EGR 942	PSCI 203	Statics
IAI S7	900	SOCO 101	Sociology	IAI EGR 943	PSCI 204	Dynamics
IAI S7	901	SOCO 202	Social Problems	IAI EGR 945	PSCI 205	Mechanics of Materials
IAI S8	900	SOCO 212	Social Psychology	IAI PSY 905	PSYH 230	Abnormal Psychology
IAI S7	902	SOCO 252	Marriage and the Family			

### *IAI Major Courses*

IAI Course	Number	KC Course	Course
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 Supplement
IAI AG	901	AGRC 122	Ag Economics
IAI AG	903	AGRC 124	Agriculture Crop Production
IAI AG	906	AGRC 156	Agriculture Power & Equipment
IAI AG	913	AGRC 213	Computer in Agriculture
IAI BIO	910	BIOL 101	Biology
IAI BIO	910	BIOL 102	Biology II
IAI CHM	911	CHEM 111	Inorganic Chemistry
IAI CHM	912	CHEM 112	Inorganic Chemistry & Qualitative Analysis
IAI BUS	902	CITA 151	Intro to Computer Applications
IAI IND	911	DFTG 126	CAD Theory
IAI TA	914	DRMA 112	Acting I
IAI EGR	941	GEDR 103	Engineering Drawing
IAI AG	905	HORT 101	Introduction to Horticulture
IAI AG	912	HORT 118	Floral Design
IAI AG	913	HORT 213	Personal Computers in Horticulture
IAI MC	911	JRNL 101	Intro. to Mass Communications
IAI MC	919	JRNL 102	Journalistic Writing
IAI MC	920	JRNL 103	Copy Editing and Rewriting
IAI MC	921	JRNL 104	Photojournalism
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 Analytic Geometry I
IAI CS	911	MATH 210	Computer Programming for Engineers

### **ILLINOIS BACCALAUREATE MAJORS' RECOMMENDATIONS**

These Illinois Baccalaureate Majors' Recommendations (iTransfer Majors) describe courses typically taken by freshman and sophomores for a specific major. These course recommendations are meant for students who are undecided about a transfer school, if you already know where you will transfer, see that school's catalog and an admissions counselor for specific advice.

The Illinois Articulation Initiative (IAI) is continuing to develop transfer course recommendations for baccalaureate majors, in addition to those listed below.

Please consult an academic advisor when making transfer plans.

Agriculture	Early Child Education
Art	Elementary Education
Art Education	Engineering
Biological Sciences	Mass Communications
Business	Music
Clinical Lab Sciences	Music Education
Computer Science	Psychology
Criminal Justice	Secondary Education

# CURRICULA



# TRANSFER PROGRAMS

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Kaskaskia College offers degrees for programs and curricula offerings specifically designed for persons interested in extending their formal education beyond the first two years of collegiate instruction. Programs and curricula exist for those persons who plan to continue their collegiate work at a senior college as follows:

Accounting	Geography
Agribusiness Economics	Geology
Agribusiness Education	Health Education
Agriculture, General	History
Allied Health Career Specialties	Journalism
Anthropology	Language Arts (English & Reading)
Architecture	Management
Art	Marketing
Biological Sciences	Mathematics
Business and Administration	Microbiology
Business Economics	Music
Business Education	Occupational Education
Chemistry	Paralegal Studies for Legal Assistants
Communication	Philosophy
Computer Science	Physics
Dental Hygiene	Political Science
Early Childhood Education	Psychology
Economics	Secondary Education
Elementary Education	Social Studies
Engineering	Social Work
Engineering Technology	Sociology
English	Spanish
Finance	Special Education
Forestry	Speech Communication

# PRE-PROFESSIONAL PROGRAMS

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Two-year 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-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 leads to an Associate in 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 a pre-law emphasis or other pre-professional fields of study.



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## PRE-DENTISTRY

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### Associate in Science

#### 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 146-147). 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
		<u>16</u>

#### SECOND SEMESTER

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

#### SUMMER

PSYH 101	Psychology	3
	Fine Arts Elective	3
PHLE 119	Core Values & Ethical Decision Making	1
SPCH 103	Fundamentals of Speech	3
		<u>10</u>

#### THIRD SEMESTER

PHLE 110	Logic	3
	Social & Behavioral Science 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 Diversity	3
	Health & Personal Development Elective	2
CHEM 209	Organic Chemistry II	5
PHYS 101	Physics	4
		<u>14</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-dentistry program acquire applied experiences in their field of study.

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## PRE-MEDICINE

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### Associate in Science

#### 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 146-147). 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
		<u>18</u>

#### SECOND SEMESTER

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

#### SUMMER

SPCH 103	Fundamentals of Speech	3
PSYH 101	Psychology	3
		<u>6</u>

#### THIRD SEMESTER

SOCO 101	Sociology	3
	Humanities & Fine Arts Elective	3
PHYS 102	Physics	4
CHEM 208	Organic Chemistry I	5
		<u>15</u>

#### FOURTH SEMESTER

PHLE 119	Core Values & Ethical Decision Making	1
HLTH 102	Human Health and Wellness	
	OR	
LEAD 150	Leadership Development	
	OR	
HIST 147	History of Diversity	3
BIOL 102	Biology	4
CHEM 209	Organic Chemistry II	4
	Humanities & Fine Arts Elective	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.

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## PRE-OPTOMETRY

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### Associate in Science

#### 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 146-147). 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
PHLE 110	Logic	3
BIOL 102	Biology	4
MATH 166	Calculus & Analytical Geometry	5
		<u>15</u>

#### THIRD SEMESTER

SPCH 103	Fundamentals of Speech	3
HLTH 102	Human Health and Wellness	
	OR	
LEAD 150	Leadership Development	
	OR	
HIST 147	History of Diversity	3
	Health & Personal Development Elective	2
PHYS 101	Physics	4
		<u>12</u>

#### FOURTH SEMESTER

PSYH 101	Psychology	3
	Fine Arts Elective	3
	Social & Behavioral Sciences Elective	3
PHLE 119	Core Values & Ethical Decision Making	1
CHEM 112	Chemistry II	5
		<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-optometry program acquire applied experiences in their field of study.

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## PRE-PHARMACY

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### Associate in Science

#### 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 146-147). 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 I	5
BIOL 101	Biology	4
	Health & Personal Development Elective	2
MATH 136	General Statistics	4
		<u>18</u>

#### SECOND SEMESTER

ENGL 102	English Composition	3
MATH 166	Calculus & Analytical Geometry	5
CHEM 112	Chemistry II	5
SOCO 101	Sociology	3
		<u>16</u>

#### THIRD SEMESTER

	Humanities & Fine Arts Elective	3
PSYH 101	Psychology	3
CHEM 208	Organic Chemistry I	5
PHYS 101	Physics	4
PHLE 119	Core Values & Ethical Decision Making	1
		<u>16</u>

#### FOURTH SEMESTER

HLTH 102	Human Health and Wellness	
	OR	
LEAD 150	Leadership Development	
	OR	
HIST 147	History of Diversity	3
SPCH 103	Fundamentals of Speech	3
PHYS 102	Physics	4
CHEM 209	Organic Chemistry II	5
	Humanities & Fine Arts Elective	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.

## PRE-PHYSICAL THERAPY

### Associate in Science

#### 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 146-147). 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
	Humanities & Fine Arts Elective	3
MATH 136	General Statistics	4
		<u>14</u>

#### SECOND SEMESTER

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

#### THIRD SEMESTER

CHEM 111	Chemistry I	5
SPCH 103	Fundamentals of Speech	3
SOCO 101	Sociology	3
	Health & Personal Development Elective	2
PHLE 119	Core Values & Ethical Decision Making	1
MEDT 104*	Medical Terminology	1
		<u>15</u>

#### FOURTH SEMESTER

	Humanities & Fine Arts Elective	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 Diversity	3
		<u>14</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 high recommended that students pursuing a pre-physical therapy program acquire applied experiences in their field of study.

## PRE-VETERINARY MEDICINE

### Associate in Science

#### 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 146-147). 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
ZOOL 101	Zoology	4
MATH 166	Calculus & Analytical Geometry	
	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
PHLE 119	Core Values & Ethical Decision Making	1
AGRC 122	Agriculture Economics	
	OR	
ECON 206	Principles of Economics	3
SPCH 103	Fundamentals of Speech	3
	Humanities & Fine Arts Elective	3
		<u>15</u>

#### FOURTH SEMESTER

CHEM 112	Chemistry II	5
	Humanities & Fine Arts Elective	3
HLTH 102	Human Health and Wellness	
	OR	
LEAD 150	Leadership Development	
	OR	
HIST 147	History of Diversity	3
		<u>12</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 high recommended that students pursuing a pre-veterinary medicine program acquire applied experiences in their field of study.

## ASSOCIATE IN ARTS DEGREE

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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 pp. 144-145.

## ASSOCIATE IN SCIENCE DEGREE

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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, engineering 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 pp. 146-147.

## ARTS & SCIENCES AREAS OF CONCENTRATION

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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

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The Associates in Engineering Program is designed to prepare an engineering student for transfer to a four-year institution. A core curriculum has been developed in cooperation with the engineering divisions at transfer institutions such as Southern Illinois University-Edwardsville, University of Illinois at Champaign, and the Missouri University of Science and Technology. Admission into engineering is very competitive. Completion of the pre-engineering curriculum alone does not guarantee admission into an engineering degree program. As a minimum, students must have a 2.0 grade point average and must receive a grade of “C” or better in any courses required for transfer.

Students who plan to transfer to a four-year institution are strongly advised to discuss their goals with the pre-engineering coordinator/advisor at Kaskaskia College to plan a program that meets their needs. Full time students with satisfactory prerequisites who make good academic progress can expect to be prepared to transfer to the four-year college of their choice after two years of full-time study.

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 of the school to which they transfer.

# ASSOCIATE IN FINE ARTS DEGREE (MUSIC)

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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.



# AGRICULTURE SCIENCE

## Associate in Science Degree

### Suggested Transfer Curriculum 64 Hours Required for Degree

The Associate in Science Degree with an emphasis in Agricultural Science is a two-year program 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
	Humanities Elective	3
PSYH 101	Psychology	3
AGRC 124	Agriculture Crop Production	4
	Health & Personal Development Elective	1
		<u>17</u>

#### THIRD SEMESTER

SPCH 103	Fundamentals of Speech	3
	Chemistry Elective	4
AGRC 121	Soils and Soil Supplements	3
PHLE 119	Core Values and Ethical Decision Making	1
	AGRC Electives	5
		<u>16</u>

#### FOURTH SEMESTER

	Chemistry/Biology Elective	4
HLTH 102	Human Health and Wellness	3
	Social Science Elective	3
	Agriculture Elective	2
ZOOL 101	Zoology	4
		<u>16</u>

\*Check Prerequisite Requirements

Recommend AGRC Electives: AGRC 102, 213, 217, 116, 122

# BIOLOGICAL SCIENCES

## Associate in Science Degree

### Suggested Transfer Curriculum 64 Hours Required for Degree

The Associate of Science Degree with a Biological Science emphasis is a two-year program 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
		<u>19</u>

#### SECOND SEMESTER

ENGL 102	English Composition	3
CHEM 112	Chemistry II (Physical & Analytical)	5
BIOL 102	Biology	4
HLTH 102	Human Health and Wellness	3
	OR	
HIST 147	History of Diversities	3
	OR	
LEAD 150	Leadership Development	3
		<u>15</u>

#### THIRD SEMESTER

SPCH 103	Fundamentals of Speech	3
BOTY 101	Botany (offered fall only)	
	OR	
ZOOL 101	Zoology (offered spring only)	4
HIST 103	History of the United States	3
	Biology Elective	3
	Fine Arts Elective	3
		<u>16</u>

#### FOURTH SEMESTER

PHLE 110	Logic	3
MATH 136	General Statistics	4
PSYH 101	Psychology	3
PHLE 119	Core Values and Ethical Decision Making	1
	Biology Elective	3
		<u>14</u>

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.

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## BUSINESS

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### Associate in Arts Degree

#### Suggested Transfer Curriculum 64 Hours Required for Degree

This two-year transfer program 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.

**Students should check with the specific four-year institution or a KC Advisor for any additional requirements.**

#### FIRST SEMESTER

ACCT 201	Financial Accounting	4
BUSN 103	Introduction to Business	3
CITA 151	Intro to Computer Applications	4
ENGL 101	English Composition	3
GUID 109	First Year College Experience	1
	Elective	1
		<u>16</u>

#### SECOND SEMESTER

ACCT 202	Managerial Accounting	3
ENGL 102	English Composition	3
MATH 143	Finite Mathematics	3
PHLE 110	Logic	3
	Elective-Life Science with Lab	4
		<u>16</u>

#### THIRD SEMESTER

ECON 205	Principles of Economics	3
HLTH 102	Human Health and Wellness	3
MATH 247	Business Statistics	3
SPCH 103	Fundamentals of Speech	3
	Elective -Fine Arts	3
PHLE 119	Core Values and Ethical Decision Making	1
		<u>16</u>

#### FOURTH SEMESTER

ECON 206	Principles of Economics	3
MATH 246	Calculus for Busn. and Social Science	4
	Elective - Literature	3
	Elective - Physical Science	3
PSYH 101	Psychology	3
		<u>16</u>

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## COMPUTER SCIENCE

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### Associate in Arts Degree

#### Suggested Transfer Curriculum 64 Hours Required for Degree

This two-year transfer program 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 110	Logic	3
		<u>15</u>

#### SECOND SEMESTER

CITP 155	Programming I	3
ENGL 102	English Composition	3
MATH 135	Trigonometry	3
PSYH 101	Psychology	3
SPCH 103	Fundamentals of Speech	3
	Elective – Fine Arts	3
		<u>18</u>

#### THIRD SEMESTER

CITP 210	Java	3
ECON 205	Principles of Economics	3
MATH 166	Calculus and Analytical Geometry I	5
	Elective – Physical Science	3
PHLE 119	Core Values and Ethical Decision Making	1
		<u>15</u>

#### FOURTH SEMESTER

CITW 230	Asp.Net Dynamic Web Programming II	4
ECON 206	Principles of Economics	3
	Elective – Fine Arts/Humanities	3
	Elective – Life Science with Lab	4
		<u>14</u>

Note: Many universities require two semesters of college level foreign language.

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## SECONDARY EDUCATION

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### 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, Theater. 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 varied 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 202 Cultural Awareness in the Classroom
- EDUC 200 Educational Psychology
- EDUC 116 Technology in the Classroom

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## PRE-DENTISTRY

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See Page 74

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## ELEMENTARY EDUCATION

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### 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 varied 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 are to pursue.

#### Foundational education courses include:

- EDUC 101 Introduction to Education
- EDUC 190 Introduction to Special Education
- EDUC 202 Cultural Awareness in the Classroom
- EDUC 200 Educational Psychology
- EDUC 116 Technology in the Classroom

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## EARLY CHILDHOOD EDUCATION

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### 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 varied 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 202 Cultural Awareness in the Classroom
- EDUC 200 Educational Psychology
- EDUC 116 Technology in the Classroom

For a program description and complete list of semester offerings, please see page ??

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## SPECIAL EDUCATION, ART, MUSIC AND PHYSICAL EDUCATION

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**Associate in Arts Degree**

**Suggested Transfer Curriculum**

The Associate in Arts Degree with a focus in Special Education, Music, Art, or Physical Education allows those who want to pursue a bachelor’s degree and teaching licensure in Special Education, Music, Art, 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 varied 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 202 Cultural Awareness in the Classroom
- EDUC 200 Educational Psychology
- EDUC 116 Technology in the Classroom

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## ENGINEERING

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**Associate of Engineering Science  
AES Degree**

**Suggested Transfer Curriculum**

The Pre-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 (mechanical, civil, computer, electrical, industrial, and manufacturing) after transferring. After completing the Associate of Engineering

Science Degree at Kaskaskia College, AES students complete their general education requirements at their transfer institution.

Students who plan to transfer to a four-year institution are strongly advised to discuss their goals with the pre-engineering coordinator/advisor at Kaskaskia College to plan a program that meets their needs. Full time students with satisfactory prerequisites who make good academic progress can expect to be prepared to transfer to the 4-year school of their choice after 2 years of full time study.

The AES program is designed to prepare an engineering student for transfer to a four-year institution. A core curriculum has been developed in cooperation with the engineering divisions at transfer institutions such as Southern Illinois University @ Edwardsville, Southern Illinois University @ Carbondale, University of Illinois @ Urbana-Champaign, and the Missouri University of Science and Technology. Admission into engineering is very competitive. Completion of the pre-engineering curriculum alone does not guarantee admission to an engineering degree program. At a minimum, students must have a 2.0 grade point average and must receive a grade of C or better in any courses required for transfer.

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 of the school to which they transfer.

Persons interested in engineering science should possess:

- A high school diploma or High School Equivalency
- Strong math, science (including algebra I, algebra II, geometry, trigonometry, physics or chemistry) and writing skills

**FIRST SEMESTER**

CHEM 111	Chemistry I (Inorganic Chemistry) . . . . .	5
ENGL 101	English Composition . . . . .	3
MATH 166	Calculus and Analytical Geometry I . . . . .	5
GEDR 103	General Engineering Drawing . . . . .	3
	Humanities Elective . . . . .	3
		<u>19</u>

**SECOND SEMESTER**

PHLE 119	Core Values & Ethical Decision Making . . . . .	1
MATH 267	Calculus and Analytical Geometry II . . . . .	4
PHYS 201	University Physics I . . . . .	5
ENGL 102	English Composition . . . . .	3
PSCI 203	Statics . . . . .	3
		<u>16</u>

### THIRD SEMESTER

PHYS 202	University Physics II	5
MATH 268	Calculus & Analytical Geometry III	4
MATH 210	Computer Programming for Engineers	3
PSCI 204	Dynamics	3
	Social Science Elective	3
		<u>18</u>

### FOURTH SEMESTER

MATH 269	Differential Equations	3
	Social Science Elective	3
SPCH 103	Fundamentals of Speech	3
	Humanities Elective	3
		<u>12</u>

Minimum required credit hours for degree: 65

### RECOMMENDED ENGINEERING SPECIALTY COURSES

**CHEM 112** Physical Chemistry, 5 credit hours (required by Southern Illinois University- Carbondale)

**PSCI 205** Mechanics of Materials, 3 credit hours (required by Southern Illinois University @ Edwardsville and Carbondale 2+2 agreements)

**PHYS 210** Electrical Circuit Analysis, 3 credit hours (required by Southern Illinois University @ Edwardsville and Carbondale 2+2 agreements)

**PHLE 201** Engineering Ethics for Engineers, 3 credit hours (required by Southern Illinois University @ Edwardsville 2+2 agreement). Completion of this course will satisfy one of the Humanities requirements as well as PHLE 119.

Note: Some engineering schools like University of Illinois at Urbana-Champaign have a foreign language requirement, which students might consider achieving during their studies at KC.

\*Students should give careful consideration to the requirements of their prospective transfer school/engineering field when selecting their electives. (For example, SIUE and SIUC require ECON 205 and ANTH 101 as social science electives.)

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## ENGLISH

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### Associate of Arts Degree

#### Suggested Transfer Curriculum

#### 64 Hours Required for Degree

Transfer Curriculum: The Associate of Arts Degree with an English emphasis is a two-year program 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 139	World Literature	3
GUID 109	First Year College Experience	1
**	see below	<u>3-6</u>
		13-16

### SECOND SEMESTER

ENGL 102	English Composition	3
LITO 140	World Literature	3
PSYH 101	Psychology	3
DRMA 111	Theatre Appreciation	3
**	see below	<u>6-9</u>
		18-21

### THIRD SEMESTER

LITO 201	English Literature	3
LITO 204	American Literature	3
LITO 210	Shakespeare	3
PHLE 119	Core Values and Ethical Decision Making	1
**	see below	<u>3-6</u>
		16

### FOURTH SEMESTER

SPCH 103	Fundamentals of Speech	3
LITO 202	English Literature	3
LITO 205	American Literature	3
LITO 110	Classical Mythology	3
**	see below	<u>6-9</u>
		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; 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.

### 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.

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## HISTORY

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### Associate in Arts Degree

#### Suggested Transfer Curriculum

#### 64 Hours Required for Degree

This two-year transfer program 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 requirement 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  
 PHLE 119 Core Values and Ethical Decision Making . . . . . 1  
     15

**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  
     19

**THIRD SEMESTER**

HIST 101 History of Western Civilization . . . . . 4  
 MATH 136 General Statistics . . . . . 4  
 SPCH 103 Fundamentals of Speech . . . . . 3  
     Elective – Humanities . . . . . 3  
     Elective - Personal Health and Development . . . . . 1  
     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  
     16

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## MATHEMATICS

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**Associate in Science Degree**

**Suggested Transfer Curriculum  
 64 Hours Required for Degree**

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 119 Ethics . . . . . 3  
     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 . . . . . 3  
     Fine Arts Elective . . . . . 3  
     18

**THIRD SEMESTER**

MATH 268 Calculus and Analytical Geometry III . . . . . 4  
 PHYS 201 University Physics - I\* . . . . . 5  
 MATH 210 Computer Programming for Engineers . . . . . 3  
 SPCH 103 Fundamentals of Speech . . . . . 3  
     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.

Note: MATH 269-3 also suggested.

Prerequisite course (s) may be required based on results of KC Placement, COMPASS, ASSET, or ACT scores.

\*SIUE requires these courses. Other schools may allow biology sequence.

\*\*SIUE requires PHLE 110 Logic

\*\*\*Math 236, Math 210 and Math 269 are only offered in the Spring Semester of each year.

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## PRE-MEDICINE

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See Page 74

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## MUSIC

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**Associate in Fine Arts  
 Associate in Fine Arts (A.F.A.) Degree\*  
 Requirements/ 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. 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 Education, an AA and AFA are recommended to improve articulation.

**FIRST SEMESTER**

MUSC 122	Music Theory	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 Elective**	3
PHED	Physical Education Elective	1
PHLE 120***	Ethics	3
		<u>18</u>

**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
		<u>17</u>

**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	1
SPCH 103	Fundamentals of Speech	3
MUSC 290	Introduction to Conducting	2
	Physical Science Elective****	3
		<u>16</u>

**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	1
	Life Science Elective****	4
MUSC 107	Music Appreciation	3
MUSC 299	AFA Portfolio	1
		<u>16</u>

Total Hours: 67

\*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.

\*\*\*\*PHLE 120 fulfills the PHLE KC requirement.

\*\*\*\*\*Physical and life science courses are required; one has to have a lab component.

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.

Student electives may be different, depending on the university or in the state where they received their high school diploma. See advisor.

**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 to improve articulation for Music Ed. Majors.

(2) Social Science Electives	6
(Recommended 1, non-western or 3rd world culture course)	
(1) Fine Arts Electives	3
(1) Personal Development Elective	1
(1) HLTH 102, HIST 147, or LEAD 150	3
	<u>13</u>

**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 and Lit - 3
Major Ensemble	- 4
Applied Music	- 8
MUSC 290	Introduction to Conducting - 2

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**PRE-OPTOMETRY**

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See Page 75

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**PRE-PHARMACY**

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See Page 75

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**PRE-PHYSICAL THERAPY**

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See Page 76



# POLITICAL SCIENCE

## Associate of Arts Political Science Emphasis

### Suggested Transfer Curriculum 64 Hours Required for Degree

Transfer Curriculum: The Associate of Arts Degree with a Political Science emphasis is a two-year program 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 A.A. 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 101-3 American Government
- POLS 205-3 State and Local Government
- POLS 225-3 Contemporary Political Thought

#### FIRST SEMESTER

ENGL 101	English Composition1	3
MATH 130	Intro to Contemporary Mathematics1 (or higher level)	3
PHLE 110	Logic	3
POLS 101	American Government	3
GUID 109	First Year College Experience	1
HLTH 102	Human Health and Wellness	3
		<u>16</u>

#### SECOND SEMESTER

ENGL 102	English Composition	3
PSCI 103	Geology	4
ECON 205	Principles of Economics	3
PHLE 120	Ethics	3
PSYH 101	Psychology	3
		<u>16</u>

#### THIRD SEMESTER

SPCH 103	Fundamentals of Speech	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
		<u>16</u>

#### FOURTH SEMESTER

HIST 104	History of the United States	3
SOCO 101	Sociology	3
	Open Elective	3
	Open Elective	3
	Open Elective	3
PHLE 119	Core Values and Ethical Decision Making	1
		<u>16</u>

\*Prerequisite course (s) may be required based on results of KC Placement, COMPASS, ASSET OR ACT scores.

\*\*NOTE: Reading course (s) may be required based on results of KC Placement, COMPASS or ASSET scores.

# PSYCHOLOGY

## Associate in Arts Degree

### Suggested Transfer Curriculum 64 Hours Required for Degree

This two-year transfer program 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 requirement 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
PHLE 119	Core Values and Ethical Decision Making	1
		<u>14</u>

**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
HLTH 102	Human Health and Wellness	3
		<u>18</u>

**THIRD SEMESTER**

ANTH 101	Cultural Anthropology	3
MATH 136	General Statistics	3
SOCO 252	Marriage and Family	3
SPCH 103	Fundamentals of Speech	3
	Elective – Humanities	3
CITA 110	Intoduction to Word Processing	1
		<u>16</u>

**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
		<u>16</u>

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**SOCIAL WORK**

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**Associate in Arts Degree****Suggested Transfer Curriculum****64 Hours Required for Degree**

This two-year transfer program 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 requirement 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
		<u>18</u>

**SECOND SEMESTER**

ENGL 102	English Composition	3
PSYH 101	Psychology	3
SOCO 202	Social Problems	3
	Elective – Fine Arts	3
	Elective	3
PHLE 119	Core Values and Ethical Decision Making	1
		<u>16</u>

**THIRD SEMESTER**

HIST 147	History of Diversities	3
MATH 136	General Statistics	3
SOCO 252	Marriage and the Family	3
SPCH 103	Fundamentals of Speech	3
	Elective – Humanities	3
		<u>15</u>

**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
		<u>15</u>

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**SOCIOLOGY**

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**Associate in Arts Degree****Suggested Transfer Curriculum****64 Hours Required for Degree**

This two-year transfer program 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 requirement 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	1
PHLE 119	Core Values and Ethical Decision Making	1
		<u>14</u>

**THIRD SEMESTER**

ANTH 101 Cultural Anthropology . . . . . 3  
MATH 136 Statistics . . . . . 4  
SOCO 252 Marriage and the Family . . . . . 3  
SPCH 103 Fundamentals of Speech . . . . . 3  
Elective – Humanities . . . . . 3  

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16

**FOURTH SEMESTER**

HIST 147 History of Diversities . . . . .  
POLS 101 American Government . . . . . 3  
PSYH 215 Child Psychology . . . . . 3  
Elective – Fine Arts/Humanities . . . . . 3  
Elective – Physical Science . . . . . 4  

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16

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**PRE-VETERINARY MEDICINE**

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# CAREER AND TECHNICAL PROGRAMS

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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.

Some courses are offered only during either the Fall or Spring Semester. Please check current class listings or with appropriate Dean for availability.

## SICCM PROGRAMS

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The Southern Illinois Collegiate Common Market (SICCM), organized in 1973, is a not-for-profit organization which provides a means of sharing human and material resources in higher education. It is proven that through cooperation, more effective programs can be initiated and duplication of costs can be avoided. Working together, the consortium has been successful in the creation of innovative delivery systems, increased educational opportunity and better accessibility to higher education for all people in the region. SICCM has gradually filled a vacuum in regional leadership. This leadership position allows the organization to be an active participant in academic program development, labor-management cooperation, economic development, regional research and planning, and coordination at the highest levels. The consortium includes six participating institutions. The president from each institution and the SICCM Executive Director comprises the SICCM Board.

Members of the consortium include: John A. Logan College, Carterville, Illinois; Kaskaskia College, Centralia, Illinois; Rend Lake College, Ina, Illinois; Shawnee Community College, Ullin, Illinois; Southeastern Illinois College, Harrisburg, Illinois; and Southern Illinois University at Edwardsville and Carbondale, Illinois. The region served by SICCM comprises a large segment of the state. The geographic area of the five participating community college districts covers all or part of eighteen (18) counties. This area stretches over 100 miles north to south and 100 miles east to west.

Because the regions of the five cooperating colleges are large, traveling is an integral element of the consortium program. Completion of these programs may require travel up to one hour or more to clinical affiliates and to the SICCM lab/classroom.

Each college has five admission slots, for a total class size of twenty-five students. Admission lists will be ranked and determined separately at each college, for the five student slots accorded that college and by the applications submitted to that college.

Students are admitted to the individual instructional programs and register for all classes on their home campus. General education courses are taken on the home campus but the core classes for each program are taught at the SICCM Regional Instructional Center located in Herrin. Students taking SICCM programs through Kaskaskia College will have their degrees issued by Kaskaskia College.

The following programs are available to Kaskaskia College students:

Medical Laboratory Technology (AAS)  
Occupational Therapy Assistant (AAS)  
Surgical Technology (Certificate)  
Veterinary Technician (AAS)

Each of these programs is described in the pages that follow. For more information about these programs or the application procedure, please contact Janet Garretson, Dean of Nursing at (618) 545-3331 or email [jgarretson@kaskaskia.edu](mailto:jgarretson@kaskaskia.edu) or visit the SICCM Office located at 3213 South Park Ave., Herrin, IL 62948.

# MEDICAL LABORATORY TECHNOLOGY

## Career and Technical AAS Degree

### MLTC.0500.DEGR-Medical Laboratory Technology Degree

The Medical Laboratory Technology Associate Degree in Applied Science Program is offered at the community colleges through the Southern Illinois Collegiate Common Market. SICCM is a consortium of five Southern Illinois Community Colleges, SIU Carbondale, and SIU Edwardsville.

The Medical Laboratory Technician possesses the technical skills necessary to perform routine testing in the areas of hematology, serology, coagulation, clinical microbiology, clinical chemistry, blood banking and urinalysis in clinical laboratories of hospitals, clinical and physician offices under the supervision of a physician and/or medical technologist. The technician performs venipuncture to obtain blood specimens and is an integral part of the health care team providing information used in diagnosis and treatment.

The Medical Laboratory Technology graduates will qualify to take the American Society of Clinical Pathologists (ASCP) Board of Registry national certification exam. This examination is offered throughout the year in three-month examination periods.

The SICCM/MLTC Program is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018 and (773) 714-8880. The program became accredited on September 21, 1996.

#### Admission Requirements

Students apply for admission to the MLTC program through their home community college. Each college has a predetermined allotment of program slots. Contact the college's Admission Office. Applicants must:

1. Graduated from an approved high school or shall demonstrate equivalent competency (G.E.D. examination).
2. Fulfill admission policies for the institution to which application is made.

#### FIRST SEMESTER – FALL

BIOL 121	Anatomy and Physiology	4
CHEM 111	Chemistry I (Inorganic Chemistry)	5
MATH 134	College Algebra	3
MLTC 120	Introduction to Clinical Lab	3
		<u>15</u>

#### SECOND SEMESTER – SPRING

BIOL 122	Anatomy & Physiology	4
BIOL 215	Microbiology	4
CHEM 112	Chemistry II (Physical & Analytical)	5
MLTC 121	Serology	1.5
MLTC 122	Clinical Microscopy	1.5
MLTC 123	Phlebotomy	3
		<u>19</u>

#### THIRD SEMESTER – SUMMER

ENGL 101	English Composition	3
SPCH 103	Fundamentals of Speech	3
		<u>6</u>

#### FOURTH SEMESTER - FALL

MLTC 223	Immunohematology (1st 10 1/2 weeks)	4
MLTC 228	Hematology & Hemostasis (1st 10 1/2 weeks)	5
MLTC 251	Clinical Rotation I (Last 6 1/2 weeks)	3
		<u>12</u>

#### FIFTH SEMESTER – SPRING

MLTC 225	Clinical Chemistry (1st 10 1/2 weeks)	4
MLTC 229	Applied Clinical Microbiology (1st 10 1/2 weeks)	5
MLTC 252	Clinical Rotation II (Last 6 1/2 weeks)	3
PSYH 101	Psychology	3
		<u>15</u>

#### Minimum required credit hours for degree: 67

This is a SICCM sponsored program. The majority of the courses will be in Herrin at the SICCM location. The general education courses are at the KC Campus. Kaskaskia College will be the degree granter for this program

Retention in the MLT Program requires that the MLT student earn a grade of “C” or better in all MLT and natural science courses (chemistry, microbiology, anatomy and physiology). The student must achieve a “C” average in the MLT curriculum in order to graduate. If a student fails an MLT or a required natural science course, the course must be repeated with a passing grade (“A”, “B”, or “C”). MLT courses are only offered once a year, so the student will have to wait to take courses until the pre-requisite course has been completed with a passing grade. All courses must be taken in sequence, as specified by course pre-requisites unless permission is granted by the program director. “C” average = 2.0 on a 4 pt. scale, 3.0 on a 5 pt. scale.

# OCCUPATIONAL THERAPY ASSISTANT

## Career and Technical AAS Degree

### OCTA.0500.DEGR-Occupational Therapy Assistant Degree

The Associate in Applied Science Degree in Occupational Therapy Assistant is offered at five community colleges through the South Illinois Collegiate Common Market. Admitted

students take general courses together in a central laboratory. After classes and field work internship are completed, they graduate at their entering college.

The OCTA courses have both lecture and hands-on laboratory components. Portions of the lecture section of several OCTA courses are web-based. During the program, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive or developmental disabilities.

**Accreditation Status**

The SICCM Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. ACOTE’s phone number is c/o AOTA is 301-6520-AOTA. Program graduates will qualify to sit for the National Board for Certification in Occupational Therapy, Inc. (NBCOT) national certification examination. The computer-delivered examination will be delivered on-demand after determining eligibility. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice usually basing this on the NBCOT exam results. A felony conviction may adversely affect the ability to sit for the NBCOT exam and/or attain state licensure.

**Admission Requirements**

1. Graduated from an approved high school or shall demonstrate equivalent competency (G.E.D. examination).
2. Complete general admission procedures for the institution to which application is made.
3. By March 1 file the following OCTA application information with the appropriate office at the college to which admission is being sought: Completed OCTA application form, Health Occupations Aptitude Test results, official transcripts of previous college experience.
4. Achieve competitive level on a composite selection score for the college. The six top-scoring applicants on each campus are awarded admission. This score is based upon the Health Occupations Aptitude Examination - revised results and weighted grades for previous college coursework taken within, or transferring to, the OTA required curriculum.
5. Upon notification and acceptance of admission, complete a successful physical examination, required vaccination and immunization series and 16 hours of job shadowing prior to beginning of coursework.

The technical courses for this program are held in Herrin and/or Carbondale. The general education courses will be held at Kaskaskia College in Centralia.

**Prerequisite**

BIOL 121	Anatomy & Physiology . . . . .	4
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**FIRST SEMESTER - FALL**

ENGL 101	English Composition . . . . .	3
OFTC 150	Medical Terminology/Anatomy . . . . .	3
OCTA 130	Introduction to Occupational Therapy . . . . .	2
OCTA 110	Clinical Observation . . . . .	2
OCTA 131	Disease & Impact on Occupation . . . . .	3
OCTA 132	Occupational Development . . . . .	1
OCTA 210	Occupational Therapy Theory I . . . . .	4
		<u>18</u>

**SECOND SEMESTER - SPRING**

BIOL 122	Anatomy & Physiology . . . . .	4
OCTA 112	Activities of Daily Living . . . . .	3
OCTA 120	Occupational Therapeutic Media . . . . .	3
OCTA 122	Occupational Therapy Group Process . . . . .	2
OCTA 133	Clinical Rotation I . . . . .	1
OCTA 134	Occupational Therapy in Physical Disabilities . . . . .	3
PSYH 101	Psychology . . . . .	3
		<u>19</u>

**SUMMER**

MATH 136	General Statistics . . . . .	4
		OR
TECM 119	Technical Mathematics . . . . .	3
SPCH 103	Fundamentals of Speech . . . . .	3
		<u>6-7</u>

**THIRD SEMESTER - FALL**

OCTA 200	Psychosocial Therapy & Practice . . . . .	3
OCTA 205	Occupational Therapy in Pediatrics . . . . .	4
OCTA 230	Clinical Rotation II . . . . .	2
OCTA 231	Occupational Therapy Theory II . . . . .	1.5
OCTA 232	Aging & Impact on Occupational Performance . . . . .	1.5
PSYH 215	Child Psychology . . . . .	3
		<u>15</u>

**FOURTH SEMESTER - SPRING**

OCTA 217	+Fieldwork Experience I (class meets 8 weeks) . . . . .	4.5
OCTA 218	+Fieldwork Experience II (class meets 8 weeks) . . . . .	4.5
OCTA 250	Occupational Therapy Administration . . . . .	3
		<u>12</u>

**Minimum required credit hours for degree: 70**

+must be completed within 18 months of academic coursework.

Note: This is a SICMM sponsored program. The majority will be in Herrin at the SICMM location. The general education courses are at the KC campus. Kaskaskia College will be the degree granter for the program.

# SURGICAL TECHNOLOGY

## Career and Technical Certificate

### SURT.0500.CERT-Surgical Technology Certificate

The Surgical Technology one-year certificate program is offered to community college students through the Southern Illinois Collegiate Common Market (SICCM). The SICCM consortium consists of five community colleges and two major universities. A limited number of students from each community college district will be enrolled in the program.

#### Admission Requirements

Students apply for admission to the Surgical Technology program through their home community college. Each college has a predetermined allotment of program slots. Contact the college's Admission Office. Applicants must:

1. Graduated from an approved high school, or shall demonstrate equivalent competency (G.E.D. examination).
2. Fulfill admission policies for the institution to which application is made. Each participating institution in SICCM has its own admission procedure.

Upon acceptance into the program the student must provide the following required forms: A physical examination, CPR certification (current throughout the program), proof of required vaccination/immunization records, and proof of health insurance.

The technical courses for this program are held in Herrin and/or Carbondale. The general education courses will be held at Kaskaskia College in Centralia.

**The course BIOL 121 Anatomy and Physiology must be taken prior to the first semester of the Surgical Technology Program.**

#### FALL SEMESTER

BIOL 122	Anatomy and Physiology	4
SURT 121	Introduction to Surgical Technology	3
SURT 122	Principles and Practices of Surgical Technology	6
SURT 127	Pharmacology for Health Professions	3
		<u>16</u>

#### SPRING SEMESTER

SURT 123	Surgical Procedures I	5
BIOL 215	Microbiology	4
SURT 125	Clinical Rotation in Surgical Technology I	5
		<u>14</u>

#### SUMMER SEMESTER

SURT 124	Surgical Procedures II	3
SURT 126	Clinical Rotation in Surgical Technology II	5
		<u>8</u>

**Minimum required credit hours for certificate: 38**

Biology 121 is prerequisite that needs to be completed prior to starting the program.

BIOL 122 must be completed by the end of the second semester.

Students must be certified in CPR for Health Care Providers before starting clinical rotations.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [www.kaskaskia.edu/GE/DOE/SURT\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/SURT_0500_CERT)

# VETERINARY TECHNICIAN

## Career and Technical

### AAS Degree

#### VTEC.0500.DEGR-Veterinary Technician Degree

The Veterinary Technician Associate Degree in Applied Science Program is offered at five community colleges through Southern Illinois Collegiate Common Marketplace (SICCM). The Veterinary Technician possesses both administrative and technical skills necessary to assist the veterinarian with all phases of medicine and surgery for small, large, exotic and lab animals. Technicians typically conduct clinical work in a private practice under the supervision of a veterinarian; often performing various medical tests (urinalysis, blood counts, tissue samples) along with treating and diagnosing medical conditions and diseases in animals. Veterinary Technicians assisting small-animal practitioners usually care for companion animals, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish and frogs. The Veterinary Technician plays an important role in client education, grief counseling and public relations.

The program curriculum covers small and large animal breeds, nutrition and husbandry, veterinary terminology, legal issues and office management, parasitology, surgical nursing, veterinary pharmacology, anesthesiology, emergency care and clinical pathology. Students benefit from theoretical-based classroom learning, as well as extensive hands-on experience through practicums at a variety of veterinary facilities. Additional job opportunities include working in animal shelters, zoos, medical research laboratories and private industry.

#### Admission Requirements

1. Graduated from an approved high school or shall demonstrate equivalent competency (GED examination).
2. Take the Health Occupation Aptitude Examination.
3. Submit completed Vet Tech application form.

#### Travel

The Vet Tech general education courses are taken at the home campus but Vet Tech core courses are taught at a centralized location. Clinical practicum courses require travel to area veterinary clinics. Completion of the program may require travel up to one hour or more to clinical sites and to the SICCM centralized classroom in Herrin and the lab classroom in Carbondale.

**FALL SEMESTER**

VTEC 110	Small Animal Nursing I	3
VTEC 118	Veterinary Practice Management	2
VTEC 112	Animal Anatomy and Physiology I	4
MATH 136	General Statistics	
	OR	
TECM 119	Technical Mathematics	3-4
VTEC 117	Animal Radiology	2
BIOL 215	Microbiology	4
		<u>18-19</u>

**SPRING SEMESTER**

VTEC 111	Small Animal Nursing II	3
VTEC 119	Animal Clinical Lab I	3
VTEC 133	Animal Surgical Technology I	3
VTEC 138	Animal Pharmacology I	2
VTEC 113	Animal Anatomy and Physiology II	3
VTEC 116	Large Animal Nursing	3
		<u>17</u>

**SUMMER SEMESTER**

VTEC 231	Vet Tech Internship I	3
		<u>3</u>

**FALL SEMESTER**

VTEC 219	Animal Clinical Lab II	3
VTEC 233	Animal Surgical Technology II	3
VTEC 238	Animal Pharmacology II	2
VTEC 239	Animal Diseases	2
SPCH 103	Fundamentals of Speech	3
	Social Science Elective (IAI Approved)	3
		<u>16</u>

**SPRING SEMESTER**

ENGL 101	English Composition	3
VTEC 236	Animal Management and Nutrition	3
VTEC 235	Laboratory and Exotic Animals	3
VTEC 232	VET Tech Internship II	4
		<u>13</u>

Minimum required credit hours for degree: 67

\*Additional credit hours required by KC



**KASKASKIA COLLEGE  
CAREER & TECHNICAL EDUCATION  
DEGREES & CERTIFICATES**

	AAS DEGREE	CERTIFICATE		AAS DEGREE	CERTIFICATE
ACCOUNTING	•	•	AUTOCAD-MECHANICAL		•
SMALL BUSINESS ACCOUNTING		•	AUTOCAD-PRE ENGINEERING CIVIL		•
AGRICULTURE BUSINESS	•	•	AUTOCAD-PRE ENGINEERING CONSTRUCTION		•
AGRICULTURE ANIMAL SCIENCE	•	•	AUTOCAD-PRE ENGINEERING ELECTRICAL		•
AGRICULTURE DAIRY SCIENCE	•	•	AUTOCAD-PRE ENGINEERING MECHANICAL		•
AGRICULTURE PLANT & SOIL SCIENCE	•	•	EARLY CHILDHOOD EDUCATION	•	
ASSOCIATE DEGREE NURSING	•		GEOSPATIAL TECHNOLOGY		•
AUTOMOTIVE MAINTENANCE & INSPECTION		•	GEOSPATIAL ESSENTIALS		•
AUTOMOTIVE PARTS SPECIALIST		•	HEATING, VENTILATION, AND AIR CONDITIONING	•	•
AUTOMOTIVE TECHNOLOGY	•		HORTICULTURE TECHNICIAN		•
AUTOMOTIVE TECH BASIC CERTIFICATE		•	GREENHOUSE & NURSEY PRODUCTION		•
AUTOMOTIVE ADVANCED CERTIFICATE		•	LANDSCAPE & TURFGRASS OPERATIONS		•
HEATING & AIR CONDITIONING CERTIFICATE		•	HORTICULTURE SCIENCE	•	
AUTOMOTIVE ELECTRICAL CERTIFICATE		•	LIBRARY TECHNICAL ASSISTANT	•	•
BRAKE AND SUSPENSION CERTIFICATE		•	MESSAGE THERAPY		•
ENGINE PERFORMANCE CERTIFICATE		•	MEDICAL LABORATORY TECHNOLOGY	•	
BUSINESS:	•		NAIL TECHNOLOGY		•
BUSINESS MANAGEMENT OPTION			NURSE ASSISTANT		•
BUSINESS MARKETING OPTION			OCCUPATIONAL THERAPY ASSISTANT	•	
INTERNET MARKETING & ADVERTISING		•	OFFICE TECHNOLOGIES:	•	
MARKETING RETAIL MANAGEMENT		•	MEDICAL OPTION		
SUPERVISORY MANAGEMENT		•	LEGAL OPTION		
ENTREPRENEURSHIP		•	INFORMATION PROCESSING OPTION		
CARPENTRY OCCUPATIONS	•		DESKTOP PRODUCTION OPTION		
BASIC CARPENTRY		•	OFFICE TECHNOLOGIES		•
COMMERCIAL CUSTODIAL SERVICES		•	COMPUTER APPLICATIONS		•
COMPUTER APPLICATIONS SPECIALIST	•		LEGAL OFFICE PERSONNEL		•
COMPUTERIZED GRAPHIC DESIGN		•	MEDICAL BILLING AND CODING		•
CISCO ENGINEERING		•	MEDICAL OFFICE PERSONNEL		•
NETWORK ADMINISTRATION	•		MEDICAL TRANSCRIPTION		•
NETWORK SECURITY ADMINISTRATION		•	PARAMEDICINE	•	•
WEB DESIGN		•	EMERGENCY MEDICAL TECHNICIAN		•
WEB DESIGN & SYSTEMS MASTER	•		PHLEBOTOMIST		•
CONSTRUCTION PROJECT MANAGEMENT	•		PARAPROFESSIONAL EDUCATOR	•	
COSMETOLOGY	•	•	PERSONAL FITNESS TRAINER		•
COSMETOLOGY TEACHING CERTIFICATE		•	PHYSICAL THERAPIST ASSISTANT	•	
COSMETOLOGY TEACHING 2+*		•	PRACTICAL NURSING		•
CRIMINAL JUSTICE	•	•	RADIOLOGIC TECHNOLOGY	•	
PRIVATE SECURITY		•	COMPUTED TOMOGRAPHY		•
RETAIL SECURITY & SAFETY		•	CARDIAC-INTERVENTIONAL RADIOGRAPHY		•
CORRECTIONAL OFFICER/YOUTH OFFICER	•		VASCULAR-INTERVENTIONAL RADIOGRAPHY		•
CULINARY ARTS:	•		RESPIRATORY THERAPY	•	
RESTAURANT & CULINARY OPERATIONS	•		SURGICAL TECHNOLOGY		•
DIETARY AND NUTRITIONAL MANAGEMENT	•		TRUCK DRIVER TRAINING		•
CULINARY MANAGEMENT CERTIFICATE		•	OVER THE ROAD TRUCKING		•
PREP COOK'S CERTIFICATE		•	VETERINARY TECHNICIAN	•	
BASIC COOKING CERTIFICATE		•	INTRODUCTORY WELDER LEVEL I		•
ADVANCED COOKING CERTIFICATE		•	INTERMEDIATE WELDER LEVEL II		•
DENTAL ASSISTING		•	ADVANCED WELDER LEVEL III		•
DIAGNOSTIC MEDICAL SONOGRAPHY		•	WELDING TECHNOLOGY	•	
COMPUTER DRAFTING TECHNOLOGY	•				
AUTOCAD		•			
AUTOCAD-CIVIL		•			
AUTOCAD- CONSTRUCTION		•			
AUTOCAD-ELECTRICAL		•			

\*Pending ICCB Approval

# ACCOUNTING

## Career and Technical A.A.S. Degree and/or Certificate

### ACCT.0501.DEGR - Accounting Degree

#### 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 A.A.S. degree prepares students considering para-professional positions in industry, government, and not-for-profit organizations.

#### Field Internship

A field internship placement is an important element in the accounting program. 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.

#### 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.

F - Course may only be offered during Fall semester  
S - Course may only be offered during Spring semester.

Note: Only ACCT 100, 101, 102 maybe offered in the Summer Semester.

#### FIRST SEMESTER

ACCT 100	Accounting Principles	3
MATH 102	Elementary Algebra	4
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
BUSN 103	Introduction to Business	3
		<u>17</u>

#### SECOND SEMESTER

ACCT 142	Payroll and Business Taxes	3
ACCT 201	Financial Accounting	4
BUSN 149	Business Mathematics	3
BUSN 134	Managing Diversity	3
ECON 205	Principles of Economics	3
		<u>16</u>

#### THIRD SEMESTER

ACCT 202	Managerial Accounting	3
ACCT 212	Tax Accounting (F)	3
ACCT 247	Computer Application in Accounting (F)	3
BUSN 201	Business Communications	3
CITA 225	Advanced Computer Applications	4
		<u>16</u>

#### FOURTH SEMESTER

ACCT 250	Intermediate Accounting III (S)	3
ACCT 265	Government & Not For Profit ACCT (S)	3
ACCT 272	Accounting Internship	4
BUSN 215	Small Business Management	3
BUSN 210	Legal and Social Environment of Business	3
		<u>16</u>

Minimum credit hours for degree: 65

\*Please refer to the college website for the most accurate curriculum.

COURSE	APPROVED SUBSTITUTIONS
MATH 102	• MATH 107,130,134 (choose one course; student choosing a 3 credit hour math course may complete an additional Area D elective to complete the requirement)
BUSN 149	• MATH 136, 143,246, 247
BUSN 201	• ENGL 102
ECON 205	• ECON 206, ECON 202

# ACCOUNTING

## Career and Technical Certificate

### ACCT.0500.CERT - Accounting Certificate

#### FIRST SEMESTER

ACCT 100	Accounting Principles	3
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
BUSN 103	Introduction to Business	3
		<u>13</u>

#### SECOND SEMESTER

ACCT 201	Financial Accounting	4
BUSN 149	Business Mathematics	3
ACCT 142	Payroll and Business Taxes	3
		<u>10</u>

#### THIRD SEMESTER

ACCT 202	Managerial Accounting	3
ACCT 212	Tax Accounting	3
ACCT 247	Computer Application in Accounting	3
CITA 225	Advanced Computer Applications	4
		<u>13</u>

Minimum credit hours required for degree: 36

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/ACCT\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/ACCT_0500_CERT).

# SMALL BUSINESS ACCOUNTING

## Career and Technical Certificate

### ACCT.0503.CERT - Accounting Certificate

#### FIRST SEMESTER

ACCT 100	Accounting Principles	3
CITA 151	Intro to Computer Applications	4
		<u>7</u>

#### SECOND SEMESTER

ACCT 201	Financial Accounting	4
BUSN 149	Business Mathematics	3
ACCT 142	Payroll and Business Taxes	3
		<u>10</u>

#### THIRD SEMESTER

ACCT 212	Tax Accounting	3
ACCT 247	Computer Application in Accounting	3
		<u>6</u>

Minimum credit hours required for degree: 23

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/ACCT\\_0503\\_CERT](http://www.kaskaskia.edu/GE/DOE/ACCT_0503_CERT).

# AGRICULTURE

## Career and Technical AAS Degrees/or Certificate

### 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/or Certificate

### AGRC.0541.DEGR-Agriculture Degree AGRC.0551.CERT-Agriculture Certificate

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 agribusiness sector. Students will focus on management, accounting, commodities marketing, finance, and agriculture computer applications. This program will match closely students' career goals that are preparing to enter the agribusiness 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	*Introduction 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	*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 Elective	6
		<u>18</u>

#### FOURTH SEMESTER

AGRC	AGRC Elective	3
AGRC 233	Managing & Agriculture Business	3
AGRC 210	*Agriculture Sales & Leadership	3
	Area Gen Ed Electives	8
	Area C (Social Science) Elective	3
		<u>17</u>

^ Course counts as Area C Elective

\* Courses Required for Certificate

**Minimum required credit hours for certificate: 32**

**Required credit hours for degree: 72**

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AGRC\\_0551\\_CERT](http://www.kaskaskia.edu/GE/DOE/AGRC_0551_CERT).

**Approved AGRC Electives (Choose 2 courses):**

AGRC 125	Field Crop Scouting - 3
AGRC 250	Beef & Swine Science - 3
AGRC 102	Animal Nutrition - 3
AGRC 224	Waste Management - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

- \*AGRC 212 - Agriculture Math - 3
- \*CHEM 103/104 - General Chemistry - 8
- \*CHEM 111/112 - Inorganic/Organic - 10
- \*MATH - 3-5

Area B (6 credit hours required)

- \*ENGL 101/102 - English Composition - 6
- \*SPCH 103 - Fundamentals of Speech - 3

Area C (3 credit hours required)

- \*PSYH 101 - Intro to Psychology - 3
- \*SOCO 101 - Intro to Sociology - 3
- \*POLS 101 - American Government - 3

Area D (2 credit hours required)

- \*HLTH 102 - Human Health - 3
- \*HLTH 208 - First Aid - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

**SECOND SEMESTER**

AGRC 102	*Animal Nutrition . . . . .	3
AGRC 124	Agriculture Crop Production . . . . .	4
AGRC 223	*Plant & Animal Disease . . . . .	3
AGRC 230	*Supervised Occupational Experience . . . . .	2
AGRC	*AGRC Elective . . . . .	<u>3</u>
		15

**SUMMER SEMESTER**

AGRC 227	Supervised Occupational Experience . . . . .	<u>4</u>
		4

**THIRD SEMESTER**

AGRC 219	Agriculture Finance . . . . .	3
AGRC 221	Agriculture Marketing . . . . .	3
AGRC 250	*Beef & Swine Science . . . . .	3
AGRC 217	World Agriculture . . . . .	3
	Area Gen Ed Elective . . . . .	<u>6</u>
		18

**FOURTH SEMESTER**

AGRC	AGRC Elective . . . . .	3
AGRC 210	Agriculture Sales & Leadership . . . . .	3
AGRC 224	*Waste Management . . . . .	3
	Area Gen Ed Elective . . . . .	<u>8</u>
		17

^ Course counts as Area C Elective

\* Courses Required for Certificate

**Minimum required credit hours for certificate: 32****Minimum required credit hours for degree: 72**

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at

[http://www.kaskaskia.edu/GE/DOE/AGRC\\_0552\\_CERT](http://www.kaskaskia.edu/GE/DOE/AGRC_0552_CERT).

**ANIMAL SCIENCE****AAS Degree/or Certificate****AGRC.0542.DEGR-Agriculture Degree****AGRC.0552.CERT-Agriculture Certificate**

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 will matches closely students' career goals that are preparing to enter the agribusiness 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	*Introduction to Agriculture Employment . . . . .	1
AGRC 213	*Computer & Technology in Agriculture . . . . .	4
	Area Gen Ed Elective . . . . .	<u>3</u>
		18

**Approved AGRC Electives (Choose 2 courses):**

AGRC 233	Managing & Ag Business - 3
AGRC 125	Field Crop Scouting - 3
AGRC 218	Precision Agriculture - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

- \*AGRC 212 - Agriculture Math - 3
- \*CHEM 103/104 - General Chemistry - 8
- \*CHEM 111/112 - Inorganic/Organic - 10
- \*MATH - 3-5

Area B (6 credit hours required)

- \*ENGL 101/102 - English Composition - 6
- \*SPCH 103 - Fundamentals of Speech - 3

Area C (3 credit hours required)

- \*PSYH 101 - Intro to Psychology - 3
- \*SOCO 101 - Intro to Sociology - 3
- \*POLS 101 - American Government- 3

Area D (2 credit hours required)

- \*HLTH 102 - Human Health - 3
- \*HLTH 208 - First Aid - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

# DAIRY SCIENCE

## AAS Degree/or Certificate

### AGRC.0543.DEGR-Agriculture Degree AGRC.0553.CERT-Agriculture Certificate

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 will matches closely 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	*Introduction to Agriculture Employment . . . . .	1
	Area Gen Ed Elective . . . . .	3
		<u>17</u>

#### SECOND SEMESTER

AGRC 102	*Animal Nutrition . . . . .	3
AGRC 124	Agriculture Crop Production . . . . .	4
AGRC 223	*Plant & Animal Disease . . . . .	3
AGRC 230	*Supervised Occupational Experience . . . . .	2
AGRC 158	*Introduction to Dairy Science . . . . .	2
AGRC 160	*Dairy Heifer Management . . . . .	3
		<u>17</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 122	*Agriculture Economics^ . . . . .	3
AGRC 217	World Agriculture . . . . .	3
	Area Gen Ed Elective . . . . .	6
		<u>18</u>

#### FOURTH SEMESTER

AGRC	AGRC Elective . . . . .	3
AGRC 225	*Physiology of Lactation & Reproduction . . . . .	2
AGRC 224	*Waste Management . . . . .	3
	Area Gen Ed Elective . . . . .	8
		<u>17</u>

^ Course counts as Area C Elective

\* Courses Required for Certificate

Minimum required credit hours for certificate: 32

Required credit hours for degree: 72

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AGRC\\_0553\\_CERT](http://www.kaskaskia.edu/GE/DOE/AGRC_0553_CERT).

**Approved AGRC Electives (Choose 2 courses):**

AGRC 233	Managing & Ag Business - 3
AGRC 125	Field Crop Scouting - 3
AGRC 218	Precision Agriculture - 3
AGRC 210	Agriculture Sales - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

- \*AGRC 212 - Agriculture Math - 3
- \*CHEM 103/104 - General Chemistry - 8
- \*CHEM 111/112 - Inorganic/Organic - 10
- \*MATH - 3-5

Area B (6 credit hours required)

- \*ENGL 101/102 - English Composition - 3
- \*SPCH 103 - Fundamentals of Speech - 3

Area C (3 credit hours required)

- \*PSYH 101 - Intro to Psychology - 3
- \*SOCO 101 - Intro to Sociology - 3
- \*POLS 101 - American Government- 3

Area D (2 credit hours required)

- \*HLTH 102 - Human Health - 3
- \*HLTH 208 - First Aid - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

# PLANT & SOIL SCIENCE

## AAS Degree/or Certificate

### AGRC.0544.DEGR-Agriculture Degree AGRC.0554.CERT-Agriculture Certificate

The Plant and Soil 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 will matches closely 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 Plant and Soil 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	*Introduction 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 223	*Plant & Animal Disease . . . . .	3
AGRC	*AGRC Elective . . . . .	3
		<u>15</u>

### SUMMER SEMESTER

AGRC 227	Supervised Occupational Experience . . . . .	4
AGRC 125	*Field Crop Scouting . . . . .	3
		<u>7</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 . . . . .	3
		<u>15</u>

### FOURTH SEMESTER

AGRC	AGRC Elective . . . . .	3
AGRC 210	Agriculture Sales & Leadership . . . . .	3
AGRC	Area Gen Ed Electives . . . . .	11
		<u>17</u>

^ Course counts as Area C Elective . . . . .

\* Courses Required for Certificate

**Minimum required credit hours for certificate: 31**

**Required credit hours for degree: 72**

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at

[http://www.kaskaskia.edu/GE/DOE/AGRC\\_0554\\_CERT](http://www.kaskaskia.edu/GE/DOE/AGRC_0554_CERT).

### Approved AGRC Electives (Choose 2 courses):

AGRC 233	Managing & Ag Business - 3
AGRC 250	Beef & Swine Science - 3
AGRC 102	Animal Science - 3
AGRC 224	Waste Management - 3

Suggested General Education Electives (but not limited to):

Area A (6 credit hours required)

- \*AGRC 212 - Agriculture Math - 3
- \*CHEM 103/104 - General Chemistry - 8
- \*CHEM 111/112 - Inorganic/Organic - 10
- \*MATH - 3-5

Area B (6 credit hours required)

- \*ENGL 101/102 - English Composition - 6
- \*SPCH 103 - Fundamentals of Speech - 3

Area C (3 credit hours required)

- \*PSYH 101 - Intro to Psychology - 3
- \*SOCO 101 - Intro to Sociology - 3
- \*POLS 101 - American Government - 3

Area D (2 credit hours required)

- \*HLTH 102 - Human Health - 3
- \*HLTH 208 - First Aid - 3

For a complete list of the different "Area" courses, see the current college catalog or contact your advisor.

## ASSOCIATE DEGREE NURSING

### Career and Technical 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 field internship (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 a completed ADN admission worksheet by established deadlines. The admission worksheet can be found on the College website. All students must meet the college English and math requirements as

outlined on the back of the program worksheet. 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 received a Nurse Assistant (CNA) certificate within two years of application, or be currently employed as a CNA or be enrolled in a health occupations class that will include the CNA exam before the entrance date.

The applicant must have completed MEDT 104 (Medical Terminology) or its equivalent with a C or better.

**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, Human Growth and 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
		<u>16</u>

**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
		<u>18</u>

**THIRD SEMESTER**

NURS 211	Nursing Care of Adult & Child I*	6
NURS 212	Nursing Care of Adult & Child II*	6
SPCH 103	Fundamentals of Speech	3
BIOL 215	Microbiology (Must be completed prior to 4th Semester)	4
		<u>19</u>

**FOURTH SEMESTER**

NURS 213	Nursing Care of Adult & Child III*	6
NURS 214	Nursing Care of Adult & Child IV*	6
NURS 209	Advanced Pharmacology*	2
NURS 216	Professional Challenges & Issues*	2
SOCO 101	Sociology	3
		<u>19</u>

**Minimum required credit hours for degree 72**

**All courses in the Associate Degree Nursing Program must be completed with a minimum grade of C.**

**ADVANCED PLACEMENT OPTION for Associate Degree Nursing**

LPN's have the option to enter the Associate Degree RN program at the second semester of that program and then require three semesters to complete the associates degree in nursing. Advanced placement 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 PSYH

100 with a "C" or better. Admission as a transfer student requires completion of all first semester classes.

**FIRST 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	4
		<u>18</u>

(BIOL 122 must be completed prior to or concurrently with NURS 104/NURS 105)

**SECOND SEMESTER**

NURS 211	Nursing Care of the Adult and Child I*	6
NURS 212	Nursing Care of the Adult and Child II*	6
SPCH 103	Fundamentals of Speech	3
BIOL 215	Microbiology	4
		<u>19</u>

(BIOL 215 must be completed before fourth semester).

**THIRD SEMESTER**

NURS 213	Nursing Care of the Adult and Child III*	6
NURS 212	Nursing Care of the Adult and Child IV*	6
NURS 216	Professional Challenges and Issues*	2
NURS 209	Advanced Pharmacology*	2
SOCO 101	Sociology	3
		<u>19</u>

Total Semester Hours: 56

\*Restricted to students currently accepted in the ADN program or by permission of the Dean of Nursing. 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 an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in clinicals when their background check for drug screen makes them ineligible for the work to be performed. The cost of such screening will be included in program fees.

# AUTOMOTIVE TECHNOLOGY

## Career and Technical AAS Degree/or Certificate

### AUTO.0530.DEGR-Automotive Technology Degree

#### 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.

F= course may only be offered in the Fall Semester  
S= course may only be offered in the Spring Semester  
Su=course may only be offered in the Summer Semester

## FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamental and Service	3
AUTO 118	Basic Electrical (F)	4
AUTO 156	Engine Performance I	4
AUTO 139	Brake Systems	4
TECM 118	Vocational Technical Math	
	OR	
MATH 130	Intro to Contemporary Mathematics*	3
		19

## SECOND SEMESTER

AUTO 225	Engine Performance II	4
AUTO 140	Manual Drive Trains and Axles (S)	4
AUTO 170	Engine Repair and Service (S)	5
AUTO 161	Suspension and Alignment (S)	4
		17

## SUMMER SEMESTER

Area A Elective	3
	3

## THIRD SEMESTER

AUTO 235	Advanced Electrical (F)	4
AUTO 266	Engine Performance III	4
AUTO 286	Automotive Internship	3
AUTO 121	Auto Heating and Air Conditioning	4
PSYH 101	Psychology	
	OR	
SOCO 101	Sociology	
	OR	
POLS 101	American Government	3
		18

## FOURTH SEMESTER

AUTO 230	Auto Shop Practices and Procedures	2
AUTO 276	Automatic Transmission (S)	
	OR	
AUTO 180	Light Diesel**	4-5
HLTH 208	First Aid	3
ENGL 186	Career Communications	
	OR	
ENGL 101	English Composition*	2-3
	Area C Elective	3
	Area B Elective	3
		17-19

Required credit hours for degree: 74

\*Suggested for those students pursuing a bachelor's degree.

\*\* Subject to approval from the Automotive Technology Coordinator.

Please refer to the college website for the most accurate curriculum.

Students entering the Automotive Technology Program must have a minimum KC Placement Reading Score of 285-500 and a KC Placement Writing Placement score of 240-500 or the ACT equivalents. Those students whose placement scores fall below these requirements should meet with the program coordinator for guidance toward a transitional semester for preparation into the program.



COURSE	PREREQUISITE
AUTO 118	AUTO 111
AUTO 119	AUTO 111
AUTO 121	AUTO 111, AUTO 119
AUTO 139	AUTO 111
AUTO 140	AUTO 111
AUTO 156	AUTO 111
AUTO 161	AUTO 111
AUTO 170	AUTO 111
AUTO 225	AUTO 111, AUTO 118
AUTO 230	AUTO 111, AUTO 119
AUTO235	AUTO 111, AUTO 118
AUTO266	AUTO 111, AUTO 118, AUTO 156, AUTO 225
AUTO 276	AUTO 111, AUTO 118, AUTO 119
	Completion of 25 hours in automotive technology courses with c or higher
AUTO 282	Completion of 35 hours in automotive technology courses with c or higher
AUTO 286	Completion of 35 hours in automotive technology courses with c or higher

## AUTOMOTIVE TECHNOLOGY BASIC CERTIFICATE

### AUTO.0535.CERT-Automotive Tech Basic Certificate

#### FIRST SEMESTER (first year)

AUTO 111	Safety and Shop Procedures	1
AUTO 118	Basic Electrical	4
AUTO 119	Automotive Fundamentals and Service	3
AUTO 139	Brake Systems	4
AUTO 156	Engine Performance I	4
		<u>16</u>

#### SECOND SEMESTER (first year)

AUTO 140	Manual Drive Trains and Axles	4
AUTO 161	Suspension and Alignment	4
AUTO 170	Engine Repair and Service	5
AUTO 225	Engine Performance II	4
		<u>17</u>

Minimum required credit hours for Basic Certificate: 33

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUTO\\_0535\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUTO_0535_CERT).

## AUTOMOTIVE ADVANCED CERTIFICATE

### AUTO.0543.CERT-Automotive Advanced Certificate

#### FIRST SEMESTER (first year)

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamentals and Service	3
AUTO 118	Basic Electrical	4
AUTO 139	Brake Systems	4
AUTO 156	Engine Performance I	4
TECM 118	Vocational Technical Math	
	OR	
MATH 130	Intro to Contemporary Mathematics*	3
		<u>19</u>

#### SECOND SEMESTER (first year)

AUTO 140	Manual Drive Trains and Axles	4
AUTO 170	Engine Repair and Service	5
AUTO 225	Engine Performance II	4
AUTO 161	Suspension and Alignment	4
		<u>17</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	3
	OR	
AUTO 282	Work Service Practicum	2
		<u>14-15</u>

Minimum required credit hours for Basic Certificate: 50

\*Suggested for those students pursuing a bachelor's degree.

Students entering the Automotive Technology Program must have a minimum KC Placement Reading score of 285-500 and a KC Placement Writing score of 240-500 or the ACT equivalents. Those students whose placement scores fall below these requirements should meet with the program coordinator for guidance toward a transitional semester for preparation into the program.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUTO\\_0543\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUTO_0543_CERT).

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## HEAT & AIR CONDITIONING CERTIFICATE

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### AUTO.0547.CERT-Heat & Air Conditioning Certificate

#### FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamentals and Service	3
AUTO 118	Basic Electrical	4
AUTO 121	Auto Heat and Air Conditioning	4
AUTO 225	Engine Performance II	4
		<hr/> 16

Minimum required credit hours for Certificate: 16

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUTO\\_0547\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUTO_0547_CERT).

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## AUTOMOTIVE ELECTRICAL CERTIFICATE

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### AUTO.0545.CERT-Automotive Electrical Certificate

#### FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamentals and Service	3
AUTO 118	Basic Electrical	4
AUTO 156	Engine Performance I	4
AUTO 235	Advanced Electrical	4
AUTO 225	Engine Performance II	4
		<hr/> 20

Minimum required credit hours for Certificate: 20

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUTO\\_0545\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUTO_0545_CERT).

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## BRAKE AND SUSPENSION CERTIFICATE

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### AUTO.0544.CERT-Brake And Suspension Certificate

#### FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 118	Basic Electrical	4
AUTO 139	Brake Systems	4
AUTO 140	Manual Drive Trains and Axles	4
AUTO 161	Suspension and Alignment	4
		<hr/> 17

Minimum required credit hours for Certificate: 17

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUTO\\_0544\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUTO_0544_CERT).

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## ENGINE PERFORMANCE CERTIFICATE

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### AUTO.0546.CERT-Engine Performance Certificate

#### FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamentals and Service	3
AUTO 118	Basic Electrical	4
AUTO 156	Engine Performance I	4
		<hr/> 12

#### SECOND SEMESTER

AUTO 225	Engine Performance II	4
AUTO 235	Advanced Electrical	4
AUTO 266	Engine Performance III	4
		<hr/> 12

Minimum required credit hours for Certificate: 24

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUTO\\_0546\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUTO_0546_CERT).

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## AUTOMOTIVE MAINTENANCE & INSPECTION CERTIFICATE

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### AUTO.0551.CERT-AUTOMOTIVE MAINTENANCE & INSPECTION Certificate

#### FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamentals and Service	3
AUTO 118	Basic Electrical	4
AUTO 139	Brake Systems	4
		<hr/> 12

Minimum required credit hours for Certificate: 12

# AUTOMOTIVE PARTS SPECIALIST CERTIFICATE

## AUPM.0530.CERT-AUTOMOTIVE PARTS SPECIALIST Certificate

### FIRST SEMESTER

AUTO 111	Safety and Shop Procedures	1
AUTO 119	Automotive Fundamentals and Service	3
AUPM 120	Automotive Parts Management	4
BUSN 103	Introduction to Business	3
CITA 151	Intro to Computer Applications	4
TECM 119	Technical Mathematics	
	OR	
BUSN 149	Business Mathematics	3
		<u>18</u>

Minimum required credit hours for Certificate: 18

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/AUPM\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/AUPM_0530_CERT).

## BUSINESS

### Career and Technical AAS Degree/or Certificate

Tim March, Department Chair  
Business Coordinator  
Office: HB 203  
Telephone: (618) 545-3328  
Email: [tmarch@kaskaskia.edu](mailto:tmarch@kaskaskia.edu)

**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.

### Semester Offerings

F= course may only be offered in the Fall Semester

S= course may only be offered in the Spring Semester

Su= course may only be offered in the Summer Semester

## BUSINESS MANAGEMENT OPTION

### BUSN.0500.DEGR-Business Degree

#### FIRST SEMESTER

BUSN 103	Introduction to Business	3
CITA 151	Intro to Computer Applications	4
ACCT 201	Financial Accounting	4
ENGL 101	English Composition	3
BUSN 128	Principles of Supervision	3
		<u>17</u>

#### SECOND SEMESTER

BUSN 115	Marketing Fundamentals I	3
BUSN 149	Business Mathematics (or MATH 107 or higher level math)	3-4
SPCH 103	Fundamentals of Speech	3
BUSN 127	Principles of Management	3
ACCT 202	Managerial Accounting	3
PSYH 101	Psychology	3
		<u>18-19</u>

#### THIRD SEMESTER

BUSN 210	Legal & Social Environment of Business	3
BUSN 215	Small Business Management	3
MATH 247	Business Statistics* or Approved Business Elective	3
BUSN 227	International Business Management	3
BUSN 134	Managing Diversity	3
		<u>15</u>

#### FOURTH SEMESTER

BUSN 207	Business Management Internship	4
ECON 202	Economic Issues or	
ECON 205	Principles of Economics or	
ECON 206	Principles of Economics	3
BUSN 201	Business Communications or	
ENGL 102	English Composition	3
	Business Elective (s)	3
BUSN 218	Human Resource Management	3
		<u>16</u>

Minimum required credit hours for degree: 66

\*Students who plan to take MATH 247 Business Statistics also have to enroll in MATH 124 Statistics Software (1 credit class).

\*Please refer to the college website for the most accurate curriculum.

+Approved Business Elective: BUSN 148, BUSN 151, BUSN 154, BUSN 206, BUSN 216, or with consent of instructor BUSN 102 or ECON 202.

## BUSINESS MARKETING OPTION

### BUSN.0500.DEGR-Business Degree

#### FIRST SEMESTER

BUSN 103	Introduction to Business	3
CITA 151	Intro to Computer Applications	4
ACCT 201	Financial Accounting	4
ENGL 101	English Composition	3
BUSN 148	Advertising.(F)	3
		<u>17</u>

#### SECOND SEMESTER

BUSN 115	Marketing Fundamentals I (S)(Su)	3
BUSN 149	Business Mathematics (or MATH 107 or higher level math)	3-4
SPCH 103	Fundamentals of Speech	3
BUSN 127	Principles of Management	3
ACCT 202	Managerial Accounting	3
PSYH 101	Psychology	3
		<u>18-19</u>

#### THIRD SEMESTER

BUSN 210	Legal & Social Environment of Business	3
BUSN 215	Small Business Management	3
MATH 247	Business Statistics* or Approved Business Elective	3
BUSN 227	International Business Management (F)	3
BUSN 154	Principles of Personal Selling (Su)	3
		<u>15</u>

#### FOURTH SEMESTER

BUSN 207	Business Management Internship	4
ECON 202	Economic Issues or	
ECON 205	Principles of Economics or	
ECON 206	Principles of Economics	3
BUSN 201	Business Communications or	
ENGL 102	English Composition	3
	Business Elective (s)	3
BUSN 216	Retailing Management & Merchandising (S)	3
		<u>16</u>

Minimum required credit hours for degree: 66

\*Students who plan to take MATH 247 Business Statistics also have to enroll in MATH 124 Statistics Software (1 credit class).

\*Please refer to the college website for the most accurate curriculum.

+Approved Business Elective: BUSN 128, BUSN 134, BUSN 151, BUSN 206, BUSN 218, or with consent of instructor BUSN 102 or ECON 202.

## CERTIFICATES: MARKETING - RETAIL MANAGEMENT

### BUSN.0503.CERT-MARKETING-Retail Management Certificate

BUSN 103	Introduction to Business	3
BUSN 134	Managing Diversity (S)	3
ACCT 201	Financial Accounting	4
CITA 151	Intro to Computer Applications	4
BUSN 115	Marketing Fundamentals I (S)(Su)	3
BUSN 128	Principles of Supervision	3
BUSN 148	Advertising (F)	3
BUSN 154	Principles of Personal Selling (Su)	3
BUSN 215	Small Business Management	3
BUSN 216	Retail Management & Merchandising (S)	3
BUSN 227	International Business Management (F)	3
		<u>35</u>

Minimum required credit hours for certificate: 35

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/BUSN\\_0503\\_CERT](http://www.kaskaskia.edu/GE/DOE/BUSN_0503_CERT).

## SUPERVISORY MANAGEMENT

### BUSN.0502.CERT-Supervisory Management Certificate

BUSN 103	Introduction to Business	3
BUSN 134	Managing Diversity (S)	3
ACCT 201	Financial Accounting	4
CITA 151	Intro to Computer Applications	4
BUSN 227	International Business Management (F)	3
BUSN 201	Business Communications	3
BUSN 115	Marketing Fundamentals I (S)(Su)	3
BUSN 128	Principles of Supervision	3
BUSN 127	Principles of Management	3
BUSN 218	Human Resource Management	3
BUSN 215	Small Business Management	3
		<u>35</u>

Minimum required credit hours for certificate: 35

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/BUSN\\_0502\\_CERT](http://www.kaskaskia.edu/GE/DOE/BUSN_0502_CERT).

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## ENTREPRENEURSHIP

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### BUSN.0507.CERT-Entrepreneurship Certificate

This certificate is designed to provide entrepreneur with the basic skills needed to launch a successful business venture.

ACCT 100	Accounting Principles . . . . .	3
BUSN 215	Small Business Management . . . . .	3
BUSN 151	Entrepreneurship . . . . .	3
CITA 151	Intro to Computer Applications . . . . .	4
BUSN 115	Marketing Fundamentals I or	
BUSN 148	Advertising or	
BUSN 154	Principles of Personal Selling or	
BUSN 216	Retail Management & Merchandising . . . . .	3
		<u>16</u>

Minimum required credit hours for certificate: 16

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/BUSN\\_0507\\_CERT](http://www.kaskaskia.edu/GE/DOE/BUSN_0507_CERT).

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## INTERNET MARKETING & ADVERTISING

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### BUSN.0508.CERT-Internet Marketing & Advertising Certificate

#### FIRST SEMESTER

BUSN 103	Introduction to Business . . . . .	3
CITA 151	Intro to Computer Applications . . . . .	4
BUSN 115	Marketing Fundamentals I . . . . .	3
CITW 110	Web Site Design HTML . . . . .	3
		<u>13</u>

#### SECOND SEMESTER

BUSN 148	Advertising . . . . .	3
BUSN 154	Principles of Personal Selling . . . . .	3
CITA 242	Digital Imaging with Adobe Photoshop . . . . .	3
CITW 125	Web Authoring Applications . . . . .	3
		<u>12</u>

Minimum required credit hours for certificate: 25

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/BUSN\\_0508\\_CERT](http://www.kaskaskia.edu/GE/DOE/BUSN_0508_CERT).

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## CARPENTRY OCCUPATIONS

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### Career and Technical - AAS Degree

#### CSTR.0500.DEGR-Carpentry Occupations Degree

#### 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.

F= course may only be offered in the Fall Semester

S= course may only be offered in the Spring Semester

Course	Approved Substitution
GEDR 103	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 (F) . . .	2
CSTR 101	Site Work and Layout (F) . . . . .	4
CSTR 103	Rough Frame Construction I (F) . . . . .	4
CSTR 141	Siding & Exterior Trim . . . . .	4
TECM 119	Technical Mathematics (or higher level Math) . . . . .	3
		<u>17</u>

#### SECOND SEMESTER

CSTR 102	Carpentry and Concrete . . . . .	3
CSTR 104	Print Reading . . . . .	2
DFTG 122	CAD-Theory & Practice I (or additional higher level Math) . . . . .	3
PHLE 119	Core Values and Ethical Decision Making . . . . .	1
CSTR 140	Roofing Fundamentals (S) . . . . .	3
CSTR 142	Finish Carpentry I . . . . .	4
		<u>16</u>

### THIRD SEMESTER

CSTR 200	Rough Frame Construction II	3
CSTR 201	Finish Carpentry II	3
CSTR 202	Cabinet Making I	4
HLTH 208	First Aid	3
BUSN 103	Introduction to Business	3
PSYH 101	Psychology	3
		<u>19</u>

### FOURTH SEMESTER

CSTR 120	Sustainable Interior Systems	3
CSTR 220	Carpentry Internship	4
CSTR 210	Cabinet Making II	3
SPCH 103	Fundamentals of Speech	3
ENGL 101	English Composition	3
		<u>16</u>

Minimum required credit hours for degree: 68

Course	Prerequisite
CSTR 143	CSTR 100, 101, 103, 104
CSTR 200	CSTR 103
CSTR 201	CSTR 142

Please refer to the college website for the most accurate curriculum.

## BASIC CARPENTRY

### Occupational - Certificate

#### CSTR.0520.CERT-Basic Carpentry Certificate

##### FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices	2
CSTR 103	Rough Frame Construction I	4
CSTR 141	Siding & Exterior Trim	4
TECM 119	Technical Math (or higher level of Math)	3
		<u>13</u>

##### SECOND SEMESTER

CSTR 104	Print Reading	2
CSTR 142	Finish Carpentry I	4
CSTR 140	Roofing Fundamentals	3
CSTR 200	Rough Frame Construction II	3
		<u>12</u>

Minimum required credit hours for certificate: 25

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/CSTR\\_0520\\_CERT](http://www.kaskaskia.edu/GE/DOE/CSTR_0520_CERT).

## BASIC BUILDER

### Career and Technical - Certificate

#### CSTR.0530.CERT-Basic Builder Certificate

##### FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices*	2
CSTR 101	Site Work and Layout	4
CSTR 103	Rough Frame Construction I	4
CSTR 141	Siding and Exterior Trim	4
		<u>14</u>

Minimum required credit hours for certificate: 14

\*If taken as Dual Credit, a student must also complete CSTR 185 Construction Safety 10, for OSHA requirement.

\*\*Pending ICCB Approval

## BETTER BUILDER

### Career and Technical - Certificate

#### CSTR.0531.CERT-Better Builder Certificate

##### FIRST SEMESTER

CSTR 100	Fundamentals of Construction Practices*	2
CSTR 101	Site Work and Layout	4
CSTR 103	Rough Frame Construction I	4
CSTR 141	Siding and Exterior Trim	4
		<u>14</u>

##### SECOND SEMESTER

CSTR 102	Carpentry and Concrete	3
CSTR 104	Print Reading	2
CSTR 140	Roofing Fundamentals	3
CSTR 142	Finish Carpentry I	4
CSTR 106	Basic Construction Mathematics	3
CSTR 186	Construction Safety 30	2
		<u>17</u>

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.

\*\*Pending ICCB Approval

## FINISH CARPENTRY

### Career and Technical - Certificate

#### CSTR.0533.CERT-Finish Carpentry Certificate

##### FIRST SEMESTER

CSTR 202	Cabinet Making I	4
		<u>4</u>

##### SECOND SEMESTER

CSTR 142	Finish Carpentry I	4
		<u>4</u>

**THIRD SEMESTER**

CSTR 201 Finish Carpentry II . . . . . 3  
3

**FOURTH SEMESTER**

CSTR 210 Cabinet Making II . . . . . 3  
3

Minimum required credit hours for certificate: 14

**\*\*Pending ICCB Approval**

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## COMPUTER APPLICATIONS SPECIALIST

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**Career and Technical - AAS Degree**

**CASS.0500.DEGR-Computer Applications Specialist Degree**

The purpose of the Computer Application Specialist program is to train students to work in an office environment, providing them with a broad knowledge of computer applications along with web design and desktop publishing. Students will learn to use the essential office applications including word processing, spreadsheets, databases, graphics, desktop publishing, networking, web page design and the Internet.

**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**

Students prepare for end user computer support, help desk, graphic illustrators or webmaster.

**Program Requirements**

All degrees and certificates require a high school degree or GED.

**FIRST SEMESTER**

OFTC 100 Writing for the Office Environment . . . . . 2  
OFTC 111 Document Processing II . . . . . 3  
CITG 185 Intro to Computer Operating Systems . . . . . 2  
ENGL 101 English Composition . . . . . 3  
BUSN 149 Business Mathematics . . . . . 3  
CITW 101 Introduction to Internet . . . . . 3  
CITA 242 Digital Imaging with Adobe Photoshop . . . . . 3  
19

**SECOND SEMESTER**

CITA 151 Introduction to Computer Applications . . . . . 4  
SPCH 103 Fundamentals of Speech . . . . . 3  
ACCT 100 Accounting Principles . . . . . 3  
BUSN 103 Introduction to Business  
OR  
BUSN 210 Legal and Social Environment of Business . . . . . 3  
CITA 244 Desktop Publishing Basics . . . . . 3  
16

**THIRD SEMESTER**

CITN 130 Introduction to Server Systems . . . . . 3  
CITW 110 Website Design-HTML . . . . . 3  
OFTC 286 Office Technologies Internship I . . . . . 2  
PSYH 101 Psychology or  
SOCO 101 Sociology . . . . . 3  
CITA 200 Accounting Software Package . . . . . 3  
14

**FOURTH SEMESTER**

CITW 125 Web Authoring Applications . . . . . 3  
OFTC 281 Office Management . . . . . 3  
CITA 250 Integration of MS Office . . . . . 3  
OFTC 288 Office Technologies Internship II . . . . . 2  
Personal Development Choice . . . . . 1  
CITA 225 Advanced Computer Applications . . . . . 4  
16

Minimum required credit hours for degree: 65

\*Please refer to the college website for the most accurate curriculum.

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## COMPUTER INFORMATION TECHNOLOGIES

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The Computer Information Systems Department offers aggressive options for earning an A.A.S Degree in Web Development or in the field of networking.

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

- Network Administration**
- Web Design and Systems Master**
- Network Security Certificate**
- Cisco Engineering**

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## CISCO ENGINEERING

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**Career and Technical Certificate**

**CITC.0512.CERT-Cisco Engineering Certificate**

**FIRST SEMESTER**

CITC 120 Cisco Networking Essentials . . . . . 4  
CITC 121 Cisco Routing and Switching . . . . . 4  
CITC 150 Wireless Networking Fundamentals . . . . . 3  
11

**SECOND SEMESTER**

CITC 122 Cisco Scaling Networks . . . . . 4  
CITC 123 Cisco Connecting Networks . . . . . 4  
CITC 210 CCNA Security . . . . . 3  
11

Minimum required credit hours for certificate: 22

\*Please refer to the college website for the most accurate curriculum

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/CITC\\_0512\\_CERT](http://www.kaskaskia.edu/GE/DOE/CITC_0512_CERT).

## CYBER DEFENSE

### Career and Technical - Degree

#### 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
		<u>16</u>

#### SECOND SEMESTER

MATH 134	College Algebra	3
CITN 217	Virtualization Technology	3
CITN 113	Ethical Hacking	3
CITN 116	IDS & Firewall Administration	3
PSYH 101	Psychology	3
PHLE 119	Core Values & Ethical Decision Making	1
		<u>16</u>

#### 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
CITN 225	Enterprise Architecture	3
SOCO 101	Sociology	3
		<u>19</u>

#### 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
SPCH 103	Fundamentals of Speech	3
CITS 248	Security Architecture	3
		<u>18</u>

Minimum required credit hours for certificate: 69

\*Pending ICCB Approval

## DATABASE SOFTWARE DEVELOPMENT

### Career and Technical - Degree

#### FIRST SEMESTER

ENGL 101	English Composition	3
CITN 110	Security+	3
CITW 105	Design Concept Essentials	3
CITN 130	Introduction to Server Systems	3
CITP 155	Programming I	3
CITC 120	CISCO Network Essentials	4
		<u>16</u>

#### SECOND SEMESTER

MATH 134	College Algebra	3
CITW 220	Designing Mobile Apps	3
CITN 240	SQL Server	3
CITN 116	IDS & Firewall Administration	3
PSYH 101	Psychology	3
LAWO 120	Work Ethics in Criminal Justice	2
		<u>17</u>

#### THIRD SEMESTER

CITD 200	Relational Database Concepts & Applications	3
CITD 220	Database Security	3
CITS 225	Information Assurance I	3
SPCH 103	Fundamentals of Speech	3
CITN 225	Enterprise Architecture	3
SOCO 101	Sociology	3
		<u>18</u>

#### FOURTH SEMESTER

CITD 230	Secure Software Engineering	4
CITS 245	Information Assurance II	4
CITN 235	Mastering Linux	3
CITG 250	Comp Inf Technologies Internship	2
CITW 230	ASP: Net Dynamic Web Programming II	4
		<u>17</u>

Minimum required credit hours for certificate: 70

\*Pending ICCB Approval

## INFORMATION SECURITY ANALYSIS

### Career and Technical - Degree

#### FIRST SEMESTER

ENGL 101	English Composition	3
CITN 110	Security+	3
LAWO 120	Work Ethics in Criminal Justice	2
CITS 115	Risk Analysis and Management Fund	3
CITS 125	Information Storage & Management	3
CITP 155	Programming I	3
		<u>17</u>

#### SECOND SEMESTER

MATH 134	College Algebra	3
CITS 145	Foundation of Info Systems Management	4
CITN 240	SQL Server	3
CITN 113	Ethical Hacking	3
PSYH 101	Psychology	3
		<u>16</u>

#### THIRD SEMESTER

CITD 200	Relational Database Concepts & Applications	3
CITD 220	Database Security	3
CITS 225	Information Assurance I	3
SPCH 103	Fundamentals of Speech	3
CITS 200	Cyber Defense & Counter Measures	4
SOCO 101	Sociology	3
		<u>19</u>



## FOURTH SEMESTER

CITD 230	Secure Software Engineering	4
CITS 245	Information Assurance II	4
CITN 235	Mastering Linux	3
CITC 210	CCNA Security	3
CITG 250	Comp Inf Technologies Internship	2
CITN 217	Virtualization Technology	3
		<u>19</u>

Minimum required credit hours for certificate: 71

\*Pending ICCB Approval

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## NETWORK ADMINISTRATION

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### CITG.0520.DEGR-Network Administration Degree

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
CITP 155	Programming I	3
CITN 112	A+ Certification	4
LAWO 120	Work Ethics in Criminal Justice	2
CITN 130	Introduction to Server Systems	3
CITG 183	Client Operating Systems	3
		<u>18</u>

### SECOND SEMESTER

BUSN 149	Business Mathematics OR Higher Level Math	3
CITN 110	Security +	3
CITN 113	Ethical Hacking	3
CITN 116	IDS & Firewall Administration	3
CITN 220	Advanced Server Administration	4
		<u>16</u>

### THIRD SEMESTER

CITC 120	Cisco Networking Essentials	4
CITC 121	Cisco Routing and Switching	4
CITN 215	MS Exchange Server/I.I.S	3
SOCO 101	Sociology	3
PSYH 101	Psychology	3
		<u>17</u>

## FOURTH SEMESTER

CITC 122	Cisco Scaling Networks	4
CITC 123	Cisco Connecting Networks	4
CITN 235	Mastering Linux	3
CITG 250	Comp Inf Technologies Internship	2
SPCH 103	Fundamentals of Speech	3
CITN 225	Enterprise Architecture	3
		<u>19</u>

Minimum credit hours for degree: 70

\*Pending ICCB Approval.

Network courses that require a prerequisite: are listed as

- CITN 220 - Advanced Server Administration requires CITN 130 Introduction to Server Systems.
- CITN 225 2003 Enterprise Architecture requires CITN 220 2003 Advanced Server Administration.

For further inquiry or assistance with course enrollment/scheduling please see one of the Computer Information Technology Instructors - Angenien Huffstutler - 545-3315  
Kaskaskia College reserves the right to introduce admission standards for the CIT programs.

\*Please refer to the college website for the most accurate curriculum.

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## NETWORK SECURITY ADMINISTRATION

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### Occupational Certificate

### CITG.0540.CERT-Network Security Administration Certificate

### FIRST SEMESTER

CITN 110	Security+	3
CITS 225	Information Assurance I	3
CITN 115	Risk Analysis & Management Fund	3
CITN 114	Computer System Forensics	3
		<u>12</u>

### SECOND SEMESTER

CITN 235	Mastering Linux	3
CITN 225	Enterprise Architecture	3
CITN 116	IDS & Firewall Administration	3
CITN 113	Ethical Hacking	3
		<u>12</u>

Minimum Credit Hours for certificate: 24

\*Pending ICCB Approval.

Kaskaskia College reserves the right to introduce admission standards for the CIT Programs.

For further inquiry or assistance with course enrollment/

scheduling please see one of the Computer Information Technology Instructors. Angenien Huffstutler - 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.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at

[http://www.kaskaskia.edu/GE/DOE/CITG\\_0540\\_CERT](http://www.kaskaskia.edu/GE/DOE/CITG_0540_CERT).

## WEB DESIGN

### Career and Technical Certificate

#### CASS.0530.CERT-Web Design Certificate

##### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
CITA 151	Intro to Computer Applications	4
CITG 185	Intro to Computer Operating Systems	2
CITW 110	Web Site Design-HTML	3
CITA 242	Digital Imaging with Adobe Photoshop	3
		<u>14</u>

##### SECOND SEMESTER

CITW 125	Web Authoring Applications	3
CITW 200	Dynamic Web Programming I	3
CITW 210	Adobe Flash (S)	3
CITW 212	Javascript	3
		<u>12</u>

Minimum hours for certificate: 26

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at

[http://www.kaskaskia.edu/GE/DOE/CASS\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/CASS_0530_CERT).

## WEB DESIGN AND APPLICATION DEVELOPMENT

### Career and Technical - Degree

#### CITW.0501.DEGR

##### FIRST SEMESTER

CITW 105	Design Concept Essentials	4
CITW 110	Web Site Design-HTML	3
ENGL 101	English Composition	3
CITP 155	Programming I	3
CITW 120	Database Management	3
GSTE 101	Mapping Your Digital World	4
		<u>20</u>

##### SECOND SEMESTER

MATH 101	Basic Mathematics or higher	3
PHLE 119	Core Values & Ethical Decision Making	1
CITS 115	Risk Analysis & Management Fund	3
CITG 183	Client Operating Systems	
	OR	
CITN 114	Computer System Forensics	3
BUSN 103	Intro to Business	3
SPCH 103	Fundamentals of Speech	3
		<u>16</u>

##### THIRD SEMESTER

CITN 110	Security+	3
CITW 200	Dynamic Web Programming I	3
CITA 242	Digital Imaging w/Adobe Photoshop	3
PSYH 101	Psychology	3
CITP 210	Java	3
CITW 220	Designing Mobile Apps	3
		<u>18</u>

##### FOURTH SEMESTER

CITG 250	Comp Inf Tech Internship	2
CITN 217	Visualization Technology	3
SOCO 101	Sociology	3
CITW 230	ASP.net Dynamic Web Programming II	4
CITN 245	Web Server Systems Management	4
		<u>16</u>

Minimum hours for certificate: 70

\*Pending ICCB Approval.

# CONSTRUCTION PROJECT MANAGEMENT

## Career and Technical

### CSPM.0500.DEGR-CONSTRUCTION PROJECT MANAGEMENT DEGREE

#### FIRST SEMESTER

CSTR 100	Fund of Construction Practices . . . . .	2
CSPM 102	Construction Blueprints & Spec I . . . . .	4
CSPM 103	Construction Materials & Methods I . . . . .	4
CSTR 186	Construction Safety 30 . . . . .	2
TECM 118	Vocational Technical Math . . . . .	3
DFTG 122	CAD-Theory & Practice I . . . . .	3
		<u>18</u>

#### SECOND SEMESTER

CPSM 104	Construction Materials & Methods II . . . . .	4
CSPM 105	Adv Blueprint Reading/Bldg Trades . . . . .	3
CSPM 106	Estimating Techniques . . . . .	3
TECM 119	Technical Math . . . . .	3
ENGL 101	English Composition . . . . .	3
		<u>16</u>

#### THIRD SEMESTER

CSPM 107	Labor Relations in the Workplace . . . . .	3
CSPM 201	Construction Estimating/Cost Acct . . . . .	3
CSPM 202	Commercial Construction . . . . .	3
CSPM 203	Construction Scheduling I . . . . .	3
BUSN 103	Introduction to Business . . . . .	3
BUSN 127	Principles of Management . . . . .	3
		<u>18</u>

#### FOURTH SEMESTER

HLTH 208	First Aid . . . . .	3
CSPM 204	Construction Management . . . . .	3
CSPM 205	Construction Planning & Scheduling . . . . .	3
CSPM 206	Construction Administration . . . . .	2
SPCH 204	Interpersonal Communication . . . . .	3
BUSN 134	Managing Diversity	
	OR	
PHLE 120	Ethics . . . . .	3
		<u>17</u>

Minimum credit hours required for degree: 69

# COSMETOLOGY

## Career and Technical Degree/Certificate

### COSM.0500.DEGR-Cosmetology Degree

### COSM.0550.CERT-Cosmetology Certificate

**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 upon their ninth week of training.

**Internship** - Each student can participate in a 78-hour internship program in conjunction with the district's most successful salons. A drug test is required prior to participation.

**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

1. Request Personal interview with the Assistant Professor of Cosmetology, Kelli Malone at 618-545-3306.
2. College application declaring Cosmetology as your major.
3. Official high school transcript or GED Equivalent.
4. KC Placement Reading score of 250-500 and a KC Placement Writing score of 275-500 or an ACT Reading score of 15-36 and an ACT Writing score of 16-36.
5. Completed Cosmetology Worksheet for admission.
6. Signed Cosmetology Requirements and Course Specifics.

#### FIRST SEMESTER

##### First 8-weeks

COSM 112A	*Beauty Culture Theory I . . . . .	3
COSM 120	*Work Ethics . . . . .	1
COSM 115	*Beauty Culture Lab I . . . . .	5

##### Second 8-weeks

COSM 112B	*Beauty Culture Theory I-B . . . . .	3
COSM 121	*Fundamentals of Haircolor . . . . .	2
COSM 116	*Beauty Culture Lab II . . . . .	6
		<u>20</u>

#### SECOND SEMESTER

##### Third 8-weeks

COSM 117	*Beauty Culture Lab III . . . . .	5
COSM 123	*Salon Management and Marketing . . . . .	2
COSM 122A	Beauty Culture Theory II . . . . .	3

##### Fourth 8-weeks

COSM 118	*Beauty Culture Lab IV . . . . .	6
COSM 122B	*Beauty Culture Theory IIB . . . . .	3
COSM 125	*Salon Business . . . . .	2
		<u>21</u>

#### SUMMER SEMESTER

##### Fifth 8-weeks

COSM 104	*Cosmetology Career Planning . . . . .	1
COSM 130	*Beauty Culture Lab V . . . . .	5
COSM 132	*Beauty Culture Theory III . . . . .	3
		<u>9</u>

#### THIRD SEMESTER

ACCT 100	Accounting Principles	
	OR	
BUSN 149	Business Mathematics . . . . .	3
PSYH 101	**Psychology . . . . .	3
	Select TWO of the following . . . . .	6
MUSC 101	**Intro to Music in America	
SPCH 103	**Fundamentals of Speech	
ENGL 101	**English Composition	
ARTO 101	**Drawing I	
		<u>12</u>

**FOURTH SEMESTER**

CHEM 101	**World of Chemistry . . . . .	3
EDUC 202	Educational Psychology OR	
BUSN 103	Introduction to Business OR	
BUSN 115	Marketing Fundamentals I . . . . .	3
LEAD 150	Leadership Development OR	
HLTH 208	First Aid OR	
HLTH 102	Human Health and Wellness . . . . .	3
		9

\*Courses required for certificate.  
 \*\*Courses required if pursuing the Fashion Stylist degree program through SIUC along with degree completion.  
 Minimum required credit hours for certificate: 50  
 Minimum required credit hours for degree: 71

The Cosmetology Program is an 11-month course equaling 1500 clock hours.

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.

Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/COSM\\_0550\\_CERT](http://www.kaskaskia.edu/GE/DOE/COSM_0550_CERT).

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## COSMETOLOGY TEACHING CERTIFICATE

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**Career and Technical Certificate**

**COSM.0560.CERT-Cosmetology Teaching Certificate**

For licensed cosmetologists with less than 2 years full-time experience.

**Cosmetology Teacher** - instructing students in the art and science of beautifying and improving the nails, skin and hair and study of cosmetics, chemicals and small business.

**Various Job Titles** - instructor, educational consultant, continuing education provider, school director, school manager  
 Admission Requirements

1. File an application for admission to Kaskaskia College.
2. File a final high school transcript or GED scores. Must be a high school graduate or GED recipient to enter the program. File other transcripts from other colleges if applicable.
3. KC Placement Reading score of 250-500 and a KC

4. Placement Writing score of 275-500 or an ACT Reading score of 15-36 and an ACT Writing score of 16-36.
4. Complete the Cosmetology Admission Worksheet
5. File a document showing proof of being a licensed cosmetologist in the state of Illinois.
6. Contact Cosmetology Coordinator, Chris Browne for an enrollment interview at 618-545-3386.

**Semester Offerings** - open entry approved by the Cosmetology Coordinator.

**FIRST SEMESTER**

COSM 155A	Post Grad Beauty Culture Teacher Training I . . . . .	9
COSM 155B	Post Grad Beauty Culture Teacher Training II . . . . .	9
		18

**SECOND SEMESTER**

COSM 156	Principles of Beauty Culture Student Training . . .	6
COSM 158	Supervised Teaching . . . . .	6
PSYH 101	Psychology . . . . .	3
		15

**SUMMER SEMESTER**

COSM 157	Business Experience . . . . .	3
EDUC 202	Educational Psychology . . . . .	3
		6

Minimum credit hours for certificate: 39

The Cosmetology teaching program consists of 1000 clock hours.

Students are required to earn a grade of “C” or better in all courses with a COSM prefix to be eligible to continue.  
 \*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/COSM\\_0560\\_CERT](http://www.kaskaskia.edu/GE/DOE/COSM_0560_CERT).

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## COSMETOLOGY TEACHING 2+

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**Career and Technical Certificate**

**COSM.0570.CERT-Cosmetology Teaching 2+ Certificate**

**FIRST SEMESTER**

COSM 156	Principles of Beauty Culture Student Training . . . . .	6
COSM 157	Business Experience . . . . .	3
PSYH 101	Psychology . . . . .	3
		12

**SECOND SEMESTER**

COSM 158	Supervised Teaching . . . . .	6
EDUC 202	Educational Psychology . . . . .	3
		9

Minimum required credit hours for certificate: 21

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# NAIL TECHNOLOGY

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## Occupational - Certificate

See Page 129

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# CRIMINAL JUSTICE

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## Career and Technical - AAS Degree/or Certificate

### LAWO.0550.CERT-Criminal Justice Certificate

### LAWO.0551.DEGR-Criminal Justice Degree

#### 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 in career advancements.

#### 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 an Academic Quality Improvement Program (AQIP) participating institution of the Higher Learning Commission.

#### 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 of 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 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. However, there are mandatory background checks for most Criminal Justice careers. 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 required to complete a drug screening through an approved health care provider prior to their internship. Failure to pass the drug screening will result in ineligibility to participate in the internship class. The cost of the drug screening will be included in program fees and are nonrefundable. Ineligible students cannot earn the certificate or degree.

**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:** The Criminal Justice Program accommodates traditional and non-traditional students. Face-to-face classes are held on the main campus during the day and evenings. Classes are also offered at most of the educational centers. For students with demanding schedules and/or distant locations, on-line classes are offered. 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 (34 credit hours) is the first step and the Associates of Applied Science-Criminal Justice is the second step (64 credit hours). 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 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](mailto:kingersoll@kaskaskia.edu).

#### FIRST SEMESTER

LAWO 110	*Introduction to Criminal Justice . . . . .	3
LAWO 150	*Criminal Law . . . . .	3
LAWO 140	*Air & Bloodborne Pathogens for Criminal Justice . . . . .	1
LAWO 120	*Work Ethics in Criminal Justice . . . . .	2
LAWO 215	*Introduction to Investigation . . . . .	3

LAWO 225	*Police Operations . . . . .	3
LAWO 265	*Court Procedures & Evidence . . . . .	3
		<u>18</u>

#### 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 275	*Justice Administration . . . . .	3
LAWO 280	*Community Based Corrections . . . . .	3
		<u>17</u>

#### SUMMER SEMESTER

LAWO 171	*Criminal Justice Internship . . . . .	2
		<u>2</u>

#### THIRD SEMESTER

ENGL 101	English Composition . . . . .	3
SOCO 101	Sociology . . . . .	3
SPCH 103	Fundamentals of Speech . . . . .	3
POLS 101	American Government . . . . .	3
CITN 114	Computer System Forensics . . . . .	3
		<u>15</u>

#### FOURTH SEMESTER

PSYH 101	Psychology . . . . .	3
	Approved Area D Elective ** OR	
PARM 110	Emergency Medical Technician . . . . .	3-8
	Approved Area B Elective ** . . . . .	3
	Approved Area A Elective ** . . . . .	3
	Approved Area A Elective ** . . . . .	3
		<u>15-20</u>

\*Courses required for certificate

Minimum required credit hours for certificate: 37

Minimum required credit hours for degree: 67

\*\*Approved Area "A" Electives - MATH 101 or higher; PSCI 101, PSCI 103, Any BIOL, CHEM 101, CHEM 103, and GEOG 101.

\*\*Approved Area "B" Electives - ENGL 102, PHLE 110, PHLE 120, ARTO 105, MUSC 101, MUSC 107, SPAN 101, SPAN 102, LITO 103, COMM 106, COMM 107

\*\*Approved Area "D" Electives - HLTH 102, HLTH 208, LEAD 150, CITA 151, GSTE 101.

Students planning to transfer to a 4-year institute under the capstone option should see the program coordinator for suggested General Education electives.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/LAWO\\_0550\\_CERT](http://www.kaskaskia.edu/GE/DOE/LAWO_0550_CERT).

# CORRECTIONAL OFFICER/YOUTH OFFICER

## Career and Technical Degree CORR.0500.DEGR-Corr Officer/Youth Supr Option Degree

This program is designed to prepare Correctional Officers in continuing their education. This degree was developed by the Illinois Community College Board (ICCB) in conjunction with the Illinois Department of Corrections (IDOC) to meet the needs of their employees, especially those who seek advancement to supervisory positions. Students who have completed IDOC basic training are eligible to seek entry to this degree program and receive proficiency credit. Note: Academy courses will be applied after 15 credit hours of program specific courses are completed at Kaskaskia College.

### Admission to the Program

Students must contact the Criminal Justice Program Coordinator (618-545-3336) for acceptance into this degree program.

### FIRST SEMESTER

LAWO 110	Introduction to Criminal Justice	3
LAWO 120	Criminal Justice Ethics	2
LAWO 140	Air & Bloodborne Pathogens	1
LAWO 150	Criminal Law	3
LAWO 215	Introduction to Investigations	3
		<u>12</u>

### SECOND SEMESTER

LAWO 255	Introduction to Criminology	3
LAWO 265	Court Procedures and Evidence	3
LAWO 275	Justice Administration	3
LAWO 210	Report Writing for Criminal Justice	3
		<u>12</u>

### THIRD SEMESTER

LAWO 280	Community Based Corrections	3
HLTH 102	Human Health and Wellness	3
ENGL 101	English Composition	3
	Approved Area A Elective	3-4
		<u>12-13</u>

### FOURTH SEMESTER

PSYH 101	Psychology	3
SOCO 101	Sociology	3
MATH 101	Basic Mathematics or higher	3
SPCH 103	Fundamentals of Speech	3
		<u>12</u>

Minimum required credit hours for degree: 66

Academy Courses (Students will receive 3 credit hours for each course, for a total of 18-21 hours).

- \*Orientation to Corrections
- \*Security Procedures I & II
- \*Crisis Management
- \*Weapon Proficiency
- \*Human Relations

\*\* Orientation to Youth Supervision (Must have attended both academies to be awarded credit).

Academy courses will be applied after 15 credit hours of program specific LAWO courses from Kaskaskia College are completed.

Approved Area A Math Electives or BIOL 101, BIOL 121, BIOL 125, BIOL 146, CHEM 101, CHEM 103, GEOG 101, PSCI 101, PSCI 103.

# LAW ENFORCEMENT OFFICER

## Career and Technical Certificate

### Program Information:

The Law Enforcement Officer Certificate is designed to stimulate field related post-secondary education for practicing law enforcement officers. This certificate will build on the specific educational fundamentals earned in the Illinois Law Enforcement Training and Standard Board's approved Basic Law Enforcement Academics.

Students who have successfully completed an accepted Law Enforcement Academy Basic Training are eligible to seek entry to this certificate program and receive earned academy credits.

### Admission to the Program:

Prospective students must contact the Criminal Justice Program Coordinator at 618-545-3336 for acceptance into this certificate program.

**Note:** The ten (10) KC course hours awarded for successful completion of the approved Basis Law Enforcement Academy will be applied after the required 24 credit hours from this certificate are completed. Those credited KC classes will include: LAWO 110, Introduction to Criminal Justice (3 credits); LAWO 171, Criminal Justice Internship (2 credits); LAWO 205, Criminal Justice Physical Fitness (2 credits); and LAWO 225, Police Operations (3 credits).

### FIRST SEMESTER

LAWO 120	Work Ethics in Criminal Justice (8 weeks)	2
LAWO 140	Air and Bloodborne Pathogens for Criminal Justice (8weekd)	1
LAWO 150	Criminal Law	3
LAWO 215	Introductions to Investigations	3
LAWO 265	Court Procedures and Evidence	3
		<u>12</u>

### SECOND SEMESTER

LAWO 210	Report Writing for Criminal Justice	3
LAWO 255	Introduction to Criminology	3
LAWO 275	Justice Administration	3
LAWO 280	Community Basic Corrections	3
		<u>12</u>

Minimum required for certificate: 34

\*Pending ICCB Approval.

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## PRIVATE SECURITY

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Career and Technical Certificate  
LAWO.0552.CERT

### FIRST SEMESTER

LAWO 110	Introduction to Criminal Justice	3
LAWO 120	Work Ethics in Criminal Justice	2
LAWO 131	Introduction to Private Security	3
LAWO 150	Criminal Law	2
LAWO 205	Criminal Justice Physical Fitness	3
		<u>13</u>

### SECOND SEMESTER

LAWO 140	Air and Bloodborne Pathogens in C.J.	1
LAWO 210	Report Writing for Criminal Justice	3
LAWO 215	Introduction to Investigations	3
LAWO 255	Introduction to Criminology	3
LAWO 265	Court Procedures and Evidence	3
		<u>13</u>

Minimum required for certificate: 26

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at

[http://www.kaskaskia.edu/GE/DOE/LAWO\\_0552\\_CERT](http://www.kaskaskia.edu/GE/DOE/LAWO_0552_CERT).

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## RETAIL SECURITY AND SAFETY

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Career and Technical Certificate  
LAWO.0553.CERT

### FIRST SEMESTER

LAWO 110	Introduction to Criminal Justice	3
LAWO 120	Work Ethics in Criminal Justice	2
LAWO 132	Retail Security and Safety	3
LAWO 150	Criminal Law	2
LAWO 205	Criminal Justice Physical Fitness	3
		<u>13</u>

### SECOND SEMESTER

LAWO 140	Air and Bloodborne Pathogens in C.J.	1
LAWO 210	Report Writing for Criminal Justice	3
LAWO 215	Introduction to Investigations	3
LAWO 255	Introduction to Criminology	3
LAWO 265	Court Procedures and Evidence	3
		<u>13</u>

Minimum required for certificate: 26

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at

[http://www.kaskaskia.edu/GE/DOE/LAWO\\_0553\\_CERT](http://www.kaskaskia.edu/GE/DOE/LAWO_0553_CERT).

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## CULINARY ARTS

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Career and Technical/AAS Degree  
CULI.0505.DEGR-Culinary Arts Degree

**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
		<u>17</u>

### SECOND SEMESTER

CULI 104	Meat, Seafood & Fabrication	4
CULI 105	Culinary Fundamentals II	4
CULI 106	Garde Manger	3
CULI 210	Culinary Fundamentals III	4
ENGL 101	English Composition	3
		<u>18</u>

### THIRD SEMESTER

CULI 201	Breakfast and Short Order Cooking	4
CULI 202	Banquet Cuisine and Service	2
CULI 203	Food Service Cost Control	3
CULI 204	Intro to Hospitality Careers	1
PHLE 119	Core Values & Ethical Decision Making	1
SPCH 103	Fundamentals of Speech	3
		<u>14</u>

### FOURTH SEMESTER

CULI 205	Fundamentals of Baking	4
CULI 206	International Cuisine	3
CULI 207	Restaurant Operations	2
BUSN 103	Introduction to Business	3
PSYH 101	Psychology or	
SOCO101	Sociology or	
POLS101	American Government	3
		<u>15</u>



Minimum required credit hours for degree: 64

**Course** **Approved Substitution**  
 All Courses Approval of Instructor on a case  
 by case basis.

Please refer to the college website for the most accurate curriculum.

COURSE	PREREQUISITE
CULI 103	Completion of, or concurrent enrollment in:
CULI 104	CULI 101 CULI 102
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 AND NUTRITIONAL MANAGEMENT

**Career and Technical - AAS Degree**  
**CULI.0507.DEGR-Culinary Arts Degree**

### 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
		<u>17</u>

### SECOND SEMESTER

CULI 104	Meat, Seafood and 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
		<u>18</u>

### THIRD SEMESTER

CULI 201	Breakfast and Short Order Cooking	4
CULI 117	D.M.A. Human Resources Management	4
SPCH 103	Fundamentals of Speech	3
BUSN 149	Business Mathematics	3
		<u>14</u>

### FOURTH SEMESTER

CULI 205	Fundamentals of Baking	4
CULI 207	Restaurant Operations	2
BUSN 103	Introduction to Business	3
HLTH 208	First Aid	3
PSYH 101	Psychology or	
SOCO101	Sociology or	
POLS101	Political Science	3
		<u>15</u>

Minimum required credit hours for degree: 64

\*Please refer to the college website for the most accurate curriculum.

## RESTAURANT AND CULINARY OPERATIONS

**Career and Technical - Degree**

**CULI.0506.DEGR-Culinary Arts Degree**

### 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 or higher	3
BUSN 103	Introduction to Business	3
		<u>17</u>

### SECOND SEMESTER

CULI 104	Meat, Seafood and Fabrication	4
CULI 105	Culinary Fundamentals II	4
CULI 106	Garde Manger	3
BUSN 128	Principles of Supervision	3
ENGL 101	English Composition	3
		<u>17</u>

### THIRD SEMESTER

CULI 202	Banquet Cuisine and Service	2
CULI 203	Food Service Cost Control	3
BUSN 115	Marketing Fundamentals I	3
BUSN 134	Managing Diversity	3
BUSN 149	Business Mathematics or higher Math	3
PHLE 119	Core Values & Ethical Decision Making	1
SPCH 103	Fundamentals of Speech	3
		<u>18</u>

### FOURTH SEMESTER

CULI 205	Fundamentals of Baking	4
CULI 207	Restaurant Operations	2
HLTH 208	First Aid	3
BUSN 215	Small Business Management	3
		<u>12</u>

Minimum required credit hours for degree: 64

## PREP COOKS CERTIFICATE

**CULI.0501.CERT-Prep Cook's Certificate**

CULI 101	Basic Food Service	3
CULI 102	Food Sanitation & Safety	2
CULI 201	Breakfast and Short Order Cooking	4
CULI 106	Garde Manger	3
CULI 110	Food Service Field Experience I	2
		<u>14</u>

Minimum required credit hours for certificate: 14

\*Please refer to the college website for the most accurate curriculum.

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## BASIC COOKING CERTIFICATE

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### CULI.0502.CERT-Basic Cooking Certificate

Must complete Preps Cook Certificate - 14

CULI 103	Culinary Fundamentals . . . . .	4
CULI 105	Culinary Fundamentals II . . . . .	4
CULI 104	Meat, Seafood and Fabrication . . . . .	4
CULI 202	Banquet Cuisine and Service . . . . .	2
		<hr/>
		14

Minimum required credit hours for certificate: 28

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/CULI\\_0502\\_CERT](http://www.kaskaskia.edu/GE/DOE/CULI_0502_CERT).

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## ADVANCED COOKING CERTIFICATE

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### CULI.0503.CERT-Advanced Cooking Certificate

Must complete Preps Cook Certificate and Basic Cooking Certificate - 28

CULI 205	Fundamentals of Baking . . . . .	4
CULI 207	Restaurant Operations . . . . .	2
CULI 204	Intro to Hospitality Careers . . . . .	1
CULI 206	International Cuisine Or	
CULI 211	Sweet Production . . . . .	3
CULI 203	Food Service Cost Control . . . . .	3
CULI 210	Culinary Fundamentals III . . . . .	4
		<hr/>
		17

Minimum required credit hours for certificate: 45

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/CULI\\_0503\\_CERT](http://www.kaskaskia.edu/GE/DOE/CULI_0503_CERT).

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## CULINARY MANAGEMENT CERTIFICATE

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### Occupational Certificate

### CULI.0504.CERT-Culinary Management Certificate

Culinary Management Certificate is available only after student has completed Advanced Cooking Certificate or has AAS Degree in Culinary Arts.

CULI 114	Equipment and Floor Plan Layout . . . . .	2
CULI 213	Fundamentals of Food Purchasing . . . . .	2
CULI 208	Hospitality Law . . . . .	3
CULI 209	Management in Food Service . . . . .	3
		<hr/>
		10

Minimum required credit hours for certificate: 10

\*Please refer to the college website for the most accurate curriculum.

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## DENTAL ASSISTING

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### Career and Technical - Certificate

### DNTA.0520.CERT-Dental Assisting Certificate DNTA.0500.DEGR-Dental Assisting Degree

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 expanded functions upon successful completion of the Dental Assisting Program.

**Program Requirements:** Students must place into English 101 or must have completed English 100 with a C or better. It is recommended to complete ENGL 101, PSYH 101 and SPCH 103 or SPCH 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. If they are not all general education classes must be taken by the completion of the program's second semester. It is encouraged that students complete all general education classes prior to starting the Dental Assisting Program.

**SUMMER SEMESTER**

PSYH 101	Psychology*	3
SPCH 103	Fundamentals of Speech*	
	OR	
SPCH 204	Interpersonal Communications*	3
		<u>6</u>

**FIRST SEMESTER**

DNTA 110	Dental Science I*	3
DNTA 112	Head & Neck Anatomy*	2
DNTA 114	Dental Materials I*	3
DNTA 122	Dental Ethics & Jurisprudence*	2
DNTA 126	Dental Terminology*	1
DNTA 128	Dental Assisting Procedures I*	3
DNTA 130	Dental Radiology I*	3
		<u>17</u>

**SECOND SEMESTER**

DNTA 111	Dental Science II*	2
DNTA 135	Infection Control*	2
DNTA 129	Dental Assisting Procedures II	2
DNTA 127	Dental Expanded Functions*	2
DNTA 131	Dental Radiology II*	2
DNTA 139	Dental Prevention*	1
DNTA 133	Therapeutics & Emergencies*	2
DNTA 132	Dental Materials II*	2
DNTA 140	Dental Office Management*	2
DNTA 141	Dental Nutrition*	2
		<u>19</u>

**SUMMER SEMESTER**

DNTA 136	Clinical Practice*	6
DNTA 142	Dental Board Review*	1
		<u>7</u>

**FOURTH SEMESTER**

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
		<u>15-17</u>

\*Courses required for certificate.

Minimum required credit hours for certificate: 49

Minimum required credit hours for degree: 64

**Approved Area "A" Elective:**

Students planning to transfer for Dental Hygiene Program should see the program coordinator for suggested General Education Electives.

\*Please refer to the college website for the most accurate curriculum.

BIOL 121	BIOL 215
BIOL 122 (Can be taken if	MATH 130
BIOL 121 is successfully	CHEM 103
completed)	

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/DNTA\\_0520\\_CERT](http://www.kaskaskia.edu/GE/DOE/DNTA_0520_CERT).

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## DIAGNOSTIC MEDICAL SONOGRAPHY

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**Career and Technical Certificate**

**DGMS.0501.CERT-Diagnostic Medical Sonography Certificate**

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 accepted into the program must complete XRAY 104 prior to the beginning of the fall semester.

Prerequisite Required Courses	Approved Substitution
XRAY 145 & 146	BIOL 121 & 122
MATH 101 or higher	MATH 107, 134, or 166
MEDT 104	
XRAY 110	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
		13.5

**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 II	.5
DGMS 226	Ultrasound Cases Studies I	.1
		16.5

**THIRD (SUMMER) SEMESTER**

DGMS 227	Ultrasound Case Studies II	1
DGMS 229	Intro to Vascular Technology	2
DGMS 238	Ultrasound Clinical III	7
		10

**FOURTH (FALL) SEMESTER**

DGMS 235	Ultrasound Anatomy III	2
DGMS 239	Ultrasound Clinical IV	7
DGMS 228	Ultrasound Case Studies III	.1
		10

Minimum required credit hours for certificate: 50

Students enrolling in an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in courses when their background check makes them ineligible for the work to be performed. The cost of such screening will be included in program fees.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/DGMS\\_0501\\_CERT](http://www.kaskaskia.edu/GE/DOE/DGMS_0501_CERT).

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

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## COMPUTER DRAFTING TECHNOLOGY

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**Career and Technical - AAS Degree/or Certificate**

**DFTG.0530.CERT-Computer Drafting Technology Certificate**  
**DFTG.0545.DEGR-Computer Drafting Technology Degree**  
**Computer Drafting Technology**

The Computer Drafting Technology program at Kaskaskia provides the education and experience to become an entry-level drafter in the technological field of Computer Aided Drafting. Students study graphic communication through technical drawings, however they discover the benefits of Computer Aided Drafting (CAD) in design, visualization, testing, analysis, manufacturing, assembly, marketing and 3D modeling. AutoCAD Certificates are available to students who have returned to school to take only CAD classes.

They can apply this certificate to an Occupational Certificate for future advancement with in their chosen occupations. For student's who elect to pursue drafting and design as a chosen occupation and student's who elect to continue their education.

**Field Internship:** Students working toward the Occupational certificate or AAS degree have the opportunity to experience the real world of computer drafting through supervised occupational experiences.

**Representative Job Titles:** Architectural, Civil, Mechanical, Electrical, Electronic and Mapping Drafters. Society's insistence on computer literacy reinforces the need for computer

drafting skills in related occupations.  
 Request additional details by contacting Assistant Professor  
 Robert Jervis at (618) 545-3356; email [rjervis@kaskaskia.edu](mailto:rjervis@kaskaskia.edu)

**FIRST SEMESTER**

DFTG 122	*CAD - Theory and Practice I . . . . .	3
DFTG 140	*Mechanical Drafting I . . . . .	4
DFTG 118	*Manufacturing Processes . . . . .	3
ENGL 101	English Composition . . . . .	3
PHLE 119	Core Values and Ethical Decision Making . . . . .	1
TECM 119	Technical Mathematics or	
MATH 134	College Algebra . . . . .	3
		<u>17</u>

**SECOND SEMESTER**

DFTG 126	*CAD Theory . . . . .	3
DFTG 143	*Mechanical Drafting II – CAD . . . . .	3
	SELECT ONE OF THE FOLLOWING	
DFTG 232	*Civil Drafting – CAD or	
DFTG 209	*Architectural Drafting - Cad or	
DFTG 172	*Electrical Drafting – CAD . . . . .	4
DFTG 120	Drafting Mathematics or	
MATH 135	Trigonometry . . . . .	3
	Approved Area B Elective . . . . .	3
		<u>16</u>

**SUMMER SEMESTER**

DFTG 230	*Supervised Occupational Experience . . . . .	5
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**THIRD SEMESTER**

	*SELECT TWO OF THE FOLLOWING	
DFTG 232	*Civil Drafting – CAD or . . . . .	4
DFTG 209	*Architectural Drafting - CAD or	
DFTG 172	*Electrical Drafting – CAD . . . . .	4
TECP 107	Technical Physics . . . . .	4
PSYH 101	Psychology or	
SOCO 101	Sociology . . . . .	3
		<u>15</u>

**FOURTH SEMESTER**

DFTG 137	*CAD 3 Dimensional . . . . .	3
DFTG 144	* Mechanical Drafting III – CAD . . . . .	3
	Approved Area D Elective . . . . .	3
	Approved Area C Elective . . . . .	3
		<u>12</u>

\*Courses required for certificate

Minimum required credit hours for certificate: 39

Minimum required credit hours for degree: 65

**APPROVED ELECTIVES**

**AREA B - ARTS AND HUMANITIES**

ART:	101 Drawing
	102 Design
	105 Introduction to Art
	112 Visual Design
BUSN:	201 Business Communications
ENGL:	102 English Composition
	137 Technical Report Writing
FREN:	101 French
GERM:	101 German
SPAN:	101 Spanish
SPCH:	103 Fundamentals of Speech
	203 Group Discussion

**AREA C – SOCIAL SCIENCE**

BUSN:	103 Introduction to Business
	115 Marketing Fundamentals
	127 Principles of Management
ECON:	201 Survey of American Economics
	205 Principles of Economics
	206 Principles of Economics
GEOG:	103 Economic Geography
	104 World Geography
	205 North American Geography
PSYH:	101 Psychology
	228 Applied Psychology
SOCO:	101 Sociology
	212 Social Psychology

**AREA D – HEALTH AND PERSONAL DEVELOPMENT**

Any Area D Electives for a total of 3 semester hours.

**APPROVED MATH ELECTIVES**

**FIRST SEMESTER**

TECM 119	Technical Mathematics Or
	Approved Mathematics Elective

**SECOND SEMESTER**

DFTG 120	Drafting Mathematics Or
MATH 135	Trigonometry
	(Prerequisite: MATH 134 College Algebra)
	(Prerequisite For MATH 134 is MATH 107 Intermediate Algebra)
	(Prerequisite For MATH 107 is Math 102 Elementary Algebra)

**THIRD SEMESTER**

TECP 107	Technical Physics
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**Optional Drafting Classes**

- DFTG 104 AutoCAD Basics**
- DFTG 105 Intermediate AutoCAD**
- DFTG 129 Blue Print Reading for Machine Trades**
- DFTG 201 Revit**
- DFTG 202 Inventor**
- DFTG 210 Advanced Architectural Drafting**
- DFTG 100 Blueprint Reading Fundamentals**
- BPLR 190 Blueprint Reading**

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/DFTG\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/DFTG_0530_CERT).

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## COMPUTER DRAFTING TECHNOLOGY CERTIFICATES

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### AUTOCAD

#### DFTG.540.CERT-Autocad Certificate

##### FIRST SEMESTER

DFTG 122 CAD- Theory and Practice I ..... 3

##### SECOND SEMESTER

DFTG 126 CAD Theory ..... 3

##### THIRD SEMESTER

DFTG 137 CAD 3 Dimensional ..... 3

Minimum required credit hours for certificate: 9

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## AUTOCAD-CIVIL

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#### DFTG.0548.CERT-Autocad-Civil Certificate

##### FIRST SEMESTER

DFTG 122 CAD- Theory and Practice I ..... 3

##### SECOND SEMESTER

DFTG 126 CAD Theory ..... 3

##### THIRD SEMESTER

DFTG 232 Civil Drafting-CAD ..... 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-CONSTRUCTION

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#### DFTG.0546.CERT-Autocad-Construction Certificate

##### FIRST SEMESTER

DFTG 122 CAD- Theory and Practice I ..... 3

##### SECOND SEMESTER

DFTG 126 CAD Theory ..... 3

##### THIRD SEMESTER

DFTG 209 Architectural Drafting - CAD ..... 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-ELECTRICAL

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#### DFTG.0549.CERT-Autocad-Electrical Certificate

##### FIRST SEMESTER

DFTG 122 CAD- Theory and Practice I ..... 3

##### SECOND SEMESTER

DFTG 126 CAD Theory ..... 3

##### THIRD SEMESTER

DFTG 172 Electrical Drafting-CAD ..... 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-MECHANICAL

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#### DFTG.0547.CERT-Autocad-Mechanical Certificate

##### FIRST SEMESTER

DFTG 122 CAD- Theory and Practice I ..... 3

##### SECOND SEMESTER

DFTG 126 CAD Theory ..... 3

##### THIRD SEMESTER

DFTG 202 Inventor ..... 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-PRE-ENGINEERING CIVIL

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#### DFTG.0552.CERT-Autocad-Pre-Engineering Civil Certificate

##### FIRST SEMESTER

GEDR 103 General Engineering Drawing ..... 3

##### SECOND SEMESTER

DFTG 126 CAD Theory ..... 3

##### THIRD SEMESTER

DFTG 232 Civil Drafting-CAD ..... 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-PRE-ENGINEERING CONSTRUCTION

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### DFTG.0550.CERT-Autocad-Pre-Engineering Construction Certificate

#### FIRST SEMESTER

GEDR 103 General Engineering Drawing . . . . . 3

#### SECOND SEMESTER

DFTG 126 CAD Theory . . . . . 3

#### THIRD SEMESTER

DFTG 209 Architectural Drafting-CAD . . . . . 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-PRE-ENGINEERING ELECTRICAL

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### DFTG.0553.CERT-Autocad-Pre-Engineering Electrical Certificate

#### FIRST SEMESTER

GEDR 103 General Engineering Drawing . . . . . 3

#### SECOND SEMESTER

DFTG 126 CAD Theory . . . . . 3

#### THIRD SEMESTER

DFTG 172 Electrical Drafting-CAD . . . . . 4

Minimum required credit hours for certificate: 10

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## AUTOCAD-PRE-ENGINEERING MECHANICAL

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### DFTG.0551.CERT-Autocad-Pre-Engineering Mechanical Certificate

#### FIRST SEMESTER

GEDR 103 General Engineering Drawing . . . . . 3

#### SECOND SEMESTER

DFTG 126 CAD Theory . . . . . 3

#### THIRD SEMESTER

DFTG 202 Inventor . . . . . 4

Minimum required credit hours for certificate: 10

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## EARLY CHILDHOOD EDUCATION

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### Career and Technical - AS Degree

### ECES.0550.DEGR-Early Childhood Education Degree

**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.

The Early Childhood Education Program is now an Entitled Institution through INCRRRA and is now offering Level 4 ECE Credentials to students graduating from the Program.

Beginning Fall 2016, students completing their AAS Degree can transfer to SIUE to obtain their BS in Early Childhood Education in two years.

Second Gateways to Opportunity is offering Gateway Scholarships. For more information go online at [www.ilgateways.com](http://www.ilgateways.com) or contact the program coordinator at 618-545-3351.

**Field Internship:** Each student majoring in Early Childhood Education will be required to complete two semesters of Practicum. These classes are ECES 107 and ECES 108. Each student will be placed in a licensed child care facility for 15 hours per week. The students will be responsible for keeping a daily time log and also completing a self-evaluation. The students are responsible for completing assignments such as teaching, lesson planning, bulletin boards, etc. Practicums are designed to be a learning experience.

**Background checks:** Each Early Childhood Education student will be required to have a background check when entering the program. The student will complete a background check application that gives the college permission to complete the check. This is required before a student will be permitted to go to the child care centers and or schools to do observations or practicum.

**Representative Job Titles:** Pre-school teacher, pre-school teacher assistant, center director, childcare worker, and family provider.

**Program Requirements:** To have a high school diploma or a GED equivalent.

**FIRST SEMESTER**

ENGL 101 English Composition . . . . . 3  
 PHLE 119 Core Values and Ethical Decision Making . . . . 1  
 PSYH 101 Psychology . . . . . 3  
 ECES 111 Intro to Child Development . . . . . 3  
 HIST 103 History of the United States  
 OR  
 HIST 104 History of the United States . . . . . 3  
 ECES 101 Prin/Practice of Early Childhood Ed . . . . . 3  
 16

**SECOND SEMESTER**

EDUC 109 Creative Activity-Art . . . . . 3  
 HLTH 208 First Aid . . . . . 3  
 MUSC 210 Music in Early Childhood . . . . . 3  
 PSYH 215 Child Psychology . . . . . 3  
 ECES 202 Activity Programming . . . . . 3  
 ECES 210 Science and Math for Young Children . . . . . 3  
 18

**THIRD SEMESTER**

ECES 206 Health, Safety, & Nutr for Young Child . . . . . 3  
 ECES 269 Exceptional Child . . . . . 3  
 ECES 107 Early Child Practicum I\*\* . . . . . 4  
 MATH 130 Intro to Contemporary Mathematics . . . . . 3  
 SPCH 103 Fundamentals of Speech . . . . . 3  
 16

**FOURTH SEMESTER**

PSCI 103 Geology . . . . . 4  
 ECES 204 Early Childhood Education Admin . . . . . 3  
 (concurrent enrollment with ECES 108)  
 LITO 218 Children's Literature . . . . . 3  
 ECES 128 Motor Fitness Activities-Preschool . . . . . 2  
 ECES 108 Early Child Practicum II\*\* . . . . . 4  
 ECES 130 Infant and Toddler Care . . . . . 2  
 18

Minimum required credit hours for degree: 68

\*\*ECES 107 and ECES 108 students can complete their practicum at the students workplace or the site assigned by the program coordinator.

\*Please refer to the college website for the most accurate curriculum.

COURSE	PREREQUISITE
ECES 107	ECES 101 or permission from instructor
ECES 108	ECES 107
PSYH 215	PSYH 101 or permission from instructor

**ELECTRONIC AUTOMATION  
 COMPUTER TECH**

**Career and Technical - Degree  
 INDE.0530.DEGR**

**FIRST SEMESTER**

INDT 105 D.C. Fundamentals . . . . . 4  
 TECP 107 Technical Physics . . . . . 4  
 DFTG 122 CAD-Theory and Practice I  
 OR  
 DFTG 201 Architectural Desktop . . . . . 3  
 CITN 112 A+ Certification . . . . . 4  
 TECM 119 Tech Mathematics  
 OR  
 MATH 107 Intermediate Algebra . . . . . 3-4  
 18-19

**SECOND SEMESTER**

INDT 106 A.C. Fundamanetals . . . . . 4  
 INDT 112 Basic Digital . . . . . 4  
 INDT 220 Solid State . . . . . 4  
 ENGL 101 English Composition . . . . . 3  
 OFTC 108 Introduction to Keyboarding (  
 or Area D Elective . . . . . 1  
 PHLE 119 Core Values and Ethical Decision Making . . . . 1  
 17

**THIRD SEMESTER**

INEI 115 Instrument & Process Control . . . . . 4  
 INDT 120 Drives and Motors . . . . . 3  
 INDT 280 Program. Control Concepts & Applications . . . 4  
 PSYH 101 Psychology  
 OR  
 SOCO 101 Sociology . . . . . 3  
 Area C Elective . . . . . 3  
 17

**FOURTH SEMESTER**

INDT 190 Robotics . . . . . 4  
 INDT 270 Electrical Safety 70E . . . . . 2  
 INDT 276 Electronic Control Systems . . . . . 4  
 Area B Elective . . . . . 3  
 Area D Elective . . . . . 2  
 15

Minimum required credit hours for degree: 67



## GEOSPATIAL TECHNOLOGY

### Career and Technical - Certificates

#### GSTE.0530.CERT

##### FIRST SEMESTER

GSTE 101	Mapping Your Digital World . . . . .	4
GSTE 104	Cartographic Design . . . . .	3
GSTE 103	Data Acquisition & Management . . . . .	3
		<u>10</u>

##### SECOND SEMESTER

GSTE 102	Spatial Analysis . . . . .	3
GSTE 105	Instruction to Remove Sensing . . . . .	3
GSTE 109	Geospatial Internship Experience . . . . .	3
		<u>9</u>

Minimum required for certificate: 19

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/GSTE\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/GSTE_0530_CERT)

## GEOSPATIAL ESSENTIALS

### Career and Technical - Certificate

#### GSTE.0535.CERT

#### Geospatial Essentials Certificate

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 199-Geospatial Technology Work 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
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##### (2nd 8 weeks)

GSTE 199	Geospatial Technology Work Experience . . . . .	2.5
		<u>6.5</u>

Minimum required hours for Geospatial Technology Career Experience Certificate: 6.5

## HEATING, VENTILATION AND AIR CONDITIONING

### Career and Technical Certificate

#### HVAC.0500.CERT-Heating, Vent & Air Conditioning Certificate

**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.

#### Field Internship: 2nd Semester

**Representative Job Titles:** Heating, air conditioning, and refrigeration mechanics and installers.

**Program Requirements:** High School Diploma or GED

##### 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
		<u>13</u>

##### 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
		<u>15</u>

Total Hours for Certificate: 28

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/HVAC\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/HVAC_0500_CERT).

COURSE	PREREQUISITE
HVAC 108	HVAC 101 HVAC 102 HVAC 105
HVAC 109	HVAC 101 HVAC 104

# HEATING, VENTILATION AND AIR CONDITIONING

## Career and Technical - A.A.S DEGREE HVAC.0501.DEGR

### 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	3
		<u>16</u>

### 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
DFTG 120	Drafting Math	3
		<u>18</u>

### THIRD SEMESTER

DFTG 122	CAD Theory and Practice	3
HVAC 202	Heating II	3
HVAC 203	National Electrical Code	3
ENGL 100	Introduction to College Compositions OR	
ENGL 101	English Composition (transfer students)	3
PHLE 120	Ethics	3
BUSN 103	Introduction to Business	3
		<u>18</u>

### 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
OFTC 108	Introduction to Keyboarding	1
CSTR 186	Construction Safety	2
		<u>13</u>

Total Hours for Degree: 65

# HORTICULTURE TECHNICIAN

## Career and Technical Certificate HORT.0541.CERT-Horticulture Technician Certificate

### FIRST SEMESTER - FALL

HORT 101	Introduction to Horticulture	3
HORT 111	Landscape Plant Materials	3
HORT 121	Landscape Design & Construction I	3
HORT 130	Nature and Properties of Soils	3
HORT 213	Personal Computers in Horticulture	4
		<u>16</u>

### SECOND SEMESTER

HORT 118	Floral Design	3
HORT 122	Greenhouse Operation	3
HORT 123	Care/Maintenance Landscape Plants	3
HORT 124	Turf and Turfgrass Management	3
HORT 212	Mathematics for the Green Industry	3
		<u>15</u>

### THIRD SEMESTER - SUMMER

HORT 133	Horticulture Practicum I	2
		<u>2</u>

Minimum required credit hours for certificate: 33

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/HORT\\_0541\\_CERT](http://www.kaskaskia.edu/GE/DOE/HORT_0541_CERT).

# HORTICULTURE SCIENCE

## Career and Technical Degree HORT.0500.DEGR-Horticulture Science Degree

### FIRST SEMESTER

HORT 101	Introduction to Horticulture	3
HORT 111	Landscape Plant Materials	3
AGRC 115	Intro to Agriculture Employment	1
AGRC 121	Soils and Soil Supplements	3
AGRC 213	Computer & Technology in Agriculture	4
AGRC 212	Applied Mathematics for Agriculture	3
		<u>17</u>

### SECOND SEMESTER

HORT 121	Landscape Design & Construction I	3
HORT 122	Greenhouse Operation	3
HORT 235	Plant Propagation	3
AGRC 155	Agriculture Chemicals	2
AGRC 230	Supervised Occupational Experience	2
ACCT 100	Accounting Principles	3
		<u>16</u>

### SUMMER SEMESTER

AGRC 227	Supervised Occupational Experience	4
		<u>4</u>

### THIRD SEMESTER

HORT 124	Turf and Turfgrass Management	3
HORT 245	Urban Forestry and Arboriculture	3
AGRC 122	Agriculture Economics	3
AGRC 217	World Agriculture	3
AGRC 219	Agriculture Finance	3
	Area B Elective	3
		<u>18</u>

### FOURTH SEMESTER

HORT 215	Home Gardening	3
AGRC 210	Agriculture Sales and Leadership	3
AGRC 233	Managing & Agricultural Business	3
	Area B Elective	3
	Area C Elective	3
	Area D Elective	2
		<u>17</u>

Minimum required credit hours for degree: 72

## GREENHOUSE AND NURSERY PRODUCTION

### Career and Technical Certificate HORT.0530.CERT

#### FIRST SEMESTER

HORT 101	Introduction to Horticulture . . . . .	3
HORT 111	Landscape Plant Materials . . . . .	3
HORT 235	Plant Propagation . . . . .	3
		<u>9</u>

#### SECOND SEMESTER

HORT 122	Greenhouse Operation . . . . .	3
HORT 123	Care Maintenance Landscape Plants . . . . .	3
HORT 200	Nursery Production and Practices . . . . .	3
HORT 212	Mathematics for the Green Industry . . . . .	3
HORT 215	Home Gardening . . . . .	3
		<u>15</u>

#### THIRD SEMESTER

HORT 133	Horticulture Practicum I . . . . .	2
		<u>2</u>

Minimum credit hours required for certificate: 26

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/HORT\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/HORT_0530_CERT).

## LANDSCAPE AND TURFGRASS OPERATIONS

### Career and Technical Certificate HORT.0535.CERT

#### FIRST SEMESTER

HORT 101	Introduction to Horticulture . . . . .	3
HORT 111	Landscape Plant Materials . . . . .	3
HORT 235	Plant Propagation . . . . .	3
HORT 124	Turf & Turfgrass Management . . . . .	3
HORT 245	Urban Forestry . . . . .	3
		<u>15</u>

#### SECOND SEMESTER

HORT 121	Landscape Design & Construction I . . . . .	3
HORT 123	Care Maintenance Landscape Plants . . . . .	3
HORT 200	Nursery Production and Practices . . . . .	3
HORT 212	Mathematics for the Green Industry . . . . .	3
		<u>12</u>

#### THIRD SEMESTER

HORT 133	Horticulture Practicum I . . . . .	2
		<u>2</u>

Minimum credit hours required for certificate: 29

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/HORT\\_0535\\_CERT](http://www.kaskaskia.edu/GE/DOE/HORT_0535_CERT).

## LIBRARY TECHNICAL ASSISTANT

The Library Technical Assistant (LIBT) is an important member of the library team. As a trained paraprofessional, the LIBT assists the librarian in a variety of areas including circulation, reference, technical processing and audio-visual services. LIBT's are service-oriented and enjoy working with people. Graduates of a Library Technical Assistant program are increasingly in demand as employees in various types of libraries. With the constant introduction of new technology, trained personnel are needed in school, public, academic and special libraries.

The Library Technical Assistant program at Kaskaskia College offers courses designed for students interested in a career in all types of libraries (school, public academic and special libraries). This certificate/degree requires an internship to be completed at one of the internship program sponsors located in the local area to further prepare students for their future career. Details on internship will vary based on student's goal: certificate or degree. Please see Kathy Overstreet at 545-3382 for further information.

An active advisory committee of local librarians assures that course work reflects the needs of library employers in the area. All courses required for the Library Technical Assistant certificate/degree may be applied to an Associate in Applied Science Degree.

## LIBRARY TECHNICAL ASSISTANT

### Career and Technical AAS Degree LIBT.0500.DEGR-Library Technical Assistant

#### FIRST SEMESTER

CITA 151	Introduction to Computer Applications . . . . .	4
CITW 101	Introduction to the Internet . . . . .	3
LIBT 120	Introduction to Library Science . . . . .	3
LIBT 130	Library Materials . . . . .	3
LIBT 150	Cataloging & Classification . . . . .	3
GUID 109	First Year College Experience . . . . .	1
		<u>17</u>

#### SECOND SEMESTER

LIBT 170	Reference and Information Services . . . . .	3
LIBT 190	Technology for Libraries . . . . .	3
LIBT 210	Workplace & Supervisory Skills . . . . .	3
LIBT 220	Library Public Services . . . . .	3
	Elective (pre approved LIBT elective list)* . . . . .	3-4
PHLE 119	Core Values & Ethical Decision Making . . . . .	1
		<u>16-17</u>

#### SUMMER SEMESTER

	Area C Elective . . . . .	3
	Elective (see approved LIBT elective list)* . . . . .	3-4
		<u>6-7</u>

**THIRD SEMESTER**

ENGL 101 English Composition (Area B) . . . . . 3  
 SPCH 103 Fundamentals of Speech (Area B) . . . . . 3  
 BUSN 201 Business Communications . . . . . 3  
 Elective (see approved LIBT elective list)\* . . . . . 3-4  
 Area A Elective . . . . . 3  
 15-16

**FOURTH SEMESTER**

Elective (see approved LIBT elective list)\* . . . . . 3-4  
 LIBT 278 Supervised Field Practicum II  
 (3 credit hours=225 contact hours) . . . . . 3  
 Area A Elective . . . . . 3  
 Area C Elective (PSYH 101, SOCO 101 or POLS 101) . . . . . 3  
 12-13

Minimum credit hours required for degree: 66

**\*LIBT Library Technical Electives - 12 hours needed**

BUSN 128 Principles of Supervision . . . . . 3  
 LITO 218 Children’s Literature . . . . . 3  
 SPCH 204 Interpersonal Communications . . . . . 3  
 CITA 242 Digital Imaging with Adobe Photoshop . . . . . 3  
 CITA 225 Advanced Computer Applications - 4  
 CITW 110 Web Site Design - HTML . . . . . 3  
 CITA 244 Desktop Publishing Basics (pre-requisite of OFTC 111) . 3  
 CITN 116 ID’s & Firewall Administration OR  
 CITN 130 Introduction to Server Systems . . . . . 3  
 LIBT 199 Special Topics in Library Science . . . . . 1-3  
 LIBT 230 Readers Advisory Services . . . . . 3  
 LIBT 270 Introduction to Youth Services

**\*LIBT Library Management Electives - 12 hours needed**

BUSN 103 Introduction to Business . . . . . 3  
 BUSN 115 Marketing Fundamentals I . . . . . 3  
 BUSN 127 Principles of Management . . . . . 3  
 BUSN 128 Principles of Supervision . . . . . 3  
 BUSN 134 Managing Diversity . . . . . 3  
 BUSN 148 Advertising . . . . . 3  
 BUSN 218 Human Resources Management . . . . . 3  
 LIBT 199 Special Topics in Library Science . . . . . 3

**\*LIBT Library Children’s Services Electives - 12 hours needed**

ARTO 105 Introduction to Art OR  
 EDUC 109 Creative Activity . . . . . 3  
 BUSN 134 Managing Diversity . . . . . 3  
 ECES 128 Motor Fitness Activities-Preschool . . . . . 2  
 ECES 202 Activity Programming . . . . . 3  
 EDUC 116 Technology in Teacher Education . . . . . 3  
 LITO 218 Children’s Literature . . . . . 3  
 MUSC 210 Music in Early Childhood . . . . . 3  
 PSYH 215 Child Psychology OR  
 PSYH 216 Adolescent Psychology . . . . . 3  
 LIBT 199 Special Topics in Library Science . . . . . 1-3  
 LIBT 230 Readers Advisory Services . . . . . 3  
 LIBT 250 Administration of the School Library . . . . . 3  
 LIBT 270 Introduction to Youth Services . . . . . 3

**\*LIBT Library Public Services Electives - 12 hours needed**

BUSN 128 Principles of Supervision . . . . . 3  
 BUSN 134 Managing Diversity . . . . . 3

CITA 242 Digital Imaging with Adobe Photoshop . . . . . 3  
 CITW 110 Web Site Design-HTML . . . . . 3  
 LITO 218 Children’s Literature . . . . . 3  
 SPCH 204 Interpersonal Communications . . . . . 3  
 LIBT 230 Readers Advisory Services . . . . . 3  
 LIBT 250 Administration of the School Library . . . . . 3  
 LIBT 199 Special Topics in Library Science . . . . . 1-3

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## LIBRARY TECHNICAL ASSISTANT

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**Career and Technical Certificate**

**LIBT.0530.CERT-Library Technical Assistant**

**FIRST SEMESTER**

CITA 151 Introduction to Computer Applications . . . . . 4  
 CITW 101 Introduction to the Internet . . . . . 3  
 LIBT 120 Introduction to Library Science . . . . . 3  
 LIBT 130 Library Materials . . . . . 3  
 LIBT 150 Cataloging & Classification . . . . . 3  
 16

**SECOND SEMESTER**

LIBT 170 Reference and Information Services . . . . . 3  
 LIBT 190 Technology for Libraries . . . . . 3  
 LIBT 210 Workplace & Supervisory Skills . . . . . 3  
 LIBT 220 Library Public Services . . . . . 3  
 LIBT 276 Supervised Field Practicum I  
 (2 credit hours - 150 contact hours) . . . . . 2  
 Elective (see approved LIBT elective list)\* . . . . . 3-4  
 17-18

Minimum credit hours required for certificate: 33

\*LIBT Certificate Electives (Select 3 Credit Hours from list below:

ARTO 105 Introduction to Art OR  
 EDUC 109 Creativity Activity - Art . . . . . 3  
 BUSN 103 Introduction to Business . . . . . 3  
 BUSN 115 Marketing Fundamentals I . . . . . 3  
 BUSN 127 Principles of Management . . . . . 3  
 BUSN 128 Principles of Supervision . . . . . 3  
 BUSN 134 Managing Diversity . . . . . 3  
 BUSN 148 Advertising . . . . . 3  
 BUSN 218 Human Resource Management . . . . . 3  
 CITA 225 Advanced Computer Applications . . . . . 4  
 CITA 242 Digital Imaging with Adobe Photoshop . . . . . 3  
 CITA 244 Desktop Publishing Basics . . . . . 3  
 (pre-requisite of OFTC 111)  
 CITN 116 ID’s & Firewall Administration OR  
 CITN 130 Introduction to Server Systems . . . . . 3  
 CITW 110 Web Site Design - HTML . . . . . 3  
 ECES 128 Motor Fitness Activities-Preschool . . . . . 2  
 ECES 202 Activity Programming . . . . . 3  
 EDUC 116 Technology in Teacher Education . . . . . 3  
 LIBT 199 Special Topics in Library Science . . . . . 1-3  
 LIBT 230 Readers Advisory Series . . . . . 3  
 LIBT 250 Administration of the School Library . . . . . 3

LIBT 270	Introduction to Youth Services . . . . .	3
LITO 218	Children's Literature . . . . .	3
MUSC 210	Music in Early Childhood . . . . .	3
PSYH 215	Child Psychology OR	
PSYH 216	Adolescent Psychology . . . . .	3
SPCH 204	Interpersonal Communications . . . . .	3

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## INDUSTRIAL ELECTRICITY CERTIFICATE

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### Career and Technical Certificate INDE.0531.CERT

#### FIRST SEMESTER

INDT 105	D.C. Fundamentals* . . . . .	4
INDT 111	Industrial Safety (Area D Elective)* . . . . .	2
OFTC 108	Introduction to Keyboarding (Area D Elective) . . . . .	1
DFTG 122	CAD - Theory and Practice I OR	
DFTG 201	Architectural Desktop . . . . .	3
PHLE 119	Core Values and Ethical Decision Making . . . . .	1
TECP 107	Technical Physics* . . . . .	4
TECM 119	Technical Mathematics OR	
	Approved Math Elective (MATH 107, 134, 135) . . . . .	3-4
		<u>18-19</u>

#### SECOND SEMESTER

INDT 106	A.C. Fundamentals* . . . . .	4
INDE 168	National Electric Code* . . . . .	3
INDE 220	Solid State* . . . . .	4
INDT 112	Basic Digital* . . . . .	4
INDT 122	Print Reading . . . . .	2
		<u>17</u>

#### THIRD SEMESTER

INDT 130	Basic Air Conditioning and Refrigeration* . . . . .	1
INEI 115	Instrument & Process Control* . . . . .	4
INEI 221	Industrial Wiring* . . . . .	4
	Area B Elective (Arts & Humanities) Elective . . . . .	3
INDT 120	Drives and Motors* . . . . .	3
ENGL 101	English Composition . . . . .	3
		<u>18</u>

#### FOURTH SEMESTER

INDT 211	Industrial Troubleshooting & Repair . . . . .	4
INDT 280	Programmable Control Concepts & Application . . . . .	4
	Area C (Social Science) Elective . . . . .	3
SOCO 101	Sociology OR	
PSYH 101	Psychology . . . . .	3
INDT 270	Electrical Safety* . . . . .	2
		<u>16</u>

Minimum required credit hours for certificate: 41

Minimum required credit hours for degree: 69

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## INDUSTRIAL TECHNOLOGY DEGREE

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### Career and Technical Degree INDT.0530.DEGR

#### FIRST SEMESTER

INDT 105	D.C. Fundamentals . . . . .	4
TECP 107	Technical Physics . . . . .	4
DFTG 122	CAD - Theory and Practice I OR	
DFTG 201	Architectural Desktop . . . . .	3
INDT 111	Industrial Safety (Area D Elective) . . . . .	2
OFTC 108	Introduction to Keyboarding (Area D Elective) . . . . .	1
TECM 119	Technical Mathematics OR	
	Approved Math Elective (MATH 107, 134, 135) . . . . .	3-4
INDT 130	Basic Air Conditioning and Refrigeration . . . . .	1
		<u>18-19</u>

#### SECOND SEMESTER

INDT 106	A.C. Fundamentals . . . . .	4
INDT 112	Basic Digital . . . . .	4
INDE 220	Solid State . . . . .	4
ENGL 101	English Composition . . . . .	3
PHLE 119	Core Values and Ethical Decision Making . . . . .	1
		<u>16</u>

#### THIRD SEMESTER

NDT 120	Drives and Motors . . . . .	3
INDT 110	Fluid Power . . . . .	4
INDT 122	Print Reading . . . . .	2
INDT 221	Industrial Wiring . . . . .	4
SOCO 101	Sociology OR	
PSYH 101	Psychology . . . . .	3
	Area C Elective . . . . .	3
		<u>19</u>

#### FOURTH SEMESTER

WELD 189	Industrial Welding . . . . .	4
INDT 211	Industrial Troubleshooting & Repair . . . . .	4
INDT 280	Programmable Control Concepts & Application . . . . .	4
	Area B Elective . . . . .	3
INDT 270	Electrical Safety . . . . .	2
		<u>17</u>

Minimum required credit hours for degree: 70

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## INDUSTRIAL TECHNOLOGY CERTIFICATE

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### Career and Technical Certificate INDT.0532.CERT

#### FIRST SEMESTER

INDT 105	D.C. Fundamentals . . . . .	4
INDT 110	Fluid Power . . . . .	4
INDT 111	Industrial Safety (Area D Elective) . . . . .	2
		<u>10</u>

**SECOND SEMESTER**

INDT 106	A.C. Fundamentals . . . . .	4
INDT 112	Basic Digital . . . . .	4
INDE 220	Solid State . . . . .	4
		12

**THIRD SEMESTER**

NDT 120	Drives and Motors . . . . .	3
INDT 130	Basic Air Conditioning & Refrigeration . . . . .	1
INDT 122	Print Reading . . . . .	2
INDT 221	Industrial Wiring . . . . .	4
		10

**FOURTH SEMESTER**

INDT 211	Industrial Troubleshooting & Repair . . . . .	4
INDT 280	Programmable Control Concepts & Application . . . . .	4
INDT 270	Electrical Safety . . . . .	2
		10

Minimum required credit hours for degree: 42

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## MESSAGE THERAPY

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**Career and Technical Certificate**

**MSGE.0500.CERT-Massage Therapy Certificate**

**The Massage Therapy Program:** The Massage Therapy program is a two-semester, 645 hour program built on coursework that develops the ability in students to think independently, to weigh values, to understand fundamental theory and to develop skills for massage therapy practice including critical thinking and communication. Entry into the program is in the Fall semester and graduation is at the end of the final Spring semester.

The Mission of the Massage Therapy Program is to produce entry-level massage therapists for the labor market who foster attitudes toward life long education and development of skills. **Field Internship:** The Student Clinic serves as the field internship of students in the program. The clinic is held during the spring semester and is conducted in house with faculty supervision.

**Representative Job Title:** Students who graduate are required to take and successfully pass the Massage Therapy licensure examination in order to use the “LMT” 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. KC 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 Massage Therapy Admission Worksheet.
3. High school graduate or G.E.D. recipient.
4. Math test scores for ACT or KC Placement within the last 5 years.
5. Coursework: biology (high school or college), algebra (Algebra I in high school or equivalent of at least MATH 101 at Kaskaskia College).
6. Official college transcripts from other colleges if you are using this credit for admission or transfer.

**Required Semester Schedule**

**FIRST SEMESTER**

BIOL 120	Human Anatomy and Physiology* . . . . .	5
MEDT 104	Medical Terminology** . . . . .	1
MSGE 102	Applications of Anatomy . . . . .	2
MSGE 109	Client Care Skills . . . . .	1
MSGE 101	Introduction to Massage Therapy . . . . .	1
MSGE 103	Massage Theory and Techniques . . . . .	3
MSGE 105	Physical Agents for Massage Therapy . . . . .	0.5
MSGE 107	Therapeutic Communication . . . . .	1
		14.5

**SECOND SEMESTER – SPRING**

HLTH 128	Cardiopulmonary Resuscitation . . . . .	1
MSGE 119	Kinesiology for MT . . . . .	4
MSGE 121	Pathology for MT . . . . .	2
MSGE 111	Massage Theory and Techniques II . . . . .	3
MSGE 113	Assess Intervention Documentation.. . . . .	1.5
MSGE 116	Massage Therapy Business and Marketing.. . . .	2
MSGE 117	Student Clinic . . . . .	2
		15.5

Minimum required credit hours for credit: 30

\*Course needs to be taken during the first semester  
 \*\*Course may be taken prior to admission to the program or during the first semester.

\*Please refer to the college website for the most accurate curriculum.  
 Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at  
[http://www.kaskaskia.edu/GE/DOE/MSGE\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/MSGE_0500_CERT).

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## MEDICAL LABORATORY TECHNOLOGY

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See Page 91

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# NAIL TECHNOLOGY

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## Career and Technical Certificate NLTC.0500.CERT-Nail Technology Certificate

**Nail Technology:** The art and science of beautifying and improving the natural nails and the creation of artificial nail enhancements. The study of work ethics, profession-specific chemicals and small business is also included in the curriculum.

Students are able to demonstrate their skills as a nail technician in the college salon upon their fourth week of training.

**Field Internship:** Each student can participate in a 20 hour internship program in conjunction with the district's most successful salons. A drug test is required prior to participation. Various Job Titles - nail technician, manicurist, pedicurist, salon manager, salon owner, product educator, cosmetic chemist, platform artist, writer, state board member

### Admission Requirements

1. Request Personal interview with the Assistant Professor of Cosmetology, Kelli Malone at 618-545-3306/ [kmalone@kaskaskia.edu](mailto:kmalone@kaskaskia.edu).
2. College application declaring Cosmetology as your major.
3. Official high school transcript or GED Equivalent.
4. KC Placement Reading score of 275-500 and a KC Placement Writing score of 300-500 or an ACT Reading score of 16-36 and an ACT Writing score 16-36..
5. Complete Cosmetology Worksheet for Admission.
6. Signed Cosmetology Requirements and Course Specifics.

### Semester Offerings - Fall & Spring semester

#### First 8 Weeks

NLTC 130	Nail Technology Theory I . . . . .	2
NLTC 131	Nail Technology Lab I . . . . .	3
NLTC 120	Work Ethics . . . . .	1
NLTC 123	Salon Management and Marketing . . . . .	<u>2</u>
		8

#### Second 8 Weeks

NLTC 140	Nail Technology Theory II . . . . .	1
NLTC 141	Nail Technology Lab II . . . . .	3
NLTC 150	Nail Technology Theory III . . . . .	2
NLTC 151	Nail Technology Lab III . . . . .	1
NLTC 152	Career Exploration . . . . .	<u>1</u>
		8

Required credit hours earned: 16  
Admission to the program will be limited to ten (10) students.

Students are required to earn a grade of "C" or better in all program courses to be eligible to continue and graduate.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this

program are available at  
[http://www.kaskaskia.edu/GE/DOE/NLTC\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/NLTC_0500_CERT).

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# NURSING

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See Associate Degree Nursing and Practical Nursing

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# NURSE ASSISTANT

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## 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 who plan to enroll in the CNA class must meet the Reading Skills Placement Score prior to admission. Placement must be a minimum KC Placement Reading score 250, ACT Reading score 16, COMPASS Reading score 68, or ASSET Reading 37. Any placement score must be within five years of registration for the class. All students must be 16 years of age.

**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.

Required credit hours for certificate: 7

**PLEASE NOTE:** All students are required to have a fingerprint background check before beginning the class. Information regarding this background check can be found on the College website.

Students enrolling in an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in courses

when their background check or drug screen makes them ineligible eligible for the work to be performed. The cost of the fingerprinting, background check and drug screening is included in the course fees.

\*Please refer to the college website for the most accurate curriculum.

COURSE	PREREQUISITE
NAST 160	Reading score above 8th grade reading level
COURSE	APPROVED SUBSTITUTION
NAST 160	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.

## OCCUPATIONAL THERAPY ASSISTANT

See Page 91

## OFFICE TECHNOLOGIES

### Career and Technical - AAS Degree/or Certificate

Students choose one of four degree options Medical, Legal, Information Processing or Desktop Productions. Students may alternately choose one of eight short term certificate programs: Computer Applications, Legal Office Personnel, Medical Office Personnel, Medical Transcription, Office Technologies, Web Design.

**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, medical transcriptionists, and other administrative support personnel.

**Program Requirements:** All degrees and certificates require a high school diploma or GED.

\*Please refer to the college website for the most accurate curriculum.

## MEDICAL OFFICE ASSISTANT

### Career and Technical Degree

#### OFTC.0505.DEGR-Office Technologies Degree

##### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
OFTC 110	Document Processing I	3
BUSN 149	Business Mathematics or	
MATH 107	Intermediate Algebra or higher level mathematics	3-4
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
OFTC 150	Medical Terminology/Anatomy	3
		<u>18-19</u>

##### SECOND SEMESTER

OFTC 111	Document Processing II	3
OFTC 115	Machine Dictation/Transcription	2
OFTC 151	Introduction to Medical Records	3
PSYH 101	Psychology	3
OFTC 253	Med Records Tech I: Insurance Proc	3
OFTC 280	Records Management	3
CITA 100	Microsoft Outlook	1
		<u>18</u>

##### THIRD SEMESTER

OFTC 286	Office Technologies Internship I	2
OFTC 212	Office Technology Tools	3
BUSN 201	Business Communications	3
BUSN 103	Introduction to Business	3
SPCH 103	Fundamentals of Speech	3
	Area A Elective	3
		<u>17</u>

##### FOURTH SEMESTER

OFTC 252	Medical Terminology & Transcription	3
CITA 250	Integration of MS Office	3
OFTC 281	Office Management	3
OFTC 288	Office Technologies Internship II	2
OFTC 152	Advanced Medical Terminology/Anatomy	3
CITA 225	Advanced Computer Applications	4
		<u>18</u>

Minimum required credit hours for degree: 71

\*Please refer to the college website for the most accurate curriculum.



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## LEGAL OFFICE ASSISTANT

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### Career and Technical Degree

#### OFTC.0505.DEGR-Office Technologies Degree

##### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
OFTC 111	Document Processing II	3
BUSN 149	Business Mathematics	
	OR	
MATH 107	Intermediate Algebra	
	OR higher level Mathematics	3-4
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
ACCT 100	Accounting Principles	3
		<u>18-19</u>

##### SECOND SEMESTER

OFTC 111	Document Processing II	3
SPCH 103	Fundamentals of Speech	3
OFTC 115	Machine Dictation/Transcription	2
CITA 200	Accounting Software Package	3
BUSN 103	Introduction to Business	
	OR	
BUSN 210	Legal and Social Environment of Business	3
OFTC 280	Records Management	2
		<u>16</u>

##### THIRD SEMESTER

OFTC 212	Office Technology Tools	3
OFTC 286	Office Technologies Internship I	2
OFTC 262	Legal Terminology and Transcription	3
BUSN 201	Business Communications	3
CITW 101	Introduction to Internet	3
OFTC 172	Data Entry	2
PSYH 101	Psychology	3
		<u>19</u>

##### FOURTH SEMESTER

OFTC 281	Office Management	3
CITA 225	Advanced Computer Applications	4
OFTC 284	Legal Office Procedures	3
OFTC 288	Office Technologies Internship II	2
CITA 100	Microsoft Outlook	1
	Health or Personal Development Elective	1
		<u>14</u>

Minimum required credit hours for degree: 68

\*Please refer to the college website for the most accurate curriculum.

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## OFFICE ASSISTANT

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### Career and Technical Degree

#### OFTC.0505.DEGR-Office Technologies Degree

##### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
OFTC 110	Document Processing I	3
BUSN 149	Business Mathematics	
	OR	
MATH 107	Intermediate Algebra	
	OR higher level mathematics	3-4
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
ACCT 100	Accounting Principles	3
		<u>18-19</u>

##### SECOND SEMESTER

OFTC 111	Document ProcessingII	3
OFTC 115	Machine Dictation/Transcription	2
OFTC 172	Data Entry	2
SPCH 103	Fundamentals of Speech	3
CITA 200	Accounting Software Package	3
OFTC 280	Records Management	3
		<u>16</u>

##### THIRD SEMESTER

OFTC 212	Office Technology Tools	3
OFTC 286	Office Technologies Internship I	2
BUSN 201	Business Communications	3
PSYH 101	Psychology	3
BUSN 103	Introduction to Business or	
BUSN 210	Legal & Social Environment of Busn	3
		<u>14</u>

##### FOURTH SEMESTER

CITA 244	Desktop Publishing Basics	3
CITA 250	Integration of MS Office	3
OFTC 281	Office Management	3
OFTC 288	Office Technologies Internship II	2
	Health or Personal Development Elective	1
CITA 100	Microsoft Outlook	1
CITA 225	Advanced Computer Applications	4
		<u>17</u>

Minimum required credit hours for degree: 65

\*Please refer to the college website for the most accurate curriculum.

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## COMPUTER APPLICATIONS

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### Career and Technical Certificate

#### CASS.0532.CERT-Computer Applications Certificate

##### FIRST SEMESTER

CITG 185	Intro to Computer Operating Systems	2
CITA 151	Intro to Computer Applications	4
CITW 101	Introduction to Internet	3
CITW 110	Web Design-HTML	3
		<u>12</u>

##### SECOND SEMESTER

CITA 225	Advanced Computer Applications	4
CITA 250	Integrated Applications	3
CITA 242	Digital Imaging With Adobe Photoshop	3
CITW 125	Web Authoring Applications	3
		<u>13</u>

Minimum hours for certificate: 25

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/CASS\\_0532\\_CERT](http://www.kaskaskia.edu/GE/DOE/CASS_0532_CERT).

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## LEGAL OFFICE PERSONNEL

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### Career and Technical Certificate

#### OFTC.0533.CERT-Legal Office Personnel Certificate

##### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
OFTC 110	Document Processing	3
OFTC 111	Document Processing II	3
ACCT 100	Accounting Principles	3
CITA 151	Intro to Computer Applications	4
		<u>15</u>

##### SECOND SEMESTER

OFTC 212	Office Technology Tools	3
OFTC 280	Records Management	3
OFTC 262	Legal Terminology and Transcription	3
OFTC 284	Legal Office Procedures	3
CITA 225	Advanced Computer Applications	4
CITA 200	Accounting Software Package	3
		<u>19</u>

Minimum hours for certificate: 34

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/OFTC\\_0533\\_CERT](http://www.kaskaskia.edu/GE/DOE/OFTC_0533_CERT).

\*Please refer to the college website for the most accurate curriculum.

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## MEDICAL OFFICE PERSONNEL

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### Career and Technical Certificate

#### OFTC.0532.CERT-Medical Office Personnel Certificate

##### SUMMER SEMESTER

OFTC 110	Document Processing	3
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##### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
OFTC 111	Document Processing I	3
CITA 151	Intro to Computer Applications	4
OFTC 150	Medical Terminology/Anatomy	3
CITG 185	Intro to Computer Operating Systems	2
		<u>14</u>

##### SECOND SEMESTER

OFTC 151	Introduction to Medical Records	3
OFTC 253	Med Records Tech I: Insurance Proc (S)	3
OFTC 252	Med Terminology & Transcription	3
OFTC 280	Records Management	3
OFTC 152	Advanced Medical Terminology/Anatomy	3
		<u>15</u>

Minimum hours for certificate: 32

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/OFTC\\_0532\\_CERT](http://www.kaskaskia.edu/GE/DOE/OFTC_0532_CERT).

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## MEDICAL BILLING AND CODING

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### Career and Technical Certificate

#### OFTC.0535.CERT-Medical BILLING AND CODING Certificate

##### FIRST SEMESTER

BIOL 121	Anatomy and Physiology	4
OFTC 110	Document Processing	3
OFTC 150	Medical Terminology/Anatomy	3
OFTC 256	Pharmacology - Med Billing & Coding	2
		<u>12</u>

##### SECOND SEMESTER

CITA 151	Intro to Computer Applications	4
OFTC 151	Introduction to Medical Records	3
OFTC 253	Med Records Tech I: Insurance Proc (S)	3
OFTC 254	Med Tech II - ICD-10-CM	3
		<u>13</u>

##### THIRD SEMESTER

OFTC 257	Med Tech III-CPT/HCPCS ICD-10-PCS	3
OFTC 258	Healthcare Reimbursements Methods	3
OFTC 285	Legal Aspects of Health Info Mngmt	3
OFTC 260	Human Diseases (Pathophysiology)	3
		<u>13</u>

Minimum hours for certificate: 37

\*Pending ICCB Approval.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/OFTC\\_0535\\_CERT](http://www.kaskaskia.edu/GE/DOE/OFTC_0535_CERT).

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## MEDICAL TRANSCRIPTION

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### Career and Technical Certificate OFTC.0531.CERT-Medical Transcription Certificate

#### FIRST SEMESTER

OFTC 100	Writing for the Office Environment	2
OFTC 110	Document Processing	3
OFTC 111	Document Processing II	3
OFTC 150	Medical Terminology/Anatomy	3
ENGL 101	English Composition	3
		<u>14</u>

#### SECOND SEMESTER

OFTC 252	Med Terminology and Transcription	3
OFTC 212	Office Technology Tools	3
CITA 151	Intro to Computer Applications	4
OFTC 152	Advanced Medical Terminology/Anatomy	3
		<u>13</u>

#### THIRD SEMESTER

OFTC 255	Adv Med Terminology & Transcription	3
BUSN 201	Business Communications	3
OFTC 112	Building Keyboard Speed/Accuracy	1
		<u>7</u>

Minimum hours for certificate: 34

Recommended: Register for 8 Week Sessions of OFTC 110 and OFTC 111.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/OFTC\\_0531\\_CERT](http://www.kaskaskia.edu/GE/DOE/OFTC_0531_CERT).

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## OFFICE TECHNOLOGIES

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### Career and Technical Certificate OFTC.0530.CERT-Office Technologies Certificate

#### FIRST SEMESTER

ACCT 100	Accounting Principles	3
OFTC 100	Writing for the Office Environment	2
OFTC 111	Document Processing II	3
ENGL 101	English Composition	3
CITA 151	Intro to Computer Applications	4
OFTC 172	Data Entry	2
OFTC 115	Machine Dictation/Transcription	2
		<u>19</u>

## SECOND SEMESTER

OFTC 281	Office Management	3
CITA 225	Advanced Computer Applications	4
OFTC 280	Records Management	3
OFTC 212	Office Technology Tools	3
CITA 200	Accounting Software Package	3
BUSN 201	Business Communications	3
		<u>19</u>

Minimum Hours for Certificate: 38

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/OFTC\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/OFTC_0530_CERT).

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## PARAPROFESSIONAL EDUCATOR

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### Career and Technical - A.A.S. Degree TAID.0530.DEGR-Paraprofessional Educator Degree

**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 GED equivalent. 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
SPCH 103	Fundamentals of Speech	3
		<u>16</u>

**SECOND SEMESTER**

EDUC 101	Introduction to Educational Practices . . . . .	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
PHLE 119	Core Values and Ethical Decision Making . . . . .	1
		<u>17</u>

**FOURTH SEMESTER**

HIST 103	History of the United States . . . . .	3
	OR	
HIST 104	History of the United States . . . . .	3
EDUC 202	Educational Psychology . . . . .	3
EDUC 217	Foundations of Reading . . . . .	3
	Foreign Language Elective . . . . .	3
SOCO 252	Marriage and the Family . . . . .	3
	Physical Education Elective . . . . .	1
		<u>16</u>

Minimum required credit hours for degree: 66

\*Please refer to the college website for the most accurate curriculum.

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## PARAMEDICINE

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**AAS Degree or Certificate**

**PARM.0100.DEGR-Paramedic Degree**  
**PARM.0500.CERT-Paramedic Certificate**

**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 Requirements:** Students must meet college English and math requirements. Students must have completed biology, algebra, and computer skills, one semester in college or two semesters in high school with grades of ‘C’ or better in all classes.

All students must submit an Admission Worksheet for the Paramedicine Program. All students accepted into the AAS Degree or Certificate Paramedicine Program must have and maintain a current Illinois EMT-B or EMT-I license.

\*Students must successfully complete all courses with a grade of “C” or better.

**FIRST SEMESTER**

PARM 120	*Paramedic Preparatory . . . . .	3
PARM 125	*Airway Management & Pulmonary . . . . .	3
PARM 132	*Patient Assessment . . . . .	3
PARM 150	*Pharmacology & IV Access . . . . .	3
ENGL 101	English Composition . . . . .	3
		<u>15</u>

**SECOND SEMESTER**

PARM 200	*Medical Emergencies . . . . .	3
PARM 215	*Cardiology . . . . .	5
PARM 135	*Paramedic Clinicals I . . . . .	3
SPCH 103	Fundamentals of Speech . . . . .	3
BIOL 122	Anatomy and Physiology . . . . .	4
		<u>18</u>

**THIRD SEMESTER**

PARM 225	*Women, Children & Elderly . . . . .	4
PARM 235	*Special Medical Considerations . . . . .	3
PARM 155	*Paramedic Field Internship I . . . . .	4
SOCO 101	Sociology . . . . .	3
PSYH 101	Psychology . . . . .	3
		<u>17</u>

**FOURTH SEMESTER**

PARM 145	*Paramedic Clinicals II . . . . .	3
PARM 156	*Paramedic Field Internship II . . . . .	4
PARM 245	*Trauma Emergencies . . . . .	5
PARM 260	*Advanced EMS Operations . . . . .	4
		<u>16</u>

\*Courses required for certificate:

Minimum required credit hours for certificate: 50

Minimum required credit hours for degree: 66

AAS Degree: 66 credit Hours

Students enrolling in the AAS Degree or Certificate Paramedicine Program should be aware that clinical facilities require criminal background checks and drug screening of those involved in any aspect of patient care. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program and prior to assignment in clinicals and internships. Students will not be allowed to participate in clinical courses when their background check or drug screen makes them ineligible for the work to be performed. The cost of such screening will be included in program fees.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/PARM\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/PARM_0500_CERT).

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# EMERGENCY MEDICAL TECHNICIAN

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## Career and Technical Certificate

### PARM .0530 CERT-EMERGENCY MEDICAL TECHNICIAN CERTIFICATE

#### FIRST SEMESTER

PARM 110	Emergency Medical Technician . . . . .	8
PARM 109	EMT-B Internship . . . . .	1.5
PARM 111	Basic Life Support . . . . .	0.5
		<u>10</u>

Minimum required credit hours for certificate: 10

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# PHLEBOTOMIST

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## Career and Technical Certificate

### PHBT .0530 CERT-PHLEBOTOMIST CERTIFICATE

**Field Internship:** Clinical experiences are gained in accredited laboratory facilities at various hospitals and health care facilities.

**Representative Job Titles:** Phlebotomy Technician (PBT) Medical & Clinical Lab Technicians (MLT)

**Program Requirements:** Students who plan to enroll in PHBT classes must fulfill admissions policies for Kaskaskia College. Students must be a graduate from high school, or shall demonstrate equivalent competency (G.E.D. examination). Students must also meet the Reading Skills Placement Score prior to admission. Placement must be a minimum KC Placement Reading score 250, ACT Reading score 16, or COMPASS Reading score 68. Any placement scores must be within five years of registration for the class.

#### FIRST SEMETER

PHBT 110	Phlebotomy Principles & Practice . . . . .	4
PHBT 111	Phlebotomy Internship . . . . .	3
PHBT 112	Phlebotomy Technician Review . . . . .	1
PARM 111	Basic Life Support . . . . .	0.5
MEDT 104	Medical Terminology . . . . .	1
		<u>9.5</u>

Minimum requirement credit hours for certificate: 9.5

**PLEASE NOTE:** Students enrolling in an Allied Health Program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure or certification exams. Based on this, Kaskaskia College will require fingerprinting background checks and drug screen up entry into program. Students will not be allowed to participate in course when their background check or drug screen makes them ineligible for the work to be

performed. The cost of fingerprinting and drug screening is included in the course fees.

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# PERSONAL FITNESS TRAINER

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## Career and Technical Certificate

### FITN.0500.CERT-Personal Fitness Trainer Certificate

**Personal Fitness:** The general career groups of fitness workers will lead, instruct, and motivate individuals or groups of varied ages in exercise activities. Fitness trainers assist individuals in evaluating their level of physical fitness, setting goals and then working with them to reach their goals. Fitness trainers also assist individuals with proper exercise techniques.

**Field Internship:** A Personal Trainer Practicum is incorporated into the second semester of the program.

**Representative Job Titles:** Personal Trainers, Group Exercise Instructors, and Fitness Directors

**Admission Requirements:** Students must be a high school graduate or GED recipient and completed the KC college application form.

Interested students should contact Kim Rahar at (618) 545-3372 or email [krahar@kaskaskia.edu](mailto:krahar@kaskaskia.edu).

#### FIRST SEMESTER

HLTH 208	First Aid . . . . .	3
BIOL 120	Human Anatomy and Physiology. . . . .	5
FITN 105	Principles of Nutrition . . . . .	3
	Physical Education Elective . . . . .	1
MSGE 102	Applications of Anatomy . . . . .	2
		<u>14</u>

#### SECOND SEMESTER

MSGE 119	Kinesiology for MT . . . . .	4
FITN 120	Personal Trainer Practicum . . . . .	1
BUSN 115	Marketing Fundamentals I OR	
BUSN 154	Principles of Personal Selling . . . . .	3
FITN 110	Fitness Theory and Techniques . . . . .	4
		<u>12</u>

Minimum required credit hours for certificate: 26

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/FITN\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/FITN_0500_CERT).

# PHYSICAL THERAPIST ASSISTANT

## Career and Technical - AAS Degree

### PTAS.500.DEGR-Physical Therapist Assistant Degree

**The Physical Therapist Assistant Program:** The Physical Therapist Assistant program follows a Hybrid Curriculum Model that requires four 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 life long 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 G.E.D. recipient.
4. 18 hours of documented observation in at least three (3) physical therapy settings within one year of application.
5. English and math test scores or ACT/COMPASS 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 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 – FALL

PTAS 119	Clinical A & P for PTA.....	5
PTAS 160	Physical Modalities I .....	3
ENGL101	English Composition** .....	3
PHLE 119	Core Values & Ethical Decision Making* .....	1
MEDT 104	Medical Terminology** .....	1
PTAS 150	Applied Physics for PTA .....	2
PTAS 152	Principles and Procedures I .....	2
PTAS 154	Patient Care Skills .....	1
PTAS 156	Introduction to Physical Therapy .....	1
		<u>19</u>

### SECOND SEMESTER – SPRING

PTAS 158	Kinesiology for PTA .....	4
PTAS 162	Physical Modalities II .....	3
PTAS 164	Principles and Procedures II .....	3
PTAS 166	Pathology for PTA .....	2
PTAS 167	Introduction to Clinical Internship .....	1
PTAS 168	Practicum I .....	1
PSYH 101	Psychology* .....	3
		<u>17</u>

### SUMMER SESSION

SPCH 103	Fundamentals of Speech* .....	3
SOCO 101	Sociology* .....	3
PTAS 251	Clinical Internship I*** .....	5
PTAS 253	Clinical Seminar I .....	3
		<u>14</u>

### THIRD SEMESTER – FALL

PTAS 254	Principles and Procedures III .....	4
PTAS 258	Practicum II .....	1
PTAS 259	Clinical Internship II .....	5
	Area D Elective* .....	2
		<u>12</u>

### FOURTH SEMESTER – SPRING

PTAS 256	Principles and Procedures IV .....	5
PTAS 260	Clinical Internship III .....	6
PTAS 262	Clinical Seminar II .....	1
		<u>12</u>

Minimum required credit hours for degree: 74

\*Courses may be taken prior to admission to the program or during any semester of the program.

\*\*Course may be taken prior to admission to the program or during the first semester.

\*\*\*Students must complete PTAS 199 (or equivalent) prior to Clinical Internship I.

Students enrolling in an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in courses when

their background check makes them ineligible for the work to be performed. The cost of such screening will be included in program fees.

No course, to include both general education and program specific courses, in which the applicant received lower than a C, will be accepted.

\*Please refer to the college website for the most accurate curriculum.

COURSE	PREREQUISITE
<b>FIRST SEMESTER</b>	
PTAS 119 PTAS 150 PTAS 152 PTAS 154 PTAS 156 PTAS 160	All first semester PTAS courses; Admission to the Physical Therapist Assistant Program or consent of the instructor
<b>SECOND SEMESTER</b>	
PTAS 158 PTAS 160 PTAS 162 PTAS 164 PTAS 166 PTAS 167 PTAS 168	All second semester PTAS courses: Successful completion of all first semester PTAS courses or consent of instructor.
<b>SUMMER SESSION</b>	
PTAS 251	Successful completion of all second semester PTAS courses or consent of instructor
PTAS 253	Successful completion of PTAS 251 or consent of instructor
<b>THIRD SEMESTER</b>	
PTAS 254 PTAS 258 PTAS 259	All third semester PTAS courses: Successful completion of PTAS 251 and 253 or consent of instructor
<b>FOURTH SEMESTER</b>	
PTAS 256	Successful completion of all third semester PTAS courses or consent of instructor
PTAS 260	Successful completion of PTAS 256 or consent of instructor
PTAS 262	Successful completion of PTAS 260 or consent of instructor

# PRACTICAL NURSING

## Career and Technical Certificate

### PRNU.0525.CERT-Practical Nursing Certificate

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 field internships (clinical) that contain content students must learn to be successful on the Licensed Practical Nurse National Licensure Exam (NCLEX-PN). Graduates who pass the exam may apply to become Licensed Practical Nurses (LPN). 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 a completed PN admission worksheet by established deadlines. The admission worksheet can be found on the College website.

Students applying for admission must meet the college English and math requirements. The applying student must have completed biology, algebra and Medical Terminology, one semester in college or two semesters in High School with grades of “C” or better. The student applying must include KC Placement or ACT test scores on their admission worksheet.

ALL applicants must have received a Nurse Assistant (CNA) certificate within 2 years of application, or be currently employed as a CNA or be enrolled in a health occupations class that will include the CNA exam before the entrance date. Students applying to the practical nursing program must complete both the college application and a nursing program worksheet.

### FIRST SEMESTER

PRNU 141	Human Structure and Function . . . . .	4
PRNU 150	Basic Nursing Skills . . . . .	8
PRNU 156	Nursing in the Home and Community . . . . .	3
PSYH 100	Life Span Growth and Development . . . . .	3
PRNU 154	Dosage Calculations . . . . .	1

**SECOND SEMESTER**

PRNU 159 Med Surg Nursing I . . . . . 7  
 PRNU 160 Med Surg Nursing II . . . . . 7  
 PRNU 158 Medications . . . . . 2  
 16

**THIRD SEMESTER**

PRNU 131 Nursing Care of Women . . . . . 3  
 PRNU 165 Geriatric Nursing . . . . . 5  
 PRNU 161 Personal and Vocational Relationships . . . . . 1  
 9

ALL Courses required for certificate.  
 Minimum required credit hours for certificate: 44

<b>Course</b>	<b>Prerequisite</b>
PRNU 141	One semester of college biology or two semesters of high school biology

**A state fingerprint check is required of all applicants for NCLEX**

Students enrolling in an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in patient care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in courses when their background check or drug screen makes them ineligible for the work to be performed. The cost incurred at the start of the program of such screening will be included in program fees. The student is responsible for background check at the end of the program.

\*Please refer to the college website for the most accurate curriculum.

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/PRNU\\_0525\\_CERT](http://www.kaskaskia.edu/GE/DOE/PRNU_0525_CERT).

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## RADIOLOGIC TECHNOLOGY

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**Career and Technical - A.A.S. Degree**

**XRAY.0520.DEGR-Radiologic Technology Degree**  
**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 Ultrasound and review classes in mammography, CT and MRI.

**Admission Requirements:** All applicants must have met the following criteria: high school graduate or GED recipient, Kaskaskia College application for admission, completed Radiologic Technology worksheet, read the Kaskaskia College Radiologic Technology Handbook located on closed reserve in the campus library and on the College website and placed and/or met English and math requirements or ACT/KC Placement scores within the last 5 years, official college transcripts from other colleges.

**Radiology Program Requirements**

**FIRST SEMESTER**

XRAY 145 Cross Sectional Anatomy I . . . . . 4  
 XRAY 104 Prof. & Interpersonal Respons. (Area D) . . . . . 2  
 XRAY 101 Radiological Clinical Education . . . . . 4  
 XRAY 110 Radiologic Technology I . . . . . 5  
 MATH 101 Basic Mathematics . . . . . 3  
 18

**SECOND SEMESTER**

XRAY 146 Cross Sectional Anatomy II . . . . . 4  
 MEDT 104 Medical Technology . . . . . 1  
 XRAY 105 Radiologic Clinical Education . . . . . 7  
 XRAY 111 Radiologic Technology II . . . . . 5  
 17

**SUMMER SEMESTER**

XRAY 103 Radiologic Clinical Education . . . . . 6  
 ENGL 101 English Composition . . . . . 3

**THIRD SEMESTER**

SPCH 103 Fundamentals of Speech . . . . . 3  
 XRAY 250 Radiologic Pathology . . . . . 2  
 XRAY 201 Radiologic Clinical Education . . . . . 7  
 XRAY 210 Radiologic Technology III . . . . . 5  
 17

**FOURTH SEMESTER**

PSYH 101 Psychology . . . . . 3  
     Social Science Elective . . . . . 3  
 XRAY 204 Radiologic Clinical Education . . . . . 4  
     and  
 XRAY 211 Radiologic Technology IV . . . . . 5  
     or  
 XRAY 214 X-Ray Technology V . . . . . 9  
 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.



<b>Prerequisite</b>	<b>Approved</b>
<b>Required Courses</b>	<b>Substitution</b>
Biology101	Biology 121, 122, or XAY 145, 146
Math 101	Math 101 or higher
CITA 110	CITA 120, 130

**Program requirements are subject to change without notice.** Students enrolling in an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in courses when their background check makes them ineligible for the work to be performed. The cost of such screening will be included in program fees.  
\*Please refer to the college website for the most accurate curriculum.

Career and Technical Certificates and Courses Offered for the Registered Radiologic Technologist

The following imaging modality courses are offered 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**

*XRAY 230 Breast Anatomy & Patient Care . . . . .	.5
*XRAY 231 Breast Pathology/Breast CA/ Detection Procedures . . . . .	.5
*XRAY 232 Breast Pos Tech & Intervention Pro . . . . .	.5
*XRAY 233 Mammographic Equipment/ Technique Application . . . . .	.5
X-Ray 220 Mammography Clinicals . . . . .	.5
	<u>5.5</u>

COURSE	PREREQUISITE
XRAY 101	Formal acceptance into the Radiology Program.
XRAY 110	Approval from program director
XRAY 104	Formal acceptance into the Radiology Program.
XRAY 145	Approval from program director
XRAY 146	XRAY 145
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
XRAY 214	XRAY 210 & 250

## CARDIAC-INTERVENTIONAL RADIOGRAPHY

**Career and Technical Certificate**

**CIVI.0540.CERT-Cardiac-Interventional Radiography Certificate**

\*Courses are offered online only

**FIRST SEMESTER**

*CIVI 220	Equipment and Instrumentation . . . . .	2
*CIVI 221	Patient Care . . . . .	2
*CIVI 222	Cardiac-Interventional Procedures . . . . .	3
CIVI 223	Cardiac-Interventional Clinicals I . . . . .	8
		<u>15</u>

Minimum credit hours required for certificate: 15

## VASCULAR-INTERVENTIONAL RADIOGRAPHY

**Career and Technical Certificate**

**CIVI.0541.CERT-Vascular-Interventional Radiography Certificate**

\*Courses are offered online only

**FIRST SEMESTER**

*CIVI 220	Equipment and Instrumentation . . . . .	2
*CIVI 221	Patient Care . . . . .	2
*CIVI 225	Vascular-Interventional Procedures . . . . .	3
CIVI 226	Vascular-Interventional Clinicals I . . . . .	8
		<u>15</u>

Minimum credit hours required for certificate: 15

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# COMPUTED TOMOGRAPHY

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## Career and Technical Certificate

### CTOM.0540.CERT-Computed Tomography Certificate

\*Courses are offered online only

#### FIRST SEMESTER

*CTOM 220	CT Cross Sectional Anatomy	2
*CTOM 221	CT Image Procedures	3
*CTOM 222	CT Physics and Instrumentation	3
CTOM 223	CT Clinicals	8
		<hr/> 16

Minimum credit hours required for certificate: 16

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/CTOM\\_0540\\_CERT](http://www.kaskaskia.edu/GE/DOE/CTOM_0540_CERT).

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# DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE

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See page 120

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# RESPIRATORY THERAPY

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## Career and Technical AAS Degree

### RESP.0525.DEGR-Respiratory Therapy Degree

**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, holter monitors, 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 GED recipient
- Completed Respiratory Therapy Worksheet
- Student must meet college English & math requirements.
- Must have completed biology, algebra and computer skills, one semester in college or two semesters in high school with grades of "C" or better.

**Accreditation:** The Respiratory Program at Kaskaskia College is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)). Please contact Commission on Accreditation for Respiratory Care, 1248

Harwood Road, Bedford, TX 76021-4244; (817) 283-2835.

## 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
		<hr/> 18

### SECOND SEMESTER

RESP 117	Respiratory Procedures II	5
RESP 115	Respiratory Procedures III	4
RESP 116	Resp. Clinical/Lab Practice 1	6
SPCH 103	Fundamentals of Speech	3
		<hr/> 18

### SUMMER SEMESTER

RESP 209	Respiratory Procedures IV	5
ENGL 101	English Composition	3
		<hr/> 8

### THIRD SEMESTER

RESP 211	Cardiopulmonary Disease	4
RESP 212	Resp. Clinical/Lab Practice II	6
RESP 213	Respiratory Procedures V	3
RESP 214	Respiratory Specialties	3
PHLE 119	Core Values and Ethical Decision Making	1
		<hr/> 17

### 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: 76

Students enrolling in an Allied Health program should be aware that clinical facilities require criminal background checks and drug screening of those involved in client care. In some instances, such checks also will be needed to take licensure exams. Based on this, Kaskaskia College will require background checks and drug screening upon entry into the program. Students will not be allowed to participate in courses when their background check makes them ineligible for the work to be performed. The cost of such screening will be included in program fees.

\*Please refer to the college website for the most accurate curriculum.

#### Course

BIOL 117  
Gen Ed

#### Approved Substitution

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 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

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## SURGICAL TECHNOLOGY

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See Page 93

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## TRUCK DRIVER TRAINING

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### Career and Technical Certificate

#### TRUC.0500.CERT-Tractor/Trailer Driver Training

This 8-week certificate program consists of courses that are designed for an individual with no commercial driving experience and includes commercial driver's license learner's permit preparation, Federal Motor Carrier Safety Regulations, Department of Transportation rules and regulations, log books, map reading, trip planning, routine vehicle maintenance, load securement and other information as necessary to prepare individuals for the Illinois Secretary of State administered Class A road test and allow for them to earn all endorsements (Double Trailer, Triple Trailer, Tanker, Hazardous Materials), this making the graduate very marketable in the trucking industry.

#### Program Admission Requirements:

1. Present a 10 year driving history record for Secretary of State.
2. Provide proof of legal presence
3. Possess a D.O.T. Medical Card
4. Complete a TSA Threat Assessment and be fingerprinted.
5. Pass a drug and alcohol test.
6. Possess a valid Illinois driver's license

For funding opportunities, please contact Dean Daum, Director of Truck Driver Training at 618-545-3310 or [ddaum@kaskaskia.edu](mailto:ddaum@kaskaskia.edu).

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at:

[http://www.kaskaskia.edu/GE/DOE/TRUC\\_0500\\_CERT](http://www.kaskaskia.edu/GE/DOE/TRUC_0500_CERT)  
[http://www.kaskaskia.edu/GE/DOE/TRUC\\_0505\\_CERT](http://www.kaskaskia.edu/GE/DOE/TRUC_0505_CERT)

### FIRST SEMESTER

TRUC 105 Tractor/Trailer Driver Training . . . . . 7

Minimum required credit hours for certificate: 7

This certificate program consists of one course that is designed for an individual with no commercial driving experience and includes commercial driver's license permit preparation, D.O.T. rules and regulations, log books, map reading, and complete vehicle training to prepare individuals for the Secretary of State administered Class A CDL road test and for an entry-level position in the trucking industry.

#### Program Admission Requirements:

1. Present a 10 year driving history record for Secretary of State.
2. Provide proof of legal presence
3. Possess a D.O.T. Medical Card
4. Pass a drug and alcohol test.
5. Possess a valid Illinois driver's license

### TRUC.0505.CERT-TRUCK DRIVER TRAINING CERTIFICATE

### FIRST SEMESTER

TRUC 101 Truck Driver Orientation . . . . . 2  
 TRUC 102 Federal Motor Carriers Safety Regulations . . . 2  
 TRUC 103 Maintenance . . . . . 1.5  
 TRUC 104 Load Securement . . . . . 2  
 TRUC 110 Tractor/Trailer Driver Training . . . . . 6  
 HAZM 101 Hazmat . . . . . 1  
 TRUC 111 Tractor/Trailer Driver Training Externship . . . 1.5  
 16

Minimum required credit hours for certificate: 16

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## VETERINARY TECHNICIAN

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See page 93

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## WELDING TECHNOLOGY

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### Career and Technical AAS Degree/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.

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## WELDING TECHNOLOGY

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**Associate in Applied Science Degree  
Career and Technical Certificates**

### WELD.0500.DEGR-Welding Technology Degree

#### FIRST SEMESTER

WELD 114	Arc Welding I . . . . .	5
WELD 110	All Position Arc Welding . . . . .	5
WELD 120	Blueprint Reading . . . . .	3
HLTH 128	Cardiopulmonary Resuscitation . . . . .	1
GUID 109	First Year College Experience . . . . .	1
TECM 119	Technical Math (or higher level Math) . . . . .	3
CITG 101	Computer Basics . . . . .	2
		<u>20</u>

#### SECOND SEMESTER

WELD 125	Advanced Blueprint Reading . . . . .	3
WELD 204	Arc Welding II . . . . .	5
WELD 252	Weld Inspection and Examination . . . . .	3
INDT 111	Industrial Safety . . . . .	2
ENGL 101	English Composition . . . . .	3
	OR	
ENGL 186	Career Communications . . . . .	2
		<u>15-16</u>

#### THIRD SEMESTER

WELD 225	Arc Welding III . . . . .	5
WELD 245	Pipe Welding I . . . . .	4
BUSN 103	Introduction to Business . . . . .	3
PHLE 119	Core Values & Ethical Decision Making . . . . .	1
	Area A Elective . . . . .	3
		<u>16</u>

#### FOURTH SEMESTER

WELD 246	Pipe Welding II . . . . .	6
WELD 250	Lay-out and Fit-up . . . . .	3
CSTR 186	Construction Safety 30 . . . . .	2
	Area C Elective . . . . .	3
SPCH 103	Fundamentals of Speech . . . . .	3
		<u>17</u>

Minimum required credit hours for degree: 68

- WELD 120- Prerequisite WELD 131 or consent of instructor.
- WELD 124 - Prerequisite WELD 114 or consent of instructor.
- WELD 132 - Prerequisite WELD 124 or consent of instructor.
- WELD 133 - Prerequisite WELD 122 or consent of instructor.
- WELD 190 - Prerequisite of all other Welding courses in the certificate, except WELD 193.
- WELD 193 - Prerequisite WELD 123, 124, 132 or consent of instructor.

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## INTRODUCTORY WELDER LEVEL I

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**Career and Technical  
Certificate**

### WELD.0534.CERT-Introductory Welder Level I Certificate

#### FIRST SEMESTER

WELD 114	Arc Welding I . . . . .	5
WELD 110	All Position Arc Welding . . . . .	5
WELD 120	Blueprint Reading . . . . .	3
CITG 101	Computer Basics . . . . .	2
HLTH 128	Cardiopulmonary Resuscitation . . . . .	1
		<u>16</u>

Minimum required credit hours for certificate: 16

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## INTERMEDIATE WELDER LEVEL II

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**Career and Technical  
Certificate**

### WELD.0535.CERT-Intermediate Welder Level II Certificate

#### FIRST SEMESTER

WELD 114	Arc Welding I . . . . .	5
WELD 110	All Position Arc Welding . . . . .	5
WELD 120	Blueprint Reading . . . . .	3
CITG 101	Computer Basics . . . . .	2
HLTH 128	Cardiopulmonary Resuscitation . . . . .	1
		<u>16</u>

#### SECOND SEMESTER

WELD 204	Arc Welding II . . . . .	5
WELD 125	Advanced Blueprint Reading . . . . .	3
WELD 252	Weld Inspection and Examination . . . . .	3
INDT 111	Industrial Safety . . . . .	2
		<u>13</u>

**THIRD SEMESTER**

WELD 225 Arc Welding III . . . . .5  
WELD 245 Pipe Welding I . . . . . 4  
ENGL 186 Career Communications . . . . .2  
11

Minimum required credit hours for certificate: 40

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/WELD\\_0535\\_CERT](http://www.kaskaskia.edu/GE/DOE/WELD_0535_CERT).

Additional important information about the educational debt, earnings, and completion rates of students who attended this program are available at [http://www.kaskaskia.edu/GE/DOE/WELD\\_0530\\_CERT](http://www.kaskaskia.edu/GE/DOE/WELD_0530_CERT).

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**ADVANCED WELDER LEVEL III**

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**Career and Technical Certificate**

**WELD.0530.CERT-Advanced Welder Level III Certificate**

**FIRST SEMESTER**

WELD 114 Arc Welding I . . . . .5  
WELD 110 All Position Arc Welding . . . . .5  
WELD 120 Blueprint Reading . . . . .3  
CITG 101 Computer Basics . . . . .2  
HLTH 128 Cardiopulmonary Resuscitation . . . . .1  
16

**SECOND SEMESTER**

WELD 125 Advanced Blueprint Reading . . . . .3  
WELD 204 Arc Welding II . . . . .5  
WELD 252 Weld Inspection and Examination . . . . .3  
INDT 111 Industrial Safety . . . . .2  
13

**THIRD SEMESTER**

WELD 225 Arc Welding III . . . . .5  
WELD 245 Pipe Welding I . . . . . 4  
ENGL 186 Career Communications . . . . .2  
11

**FOURTH SEMESTER**

WELD 246 Pipe Welding II . . . . .6  
WELD 250 Lay-out and Fit-up . . . . .3  
CSTR 186 Construction Safety 30 . . . . .2  
11

Minimum required credit hours for certificate: 51

WELD 120- Prerequisite WELD 131 or consent of instructor.  
WELD 124 - Prerequisite WELD 114 or consent of instructor.  
WELD 132 - Prerequisite WELD 124 or consent of instructor.  
WELD 133 - Prerequisite WELD 122 or consent of instructor.  
WELD 190 - Prerequisite of all other Welding courses in the certificate, except WELD 193.  
WELD 193 - Prerequisite WELD 123, 124, 132 or consent of instructor.

**KASKASKIA COLLEGE**  
**ASSOCIATE IN ARTS DEGREE WORKSHEET**  
**EFFECTIVE FALL 2016**

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**

ENGL \_\_\_\_\_ 101 English-3 @  
 ENGL \_\_\_\_\_ 102 English-3 @  
 SPCH \_\_\_\_\_ 103 Speech-3 @

**II. MATHEMATICS: Need at least one course. @ available online**

MATH _____ 130 Contemporary Math-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 Math-3 @	MATH _____ 267 Calculus and Analytical Geometry II-4
MATH _____ 166 Calculus and Analytical Geometry I-5	MATH _____ 268 Calculus and Analytical Geometry III-4

**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 World of Chemistry-3 @	PHYS _____ 201 University Physics I-5 (L)
CHEM _____ 103 General Chemistry-4 (L) @	PSCI _____ 101 Astronomy-3 @
CHEM _____ 106 Environmental Chemistry-4	PSCI _____ 103 Geology-4 (L)
CHEM _____ 111 Inorganic Chemistry I-5 (L)	PSCI _____ 120 General Physical Science-4 (L)
GEOG _____ 101 Physical Geography-4 @	PSCI _____ 180 Atmospheric Science-3 @
PHYS _____ 101 Physics-4 (L)	

**LIFE SCIENCE: Need at least one course. @ available online**

BIOL _____ 101 Biology-4 (L) @	BIOL _____ 146 Environmental Biology-3 @
BIOL _____ 125 Human Biology-3 @	BOTY _____ 101 Botany-4 (L)
	ZOOL _____ 101 Zoology-4 (L)

**III. 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 English Literature-3 @
LITO _____ 105 Introduction to Poetry-3	LITO _____ 202 English Literature-3 @
LITO _____ 106 Introduction to Drama-3	LITO _____ 204 American Literature-3 @
LITO _____ 107 Introduction to Fiction-3 @	LITO _____ 205 American Literature-3 @
LITO _____ 110 Classical Mythology-3 @	LITO _____ 210 Shakespeare-3
LITO _____ 112 Non-Western Literature-3	PHLE _____ 110 Logic-3
LITO _____ 113 American Ethnic Literature-3	PHLE _____ 120 Ethics-3 @
LITO _____ 139 World Literature-3 @	PHLE _____ 121 Introduction to Philosophy-3 @
LITO _____ 140 World Literature-3 @	PHLE _____ 125 Introduction to Philosophy of Religion-3

**FINE ARTS @ available online**

ARTO _____ 105 Introduction to Art-3 @	LITO _____ 115 Film Appreciation-3
ARTO _____ 106 Art History I-3 @	LITO _____ 116 Film History-3
ARTO _____ 107 Art History II-3 @	LITO _____ 117 Film and Literature-3
DRMA _____ 111 Theater Appreciation-3	MUSC _____ 101 Introduction to Music in America-3 @
DRMA _____ 112 Acting I-3	MUSC _____ 107 Music Appreciation-3 @
	MUSC _____ 129 Introduction to World Music-3 @

**IV. 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 Economics-3 @         | PSYH _____ 100 Life Span Growth & Development-3 @ |
| ECON _____ 206 Principles of Economics-3 @         | PSYH _____ 101 Psychology-3 @                     |
| GEOG _____ 104 World Geography-3 @                 | PSYH _____ 215 Child Psychology-3 @               |
| HIST _____ 101 History of Western Civilization-4 @ | PSYH _____ 216 Adolescent Psychology-3 @          |
| HIST _____ 102 History of Western Civilization-4 @ | SOCO _____ 101 Sociology-3 @                      |
| HIST _____ 103 History of the United States-3 @    | SOCO _____ 202 Social Problems-3                  |
| HIST _____ 104 History of the United States-3 @    | SOCO _____ 212 Social Psychology-3                |
| HIST _____ 105 History of Eastern Civilizations-4  | SOCO _____ 252 Marriage and the Family-3 @        |
| HIST _____ 106 History of Eastern Civilizations-4  |   |
| 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:  
PHLE 120, PHLE 121, POLS 101, PSYH 101, SOCO 101, or BUSN 134.

**V. CORE VALUES: Course required for students entering fall 2007 and forward.**

- PHLE \_\_\_\_\_ 119 Core Values Ethical Decision Making-1 @

**VI. 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 Diversity-3 @  
 HLTH \_\_\_\_\_ 102 Human Health and Wellness-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)

- CITA \_\_\_\_\_ 110 Introduction to Word Processing-1 @  
 CITA \_\_\_\_\_ 150 Computer App & Busn System Concepts-4 @  
 CITA \_\_\_\_\_ 151 Intro to Computer Applications-4 @  
 GUID \_\_\_\_\_ 102 New Student Orientation (NSO)-1  
 GUID \_\_\_\_\_ 109 First Year College Experience-1 @  
 GUID \_\_\_\_\_ 110 Career Education Planning-1  
 GUID \_\_\_\_\_ 111 Adult Re-Entry Orientation-1  
 GUID \_\_\_\_\_ 112 Human Values and Attitudes-1  
 HLTH \_\_\_\_\_ 208 First Aid-3  
 LEAD \_\_\_\_\_ 101 Becoming an Effective Team Leader-1  
 OFTC \_\_\_\_\_ 108 Introduction to Keyboarding-1  
 RESK \_\_\_\_\_ 125 Research Skills-1

**VII. ELECTIVES Note: ENGL 099, READ 088, READ 111, ENGL 100, ENGL 100B, MATH 101A, MATH 101B, MATH 101, MATH 102, MATH 103, MATH 107, MATH 107B 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 FALL 2016

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**

ENGL \_\_\_\_\_ 101 English-3 @  
ENGL \_\_\_\_\_ 102 English-3 @  
SPCH \_\_\_\_\_ 103 Speech-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 Math-3 @	MATH _____ 267 Calculus and Analytical Geometry II-4
MATH _____ 166 Calculus and Analytical Geometry I-5	MATH _____ 268 Calculus and Analytical Geometry III-4
MATH _____ 210 Computer Programming for Engineers-3	MATH _____ 269 Differential Equations-3
MATH _____ 236 Linear Algebra-3	

**PHYSICAL AND LIFE SCIENCE: Need twelve semester hours. Students must complete a sequence from Life Science or Physical Science.**

**PHYSICAL SCIENCE: Need one course.**

CHEM \_\_\_\_\_ 103 General Chemistry-4 (L) @  
CHEM \_\_\_\_\_ 106 Environmental Chemistry-4  
CHEM \_\_\_\_\_ 111 Inorganic Chemistry I-5 (L)  
CHEM \_\_\_\_\_ 208 Organic Chemistry I-5 (L) @  
PHYS \_\_\_\_\_ 101 Physics-4 (L)  
PHYS \_\_\_\_\_ 201 University Physics I-5 (L)  
PSCI \_\_\_\_\_ 103 Geology-4 (L)  
PSCI \_\_\_\_\_ 120 General Physical Science-4 (L)  
PSCI \_\_\_\_\_ 180 Atmospheric Science-3 @

**LIFE SCIENCE: Need one course.**

BIOL \_\_\_\_\_ 101 Biology-4 (L) @  
BIOL \_\_\_\_\_ 125 Human Biology-3 @  
BOTY \_\_\_\_\_ 101 Botany-4 (L)  
ZOOL \_\_\_\_\_ 101 Zoology-4 (L)

**@ available online**

**Sequence: Select one course which constitutes a sequence in either Physical or Life Sciences.**

	<b>Sequence</b>		<b>Sequence</b>
BIOL _____ 102 Biology-4	BIOL 101 & 102 (L)	PHYS _____ 102 Physics-4	PHYS 101 & 102 (L)
BOTY _____ 101 Botany-4	BOTY & ZOOL (L)	PHYS _____ 202 University Physics II-5	PHYS 201 & 202 (L)
CHEM _____ 112 Chemistry II-5	CHEM 111 & 112 (L)	ZOOL _____ 101 Zoology-4	BOTY & ZOOL (L)

**III. HUMANITIES AND FINE ARTS: Need 6 semester hours. Select one course from Humanities and one course from Fine Arts.**

**HUMANITIES @ available online**

LITO _____ 103 Introduction to Literature-3 @	LITO _____ 201 English Literature-3 @
LITO _____ 105 Introduction to Poetry-3	LITO _____ 202 English Literature-3 @
LITO _____ 106 Introduction to Drama-3	LITO _____ 204 American Literature-3 @
LITO _____ 107 Introduction to Fiction-3 @	LITO _____ 205 American Literature-3 @
LITO _____ 110 Classical Mythology-3 @	LITO _____ 210 Shakespeare-3
LITO _____ 112 Non-Western Literature-3	PHLE _____ 110 Logic-3
LITO _____ 113 American Ethnic Literature-3	PHLE _____ 120 Ethics-3 @
LITO _____ 139 World Literature-3 @	PHLE _____ 121 Introduction to Philosophy-3 @
LITO _____ 140 World Literature-3 @	PHLE _____ 125 Introduction to Philosophy of Religion-3

**FINE ARTS @ available online**

ARTO _____ 105 Introduction to Art-3 @	LITO _____ 115 Film Appreciation-3
ARTO _____ 106 Art History I-3 @	LITO _____ 116 Film History-3
ARTO _____ 107 Art History II-3 @	LITO _____ 117 Film and Literature-3
DRMA _____ 111 Theater Appreciation-3	MUSC _____ 101 Introduction to Music in America-3 @
DRMA _____ 112 Acting I-3	MUSC _____ 107 Music Appreciation-3 @
	MUSC _____ 129 Introduction to World Music-3 @



**IV. 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 Economics-3 @	PSYH	_____	100 Life Span Growth & Development-3 @
ECON	_____	206 Principles of Economics-3 @	PSYH	_____	101 Psychology-3 @
GEOG	_____	104 World Geography-3 @	PSYH	_____	215 Child Psychology-3 @
HIST	_____	101 History of Western Civilization-4 @	PSYH	_____	216 Adolescent Psychology-3 @
HIST	_____	102 History of Western Civilization-4 @	SOCO	_____	101 Sociology-3 @
HIST	_____	103 History of the United States-3 @	SOCO	_____	202 Social Problems-3
HIST	_____	104 History of the United States-3 @	SOCO	_____	212 Social Psychology-3
HIST	_____	105 History of Eastern Civilizations-4	SOCO	_____	252 Marriage and the Family-3 @
HIST	_____	106 History of Eastern Civilizations-4			
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:  
PHLE 120, PHLE 121, POLS 101, PSYH 101, SOCO 101, or BUSN 134.

**V. CORE VALUES: Course required for students entering fall 2007 and forward.**

PHLE \_\_\_\_\_ 119 Core Values Ethical Decision Making-1 @

**VI. 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 Diversity-3 @
- HLTH \_\_\_\_\_ 102 Human Health and Wellness-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)

- CITA \_\_\_\_\_ 110 Introduction to Word Processing-1 @
- CITA \_\_\_\_\_ 150 Computer App & Busn System Concepts-4 @
- CITA \_\_\_\_\_ 151 Intro to Computer Applications-4 @
- GUID \_\_\_\_\_ 102 New Student Orientation (NSO)-1
- GUID \_\_\_\_\_ 109 First Year College Experience-1 @
- GUID \_\_\_\_\_ 110 Career Education Planning-1
- GUID \_\_\_\_\_ 111 Adult Re-Entry Orientation-1
- GUID \_\_\_\_\_ 112 Human Values and Attitudes-1
- HLTH \_\_\_\_\_ 208 First Aid-3
- LEAD \_\_\_\_\_ 101 Becoming an Effective Team Leader-1
- OFTC \_\_\_\_\_ 108 Introduction to Keyboarding-1
- RESK \_\_\_\_\_ 125 Research Skills-1

**VII. ELECTIVES Note: ENGL 099, READ 088, READ 111, ENGL 100, ENGL 100B, MATH 101A, MATH 101B, MATH 101, MATH 102, MATH 103, MATH 107, MATH 107B 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 FALL 2016**

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	6	6	6	3	43**	64

\*All A, B, C, & D must total a minimum of 30 semester hours. \*\* from one career program

**Area A - NATURAL SCIENCES AND MATHEMATICS**

@ available online

ACCT 100 Accounting Principles-3 @	CHEM 111 Chemistry I (Inorganic Chemistry)-5	MATH 130 Contemporary Math-3 @	PSCI 101 Astronomy-3 @
AGRC 212 Applied Math in Agriculture-3 @	CHEM 112 Chemistry II (Physical & Analytical)-5	MATH 134 College Algebra-3 @	PSCI 102 Astronomy-3
BIOL 101 Biology-4 @	CHEM 208 Organic Chemistry-5 @	MATH 135 Trigonometry-3 @	PSCI 103 Geology-4
BIOL 102 Biology-4	CHEM 209 Organic Chemistry-5	MATH 136 General Statistics-4 @	PSCI 120 Gen Physical Science-4
BIOL 117 Systemic Human A & P-4	CHEM 210 Biochemistry-5 @	MATH 143 Finite Math-3 @	PSCI 145 Energy & Environment-3
BIOL 121 Anatomy and Physiology-4	CITP 110 Computer Logic-4 @	MATH 160 Pre-Calculus-5 @	PSCI 180 Atmospheric Science-3 @
BIOL 122 Anatomy and Physiology-4	CNEL 130 Electrical Math-3	MATH 166 Calculus I-5	PSCI 203 Analytical Mech. (Statics)-3
BIOL 123 Biology, Society, & Environment-3	CULI 203 Food Service Cost Control-3	MATH 170 Math for Elem. Teachers I-4	PSCI 204 Analytical Mech. (Dynamics)-3
BIOL 125 Human Biology-3 @	DFTG 120 Drafting Math-3	MATH 172 Math for Elem. Teachers II-3 @	PTAS 119 Clinical A & P for PTA-5
BIOL 145 Marine Biology-3	DFTG 122 CAD Theory and Practice-3	MATH 210 Computer Prog for Engineer-3	PTAS 158 Kinesiology for PTA-4
BIOL 146 Environmental Biology-3 @	GEDR 103 General Engineering Drawing-3	MATH 236 Linear Algebra-3	PTAS 160 Physical Modalities I-3
BIOL 215 Microbiology-4 @	GEOG 101 Physical Geography-4 @	MATH 246 Calc. for Bus. & Soc. Sci-4 @	RESP 111 Applied Respiratory Sci-4
BOTY 101 Botany-4	HORT 212 Math for the Green Industry-3	MATH 247 Business Statistics-3 @	TECM 119 Tech Math I-3 @
BOTY 105 Local Flora-3	MATH 101 Basic Mathematics-3 @	MATH 267 Calculus II-4	TECM 120 Tech Math II-3
BUSN 149 Business Math-3 @	MATH 101B Fund of Math II-3	MATH 268 Calculus III-4	TECP 107 Tech Physics-4
CHEM 101 World of Chemistry-3 @	MATH 102 Elementary Algebra-4 @	MATH 269 Differential Equations-3	WELD 115 Math for Welders-3
CHEM 103 General Chemistry-4 @	MATH 103 Elem. Plane Geometry-3 @	PHYS 101 Physics-4	XRAY 145 Cross Sectional Anatomy I-4
CHEM 104 General Chemistry-4	MATH 107 Intermediate Algebra-4 @	PHYS 102 Physics-4	XRAY 146 Cross Sectional Anatomy II-4
CHEM 105 Biological Chemistry-3	MATH 124 Statistics Software-1 @	PHYS 201 Physics-5	ZOOL 101 Zoology-4
	MATH 129 Math Literacy for College Students-6	PHYS 202 Physics-5	

Additional Math courses are offered at the Centralia Correctional Center:

DFTG 120 Drafting Mathematics-3      TECM 118 Vocational-Technical Math-3

**Area B - ARTS AND HUMANITIES**

\*One English Composition/Writing course is required for graduation.

@ available online

ARTO 101 Drawing I-3	FREN 101 French I-4	LITO 164 The Bible as Literature-3	MUSC 145 Private Piano-1
ARTO 102 Design I -2 Dimensional-3	FREN 102 French II-4	LITO 201 English Literature-3 @	MUSC 150 Class Brass-1
ARTO 103 Design II-3 Dimensional-3	FREN 203 French III-4	LITO 202 English Literature-3 @	MUSC 155 Private Brass-1
ARTO 105 Introduction to Art-3 @	FREN 204 French IV-4	LITO 204 American Literature-3 @	MUSC 160 Class Voice-1
ARTO 106 Art History I-3 @	GERM 101 German I-4	LITO 205 American Literature-3 @	MUSC 165 Private Voice-1
ARTO 107 Art History II-3 @	GERM 102 German II-4	LITO 210 Shakespeare-3	MUSC 170 Class Organ-1
ARTO 111 Drawing II-3	GERM 203 German III-4	LITO 218 Children's Literature-3 @	MUSC 175 Private Organ-1
ARTO 112 Visual Design-4	GERM 204 German IV-4	MUSC 100 Concert Choir-1	MUSC 206 Elementary Music Methods-2 @
ARTO 116 Fibers I-3	HIST 105 Eastern Civilization-4	MUSC 101 Intro. to Music in America-3 @	MUSC 207 Music History & Lit-3 @
ARTO 117 Ceramics I-3	HIST 106 Eastern Civilization-4	MUSC 102 Introduction to Jazz-3 @	MUSC 222 Music Theory III-3
ARTO 118 Life/Figure Drawing-3	JRNL 101 Introduction to Mass Comm-3 @	MUSC 103 Orchestra-1	MUSC 223 Music Theory IV-3
ARTO 204 Painting I-3	JRNL 102 Journalistic Writing-3 @	MUSC 104 Community Chorale-1	PHLE 110 Logic-3
ARTO 205 American Art Survey-3	JRNL 103 Copy Editing and Rewriting-3 @	MUSC 105 Band-1	PHLE 120 Ethics-3 @
ARTO 214 Painting II-3	JRNL 104 Photo Journalism-3 @	MUSC 106 KC Blues (Jazz Choir)-1	PHLE 121 Intro. to Philosophy-3 @
BUSN 201 Business Communications-3 @	LITO 103 Introduction to Literature-3 @	MUSC 107 Music Appreciation-3 @	PHLE 125 Intro. to Phil. of Religion-3
COMM 106 Introduction to Sign Language-3	LITO 105 Introduction to Poetry-3	MUSC 110 Class Strings-1	RELG 101 Introduction to Religion-3
COMM 107 Intermediate Sign Language-3	LITO 106 Introduction to Drama-3	MUSC 113 Strings Ensemble-1	RELG 102 Old Testament Survey-3
DRAMA 111 Theatre Appreciation-3	LITO 107 Introduction to Fiction-3 @	MUSC 115 Private Strings-1	RELG 103 New Testament Survey-3
DRAMA 112 Acting I-3	LITO 110 Classical Mythology-3 @	MUSC 116 Music Fundamentals-3	RELG 110 World Religions-3
DRAMA 205 Theatre Production-3	LITO 112 Non-Western Literature-3	MUSC 117 Stage Band-1	RELG 120 Foundational Religious Texts-3
EDUC 210 Introduction to Elementary Art-3	LITO 113 American Ethnic Literature-3	MUSC 119 Instrumental Ensemble-1	SPAN 101 Beginning Spanish I-4 @
ENGL 100 Introduction to College Comp-3 @	LITO 115 Film Appreciation-3	MUSC 120 Class Woodwinds-1	SPAN 102 Beginning Spanish II-4 @
ENGL 100B Summer Bridge English-2	LITO 116 Film History-3	MUSC 122 Music Theory I-3	SPAN 150 Career Spanish for Work-2
ENGL 101 English Composition-3 @	LITO 117 Film and Literature-3	MUSC 123 Music Theory II-3	SPAN 203 Intermediate Spanish I-4 @
ENGL 102 English Composition-3 @	LITO 139 World Literature-3 @	MUSC 125 Private Woodwinds-1	SPAN 204 Intermediate Spanish II-4 @
ENGL 178 Creative Writing-3	LITO 140 World Literature-3 @	MUSC 129 Intro to World Music-3 @	SPCH 103 Fundamentals of Speech-3 @
ENGL 186 Career Communications-2		MUSC 130 Class Percussion-1	SPCH 204 Interpersonal Comm.-3
ENGL 206 Creative Writing: Fiction-3		MUSC 135 Private Percussion-1	
ENGL 207 Creative Writing: Poetry-3		MUSC 140 Class Piano-1	

**AREA C - SOCIAL SCIENCE**

@ available online

AGRC ___ 122 Agriculture Economics-3	GEOG ___ 103 Economic Geography-3	POLS ___ 101 American Government-3 @
ANTH ___ 101 Cultural Anthropology-3	GEOG ___ 104 World Geography-3 @	POLS ___ 205 State and Local Government-3
BUSN ___ 103 Introduction to Business-3 @	GEOG ___ 205 North American Geography-3	POLS ___ 225 Contemp. Political Thought-3
BUSN ___ 115 Marketing Fundamentals-3 @	HIST ___ 101 History of Western Civilization-4 @	PSYH ___ 100 Lifespan Growth & Dev-3 @
BUSN ___ 127 Principles of Management-3 @	HIST ___ 102 History of Western Civilization-4 @	PSYH ___ 101 Psychology-3 @
BUSN ___ 210 Legal & Social Environ. of Bus.-3 @	HIST ___ 103 History of United States-3 @	PSYH ___ 215 Child Psychology-3 @
ECES ___ 111 Child Development-3 @	HIST ___ 104 History of United States-3 @	PSYH ___ 216 Adolescent Psychology-3 @
ECES ___ 269 Exceptional Child-3 @	HIST ___ 105 History of Eastern Civilization-4	PSYH ___ 228 Applied Psychology-3
ECON ___ 201 Survey of American Economics-3	HIST ___ 106 History of Eastern Civilization-4	PSYH ___ 230 Abnormal Psychology-3
ECON ___ 205 Principles of Economics-3 @	HIST ___ 119 History and Govt. of Illinois-3	SOCO ___ 101 Sociology-3 @
ECON ___ 206 Principles of Economics-3 @	HIST ___ 147 History of Diversity-3 @	SOCO ___ 202 Social Problems-3
EDUC ___ 101 Intro to Educational Practice-4	HIST ___ 150 Latin American History-3 @	SOCO ___ 212 Social Psychology-3
EDUC ___ 202 Educational Psychology-3 @	HIST ___ 201 Topics in American History-3	SOCO ___ 252 Marriage and the Family-3 @

**AREA D - HEALTH AND PERSONAL DEVELOPMENT**

@ available online

BUSN ___ 119 Job Seeking/Job Keeping Skills-1	COMM ___ 107 Intermediate Sign Language-3	OFTC ___ 108 Introduction to Keyboarding-1
BUSN ___ 206 Personal Finance-3 @	COMM ___ 126 Eff. Comm. & Listening Skills-1	OFTC ___ 110 Document Processing I-3
CITA ___ 100 Microsoft Outlook-1 @	CSTR ___ 186 Construction Safety 30-2	OFTC ___ 111 Document Processing II-3
CITA ___ 110 Intro to Word Processing-1 @	GSTE ___ 101 Mapping Your Digital World-4	RESK ___ 125 Research Skills-1
CITA ___ 120 Microsoft Excel Beginner-1 @	GUID ___ 109 First Year College Exper.-1 @	SPAN ___ 101 Beginning Spanish I-4 @
CITA ___ 130 Microsoft Access-Beginner-1 @	GUID ___ 110 Career Education Planning-1	SPAN ___ 102 Beginning Spanish II-4 @
CITA ___ 140 Microsoft Powerpoint-1 @	GUID ___ 111 Adult Re-Entry-1	
CITA ___ 150 Computer Applications-4 @	GUID ___ 112 Human Values & Attitude-1	
CITA ___ 151 Intro. to Computer Applications-4 @	HLTH ___ 102 Human Health & Wellness-3 @	
CITG ___ 101 Computer Basics-2	HLTH ___ 208 First Aid-3	
CITG ___ 182 Windows XP-2 @	INDT ___ 111 Industrial Safety-2	
CITG ___ 183 Client Operating Systems-3 @	LEAD ___ 101 Becoming an Effective Leader-1	
CITG ___ 185 Intro to Comp Op. Syst-2 @	LEAD ___ 150 Leadership Development-3 @	
CITN ___ 114 Computer System Forensics-3	MEDT ___ 104 Medical Terminology-1 @	
CITW ___ 101 Introduction to Internet-3 @		

**Students may use any PHED course toward the requirement for Area D**

\*Certain Area D Courses may be repeated as credit applicable toward a degree. Please refer to the College catalog for approved repeatable courses.

Individual Allied Health programs may have requirements that satisfy Area D requirements not listed above.

**AREA E - COURSE REQUIRED FOR STUDENTS ENTERING FALL 2007 AND FORWARD**

@ available online

PHLE ___ 119 Core Values and Ethical Decision Making-1 @
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**Students must successfully complete one of the following courses to meet requirements of Public Act 87-581 in order to graduate:**

- ETHICS - PHLE 120 @
- PHILOSOPHY - PHLE 121 @
- AMERICAN GOVERNMENT - POLS 101 @
- PSYCHOLOGY - PSYH 101 @
- SOCIOLOGY - SOCO 101 @
- MANAGING DIVERSITY - BUSN 134 @

AREA F - ELECTIVES: Note: ENGL 099, READ 088, READ 111 and MATH 101A are transitional studies courses and cannot be counted toward graduation. VOCS courses do not count toward graduation.

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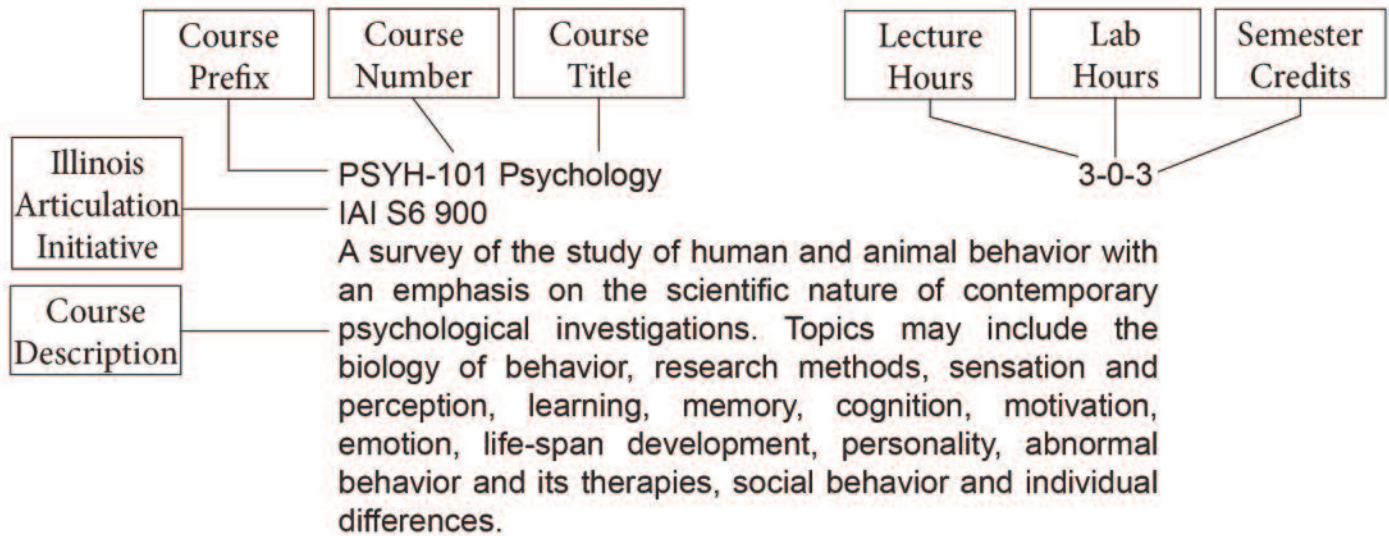
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1. Electives - Elective credit may be earned in any baccalaureate or occupational course numbered 100 or above.
2. A.A.S. Degree - Applicants must meet program requirements as listed in the College Catalog unless substitution or waiver is approved 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.



# DESCRIPTION OF COURSES

## How to Read a Course Description



# COURSE DESCRIPTION

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## **ACAP-111 Orientation to Human Services 3-0-3**

A brief survey of all Human Services occupations in agencies located in the surrounding metropolitan areas is offered.

## **ACAP-120 Current Trends in Social Services 3-0-3**

This course is an examination of special problems of the poor, unemployed, elderly, sick, disabled, minorities, women, etc. It is a study of federal and state legislation in the social field and its implications. An examination of current policies and practices designed to deal with social problems is also included.

Prerequisite: ACAP 111

## **ACAP-125 Intro to Addictions Counseling 4-0-4**

This is an introductory course on addiction and its recovery. This course is designed to introduce the students to the basic concepts of addiction as a disease, the bi-psycho-social and spiritual factors related to it, its impact on the individual, the family, and the society, and to the prevention and early intervention techniques. This will also provide students with information on clinical issues and methods of dealing with addiction from an historical perspective.

## **ACAP-126 Pharmacology for Addictions Counselor 4-0-4**

This is an inductory course on psychoactive drugs. This course will introduce the students to the pharmacology of drugs and to the physiological and biochemical principles necessary to understand the various classifications of drugs, their effects, action, and interaction, with emphasis on relevant treatment and counseling.

## **ACAP-127 Clinical Skills for Addictions Counselor 4-0-4**

This lab course presents an applied skills approach to interviewing techniques, assessment, individual and group counseling, and development of effective objectives and methods in addictions treatment. Prerequisite: Consent of instructor.

## **ACAP-128 Addiction Counseling I 4-0-4**

This course will review various factors related to addiction and deals with different methods of treating the chemically dependent individuals. It will also discuss the different laws and regulations related to addiction and its treatment. This course will also discuss the skills necessary to be an effective counselor.

## **ACAP-129 Addictions Counseling II 4-0-4**

This advanced addictions counseling class will explore in greater depth issues related to the treatment of chemical dependent people. Discussion will include advanced pharmacodynamics of addictions, sexuality and addictions, planning intervention, application of special populations and employee assistance programs. Prerequisites: ACAP 125 and ACAP 126, or instructor consent.

## **ACAP-197 Field Study in Human Services 2-2-3**

In this course, the student will put into practice the various kinds of skills that he/she has acquired during his/her previous educational experiences. The student will write periodic reports describing his/her activities and will have regular conferences with the instructor. Prerequisites: ACAP 111 and ACAP 120.

## **ACAP-217 Group Dynamics and Social Relations 3-0-3**

This is a preliminary course on group dynamics. The course will introduce students to the basic concepts of group dynamics, its significance in different areas of life, role of group leader and the group therapist, and the importance of group as a therapeutic tool for the growth of a group. Prerequisite: ACAP 125 and ACAP 126, or instructor consent.

## **ACAP-291 Practicum in Human Services 2-3-3**

In this course, the student will put into practice the various kinds of skills that he/she has acquired during his/her previous educational experiences. The student will write periodic reports describing his/her activities and will have regular conferences with the instructor. Prerequisite: Sophomore Standing

## **ACCT-100 Accounting Principles 3-0-3**

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 3-0-3**

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 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, the limitations of using this in making forward-looking business decisions is included. 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 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

A study of the Federal Revenue Acts as they relate to individual and business income tax procedures. Topics include income inclusions, exclusions, capital gains and losses, business and personal deductions, accounting methods, and all aspects of tax laws as applied by the Internal Revenue Service and as interpreted by the tax courts. This is a practical hands-on type of course in which the student gains the knowledge and skills to actually prepare income tax returns. Prerequisite: ACCT 201 or permission of instructor.

**ACCT-243 Managerial Cost Accounting** 3-0-3

This course puts a managerial emphasis on cost accounting. It includes such topics as the accountant's role in the organization, a review of cost terms and purposes, cost-volume-profit relationships, job order accounting, budgeting, and profit planning systems design, responsibility accounting, standard costs, flexible budget, overhead variances, product costing, contribution margin, capital budgeting, inventory planning control and valuation, cost allocation, process costing, accounting for payroll, internal control, and various other topics. Prerequisite: ACCT 202

**ACCT-247 Computer Application in Accounting** 3-0-3

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 consent of instructor

**ACCT-250 Intermediate Accounting III** 3-0-3

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 perceptive as a frame of reference to understand and evaluate accounting theory and its practical application. Prerequisite: ACCT 202.

**ACCT-260 Forensic Auditing** 3-0-3

Concepts and techniques through which the following are examined: 1) established management (internal) controls are being adequately and are effectively maintained; 2) records and

financial, accounting, and other reports are reflecting actual operations and accurate and prompt results; 3) each division, department, or other unit is carrying out the plans, policies, and procedures for which it is responsible. As a result of the examinations, one should be able to detect financial discrepancies, irregularities, and unauthorized/unlawful access to assets. Prerequisite: ACCT 100.

**ACCT-265 Government and Not for Profit Acct** 3-0-3

Fundamental principles, account classifications, financial statement preparation and requirements of accounting relating to governmental-type entities and not-for-profit entities. Prerequisite: ACCT 100.

**ACCT-272 Accounting Internship** 1-15-4

Students work in an accounting position for a minimum of 225 hours under the supervision of the classroom instructor and the student's 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: ACCT 250 or ACCT 212 or concurrent enrollment with permission of instructor.

**ACCT-298 Special Topics in Advanced Accounting** 4-0-4

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. Prerequisite: Approval of Program Coordinator

**AGRC-101 Introduction to Animal Science** 3-2-4

IAI AG 902

The application of the science 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 behavior; and current issues in animal science.

**AGRC-102 Animal Nutrition** 3-0-3

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

The 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.

# COURSE DESCRIPTION

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## **AGRC-115 Intro. to Agriculture Employment 1-0-1**

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. Prerequisite: AGRC 113

## **AGRC-116 Intro to Agricultural Education 3-0-3**

IAI AG 911

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

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

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

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**

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**

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 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**

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-161 Agriculture Credit and Finance 3-0-3**

This course covers the agriculture credit and financing field. It includes capital and credit needs of the agricultural industry, sources of credit, and methods of obtaining credit.

## **AGRC-199 Special Topics/In Agriculture 6-12-6**

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. This course may be taken for variable credit hours. May be repeated for a different topical area once without approval; additional repetition requires appropriate Associate Dean or Dean approval.

## **AGRC-210 Agriculture Sales and Leadership 3-0-3**

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-211 Business Records & Computer Analysis 2-2-3**

This course includes the profit and loss statement, the balance sheet, and other accounting instruments needed to analyze the operation of an agriculture business. Records necessary to make a critical analysis are also included.



**AGRC-212 Applied Mathematics for Agriculture 3-0-3**  
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  
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 MC 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**  
World Agriculture will investigate the roles of agriculture throughout the globe, its impact on economies, as well as, social, political, and food implications. Attention will be given to both developed and third world nations. Students will learn about the role of agricultural production, processing, distribution, and consumption of agricultural products throughout the world.

**AGRC-218 Precision Agriculture 2-2-3**  
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 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**  
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-223 Plant and Animal Diseases/Plant & Animal Diseases 2-2-3**  
The study of the symptoms, treatment and control of the disease and parasites in crop and livestock production.

**AGRC-224 Waste Management 3-0-3**  
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 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.

**AGRC-227 Supervised Occupation Experience 0-20-4**  
This course is similar to Supervised Occupational Experience 230 and will be offered during the summer under the supervision of a college agriculture instructor and the employer.

**AGRC-230 Supervised Occupational Experience 0-10-2**  
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.

**AGRC-233 Managing & Agricultural Business 3-0-3**  
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**  
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: AGRC 230.

**AGRC-250 Beef and Swine Production 3-0-3**  
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-290 Swine & Other Animal Production Lab 0-4-2**  
Livestock evaluation I: A study of the relationship between form and function in the evaluation and selection of breeding and market livestock.

**AGRC-291 Ruminant Production Lab. 0-4-2**  
Livestock Evaluation II: A study of the relationship between form and function in the evaluation and selection of breeding and market livestock.

# COURSE DESCRIPTION

## **ANTH-101 Cultural Anthropology 3-0-3**

IAI S1 901N

A study of the diversity of cultural forms found in non-western societies and a consideration of human evolution and racial differentiation. The similarities between primitive societies and the modern American society are used to show how relative the study of primitive man is for modern Americans.

## **ARTO-101 Drawing I 0-6-3**

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**

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**

Fundamentals of three-dimensional design. Theory and studio practice covering principles of plane, form, mass, volume, space, light and structure 1-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

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

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.

## **ARTO-107 Art History II 3-0-3**

IAI F2 902

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**

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: 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**

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**

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**

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**

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**

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.

## **ARTO-204 Painting I 0-6-3**

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, consent of Instructor or based on portfolio review.

**ARTO-214 Painting II** **2-2-3**

A continuation of Painting 204. Concentration areas are: a) watercolor, b) acrylic, and c) figure painting and portraiture. Prerequisite: ARTO 204 or permission of instructor.

**ATHT-100 Observation Athletic Training** **.5-0-5**

Designed to give students the opportunity to directly observe the components involved in the field of Athletic Training paired with classroom discussion. Students will observe the following: athletic practice and contests. All students are under the direct supervision of a certified athletic trainer.

**ATHT-208 Principle of Athletic Training** **1-0-1**

This course provides the foundation for those students pursuing a career in athletic training. Fundamental information regarding prevention, recognition, taping, rehabilitation and modalities appropriate in the care of athletic injuries will be discussed. Skill work in the classroom and athletic training room is required.

**AUBY-102A Basic Collision Repair III** **1-8-5**

This course is a continuation of AUBY 101 B. Actual work experience on cars is continued, progressing into repair of a more serious nature. Straightening of doors, hoods, and deck lids and fitting, aligning and panel replacement are emphasized. Prerequisite: AUBY 103, or special permission.

**AUBY-102B Basic Collision Repair IV** **1-8-5**

This is the final lab session in which the student will improve the skills learned in all previous auto body courses. Hands-on practice is emphasized with additional training in interior and exterior trim and glass removal and installation. Concurrent enrollment in AUBY 102 A.

**AUBY-103 Surface Preparation & Refinishing**  
**Surface Preparation and Refinishing** **1-4-3**

This course covers procedures for final preparation of straightened sheet metal and final finishing techniques. Operation, maintenance and repair of different types of suction feed and pressure feed spray guns and the associated finishing equipment will be stressed and a study made of paint types, mixing and matching techniques, and various paint problems.

**AUBY-108 Advanced Painting & Refinishing** **1-4-3**

Techniques and procedures for mixing acrylic lacquers, acrylic enamels, and polyurethane enamels using a paint mixing machine will be taught in this class. Color tinting and shade variations to correct a mismatched color will also be covered. Prerequisite: AUBY 103.

**AUBY-110 Basic Auto Body Estimating** **1-2-2**

Professional techniques of appraising minor and major collision damage, including understanding damage and its related repair procedures, will be covered in depth. Fundamentals of damage appraisal, use of collision repair manuals, various estimating forms, and accurate appraisal procedures will be stressed.

**AUBY-115 Workplace Experience I** **0-8-1.5**

This work experience is designed to provide practical experience for the student pursuing a certificate in the Auto Body program. It provides an opportunity for the student to apply previously learned principles to an actual job setting. The student works under the direct supervision of an independent shop supervisor. Evaluation of the student's attitude, work ethic, and final appearance of the finished product will determine the student's final grade.

**AUBY-116 Workplace Experience II** **0-8-1.5**

This second semester course is designed to increase the student's skills and knowledge and provide a foundation on which they can apply previously learned techniques. They will continue to work under an independent shop supervisor as well as the college instructor in an off campus job site.

**AUBY-117 Occupational Safety and Health-10** **1-0-1**

This course is designed to provide general knowledge on various techniques to reduce hazards and injuries in the workplace. Function and proper use of P.P.E, Personal Protection Equipment, will also be covered. Hazard communication (HAZCOM) and Safety Data Sheets (S.D.S.) usage will be stressed when dealing with chemicals. A 10-Hour O.S.H.A card will be obtained with the successful completion of this course.

**AUBY-118 Occupational Safety and Health-30** **2-0-2**

This course is designed to provide general knowledge and application of OSHA Safety and Health Standards, policies, and procedures as it applies to the general industry. This course will prepare students to recognize unsafe situations at the worksite and provide acceptable solutions. A 30-hour OSHA card will be obtained with the successful completion of this course.

**AUBY-140 Intro to Collision Repair Tech** **1-0-1**

This course gives the student an introductory viewpoint of the collision repair industry. Emphasis on safety procedures and precautions will be stressed. Career opportunities and desired traits in an auto collision are covered as well as the various working conditions encountered. An overview of the many available point systems will also be covered. Vehicle identification and paint code locations will be explained.

**AUBY-141 Auto Body Tools & Techniques** **1-2-2**

A lecture/lab course designed to introduce the students to a wide variety of tools used in the collision repair industry. A wide range of hand tools and air tools will be covered and each student will be required to demonstrate proficiency with each.

**AUBY-142 Shop Organization & Management** **2-0-2**

This lecture only course focuses on basic principles of body dealership, operation, and management. Emphasis on problem solving, skills, leadership, responsibility, cooperation, and good working human relationships with employers, employees, and customers. Emphasis is placed on locating, pricing, and correct names of various auto related material.

# COURSE DESCRIPTIONS

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## **AUBY-143 Vehicle Body Maintenance 1-2-2**

A lab/lecture course designed to give the student an understanding of various techniques on interior and exterior body maintenance procedures. Door trim and headliner skills are also emphasized. Correct buffing and detailing is also covered. Prerequisite: AUBY 140, 141, 118, or permission of the program coordinator.

## **AUBY-144 Basic Collision Repair 1-4-3**

This course is designed to allow the student to apply skills previously learned on practice panels to live vehicles with limited damage. Basic principles of automobile construction and design are covered. Shrinking, filling and application of bhammer and dolly techniques are stressed. Prerequisite: AUBY 140, 141, 142, 143, or permission of instructor and program coordinator.

## **AUBY-145 Unibody Welding & Disassembly 1-2-2**

This course provides the collision repair student exposure to basic skill development in the areas of oxyacetylene welding and cutting, plasma arc cutting, and M.I.G. welding. Personal safety and proper handling of gasses and equipment are also stressed.

## **AUBY-150 External Body Accessories and Trim 1-2-2**

A course designed to teach students the proper and correct methods to remove and install various exterior decals, stripes, emblems, and moldings. Identification of the various types and styles of attaching hardware will also be covered.

## **AUBY-151 Panel Replacement and Alignment 1-4-3**

Included in this course will be the removal and installation of quarter panels, hoods, roofs, deck lids, core supports and rocker panels. Replacement panels will be installed using the latest industry standards to provide structural integrity of the vehicle. Replacing or making panels to repair rusted areas will also be covered. Prerequisite: AUBY 140, 141, 142, 143, 144, 150, or permission of the instructor and program coordinator.

## **AUBY-152 Plastics, Adhesives, Glass & Sealers 1-2-2**

Identification of various types of plastics and other non-metallic materials used in the automotive industry will be covered. Proper repair and refinishing of these substrates will also be covered. Glass replacement and the correct selection of adhesives and sealants are included. Prerequisite: AUBY 140, AUBY 141, AUBY 142, AUBY 143, AUBY 144, AUBY 150, AUBY 151, or permission of the instructor and program coordinator.

## **AUBY-153 Advanced Collision Repair 1-4-3**

This course requires the student to apply all of their prior course knowledge to more extensive damaged vehicles. In this final segment, production, speed, and quality will be stressed. Prerequisite: AUBY 140, AUBY 141, AUBY 142, AUBY 143, AUBY 144, AUBY 150, AUBY 151, AUBY 152, or permission of the instructor and program coordinator.

## **AUBY-154 Automotive Tinting and Blending 2-4-4**

This advanced course incorporates all of the previously learned techniques and skills. Base coat, clear coat, tri-coat, and multi-colored pearl coats will be used extensively with the appropriate clear coats. Proper spray gun techniques and manipulation of paint formulas will be stressed. Final polishing and vehicle preparation prior to customer delivery will be emphasized. Prerequisite: AUBY 108.

## **AUBY-213 Comprehensive Auto Body Repair 2-4-4**

Laboratory for students to show competency in auto body repair by applying information and skills learned in previous technical courses, from estimate writing to final finishing.

## **AUBY-214 Special Procedures of Prep/Refinish 2-4-4**

The student is trained in the proper techniques of blending and finish matching and the use of base coat/clear coat paint systems. This course includes practical applications of surface preparation and painting on automobiles.

## **AUPM-120 Automotive Parts Management 2-4-4**

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.

## **AUTO-086 Auto Maintenance for Beginners 2-2-3**

This course is designed for students with little or no previous automotive maintenance training. This course consists of automotive safety and the basic automotive systems. This course also reviews various types of resource materials. In addition, the student will learn the correct and safe way to use basic hand tools.

## **AUTO-104 Chassis Mechanical and Electrical Comp 1-6-4**

Provides an introduction into mechanical repairs for the collision technician. Automotive systems commonly damaged in collision will be the major content areas. Topics include principles of operation, diagnosis and repair of the steering, suspension, electrical, brakes, heat, air conditioning, and restraint systems. Emphasis will be placed on safety precautions. Prerequisite: AUBY 140 or consent of program coordinator.

## **AUTO-111 Safety and Shop Procedures 1-0-1**

This is a course in safety and shop procedures applied specifically to the automotive field. Students will become familiar the automotive program facilities and general shop safety regulations. Career opportunities, shop policies, equipment locations and the shop tool system are examples of topics. All students will be required to submit a safety report and pass safety tests before work will be permitted in the automotive lab.

**AUTO-118 Basic Electrical** 2-4-4  
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. Co-requisite or prerequisite: AUTO 111.

**AUTO-119 Automotive Fundamentals and Service** 2-2-3  
This course covers basic skills and terminology. 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 the automotive training courses. AUTO 119 qualifies for the District Tech Prep Agreement. Co-requisite or prerequisite: AUTO 111.

**AUTO-121 Auto Heat and Air Conditioning** 2-4-4  
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 conditioned systems plus proper handling refrigerant and retrofitting units. Co-requisite or prerequisite: AUTO 119.

**AUTO-139 Brake Systems** 2-4-4  
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  
The course covers the principles, design, and function of manual transmissions and drive line systems from the flywheel to the differential. Detailed study includes diagnosis, inspection, adjustment, and servicing clutches, standard transmissions, drive lines, rear axles, universal and CV joints, transfer cases, and limited slip differentials. Co-requisite or prerequisite: AUTO 119.

**AUTO-156 Engine Performance I** 2-4-4  
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-158 Introduction to Alternative Fuels** 2-4-4  
This course focuses on the alternative fuels currently recognized and available for vehicle use. Each fuel is studied for its exhaust emissions, cost, availability and practical use in transportation vehicles. The theory of operation, safety issues and maintenance of alternative fueled and hybrid vehicles is covered. Prerequisites: AUTO 111, AUTO 119, and AUTO 156 or consent from an instructor.

**AUTO-161 Suspension and Alignment** 2-4-4  
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** 2-6-5  
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. Each student will be allowed to provide one engine for rebuild. Co-requisite or prerequisite: AUTO 119.

**AUTO-180 Basic Light Diesel Technology** 2-4-4  
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-199 Special Topics in Mechanic & Repair** 6-12-6  
This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. Credit will be determined in accordance with course content. This course may be taken for variable credit hours and may be repeated for a different topical area once without approval. Additional repetition requires appropriate Dean approval. Specific topic will be stated on student's transcript.

**AUTO-225 Engine Performance II** 2-4-4  
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 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 225 with a grade of C or better.

# COURSE DESCRIPTIONS

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## **AUTO-235 Advanced Electrical** 2-4-4

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-238 Intro Electric and Hybrid Vehicles** 2-4-4

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. Prerequisites: AUTO 111, AUTO 119, AUTO 118, and AUTO 235, or consent from an instructor.

## **AUTO-266 Engine Performance III** 2-4-4

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** 2-6-5

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 156 with a grade of C or better and completion of at least 25 credit hours in AUTO courses with an overall average of C or better.

## **AUTO-280 Automotive Seminar** 1-0-1

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

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-286 Automotive Internship** 1-10-3

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 consent of instructor.

## **AVIA-101 Private Pilot Flight** 2-2-3

Flight instruction in pre and post solo phase of PPL (private pilot license) training. Flight training that prepares the student for solo cross country and in preparation for the practical flight test. Must be enrolled in or have successfully completed AVIA 161. Training includes stages I, II and III of PPL (Jeppessen Sanderson syllabus).

## **AVIA-102 Instrument Rating** 3-2-4

Instruction in flight by reference to aircraft instruments. Stages I, II and III of approved syllabus (Jeppessen Sanderson syllabus). All basic maneuvers required by syllabus as well as instrument approaches, departures, and en route procedures. All time must be in an airplane or approved training device. Must have completed AVIA 161 and AVIA 101. Must be concurrently enrolled in AVIA 163, 165, and 168.

## **AVIA-103 Commercial Pilot Flight Training** 2-4-4

Flight training required for CPL practical test to include all required maneuvers and complex aircraft training. Completion of Stages IV, V, VI of CPL (Jeppessen Sanderson) syllabus required. Must have completed AVIA 102, 162 and 164. Must be concurrently enrolled in AVIA 163, 165, and 168.

## **AVIA-104 Commercial Multi-Engine Rating** 1-1-1.5

Complete required instruction for transition to multi-engine aircraft. Must include all required maneuvers, asymmetric flight and landing instrument approaches; including single engine procedures. Must have completed AVIA 102, 162, and 164. Must be concurrently enrolled in AVIA 103.

## **AVIA-105 Certified Flight Instructor** 3-1-3.5

Ground and flight instruction so that the applicant has all the skills to teach practical and theoretical subjects to PPL and CPL candidates. Must have an in-depth knowledge of all regulations pertaining to issue and use of such licenses. Must have completed AVIA 104 and all related AVIA courses. Must also have passed FAA written tests.

## **AVIA-106 Certified Instrument Instructor** 1-1-1.5

Ground and flight instruction so that the applicant has all the skills to teach theoretical and practical subjects to an instrument student. Must have an in-depth knowledge of flight by reference to instruments as well as regulations pertaining to the IFR environment. Must have completed AVIA 105.

## **AVIA-107 Primary Flight Theory** 3-0-3

This course introduces the beginning flight training student to the various subjects affecting flight, such as aerodynamics, airplane systems, aircraft performance, navigation, radio navigation, aviation weather, Federal Aviation Regulations (FAR) and weight and balance computations. This course prepares the student for the Federal Aviation Administration (FAA) Private Pilot Written Examination.

**AVIA-108 Instrument Flight Theory 3-0-3**  
In this ground-based course, the student will learn the principles of instrument flight, including the operation, use and limitations of instrument navigation systems. Various subjects in this course include aircraft instruments, radio navigation, Federal Aviation Regulations that apply to instrument flight, use of flight charts and planning, Instrument Flight Rules (IFR) en-route procedures for departure, en-route, holding patterns and arrival operations. This course prepares the student for the Federal Aviation Administration (FAA) instrument knowledge test. Prerequisite: AVIA 107 or a Private Pilot License or permission from the instructor.

**AVIA-109 Human Factors in Aviation 3-0-3**  
Human factors refer to the field of study that attempts to identify the principals of human-machine interaction and applies these principals to the design and operation of engineered systems. Human factors is now recognized as an indispensable component of system design and evaluation, accident investigation and prevention, simulation, training, procedures development and system performance testing. This course will provide the student specialized instruction in the areas of: physiological aspects of aviation, psychological aspects of aviation, aeronautical decision making and crew resource management. Prerequisite: AVIA 107, or a Private Pilot license or permission from instructor.

**AVIA-160 Introduction to Aviation 3-0-3**  
This is the study of the history of aviation, theory of flight, equipment, and rules and regulations.

**AVIA-161 Private Pilot/Ground Course 3-0-3**  
Private Pilot Ground Course is designed to encompass the equivalence of a Federal Aviation Administration private pilot ground school and should prepare the student to take the FAA private written examination.

**AVIA-162 Aircraft Instrument/Ground Course 3-0-3**  
This is the study of the fundamentals of aircraft instruments. Includes pilotage, dead reckoning, geographic concepts, aeronautical charts, flight computer, plotter, meteorology, communications, federal regulations.

**AVIA-163 Aviation Meteorology 3-0-3**  
Introduction to meteorology as it relates to aviation. The student must have co-enrollment in AVIA 161 to enroll in this course.

**AVIA-164 Navigation 3-0-3**  
This is the study of basic and radio navigation. Includes aeronautical charts, plotter, meteorology, and flight computer.

**AVIA-165 Aviation Regulations 3-0-3**  
This is the introduction to local, federal, and international aviation laws.

**AVIA-168 Commercial Pilot/Ground Course 3-0-3**  
Comprehensive ground school course covering information required for the Commercial Pilot written examination. Includes advanced instruction in precision flight maneuvers, instruments and systems, aerodynamics, meteorology, charts and operations, radio navigation, flight planning, flight computer and federal aviation regulations.

**AVIA-204 Commercial Flight Theory 3-0-3**  
This ground-based course provides the advanced pilot with the necessary aeronautical knowledge needed for the Federal Aviation Administration Commercial Pilot Airplane Knowledge exam as well as Instruction in Federal Aviation Administration (FAA) regulations pertaining to commercial flight operations. Includes advanced instruction in aerodynamics for multi-engine airplanes with multiple scenarios, weather and safe operation of aircraft. Prerequisite: AVIA 107 and AVIA 108, or Private Pilot License and permission from instructor

**AVIA-205 Advanced Aircraft Systems 3-0-3**  
Students will obtain knowledge of construction, operation and components of Multi- Engine reciprocating and jet powerplants. They will understand the operation and components of cabin pressurization and air conditioning systems, flight control systems, landing gear systems, fuel systems, electrical systems, anti-icing systems, and fire detection systems. Prerequisite: AVIA 107 and AVIA 108, or a Private Pilot License and permission from the instructor.

**BIOL-101 Biology 3-2-4**  
IAI L 1910L  
Cellular and Molecular Biology. An introduction to biochemistry, molecular genetics, cell structure, function, and processes. Laboratory required.

**BIOL-102 Biology 3-2-4**  
IAI L1910L  
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-117 Systematic Human A & P 3-2-4**  
This is a survey course of Human Anatomy and Physiology with emphasis on the cardiopulmonary system. Primarily for students in the Respiratory Therapy Program.

**BIOL-120 Human Anatomy and Physiology 4-2-5**  
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. Admission restricted to students currently enrolled in the Massage Therapy or Personal Fitness Trainer Programs.

# COURSE DESCRIPTIONS

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## **BIOL-121 Anatomy & Physiology** 3-2-4

IAI LI 904L

An integrated study of the organ systems of the normal human body. Subjects covered include tissues, skeletal, muscular, central and autonomic nervous system, and reproductive systems. Laboratory includes dissection of simulations of cat, vertebrate, or human cadaver and appropriate physiological experiments. Prerequisite: One year of high school biology or BIOL 101, or permission of biology department chairperson.

## **BIOL-122 Anatomy & Physiology** 3-2-4

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 L1 904

Examines practical aspects of concepts in human biology. Topics covered include: Heredity, Growth, development, health and disease processes.

## **BIOL-145 Introduction to Marine Biology** 3-0-3

The course focuses on the marine environment as a unique feature of the planet Earth and investigates areas of intense scientific and public concern: the pervasiveness of the ocean and its effect on the Earth's weather; its stunning physical size and diversity of contained life forms; its contributions to the physical and historical development of man; its impact on geopolitical and economic matters; the impact of oceanic pollutants and the potential exploitation of marine resources.

## **BIOL-146 Environmental Biology** 3-0-3

IAI L1 905

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-199 Topics/Issues in Biology** 6-12-6

This course will provide an opportunity to examine selected topics or issues of interest in biological sciences. Credit will be designated in accordance with course requirements as specified in the approved syllabus.

## **BIOL-215 Microbiology** 2-4-4

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.

## **BOTY-101 Botany** 3-2-4

IAI L1 901L

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.

## **BOTY-105 Local Flora** 2-2-3

This course is concerned with the recognition and identification of seed plants which are common in Central and Southern Illinois.

## **BUSN-080 First-Line Supervision** 1-0-1

This basic first-line supervision class will develop specific skills in leadership, decision-making, problem solving and interpersonal communication as these functions relate to the first line supervisor's job. Emphasis will be placed on planning, motivating, directing, controlling, and team development and management at the entry level management position. Skills will be developed through the use of case studies, group exercise, programmed simulation exercises and critical incident analyses from students' prior work experience.

## **BUSN-102 Students in Entrepreneurial Leadership** 3-0-3

The purpose of this course is to establish and promote student-generated free market economic education programs. Students will develop projects to enhance a better understanding of and a greater appreciation for the free enterprise system.

## **BUSN-103 Introduction to Business** 3-0-3

A survey of the fundamentals of business. The 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. 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

A study of the essentials of marketing management 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-119 Job Seeking & Job Keeping Skills** 1-0-1

This course is designed to provide an understanding of self-evaluation, self-assessment, pre-employment forms, job interviews, and job selections. Emphasis is on problems connected with attitude and interpersonal relationships on the job, motivation, job satisfaction, self-improvement and self-image, frustration and anxieties, workers' laws, and other adjustment problems faced by an individual in a highly technical society. This course may not transfer to some universities.



**BUSN-127 Principles of Management** 3-0-3  
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  
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 supervision function.

**BUSN-134 Managing Diversity** 3-0-3  
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-148 Advertising** 3-0-3  
An introduction to the fundamental concepts and practices of advertising. The focal point of the course is the creation of advertising, campaign for a given good or service to include researching the consumer, developing the advertisements, selecting the media, and testing advertising effectiveness. Other areas of promotion are also covered including public relations and sales promotions.

**BUSN-149 Business Mathematics** 3-0-3  
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. Prerequisite: MATH 101 or testing criteria.

**BUSN-151 Entrepreneurship** 3-0-3  
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 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-190 Small Business Formation** 1.5-0-1.5  
Survey of management principles and techniques applied to industry. Includes characteristics of the industrial enterprise; organizational structures; role of management in various divisions; product development; production facilities; investment economics; labor relations and personnel policies; efficiency techniques; material procurement; inventory, production, and budget control; and transportation logistics.

**BUSN-198 Topics/Issues in Business** 4-4-4  
This course will provide an opportunity to address current issues, approaches, and challenges in business, with an emphasis on critical thinking, problem-solving, and enhancing overall knowledge and skills in business management and leadership. Section topics will vary, and credit will be designated in accordance with course requirements as specified in course syllabus. The course may be repeated for a different topical area once without approval; additional repetition requires appropriate Dean approval. Specific topic title will be stated on student's transcript.

**BUSN-201 Business Communications** 3-0-3  
This course covers the skills needed for everyday communication. Topics include outlining, writing, and revising business writing; modern business communications systems and visual aids; oral communications utilized in speeches, interviews, listening techniques, and library skills necessary in researching a company and writing a report. Prerequisite: ENGL 101.

**BUSN-206 Personal Finance** 3-0-3  
This course is designed to provide the student with the skills and knowledge to make good personal finance decisions. The course will examine your current financial situation, help develop specific goals, and identify and evaluate possible strategies for meeting your goals. Topics include: the financial planning process, budgeting, cash management, consumer loan and credit management and investment and wealth management.

**BUSN-207 Business Management Internship** 1-15-4  
The business internship is designed to enhance the student's knowledge and skills necessary to be successful in a business environment. Students will work in an approved business position for a minimum of 225 hours. Students will also be required to complete online training in Work Ethics. Work Ethics training will concentrate on skills like communication, teamwork, and cooperation. The student will receive a certification in Work Ethics after successful completion. Prerequisite: Sophomore standing in the Business Program and the permission of the Business Coordinator.

**BUSN-210 Legal & Social Environment of Busn.** 3-0-3  
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 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. Numerous case studies will be utilized to illustrate problems facing today's small business person. 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).

# COURSE DESCRIPTIONS

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## **BUSN-216 Retail Management and Merchandising 3-0-3**

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**

A study of employer/employee relations with emphasis on recruitment and selection, job placement and analysis, transfer, promotion and dismissal, grievance procedures, working conditions, wage standards, motivation, and morale. A study of the impact of the unionism including practical experience using mediation and arbitration. A study of Equal Opportunity Commission.

## **BUSN-227 International Business Management 3-0-3**

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.

## **BUSN-250 Team Bldg for Mgmt 1-0-1**

This course teaches you how to build an effective team. You will learn when and how to motivate your employees to become involved in team efforts.

## **CHEM-101 World of Chemistry 3-0-3**

IAI P1 903

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 P1 902L

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.

## **CHEM-104 General Chemistry 3-2-4**

The second semester of an introductory chemistry course for non-science majors. The course concentrates on the fundamentals of organic chemistry. These fundamentals are then applied to biological chemistry principles which affect all living organisms. Prerequisite: CHEM 103 or High School Chemistry (obtaining a "C" or better), or permission of instructor.

## **CHEM-106 Environmental Chemistry 4-0-4**

IAI P1 903

Topics include basic structure and bonding of molecules, different types of molecules which are essential in everyday life, the structure and composition of earth, vital processes in

the formation, extraction, and, purification of metals, minerals and fossil fuels. Also includes the abundance, properties and cycling of specific chemical elements, the properties and their relationships with the environmental chemistry of water, and aqueous solutions, and some environmental pollutions.

## **CHEM-111 Chemistry I (Inorganic Chemistry) 3-4-5**

IAI P1 902L IAI CHM 911

A study of physical and chemical concepts; atomic structure and periodic classification; concepts of chemical bonding; gas laws; solutions and colloids; and oxidation-reduction (redox) reactions. Prerequisite: high school algebra.

## **CHEM-112 Chemistry II (Physical & Analytical) 3-4-5**

IAI CHM 912

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**

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.

Prerequisite: CHEM 103 or CHEM 111 or High School Chemistry (obtaining a "C" or better), or permission of instructor.

## **CHEM-209 Organic Chemistry II 3-4-5**

Topics include aldehydes and ketones, carboxylic acids and derivatives, dicarbonyl compounds, carbohydrates, amines, amino acids and proteins, heterocyclic compounds, and nucleic acids. Laboratory required. Prerequisite: CHEM 103 or CHEM 111 or High School Chemistry (obtaining a "C" or better), or permission of instructor.

## **CHEM-210 Biochemistry 5-0-5**

Topics include basic structure, stereochemistry, synthesis, 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 permission of instructor.

## **CITA-100 Microsoft Outlook 1-0-1**

This course prepares students for the Outlook Specialist certification. Students will be using Outlook for Email, using calendar for scheduling, managing contacts, creating tasks with notes, customizing, integrating, and archiving Outlook components. This class prepares students for the Microsoft Outlook Certification test.

**CITA-110 Introduction to Word Processing 1-0-1**

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 Specialist 3-0-3**

This course prepares students for the Word Specialist Level certification for Microsoft Office Specialist Certification. Students will be working with text, working with paragraphs, working with documents, managing files, using tables, and working with pictures and charts. This class will prepare students to take the Microsoft Office Specialist Exam.

**CITA-120 Microsoft Excel (Beginner) 1-0-1**

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 Specialist 3-0-3**

This course prepares students for the Microsoft Excel Specialist Certification. Students will be working with text, working with cells, working with files, formatting worksheets, working with page setup and printing, working with worksheets and workbooks, working with formulas and functions, and using charts and objects. This class will prepare students for the Microsoft Excel Specialist Exam.

**CITA-130 Microsoft Access (Beginner) 1-0-1**

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 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 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 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-150 Computer App & Busn System Concepts 3-2-4**  
IAI AG 913

This course is designed primarily for students planning on majoring in a field of commerce. Students are acquainted with and trained in the business packages including word processing, database, spreadsheet, presentation software and Internet access methods. Operating systems such as DOS, OS/2, Windows, OS/400, and UNIX are reviewed. In addition the basics of management information systems are covered.

**CITA-151 Intro to Computer Applications 4-0-4**  
IAI BUS 902

In this course, the student will learn to operate several microcomputer application programs that combine to make an application suite. The software programs in the suite include Word, Excel, PowerPoint, Access, and an e-mail and PIN program, Outlook. Students will integrate information between the programs and with the Internet. The course prepares students to pass the core-level certification exams in Word, Excel, PowerPoint and Access.

**CITA-200 Accounting Software Package 3-0-3**

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 consent of instructor.

**CITA-212 Microsoft Word Expert 3-0-3**

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 course will prepare students to take the Microsoft Word Expert Exam. Prerequisite: CITA 112.

**CITA-222 Microsoft Excel Expert 3-0-3**

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 provides hands-on training in word processing applications ranging from basic to advanced. Skills to be developed include file management, basic text formatting and editing, find and replace, block and move, spell/thesaurus, printing, merging, document assembly, sorting, document management, columnar math features, macros, styles, and desktop publishing features. Prerequisite: CITA 151 or permission of the instructor.

# COURSE DESCRIPTIONS

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## **CITA-240 Digital Illustration (Adobe) 3-0-3**

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 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 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 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.

## **CITA-250 Integration of MS Office 3-0-3**

This capstone course equips students with the skills needed to successfully integrate Microsoft Office applications to utilize the suite to its maximum potential. The lessons also focus on file management and work group considerations. This course will prepare students to secure credentialing of Microsoft Office User Specialist. Prerequisite: CITA 151.

## **CITC-120 CISCO Network Essentials 3-2-4**

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**

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**

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 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**

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 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-160 IP Telephony Fundamentals 2-2-3**

This course provides a basic foundation in the fundamentals of IP Telephony or Voice over IP (VoIP). Topics include existing Public Switched Telephone Networks (PSTN) and VoIP technologies, the configuration of VoIP networks and Dialer Plans as well as Cisco Call Manager Express (CME). The configuration and integration of VoIP into existing PBX systems is also included. Hands on, skills-based exercises are an essential part of this course.

**CITC-210 CCNA Security 2-2-3**

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. Prerequisites: Successful completion of CITC 121 or Current (Non-expired) CCNA Routing and Switching

**CITG-101 Computer Basics 2-0-2**

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.

**CITG-160 Mac OS X 1-2-2**

This course will introduce students to the Apple Macintosh operating system, OS X. The course will cover the OS graphical user interface, help system, system settings, and file structure. The course will also cover some of the applications included with the operating system such as Spotlight, Dashboard, and the Safari web browser.

**CITG-183 Client Operating Systems 2-2-3**

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-185 Intro to Computer Operating Systems 0-4-2**

This course provides an introduction to Microsoft Windows Operating Systems. Topics include performing basic mouse operations, understanding keyboard shortcuts, launching an application, emailing files and sharing folders. Projects include

the fundamentals of using Microsoft Windows, working with Windows desktop features; file, document, and folder management, and Windows Explorer. Students will learn the fundamentals of modifying the 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, basic understanding of computer networking, maintaining and optimizing computers and monitoring system performance.

**CITG-200 Introduction to MacS 2-2-3**

This course will provide an operational knowledgebase encompassing the MAC operating system, MAC related hardware, and introduce MAC related applications. This course will provide students with the operational skills needed to productively use and configure the MAC operating system, install applications, manage MAC hardware, and understand the power of Macintosh technologies.

**CITG-250 Comp Inf Technologies Internship 0-4-2**

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. Prerequisite: Consent of instructor

**CITN-110 Security+ 2-2-3**

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 3-2-4**

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 will provide a comprehensive knowledgebase of the 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 deal with and counter-act various network and computer system breaches and develop critical thinking skills. Prerequisite: CITN 110

**CITN-114 Computer System Forensics 2-2-3**

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.

# COURSE DESCRIPTIONS

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**CITN-116 Ids & Firewall Administration** 2-2-3  
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-117 Server +** 3-2-4  
This course will provide students with the capabilities to optimize multiple server platforms performance, plan the server(s) environment and physical site, configure RAID, server based services, implement sound physical server security practices, effectively use performance monitoring tools, and ability to troubleshoot performance thresholds, and bottlenecks. Course will prepare students to deal with multiple different types of servers and platforms working together on a LAN. This course will assist students seeking to take CompTIA's Server + certification exam.

**CITN-130 Introduction to Server Systems** 2-2-3  
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-215 MS Exchange Server/I.I.S.** 2-2-3  
The course will introduce you to Microsoft Exchange Server and Internet Information Server. Course emphasizes the installation, configuration, management, monitoring, and troubleshooting Windows Exchange Server/Internet Information Server. The use of real world examples, interactive activities, and hands-on projects will reinforce the key concepts. Additional business essentials such as mobile mail, Outlook Web Access, and security skill sets will be gained through course as well as supporting modern BYOD (Bring Your Own Device) concepts in which employees utilize personal smart phones and other electronic devices that IT personnel must effectively support.

**CITN-217 Virtualization Technology** 2-2-3  
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** 3-2-4  
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 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  
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-245 Web Server Systems Management** 3-2-4  
This course offers a comprehensive overview of the tools and techniques needed to succeed as a Web Server Administrator as well as the tasks they are expected to perform. This course provides an introduction to the basics of this job role, server installation, and then moves on to the installation, configuration, and administration of Web servers.

**CITP-110 Intro to Programming Visual Basic** 2-4-4  
This course is an in-depth study of the techniques and problem-solving aids necessary for efficient solution of computer programming problems. The course emphasizes structured programming logic. The student will use Visual Basic as the primary language and Turbo Pascal as a backup language to test the techniques he/she has learned.

**CITP-125 SQL Query Language** 2-2-3  
This course introduces the student to the SQL Query Language by practicing live queries and exercises. The student will learn to utilize SQL to produce solutions for problems encountered in business.

**CITW-101 Introduction to Internet 3-0-3**

Students will learn the history, potential and how to get connected to the World Wide Web. Browser basics are introduced in widely used browsers. Students learn how to use email, search engines and directories. Students learn how to find, evaluate, and use web information. Students are taught about internet security and doing business on the internet. Students learn to create a basic web page with HTML.

**CITW-105 Design Concept Essentials 3-2-4**

This course will integrate case studies to show the object-oriented approach to software engineering fundamentals, covering both traditional and object-oriented techniques. Course will teach vital design concepts that all successful web and program apps require.

**CITW-110 Web Site Design-HTML 3-0-3**

This course will teach students how to write HTML to create web pages and web sites. The students will learn the basics of 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. Prerequisite: Familiarity with WWW or CITW 101.

**CITW-120 Database Management 2-2-3**

This course offers a comprehensive overview of the tools and techniques needed to plan, create, utilize, and manage a database through online applications. A variety of databases will be learned including Microsoft Access and SQL. Database design and extensive management concepts will be learned through this course, including but not limited to web usage.

**CITW-125 Web Authoring Applications 3-0-3**

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 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 a beginning level course for learning Adobe Flash.

**CITW-211 XML (Extensible Markup Language) 3-0-3**

This course covers the XML, a web programming language. The course will cover standard XML structure, DTD's (Document Type Definitions), namespaces, schemas, Cascade Style Sheets," and XSLT (Extensible Style Sheet Language Transformation).

The course will also cover different coding methodologies to modify the contents of an XML document. Prerequisite: CITW 110.

**CITW-212 Javascript 3-0-3**

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**

The course will introduce students to the various platforms in use on small and mobile devices. Platforms will include Apple iPhone, Google Android OS, and Microsoft Windows Phone 7. Students will create applications for each platform using specialized development environments. Prerequisite: CITP 110.

**CITW-230 ASP.Net Dynamic Web Programming II 3-2-4**

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: CITP 110.

**CIVI-199 Cardiovascular Intervention Topics 6-12-6**

The Cardiovascular Intervention course provides an opportunity to examine selected topics or issues of interest in the interventional cardiovascular career. 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. Prerequisite: Proof of certification by the American Registry of Radiologic Technologists (ARRT).

**CIVI-220 Equipment and Instrumentation 2-0-2**

This course is designed for the first semester Cardiac-Interventional and Vascular-Interventional Radiography student. This course emphasizes the knowledge of recognizing and identifying different equipment and special devices necessary for performing Cardiac-Interventional and Vascular-Interventional images. Prerequisite: All Cardiac-Interventional and Vascular-Interventional Radiography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists (ARRT).

**CIVI-221 Patient Care 2-0-2**

This course is designed for the first semester Cardiac-Interventional and Vascular-Interventional Radiography student. This course emphasizes the knowledge of recognizing and identifying communication skills, monitoring skills, and medication types used for performing Cardiac and Vascular-Interventional procedures. Prerequisite: All Cardiac-Interventional and Vascular-Interventional Radiography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists (ARRT).

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## **CIVI-222 Cardiac-Interventional Procedures 3-0-3**

This course is designed for the first semester Cardiac-Interventional Radiography student. This course emphasizes the knowledge of recognizing and identifying protocols and image procedures for Cardiac-Interventional studies. Prerequisite: All Cardiac-Interventional Radiography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologist (ARRT).

## **CIVI-223 Cardiac-Interventional Clinicals I 0-24-8**

This course is designed for the first semester Cardiac-Interventional Radiography student. This provides the clinical experience needed for the CIVI student to obtain the required clinical procedures to establish eligibility for certification by the ARRT. The CIVI student will successfully perform 75 repetitions of the mandatory and elective procedures as required by the ARRT. Prerequisite: All Cardiac-Interventional Radiography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologist (ARRT).

## **CIVI-225 Vascular-Interventional Procedures 3-0-3**

This course is designed for the first semester Vascular-Interventional Radiography student. This course emphasizes the knowledge of recognizing and identifying protocols and image procedures for Vascular-Interventional images. Prerequisite: All Vascular-Interventional Radiography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists (ARRT).

## **CIVI-226 Vascular-Interventional Clinicals I 0-24-8**

This course is designed for the first semester Vascular-Interventional Radiography student. This provides the clinical experience needed for the CIVI student to obtain the required clinical procedures to establish eligibility for certification by the ARRT. The CIVI student will successfully perform 100 repetitions across all procedures selected for performance as required by the ARRT. Prerequisite: All Vascular-Interventional Radiography students must have graduated from a two-year, allied health program and show proof of certification by the American Registry of Radiologic Technologists(ARRT).

## **CIVI-229 Vascular-Interventional Registry Review 2-0-2**

This course is designed for a Registered Radiologic Technologist who wants to prepare to take the American Registry of Radiologic Technologist's (ARRT's) post-primary vascular-interventional exam. This course follows the ARRT's content specifications for the examination in vascular-interventional radiography. PREREQUISITE: All vascular-interventional radiography students must have graduated from a two-year, allied health program and show proof of certification by the ARRT.

## **CNEL-101 Fundamentals of Electricity 3-2-4**

In Fundamentals of Electricity the student will learn the foundation of all electrical work. The principles of voltage, current and power are taught as well as Ohm's Law and AC/DC circuits. Electrical safety is an important part of all electrical classes.

## **CNEL-111 Residential Wiring 2-2-3**

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 will cover the proper layout and installation of raceways, junction boxes and conductor installation in industrial and commercial applications.

## **CNEL-116 Commercial Electrical Wiring 3-2-4**

Commercial lighting, power systems, fire alarm systems and HVAC wiring are covered in this course.

## **CNEL-120 Elec Const Methods & Relations 2-0-2**

Electrical construction methods, studies of electrical construction drawings and foreman practices are covered in the course. Relations with owners, management, other trades, employees, engineers and architects are taught.

## **CNEL-125 Electrical Power & Machinery 3-2-4**

Electric power, distribution, motors and transformers are taught. Also covered will be proper grounding and power quality for sensitive electronic equipment.

## **CNEL-130 Electrical Math 3-0-3**

Math as it applies to electrical work will be covered in this course.

## **COMM-106 Introduction to Sign Language 3-0-3**

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**

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: Introduction to Sign Language, satisfactory completion of course or instructor's consent.

## **COMM-199 Problems/Topics in Communications 6-12-6**

(Variable Credit) Repeatable three times for a maximum of six credits applicable toward a degree. Application of communication principles to specific problems through case



studies, simulation, special project or problem-solving procedures. Credit will be designated in accordance with course requirements as specified in the approved syllabus.

**COOK-074 Food Service Sanitation Cert. 1-0-1**

This course is designed to provide the student with vital sanitary information applying to Food Service Management. Upon completion of the course students will be eligible to take the Food Sanitation Certification Examination administered by the Illinois Department of Public Health. The focus of the course will be on: Sanitation, Health, Microbiology, Personal Hygiene, Safe Food Handling, Management Responsibilities and the Sanitation Regulations of the State of Illinois.

**COOK-075 Food Service Sanitation Refresher .5-0-5**

This course is intended to prepare and meet the needs of recertification of the Food Service Managers Sanitation Certification. This course will address all the requirements set by the Illinois Department of Health. Students will gain knowledge in current rules and regulations. The course will cover food temperatures, cross-contamination, cleaning and sanitizing and many other important components of food safety.

**COSM-104 Cosmetology Career Planning 1-0-1**

This course is designed to assist the student in making career decisions by discovering the possibilities and weighing the choices in the cosmetology profession. Information will be provided which has been found useful in career planning such as resume writing, interview skills, participating in a mock interview and the various avenues of employment in the world of cosmetology. Personal health will also be emphasized as it relates to a career choice. Prerequisite: Acceptance into the cosmetology program upon consent of the Program Coordinator.

**COSM-112A Beauty Culture Theory I 3-0-3**

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 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**

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 0-18-6**

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**

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 0-18-6**

Supervised clinical application in the development of skills in wet hairstyling, progressive haircolor techniques, speciality permanent wave wraps and advanced roller setting.

**COSM-120 Work Ethics 1-0-1**

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 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 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 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**

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**

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**

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 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 provides 255 hours of post-graduate training covering all subjects in the basic curriculum, including theory and practice. Prerequisite: Active Illinois Cosmetology license.

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## **COSM-155B Post Grad Beauty Cult Teach Train II 5-12-9**

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**

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**

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**

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)

## **CSPM-102 Construction Blueprints & Spec I 3-2-4**

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.

## **CSPM-103 Construction Materials & Methods I 4-0-4**

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 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. Prerequisite: CSPM 103

## **CSPM-105 Adv Blueprint Reading/Bldg Trades 3-0-3**

This course emphasizes an understanding of the skills, application, and coordination of commercial, as well as civil construction projects. This program will build on CSPM 102. Prerequisite: CSPM 102

## **CSPM-106 Estimating Techniques 3-0-3**

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 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 3-0-3**

In this course, students learn the methods and procedures used in estimating commercial construction cost. Prerequisite: CSPM 106

## **CSPM-202 Commercial Construction 3-0-3**

This course will acquaint the student with the latest methods, including green, sustainable building technology materials, and equipment used within the industry. They will be familiarized with the methods and concepts that have stood the test of time. Prerequisite: CSPM 106

## **CSPM-203 Construction Scheduling I 3-0-3**

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-204 Construction Management 3-0-3**

This course is designed to help the student understand the concepts involved with the management and ownership of the construction process. The focus of the course will cover the pre-construction phase through final completion. This course is designed as viewed through the constructor's perspective.

## **CSPM-205 Construction Planning and Scheduling 2-2-3**

The student will understand principles, details of critical path, and prescience planning methods. This course will utilize Sure Trak 2ed software to allow hands on preparation of scheduling projects.

## **CSPM-206 Construction Administration 2-0-2**

The student will be introduced to processes and methods of administrative responsibilities, construction law, records, team management, and leadership, which will help produce a quality construction project.

## **CSTR-100 Fund of Construction Practices 2-0-2**

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 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 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 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 covers reading and interpreting drawings used in construction. Emphasis is given to understanding overall interrelationship between site plan, elevation, and sectional drawing.

**CSTR-120 Sustainable Interior Systems** 1-4-3  
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 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-130 Cabinet Shop Printreading & Design** 2-2-3  
This course is reading, drawing, and interpreting drawings used in a cabinet shop environment. Emphasis is given to comprehension and interpretation of prints, plan drawings, elevation drawings, sectional views and shop/working drawings. Prerequisite: Demonstration of sufficient skills through exam/interview

**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.

**CSTR-140 Roofing Fundamentals** 1-4-3  
This is a basic course in preparation and installation of shingles and shingle underlayments, flashing, and specialty roofing applications.

**CSTR-141 Siding and Exterior Trim** 2-4-4  
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  
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 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 (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 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.

# COURSE DESCRIPTIONS

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## **CSTR-200 Rough Frame Construction II** 1-4-3

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 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 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 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

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 designed for the first year CT student. This course emphasizes the knowledge of recognizing and identifying anatomy in different projections and plans 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 versus 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 Technologies (ARRT).

## **CTOM-221 CT Images Procedures** 3-0-3

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 Technologies (ARRT).

## **CTOM-222 CT Physics and Instrumentation** 3-0-3

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 Technologies (ARRT).

## **CTOM-223 CT Clinicals** 0-16-8

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

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

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

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 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

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

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

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

The student will study various pieces of equipment used 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 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 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 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

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

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 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

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, 102, and 103.

**CULI-205 Fundamentals of Baking** 3-6-4

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

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.

# COURSE DESCRIPTIONS

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**CULI-207 Restaurant Operations** 1-3-2  
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 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.

**CULI-209 Management in Food Service** 3-0-3  
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  
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  
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-104 Autocad Basics** 1-0-1  
This course introduces computer-aided drafting (CAD) and examines the hardware that makes up a CAD work station. The course shows how to use AutoCAD to set up drawings and add lines, circles, areas, other shapes, geometric construction, BASIC dimensions and text. Students will use display and edit techniques as well as obtain information about their drawings.

**DFTG-105 Intermediate Autocad** 1-0-1  
This is an intermediate AutoCAD course which introduces 3D coordinate systems, visualization, extruded and wireframe 3D shapes. More advanced 3D concepts will be approached on an individual basis.

**DFTG-118 Manufacturing Processes** 3-0-3  
The course acquaints the student with several areas of primary manufacturing processes. The interaction of manufacturing systems, manufacturing processes, introduction to management, manufacturing enterprise, automating manufacturing systems, manufacturing, technology, and your impact are discussed. 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 and entrepreneurship.

**DFTG-120 Drafting Mathematics** 3-0-3  
This course provides experiments and problems dealing with lines, angles, circles and triangles using the concepts of trigonometry.

**DFTG-122 CAD-Theory and Practice I** 1-4-3  
This course introduces Computer-Aided Drafting (CAD) and examines the hardware that makes up a CAD workstation. It also covers the operating system (Microsoft Windows) that enables the equipment to function as a unit. Auto CAD topics covered in this course include starting and setting up a drawing, point coordinate entry methods, creation of basic 2D drawing objects, layer management, line types and color, object snap modes, auto snap, polar tracking, object snap tracking, construction techniques, creating and managing text objects, display control and drawing inquiry methods.

**DFTG-126 CAD Theory** 1-4-3  
IAI IND 911  
This course introduces both basic and advanced dimensioning and hatching techniques with AutoCAD. Topics covered include using the geometry calculator. Students will learn how to use AutoCAD to draw and edit polylines, create section lines and graphic patterns; design symbols and attributes for multiple use. Student's drawings will be plotted. This course also introduces recommended drafting standards and practices for students to use for properly preparing drawing with AutoCAD. Prerequisite: Completion of DFTG 122 with a grade of C or better.

**DFTG-129 Blueprint Reading Machine Trades** 1-4-3  
This course is designed to interpret and explore the Machine Trades Blueprint skills required in the industrial world. Line-type identification will be explored, terminology, standard abbreviations, progressing to visualization, and then to dimensioning practices and tolerance specification will be examined and exercised throughout the course.

**DFTG-137 CAD 3 Dimensional** 1-4-3  
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 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. Prerequisites for the course: Completion of DFTG 126 with a grade of C or better or currently enrolled.

**DFTG-140 Mechanical Drafting I** 1-6-4  
An extensive course devoted to current drafting practices, including experiences related to all drafting conventions. Specific attention will be devoted to: freehand sketching and lettering, drafting geometry, orthographic projection along with basic dimensioning commands. Prerequisite: DFTG 122 or enrolled.

**DFTG-143 Mechanical Drafting II-CAD 1-4-3**

The course provides more advanced mechanical drafting experiences related to the principles developed in Drafting 140. The drawing projects are directly related to actual drafting room or in-the-field requirements. Working and assembly drawing projects will be completed, in part, through the use of CAD (Computer Aided Drafting) techniques. Prerequisites: DFTG 140 or instructor's approval.

**DFTG-144 Mechanical Drafting III-CAD 0-6-3**

An advanced course designed to provide the student with drafting skills in specialized fields. Drawing projects will be devoted to subjects that require specific techniques or special instrument work. CAD techniques will be applied in process of completing projects dealing with piping, steel and concrete, welding, and geometric tolerancing. Prerequisite: DFTG 143 or instructor's approval.

**DFTG-172 Electrical Drafting-CAD 2-4-4**

A course designed to provide the student with specific electrical/electronic drafting skills through the use of computer programs. Drawings of typical electrical/electronic diagrams, components and symbols are completed. Functional single and multi-layer PC board layouts are produced through the use of schematics, diagrams, and computer programs. Prerequisite: DFTG 122 or instructor's approval.

**DFTG-201 Revit 1-6-4**

This course features include a streamlined user interface, customizable 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 Architectural Desktop software.

**DFTG-202 Inventor 1-6-4**

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 three-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. Prerequisites: 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 Drafting-CAD 1-6-4**

The course provides a practical approach to architectural drafting. Specific area of study includes: professional careers, building codes, symbols, floor plans, foundation plans, site orientation, electrical plans, plumbing plans, roof plans, elevations, basic residential and commercial construction specifications plot plans. Emphasis is on standardization and implementing common approaches in architectural drafting.

**DFTG-210 Advanced Architectural Drafting 1-4-3**

This course is a continuation of Architectural Drafting I. It is a practical approach to specific areas of study including legal descriptions, site plans, contour lines, HVAC systems and symbols, millwork, cabinets, framing methods, structural loads, alternative layout techniques and perspective drawing techniques using AutoCAD. Emphasis continues to be on standardization and implementation of common approaches utilized in Architectural Drawing. Prerequisites: Successful completion of DFTG 209 with a grade C or better.

**DFTG-230 Supervised Occupational Experience 1-25-5**

This course provides students the opportunity to experience drafting related occupations. Students will work in and office or job site to experience applications and development of documentation drawings. Emphasis is placed on experiencing drafting duties, developing awareness of continuing education requirements, enhancing drafting skills, coordinating classroom assignments to the work environment and exploring employment opportunities. Many students search for their own placements; however, the Drafting Technology Coordinator must give approval. Prerequisite: sophomore status or instructor's approval.

**DFTG-232 Civil Drafting-CAD 2-4-4**

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 drawing, and the techniques of plotting from a surveyor's field book. Prerequisites: Completion of DFTG 126 with a "C" grade (minimum) or instructors approval.

**DGMS-198 Scanning Experiences Dgms 6-12-6**

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. Prerequisites: Approval of Diagnostic Medical Sonography Program Coordinator and/or acceptance into the Diagnostic Medical Sonography Program.

**DGMS-199 Topics in DGMS 6-12-6**

This course will provide an opportunity too examine topics of interest 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. Prerequisites: Approval of Diagnostic Medical Sonography Program Coordinator and/or acceptance into the Diagnostic Medical Sonography Program.

**DGMS-223 Introduction to Ultrasound Lab 0-9-2**

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 by the consent of the program director.

# COURSE DESCRIPTIONS

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## **DGMS-224 Introduction to Ultrasound Scan 0-1-.5**

This course is designed for the first year DGMS student. Students actively participate in practical scanning labs on the Ultrasim correlating with the abdomen and 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 by the consent of the program coordinator.

## **DGMS-225 Ultrasound Scans II 0-1-.5**

This course is designed for the second semester DGMS student. Students actively participate in practical scanning labs on the Ultrasim correlating with the pelvic, obstetrics, and small parts as it relates to ultrasound. Students are also viewing videos relating to sonographic scans introducing them to small parts and obstetrical scanning. Prerequisite: Successful completion of DGMS 224 with a grade of C or better or approved by program coordinator.

## **DGMS-226 Ultrasound Case Studies I 1-0-1**

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 approval of Program Coordinator.

## **DGMS-227 Ultrasound Case Studies II 1-0-1**

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 approval of program coordinator.

## **DGMS-228 Ultrasound Case Studies III 1-0-1**

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 approval of program coordinator.

## **DGMS-229 Introduction to Vascular Technology 2-0-2**

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 approval of program coordinator.

## **DGMS-230 Ultrasound Physics I 2-0-2**

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. Prerequisites: A graduate of an accredited two-year AMA or AMA equivalent allied health occupation program that is patient care related (includes but not limited to radiography, nursing, respiratory, occupational or physical" therapy) Bachelors degree with prerequisite coursework or by the consent of the program director.

## **DGMS-231 Ultrasound Physics II 2-0-2**

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. Prerequisites: Successful completion of DGMS 230 or approval of program director.

## **DGMS-235 Ultrasound Anatomy III 2-0-2**

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. Prerequisites: Successful completion of DGMS 244 or approval of program director.

## **DGMS-236 Ultrasound Clinical I 0-24-4**

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. Prerequisites: 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 Bachelors degree with prerequisite coursework or by approval of the Program Coordinator.

**DGMS-237 Ultrasound Clinical II 0-24-8**

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. Prerequisites: Successful completion of DGMS 236 or approval of program director.

**DGMS-238 Ultrasound Clinical III 0-21-7**

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. Prerequisites: Successful completion of DGMS 237 or approval of program director.

**DGMS-239 Ultrasound Clinical IV 0-32-7**

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 approval of Program Coordinator.

**DGMS-243 Ultrasound Anatomy I 4-2-5**

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.

**DGMS-244 Ultrasound Anatomy II 4-2-5**

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 verses 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. Prerequisites: DGMS 243

**DGMS-289 Ultrasound Physics Registry Review 1-0-1**

A course designed to review the concepts of ultrasound physics and instrumentation in preparation for the physics certification examination. The course will include topics on element 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 by consent of the instructor.

**DNTA-110 Dental Science I 3-0-3**

Dental anatomy is designed to give the student a basic understanding of crown and root development, morphology, and function and positional relationship of the teeth within the dentition. Prerequisite: Enrolled in Dental Assisting.

**DNTA-111 Dental Science II 2-0-2**

Dental Science II is designed to give the student an understanding of oral histology and pathology and the embryologic development of the orofacial organs and structures. Prerequisite: Successful completion of DNTA 110.

**DNTA-112 Head & Neck Anatomy 2-0-2**

A systems approach to 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 2-2-3**

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 2-0-2**

This course is intended to introduce "on the job" 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: Acceptance into the Dental Assisting program or upon consent of the Program Coordinator.

# COURSE DESCRIPTIONS

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## **DNTA-126 Dental Terminology** 1-0-1

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 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: Acceptance into the Dental Assisting program or upon consent of the Program Coordinator.

## **DNTA-128 Dental Assisting Procedures I** 2-2-3

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** 1-2-2

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, and student practice. This class must be successfully completed before beginning and externship in a dental office. Prerequisite: Successful completion of DNTA 128.

## **DNTA-130 Dental Radiology I** 2-2-3

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

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 DNTA 130.

## **DNTA-132 Dental Materials II** 1-2-2

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 DNTA 114.

## **DNTA-133 Therapeutics & Emergencies** 2-0-2

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 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 upon consent of the Program Coordinator.

## **DNTA-136 Clinical Practice** 0-20-6

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 DNTA 110, 112, 114, 115, 128, 130 and the consent of the Dental Assisting Coordinator.

## **DNTA-139 Dental Prevention** 1-0-1

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: Acceptance into the Dental Assisting program or upon consent of the Program Coordinator.

**DNTA-140 Dental Office Management 1-2-2**  
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: Enrolled in Dental Assisting.

**DNTA-141 Dental Nutrition 2-0-2**  
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: Acceptance into the Dental Assisting program or upon consent of the Program Coordinator.

**DNTA-142 Dental Board Review 1-0-1**  
This course is intended to prepare students for the Dental 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 the Dental Assisting Program Coordinator.

**DRMA-111 Theatre Appreciation 3-0-3**  
IAI F1 907  
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  
Concentration, observation, playing action and other basics are introduced through acting exercises, improvisations, and scene study. Major acting approaches, such as Cohen, Meisner, Stanislavski, and Shurtleff, will be used as the basis for helping the actor acquire craft to create believable characters.

**DRMA-205 Theatre Production 3-0-3**  
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**  
This theatre course examines the history of the theatre from the classical Greek period through the present day. This course will

look at many elements of theatre including performances, stage design, costumes, masks, acting, and playwrights.

**ECES-101 Prin/Practice of Early Childhood Ed 3-0-3**  
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. To demonstrate guidance and observational skills through field experiences.

**ECES-107 Early Child Practicum I 1-15-4**  
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. Prerequisite: Permission of instructor.

**ECES-108 Early Child Practicum II 1-15-4**  
To provide an experience for the practical application of early childhood education principles and theories in a supervised setting while providing care and education for young children. The student will be supervised in a field site by a qualified professional and a college instructor to expose the student to the diversity of program philosophies, sponsorships, and populations. Program standards are utilized for selection and evaluation of appropriate field sites and cooperating personnel. Prerequisite: ECES 107 or permission of the instructor.

**ECES-111 Intro to Child Development 3-0-3**  
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. To incorporate field observations of young children.

**ECES-128 Motor Fitness Activities-Preschool 2-0-2**  
A course designed to instruct the student of the Child Care Program how to develop and facilitate motor fitness activities appropriate for the preschool child (ages 2-6).

**ECES-130 Infant and Toddler Care 2-0-2**  
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-198 Topics/Issues in Early Childcare 1-0-1**  
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.

# COURSE DESCRIPTIONS

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## **ECES-202 Activity Programming 3-0-3**

To study principles involved in planning, implementing, and evaluating developmentally appropriate curriculum. To develop and implement lesson plans, emerging curriculum, scheduling, room arrangement, materials and equipment, individual and small and large group activities, and short and long term goals. To study the teacher's role and responsibilities in curriculum development.

## **ECES-204 Early Childhood Education Adm 3-0-3**

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**

Children's physical and well-meaning. Basic and changing health, safety, and nutritional needs of children are examined as well as appropriate methods by which these needs can best be met in group/home settings.

## **ECES-210 Science and Math for Young Children 3-0-3**

Introduction of the theory and practice related to the curriculum areas of science and math for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials.

## **ECES-269 Exceptional Child 3-0-3**

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-201 Survey of American Economics 3-0-3**

A one semester survey of introductory economic principles, including both macro and micro. This course SHOULD NOT be treated as a substitute for ECON 205 and 206 by college transfer Business and Accounting students.

## **ECON-202 Economic Issues 3-0-3**

The purpose of this course will be to provide students a survey of basic economic principles. This course will focus on the implementation of the free market programs and projects developed during the fall semester of Students in Free Enterprise. Students will apply learned economic principles through community-based programs and activities. Prerequisite: BUSN 102 or permission of instructor.

## **ECON-205 Principles of Economics 3-0-3** IAI S3 901

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 Economics 3-0-3** IAI S3 902

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 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 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-109 Creative Activity-Art 2-2-3**

A course in art methods for pre-school ages. In this class a number of techniques, such as printmaking, painting, drawing, sculpture, and crafts are surveyed. The students may use their experiences to broaden their understanding of creative expression and to develop ability to conduct art projects for young children. A wide range of materials will be used, always with emphasis on the simplest and least expensive version of various techniques. Many projects will be based on ways to create projects with commonly available "junk" materials. The students will divide into groups to research each project and present it to the class. Emphasis will be placed on the selection, ordering, and obtaining of the materials necessary for each problem. Practice will be given to the actual execution of the projects which would be presented to children. If credit is given for this course, no credit may be earned in EDUC 210.

## **EDUC-116 Technology in Teacher Education 2-2-3**

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**

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**

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.

**EDUC-199 Topics/Issues in Education 6-12-6**

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. Field experience may be required depending on topic selection. May be repeated for a different topical area once without approval; additional repetition requires the appropriate Associate Dean or Dean's approval. Specific topic title will be stated on student's transcript.

**EDUC-200 Cultural Awareness in the Classroom 3-2-4**

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 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. Prerequisite: PSYH 101

**EDUC-210 Introduction to Elementary Art 3-0-3**

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. If credit is given for this course, no credit may be earned in EDUC 109.

**EDUC-216 Language Development 3-0-3**

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: Adolescent Psychology.

**EDUC-217 Foundations of Reading 3-0-3**

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: Introduction to Education, Adolescent Psychology.

**EDUC-224 Foundations of American Education 3-0-3**

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

**ENGL-099 Writing Effective Sentences & Paragraphs 3-0-3**

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. Prerequisites: ACT English score 6-13, COMPASS writing score 15-37, or KC Placement writing score 105-239.

**ENGL-100 Introduction to College Composition 3-0-3**

This course is designed to help students to develop the writing skills needed to succeed in college. The class will focus on 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: Completion of ENGL 099 with a grade of C or better. ACT English score 14-17, COMPASS writing score 38-69, or KC Placement writing score 240-309.

# COURSE DESCRIPTIONS

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## **ENGL-100B Summer Bridge English & Reading 2-0-2**

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: COMPASS writing score 47-69 and COMPASS reading score 77-80; or KC Placement writing score 250-309 and KC Placement reading score 260-285

## **ENGL-101 English Composition 3-0-3**

IAI C1 900

This course focuses on expository writing in various rhetorical modes and includes basic grammar review. All aspects of the formal essay are stressed: introduction, thesis sentence, supporting paragraphs, organization, unity, and conclusion. Prerequisite: Completion of ENGL 100 with a grade of C or better. ACT English score 18-36, or COMPASS score 70-99, or KC Placement writing score 310-505. PARCC English 4-5.

## **ENGL-102 English Composition 3-0-3**

IAI C1901R

This course focuses on argumentative writing and the accompanying skills of research and analysis. Students will learn how to acquire and use sources correctly, how to identify and discuss others' arguments, and how to construct and present their own arguments. A major component of the course (worth 50% of the final course grade) is a research paper, a multi-source argumentative essay of at least 2500 words. Prerequisite: Completion of ENGL 101 with a grade of C or better.

## **ENGL-178 Creative Writing 3-0-3**

An introduction to the principles, problems, and processes involved in imaginative and creative writing. A major objective of the course is the development of critical judgment through class discussion of student work and appropriate models. Prerequisite: A grade of C or better in ENGL 101 or permission of instructor.

## **ENGL-186 Career Communications 2-0-2**

This course focuses on written and oral communication for business and industry, with emphasis on organization, correctness, clarity, and precision of communication. It includes review of grammar and punctuation; discussion of various written forms common to business; group discussions; the interview process; and informative/persuasive oral presentations.

## **ENGL-206 Creative Writing: Fiction 3-0-3**

Students will understand the structure and elements of fiction and the writing process, produce fully-developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer. A minimum of 25-30 finished pages of original work is recommended. Journals, a midterm, and a final exam are also required.

## **FITN-105 Principles of Nutrition 3-0-3**

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.

## **FITN-110 Fitness Theory & Techniques 4-0-4**

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 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.

## **GEDR-103 General Engineering Drawing 1-4-3**

IAI EGR 941

An integrated course in engineering graphics for all students in engineering. Covers the methods, techniques and practice of engineering project design. Freehand sketching; theory of orthographic projection and the analysis and synthesis of theoretical and practical problems involving the size, shape, and/or relative positions of common geometrical magnitudes such as points, lines, planes, and other surfaces and solids; theory of pictorial projections; basic dimensioning; and basic charts and diagrams. Individual and team effort design projects are carried out from the proposal, through the development, evaluation and report phases. An introduction to CAD.

## **GEOG-101 Physical Geography 4-0-4**

IAI P1 909

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 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 S4 900N

Approximately one-third of class time is spent looking into geographic topics such as economic development, resource utilization, and population growth. The remaining segment of the course is spent with regional studies, such as Europe, Africa, etc. An effort is made to provide background on geographic "trouble spots" throughout the world. Census data is used to look at Illinois and the United States.

**GSTE-100 Fundamentals of Geospatial Science** 3-0-3

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: Guide 103 and a general of Microsoft Office Software, including Excel.

**GSTE-101 Mapping Your Digital World** 3-2-4

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: GUID 103 and a general knowledge of Microsoft Office Software, including Excel.

**GSTE-102 Spatial Analysis** 3-0-3

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 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 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 consent of instructor.

**GSTE-105 Introduction to Remote Sensing** 3-0-3

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 consent of instructor; college algebra highly recommended.

**GSTE-109 Geospatial Internship Experience** 0-6-3

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.

**GSTE-199 Geospatial Technology Work Exp** 1-6-4

Workplace experience is an important element of the Geospatial Technology Program. Students will work in different settings and industries that utilize geospatial technology thereby giving them real field experience and helping them better understand varied applications of the technology. Prerequisite: GSTE 101

**GUID-102 New Student Orientation (NSO)** .5-1-1

This course is designed for students new to higher education. It will introduce the student to staff, faculty, and department members who can be of assistance to the student as he/she develops the self-advocacy skills necessary to persist in the higher education environment. Students will also be introduced to a variety of activities and organizations to better connect the student to the college while helping to lead them in the development of skill sets necessary to persist and succeed in the higher education environment. This course will be especially beneficial to first-generation college students.

**GUID-103 Online Orientation** .5-0-.5

This course is designed to orient students to wards taking a class online. This course is for any student planning to take a class online over the Internet. Mandatory for ALL first time online students at KC.

**GUID-109 First Year College Experience** 1-0-1

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 the instructor or Dean of Arts & Sciences. Co-requisite: GUID 103

# COURSE DESCRIPTIONS

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## **GUID-110 Career Education Planning 3-0-3**

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.

## **HAZM-101 Hazmat 1-0-1**

This course is designed to provide an overview of the transportation of hazardous materials in the trucking industry. It will provide the student information on the communication rules, loading and unloading, driving, parking and emergencies dealing with hazardous materials.

## **HCAR-110 Community Health Care 3-0-3**

A study of key issues concerning community healthcare aimed at developing practical approaches to supporting patients. Topics include: challenge of delivering adequate healthcare in communities, population medicine, specific problems posed by diabetes, obesity, and cardiovascular disease, ethical dimensions of the concept of "underinsurance", community medicine and the law, and methods of improving compliance and measuring outcomes.

## **HIST-101 History of Western Civilization 4-0-4**

IAI S2 902

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

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

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

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 908N

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 909N

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-147 History of Diversities 3-0-3**

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 910N

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.

## **HLSK-105 Nutrition and Lab Interpretation 1-0-1**

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.

## **HLTH-102 Human Health and Wellness 3-0-3**

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-103 Dept of Cor First Aid Refresher .5-0-.5**  
This course is designed to review the skills of First Aid and Cardiopulmonary Resuscitation and to acquaint the student with any updates that have occurred. This course is for Illinois Department of Corrections employees only.

**HLTH-104 Dept of Cor First Aid Refresher .5-0-.5**  
This course is designed to review the skills of Cardiopulmonary Resuscitation for Health Care Provider, certification in the usage of an Automated External Defibrillator and to acquaint the student with any updates that have occurred. This course is for Illinois Department of Corrections Health Care Providers only.

**HLTH-105 Dept of Cor First Aid Refresher .5-0-.5**  
This course is designed to review the skills of Cardiopulmonary Resuscitation and to acquaint the student with any updates that have occurred. This course is for the Illinois Department of Corrections employees only.

**HLTH-106 Dept of Cor First Aid Refresher .5-0-.5**  
This course is designed to review the skills of Cardiopulmonary Resuscitation and to acquaint the student with any updates that have occurred. This course is for the Illinois Department of Corrections employees only.

**HLTH-126 Emer Med Serv First Responder Train 2-1-2.5**  
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**  
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-184 Occupational Safety .5-0-.5**  
This course includes fundamentals of preventing occupational accidents and disease. Safety education concepts and locating and correcting hazards will be studied.

**HLTH-208 First Aid 3-0-3**  
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  
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-111 Landscape Plant Materials 2-2-3**  
This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

**HORT-118 Floral Design 2-2-3**  
IAI AG 912  
The art of floral design is a hands-on course that presents the basic principles and elements of floral design including traditional and contemporary floral construction, wiring and taping flowers for corsages and boutonnieres, and holiday or special occasion designs. Proper identification use of tools, containers, and mechanics will be addressed. Students will gain knowledge of the rich history, diverse cultural significance and ancient theory of floral design. Identification, care and handling of fresh and everlasting flowers and foliage will be discussed. An emphasis will be placed on the business practices of the floral industry. Students will become familiar with the wide variety of industry careers and educational requirements.

**HORT-121 Landscape Design & Construction I 1-4-3**  
This course will provide students with the basic skills for planning and computer graphical representation of the landscape, including the development of site plan, section, elevation and perspective views, techniques and materials used in the landscaping. Includes structures and other non-plant materials used in the landscape. Students will participate in group landscape projects. The course will encourage the exploration of sustainable landscape solutions at the site scale based on the concept that a landscape designed for multiple functions (ecological, economic, and social) will meet the needs of society, while minimizing the negative impacts on the future environment.

**HORT-122 Greenhouse Operation 1-4-3**  
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-123 Care/Maintenance Landscape Plants 2-2-3**  
Surgery and pruning of trees, shrubs and horticulture plants. Also includes pest and disease control, fertilization and soil improvement.

**HORT-130 Nature and Properties of Soils 2-2-3**  
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.

# COURSE DESCRIPTIONS

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## **HORT-133 Horticulture Practicum I 0-4-2**

This course is designed to give students supervised experience working in areas already studied in previous horticulture courses.

## **HORT-200 Nursery Production and Practices 2-2-3**

This course is designed to cover total aspects of field and container nursery stock production. Course includes site selection and development, propagation, growing procedures, harvesting, marketing, shipping, and labor and business management practices.

## **HORT-212 Mathematics for the Green Industry 3-0-3**

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.

## **HORT-213 Personal Computers in Horticulture 3-2-4**

IAI AG 913

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.

## **HORT-215 Home Gardening 2-2-3**

The methods and practices of successful commercial and home vegetable production will be presented. Crop requirements, growth patterns and production techniques to maximize yield and quality of vegetables are emphasized along with discussion of consumption/marketing patterns and U.S. and Illinois production areas. Each member of the class will also develop a vegetable garden with different crops suitable for fall production and participate in vegetable crop production activities. The purpose of this course is to familiarize students with the basic practices required to successfully produce a wide variety of vegetables.

## **HORT-235 Plant Propagation 2-2-3**

In this course students will obtain a basic knowledge and understanding of plant propagation as practiced in the world of horticulture. Students will have knowledge of sexual and asexual plant propagation, become familiar with propagation tools, media, and propagation structures. Plant propagation teaches the principles and practices of sexual and asexual reproduction of plants. Propagation methods covered are seed, cuttings, layering, division, grafting, budding and micro-propagation.

## **HORT-245 Urban Forestry and Arboriculture 2-2-3**

Arboriculture is the art, science, and practice of selecting, identifying, establishing, and maintaining landscape trees. The purpose of this course is to familiarize students with the principles and practices of arboriculture. Upon successful completion of this course, students will possess knowledge and skills of tree problem diagnosis, and urban tree management. Students will learn proper arboriculture practices including tree selection, installation, and care, and be able to demonstrate a professional approach to managing trees in an urban landscape.

## **HORT-255 Horticulture Busn Records & Analysis 2-2-3**

This course includes the profit and loss statement, the balance sheet, and other accounting instruments needed to analyze the operation of an agriculture business. Records necessary to make critical analysis are also included.

## **HORT-265 Horticulture Practicum II 0-4-2**

This course is designed to give students experience working in areas already studied in previous horticulture courses.

## **HUMA-199 Topics/Issues in the Humanities 6-12-6**

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc., on a special" topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, and art history). Students may receive up to 6 credits by taking different topics.

## **HVAC-101 Concepts of Basic Refrigeration 2-2-3**

This course is an introduction to concepts of basic refrigeration which includes the under standing 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 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 consent or instructor.

**HVAC-107 Commercial Refrigeration II** 1-2-2  
This course deals with the advanced concepts of commercial refrigeration systems design. The student will troubleshoot refrigeration systems. Prerequisite: HVAC 101 and HVAC 103 or consent of instructor.

**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 systems. 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 consent of instructor.

**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

**HVAC-115 Geothermal Heat Pump Systems** 2-2-3  
This course is to train students on the four types of geothermal heat pumps and the features of each type and allow the student to understand procedures for installation, startup, and performance checks. Prerequisites: A basic understanding of refrigeration cycle, air distribution and electrical circuits. Students should possess an EPA certification for refrigerant handling.

**HVAC-116 Geothermal Sizing and Design** 0-0-3  
This course is designed to train students on the four types of geothermal heat pumps and the features of each type, and to allow the student to understand the importance of evaluating the heat loss and heat gain and how it applies to each location. Understanding the return on investment and the cost of energy savings is of vital importance in the design of a geothermal system. Students will be trained to apply the proper formulas to ensure proper sizing and design of geothermal systems. Prerequisite: A basic understanding of air distribution and electrical power consumption and terminology. Basic computer skills are necessary due to the uses of laptop computers and software for sizing of systems.

**HVAC-117 Geothermal Fusion and Flushing** 0-0-3  
This geothermal course is to train students on the proper methods for fusion of ground loops, including both socket and butt fusion techniques, as well as how to properly flush both pressurized and non-pressurized closed loop systems. Prerequisites: A basic understanding of safety procedures for working in trenches and a knowledge of geothermal systems.

**HVAC-118 Geothermal Hydronic Systems** 0-0-3  
This course is to train students on basic hydronic practices (the use of water as the heat-transfer medium in heating and cooling systems) using the applications of water-to-water and combination Geothermal units. Prerequisite: Student should have HVAC knowledge and have attended the HVAC 115 course.

**HVAC-119 Geothermal Troubleshooting** 0-0-3  
This course is to train students on proper diagnostic steps, as well as to determine the proper time and use of refrigerant gauges. System issues such as application, sizing, controls and system malfunctions will be explained and demonstrated. Prerequisite: Student should have HVAC knowledge and have attended the HVAC 115 course.

**HVAC-121 Geothermal Air Distributions** 0-0-3  
This course is to train students on properly matching blower and existing duct systems and correcting systems that currently have air volume problems. Prerequisites: A basic understanding of air distribution systems and two years' experience in installations.

**HVAC-122 Geothermal Certified Installer** 0-0-3  
This course will accredit the student as a certified GSHP (Ground Source Heat Pump) System Installer by the International Ground Source Heat Pump Association, as well as to become certified as a NATE (North American Technician Excellence) technician. Prerequisites: A basic understanding of HVAC knowledge.

**HVAC-202 Heating II** 2-2-3  
This course is designed to give students instruction on more advanced Heating Systems needed for commercial and industrial environments. Prerequisite: HVAC 102.

# COURSE DESCRIPTIONS

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**HVAC-203 National Electrical Code Interp.** 2-2-3

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 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-209 Air Conditioning II** 2-2-3

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** 2-4-4

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. Prior or concurrent enrollment in TECM 120 or consent of instructor.

**INDT-106 A.C. Fundamentals** 2-4-4

A continuation of D.C. Fundamentals 140 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. Prerequisite: INDT 105 or consent of instructor.

**INDT-110 Fluid Power** 2-4-4

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 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** 2-4-4

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. Prerequisite: INDT 105, INDT 106, or consent of instructor.

**INDT-113 Advanced Digital** 2-2-3

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 consent of instructor.

**INDT-114 Computer Operation** 1-2-2

An introductory course in computer operation. Basic keyboarding techniques will be taught for use with word processing and data entry software.

**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. Prerequisite: INDT 105, INDT 106 or consent of instructor.

**INDT-121 Assembly/Fabrication** 1-2-2

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 artwork 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 consent of instructor.

**INDT-122 Print Reading** 1-2-2

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

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

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.

**INDT-190 Robotics I, Limited Seq. Robots** 3-2-4

This course should introduce the students to robots in general, how they are used, working the limited sequence robot, its actions, characteristics, parts, and limitations.

**INDT-192 Robotics II, Servocontrolled Robots** 2-4-4

This course should introduce the students to Medium and High Technology Robots, how they are used, the workings of each type of robot; its actions, characteristics, parts, and limitations.

**INDT-194 Robotics III, End-of-Arm Tooling** 3-4-5

Introduction to robotics and end-of-arm tooling for robots. Includes history, theory, and general applications, safety considerations, robot classification/motions, robot systems, workcell environments, installation, preventative maintenance, trouble-shooting, and end-of-arm tooling elements, types and applications. Design criteria and techniques are emphasized in the lab.

**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. Prerequisite: INDT 113 or INDT 220 or consent of instructor.

**INDT-211 Industrial Troubleshooting & Repair** 2-4-4

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. Prerequisite: INDT 210 or consent of instructor.

**INDT-220 Solid State** 2-4-4

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. Prerequisite: INDT 105, INDT 106, or consent of instructor.

**INDT-221 Industrial Wiring** 2-4-4

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 consent of instructor.

**INDT-270 Electrical Safety 70E** 2-0-2

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. Prerequisites: INDT 105, INDT 106, INDT 211, and INDT 221 or consent of instructor.

**INDT-275 Indust. Solid State Electronics** 2-4-4

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 permission of instructor.

**INDT-276 Indust. Elect. Control Systems Appl** 2-4-4

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. Prerequisite: INDT 105 or INDT 106 minimum grade of C or better or permission of instructor.

**INDT-280 Program Control Concepts & Appl** 2-4-4

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.

**INEI-115 Instrument and Process Control** 2-4-4

An introduction to the operation of standard test equipment and measurement methods used in industries requiring strict quality assurance.

**INST-135 Topics and Issues in Online Learning** 3-2-4

Instructional Design 135 provides examples of pedagogical techniques and tools useful for faculty in developing online courses and teaching in the traditional and online classroom. It is intended to increase the level of good design and pedagogy practiced by faculty resulting in online course materials and teaching methodologies that create a stimulating and rewarding learning environment.

**JRNL-101 Intro to Mass Communications** 3-0-3  
IAI MC 911

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. On successful completion of the course, students will be able to: demonstrate an understanding of the reciprocal influence of the media and contemporary society; analyze representative research in mass communications; trace the historical development of various media forms; distinguish media functions-information, persuasion, entertainment, and transmission of culture; comprehend methods of media organization, finance, and regulation in a global environment; descriptive usage and impact of the various media; and critically analyze legal and ethical media issues.

# COURSE DESCRIPTIONS

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## **JRNL-102 Journalistic Writing** 3-0-3 IAI MC 919

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. On successful completion of the course, students will be able to: write clear, concise, accurate, complete, balanced and readable news stories; define what constitutes news and how news stories differ from features and opinion pieces; effectively apply research for writing news stories; write effective leads; write a variety of types of news stories; gather and write news in an ethical manner and apply the laws governing journalists; demonstrate knowledge of AP stylebook rules; and write under deadline pressure. Prerequisite: Permission of instructor.

## **JRNL-103 Copy Editing & Rewriting** 3-0-3 IAI MC 920

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. On successful completion of the course, the student will be able to: effectively edit stories; rewrite stories without distorting them; write effective headlines and cutlines; demonstrate basic knowledge of typography; demonstrate the basics of publication design and the logic of packaging; and apply AP stylebook rules. Prerequisite: JRNL 101 and 102 or permission of Dean and instructor.

## **JRNL-104 Photo Journalism** 3-0-3 IAI MC 921

An introduction to the principles and techniques of photojournalism for use in print, broadcast and other journalistic mass media. On successful completion of the course, students will be able to: identify the major historical events in the field of photojournalism; identify the principles and values of newsworthy photojournalism, including legal and ethical considerations; apply the basics of visual literacy and communication; use standard and digital cameras, film and lighting; apply basic photocomposition techniques to various newsgathering situations; use emerging techniques and technologies to create journalistic content; demonstrate understanding of basic digital image processing. Prerequisite: JRNL 101, 102, or permission of instructor.

## **LAWO-110 Introduction to Criminal Justice** 3-0-3 IAI CRJ 901

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

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 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 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 and Bloodborne Pathogens for CJ** 1-0-1

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-150 Criminal Law** 3-0-3

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.

## **LAWO-171 Criminal Justice Internship** 0-4-2

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 and appropriate Dean.

## **LAWO-205 Criminal Justice Physical Fitness** 0-4-2

A physical fitness course preparing criminal justice students and/or criminal justice applicants to pass the required physical agility entry exam set by the Illinois State Police Merit Board Physical Fitness Standards Board.

## **LAWO-210 Report Writing for Criminal Justice** 3-0-3

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**

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**

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-235 Institutional Corrections 3-0-3**

IAI CRJ 911

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.

**LAWO-255 Introduction to Criminology 3-0-3**

IAI CRJ 912

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**

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 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**

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-101 Becoming an Effective Team Leader 1-0-1**

This course will introduce students to practical insights, tips, and strategies to help them become effective leaders. It will also emphasize the importance of motivation, Servant Leadership, and the impact of effective leadership on a team's success. The risks, rewards and responsibilities of leadership will also be examined.

**LEAD-150 Leadership Development 3-0-3**

This course is designed to provide a basic understanding of leadership and group dynamics theory and to assist students in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. Designed for individuals who are interested in exploring leadership using discussion, film, exercises, and works of classic literature to develop a personal leadership philosophy and plan of action.

**LIBT-120 Introduction to Library Science 3-0-3**

This course introduces the field of library science including a history and overview of library types. It provides an overview of library processes, services, personnel, and organization. It also introduces basic types of library materials and bibliography preparation and explores the Library Technical Assistant career. Prerequisite: ACT English score 18-36, COMPASS writing score 70-99, ASSET writing score 43-55, KC Placement writing score 310-500; and an ACT reading score 18-36, COMPASS writing score 81-99, ASSET writing score 42-55, or KC Placement reading score 290-500.

**LIBT-130 Library Materials 3-0-3**

This course examines library collection development in the context of various types of libraries and patrons. It provides a solid background in the skills, resources, and abilities necessary to develop and maintain print, non-print, and special collections suitable to the library's patron base. Prerequisite: LIBT 120 with a C or better, or consent of instructor.

**LIBT-150 Cataloging and Classification 3-0-3**

This course introduces the basic theories, practices, tools, and techniques of cataloging. It emphasizes descriptive cataloging of book and non-book materials. Students are also introduced to classification and subject cataloging. Prerequisite: LIBT 120 with a C or better, or consent of instructor.

**LIBT-170 Reference & Information Services 3-0-3**

This course explores the formats, tools, and practices used in support of library users in Reference services. Students will also learn about user information seeking behavior and expectations. Interpersonal skills in working with patrons are emphasized. Prerequisite: LIBT 120 with a C or better, or consent of instructor.

**LIBT-190 Technology for Libraries 2-2-3**

This course introduces the basic technological skills and knowledge necessary for library work. It covers technology in all library departments: circulation, technical services, reference, and administration. Students are also introduced to basic networking technologies, data security principles, and assistive technologies. Prerequisite: LIBT 120 with a C or better, CITA 151 with a C or better, or consent of instructor.

# COURSE DESCRIPTIONS

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## **LIBT-199 Special Topics in Library Science 3-0-3**

Special topics in the field of library science which are outside the existing curriculum will be developed. Courses will provide an opportunity for in-depth study of topics pertinent to both technical and public services in public, school, academic, or special libraries. This course may be repeated up to four times without repeating any given topic. Prerequisite: Topic dependent prerequisites may be added, as needed.

## **LIBT-210 Workplace & Supervisory Skills 3-0-3**

This course provides an overview of the principles and practices of library management and supervision. It explores basic concepts including employment laws, leadership qualities, cooperation and collaboration, staff recruitment and evaluation, resource and project management, fundraising, and marketing. Students will also gain an understanding of library policies and procedures, relationships with library governing boards, library vision, mission and goals, and leadership roles for LIBTs. Prerequisites: LIBT 120 (C or better), concurrent enrollment or consent of instructor.

## **LIBT-230 Readers Advisory Services 3-0-3**

This course is an overview of the tools, principles, and practices of readers' advisory services. Students will learn how to assist users in identifying materials for viewing and listening, recommend titles of potential interest, and promote the library collection. Popular and classic fiction, non-fiction, and various media are covered. The focus is primarily on service to adults. Prerequisite: LIBT 120 (C or better), concurrent enrollment or consent of instructor.

## **LIBT-250 Administration of the School Library 3-0-3**

An introduction to the mission of the school library or media center and the role of the Library Information Specialist. Library resources (print and electronic), collection development, reading promotion, information literacy and technology are all examined. School library standards, particularly in Illinois, and evaluation of services are explored. Prerequisite: LIBT 120 with a C or better, concurrent enrollment or consent of instructor.

## **LIBT-276 Supervised Field Practicum I 0-2-2**

Supervised observation and directed practice of paraprofessional experience in appropriate academic, special, school, or public libraries. Projects of benefit to the student and to the cooperating library are arranged and are representative of information covered by courses in the LIBT certificate program. Progress toward satisfactory completion is regularly monitored by the LIBT Department Chair or designated LIBT faculty and the supervising librarian. Students maintain brief descriptive logs. This course is for students pursuing the Certificate in the Library Technical Assistant program. The 150 practicum hours associated with this course are designed to meet the requirements set by the American Library Association for the LIBT certificate. Prerequisite: Twenty-one (21) hours of Library Technical Assistant Coursework and/or consent of the LIBT Department Chair

## **LIBT-278 Supervised Field Practicum II 0-6-3**

Supervised observation and directed practice of paraprofessional experience in appropriate academic, special, school, or public libraries. Projects of benefit to the student and to the cooperating library are arranged and are representative of information covered by courses in the LIBT degree program. Progress toward satisfactory completion is regularly monitored by the LIBT Department Chair or designated LIBT faculty and the supervising librarian. Students maintain brief descriptive logs. This course is for students pursuing the Associate of Applied Science in the Library Technical Assistant program. The 225 practicum hours associated with this course are designed to meet the requirements set by the American Library Association for the LIBT degree. Prerequisite: Twenty-one (21) hours of Library Technical Assistant Coursework and/or consent of the LIBT Department Chair

## **LITO-103 Introduction to Literature 3-0-3**

IAI H3 900

Reading and analysis of texts from a variety of literary forms and periods. Approaches to determining literary meaning, form and value. This course introduces the literary genres of poetry, short story, drama, and novel; the various literary styles, techniques, and themes; and the vocabulary necessary for literary discussion.

## **LITO-105 Introduction to Poetry 3-0-3**

IAI H3 903

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

Reading and discussion of representative plays, ranging from classical to modern drama, with some attention to dramatic and theater 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

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.



<b>LITO-110 Classical Mythology</b> IAI H9 901 This course focuses on the myths of classical Greece and Rome and their impact on the literature and thought of Western Civilization.	<b>3-0-3</b>	<b>LITO-201 English Literature</b> IAI H3 912 A survey of representative works illustrating the development of British literature from its beginnings to 1800, 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).	<b>3-0-3</b>
<b>LITO-112 Non-Western Literature</b> IAI H3 908N 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, 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).	<b>3-0-3</b>	<b>LITO-202 English Literature</b> IAI H3 913 A survey of representative works illustrating the development of British literature from 1800 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).	<b>3-0-3</b>
<b>LITO-113 American Ethnic Literature</b> IAI H3 910D Examination of various types of literary works that reflect the experience and construction of racial and cultural minority identity.	<b>3-0-3</b>	<b>LITO-204 American Literature</b> IAI H3 914 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).	<b>3-0-3</b>
<b>LITO-115 Film Appreciation</b> IAI F2 908 A survey of film as an art form, emphasizing elements of visual story telling, aesthetics, differences among genres and criticism. Examines such techniques as pictorial composition, movement, sound, lighting and editing.	<b>3-0-3</b>	<b>LITO-205 American Literature</b> IAI H3 915 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).	<b>3-0-3</b>
<b>LITO-116 Film History</b> IAI F2 909 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.	<b>3-0-3</b>	<b>LITO-206 Tolkien</b> IAI H3 906 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 his literary criticism. Students will also learn Tolkien's place within the tradition of English literature.	<b>3-0-3</b>
<b>LITO-117 Film and Literature</b> IAI HF 908 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.	<b>3-0-3</b>	<b>LITO-210 Shakespeare</b> IAI H3 905 This course introduces the students to various dramatic works of William Shakespeare and to the various sub-genres: comedies, histories, tragedies. Reading, discussion, and analysis will culminate in written interpretations and critical essays. Lecture will also focus on the historical world of Elizabethan England.	<b>3-0-3</b>
<b>LITO-139 World Literature</b> IAI H3 906 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.	<b>3-0-3</b>	<b>LITO-218 Children`s Literature</b> IAI H3 907 A comprehensive survey of the various types of poetry and prose for children, with considerable attention to the significant historical folklore backgrounds.	<b>3-0-3</b>
<b>LITO-140 World Literature</b> IAI H3 907 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.	<b>3-0-3</b>		

# COURSE DESCRIPTIONS

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## **LLI-7020 Computer College - Part 1**

**6-0-6**

This hands-on computer course gives novice computer users the opportunity to become a seasoned intermediate computer user. Students will learn the components and parts of a computer. Computer terms as well as how to create, print and save documents, and personalize the desktop will be discussed. Students will become familiar with MS Windows, Word, and Excel. Internet and basic email accounts and functions will be presented and discussed.

## **LLI-7021 Computer College - Part 2**

**6-0-6**

This hands-on computer course gives computer users the opportunity to build on the learning experience from Senior's Computer College I. Students will learn additional components as well as how to create, print, and save documents, and personalize the desktop will be discussed. Students will become more familiar with MS Windows applications. Additional internet topics will be presented and discussed.

## **LLI-7022 Letters, Labels and Postcards**

**6-0-6**

Students will learn how to use the powerful merge feature in Word to create letters, labels, envelopes, and postcards. You will become familiar with using the merge wizards as well as setting up the merge function, fonts, formats and graphics to customize your labels, envelopes and postcards. You will also learn how to create your own data source/address book, or use an existing one.

## **LLI-7023 Fun Computer Projects**

**6-0-6**

Learn to create your own stationary, design letterhead, create an invitation or make address labels. Using Microsoft Word features learn to add borders, use WordArt, insert clip art, and print your own personal address labels.

## **LLI-7025 Introduction to the Internet**

**6-0-6**

Explore the world's largest network, the Internet. Learn where the Internet came from, what makes it tick, and where it's headed. Discover advanced search techniques that will enable you to find virtually anything on the World Wide Web. No prior knowledge of the Internet is required.

## **LLI-7027 PC Repair & Troubleshooting**

**6-0-6**

Don't spend your hard earned cash on expensive PC repairs! Take a look under the hood of a typical PC and learn to identify, by appearance and function, each of your computer's components. You will discover dozens of proven preventive measures to protect your valuable electronics and irreplaceable data from disaster. Learn what to do when disaster strikes.

## **LLI-7028 Computer Virus Protection**

**6-0-6**

Computers may seem sophisticated and advanced, but Windows based PCs need a lot of care to keep them safely functioning and to avoid a host of threats. Students will learn about updating anti-virus programs, configuring them for maximum protection, free anti-virus programs and become aware of the limitations of anti-virus programs. Students will also become aware of Worms, Software Bugs, Malware, and more.

## **LLI-7031 Computer Understanding**

**6-0-6**

This hands-on computer course gives novice computer users the opportunity to become a seasoned intermediate computer user. Computer terms as well as how to create, print and save documents, manipulate a mouse, and personalize the desktop.

## **LLI-7035 Installing & Upgrading PC Programs**

**6-0-6**

Students will learn how to properly install computer programs and upgrade existing outdated programs. Newer versions of popular software can offer fixes to bugs, newer features, and enhanced interfaces. Knowing the benefits of upgrading and how to perform a successful install and upgrade will help you tremendously in your computer endeavors.

## **LLI-7037 Web Page Design I**

**6-0-6**

This is an introduction to Web page design focusing on the basics. This project-based class guides you through constructing simple Web pages. The topics include formatting text, making Internet-friendly images and creating hyperlinks and lists.

## **LLI-7040 How to Buy and Sell on Ebay**

**6-0-6**

Turn items from your attic and basement into cash using online auction sites. This fun, informative, hands-on class teaches you how to put your unwanted items up for sale on eBay. This course is designed for the beginner online auctioneer. We will demonstrate how to post items on eBay. Internet experience is required.

## **LLI-7086 Illinois Concealed Carry**

**1-0-1**

This course is for students desiring a certification to carry a concealed weapon in the State of Illinois. It is specifically for individuals who do not possess the Illinois State Police Required Training Credits. The course includes basic knowledge in the use of deadly force, firearms transportation, transfer, and record keeping. It also includes the mandatory range training and qualification required by the Illinois State Police.

## **LLI-7090 The Business of Travel and Tourism**

**3-0-3**

Travel Career Development is a systematic, real-world focused, comprehensive course designed to prepare students for a successful career in travel and tourism. Students will be introduced to basic travel concepts, key sectors of the travel industry, effective practices for selling the travel product, an overview of destination knowledge and use of technology in the travel and tourism industry. Business communications and money management in travel offices, along with the operations of a home-based travel business, also will be taught.

## **LLI-7091 Geography for Travel Professionals**

**3-0-3**

This course is designed to develop geographic literacy for those planning a career in the travel, tourism, or hospitality industry. You'll learn about the world's most visited destinations, and receive an overview of the less popular locations. We'll explore the physical environment, historical background, language, currency, transportation, accommodations, and attractions of key tourist destinations around the world. You'll also learn how

to match clients to destinations, arrange travel itineraries, respond to common requests, and develop sales skills.

**LLI-7092 A Guide to the Cruise Industry 3-0-3**

This course will introduce you to the world of cruising. A brief history and evolution of the passenger cruise industry is explained. You will study the many unique cruise regions around the world, the ports of call, and shore excursions and attractions at the different cruise destinations. On-board daily routines and activities are discussed, along with cruise etiquette, planning, tipping, packing, and pre- and post-cruise packages. You will learn what to expect on a day in port and a day at sea. Explore many different cruise companies, how to read a cruise brochure and a deck plan, determine the cost of a cruise product, and how to market, promote, price, and book a cruise vacation for individuals or groups.

**LLI-7093 Human Trafficking Issues 3-0-3**

This course will include important information, and a history of human trafficking. The scope and issues involved in modern day human trafficking and slavery will be discussed.

**LLI-7094 Common Core Math Standards 3-0-3**

This course is designed to provide K-12 teachers with insights and information to begin the transition to Next Generation/Common Core Math Standards.

**LLI-7095 Common Core Writing Standards 3-0-3**

This course is designed to provide K-12 teachers with insights and information to begin the transition to Common Core Writing Standards.

**MATH-058 Fundamentals of Mathematics 3-0-3**

A basic course in arithmetic, dealing with such topics as addition, subtraction, multiplication, and division of whole numbers, as well as operations in fractions and decimals.

**MATH-101 Basic Mathematics 3-0-3**

This course emphasizes the basic operations of arithmetic. Other topics include fractions, decimals, percents, ratio and proportion, and solution of simple equations. This course may not transfer to some universities. Prerequisite: MATH 101A with a grade of C or better, ACT math score 10-17, COMPASS score Pre-Algebra Domain 26-46, or KC Placement math score Pre-Algebra Domain 26-69.

**MATH-101A Fundamentals of Mathematics I 3-0-3**

MATH 101A Fundamentals of Mathematics I: A basic course in arithmetic, dealing with such topics as addition, subtraction, multiplication, and division of whole numbers and integers, as well as operations with fractions and decimals. Prerequisite: ACT math score 0-9, COMPASS math score Pre-Algebra Domain 0-25, or KC Placement math score Pre-Algebra Domain 0-25.

**MATH-101B Fundamentals of Mathematics II 3-0-3**

This course is a continuation of MATH 101A. Topics included are a review of fractions, percents, ratio, proportion, the solution of simple equations, and an introduction to simple concepts in geometry. The successful completion of the Math

101A - Math 101B sequence serves the same purpose as Math 101. Prerequisite: Successful completion of MATH 101A with a grade of C or better. Completion of MATH 101B is equivalent to completion of MATH 101.

**MATH-102 Elementary Algebra 4-0-4**

A course intended for students with little or no background in algebra. Covers concepts in whole numbers, fractions, decimals, polynomials, and linear equations, but not limited only to those areas. This course may not transfer to some universities. Prerequisite: Completion of MATH 101 or MATH 101B with a grade of C or better. ACT math score 18-20, COMPASS math score Pre-Algebra Domain 47-99, COMPASS math score Algebra Domain 0-45, or KC Placement math score Pre-Algebra Domain 70-100.

**MATH-103 Elementary Plane Geometry 3-0-3**

This course is intended for students who have not completed a course in geometry. The students will learn and apply the principles of geometry as well as recognize their relevance to the real world. Prerequisite: A grade of C or better in MATH 102 or 1 full year of high school algebra with a C or better.

**MATH-107 Intermediate Algebra 4-0-4**

This course considers an introduction to the real number system, linear equations, and inequalities, systems of equations, polynomials, fractional equations and expressions, exponents, roots and powers, quadratic equations and functions. Prerequisite: Completion of MATH 102 or equivalent and MATH 103 with grade of C or better. ACT math score 21-22, COMPASS score Algebra Domain 46-65, or KC Placement math score Intermediate Algebra Domain 70-100.

**MATH-107B Summer Bridge Math 2-0-2**

This course considers an introduction to linear equalities, systems of equations, polynomials, fractional equations and expressions, exponents, roots, and powers, quadratic equations and functions, and logarithms. Prerequisite: COMPASS Score Algebra Domain 56-65 or KC Placement math score Intermediate Algebra Domain 85-100.

**MATH-109 Tech Prep Math 4-0-4**

This course emphasizes the basic operations of arithmetic (addition, subtraction, multiplication, and division). Other topics include integers, fractions, decimals, percents, ratio/proportion, conversion of units, geometry, solutions to simple equations, inequalities, applications and problem solving. After completing this course, the student should have the requisite math skills to understand and enroll in TECM 118. Prerequisite: ACT math score 10-17, COMPASS score Pre-Algebra Domain 26-46, or KC Placement math score Pre-Algebra Domain 26-69

**MATH-124 Statistics Software 1-0-1**

This is an introductory course using statistical software. In this course a general purpose statistical analysis software package is used for the organization, analysis, and presentation of data. Prerequisite: Must enroll in MATH 247 at the same time. See class schedule for appropriate section.

# COURSE DESCRIPTIONS

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**MATH-129 Math Literacy for College Students** 6-0-6  
Math Literacy for College Students is a one semester course for non-math and non-science majors integrating numeracy, proportional reasoning, algebraic reasoning, and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Throughout the course, college success content will be integrated with mathematical topics. Prerequisite: Completion of MATH 101 or MATH 101B with a grade of B or better. ACT math score 18-20, COMPASS math score Pre-Algebra Domain 47-99, COMPASS math score Algebra Domain 0-45, or KC Placement math score Pre-Algebra Domain 70-100.

**MATH-130 Intro to Contemporary Mathematics** 3-0-3  
IAI M1 904  
A selection of mathematical principles to better understand issues in a contemporary society. The focus is on mathematical reasoning and the solving of real-life problems rather than routine skills and appreciation. Topics include mathematical modeling, probability and statistics, graph theory, and linear programming. Prerequisite: Completion of 2 years of high school algebra with a grade of C or better, or MATH 107 and one year of high school geometry with a grade of C or better or MATH 103 with a grade of C or better. ACT math score 23-25, COMPASS math score Algebra Domain 66-99, COMPASS math score College Algebra Domain 0-45, or KC Placement math score College Algebra Domain 75-100. PARCC math score of 4-5.

**MATH-134 College Algebra** 3-0-3  
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; and functions. Prerequisite: Completion of 2 years of high school algebra with a grade of C or better, or MATH 107 and one year of high school geometry with a grade of C or better or equivalent or MATH 103 with a grade of C or better. ACT math score 23-25, COMPASS math score Algebra Domain 66-99, COMPASS math score College Algebra Domain 0-45, or KC Placement math score College Algebra Domain 75-100. PARCC math score of 4-5.

**MATH-135 Trigonometry** 3-0-3  
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 polar coordinates and vectors. Prerequisite: Completion of MATH 134 with a grade of C or better or concurrent enrollment. ACT math score 26-36, COMPASS math score College Algebra Domain 46-99, COMPASS math score Trigonometry Domain 0-45, KC Placement math score Trigonometry Domain 70-100.

**MATH-136 General Statistics** 4-0-4  
IAI M1 902  
Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Describe 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, and random samples and sampling techniques), statistical inference (estimate, hypothesis testing, t-test and chi-square test, and errors), correlation and regression and f-test and analysis of variance. Prerequisite: High School geometry or equivalent and completion of MATH 134 or MATH 130 or higher with grade of C or better. ACT math score 26-36, COMPASS math score College Algebra Domain 46-99, COMPASS math score Trigonometry Domain 0-45, or KC Placement math score Trigonometry Domain 70-100.

**MATH-143 Finite Mathematics** 3-0-3  
IAI M1 906  
Emphasis is 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 such topics as: vectors, determinants, matrices, and matrix algebra; systems of linear equations and matrices; systems of inequalities and linear programming; simplex method, set theory, logic and Boolean algebra; counting and probability theory; stochastic processes; game theory; Markov chain methods; mathematical modeling; and the mathematics of finance. Prerequisite: Completion of MATH 134 or higher with grade of C or better. ACT math score 26-36, COMPASS math score College Algebra Domain 46-99, COMPASS math score Trigonometry Domain 0-45, KC Placement math score Trigonometry Domain 70-100.

**MATH-160 Precalculus** 5-0-5  
This course will emphasize the notion of a function as a unifying concept for the topics of college algebra and an extension of the topics of trigonometry. A graphing calculator is highly recommended. Prerequisite: Completion of MATH 103 and MATH 107 with a grade of C or better. ACT math score 24-36, COMPASS math score College Algebra Domain 40, or KC Placement math score College Algebra Domain 85-100.

**MATH-166 Calculus and Analytical Geometry I** 5-0-5  
IAI MTH 901 IAI MI 900-1  
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 differentials; approximation by differentials; higher order derivatives; Rolle's Theorem: mean value theorem; applications of the derivative; anti-derivative; the definite integral; the fundamental theorem of calculus; area, volume, other applications of the integral; the calculus of the trigonometric function; logarithmic and exponential functions. Prerequisite: Completion of MATH 135 or MATH 160 with a

grade of C or better, high school trigonometry or permission of instructor. ACT math score 28-36, COMPASS math score Trigonometry domain 46-99, or KC Placement math score Calculus Domain 70-100.

**MATH-170 Math for Elementary Teachers I 4-0-4**

Basic elements of mathematics for students majoring in elementary education. Includes origin of numerals, sets, relations, systems of numeration, natural numbers, integers, rational numbers and real numbers. Prerequisite: High school geometry or equivalent, two years of high school algebra, or MATH 107 with a grade of C or better. ACT math score 23-25, COMPASS math score Algebra domain 66-99, COMPASS math score College Algebra domain 0-45, KC Placement math score College Algebra Domain 75-100. PARCC math score 4-5.

**MATH-172 Math for Elementary Teachers II 3-0-3**  
IAI M1 903

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-199 Topics/Issues in Mathematics 6-12-6**

Group study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. This course may be taken for variable credit hours. May be repeated for a different topical area once without approval; additional repetition requires appropriate Dean approval.

**MATH-210 Computer Programming for Engineers 3-0-3**  
IAI CS 911

Topics include an introduction of computer hardware and software (input/output devices and operating systems), basic problem-solving techniques and programming paradigms, fundamental numerical algorithms, fundamental non-numerical algorithms and the C++ computer language. Prerequisite: Completion of MATH 166 with a "C" or better or consent of instructor.

**MATH-236 Linear Algebra 3-0-3**  
IAI MTH 911

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 calculus course is designed specifically for students in business and the social sciences and does not count toward a 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: Completion of MATH 134 with a grade of C or better. ACT math score 26-36, COMPASS math score College Algebra Domain 46-99, COMPASS math score Trigonometry Domain 0-45, or KC Placement math score Trigonometry Domain 70-100.

**MATH-247 Business Statistics 3-0-3**  
IAI BUS 901

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: Completion of MATH 143 with a grade of "C" or better. Must enroll in MATH 124 at the same time. See class schedule for appropriate section.

**MATH-267 Calculus and Analytical Geometry II 4-0-4**  
IAI M1 900-2 IAI MTH 902

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 differentials; higher order derivatives; Rolle's Theorem; mean value theorem; applications of the derivative; anti-derivative; the definite integral; the fundamental theorem of calculus; area, volume, other applications of the integral; the calculus of the trigonometric functions; logarithmic and exponential functions; techniques of integration, including numerical methods; indeterminate forms: L'Hopital's rule; improper integrals; sequences and series, convergence tests, Taylor series; functions of more than one variable, partial derivatives; the differential, directional derivatives, gradients; double and triple integrals: evaluation and applications. Prerequisite: Completion of MATH 166 with a grade of "C" or better.

# COURSE DESCRIPTIONS

## **MATH-268 Calculus and Analytical Geometry III 4-0-4** IAI M1 900-3 IAI MTH 903

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 differentials; approximation by differentials; higher order derivatives; Rolle's Theorem: mean value theorem; applications of the derivative; anti-derivative; the definite integral; the fundamental theorem of calculus; area, volume, other applications of the integral; the calculus of the trigonometric functions; logarithmic and exponential functions; techniques of integration, including numerical methods; indeterminate forms: L'Hopital's rule; improper integrals; sequences and series, convergence tests, Taylor series; functions of more than one variable, partial derivatives; the differential, directional derivatives, gradients; double and triple integrals: evaluation and applications. Prerequisite: Completion of MATH 267 with a grade of "C" or better.

## **MATH-269 Differential Equations 3-0-3** IAI MTH 912

This course must cover linear equations of the first order; linear equations with constant coefficients; the general linear equation; variation of parameters; undetermined coefficients; linear independence; the Wronskian; exact equations; separation of variables; and applications. In addition, the course must cover at least two or three of the following topics: systems of linear differential equations; solution of Laplace transforms; existence and uniqueness of solutions; solution by power series; oscillation and comparison theorems; partial differential equations; boundary value problems; numerical methods, and stability of solutions. Prerequisite: Completion of MATH 267 with a grade of "C" or better.

## **MEDT-104 Medical Terminology 1-0-1**

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 3-2-4**

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 3-2-4**

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.

## **MFNG-189 Manufacturing Processes 3-2-4**

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 3-2-4**

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.

## **MLTC-120 Introduction to Clinical Lab 2-2-3**

Introduction to the Clinical Laboratory will acquaint the ML T student with the SICCM/ML T Program and with the profession of the Medical Laboratory Technology. The course will give the student the fundamentals of the clinical laboratory including safety practice and safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic Quality Assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes.

## **MLTC-121 Serology 1-1-1.5**

This course covers an introduction to immunology with an emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions, and serological procedures most widely performed in the clinical laboratory are the major topics for discussion.

## **MLTC-122 Clinical Microscopy 1-1-1.5**

A study of the theory and microscopic examination of urine and other body fluids (i.e. synovial fluid, thoracentesis, semen and gastric fluid.)

**MLTC-123 Phlebotomy** 2-2-3  
MLT Phlebotomy covers the phlebotomist's role in health care; confidentiality and ethics; Patient's Bill of Rights; Quality Assurance; basic anatomy and physiology of the circulatory system; safety; infection control; isolation techniques; OSHA standards; handling accidental needle stick exposures; phlebotomy equipment; phlebotomy techniques, such as the routine venipuncture, dermal punctures, drawing difficult patients; specimen collection and handling techniques; compliance with accrediting agencies; customer service; patient identification procedures; and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will only observe arterial draws in the clinical setting.

**MLTC-223 Immunohematology** 3-2-4  
This course covers the blood groups of humans and its significance in immunohematology and transfusion services. Also included are the inheritance and properties of blood group antigens and the corresponding antibodies; methods of detection and identification; hemolytic disease processes; processing of group immunology; record keeping; regulations; standards; and Quality Control.

**MLTC-225 Clinical Chemistry** 3-2-4  
This course offers an introduction to the study of clinical chemistry, emphasizing the basic procedures performed in most clinical laboratories and the use of these procedures in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and interpretation of test results.

**MLTC-228 Hematology and Hemostasis** 4-2-5  
An introduction to the study of clinical hematology, which emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and followup of hematological disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system are stressed. The collection, handling, and processing of samples are covered in detail.

**MLTC-229 Applied Clinical Microbiology** 4-2-5  
A study of the normal and pathogenic micro flora of man with an emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, parasitology, and mycobacteriology.

**MLTC-251 Clinical Rotation I** 0-15-3  
Clinical Rotation I is supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor.

**MLTC-252 Clinical Rotation II** 0-15-3  
Clinical Rotation II is supervised clinical experience in clinical chemistry, urinalysis, applied clinical microbiology, and serology. The supervision is done by the clinical site coordinator/lab director/instructor.

**MSGE-101 Introduction to Massage Therapy** 1-0-1  
This course covers the history of massage and provides an overview of the modalities used in the practice of massage therapy. It also covers statutes and rules that govern the profession and also covers the basics of traditional eastern medicines and how it is applied to the practice of massage therapy. Prerequisite: Admission to the MT Program or consent of Program Director.

**MSGE-102 Applications of Anatomy** 1-2-2  
This course introduces to the skills of palpation. Students will learn surface anatomy and anatomical landmarks relevant to Massage Therapy practice. This course introduces students to the methods of informed consent and record keeping. Prerequisite: Admission is restricted to students currently enrolled in the Massage Therapy or Personal Fitness Trainer programs and concurrent enrollment in BIOL 120 or prior completion of BIOL 120 with a C grade or better.

**MSGE-103 Massage Theory and Techniques I** 1-4-3  
This is the first of two courses that introduce students to various massage procedures. This course is structured in a modular format covering the following four areas: Swedish massage, Japanese stone massage, Oriental therapies, and seated massage. Prerequisite: Admission to the MT Program or consent of Program Director.

**MSGE-105 Physical Agents for Massage Therapy** 0-1-.5  
This course is a study of physical agents used in massage therapy practice. It emphasizes the principles and procedures used in the application of various modalities including, but not limited to, thermal agents, hydrotherapy, and other complimentary agents. Prerequisite: Admission to the MT Program or consent of Program Director.

**MSGE-107 Therapeutic Communication** 1-0-1  
This course examines the various styles of communication throughout the lifespan, within the continuum of wellness, and across ethnic cultures. Emphasis is placed on respect and professionalism throughout the client-therapist interaction. Prerequisite: Admission to the MT Program or consent of the Program Director.

**MSGE-109 Client Care Skills** 0-2-1  
This course introduces students to the basic skills related to the client care. It covers client dignity issues, transfers, vital signs, infection control, universal precautions, and documentation. Prerequisite: Admission to the MT Program or consent of Program Director.

# COURSE DESCRIPTIONS

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## **MSGE-111 Massage Theory and Techniques II 1-4-3**

This is the second of two courses that introduces students to various massage procedures. This course is structured in a modular format covering the following four areas: pregnancy massage; sports massage; and pediatric and geriatric massage; lymphatic drainage; and cranial sacral therapies. Prerequisite: Successful completion of first semester MT program courses and BIOL 120 or consent of Program Director.

## **MSGE-113 Assess, Intervention, Documentation 1-1-1.5**

This course is designed to integrate skills and knowledge acquired during the previous and current semesters into practical, case-based applications, role playing, structured clinical encounters using simulated patients and case discussions are utilized during the course to enhance the critical thinking of students. Prerequisite: Successful completion of first semester MT program courses and BIOL 120 or consent of Program Director.

## **MSGE-116 Massage Therapy Business & Marketing 2-0-2**

This course examines basic marketing theories, techniques, and processes. It covers starting and keeping a massage therapy business, negotiations with payers, and the development of a business plan. Prerequisite: Successful completion of first semester MT program courses and BIOL 120 or consent of Program Director.

## **MSGE-117 Student Clinic 0-6-2**

This is a supervised clinical training experience designed to introduce the students to the clinical experience. It is conducted in the Physical Therapy In-House, where both physical therapist assistant and massage therapy students treat college employees and students under the supervision of qualified faculty members. Prerequisite: Successful completion of first semester MT program courses and BIOL 120 or consent of Program Director.

## **MSGE-119 Kinesiology for MT 2-4-4**

This course is a study of human movement. It emphasizes the relationship of applied anatomy, exercise physiology, and biomechanics to movement and posture. Prerequisite: Successful completion of first semester MT Program courses and BIOL 120 with a C grade or better or successful completion of BIOL 120 and MSGE 102 with a C grade or better if currently enrolled in the PFT Program.

## **MSGE-121 Pathology for MT 2-0-2**

This course is an introduction to pathology and will address the following: cellular changes, fluid regulation, inflammation, repair, 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 MT program courses and BIOL 120 or consent of Program Director.

## **MSGE-199 Special Topics in MT Practice 6-12-6**

This course examines selected issues of interest in contemporary massage therapy practice not normally covered in other massage therapy courses. 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 a different topic area without approval. Prerequisite: Admission to MT Program or consent of Program Director.

## **MUSC-100 Concert Choir 0-2-1**

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

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**

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 illustrating 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 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**

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 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  
Develops artistic choral singing through performance of vocal jazz, popular song, and Broadway music. Some basic dance ability required. 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. Concurrent enrollment in Music 102 or 104 is required.

**MUSC-107 Music Appreciation** 3-0-3  
IAI F1 900  
Introduction to representative music masterpieces through perceptive listening. Emphasis on the elements of music, various musical forms and periods, and great composers and performers.

**MUSC-110 Applied Music Class Strings** 0-2-1  
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-112 Vocal Ensemble** 0-1-1  
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: Audition/Instructor permission only.

**MUSC-113 String Ensemble** 0-2-1  
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  
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** .5-1-1  
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  
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 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  
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  
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  
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  
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  
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 course 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.

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**MUSC-123 Music Theory II** 3-0-3  
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 course includes introductory 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  
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** .5-1-1  
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  
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 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  
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 F1903N  
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  
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  
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-134 Applied Music: Private Percussion I** 0-4-2  
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-135 Applied Music: Private Percussion** .5-1-1  
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-136 Applied Music: Private Percussion II** 0-4-2  
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-137 Aural Skills I** 0-2-1  
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-138 Aural Skills II** 0-2-1  
Continuation of MUSC 137. 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. Prerequisite: MUSC-137 with a grade of C or better.

**MUSC-140 Applied Music Class Piano** 0-2-1  
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-141 Class Piano I** 0-2-1  
Group approach to teaching the fundamentals of piano playing. For students with little or no piano study. Sight-reading, harmonization, transposition, improvisation, technical studies, and solo ensemble literature.

**MUSC-142 Class Piano II** 0-2-1  
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: MUSC 141 or equivalent.

**MUSC-144 Applied Music: Private Piano I** 0-4-2  
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-145 Applied Music: Private Piano** .5-1-1  
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-146 Applied Music: Private Piano II** 0-4-2  
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 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 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-150 Applied Music Class Brass** 2-0-1  
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  
Music majors need to take private music lessons every term of enrollment, with 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** .5-1-1  
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.

# COURSE DESCRIPTIONS

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**MUSC-156 Applied Music: Private Brass II** 0-4-2  
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  
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-163 History of the Recording Industry** 3-0-3  
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 reading and writing.

**MUSC-164 Applied Music: Private Voice I** 0-4-2  
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-165 Applied Music: Private Voice** .5-1-1  
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-166 Applied Music: Private Voice II** 0-4-2  
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. Prerequisites: 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  
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** 0-0-2  
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** .5-0-1  
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** 0-0-2  
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  
Designed for the child care worker and teacher aide to learn the methods of accompanying simple songs in the day care center or elementary classroom.

**MUSC-181 Class Guitar II** 0-2-1  
Continuation of MUSC 180. Designed for the child care worker and teacher aide to learn the methods of accompanying simple songs in the day care center or elementary classroom.

**MUSC-185 Applied Music: Private Strings I 0-0-2**

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-186 Applied Music: Private Strings II 0-0-2**

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**

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**

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**

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**

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**

An introductory survey of theater/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 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**

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 permission of the appropriate Dean.

**MUSC-210 Music in Early Childhood 3-0-3**

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**

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**

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 0-0-2**

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 126 with a grade of B or better, concurrent enrollment in a major ensemble.

**MUSC-226 Applied Music: Private Woodwinds IV 0-0-2**

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.

# COURSE DESCRIPTIONS

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## **MUSC-230 Introduction to Music Therapy 1-0-1**

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 0-0-2**

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 0-0-2**

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**

Continuation of MUSC 142. Emphasis on developing technique, functional use of chords, and study of piano literature in wider range of different styles and periods. Prerequisite: MUSC 142 or equivalent...

## **MUSC-242 Class Piano IV 0-2-1**

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 240 or equivalent...

## **MUSC-245 Applied Music: Private Piano III 0-0-2**

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 0-0-2**

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 0-0-2**

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 0-0-2**

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 0-0-2**

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 166 with a grade of B or better, concurrent enrollment in a major ensemble.

## **MUSC-266 Applied Music: Private Voice IV 0-0-2**

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 0-0-2**

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** 0-0-2  
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** 0-0-2  
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** 0-0-2  
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 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: A "C" or better in MUSC 122, MUSC 123, MUSC 127, and MUSC 138.

**MUSC-299 AFA Portfolio** 1-0-1  
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.

**NAST-159 Alzheimers Disease/Related Dementias** 1-0-1  
The course content describes the etiology, diagnosis, and treatment of the individual with Alzheimer's disease in the various stages and describes basic nursing management of patients with Alzheimer's disease. Psychosocial and economical implications will also be discussed. Interested persons not enrolled in the Nurse Assistant Program may register for NAST 159.

**NAST-160 Nurse Assistant** 4-6-7  
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: Completion of READ 088 with a B or better. ACT reading score 16-36, COMPASS reading score 68-99, ASSET reading score 37-55, or KC Placement reading score 250-500.

**NAST-201 Nurse Assistant Update** 0-2-1  
NAST 201 will be offered to the person who has successfully completed an Illinois Department of Public Health Nurse Assistant course and demonstrated competence by passing the certification examination. It is designed for the nurse assistant who has not been employed in that capacity for at least the last two years. The course will include independent study for the review of theory. Students will be required to demonstrate all 21 nursing assistant skills in a clinical setting. In order to be reinstated as a C N A, students who complete the skills test must pass the state certification exam.

**NLTC-120 Work Ethics in Nail Tech** 1-0-1  
This course is intended to introduce "on the job" personal relations, problems, situations, and possible solutions to students intending to pursue careers in such fields as Nail Technology, providing insights and training in these areas. The Work Ethics curriculum and Core Values of Kaskaskia College will be the main focus during this course. Prerequisite: Acceptance into the Nail Technology program upon consent of the Program Coordinator.

**NLTC-123 Salon Business in Nail Tech** 2-0-2  
An in-department, classroom experience on opening and running a successful Nail Technology salon and the marketing strategies that accompany the salon business. Prerequisite: Acceptance into the Nail Technology program upon consent of the Program Coordinator.

**NLTC-130 Nail Technology Theory I** 2-0-2  
This course is designed to provide the nail technology student the basics of this profession. Areas emphasized include: history of nail care, personal and public health, OSHA standards, basic nail care and acrylic nail enhancements.

**NLTC-131 Nail Technology Lab I** 0-6-3  
This course will provide instruction and supervised training in the development of skills in basic nail care such as manicuring, polish application, massage techniques and pedicuring. Students will also be introduced to acylic nail enhancements.

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**LTC-140 Nail Technology Theory II** 1-0-1  
This course covers general anatomy and physiology theory for the nail technology student.

**NLTC-141 Nail Technology Lab II** 0-6-3  
This course will provide instruction and supervised training in the development of skills in advanced nail care such as speciality manicuring and pedicuring, sculptured nail enhancements, application of nail tips and nail wrapping.

**NLTC-150 Nail Technology Theory III** 2-0-2  
This course is designed to provide the nail technology student advanced theory. Areas emphasized include: nail product chemistry, electricity, gel nail enhancements, nail artistry and diseases of the nail and skin.

**NLTC-151 Nail Technology Lab III** 0-2-1  
This course will provide instruction and supervised training in the development of skills in advanced nail care such as electric filing, creative nail art and gel nail enhancements.

**NLTC-152 Career Exploration** 0-2-1  
This course will involve real-world experience through 20 hours of internship at area salons. Career opportunities and job skills will also be reviewed.

**NURS-101 Fundamentals of Nursing I** 2-3-3.5  
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 NURS 106, NURS 107. Prerequisite or concurrent courses include BIOL 121, NURS 109, and PSYH 100.

**NURS-104 Fundamentals of Nursing II** 2.5-3-4  
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: PSYH 100, NURS 101, NURS 106, BIOL 121, NURS 107, and NURS 109 or consent of Director of Nursing. Prerequisite or concurrent: BIOL 122, NURS 105.

**NURS-105 Basic Concepts in Ment. Hlth Nurs.** 2.5-3-4  
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: PSYH 100, NURS 101, NURS 106, NURS 107, NURS 109, and BIOL 121 or consent of Director of Nursing. Prerequisite or concurrent: BIOL 122, and NURS 104.

**NURS-106 Foundations of Nursing** 2-3-3.5  
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 required courses: BIOL 121, PSYH 100, and NURS 107.

**NURS-107 Dosage Calculations** .5-0-.5  
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 consent of the Director of Nursing.

**NURS-109 Basic Concepts in Pharmacology** 1.5-0-1.5  
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: Enrollment in the Associate Nursing Program or consent of the Director of Nursing; NURS 107 and NURS 106.

**NURS-199 Case Studies/Prob. in Allied Health** 3-6-3  
This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. May be repeated for a different topical area once without approval; additional repetition requires appropriate Dean approval. Specific topic title will be stated on student's transcript.

**NURS-201 RN Refresher/Review Course** 3-6-6  
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 designed to instruct the student in advanced concepts related to drug therapy. Content is presented in relation to the nursing process. Prerequisite: Completion of all first, second and third semester nursing courses or consent of the Director of Nursing program.

**NURS-211 Nursing Care of Adult and Child I** 3-6-6  
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. Prerequisites: All first and second semester nursing courses, BIOL 121, BIOL 122, PSYH 100, or consent of Director of Nursing program.



**NURS-212 Nursing Care of Adult and Child II 3-6-6**  
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: All first and second semester nursing courses, BIOL 121, BIOL 122, PSYH 100, or consent of Director of Nursing program.

**NURS-213 Nursing Care of Adult and Child III 3-6-6**  
Focuses on utilizing the nursing process to assist patients/clients 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: All first, second, and third semester nursing courses, BIOL 121, BIOL 122, BIOL 215, PSYH 100, or consent of Director of Nursing program.

**NURS-214 Nursing Care of Adult and Child IV 3-6-6**  
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: All first, second, and third semester nursing courses, BIOL 121, BIOL 122, BIOL 215, PSYH 100, or consent of Director of Nursing program.

**NURS-216 Professional Challenges & Issues 2-0-2**  
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: All Nursing and General Education classes and concurrently with final Nursing Care of the Adult and Child class.

**OCTA-110 Clinical Observation 1-3-2**  
Clinical Observation experience provides the student introductory contact with persons of differing age and ability levels. (Students will be rotated through approved agencies and centers and begin, under supervision, to practice: (1) critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and (2) therapeutic communication techniques.)

**OCTA-112 Activities of Daily Living 2-3-3**  
Basic self-care skills of feeding, hygiene and dressing and independent living skills of communication, home management, architectural barrier modification and community resources are stressed. Adaptation to equipment and assistive devices necessary to perform ADL tasks are reviewed.

**OCTA-120 Occupational Therapeutic Media 2-3-3**  
Occupational Therapeutic Media provides theory and practice of selected creative manual arts. It includes learning basic skills; understanding and applying concepts of activity analysis, problem solving, and therapeutic application; and laboratory/equipment maintenance.

**OCTA-122 Occupational Therapy Group Process 1-3-2**  
Exploration of the use of groups in occupational therapy treatment. Occupational therapy models of practice and protocol across the lifespan are emphasized. Group leadership, group facilitation and activity selection skills will be developed.

**OCTA-130 Introduction to Occupational Therapy 2-0-2**  
Introduction to Occupational Therapy is an overview of the profession with emphasis on its history, philosophy, and organization. The course explores the role of occupational therapy personnel and domain of treatment.

**OCTA-131 Disease and Impact on Occupation 3-0-3**  
This course provides an overview of the etiology, clinical course, management, and prognosis of congenital and developmental disabilities, acute and chronic disease processes, and traumatic injuries; and examines the effects of such conditions on occupational performance throughout the lifespan as well as explores the effects of wellness on the individual, family, culture, and society.

**OCTA-132 Occupational Development 0-3-1**  
Development of Occupational Performance is an overview of movement patterns and movement development required for the participation in occupations. The course explores the general to more specific aspects of movement development for occupational performance.

**OCTA-133 Clinical Rotation I 0-3-1**  
This course is designed to build clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotation in select outpatient physical disability settings. The course will focus on preparatory, enabling and occupational treatment techniques for all orthopedic and neurological disabilities. In the clinic students will provide hands on therapy under the direct line of sight supervision of a qualified occupational therapy practitioner. Students will begin the process of developing treatment plans and procedures, adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention and the integration of preparatory, enabling and occupational treatments will be explored.

**OCTA-134 OT in Physical Disabilities 2-3-3**  
Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of preventing, reducing or alleviating aspects of disease of illness which impede activities and self-care performance.

**OCTA-200 Psychosocial Therapy and Practice 2-3-3**  
Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, and use of self as a therapeutic modality are emphasized.

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## **OCTA-205 Occupational Therapy in Pediatrics 3-3-4**

An analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance.

## **OCTA-210 Occupational Therapy Theory I 3-3-4**

Introduction to the fundamental concepts of joint and muscle movement. Methods of data collection and adaptation of therapeutic activities and exercises will be emphasized. Explores theories of remediation in movement difficulties.

## **OCTA-217 Fieldwork Experience I .5-20-4.5**

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for eight weeks in each of two different sites (I and II) for a total of sixteen weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist. It is expected that at the end of the eight weeks the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, each fieldwork site in conjunction with the OTA educational program will develop specific objectives. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. A certified occupational therapy assistant and/or a registered occupational therapist with at least one-year clinical experience will closely supervise students. The lecture portion of this course will provide students with the necessary tools to navigate through the fieldwork process and ultimately the successful completion of the NBCOT exam.

## **OCTA-218 Fieldwork Experience II .5-20-4.5**

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for eight weeks in each of two different sites (I and II) for a total of sixteen weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist. It is expected that at the end of the eight weeks the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, each fieldwork site in conjunction with the OTA educational program will develop specific objectives. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experience will be strongly encouraged within all

fieldwork. A certified occupational therapy assistant and/or a registered occupational therapist with at least one-year clinical experience will closely supervise students. The lecture portion of this course will provide students with the necessary tools to navigate through the fieldwork process and ultimately the successful completion of the NBCOT exam.

## **OCTA-230 Clinical Rotation II 0-6-2**

Clinical Rotation II provides the student contact with patients/clients of different ages and disabilities with the emphasis of clinical hours focused in Psychiatry. Students will be placed in an approved agency and practice of observation skills, communication techniques and practice skills under supervision. They will refine the process of developing treatment plans and procedures, adapting equipment and activity and applying treatment principles. Areas of functional difficulty resulting from psychosocial, developmental or physical disabilities requiring therapeutic intervention will be explored.

## **OCTA-231 Occupational Therapy Theory II 1-1.5-1.5**

This course provides a basic knowledge of development and administration of selected tests, work, and ergonomic principles, impact of culture on client care, theoretical basis for treatment, and advanced level treatment principles and techniques.

## **OCTA-232 Aging and Impact on Occupation 1-1.5-1.5**

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation, and community programming.

## **OCTA-250 Occupational Therapy Administration 3-0-3**

Introduction to basic management knowledge and skills essential to occupational therapy practice. Topics included are planning, marketing, supervision, communications, quality assurance, supervision issues and techniques, departmental operations, standard setting, developing a resume, job interviewing, reimbursement issues and certification examination review.

## **OFTC-100 Writing for the Office Environment 2-0-2**

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.

## **OFTC-108 Introduction to Keyboarding 0-2-1**

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**

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).

**OFTC-110A Document Processing IA 0-2-1**

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-Introduction to Keyboarding (within the last five years).

**OFTC-110B Document Processing IB 0-2-1**

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-Document Processing IA (within the last five years).

**OFTC-110C Document Processing IC 0-2-1**

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 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 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**

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**

A continuation of OFTC IIB. 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 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 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 OFTC 110C or permission of the instructor.

**OFTC-150 Medical Terminology/Anatomy 3-0-3**

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: READ 111 with a grade of C or better. ACT Reading score 18-36, COMPASS reading score 81-99, ASSET reading score 42-55, or KC Placement reading score 290-500.

**OFTC-151 Introduction to Medical Records 3-0-3**

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 is a continuation of the study of the correct spelling, pronunciation, and meaning of roots, prefixes and suffixes of 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

# COURSE DESCRIPTIONS

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## **OFTC-171 Office Machines for Accountants 0-2-1**

This course consists of business and consumer applications using the touch method on the electronic printing calculator. Activities included are payrolls, purchase orders, invoices, interest rates, discounts, metrics, income taxes, investments, expense reports, and bank reconciliation. Individualized instruction is in the Business Learning Center. Open-entry open-exit class.

## **OFTC-172 Data Entry 0-4-2**

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. Prerequisite: OFTC 110 or OFTC 110C.

## **OFTC-212 Office Technology Tools 0-6-3**

This advanced course provides a brief review of production techniques and places emphasis on important modern office skills such as editing and writing correspondence, abstracting information, integrating software programs, and working with current office technology tools. Individualized instruction is in the Business Learning Center. Prerequisite: OFTC 111 (within the last five years) OR OFTC 111C (within the last five years).

## **OFTC-252 Med. Terminology & Transcription 1-4-3**

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 teaches students how to process medical insurance forms by abstracting information from patient's records. Basic business communication will be included. Prerequisite: OFTC 150

## **OFTC-254 Medical Technology II: Coding 4-0-4**

This course teaches techniques and procedures necessary for medical record keeping. Includes procedures for coding and indexing. Prerequisite: OFTC 150

## **OFTC-255 Adv Med Terminology & Transcription 0-6-3**

This course continues to build on the skills obtained in Medical Terminology and Transcription. Students should possess a good foundation in medical terminology and transcription for this course. Students will encounter learning situations in various medical specialty chapters and in critical-thinking/decision-making activities. Prerequisite: OFTC 252 or OFTC 252C and OFTC 212 or OFTC 212C.

## **OFTC-256 Pharmacology-Med Billing & Coding 2-0-2**

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: BIOL 121, OFTC 150

## **OFTC-262 Legal Terminology & Transcription 0-6-3**

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.

## **OFTC-280 Records Management 2-0-2**

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, and geographic methods.

## **OFTC-281 Office Management 3-0-3**

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 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**

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-286 Office Technologies Internship I 1.5-15-4.5**

Students are required to work in an office for approximately 15 hours per week. The employer/supervisor and the program coordinator cooperate to make the job a real learning experience, tying together classroom and job experiences. Problems relating to the supervised occupational experience are analyzed and discussed in the classroom phase. Projects are assigned according to the student's needs in relation to the

trainee position. Prerequisite: Sophomore standing in the Office Technologies or Computer Application Support Specialist Program

**OFTC-288 Office Technologies Internship II 1.5-15-4.5**

Students are required to work in an office for approximately 15 hours per week. The employer/supervisor and the program coordinator cooperate to make the job a real learning experience, tying together classroom and job experiences. Problems relating to the supervised occupational experience are analyzed and discussed in the classroom phase. Projects are assigned according to the student's needs in relation to the trainee position and in relation to the student's career goals. Prerequisite: Sophomore standing in the Office Technologies or Computer Application Specialist Program and permission of the coordinator

**PARM-105 Emergency Medical Responder 2-1-2.5**

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-109 EMT-B Internship 0-4.5-1.5**

EMT- internship provides students with opportunities to apply theory to practice in the clinical and pre-hospital setting, under the supervision of registered nurses and licensed paramedics. Students will benefit from the willingness of preceptors to provide the best possible learning experiences. This course provides students the opportunity to function as part of the emergency medical team under direct supervision, on an advanced life support ambulance. Students will be required to perform all aspects of emergency pre-hospital care up to the level of the EMT-Basic in a variety of actual situations.

**PARM-110 Emergency Medical Technician 8-0-8**

The study of how to respond to emergency calls to provide efficient, immediate care to the critically ill or injured and how to handle, extricate and transport them to a medical facility. Includes determining the nature and extent of illness or injuring, establishing priorities for required emergency care, opening and maintaining an airway, performing CPR, control of breathing, treatment of sick, bandaging wounds, care of fractures, childbirth, medical, environmental and psychological emergencies, patient packaging, triage and disaster management, vehicle extrication, ambulance operations and radio communication and records. Prerequisite: High school diploma or GED, 18 years of age. Must have received the following reading placement scores within the last 5 years: ACT reading score 14-36, COMPASS reading score 61-99, KC Placement reading score 245-500.

**PARM-111 Basic Life Support .5-0-.5**

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 .5-1-1**

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 .5-1-1**

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-120 Paramedic Preparatory 3-0-3**

This course introduces the students to the career field of paramedicine. It summarizes the expanding roles of the paramedic as well as the importance of professionalism. Material is presented that is critical to the survival of the paramedic in EMS. The history of EMS is reviewed, and an overview of EMS today is provided. The overall objective of this course is to prepare the student for the subsequent paramedic education and training courses, and ultimately, their career in advanced EMS.

# COURSE DESCRIPTIONS

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## **PARM-125 Airway Management & Pulmonary 2-2-3**

This course provides paramedic students with the crucial prehospital skill of airway management. It addresses both basic manual and advanced airway management techniques. In addition, this course details ventilation techniques, suctioning, rapid sequence intubations, and surgical airways. The course also introduces the paramedic student to commonly encountered respiratory emergencies, with emphasis on the recognition and treatment of reactive airway disease such as asthma. Concurrent enrollment in PARM 120

## **PARM-132 Patient Assessment 2-2-3**

This course provides paramedic students with the principles of patient assessment. Techniques of conducting a comprehensive history and physical exam are presented. This course builds on the assessment skills taught in the basic EMT course, emphasizing advanced-level patient assessment and clinical decision making at the scene, along with ways to use these new skills to assess patients in the field. Topics include scene safety, the initial assessment, the focused history and physical exam of medical and trauma patients, the detailed physical exam, and the ongoing assessment principles of communication and communication technology are presented to emphasize the importance of verbal reports. Principles of good documentation are presented to conclude the course. Concurrent enrollment in PARM 120.

## **PARM-135 Paramedic Clinicals I 0-6-3**

Provides for participation in observation and practical exercises in each of the following clinical settings: morgue, emergency room triage, anesthesia, dialysis, geriatric unit, and hospital emergency department. This is a 1 semester course. Prerequisite: CPR for Professional Rescuer (ARC) card or Health Care Provider BLS (AHA) card, current EMT license, and completion of PARM 120, PARM 125, PARM 132, and PARM 150 with the grade of C or better, or with the permission of the Paramedicine Coordinator.

## **PARM-145 Paramedic Clinicals II 0-6-3**

Provides for participation in observations and practical exercises in each of the following clinical settings: trauma center, intensive care unit, cardiac care, burn unit, psychiatric care unit, obstetrics, and emergency department. This is a 1 semester course. Prerequisite: CPR for Professional Rescuer (ARC) card or Health Care Provider BLS (AHA) card, current EMT license, and completion of PARM 120, PARM 125, PARM 132, PARM 150, and PARM 135 with the grade of C or better, or with the permission of the Paramedicine Coordinator.

## **PARM-150 Pharmacology & IV Access 2-2-3**

This course explores the various medications used throughout the medical industry. It presents an overview of pharmacology, with a discussion of drug classifications. The course details the fundamental paramedic skills of medication administration by intravenous and other routes as well as an overview of medical mathematics including dosage calculations. Concurrent enrollment in PARM 120, PARM 125, PARM 132.

## **PARM-155 Paramedic Field Internship I 0-13-4**

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: CPR for Professional Rescuer (ARC) card or Health Care Provider BLS (AHA) card, current EMT license, and completion of PARM 120, PARM 125, PARM 132, and PARM 150 with the grade of C or better, or with the permission of the Paramedicine Coordinator.

## **PARM-156 Paramedic Field Internship II 0-13-4**

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: CPR for Professional Rescuer (ARC) card or Health Care Provider BLS (AHA) card, current EMT license, and completion of PARM 120, PARM 125, PARM 132, PARM 150, PARM 135, and PARM 155 with the grade of C or better, or with the permission of the Paramedicine Coordinator.

## **PARM-199 Case Studies/Prob. in Allied Health 3-6-3**

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. This course may be taken for variable credit hours. May be repeated for a different topical area once without approval; additional repetition requires appropriate Dean approval. Specific topic title will be stated on student's transcript.

## **PARM-200 Medical Emergencies 3-0-3**

This course reviews the anatomy and physiology of the central and peripheral nervous system. This is followed by a detailed explanation of neurologic emergencies. A detailed discussion of the endocrine system is presented as an alternative control system for the body. Emphasis is placed on diabetic emergencies, as they are by far the most common endocrine emergency encountered by paramedics. The course then explores the immune system, with particular emphasis on hypersensitivity or allergic reactions. Prehospital recognition and treatment of allergic reactions are examined in detail, especially the management of severe reactions known as anaphylaxis. Additionally, this course reviews the relevant anatomy and physiology of gastrointestinal system, with a discussion of assessment and treatment of gastroenterological emergencies. An overview is presented of emergencies that arise from the genitourinary system. A detailed explanation of toxicology and substance abuse as it pertains to prehospital situations is presented. The course provides a detailed discussion of blood and blood-forming organs, followed by an explanation of assessment and treatment of hematological emergencies. Prerequisites: PARM 120, PARM 125, PARM 132, PARM 150.

**PARM-215 Cardiology** 4-2-5  
This course presents the material crucial to advanced prehospital cardiac care. A review of the essential anatomy and physiology is provided, along with an introduction to electrophysiology. Cardiac emergencies and peripheral vascular system emergencies are examined and discussed. Cardiac monitoring, rhythm identification, and 12-lead diagnostics and monitoring applied. In this course students will enhance their skills in the treatment of cardiac emergencies, building on effective team dynamics and assessment and treatment algorithms. Prerequisites: PARM 120, PARM 125, PARM 132, PARM 150.

**PARM-225 Women, Children, & Elderly** 3-2-4  
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. Prerequisites: PARM 120, PARM 125, PARM 132, PARM 150.

**PARM-235 Special Medical Considerations** 3-0-3  
This course expands on the PARM 200, Medical Emergencies, curriculum by increasing the paramedic student's knowledge of specific medical conditions. The student will learn to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for each of the specific medical emergencies covered in this course. Prerequisites: PARM 120, PARM 125, PARM 132, PARM 150, PARM 200 or consent of Program Coordinator.

**PARM-245 Trauma Emergencies** 4-2-5  
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. Consent of Program Coordinator.

**PARM-260 Advanced EMS Operations** 4-0-4  
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, 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 Consent of the Paramedicine Program Coordinator

**PATC-100 Careers Exploration in Pet Care** 1-0-1  
An introduction to career opportunities in pet care and training industries.

**PATC-111 Pet First Aid** .5-0-.5  
This course prepares students to provide immediate and temporary care to an injured animal as it awaits professional veterinary care.

**PATC-112 Canine Health and Temperament Eval.** 1-2-2  
This course prepares students to evaluate and examine properly canine health and disposition using standard industry criteria and methods.

**PATC-113 Basic Grooming/Nutrition** 2-2-3  
Introduction to nutrition and basic grooming of canines with an emphasis on the needs of service dogs. Topics include the basics of nutrition, nail care, bathing, ear care and eye cleaning.

**PATC-114 Basic Obedience** 1-8-5  
This course prepares students to train dogs in the basics of obedience and manners. Topics include basic obedience commands and training methods.

**PATC-115 Service Dog Training I** 1-8-5  
Introduction to service dog training. Topics include commands and introduction to service dog roles and function as well as the commands of sit, down, stay, stand, come, walk, wait, leave it.

**PATC-116 Introduction to Dog Grooming** 2-2-3  
An introduction to comprehensive dog grooming. Topics include safety, sanitation, dog breeds and anatomy.

**PATC-212 Canine Good Citizen** 1-4-3  
This course prepares students to train dogs in the skills and characteristics evaluated by the AKC Canine Good Citizen test. Topics include the requirements of canine good citizens and best practices in training dogs to meet those requirements.

**PATC-215 Service Dog Training II** 1-4-3  
An advanced course in service dog training, this course prepares students to train service dogs in specialized tasks paired to the needs of their companions and to understand proper placement of service dogs.

**PATC-216 Advanced Dog Grooming** 1-4-3  
This course prepares students to perform comprehensive cleaning of the ears, eyes, teeth, and anal glands of canines. Topics include proper nail cutting, bathing, and shampooing.

# COURSE DESCRIPTIONS

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## **PHBT-110 Phlebotomy Principles and Practice 3-3-4**

Phlebotomy covers the phlebotomist's role in health care; confidentiality and ethics; Patient's Bill of Rights; Quality Assurance; basic anatomy and physiology of the circulatory system; safety; infection control; isolation techniques; OSHA standards; handling accidental needle stick exposures; phlebotomy equipment; phlebotomy technique, such as the routine venipuncture, dermal punctures, drawing difficult patients; specimen collection and handling techniques; compliance with accrediting agencies; customer service; patient identification procedures; and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will only observe arterial draws in the clinical setting. American Society for Clinical Pathology has been widely recognized as the preeminent leader in the certification of medical laboratory professionals. After completion of this program that requires education, clinical training and experience you will be eligible to sit for the national exam. Upon completion of the exam with a passing score you will be known as a Phlebotomy Technician (PBT). Prerequisite: High school diploma or GED. Concurrent enrollment in PARM 111, MEDT 104 and PHBT 111. Completion of READ 088 with a grade of B or better. ACT reading score 16-36, COMPASS reading score of 68-99, ASSET reading score of 37-55, or KC Placement reading score 250-500.

## **PHBT-111 Phlebotomy Internship 0-9-3**

Consists of 100 clinical hours of supervised phlebotomy practice at a local health care facility and on campus learning lab. The internship rotation schedule is arranged on an individual basis. (NOTE: Possession of a current Cardiopulmonary Resuscitation (CPR) for the Health Care Provider certification card and completion of the programs' health requirements including drug screen and background check prior to placement in the internship is required.). Prerequisite: Completion of READ 088 with a grade of B or better. Concurrent enrollment in MEDT 104 and PHBT 110. ACT reading score 16-36, COMPASS reading score 68-99, ASSET reading score 37-55, or KC Placement reading score 250-500.

## **PHBT-112 Phlebotomy Technician Review 1-0-1**

Comprehensive review and update of phlebotomy practice, to include theory and procedures, as well as preparation for the certifying exam. American Society for Clinical Pathology has been widely recognized as the preeminent leader in the certification of medical laboratory professionals. After completion of this program that requires education, clinical training and experience you will be eligible to sit for the national exam. Upon completion of the exam with a passing score you will be known as a Phlebotomy Technician (PBT). Prerequisite: PHBT 110, PHBT 111, MEDT 104 with a minimum grade of C.

## **PHED-101 Physical Fitness 0-2-1**

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**

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-103 Beginning Tennis 0-2-1**

Beginning Tennis is designed for the beginning tennis player or for those who desire instruction in basic tennis technique. Primary emphasis is placed on development of basic skills: forehand drive, backhand drive, flat serve, and net volley. Secondary emphasis is placed on rules, scoring, care and selection of equipment and basic singles strategy. May be repeated twice for a maximum of three semester hours applicable toward a degree.

## **PHED-107 Gymnastics 0-2-1**

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 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-113 Bowling 0-2-1**

An activity course in which students learn the basic rules of bowling and the opportunity to participate. A lane fee is paid directly to the alley. May be repeated twice for a total of three semester hours applicable toward a degree.

## **PHED-114 Badminton 0-2-1**

Designed to teach the student the basic techniques and skills of badminton. To acquire knowledge of the rules of the game and to develop an appreciation for the sport from a standpoint of physical activity and use of leisure time. May be repeated twice for a total of three semester hours applicable toward a degree.

## **PHED-117 Jogging 0-2-1**

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 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-119 Basic Yoga** **0-2-1**  
This course is an introduction to the basic principals of yoga in which participants incorporate breathing, poses, and routines to apply the benefits of the practice to overall wellness.

**PHED-120 Co-Ed Basketball** **0-2-1**  
A beginning course in basketball that concentrates on fundamental skill instruction, basic rules, strategy, history, and terminology.

**PHED-123 Beginning Swimming** **0-2-1**  
Students are introduced to basic swimming skills and strokes. The course is designed to teach "non-swimmers" how to swim. Floating, sculling, breathing, treading and survival skills will be taught.

**PHED-125 Beginning Racquetball** **.5-1-1**  
This course is designed to provide you with entry-level knowledge of game play in racquetball. As a result of the class, the students are expected to demonstrate an understanding of the skills, rules, and basic principles of racquetball.

**PHED-126 Wallyball** **.5-1-1**  
This course is designed to provide you with knowledge of game play in wallyball. As a result of the class, students are expected to demonstrate and understand the skills, rules, scoring, safety, and basic principles of wallyball.

**PHED-127 Bicycling** **1-2-2**  
This course is designed to expose the cyclist to the basic practices and concepts of leisure time bicycling, which includes riding technique, adjusting the bike to the rider, selection and purchase of equipment, maintenance and repair, bicycle touring, and safety. Bicycle field trips will be taken locally. Students must provide their own bicycle.

**PHED-128 Basic Weight Training** **0-2-1**  
Introduction to weight training and other fitness equipment in which participant sets personal goals toward fitness to correlate with developed programs.

**PHED-129 Introduction to Fishing** **1-0-1**  
This course is designed to introduce students to the basics of the sport of fishing, to enhance their knowledge and proficiency. Course content will focus on freshwater species common in Illinois. Topics include techniques, equipment, safety, water and weather conditions, etiquette, and handling or releasing the catch.

**PHED-130 Basic Weight Training for Seniors** **0-2-1**  
Introduction to Weight Training and other fitness equipment in which participant sets personal goals toward fitness to correlate with developed programs tailored to the needs and special considerations of the age 60+ population.

**PHED-131 Karate I** **0-2-1**  
This course is designed to introduce the student to basic Karate philosophy, history, and technique. The student will advance from novice to white belt in the style of Moo Duk Kwan. The method of advancement is a modular system in which the student will be tested by the instructor and advance through a sequence of modules. Therefore, the student can advance at his/her own rate. (Within the time limits of belt advancement.) May be repeated once.

**PHED-132 Karate II** **0-2-1**  
A continuation of PHED 131 Karate I. May be repeated once.

**PHED-133 Intermediate Weight Training** **0-2-1**  
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-134 Lifetime Strength Fitness** **0-2-1**  
This course is designed to improve muscular strength/endurance by methodical exercise bouts relative to various muscles and/or muscle groups. Both weight training machines and free weights will be used

**PHED-135 Lifetime Total Fitness** **0-2-1**  
This course is designed to identify weaknesses in muscular strength and cardiovascular efficiency. Improvement will be made by regular fitness producing exercises relative to both strength and cardiovascular gains. Both aerobic and progressive resistance machines will be utilized.

**PHED-136 Physical Fitness** **1-2-1**  
A continuation of Physical Fitness II. 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 philosophy. The student then plans on individual advanced fitness programs which applies to him/her and executes throughout the remainder of the semester. May be repeated twice for a maximum of three semester hours applicable toward a degree.

# COURSE DESCRIPTIONS

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**PHED-140 Self-Defense I** 3-6-3

This course is intended to help students acquire/maintain confidence and the ability to cope with unexpected attacks and emergencies. Self-defense techniques, including methods of preventing attacks are covered. Students will learn to assess a potentially dangerous situation: how to develop the awareness that may prevent them from becoming a target. Hands-on basic self-defense that can be learned by anyone of average physical abilities will be covered. Students are to wear appropriate clothing.

**PHED-151 Basketball Officiating** 0-2-1

Theory and practice of fundamentals and techniques of basketball officiating with emphasis on rules and mechanics.

**PHED-201 Advanced Tennis** 0-2-1

Students will develop further skills in rules and scoring procedures, defensive and offensive strategy in singles and doubles. They will also develop skills in grip, footwork, pivots, forehand, and backhand strokes. May be repeated twice for a total of three semester hours applicable toward a degree.

**PHED-202 Basic Dance Composition** 0-2-1

This course is designed to teach students knowledge of basic dance composition, a greater understanding of the dance experience and the opportunity to improvise and do original compositions. May be repeated twice for a total of three semester hours applicable toward a degree.

**PHED-203 Volleyball** 0-2-1

A study of the rules and procedures of Volleyball with the student's participation in the activity. May be repeated twice for a total of three semester hours applicable toward a degree.

**PHED-204 Golf** 0-2-1

A course designed for the beginning player. The student is introduced to basic rules, strategy, and strokes. Scoring, care, and selection of equipment are also emphasized. Areas of concentration include: grips, wood shots, iron shots, and putting techniques. May be repeated twice for a total of three semester hours applicable toward a degree.

**PHED-207 Water Exercise** 0-2-1

An exercise class providing fitness through repetition and resistance in a pool. This is an excellent class for those individuals who suffer for arthritis. An alternative to high impact exercise which may cause injury.

**PHED-208 Soccer** 0-2-1

This course is designed to provide the basic skills and knowledge of soccer for spectator enjoyment and participation. Class time will be spent scrimmaging, working on ball control skills, reviewing rules, running drills, and conditioning exercises.

**PHED-211 Swimming Participation** 0-2-1

The purpose of this class is to improve the overall fitness level, speed, endurance, and technical skills through regular swimming participation.

**PHED-212 Soccer Participation** 0-2-1

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 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-215 Advanced Golf** 0-4-2

Course designed to follow PHED 204. Intended to provide participation time to increase skill level of intermediate or more advanced golfers. The course is for players who have a knowledge of the basic rules and methods of the game of golf and re prepared to play full rounds of golf with others of similar but varying skill levels. Students can be paired in a way to golf at varying times based on individual schedules after enrolling in the course.

**PHED-229 Cross Country Participation** 0-2-1

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.

**PHED-230 Baseball Participation** 0-2-1

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-231 Golf Participation** 0-2-1

Participation courses are designed to give credit for knowledge and skills gained through varsity sports participation. The courses are open to all students of the gender to which varsity sports are offered. Actual game participation is not required for successful course completion; however, participation in routine practice is necessary.

- PHED-232 Tennis Participation** **0-2-1**  
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**  
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**  
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**  
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** **0-1-5**  
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** **.5-1-1**  
Theory and practice of fundamentals and techniques of baseball with emphasis on offensive and defensive skills, knowledge of the rules, training and practice.
- PHED-238 Beginning Rhythmic Aerobics** **0-2-1**  
Beginning Rhythmic Aerobics is an exercise class designed to improve fitness through aerobic training. This course specifically develops the cardiovascular and respiratory systems.
- PHED-239 Advanced Rhythmic Aerobics** **0-2-1**  
Advanced Rhythmic Aerobics is a course designed for students who have had previous aerobic training and wish to continue to improve their level of physical fitness. Basic knowledge of cardiorespiratory fitness is emphasized. Prerequisite: PHED 238 or permission of instructor. May be repeated once for a maximum of two semester hours applicable toward a degree.
- PHED-240 Basketball Theory** **.5-1-1**  
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** **.5-1-1**  
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** **.5-1-1**  
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** **.5-1-1**  
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-244 Golf Theory** **.5-1-1**  
Golf Theory is designed to increase golf skills of men and women students. Stress will be placed on the fundamental skills' reviewing rules, etiquette, terms, equipment, club repair. Emphasis will also be placed on the mental aspects of the game, mechanical analysis of the golf swing, swing theory and methods, strategy and actual golf course play.
- PHED-245 Introduction to Coaching** **2-2-3**  
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**  
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-110 Logic** **3-0-3**  
IAI H4 906  
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic 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.

# COURSE DESCRIPTIONS

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## **PHLE-119 Core Values & Ethical Decision Making 1-0-1**

This course introduces students to several types of ethical theories, explains how the College's core values (respect, responsibility, honesty, compassion, and fairness) are an integral part of these moral theories, and shows how one might apply these theories (and values) to make moral decisions.

## **PHLE-120 Ethics 3-0-3**

IAI H4 904

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

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-125 Intro. to Philosophy of Religion 3-0-3**

IAI H4 905

A study of selected religious concepts and theories, such as the existence and nature of a deity, the nature of good and evil, reason and faith, ethics, and an afterlife. May include an examination of the nature of religious language and experience.

## **PHLE-201 Professional Ethics for Engineers 3-0-3**

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**

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.

## **PHMT-101 Pharmacy Technician 6-0-6**

This course prepares the student for employment and certification as a pharmacy technician. Topics covered include foundational knowledge and skills for the pharmacy technician as well as legal, ethical and professional issues in the field.

Prerequisite: High School Diploma or G.E.D.

## **PHMT-102 Pharmacy Technician Internship 2-0-2**

This course provides successful completers of the pharmacy technician course to practice their skills in a pharmacy. Under the direction of a practicing pharmacy technician and a pharmacist, the student will learn to perform the functions and meet the expectations of a pharmacy technician. Prerequisite: Completion of PHMT 101 Pharmacy Technician with a C or better.

## **PHMT-199 Topics in Pharmacy Technology 4-0-4**

This course provides the practicing pharmacy technician with an in-depth study of new technologies, issues and practices in pharmacy as they relate to the pharmacy technician. Registered pharmacy technicians may take this course in partial completion of their continuing education requirements. Prerequisite: High School Diploma or G.E.D.

## **PHYS-101 Physics 3-2-4**

IAI P1 900L

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 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 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**

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

## **PHYS-210 Electrical Circuit Analysis 3-0-3**

IAI EGR 931

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.

**PLBT-101 Plumbing and Pipefittingtheory I3-2-4**This course is the first of a two-part course that will provide an extensive overview of the tools, materials and practices commonly used in the plumbing trades. The course will consist of an introduction to the history of plumbing, plumbing codes, safety procedures, plumbing materials and equipment. Entry level skills in joining, installation, pipe support, drainage, and proper ventilation will also be taught.

**PLBT-102 Plumbing and Pipefitting Theory II 3-2-4**

This course is the second part of a two-part course that will provide an extensive overview of the tools, materials and practices commonly used in the plumbing trades. The course will consist of an introduction to customer service, as well as entry-level lessons on quality control, plumbing traps, water supply, plumbing fixtures and appliances and the testing, inspection and repair of various plumbing systems. The final lesson of the program focuses on how to prepare for a licensed plumber's examination, as well as how to obtain a plumber's license. Prerequisite: PLBT 101

**PLBT-103 Plumbing Math 3-0-3**

This course consists of piping math and theory. Topics will include: threads and threading equipment, steel pipe, copper, plastic and cast iron pipe and jointing methods. Pipe fitting, fitting allowances and fitting makeup equations will show the student the proper techniques to equate and join fixtures. Students will also learn how to use conversion measurements, equal spacing, 45 degree offsets, parallel offsets, and offsets of various degrees and spacing. Students will learn elevations and grades, water measurement, water pressure and formulas for solving problems with geometric shapes.

**PLBT-104 Intro Plumbing Blueprint & Drafting 3-0-3**

This course covers the basics of plumbing blueprint reading and drafting, which consists of the alphabet of lines, lettering, linework and arrows. It also includes orthographic projections, dimensioning, scale reading, plan views and isometric drawing construction. The course also provides the student with highly detailed, practical, and relevant information that addresses the real-life demands of commercial and industrial job sites.

**POLS-101 American Government 3-0-3**

IAI S5 900

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-205 Political Science 3-0-3**

IAI S5 902

Examines state and local political jurisdictions and systems, including their powers, organization, functions, development, and contemporary problems. Prerequisite: POLS 101 or permission of instructor.

**PRNU-131 Nursing Care of Women 2-3-3**

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: Students must complete PRNU 150, PRNU 158, PRNU 159 and PRNU 160 with a minimum grade of 'C' in each.

**PRNU-141 Human Structure and Function 4-0-4**

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-150 Basic Nursing Skills 4-12-8**

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 and clinical 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. Basic concepts of nutrition and their relationship to health and disease will be discussed. Prerequisite: Admission to the Practical Nursing Program.

**PRNU-154 Dosage Calculations 1-0-1**

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: Enrollment in nursing program or consent of Director.

**PRNU-156 Mental Health and Community Nursing 2.5-1.5-3**

This course is designed to acquaint students with community health and mental health nursing. The course will explore nursing of individuals and groups in home and community settings. Maintenance of health and prevention of disease will be stressed. Communicable disease control will be discussed. Basic concepts of mental health nursing are included. Students will be assigned to agencies in the community for clinical experiences. Quality experiences in nursing care of patients with mental health problems and developmental disabilities will be offered. Prerequisite: All previous PRNU equivalents. courses or equivalents.

**PRNU-158 Medications 2-0-2**

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 of all first semester courses.

# COURSE DESCRIPTIONS

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## **PRNU-159 Medical Surgical Nursing I** 4.5-7.5-7

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 PRNU 150, PRNU 154, PRNU 141, PSHY 100, PRNU 156, or prior approval by the Dean of Nursing.

## **PRNU-160 Medical Surgical Nursing II** 4.5-7.5-7

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 PRNU 150, PRNU 154, PRNU 141, PRNU 159, PSYH 100, PRNU 156, or approval by the Dean of Nursing.

## **PRNU-161 Personal & Vocational Relationships** 1-0-1

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: All previous PRNU courses or equivalents.

## **PRNU-165 Geriatric Nursing** 3-6-5

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: Successful completion of all courses in semester one and two.

## **PRNU-199 Topics in Practical Nursing** 3-6-3

This course will provide an opportunity for individual and/or group study through selected courses, workshops, seminars, telecourses, and laboratory or clinical experiences, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. This course may be taken for variable credit hours. This course may be repeated for a different topical area once without Dean approval; additional repetition of the same topic requires Dean approval. Specific topic title will be stated on student's transcript.

## **PRNU-201 LPN Refresher/Review Course** 3-6-6

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 LPM 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 P1 906

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

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 P1 907 L

This course is divided into two sections, (a) physical geology, which is basically a study of rocks and minerals and their origin, and (b) historical geology, which involves earth history as told by fossil record. Stress is placed on the Illinois-Eastern Missouri area.

## **PSCI-120 General Physical Science** 3-2-4

IAI P9 900

An introductory course, which emphasizes understanding of our physical environment. Topics from physics, chemistry, astronomy, and earth science/meteorology are introduced and examined from their practical viewpoints. Designed for students who have not had physics or chemistry.

## **PSCI-140 Environmental Geology** 3-2-4

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**

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-160 Earth Science 3-2-4**

Earth science is intended to provide an overview of the major concepts related to geology, oceanography, meteorology and astronomy. Interdependence of the complex structures of the geosphere, hydrosphere, and atmosphere will be explored. Likely topics: minerals, rocks, weathering, mass wasting, rivers, earthquakes, plate tectonics, oceans, air moisture, air pressure, weather patterns, and solar system. Includes a two-hour laboratory.

**PSCI-180 Atmospheric Science 3-0-3**

IAI P1 905

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 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/Issues in Engineering 6-12-6**

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc. Credit will be designated in accordance with course requirements as specified in the approved syllabus. This course may be taken for variable credit hours. May be repeated for a different topical area once without approval; additional repetition requires Dean approval. Specific topic title will be stated on student's transcript.

**PSCI-203 Statics 3-0-3**

IAI EGR 942

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: C or better in MATH 166. Must enroll in PHYS 201 at the same time.

**PSCI-204 Dynamics 3-0-3**

IAI EGR 943

Topics include particle kinematics (rectangular and curvilinear); Newton's laws; energy, work, and momentum methods; planar dynamics and rigid bodies; rigid body kinematics; impulse and momentum; and vibrations. Prerequisite: "C" or better in PSCI 203.

**PSCI-205 Mechanics of Materials 3-0-3**

IAI EGR 945

Topics include concepts of stress and strain; material properties (elastic and plastic); torsion: shear stresses and deformation; thermal stresses; thin-walled pressure vessels; pure bending: stresses and strains; transverse loading of beams; shear stress and combined loadings; transformation of stress and strain (Mohr's Circle); beams; energy methods; and columns. Prerequisite: "C" or better in PSCI 203.

**PSYH-100 Life Span Growth & Development 3-0-3**

IAI S6 902

This course studies the growth and development of the individual from conception through adulthood. It includes study of physical, intellectual, social and emotional growth.

**PSYH-101 Psychology 3-0-3**

IAI S6 900

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

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 permission of instructor.

**PSYH-216 Adolescent Psychology 3-0-3**

IAI S6 904

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 approval of instructor.

**PSYH-228 Applied Psychology 3-0-3**

This course will examine and make practical application of principles of psychology. Students will be expected to use these principles and to participate in class activities.

# COURSE DESCRIPTIONS

<b>PSYH-230 Abnormal Psychology</b> IAI PSY 905 The scientific study of psychological disorders and differences. Study topics include the history, descriptions, classifications, causes, and correlates of disorders; research methodologies used to study abnormal psychology; an overview of treatments of disorders.	<b>3-0-3</b>	Successful completion of first semester PTA courses or consent of PTA Program Director.
<b>PTAS-119 Clinical A&amp;P for PTA</b> 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. Prerequisites: A minimum grade of C in BIOL 101 or one year (two semesters) of high school biology and admission restricted to students currently enrolled in the Physical Therapist Assistant Program.	<b>4-2-5</b>	<b>PTAS-160 Physical Modalities I</b> 2-2-3 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: Successful completion of first semester PTA courses or consent of PTA Program Director.
<b>PTAS-150 Applied Physics for PTA</b> 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 consent of PTA Program Director.	<b>2-0-2</b>	<b>PTAS-162 Physical Modalities II</b> 2-2-3 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 consent of PTA Program Director.
<b>PTAS-152 Principles and Procedures I</b> This is the first in the series of four courses that introduces students to physical therapy procedures. It emphasizes therapeutic massage, landmark palpation, and goniometry. Prerequisite: Admission to the PTA Program or consent of PTA Program Director.	<b>1-2-2</b>	<b>PTAS-164 Principles and Procedures II</b> 2-2-3 This is the second in a series of four courses that introduces students to physical therapy procedures. It emphasizes therapeutic exercises for the extremities and trunk. Prerequisite: Successful completion of first semester PTA courses or consent of PTA Program Director.
<b>PTAS-154 Patient Care Skills</b> 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 consent of PTA Program Director.	<b>0-2-1</b>	<b>PTAS-166 Pathology for PTA</b> 2-0-2 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 consent of PTA Program Director.
<b>PTAS-156 Introduction to Physical Therapy</b> This course gives an overview of the physical therapy profession, the APTA, and the role of physical therapists in the health care delivery system. 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 consent of PTA Program Director.	<b>1-0-1</b>	<b>PTAS-167 Introduction to Clinical Internship</b> 0-3-1 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 consent of PTA Program Director.
<b>PTAS-158 Kinesiology for PTA</b> This course is a study of human movement. It emphasizes the relationship of applied anatomy, exercise physiology, and biomechanics to movement and exercise. Prerequisite:	<b>2-4-4</b>	<b>PTAS-168 Practicum I</b> 0-2-1 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 consent of PTA Program Director.

**PTAS-199 Special Topics in PT Practice 6-12-6**

This course examines selected issues of interest in contemporary physical therapy practice not normally covered in other physical therapist assistant courses. 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 a different topic area without approval. Prerequisite: Consent of PTA Program Director.

**PTAS-251 Clinical Internship I 0-15-5**

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 an six-week placement. Clinical instructors in health care facility to which the student is assigned, provide on-site supervision. Prerequisite: Successful completion of all second semester PTA Program courses and successful completion of HLTH 128 immediately preceding clinical internship.

**PTAS-253 Clinical Seminar I 3-0-3**

This course addresses administrative, legal, and ethical issues surrounding the practice of physical therapy. It covers the changing health care delivery system, and how these changes affect clinical practice. Prerequisite: Successful completion of PTAS 251.

**PTAS-254 Principles and Procedures III 3-2-4**

This is the third in a series of four courses that introduces students to physical therapy procedures. This course emphasizes the pathology of and intervention for soft tissue injuries and orthopedic conditions. Prerequisite: Successful completion of PTAS 251 and PTAS 253 or consent of PTA Program Director.

**PTAS-256 Principles and Procedures IV 3-4-5**

This is the fourth in a series of four that will introduce students to physical therapy procedures. This course will emphasize the pathology of and intervention for neurological conditions. Prerequisite: Successful completion of PTAS 254, PTAS 258, and PTAS 259.

**PTAS-258 Practicum II 0-2-1**

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: Successful completion of PTAS 251 and PTAS 253 or consent of PTA Program Director.

**PTAS-259 Clinical Internship II 0-15-5**

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 and PTAS 258.

**PTAS-260 Clinical Internship III 0-18-6**

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: Satisfactory completion of PTAS 256.

**PTAS-262 Clinical Seminar II 1-0-1**

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 PTAS 260.

**READ-088 Fund of Reading 3-0-3**

An individualized course designed to improve reading abilities through vocabulary development and developmental exercise for increased comprehension. Credit is applicable toward the Associate in General Education Degree. Prerequisite: ACT reading score 12-15, COMPASS reading score 53-67, or KC Placement reading score 180-245.

**READ-111 Critical Reading/Study Skills 3-0-3**

Instruction in critical reading and efficient study skills. Includes the development of a flexible reading rate; critical techniques (such as skimming, scanning, and note taking) for reading textbook materials; and test-taking techniques. Prerequisite: Completion of READ 088 with a grade of C or better. ACT reading score 16-17, COMPASS reading score 68-80, or KC Placement reading score 250-285.

**READ-111A Critical Reading/Study Skills 1-0-1**

Instruction in critical reading and efficient study skills; critical techniques (such as skimming, scanning and note taking) for reading textbook materials. Prerequisite: READ 088 with C or better.

**RELG-101 Introduction to Religion 3-0-3**

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 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

# COURSE DESCRIPTIONS

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**RELG-103 New Testament Survey** 3-0-3  
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.

**RELG-110 World Religions** 3-0-3  
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 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 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 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 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 & Interpersonal Respon** 2-0-2  
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

delineated. This course will also provide the student with information on patient safety, communication skills, record keeping, organizational structure, policies & procedures, medical ethics and legal implications as they relate to respiratory therapy. Current events in respiratory therapy will also be included. A research project will be required.

**RESP-115 Respiratory Procedures III** 4-0-4  
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  
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 provides the student with theory and administration of general respiratory therapy therapies. All aerosol drug therapies, bronchial hygiene therapies & lung inflation therapies will be presented. All aspect of airway management will also be covered. Introduction to BIPAP/CPAP modalities will be presented. Case studies & therapist drive 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.

**RESP-199 Issues in Respiratory Therapy** 6-12-6  
This course will provide an opportunity to examine selected topics or issues of interested in respiratory therapy. 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 once without approval. Additional repetition of this course will require appropriate Dean approval.

**RESP-209 Respiratory Procedures IV** 4-2-5  
The 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 will also 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: Completion of first and second semester RESP courses.

**RESP-211 Cardiopulmonary Disease 4-0-4**

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 second semester RESP courses.

**RESP-212 Respiratory Clinical/Lab Practice II 0-18-6**

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: RESP 116.

**RESP-213 Respiratory Procedures V 3-0-3**

This course will provide the student with the theory of hemodynamic monitoring and management of the critically ill patient. An overview of the neonate and pediatric patient will be presented with emphasis on the treatment and management of those with cardiopulmonary diseases. Advance pulmonary function testing and interpretation of the test results will also be covered as well as pulmonary function equipment and quality control procedures for the equipment. Prerequisites: Completion of third semester RESP courses.

**RESP-214 Respiratory Specialties 3-0-3**

This course will introduce the student to the specialization topics of assessment of sleep and breathing disorders. The student will learn the basic principles of sleep physiology, manifestations of sleep disorders and will receive an overview of the procedures to perform sleep and breathing disorder tests. Topics of respiratory home care, pulmonary rehabilitation and nutrition for the cardiopulmonary patient will also be covered as well as the techniques, procedures and equipment that pertain to home care and rehabilitation of the patient. Electrocardiogram testing will be discussed with the information necessary to assess, interpret and treat life-threatening arrhythmias. Cardiopulmonary exercise stress testing will also be introduced. Prerequisite: Completion of third semester RESP courses.

**RESP-217 Respiratory Seminar 6-0-6**

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 stressed as well as test-taking skills. The NBRC Entry-level and Advanced-level Self Assessment Exams will be administered. Prerequisite: Completion of first, second, and third semester RESP courses.

**RESP-218 Respiratory Clinical/Lab Prac III 0-18-6**

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.

**SOCO-101 Sociology 3-0-3**

IAI S7 900

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/Issues in the Social Sciences 6-12-6**

This course will provide an opportunity for group study through selected workshops, seminars, telecourses, etc., on a special topic or current issues in one or more of the social or behavioral sciences (psychology, sociology, anthropology, geography, economics, political science, history, public affairs and services). Students may receive up to 6 credits by taking different topics.

**SOCO-202 Social Problems 3-0-3**

IAI S7 901

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. Prerequisites: SOCO 101, ANTH 101, PSYH 101, or permission of instructor.

**SOCO-212 Social Psychology 3-0-3**

IAI S8 900

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 permission of instructor.

**SOCO-252 Marriage and the Family 3-0-3**

IAI S7 902

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.

**SOSV-101 Introduction to Social Services 3-0-3**

Social Services theory, agencies, and program. Includes human problems in poverty, health, criminal behavior, education, employment, family life, welfare systems and the organizations and agencies designed to alleviate such problems. Prerequisite: SOCO 101.

**SOSV-102 Basic Concepts in Social Services I 3-0-3**

Concepts, principles, and processes for social service workers. Includes classification of need, questions of motivation, acceptance, and attitudes; and techniques of testing, interviewing, intervention, and problem solving. Prerequisite: SOSV 101.

# COURSE DESCRIPTIONS

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**SOSV-103 Adult Development and Aging** 3-0-3  
Behavioral development from early adulthood through old age. Includes biological, motor, cognitive, social, and personality characteristics during various stages of adulthood. Prerequisite: PSYH 101 or SOCO 101.

**SPAN-101 Beginning Spanish I** 4-0-4  
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 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 or one year of high school Spanish.

**SPAN-150 Career Spanish for the Workplace** 2-0-2  
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  
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: A minimum grade of C in SPAN 102 or two years of high school Spanish.

**SPAN-204 Intermediate Spanish II** 4-0-4  
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: A minimum grade of C in SPAN 203 or three years of high school Spanish.

**SPCH-103 Fundamentals of Speech** 3-0-3  
IAI C2 900  
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.

**SPCH-204 Interpersonal Communications** 3-0-3  
Study of communication theory and its application to interpersonal relations. Relationship skills will be explored, analyzed, and practiced. Among the topics covered are the communication process, the self as communicator, listening, verbal and nonverbal communication, cooperation and conflict management.

**SPCH-205 Advanced Public Speaking** 3-0-3  
This course is primarily intended for students who are members of the speech forensics team, but may be taken by any interested student. 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.

**SURT-121 Introduction to Surgical Technology** 3-0-3  
This course introduces the student to the broad field of surgical technology. This course has five (5) basic sections: (1) Orientation to Surgical Technology, (2) Standards of Conduct, (3) The Surgical Patient, (4) Special Populations, and (5) Physical Environment and Safety Standards.

**SURT-122 Principles & Practice of Surg Tech** 4-4-6  
This course introduces the student to the practice of surgical technology. The focus of this course is on the skills that are specifically those of the scrub role and the circulator role. The student will demonstrate the proper and safe execution of procedures, instruments and equipment. Adequate laboratory time for the practice and testing of skills is required.

**SURT-123 Surgical Procedures I** 5-0-5  
This course is designed to prepare students for clinical practice. Instruction includes lectures, videos, power-point presentations, outside speakers etc. to introduce students to all of the surgical specialties.

**SURT-124 Surgical Procedures II** 3-0-3  
This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction includes lectures, videos, power-point presentations, speakers etc. to introduce students to all surgical specialties not covered in the first course.

**SURT-125 Clinical Rotation in Surg Tech I 0-15-5**

This course is designed to provide the student with a solid introduction to the operating room and its routines. This course functions to expand knowledge gained in the Introduction to Surgical Technology, Principles and Practices of Surgical Technology and Pharmacology courses. It also supports the knowledge being gained in Surgical Procedures I.

**SURT-126 Clinical Rotation in Surg Tech II 0-15-5**

This course is a continuation of Clinical Rotation I in Surgical Technology. This course functions to expand knowledge gained in Introduction to Surgical Technology, Principles and Practice of Surgical Technology and Surgical Procedures I. It also supports the knowledge being gained in Surgical Procedures II.

**SURT-127 Pharmacology for Health Professions 3-0-3**

Provides basic knowledge of the most commonly used medications in the operating room. Discuss commonly prescribed medications. Includes indications, potential adverse reactions, dietary response to treatment and desired effect.

**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. Prerequisite: Completion of MATH 101B or MATH 101 with a grade of C or better. ACT score of 18-20 or equivalent COMPASS score Pre-Algebra Domain 47-99, COMPASS math score Algebra Domain 0-45, or KC Placement math score Pre-Algebra Domain 70-100 and consent of instructor or program coordinator.

**TECM-119 Technical Mathematics 3-0-3**

This course provides experience to mathematics for first year technical students. The course is designed to develop all of the mathematical skills required in various technical fields, including an understanding of the metric system and the use of a calculator. Prerequisite: Completion of TECM 118 with a grade of C or better. ACT math score 21-22, COMPASS score Algebra Domain 46-65, or KC Placement math score Intermediate Algebra Domain 70-100.

**TECM-120 Technical Mathematics II 3-0-3**

Mathematical topics from algebra and trigonometry that are most useful in solving electronics problems, including emphasis on power often and scientific notation, basic trigonometric functions, right triangle solution, decimal and nondecimal systems of numeration.

**TECP-101 Fundamentals of Physics 3-0-3**

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 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 119 or concurrent enrollment.

**TRUC-101 Truck Driving Orientation 2-0-2**

This course provides a background of the trucking industry. Students prepare for the Illinois Commercial Drivers License written test to acquire a driving permit and basic control systems are introduced.

**TRUC-102 Fed Motr Carriers Safety Regulations 2-0-2**

This course explains the Federal Motor Carrier Safety Regulations, including controlled substances and alcohol use and testing. The standards, requirements and penalties associated with Commercial Drivers License, and hours and service.

**TRUC-103 Maintenance 1-1-1.5**

This course outlines the inspection, repair, and maintenance of semi-truck tractors and trailers.

**TRUC-104 Load Securement 2-0-2**

This course is an overview of cargo and load securement and inspection requirements that apply to most commodities hauled in the United States and Canada.

**TRUC-105 Tractor/Trailer Driver Training 3.5-7-7**

This course is designed for an individual with no commercial driving experiences and includes commercial drivers license learner's permit preparation, D.O.T. rules and regulations, log books, map reading, and complete vehicle training to prepare individuals for the Secretary of State administered Class A road test and for an entry-level position in the trucking industry. Prerequisite: Must pass physical examination and drug test and have a valid regular driver's license.

**TRUC-110 Tractor/Trailer Driver Training 2-8-6**

This course is designed to familiarize the student with semi-truck tractor trailer driving operations. The course includes instruction in starting, moving, road testing, diagnosing and over-the-road operation of a truck tractor and trailer.

**TRUC-111 Tractr/Trailr Drivr Traing/Externshp 0-3-1.5**

Externship is a course designed to give the student real over-the-road practice under the supervision of an experienced tractor-trailer truck driver.

**TRUC-120 Over the Road Driving/Externship 0-30-6**

Externship is a course designed to give the student real over-the-road practice under the supervision of an experienced tractor-trailer truck driver. This course will emphasis the over-the-road practice by providing extended hour of externship in order to prepare the student for the real world career of truck driver-training in the extended over-the-road career. Student must complete 450 hours of over-the-road driving.

# COURSE DESCRIPTIONS

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## **VOCS-024 Computer Skills for AE Students 4-0-4**

This hands-on computer course gives adult education students the opportunity to learn some basic computer skills that can be used in the work place. Students will learn the components and parts of a computer. Computer terms as well as how to create, print, and save documents, and personalize the desktop will be discussed. Students will become more familiar with MS Windows applications. Additional internet/email topics will be presented and discussed.

## **VOCS-025 Computer Skills II for Ae Students 2-4-4**

This hands on computer course gives adult education students the opportunity to learn more in-depth computer skills using MS Windows Programs that can be used in the workplace, including File Management and Windows Applets. Additional in-depth topics include the internet, email, security, and virus protection.

## **VOCS-026 Computer Skills III for AE Students 2-4-4**

This hands-on computer course gives adult education students the opportunity to learn more advanced computer skills using Microsoft Office that can be used in the work place, including some Access, Excel and PowerPoint tasks. Additional advanced internet/email navigation, security and virus protection will be covered.

## **VOCS-030 ACT Test Prep 3-0-3**

The ACT Test Prep course allows students to prepare for the ACT college entrance exam. This course is designed for high school juniors and seniors who want to score well on the ACT test or to improve ACT scores. Topics covered in this course include managing test anxiety and discovering learning styles as well as practice and explanation of the four sections of the ACT exam.

## **VOCS-108 Leadership 2000 2.5-0-2.5**

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 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-109 Learning to Lead 4-0-4**

This course is taught in conjunction with business and industry. This course is designed to provide the skills required in organizations where decision making is shared by employees and managers. This course provides the foundations of interpersonal skills. This course also enhances skills that support team initiatives and quality and process improvement. Topics in this course may include: the basic principles for a collaborative workplace, the leader in each of us, personal

strategies for navigating change, coaching.; bringing out the best in others, managing your priorities, influencing for win-win outcomes, proactive listening, expressing yourself, giving and receiving constructive feedback, giving recognition, handling emotions under pressure, moving from conflict to collaboration, moving the organization forward, identifying work priorities and setting verifiable goals, gaining commitment to preset goals, correcting performance problems, conducting a collaborative performance review. The number of hours per topic covered and the number of outcomes achieved may vary depending on the amount of credit hours awarded and specific needs of the individual businesses.

## **VOCS-110 Leadership in Management 4-0-4**

This course may be taught in conjunction with local business and industry. In this course, students examine leadership and management skills which are consistent with total quality management. Topics in this course include: interpersonal skills, managing individual performance, developing team performance, making organizational impact, managing change and innovation, problem solving for individuals and teams, and developing front line leaders. The number of hours per topic covered and the number of outcomes achieved may vary depending on the amount of credit hours awarded and specific needs of the individual businesses.

## **VOCS-112 Leadership in Working 4-0-4**

This course may be taught in conjunction with local business and industry. In this course, students examine new roles for employees which are consistent with total quality management. Topics in this course include: introduction and basic principles, mastering individual performance, developing team performance, handling organizational issues, dealing with change and innovation, and working for managers -- the management support role. The number of hours per topic covered and the number of outcomes achieved may vary depending on the amount of credit hours awarded and specific needs of the individual businesses.

## **VOCS-114 Cabinet Making 2-5-3**

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.

## **VOCS-115 Keyboarding Skills I 1-0-1**

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-119 Introduction to Computers .5-0-.5**

The primary objective of this course is to introduce the user to the basic personal computer operations. This will include the basic functions of the computer and how to access the Microsoft Office Programs.

**VOCS-125 Customer Service 3-0-3**  
This course will provide the student with a strong background in the following areas: 1. Defining customer 2. Building customer relations 3. Serving internal and external customers 4. Taking ownership of customer service 5. Exhibiting a "Customer Service Attitude" This class will equip the participant with working knowledge to achieve better service skills, whether it is in providing information internally or dealing with outside customers.

**VOCS-147 Internet Introduction .5-0-.5**  
An introduction to Internet course is designed to present the basic techniques needed to use the Internet using Netscape to access the World Wide Web.

**VOCS-175 Tutor Training I 1.5-0-1.5**  
This course presents skills needed by tutors including ethics, time management, attitude, listening and communicating effectively, effective tutor training techniques, what it means to be a tutor, and understanding learning styles. Student is required to successfully complete the course with a "C" or better prior to assignment of tutees and enrollment in Tutor Training II.

**VOCS-176 Tutor Training II 1.5-0-1.5**  
This course is a continuation of Tutor Training I. Topics include: importance of study skills, effective note-taking, working with the at-risk learner, impact of cultural differences on tutoring and learning, effective recordkeeping, analysis of tutor-tutee case studies, and the importance of maintaining a tutor journal. Prerequisite: Successful completion of Tutor Training I with a "C" or better.

**VOCS-180 General Industry Safety I .5-0-.5**  
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 .5-0-.5**  
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-182 General Industry Safety 3 .5-0-.5**  
This course covers: 1. Personal protective equipment. 2. Welding, cutting, brazing. 3. Permit required confined spaces. 4. Machine guarding. 5. Materials handling. 6. Powered platforms, manlifts. Students will learn the different types of protective equipment, proper care and maintenance of these items. This course will cover the various aspects of welding, cutting and brazing safety standards and concerns as well as written

complaint programs for confined spaces and machine guarding. Employer and employee responsibilities will also be addressed relative to materials handling and platform usage.

**VOCS-183 General Industry Safety 4 .5-0-.5**  
This course covers: 1. Hearing conversation. 2. LOCKOUT/TAGOUT environmental controls. 3. Medical and first aid. 4. Hand and portable tools. This section is designed to enhance the students knowledge in hearing conversation standards, monitoring, hearing protection and employee training. Medical and basic first aid standards such as heat stress and heat stroke are explained as are the general requirements of OSHA standards. OSHA requirements regarding hand and power tool standards are explained and proper guarding of tools is emphasized.

**VOCS-184 General Industry Safety 5 .5-0-.5**  
This course will cover: 1. OSHA record keeping. 2. Special industries. 3. General environment controls. OSHA record keeping is one of the most frequently cited issues in an OSHA visit. This segment of the program emphasizes what must be done to comply. The rest of this 8-hour course deals with special industries and general environmental controls such as ventilation-job stresses and other control measures.

**VOCS-185 General Industry Safety 6 1-0-1**  
This course is designed to provide general knowledge and application of OSHA Safety and Health Standards, policies and procedures as it applies to general industry. The following areas will be covered: 1. Introduction to OSHA. 2. Walking and working surfaces. 3. Means of egress and fire protection. 4. Hazardous materials. 5. Machine guarding. 6. Electrical. 7. Hazard communication. 8. Personal protective equipment. 9. LOCKOUT/TAGOUT. 10. Permit required confined spaces. 11. Materials handling. 12. Welding, cutting, and blazing. 13. Blood borne pathogens. 14. OSHA record-keeping (Forms 200 and 101).

**VOCS-186 General Industry Safety 7 2-0-2**  
This course (30 hours) is designed for personnel from all types of 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 general industry standards and an overview of the requirements of the more frequently referenced standards. Successful completers of the 30-hour class will receive a 30-hour voluntary compliance course card.

**VOCS-187 Basic Petroleum Industry Safety .5-0-.5**  
Successful completion of this class will give each student a general idea of life and safety issues in the oil and gas industry. It provides a basic awareness of general safety information that an employee should know before entering a company facility and while performing their assigned work duties. Upon successful completion of course, each student is issued a picture ID with a unique barcode. The student information is then stored in an online database. This orientation has become the standard program for the oil and gas industry and certifies a student at an awareness level.

# COURSE DESCRIPTIONS

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## **VOCS-188 Petroleum Core Compliance Safety 1.5-0-1.5**

This is a standardized program covering the health, safety, and environmental training most requested by oilfield operators and other host employers. This provides training level certificates beyond the awareness level for over 30 selected topics. This program will ensure your students are trained in the safety topics commonly required by operators in their pre-qualification surveys and training matrices. Based on accepted industry practices supported and recommended by operators, this is the most comprehensive way to meet entry level safety training needs. Upon completion of the course, each student receives a photo ID, certificate of completion, and each student's information is entered into the online database.

## **VOCS-190 Forklift Training .5-1-1**

This training program is designed to ensure that all forklift operators, regardless of their degree of experience, have a uniform understanding of the safe and efficient operation of forklifts.

## **VOCS-194 Basic Pneumatic Principles 1-0-1**

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**

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 includes the principles of hydraulics relative to safety issues and the theory of pressurized hydraulic fluid as a power source.

## **VOCS-197 Meters and Oscilloscopes .5-1-1**

This course will introduce the students to the proper use of meters and oscilloscopes in trouble-shooting electrical controls and systems. Special meters will be introduced as needed to complement the standard DVM and oscilloscope.

## **VOCS-198 Advanced Trouble Shooting 1-4-3**

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 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 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 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 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 situations.

## **VOCS-256 Developing & Motivating Employees 3-0-3**

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-257 Leading Rapid Change 1-0-1**

This course helps students deal with change while also helping others adapt by quickly moving employees through the states of change (introduction, disorientation, and integration). It demonstrates how leaders from all levels understand their role in effectively communicating what the change is and to continually gain the trust and commitment of all employees.

## **VOCS-258 Establishing High Performance Teams 1-0-1**

This course builds the skills team members initially need to realize the synergy of teamwork. Students will see and experience the benefits of working in teams through an experimental simulation, and they will learn the skills and practices needed to achieve high performance.

## **VOCS-259 Team Leadership 1-0-1**

This course will demonstrate the models of empowerment, trust, and collaboration. It will demonstrate how team members can become self-sufficient and provide self-leadership while also creating and maintaining alliances with key internal and external partners.



Students will develop skills in knowing when to have meetings, who to involve, and how to conduct meetings in the most efficient, effective manner.

**VOCS-260 Maintaining Teams 2-0-2**

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**

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-262 Six Sigma-The Human Side 2-0-2**

This course will teach students to place emphasis on the all-important interpersonal and team skills required of both employees and leaders. Students learn to guide, assess, and evaluate team effectiveness.

**VOCS-263 Driving Business Results 1.5-0-1.5**

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**

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-265 Customer Focused Workforce 1-0-1**

This course builds service providers' confidence in handling customer interactions by giving them the skills and tools they need to meet and exceed customer personal and practical needs. It also helps learners provide the kind of service that keeps customers coming and it demonstrates how to work effectively with internal partners and to examine their work processes to ensure nothing impedes their ability to meet and exceed customer expectations.

**VOCS-266 Health Care Leadership 2-0-2**

This course is geared to develop the skills needed by managers in the unique environment of the health care workplace. It will help managers to become leaders who will coach and lead their staff through such daily issues as conflicts on the job, change, and performance improvement. The course will also demonstrate how to become equipped with the skills to motivate, energize, and build strong teams.

**VOCS-267 TEAS Test Taking Prep 3-0-3**

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-271 Developing Employee Soft Skills 1.5-0-1.5**

This course presents soft skills needed by today's workforce including communicating with others, conflict resolution, ethics, time and stress management, attitude, diversity, and accountability in the workplace.

**VOCS-275 Geographic Information Systems (GIS) 1-0-1**

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.

**VOCS-299 Collegial Leadership XIII 1-0-1**

This course is designed as a continuation of the Collegiate Leadership XII Class VOCS 298, to develop collegial leadership skills for employees of a community college. Topics regarding leadership will be addressed at each employee level.

**VOLT-101 Volunteerism 0-2-1**

Provides opportunities for students to participate in community service experiences. Such experiences may include tutoring, literacy training, participation in neighborhood improvement projects, increasing environmental safety, and assisting the elderly or persons with disabilities. Prerequisite: Students must have prior approval from the Volunteer Program supervisor to enroll in this course.

**VOLT-102 Volunteerism 0-3-3**

This course provides opportunities for students to participate in community service experiences. Such experiences may include tutoring, literacy training, participation in neighborhood improvement projects, increasing environmental safety, and assisting the elderly or persons with disabilities. Prerequisite: Students must have prior approval from the Volunteer Program supervisor to enroll in the course.

**VTEC-110 Small Animal Nursing I 1-4-3**

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on laws and ethics in veterinary medicine, breed identification, restraint techniques, history taking, physical examination, grooming, diagnostic sampling, therapeutic techniques, wound management, bandaging, fluid therapy, catheter placement, and preventive medicine. Prerequisites: Admission to program.

# COURSE DESCRIPTIONS

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- VTEC-111 Small Animal Nursing II** 1-4-3  
A continuation of VTEC 110 with emphasis on bandaging, venipuncture, immunology, dentistry, urinary diseases, and emergency nursing. Prerequisite: VTEC 110, VTEC 112, VTEC 117, and VTEC 118.
- VTEC-112 Animal Anatomy and Physiology I** 3-2-4  
This course provides an overview of the structure and function of animal body systems with a focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammal cadavers. Prerequisites: Admission to program.
- VTEC-113 Animal Anatomy and Physiology II** 2-2-3  
This course is a continuation of VTEC 112. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian and avian cadavers. Prerequisite: VTEC 110, VTEC 112, VTEC 117, VTEC 118.
- VTEC-116 Large Animal Nursing** 1-4-3  
Handling, restraint, and nursing techniques in horses, cows, swine, and sheep. Fundamentals of selection, management, genetics, nutrition, and physiology of farm animals. Prerequisite: VTEC 110, VTEC 112, VTEC 117, VTEC 118.
- VTEC-117 Animal Radiology** 1-2-2  
Utilization of radiographic equipment on animals and positioning for various anatomical exposures. With emphasis on radiation safety and methods of obtaining high quality diagnostic pictures. Prerequisites: Admission to program.
- VTEC-118 Veterinary Practice Management** 2-0-2  
Office practice used in a veterinary hospital including OSHA regulations, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations. Prerequisites: Admission to program.
- VTEC-119 Animal Clinical Lab I** 1-4-3  
This course teaches routine laboratory testing with an emphasis on hematology, urinalysis, and fecal examination. Prerequisites: VTEC 110, VTEC 112, VTEC 117, VTEC 118.
- VTEC-133 Animal Surgical Technology I** 1-4-3  
Methods of surgery preparation with emphasis on surgical packs, instruments, autoclaves, sterile technique, surgical preps, and suture materials. An introduction to intubations and anesthesia. Prerequisites: VTEC 110, VTEC 112, VTEC 117, VTEC 118.
- VTEC-138 Animal Pharmacology I** 2-0-2  
A discussion of dosage and solution problems, dispensing procedures, client education, administration of drugs, and introduction to common veterinary drug classes. Prerequisites: VTEC 110, VTEC 112, VTEC 117, VTEC 118.
- VTEC-219 Animal Clinical Lab II** 1-4-3  
Continuation of VTEC 119 - Emphasis on blood chemistry, internal parasites, CBCs, cytology, histology, sample preparation, and other veterinary diagnostic testing. Prerequisites: First year of program and VTEC 231.
- VTEC-231 Vet Tech Internship I** 0-6-3  
Skill and proficiency development through participation in clinical rotations at veterinary clinics. Skills developed through the clinical site should include: large animal (if applicable), surgery, radiology, clinical pathology, nursing, client relations and care, telephone etiquette, necropsy, and exotics. Students will be placed within a designated clinic for the duration of the semester where all required hours must be successfully completed. Prerequisites: First year of program.
- VTEC-232 Vet Tech Internship II** 1-6-4  
Continuation of VTEC 231. Continued skill and proficiency through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab, rescue facilities, university teaching hospitals, emergency clinical or large animal facilities. Students will be placed within a designated facility for the duration of the semester where all required hours must be successfully completed. Students will meet once per week for participation in review of the Veterinary Technical Nation Examination (VTNE). Prerequisite: First year of program, VTEC 231, VTEC 219, VTEC 233, VTEC 238, VTEC 239.
- VTEC-233 Animal Surgical Technology II** 1-4-3  
Continuation of VTEC 133 with emphasis on anesthesia, surgical assisting, trauma surgery, and ophthalmic and thoracic surgery. Prerequisite: First year of program and VTEC 231.
- VTEC-235 Laboratory and Exotic Animals** 2-2-3  
Student will be introduced to handling, restraint, and nursing techniques in common laboratory, exotic and wild animal species. Topics will include; care and use of laboratory animals, sanitary procedure, clinical pathology and common diseases. Prerequisite: First year of program, VTEC 231, VTEC 219, VTEC 233, VTEC 238, VTEC 239
- VTEC-236 Animal Management and Nutrition** 3-0-3  
This course will introduce basic principles of animal and herd health management to including: nutrition, reproduction, pharmacology, vaccinations, diseases, and laboratory tests. Prerequisite: First year of program, VTEC 231, VTEC 219, VTEC 233, VTEC 238, VTEC 239.

<b>VTEC-238 Animal Pharmacology II</b>	<b>2-0-2</b>	<b>WELD-123 TIG Welding</b>	<b>1-4-3</b>
A continuation of VTEC 138 with emphasis on drugs currently used in veterinary practice. Prerequisite: First year of program, VTEC 231.		This course studies and performs TIG welds on steel and exotic metal plate in various positions. Electrode preparation, filler metal selection, shielding gas choice, and machine parameters are discussed and practiced. Ancillary skills of stock cutting and joint preparation/fit-up are also covered. AC & DC currents and applications are explained and used. Prerequisite: WELD 188	
<b>VTEC-239 Animal Diseases</b>	<b>2-0-2</b>	<b>WELD-125 Advanced Blueprint Reading</b>	<b>3-0-3</b>
This course introduces students to the causes, symptoms, diagnosis and treatment of selected diseases of companion animals. Students will gain knowledge of disease processes and how they affect companion animals. Student will learn about commonly seen disease within organ systems of mammals. Prerequisite: First year of program, VTEC 231.		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. Prerequisites: WELD 104	
<b>WELD-110 All Position Arc Welding</b>	<b>2-6-5</b>	<b>WELD-126 Oxy/Fuel Welding</b>	<b>1-4-3</b>
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.		This course will discuss, practice, and refine OFW, OFC, and Brazing of mild steel fillet, butt, and lap joints. Different torch types with cutting and welding tips will be studied and used.	
<b>WELD-114 Arc Welding I</b>	<b>2-6-5</b>	<b>WELD-131 Welding Symbols and Applications</b>	<b>2-0-2</b>
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.		This course covers the language of weld symbols and their use. Students will increasingly use weld symbols in place of spoken directions for completing weld assignments. Welding vocabulary, graphic symbols, and examples of each will be extensively used.	
<b>WELD-115 Math for Welders</b>	<b>3-0-3</b>	<b>WELD-132 ARC Pipe Welding</b>	<b>1-6-4</b>
This course covers mathematics as it applies to welding layout/fit-up and blueprint interpretation. As welders, the ability to measure area, perimeter, and volume of various shapes is necessary to facilitate fabrication in a profitable fashion. The curriculum is tailored to refine welders' arithmetic skills as it relates to fabrication and design.		This course studies complete joint penetration pipe welding with the SMAW process. Students will learn joint preparation, fit-up, and weld-out as it applies to carbon steel pipe welding. Welds will be executed using 6010 and 7018 electrodes. Peripheral equipment such as track torch and various types of grinding discs will be used to accomplish a successful weld. Prerequisite: WELD 114, WELD 124 or consent from instructor.	
<b>WELD-120 Introduction to Blueprint Reading</b>	<b>3-0-3</b>	<b>WELD-133 MIG Pipe Welding</b>	<b>1-6-4</b>
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.		This course resembles WELD 132; both classes deal with pipe welding. This course differs in that the GMAW (MIG) process is used. Students will learn joint preparation, fit-up, and weld out as it applies to pipe welding. Welds will be executed using solid- and flux-cored electrodes. Peripheral equipment such as track torch and various types of grinding discs will be used to accomplish a successful weld. Prerequisite: WELD 122	
<b>WELD-121 Metallurgy</b>	<b>2-0-2</b>	<b>WELD-174 Welding Fundamentals</b>	<b>1-2-2</b>
This course is designed to provide students with a basic understanding of physical metallurgy as it applies to the welding industry. Basic introductions to the various disciplines within physical metallurgy and how they relate to industrial welding are discussed.		This course provides an introduction to four processes commonly used in metal fabrication: Oxy/Fuel, Stick, MIG, and Plasma Cutting. There is supporting lecture and substantial lab time for each process. Students follow a standard curriculum, but have the opportunity to tailor lab projects to pursue their specific direction: artisan, fabricator, hobbyist, etc.	
<b>WELD-122 MIG Welding</b>	<b>1-4-3</b>	<b>WELD-187 Industrial Welding</b>	<b>1-4-3</b>
This course studies and performs MIG welding on carbon steel plate in the 1 fillet (F), 2F, 3F, & 4F positions. A balance of lecture to discuss theory and laboratory practice to develop skills and techniques is struck to provide the student with marketable MIG welding skills. Emphasis is also placed on electrode (spooled wire) identification, selection, machine capabilities, basic joint set up, and weld execution.		This course provides students with basic instruction for TIG, MIG, Stick, PAC, and OFC in alignment with industry applications. Supporting lecture combined with significant lab time allows students to learn/refine the skills needed for these processes. Assignments can be tailored to meet specific employment skill sets.	

# COURSE DESCRIPTIONS

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**WELD-188 Gas Welding Processes** 1-4-3  
This course provides training for Oxy/Fuel welding (OFW) and cutting (OFC). Equipment and procedures are studied and reviewed. Skills of measurement, lay-out, and fit-up inherent to metal fabrication are also stressed. All safe working procedures are observed and pursued.

**WELD-189 Industrial Welding** 1-6-4  
This course is a continuance of WELD 187. The same processes are demonstrated and pursued. However, students will be held to a higher degree of proficiency with a wider variety of electrodes. The curriculum is aligned with industry standards to provide students with employer-specific skills.

**WELD-190 Welding Testing and Fabrication** 1-4-3  
This course pursues fabrication and testing of weldments created by the student. Pre-requisite skills of all-position welding, lay-out, and fit-up are needed. The student will become familiar with AWS inspection procedures and parameters. Prerequisites: INDT 111, WELD 114, WELD 115, WELD 120, WELD 121, WELD 122, WELD 123, WELD 124, WELD 131, WELD 132, WELD 133, WELD 188 and WELD 193.

**WELD-193 Tig Pipe Welding** 1-6-4  
This course provides students with understanding and experience in pipe welding using TIG. The carbon steel pipe will be prepared, welded, and inspected. Equipment, consumables, and techniques are studied and practiced. Prerequisite: WELD 123, WELD 124, and WELD 132 or consent of the instructor.

**WELD-198 Basic Welding** 4-4-4  
This course is an entry level welding course that will provide students with the entry level knowledge to become entry level GMAW (Gas, Metal and Arc Welding) welders.

**WELD-204 Arc Welding II** 2-6-5  
Advanced students further explore and demonstrate all position fillet and groove welds using SMAW. Flux Core Arc Welding (FCAW), GMAW, and Plasma Arc Cutting (PAC) are introduced and practiced. Gas Tungsten Arc Welding (TIG) is introduced. Qualifying weldments can be tested to American Welding Society (AWS) D1.1 Welding Code specifications. Basic weld inspection methods are discussed to enhance welder test preparation. Prerequisite: WELD 114 or consent of the instructor.

**WELD-225 Arc Welding III** 2-6-5  
FCAW, TIG, GMAW (Short Circuit, Globular, and Spray transfer), 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 currents. Concepts and techniques are applied to weldments. Coupons will be of mild steel, stainless steel, and aluminum. The theory and types of shielding and blended gases for MIG and TIG will be studied, observed and discussed. Prerequisites: WELD 204

**WELD-245 Pipe Welding I** 1-6-4  
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. Prerequisite: WELD 225

**WELD-246 Pipe Welding II** 2-8-6  
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. ASME welding certifications are available for students who successfully pass guided bend tests. Prerequisite: WELD 245

**WELD-250 Welding Layout and Fitup** 3-0-3  
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 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.

**WELD-262 CWI Test Prep** 3-0-3  
This course is provided to prepare welders with the pre-requisite qualifications to test for Certified Welding Inspector or for students desiring deeper knowledge of the weld inspection process. The AWS sponsors and administers the actual testing off-site. Successfully passing this class does not insure passing marks for the AWS proctored exams.

**WELD-299 Welding Focus** 1-8-5  
This course provides welders the opportunity to target specific welding processes/positions for refinement. Students will consult with coordinator/instructor to tailor an individualized curriculum to address proposed areas in need of improvement. Credit hours are determined by the balance between class and shop times which is based on student's ability and the level of proficiency sought.

**XRAY-101 Radiologic Clinical Education** 0-15-4  
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 radiographs. Prerequisite: Admission to the Radiologic Technology Program

**XRAY-103 Radiologic Clinical Education** 0-18-6  
This course is designed for the first year, summer semester radiologic technology student. Continuation of clinical

experience in the areas or radiographic positioning, image processing, and office procedures, patient management and critical analysis of images. Prerequisite: XRAY 105 with a grade of C or better

**XRAY-104 Prof. & Interpersonal Response 2-0-2**

This course is designed for the first year pre-clinical phase of the radiologic technology program. The interpersonal and professional responsibilities of this health care professional will be delineated. This is an orientation module to include: medico legal ethics, organizational structure policies and procedures, basic radiation protection and orientation to the clinical education centers.

**XRAY-105 Radiological Clinical Education 0-24-7**

This course is designed for the first year, 204 Continuation of clinical experience in the areas of radiographic positioning, image processing and office procedures, patient management, and critical analysis of images. Prerequisite: XRAY 101 with a grade of C or better.

**XRAY-110 Radiologic Technology I 4-2-5**

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.

**XRAY-111 Radiologic Technology II 4-2-5**

This course is designed for the first year second semester radiologic technology student. The following modules will be covered: radiographer physics, patient care, radiographic terminology, anatomy and positioning of the GI tract, spine and thoracic cage.

**XRAY-145 Cross-Sectional Anatomy I 3-2-4**

This course will provide an educational inquiry in general biological principles, and in the integumentary, skeletal, muscular, and nervous systems. Special attention is applicable to radiographical emphasis.

**XRAY-146 Cross Sectional Anatomy II 3-2-4**

Study of the principles and procedures in ultrasound/CT/MR imaging special focus on abdominal, urinary, OB/GYN organs, and cardiopulmonary system. Includes study of adult/pediatric, normal/abnormal anatomic variants. The detection and evaluation of disease by diagnostic ultrasound, computerized tomography, and magnetic resonance. Prerequisite: XRAY 145

**XRAY-194 Clinical Skills in Radiology 3-6-3**

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. Prerequisites: For ARRT registered radiographers.

**XRAY-195 Professional Growth in Radiology 3-6-3**

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. Prerequisites: For ARRT registered radiographers.

**XRAY-196 Continuing Education in Radiology 3-6-3**

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. Prerequisites: For ARRT registered radiographers.

**XRAY-197 Advancements in Radiology 3-6-3**

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. Prerequisites: For ARRT registered radiographers.

**XRAY-198 Topics/Issues in Radiology 6-12-6**

This course will provide an opportunity to examine selected topics or issues of interest in radiological technology. 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 6 credit hours.

**XRAY-199 Special Topics in Radiology Tech 6-12-6**

This course will provide an opportunity to examine selected topics or issues of interest in radiological technology. 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 once without approval. Additional repetition of this course will require appropriate Dean approval.

**XRAY-201 Radiologic Clinical Education 0-24-7**

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: XRAY 101, XRAY 103, XRAY 105 with a minimum grade of C and concurrent enrollment in XRAY 210

**XRAY-204 Radiological Clinical Education 0-15-4**

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 radiographs. Prerequisite: XRAY 101, XRAY 103, XRAY 105, XRAY 201 with a minimum grade of C or better and concurrent enrollment in XRAY 211

# COURSE DESCRIPTIONS

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## **XRAY-210 Radiologic Technology III 4-2-5**

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: trauma radiology, medical terminology, special procedures, contrast medias, anatomy and positioning of the facial bones, myelogram and pediatric radiography.

## **XRAY-211 Radiologic Technology IV 5-0-5**

This is the terminal course for the radiologic technology student. This course content will include a continuation of the study of separate imaging modalities computerized tomography, ultra-sound, tomography, magnetic resonance imaging, nuclear medicine, thermography, radiation therapy. Radiobiology and radiation protection will also be covered. A self-assessment of all previously covered material in the X-ray curriculum. Prerequisite: XRAY 210, XRAY 250, with a minimum grade "C", concurrent enrollment in XRAY 204.

## **XRAY-214 X-Ray Technology V 4.5-9-9**

This course is designed as the terminal course for the Radiologic technology student. The course content will include an introduction to the separate imaging modalities-Tomography, Computerized Tomography, Nuclear Medicine, Ultrasound, Xeroradiography and associated Imaging Modalities. Radiation Therapy, Radiation Protection, and Radiobiology will also be covered. Completion of all remaining Clinical competencies. Self Assessment exercises via Computer programs, Image Disc viewing and paper and pencil Registry reviews. Prerequisite: XRAY 210, early graduate status.

## **XRAY-220 Mammography Clinical 0-16.5-5.5**

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 film critique. Prerequisite: Must be Registered Technologist (R.T.).

## **XRAY-230 Breast Anatomy and Patient Care .5-0-.5**

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 Registered Technologist (R.T.).

## **XRAY-231 Breast Path/Breast Cancer Det./Find .5-0-.5**

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 Registered Technologist (R.T.).

## **XRAY-232 Breast Pos Tech and Intervention Pro .5-0-.5**

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 Registered Technologist (R.T.).

## **XRAY-233 Mammographic Equip. & Technique Appl .5-0-.5**

This course will provide the student with the knowledge of equipment routinely utilized to produce mammographic images, film selection, screen/film combinations, processing, and the technical applications of mammography. Prerequisite: Must be Registered Technologist (R.T.).

## **XRAY-234 Mammographic Quality Improvement & Regs .5-0-.5**

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 Registered Technologist (R.T.).

## **XRAY-250 Radiologic Pathology 2-0-2**

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: XRAY 111 with a minimum grade of C or better and concurrent enrollment in XRAY 201 and XRAY 210

## **XRAY-260 Radiology Refresher I 1-0-1**

Review of the principles and procedures in preparation for career re-entry and/or updating in the field through study of current trends and issues. Prerequisite: Must be Registered Technologist (R.T.).

## **XRAY-262 Radiology Refresher II 1-0-1**

Review of the principles and procedures in preparation of career re-entry and/or updating in the field through study of current trends and issues. Prerequisite: Must be Registered Technologist (R.T.).

## **XRAY-264 Radiology Refresher III 1-0-1**

Review of the principles and procedures in preparation for career re-entry and/or updating in the field through study of current trends and issues. Prerequisite: Must be Registered Technologist (R.T.).

## **XRAY-266 Radiology Refresher IV 1-0-1**

Review of the principles and procedures in preparation for career re-entry and/or updating in the field through study of current trends and issues. Prerequisite: Must be Registered Technologist (R.T.).

**XRAY-268 Radiology Refresher V** **1-0-1**

Review of the principles and procedures in preparation for career re-entry and/or updating in the field through study of current trends and issues. Prerequisite: Must be Registered Technologist (R.T.).

**XRAY-270 Computerized Tomography Technology** **2-0-2**

Review basic patient care, cross-sectional anatomy, and CT equipment for preparation of the AART CT registry. Prerequisite: Must be Registered Technologist (R.T.).

**XRAY-295 MRI Registry Review** **1-0-1**

Instruction in specialized Magnetic Resonance Imaging Techniques and procedures with an emphasis on review of content specifications for the MRI advanced certification examination.

**ZOOL-101 Zoology** **3-2-4**

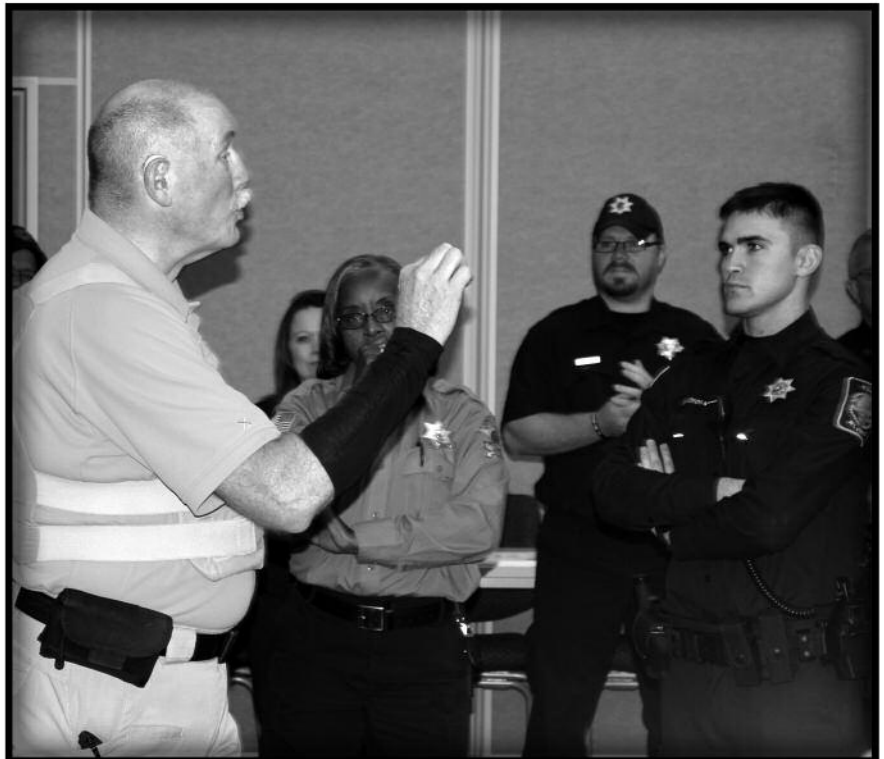
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This course emphasizes the study of zoological principles and scientific inquiry through selected concepts in biology, such as origination, function, heredity, evolution and ecology, using animals as the type of organism. Topics include animal structure, growth, genetics, evolution, physiology, reproduction, and behavior, along with an examination of major invertebrate animal phyla.





# COMMUNITY OUTREACH



# OTHER PROGRAMS & COMMUNITY OUTREACH

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## **TRANSFER STUDENTS WHO PLAN TO PURSUE A BACCALAUREATE PROGRAM**

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Students pursuing an Associate of Arts or Associate of Science transfer program of study, 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 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 see Academic Advisement on page 46 (???)

## **LINKAGE AGREEMENT BETWEEN KC AND STC AT SIU-C**

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Qualified students at Kaskaskia College may have available to them positions in respiratory therapy, dental hygiene and dental laboratory technology at the School of Technical Careers (STC) at Southern Illinois University Carbondale. These openings are a result of a linkage arrangement between Kaskaskia College and STC.

Credit hours completed at Kaskaskia College may be transferred into the STC programs. To be eligible, students must have completed at least 26 semester credit hours at Kaskaskia College, all of which are transferrable to SIU-C, and have maintained an overall "C" average in courses taken at Kaskaskia College prior to admittance to the program. Graduates of the Kaskaskia College Practical Nursing Program will receive advanced placement in the Respiratory Therapy Program. Graduates of the Kaskaskia College Dental Assisting Program may transfer to specialize in either Dental Hygiene or Dental Laboratory Technology.

Upon completion of one year of study at STC, students are eligible for an Associate Degree in Allied Health Career Specialties, with emphasis in Respiratory Therapy, Dental Hygiene or Dental Laboratory Technology. An additional year of study at STC is required for the student to be eligible to sit for the national registration exam in Respiratory Therapy.

Employment opportunities in these allied health fields have been numerous, according to officials. Students interested in either of these allied health fields should contact a Counselor Specialist at Kaskaskia College at 1-800-642-0859.

## **INDUSTRIAL & CONTINUING EDUCATION DEPARTMENT**

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### **Business and Industry**

The Business and Industry Division was established to coordinate the educational needs of businesses and industries throughout the College district. The B&I Division at Kaskaskia College understands that a trained workforce is the key to keeping the region as economically sound as possible. This department works very hard to develop customized training programs that are not ordinarily addressed through the traditional curriculums of the College.

In addition, Kaskaskia College works very closely with the South Central Illinois Growth Alliance, an economic development organization, to develop and coordinate any and all training needs with businesses that may want to expand or locate in South Central Illinois.

Training can be offered at plant locations, in one of our many Educational Centers or on campus, whichever the company prefers. Training time is flexible to best fit the needs of employees and save businesses money. Both credit and non-credit classes are offered, depending on the focus and long range goals of a particular program for each business or industry.

Examples of the types of training programs offered are computer training of all types (i.e. Word, Excel, Power Point, AutoCad, etc.) Industrial and Construction OSHA, Forklift training, Leadership and Management, Customer Service, Work Ethics and a series of other Workplace Leadership Subjects. For further information concerning services and training provided by the Business and Industry Division call 618-545-3400.

### **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 and Community Education is for active, curious, and continually learning adults, adolescents and children. Great opportunities are provided for people to get together and participate in programs designed to be socially rewarding, stimulating and thought provoking. A variety of non-credit and credit classes are offered throughout the year. There are no exams, homework assignments or grades just the opportunity to learn for learning's sake. Programs are coordinated to reflect the needs and the interests of the community college population. These programs are changing, as needs and interest are also changing, but include academic enrichment, health and fitness,

computers, dance, history, crafts, hobbies, personal enrichment and professional development. It is the goal of the department to assist students in obtaining courses to update personal skills, and reach educational and cultural goals.

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, are taught by fun and enthusiastic certified instructors. The KICK program's broad range of classes allows participants to enjoy a summer of learning. With programs in math, science, art, reading, photography, computer and sports, children can pick their destination. The KICK program is offered through the Main Campus as well as the education centers and various locations throughout the District. The program begins in June and runs through August.

## **EDUCATION CENTERS**

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Kaskaskia College is extending itself throughout District 501 to provide educational opportunities for all the residents of our district. The addition of Salem, Trenton, Nashville, Vandalia and Greenville Education Centers makes it possible for those unable to attend classes on main campus to continue their education. Programs and courses are offered whenever feasible and consistent with efficient use of available resources at the centers or other locations upon request. Information is available by calling 545-3036.

## **CAREER SERVICES**

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The Success Center 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 in room L-109, the Success Center. Limited services are available at all education centers. Call the Success Center

## **ADULT EDUCATION AND LITERACY DEPARTMENT**

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These grant funded programs offer services to students 17 years of age and older and not in school. Program areas are: Adult Basic and Adult Secondary Education, Illinois High School Equivalency (GED) Tests preparation, tutoring in basic reading and math skills, employability skills, life skills, parenting skills, English as a Second Language and job placement services for TANF clients. The family literacy programs also offer services within the communities throughout the district.

The lack of state funding for Adult Education and Literacy has necessitated the suspension of programming. It is anticipated that programs and services will resume when the necessary state funds are received. The College's TANF services are continuing.

Individuals with questions regarding Adult Education and

Literacy may contact the Office of the Vice President of Instructional Services at 618-545-3016.

## **DR. DEE AND SUE BOSWELL ART GALLERY**

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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) 545-3222.

# COLLEGE PERSONNEL

**For a complete listing of Kaskaskia College faculty and staff, please go to [www.kaskaskia.edu](http://www.kaskaskia.edu) and select Employee Directory.**

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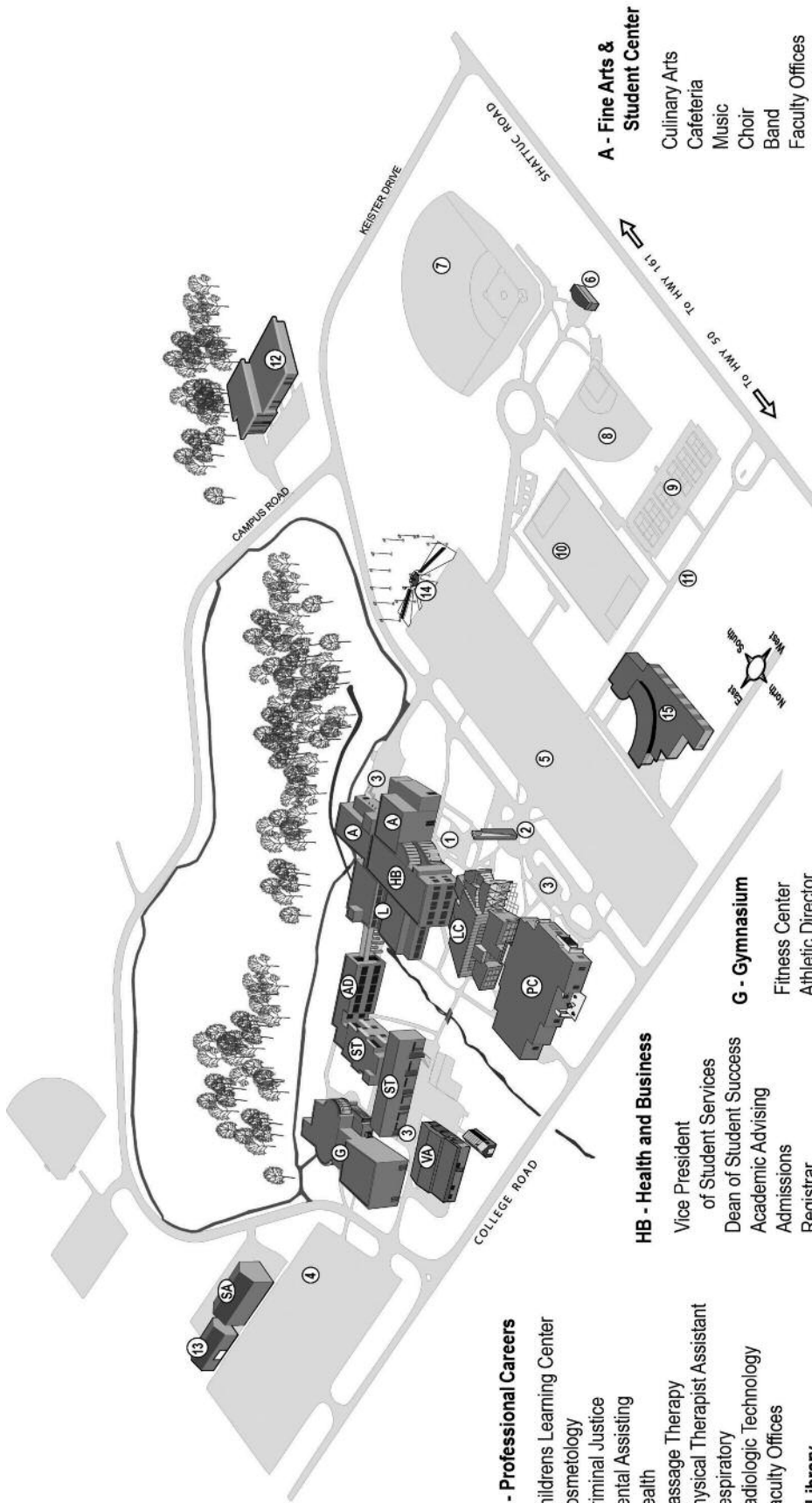
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# CAMPUS MAP



## PC - Professional Careers

- Childrens Learning Center
- Cosmetology
- Criminal Justice
- Dental Assisting
- Health
- Massage Therapy
- Physical Therapist Assistant
- Respiratory
- Radiologic Technology
- Faculty Offices

## L - Library

- Computer Information Systems
- Career Services
- English Lab
- Faculty Offices
- Library
- Student Success Center
- Online Student Support
- Perkins Program
- Open Computer Lab
- Tutoring
- Testing

## HB - Health and Business

- Vice President of Student Services
- Dean of Student Success
- Academic Advising
- Admissions
- Registrar
- Enrollment Center
- Financial Aid
- Cashier
- Security
- Art
- Business
- Accounting
- Marketing
- History
- English
- Literature
- Speech
- Faculty Offices

## G - Gymnasium

- Fitness Center
- Athletic Director
- Physical Education Coord.

## SA - Sports & Activities

- LC - Life-Long Learning Center
- Advancement Office
- Alumni Relations
- Art Gallery
- Wedekemper Board Room
- Season of Entertainment
- Ticket Sales

## VA - Vocational Annex

- Maintenance & Grounds

## A - Fine Arts & Student Center

- Culinary Arts
- Cafeteria
- Music
- Choir
- Band
- Faculty Offices

## ST - Science and Technology

- 1. Main Entrance
- 2. Clock Tower
- 3. Disabled Permit Parking
- 4. Visitor Parking
- 5. East Parking Area
- 6. West Parking Area
- 7. Sports & Wellness Bldg.
- 8. Baseball Field
- 9. Softball Field
- 10. Tennis Courts
- 11. Soccer Field
- 12. KC Boulevard
- 13. Agricultural Ed. Center
- 14. Bus Garage
- 15. Veteran's Memorial
- 15. Nursing Ed. Center

## AD - Administration Building

- President
- Vice President of Instr. Ser.
- Vice President of Adm. Ser.
- Dean of Arts and Science
- Dean of Career and Technical
- Dean of Institutional Effectiveness
- Marketing/Public Information
- Human Resources
- Print Shop
- Business Offices
- Faculty Offices

## LC - Life-Long Learning Center

- Advancement Office
- Alumni Relations
- Art Gallery
- Wedekemper Board Room
- Season of Entertainment
- Ticket Sales

## VA - Vocational Annex

- Maintenance & Grounds

# KASKASKIA COLLEGE MAP

## **PC - PROFESSIONAL CAREERS**

Children's Learning Center  
Cosmetology  
Criminal Justice  
Dental Assisting  
Diagnostic Medical Sonography  
Early Childhood Education  
Health  
Massage Therapy  
Physical Therapist Assistant  
Respiratory Therapy  
Radiologic Technology  
Faculty Offices

## **L - LIBRARY**

Computer Information Systems  
Career Services  
Education  
English Lab  
Faculty Offices  
Library  
Marketing/Public Information  
Student Success Center  
Online Student Support  
Open Computer Lab  
Tutoring  
Testing

## **G - GYMNASIUM**

Fitness Center  
Athletic Director  
Physical Education Coordinator

## **SA - SPORTS & ACTIVITIES**

## **HB - HEALTH AND BUSINESS**

Art  
Vice President of Student Services and Athletics  
Academic Advising  
Admissions  
Registrar  
Enrollment Center  
Financial Aid  
Cashier  
Security  
Bookstore  
Business  
Accounting  
Marketing  
History  
English  
Literature  
Logic & Ethics  
Perkins Program  
Philosophy  
Spanish  
Speech  
Trio  
Faculty Offices

## **LC - Life-Long Learning Center**

Advancement Office  
Alumni Relations  
Art Gallery  
Wedekemper Board Room

# KASKASKIA COLLEGE MAP

## **VA - VOCATIONAL ANNEX**

Maintenance & Grounds

## **AD - ADMINISTRATION BUILDING**

President

Vice President of Instructional Services

Vice President of Administrative Services

Dean of Arts and Science

Dean of Career and Technical

Dean of Institutional Effectiveness

Human Resources

Print Shop

Business Offices

Faculty Offices

## **ST - SCIENCE AND TECHNOLOGY**

Anatomy/Astronomy

Automotive Technology

Athletic Department

Biology

Chemistry

Geology

Information Technology

Mathematics

Media Center

Office Occupations

Physics

Physical Science

Pre-Engineering

Faculty Offices

## **A - FINE ARTS & STUDENT CENTER**

Band

Choir

Culinary Arts

Cafeteria

Drafting Technology

Music

Theatre

Faculty Offices

## **N - NURSING**

Dean of Nursing

Licensed Practical Nursing

Associate Degree Nursing

Certified Nurse Assistant

Paramedicine

## **AEC - AGRICULTURE BUILDING**

Agriculture

Horticulture

1. Main Entrance

2. Clock Tower

3. Disabled Permit Parking/ Visitor Parking

4. East Parking Area

5. West Parking Area

6. Sports & Wellness Bldg.

7. Baseball Field

8. Softball Field

9. Tennis Courts

10. Soccer Field

11. KC Boulevard

12. Bus Garage

13. Veteran's Memorial

14. Fitness Trail

















