

KAM Institute of Technology
and Healthcare



KAM Institute of Technology and Healthcare

Table of Contents

Contents	Page
Table of Contents.....	2
Introduction	4
Accreditation and Approvals.....	4
Requirements for Admission	4
Tuition.....	4
Class Schedule.....	5
Student Affairs.....	6
Grievance Procedure.....	7
Institutional Disclosure	9
Programs.....	9
Business Skills Curriculum	9
Computer Office Skills I Curriculum	9
Computer Office Skills II Curriculum	10
Computer Programming Curriculum.....	10
Web Design & Animation Curriculum.....	10
Networking Curriculum.	10

Computer Repair and Maintenance Curriculum.....	10
Microsoft Office 2007	10
Dislocated Workers Program.....	10
Summer Youth Job Program.....	11
Program Curriculum List.....	11
Course Description.....	14
Basic Nursing Assistant.....	20
Course Listing.....	21
Institutional Disclosure	22

Welcome

To KAMITH!

Board Members

Dr. Herman Sintim, Laurie Mumford,
William Floyd

General Information

KAM Institute of Technology and Healthcare

School Office Address:
6707 North Ave. Oak Park, IL 60302

School Telephone: (708) 848-1700

School Fax: (708) 848-3701

Web site: www.kamith.org

E-mail address: info@kamith.org

President & CEO: Evelyn Antwi-Mensah

Introduction

The KAM Institute of Technology and Healthcare (KAMITH) was founded in 1985 to provide educational opportunities, computer skills, counseling to our participants and clients. The Center now provides training that leads to certification in LINUX, Oracle Developer (OCP), A+, MCSE Windows 2003. We also offer a course in Introduction to Computers for beginners. As a contractual agent of the Cook County WIA Office, we are authorized to offer free employment training to dislocated workers under the Workforce Incentive Act.

Hands-on instruction, small class size to ensure individual attention, a 1 to 1 student/computer ratio and uninhibited access to our lab are features that make a difference in the training we provide. With state-of-the-art infrastructure and facilities, and a strong human resource base, KAMITH is excellently poised to prepare its students for certification in their chosen areas of study.

It is our distinguished honor and responsibility to train students who can walk shoulder high into the job market as certified professionals with a competitive edge. Indeed, every student who enters KAMITH leaves hands full.

Accreditation and Approvals

KAM Institute of Technology and Healthcare is approved by the Division of Private and Vocational Schools of the Illinois Board of Higher Education. KAMITH is not currently accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or the US Department of Education. The institution cannot guarantee the transferability of coursework however transferring to a senior institution is encourage and should be planned as early as possible in student's academic career. While attending KAMITH, students should contact the college or university to which they intend to transfer to ensure transferability of semester hours into credit hours and to plan their KAMITH course work accordingly. Visits to these college campuses also are encouraged. KAMITH staffers

are available to provide additional information to transfer students.



Requirements for Admission

Requirements for admission to KAM Institute of Technology and Healthcare is the completion of a general application, admissions test with a minimum score of 8 grade or higher, and transcripts if any. However, certain special requirements relating to specific courses must be met. Please refer to individual course requirements.

Tuition

Tuition is generally determined by course clock hours. KAMITH has a flexible payment plan that allows students to make payment on an installment basis. Failure to comply with payment deadlines may result in cancellation of enrollment and the need to re-register, with no assurance that similar class schedule will be available at a later date. 100% of students are provided with tuition grant and no fee schedule.

Tuition and Fees In-District/In State
Listed per program – Free if Qualified

Out-of State/International Visa Students
Listed per program

Student Services and Graduation Fee (non-
refundable)

Registration Fee	\$10
Technology Fee	\$15

Graduation Certificate	\$ 7
Course fee (lab fees, supplies, etc.)	variable
Late Registration	\$ 5
Special Examination Fees	variable
Academic Transcript	\$10

All fees are subject to revision by the Board of Trustees without prior notice effective the following school year. Such revisions will not affect currently enrolled students.

Registration - Students may register in person for all courses. Online registration is not available at this time.

Class Attendance

To produce qualified professionals worth their salt, the institution insists on regular attendance to class. An attendance check is done each class time.

If for reasons of health a student is unable to attend class regularly he/she may reschedule the course or drop out. In either case, the refund policy will apply. A mandatory 85% attendance is required for graduation.

Graduation

Every graduating student should have achieved a pass grade of 'C' or above, calculated from percentage scores obtained in tests conducted at regular intervals, home assignments and a final examination. (This is in addition to the mandatory percentage attendance). Students falling below the 'C' grade are deemed to fail the course and will need to repeat the class.

Grading Scheme

Student performance is determined on the basis of the grading scheme below:

Grade A: 90-100%
Grade B: 80-89%
Grade C: 70-79%
Grade D: 60-69%
Grade E: 50-59%

Repetition of a Course

Given adequate advance notification of intent (2 weeks), and subject to availability of class space, a student may repeat a course within twelve months of completion of that course. No tuition will be charged for repetition.



Tuition Refund Policy

KAMITH refund policy allows a student to withdraw from a course at any time before 70% of the course materials are covered. A refund of part of the tuition will be made to the student as provided for in the Enrollment Agreement. A student who fails to attend class and fails to officially withdraw from the class, is still

responsible for all tuition and fees. A student who receives grades for a class, but does not pay, will be subjected to collection fees when the unpaid balance is turned over to a collection agency. A student who officially withdraws from any class may be refunded a percentage of the course tuition, depending on when withdrawal is made (see the following table). The registration, late registration, and special examination fees are not refundable. Tuition and student service fees are refundable only when official withdrawal occurs before the start of the semester.

Refund

A student is entitled to a 100 percent refund when official withdrawal is made no later than the following refund schedule:

Course Length

In Weeks	100%	50%	Full Charge
11-16	1-3 days	4-5 days	6 days-end of course
6-10	1-2 days	3-5 days	6 days-end of course
1-5	1 day	2-5 days	6 days-end of course
Less than a week	100% before start of course		1 day -end of course

Student and course fees are not refundable. All requests for exceptions to this policy must be made in writing before the start of the term in dispute.

Students have the responsibility to make tuition and fee payments by established due dates. Per the policy of KAMITH that the following take place:

1. The student's records will not be made available to the student until all financial obligations are met in full.
2. The student will not be permitted to enroll in any courses until all financial obligations are met in full.
3. Students not meeting financial obligations will have their accounts referred to a collection agency. The student is responsible for the collection fees, in addition to all unpaid tuition and fees.

Conduct

KAMITH believes in self-discipline and Christian courtesy as necessary to promote good social relationships and learning in an academic environment. While we may not be able to spell out a detailed "dos" and "don'ts", KAMITH wishes to encourage its students to respect the principles of decent and appropriate conduct at all times, and to eschew behavior that does not conduce to an intellectual pursuit. Any student observed violating the following rules shall be subject to immediate suspension or dismissal. There shall be no:

- Use of illegal drugs.
- Use of derogatory language, threatening language, or abusive verbiage.
- Physical threats or violence.
- Violation of the school policies or procedures.
- Unauthorized use of school facilities.

Students Affair

Student Information – Students are guaranteed access to all of their files and may obtain copies of any document therein by written request. Allow three (3) business days for processing.

Disclosure of student information – Students information will not be released to anyone without the written consent of the student, a court order, ACCET, or other legal request.

Job Placement Assistance – The job placement service provides students with available job opportunities and skill set requirements. Additional services include advice concerning career planning and help in attaining employment upon completion of training. Be advised, we do not guarantee placement or salary level; however, we have had an 80% or higher placement rate in the past.



Financial Aid – A variety of financial aid packages are available to prospective students. Our financial aid department will assist students in financial aid planning.

Student Services – KAMITH offers students counseling services to help students maintain academic progress. Student retention is the goal of student affairs.

Faculty and Staff

The KAM Institute of Technology and Healthcare pride itself on its outstanding faculty, excellent facilities, quality teaching, and the distinctive services provided to its students. Our faculty and staff are highly professional individuals with industry experience in their field of expertise. They are dedicated and determine to help each of our students master the course material and apply their knowledge.

Class Schedule

All class schedules are Monday through Friday from 9:00 A.M. to 5:00 P.M. unless otherwise noted. Class schedules include a 45-minute break. Class schedule for all programs are as follow:

Mornings	9:00 A.M. – 2:00 P.M.
Afternoons	12:00 P.M. – 5:00 P.M.
Evenings	6:00 P.M. – 10:00 P.M.
Weekend.....	10:00 A.M. - 3:30 P.M.

Holiday Schedule

New Year's Day
 Martin Luther King Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day



Grievance Procedure

1. Purpose

This Part establishes a procedure for use in resolving grievances asserted by students.

It is the intention of the KAM Institute of Technology and Healthcare to foster open communication with all students who request readily accessible programs, services, and activities. The KAM Institute of Technology and Healthcare encourages the staff of all programs, services, and activities to respond to requests for modifications before grievances arise.

2. Definitions

A “complainant” is an individual who files a grievance form provided by the KAM Institute of Technology and Healthcare.

The “designated coordinator” is the person or persons appointed by the KAM Institute of Technology and Healthcare to be responsible for coordinating the school's effort to comply with and carry out its responsibilities, including the investigation of grievances filed by complainants. The designated coordinator for grievance complaints to the KAM Institute of Technology and Healthcare can be contacted by email at info@kamith.org or in writing attention: Chief Operating Manager; KAM Institute of Technology and Healthcare 6707 North Avenue, Oak Park, IL 60302. Students may register a complaint with the Illinois Board of Higher Education: The Illinois Board of Higher Education, 1 N. Old State Capital Plaza, St. 333, Springfield, IL 62701. www.ibhe.org

A “grievance” is any complaint that is reduced to writing by or on behalf of an individual who meets the essential eligibility requirements for participation in or receipt of the benefits of a program, activity, or service offered by the KAM Technology and Healthcare Institute and who believes that he or she has been excluded from participation in, or denied the benefits of, any program, service, or activity of the school or that he or she has been subject to discrimination by the school.

A “grievance form” is the form prescribed for use in filing a grievance. It includes information such as the complainant’s name, address, and telephone number; the nature of the grievance, including the date, time, and place of the incident; and any witnesses.

3. Applicability of Procedure

To be eligible for consideration, each grievance shall be submitted in accordance with the procedure established in this Part.

a) A complainant’s failure to submit a grievance or to appeal it to the next level for consideration within the applicable time limit shall be deemed a withdrawal of the grievance or the complainant’s acceptance of the response most recently given by the school under the grievance procedure.

b) Upon becoming aware that an individual has a complaint or wishes to file a formal grievance, staff of the KAM Technology and Healthcare Institute shall instruct the individual how to receive information about the procedure

established under this Part and a copy of the grievance form.

The first designated coordinator for grievance complaints to the institution can be contacted by email at info@kamith.org or in writing attention: Chief Operating Manager; KAM Institute of Technology and Healthcare 6707 North Ave., Oak Park, IL, 60302.

4. Designated Coordinator’s Level

Each individual who wishes to submit a grievance shall complete a grievance form and submit it to the designated coordinator for the school no later than 90 days after the occurrence of the alleged instance of discrimination.

a) The designated coordinator shall provide such assistance as may be necessary to help individuals avail themselves of the grievance process, including assisting in completing the grievance form if requested to do so. Incomplete grievance forms shall not be considered.

b) Complaints against this school may be registered with the Illinois Board of Higher Education at:

Illinois Board of Higher Education:
Private Business and Vocational Schools
1 N. Old State Capital Plaza, St. 333,
Springfield, IL 62701 www.ibhe.org

5. Final Level

a) If the KAM Technology and Healthcare Institute is still in noncompliance then the student should contact the state educational agency. A student shall have the right to complain to the Division of Private and Vocational Schools of the Illinois Board of Higher Education that the KAM Technology and Healthcare Institute did not engage in consultation that was meaningful and timely or did not give due consideration to the views of the student.

b) If a grievance is not resolved to the complainant’s satisfaction, by the actions taken at the designated coordinator’s level then, the complainant may submit a copy of the grievance form and the designated coordinator’s response to the State Board of Higher Education for review. Student may register complaint about this school to the IHBE, 1 N. Old State Capital Plaza, St. 333, Springfield, IL 62701 www.ibhe.org.

Institutional Disclosure

School Required Placement Statistics (2015)

The number of students enrolled in the school during past fiscal year: 70

The number of students who did not complete the course of instruction for which they enrolled during the school's past fiscal year 30

The percentage of students who did not complete the course of instruction for which they enrolled for the past fiscal year as compared to the number of students who enrolled at the school during the school's past fiscal year. 43%

The number and percentage of students from the particular school who passed the State licensing examination (if any) during the school's last fiscal year. NA

The number and percentage of graduates who requested placement assistance by the school during the school's last fiscal year. 100%

The number and percentage of graduates who obtained employment as a result of placement assistance by the school during the school's last fiscal year. 60%

The number and percentage of graduates of the particular school who obtained employment in the field who did not use the school's placement assistance during the school's last fiscal year. 20%

The average starting salary for all school graduates employed during the school's last fiscal year. 10.04/hr

Programs

KAMITH Career Education Programs provides occupational preparation for a computer-related career. Whether entering into an office/lab environment or learning the latest software versions, KAMITH is equipped and committed to training and preparing their students for the ever changing technological work environment today's worker is challenged with. The programs are designed to prepare students for direct or

upgraded employment in the following categories:



❖ **Computer Business Skills \$3,971.49** **(Total hrs required 205)**

The Business Skills program is designed to provide instruction to men and women who would like to acquire high tech skills in word processing, spreadsheet, and data base software applications. These software packages provide business with a quick, efficient method of creating, editing, storing and reproducing the volumes of information-processed daily. Projecting and forecasting using spreadsheet capabilities for management decisions.

General Courses (3) Technical Courses (13) Programming Courses (0)

❖ **Computer Office Skills I \$3,571.49** **(Total hrs required 90 - 110)**

This program exposes the student to, and equips him/her with a minimum 25 word-per-minute typing skill, skills in composing letters, creating spreadsheets using formulas, merging data with other applications, creating printed reports, sorting, extracting and analyzing reports, charts, graphs, and presentations, web pages.

General Courses (7) Technical Courses (7) Programming Courses (0)

❖ **Computer Office Skills II \$3,571.49**
(Total hrs required 240)

The Office Skills program offers the opportunity to develop intermediate level skills in typing, word processing, basic telephone techniques, record management and communication skills needed for today's office worker to successfully complete, maintain, and advance in their place of employment.

General Courses (5) Technical Courses (14) Programming Courses (0)

❖ **Computer Programming \$4,393.00**
(Total hrs required 360)

The Computer Programming program is designed to prepare students for entry-level data processing positions. Students have the opportunity to gain hands-on experience using most widely used programming languages. For those who want exposure to the fundamentals of windows programming.

General Courses (2) Technical Courses (7) Programming Courses (6)

❖ **Web Design and Animation \$989.00**
(Total hrs required 120)

This program teaches students how to design and produce professional web sites and web pages. Students learn hands-on frequently used features and functions. Practice exercises take students step-by-step through the learning process of working with text, graphics, libraries, frames, tables, forms, links, layers, animation and other commonly used multimedia functions.

General Courses (5) Technical Courses (3) Programming Courses (0)

❖ **Networking \$2,237.50**
(Total hrs required 120)

Students will learn how to perform system, WAN and LAN support for small and large organizations. This program is design to teach students different communications devices and protocols, compare a file and print server with an application server, and setup a client/server network.

General Courses (5) Technical Courses (4) Programming Courses (0)

❖ **Computer Repair and Maintenance**

(A+) \$1,195.00

(Total hrs required 140)

This program offered students exposure to computer hardware and MS DOS commands. This course prepares students with the knowledge, skills and customer service skills necessary to become a successful computer service technician. Upon completion of the course, students will acquire the level of competence accepted and valued by industry leaders.

General Courses (0) Core Hardware Courses (2) OS Courses (1)



❖ **Dislocated Workers Program**

(Total hrs required 120) \$3,571.49

The Dislocated Workers Program is offered to qualify clients of the State of Illinois the WIA program. Courses are designed to provide the student entry level skills using the computer which includes keyboarding, word processing, spreadsheets, and data base software. This program is designed to equip students with working knowledge for quick reentry into the workforce.

General Courses (6) Technical Courses (10) Programming Courses (0)



❖ **Summer Youth Job Program**

(Total hrs required 180) \$4,500.00

This program is offered to qualified clients of the State of Illinois to economically disadvantaged youth. It is designated to provide students with basic computer skills, academic tutoring, and general office work experience.

General Courses (5) Technical Courses (4) Programming Courses (0)

Program Curriculum List

Computer Office I Skills Curriculum

Total Program Clock Hours (240)

Crs #	Title	Hrs
G01	Business English	15
G02	Coop. Office Experience	45
G03	Computer Basic Skills	15
G05	Introduction to Windows	30
G06	Keyboarding / Basic	30
G08	Office Practice	12
G09	Office Professionalism	10

Crs #	Title	Hrs
W04	MS Word / Introduction	30
W01-3	Word Perfect	45
W05	MS Word	30
	Windows	8
	Word	
	Document Processing	8
S0	Excel	17
PP	PowerPoint	7
D03	Access	14
OL01	Outlook	2
S07	QuickBooks	19

Computer Office II Skills Curriculum

Total Program Clock Hours (240)

Crs #	Title	Hrs
G01	Business English	15
G07	Keyboarding / Intermediate	15
G04	Introduction to Internet	15
G08	Office Practice	15
G09	Office Professionalism	10

Crs #	Title	Hrs
W01	Word / Introduction	15
W02	Word / Intermediate	15

W03	Word / Advance	20
S01	Excel / Introduction	15
S02	Excel / Intermediate	15
S03	Excel / Advance	25
D01	Access / Introduction	15
D02	Access / Intermediate	15
D03	Access	15
S07	QuickBooks	45
PP01	PowerPoint / Introduction	15
PP02	PowerPoint / Intermediate	15
W05	MS Word / Introduction	15

Computer Business Skills Curriculum

Total Program Clock Hours (205)

Crs #	Title	Hrs
G07	Keyboarding / Intermediate	15
G04	Introduction to Internet	15
G09	Office Professionalism	10
Crs #	Title	Hrs
W02	Word Introduction	15
W03	Word Basic	15
W05	MS Word / Intermediate	15
W06	MS Word / Advance	15
S02	Excel / Intermediate	15
S03	Excel / Advance	25
S04	Lotus 1-2-3 / Introduction	15
S07	QuickBooks	45
D02	Access / Intermediate	15
D03	Access / Advance	15
PP01	PowerPoint / Introduction	15
PP02	PowerPoint / Intermediate	15

Computer Programming Curriculum

Total Program Clock Hours (360)(2 Semesters)

Crs #	Title	Hrs
G04	Introduction to Internet	15
G09	Office Professionalism	10
Crs #	Title	Hrs
P01	Intro to Programming	30

P02	Introduction C Programming	60
P03	C++ Language	60
P04	Visual Basic	60
P05	Visual C++	60
P06	Structured Cobol	60
P07	Power Builder	60

Computer Skills for Dislocated Workers Program

Total Program Clock Hours (120)

Crs #	Title	Hrs
G10	Basic Grammar Review	15
G03	Computer Basics	15
G05	Introduction to Windows	30
G06	Keyboarding / Basic	25
G09	Office Professionalism	10
G12	Job Readiness Skills	12

Crs #	Title	Hrs
W01	WordPerfect / Introduction	15
W02	WordPerfect / Intermediate	15
W04	MS Word / Introduction	15
W06	MS Word / Intermediate	20
S01	Excel / Introduction	15
S02	Excel / Intermediate	20
D01	Access / Introduction	15
D02	Access / Intermediate	15
PP01	MS PowerPoint / Introduction	10

Computer Skills for Summer Youth Job Program

Total Program Clock Hours (180)(4-7 Weeks)

Crs #	Title	Hrs
G10	Basic Grammar Review	15
G11	Basic Math Review	15
G03	Computer Basic Skills	15
G02	Coop. Office Experience	35
G08	Office Practice	10

Crs #	Title	Hrs
-------	-------	-----

W01	MS Word / Introduction	15
G04	MS Internet / Introduction	15
	Paid Work Experience	var

Web Design and Animation

Total Program Clock Hours (120)(6-9 Weeks)

Crs #	Title	Hrs
G10	Basic Grammar Review	15
G11	Basic Math Review	15
G03	Computer Basic Skills	15
G08	Office Practice	10
Crs #	Title	Hrs
WD02	Dreamweaver	30
WD03	Flash	30

Computer Repair and Maintenance

Total Program Clock Hours (140)(6-9 Weeks)

Crs #	Title	Hrs
G11	Basic Math Review	15
G08	Office Practice	10
Crs #	Title	Hrs
CR01	A+ Certification	60

Networking

Total Program Clock Hours (120)(6-9 Weeks)

Crs #	Title	Hrs
G10	Basic Grammar Review	15
G11	Basic Math Review	15
G03	Computer Basic Skills	15
G08	Office Practice	10
Crs #	Title	Hrs
M210	Windows Professional	30
M215	Windows Server	25
M216	Windows Networking	25
M217	Windows Directory	25
M220	Windows Security	20

Microsoft Office 2003

Total Program Clock Hours (42)(6 Weeks)

Crs #	Title	Hrs
W01	Microsoft Word	6
S01	Microsoft Excel 2003	6
D01	Microsoft Access 2003	6
Crs #	Title	Hrs
PP01	Microsoft PowerPoint 2007	6
PU01	Microsoft Publisher 2003	6
OL01	Microsoft Outlook 2003	6
OI01	Microsoft Office 2003 Integration	6

COURSE DESCRIPTION AND OBJECTIVES

General Courses

Go1 Business English

15 hrs

Review of English fundamentals, sentence structure, punctuation, business vocabulary, and spelling will be emphasized. Student will develop proofreading skills involving business communications and documents for accuracy, formats, and layout of finished projects.

Go2 Cooperative Office Experience

45 hrs

Students are employed in an office to handle responsibilities and task of office worker in a hands-on job activity environment. Students must perform work in a satisfactory manner and continue on-the-job-learning-activities that will develop their working and interpersonal skills in the office environment. This co-op position will be evaluated by staff and employment supervisors.

Go3 Computer Basic Skills

15 hrs

Students learn what a computer is and what it does. Computer hardware components are identified and functions discussed. Computer software programs are introduced and demonstrated in a hands-on environment. Computer operating systems and terminology is reviewed. Student becomes familiar with the computer and its peripheral devices through a self-paced tutorial.

Go4 Introduction to Internet

15 hrs

Students will be introduced to the various aspects of the Internet and its effect on business, education, and contemporary communications. Topics will also include web page design and creation, search engines, and ethical and legal issues relative to its use.

OLo1 MS Outlook

6 hrs

E-mail and personal information management software, it is a personal information manager from Microsoft, and is part of the Microsoft Office suite. Lessons include e-mail application, Calendar, Task Manager, Contact Manager, note taking, a journal and web browsing.

Go6 Keyboard / Basic

15 hrs

Students learn the fundamentals of typing using an interactive typing tutorial. Students will learn the keyboard and it's function. Correct finger placement and touch is taught. Students will learn how to type and build the necessary skills in accuracy and speed. Lessons include fingering exercises, timings, and typing various forms of business documents.

Go7 Keyboard / Intermediate

15 hrs

Students develop speed and accuracy. Production of business documents on computers using typing tutorial and word processing software. Goal of 35 words per minute is set. Lessons include fingering exercises, timings, and typing various forms of business documents.

Go8 Office Practice

12 hrs

Review of office practices and procedures in handling mail, telephone techniques, message taking, filing techniques, coordinating meetings and conferences, and making travel arrangements.

Go9 Office Professionalism

10 hrs

Professional and personal development, verbal and non-verbal communication, business etiquette and ethics, and dressing for success are covered. Office politics, coping with pressure, assertiveness, and listening techniques also are covered.

G10 Basic Grammar Review**15 hrs**

Students review grammar and sentence structure in a fully explained user-friendly tutorial program accompanied with easy to follow examples, illustrations and evaluations. Course is designed to coach student in various key subjects' areas from simple remedial to college level based on individual need.

G11 Basic Math Review**15 hrs**

Students review mathematical concepts, functions, & theory in a fully explained user-friendly tutorial program accompanied with easy to follow examples, illustrations and evaluations. Course is designed to coach student in various key subjects' area from simple remedial to college level based on individual need.

G12 Job Readiness Skills**15 hrs**

Students are coached and instructed in job seeking skills. Resumes & cover letters are developed and sent out. Interviewing techniques are practiced, job searches are conducted, and interviews scheduled. Students will actively seek employment opportunities and leads will be provided.

Word Processing

W01 WordPerfect / Introduction**15 hrs**

Students are introduced to WordPerfect terminology, the WordPerfect screen, and the basic characteristics of word processing. Topics include changing default settings, understanding fonts, entering text, selecting and formatting text. They will create, save, retrieve, modify and print documents. Using the program tools they will learn to correct spelling, edit, format, and navigate the various screens. Students will be introduced to the use of graphics, tables, headings, and footers using an inter-active hands-on tutorial program.

W02 WordPerfect / Intermediate**15 hrs**

Students learn to use Address Book, Templates and Quick Task to create various style documents. Students will learn how to work with multiple windows, copy text from one document to another, use borders, shading, and Auto Format features. Students are introduced to WordArt and learn to use special effects that will allow changing the shape of text. More in-depth knowledge of tabs, indent, sorting, headlining, etc. are explored using an inter-active hands-on tutorial program.

W03 WordPerfect / Advance**15 hrs**

Students learn from the recommended MLA guidelines for document creation. Students will work with large documents; create master documents, mail merges, and page outlines. Student will learn to create professional documents and form letters using all the WordPerfect features, tool bars, Spell Checker, Thesaurus.

W04 Microsoft Word / Introduction**15 hrs**

Students are introduced to word processing using Word for Windows software. Students will learn word processing terminology, the Word screens, and the basic characteristics of word processing; Topics include changing default settings, understanding fonts, entering, text, selecting and formatting text. They will create, save, retrieve, modify, and print documents. Using the program tools they will learn to correct spelling, edit, format, and navigate the various screens. Students will be introduced to the use of graphics, tables, headings, and footers using an inter-active hands-on-tutorial program.

W05 Microsoft Word / Intermediate**15 hrs**

Students learn to use Word's Wizard and templates to create various style documents. Students will learn how to copy text from one document to another, use borders, shading, and Auto Format features. More in-depth knowledge of tabs, indent, sorting, headlining, and etc. are explored using an inter-active hand-on tutorial program.

Wo6 Microsoft Word / Advance**15 hrs**

Students learn the recommended MLA guidelines for document creation. Students will work with large documents; create master documents using columns & tables, mail merges, and page outlines. Student will learn to create professional documents form letters using all the Word for Windows features, tool bars, Spell Checker, Thesaurus.

WP01 Microsoft Publisher**6 hrs**

Students are introduced to an entry-level desktop publishing application; they will learn the difference from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing.

Spreadsheet/Accounting**So1 Excel / Introduction****15 hrs**

Students will be introduced to a computerized spreadsheet; its parts uses and terms using the Microsoft Excel software program. They will learn the basic functions and operations of the workbooks & worksheets, open/close workbooks & worksheets, navigate the work environment, enter, edit, print and saving data. Students will learn to copy cells, format worksheets, and use the AutoSum functions. Students will use the interactive hands-on tutorial.

So2 Excel / Intermediate**15 hrs**

The student will learn to create and use charts, move and size charts, and format charts using auto-formats. Editing worksheets and enhancing worksheets using graphics will be introduced. Complex formulas, copying ranges, and calculating using the AutoSum function. MAX/Min functions will be introduced using Wizard.

So3 Excel / Advance**15 hrs**

The student will learn to customize worksheet and create new tool bars, styles, and templates. What if analysis and working with large worksheets are introduced. Complex formulas are introduced and use of Average, Max & Min functions a graphical hands-on interactive tutorial environment.

So4 Lotus 1-2-3 / Introduction**15 hrs**

Students will be introduced to the Lotus 1-2-3 environment and the basic characteristics, terminology of a worksheet. Topics include starting the program, selecting a range; entering labels and values; using the SmartSum icon to calculate; copying a function to adjacent cells; a worksheet in an interactive hands-on tutorial program.

So5 Lotus 1-2-3 / Intermediate**15 hrs**

Students review the Lotus 1-2-3 functions, terminology, and applications. What-if analysis will be introduced to fully utilize the management-decision capabilities of worksheets. Topics will include changing worksheet style defaults, creating text blocks, using drag-and fill to create data sequences; using drag and drop to copy cells, rounding and the ROUND function; relative and absolute cell references; adding grid lines and printing in landscape worksheets in a interactive hands-on tutorial program.

So7 QuickBooks**45 hrs**

Students will be introduced to an electronic accounting system that allows both individual and businesses to tract financial resources. Emphasis will be on personal finances & budgeting and topics include; QuickBooks fundamentals, screens, menus, special key functions, budget tools, home applications, financial entries and reports. Introduction to accounting terminology will also be addressed.

Database

Do1 Access / Introduction

15 hrs

Students will learn about databases and database management systems using an interactive hands-on graphical tutorial approach. The basic fundamentals of Microsoft Access, Access terminology, and the Access window will be taught. Topics include starting and exiting Access, creating a database; creating a table; adding records, defining fields, previewing and printing tables and creating reports using the Report Wizard.

Do2 Access / Intermediate

15 hrs

Students will build on their knowledge of Access. Using the management component of Access they will create and run queries using various types of criteria in various formats. Topic covered will include sorting, grouping, restricting & computing fields, records and table contents.

Do3 Access / Intermediate

15 hrs

Students will be introduced to an electronic accounting system that allows both individual and businesses to tract financial resources. Emphasis will be on personal finances & budgeting and topics include; QuickBooks fundamentals, screens, menus, special key functions, budget tools, home applications, financial entries and reports.

Do4 Oracle

60 hrs

This course is an introduction to a firm foundation in the tasks required to implement server applications. Students will become proficient in standard SQL and will be able to write sub queries and executable statements as well as learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management.

Graphics

PP01 Power Point / Introduction

15 hrs

Students will be introduced to the basic concepts and techniques of presentation graphics using PowerPoint to create various presentations. Students are introduced to PowerPoint terminology, window, and the basic skills needed to create a multi-level bulleted list presentation. Topics will include selecting templates; changing font style, adding slides to presentation and using Auto Layout. Students will display slides in an electronic slide show, learn to advance slides manually, and use the menu to end presentation.

PP02 Power Point / Intermediate

15 hrs

Student will learn to create presentations using Outline View and Clip Art to create an electronic slide show. Topics will include changing slide layouts; inserting clip art; adding slide transitions effects; adding text animation effects, animating clip art; running an animated slide show, printing audience handouts for an outline.

Programming

P01 Introduction to Programming

30 hrs

This Course covers computer-based problem solving and a high level programming language. Introduction to computer through the use of flow charts, pseudo-code, structures, concepts, of inter-module communication, local and global data and the passing of parameters between modules.

P02 Introduction to C Programming

60 hrs

Programming in C, a structured, high -level language used on many microcomputers is taught in addition to flow-charting, coding, and running programs. Topics include data types, arrays, functions, character strings, and structured programming.

Po3 C++ Language**60 hrs**

Fundamentals of object oriented programming: classes, inheritance, encapsulation, and polymorphism. Laboratory projects in C++ language. Topics include advanced C Programming functions, user-defined data types, array types, and pointer types.

Po4 Visual Basic**60 hrs**

This course uses the tutorial approach to teaching a programming – related problem that students expect to encounter in business. Emphasis is on Graphical User Interface (GUI) design that allows students to learn design principals while learning how to use the program effectively. Students learn to create windows and control using Visual Basic graphical design tools. Program the windows and controls to respond to user actions with a high-level language.

Po5 Visual C++**60 hrs**

Students will use Visual C++ software design tools and the Microsoft Foundation Class (MFC) library to write code for Windows applications. Topics include object-oriented programming, inheritance, encapsulation, and polymorphism. The usage of business scenarios and a wealth of screen shots with plenty of exercises reinforce critical thinking skills. The course also provides a hands-on, task driven approach to learning C and C++.

Po6 Structured COBOL**60 hrs**

The structure and syntax of COBOL language is stressed and programs are flow-charted and written for a variety of business programs. Tables and array handling are used. Testing, debugging, running, and documentation are studied. Four divisions, IF verb, control break sequential file are studied.

Po7 Java**60 hrs**

Learn the skills needed to develop window-based client/server business and Web applications using Java. The emphasis of this course is the use of object oriented programming language. Students will use Java scripts to connect to web databases, create, web pages, issue SQL commands directly to a web database.

Web Design and Animation**WDo1 Fireworks****30 hrs**

It is a program designated to familiarize the student with the best methods for making GIF animations. It includes scriptable automation and commands, libraries and symbols, image maps and slices, and more.

WDo2 Dreamweaver**30 hrs**

This class exposes the student right away with subjects like layers, for example; and, as he/her go, he'll find out about relevant browser compatibility issues. The student will learn the basic skills needed to create functional multimedia projects. Dreamweaver is a powerful and versatile tool for basic and advance Web developers.

WDo3 Flash 5.0**30 hrs**

It is a program designed to prepare the student to create high-impact Web sites, which includes graphics, animation, sound and interactivity. It uses a highly visual interface and, it also integrates drawing and paint tools.

WDo4 Director 8 and Lingo**30 hrs**

With this class the student will be able to create everything from presentations to full-blown interactive CD titles and computer games. Lingo is a powerful scripting language that will help the student to construct sophisticated interactive programs.

Computer Repair and Maintenance

CR01 A+ Certification

60 hrs

In order to obtain the A+ certification, the student must pass two exams - the Core Hardware and the Operating System Technology exams. Both exams measure the ability of the student to demonstrate basic knowledge of installing, configuring, upgrading, troubleshooting and repairing microcomputer systems. Passing the exams certifies the student to a body of knowledge that is identified and accepted as the baseline of an entry-level PC technician.

Operating System

OS01 UNIX/Linux

45 hrs

Linux is UNIX-like operating system. Unlike other server operating systems, Linux has very minimal system requirements, and can operate on a wide range of different systems. Linux is an excellent way to learn UNIX. With Linux the student will be prepared to serve files, Web sites, and email. This program also gives the student the basic of UNIX system concepts, architecture, and administration.

Windows

G05 Introduction to Windows

30 hrs

Students will learn the fundamentals of Windows 2003 software and develop adequate skills to perform basic computer programs in a window environment. Students will learn to access and close programs; communicate using the mouse, drop and drag function, and window sizing. Document creation and printing is reviewed using the Notepad Program. Students will explore the Desktop environment and learn file under folder management.

Networking

Introduction to MCSE

200 hrs

This is a completely hands-on training program, which prepare candidates to plan Windows NT 4.0 and Windows implementation, in a Domain environment. Configure local and global users and groups, establish Local Network and Internet Security, network topology in LAN and WAN with routers and gateways, Internet Information Server with Web Services, etc.

- | | | |
|------|--|---------------|
| M210 | Installing, Configuring, and Administering MS Windows Professional (70-210) | 30 hrs |
| M215 | Installing, Configuring, and Administering MS Windows Server (70-215) | 25 hrs |
| M216 | Implementing and Administering MS Windows Network Infrastructure (70-216) | 25 hrs |
| M217 | Implementing and Administering MS Windows Directory Services Infrastructure (70-217) | 25 hrs |
| M219 | Designing MS Windows 2003 Directory Services Infrastructure (70-219) | 25 hrs |
| M220 | Designing Security for MS Windows Network (70-220) | 20 hrs |
| M221 | Designing MS Windows Network Infrastructure (70-221) | 25 hrs |
| M222 | Upgrading from MS Windows NT to MS Windows 2003 (70-222) | 25 hrs |

Basic Nursing Assistant Program (CNA)



The Basic Nursing Assistant Program is an excellent starting course for students who plan to continue into the nursing or health care fields. An overall appreciation of rendering essential care to patients is obtained and the student will see and participate in the many aspects of the patient's nursing and medical care.

Basic Nursing Assistant (CNA) \$795.00
Total Program Clock Hours (120)(6 Weeks)

Crs #	Unit Title	Hrs
	Basic Nursing and Personal Care Skills	60
	Infections Control, Safety, Rules & Regulations	20
Crs #	Unit Title	Hrs
	Mental Health and Social Service Needs	20
	Basic Restorative Services	10
	Testing and Evaluation	10

Course Description

N100

The Basic Nursing Assistant Program is an excellent starting course for students who plan to continue into the nursing or health care fields. An overall appreciation of rendering essential care to patients is obtained and the student will see and participate in the many

aspects of the patient's nursing and medical care.

The program is 120-hours consisting of 80 hours of theory and 40 hours of practical/clinical instruction (hands-on experience). This program is completed in a six (6) week period of time. During clinical rotations, and at the completion of the course, students demonstrate the following:

1. Basic Nursing and Personal Skills. The nurse assistant demonstrates basic technical skills which facilitate an optimal level of functioning for the client, recognizing the cultural, and religious diversity. The nurse assistant demonstrates basic personal care skills.

2. Mental Health and Social Service Needs. The nurse assistant demonstrates the ability to identify the psychosocial characteristics of all clients including persons with mental retardation, mental illness, dementia, Alzheimer's and relaxation disorders. The nursing assistant demonstrates awareness of the various cognitive disorders, i.e., dementia, Alzheimer's, mental illness, retardation and other related disorders, and possible causes, characteristics and demonstrated behaviors. The nurse assistant will be able to use the nursing process to plan and implement care for the dying client and their family.

3. Basic restorative services. The nurse assistant incorporates principles and skills of restorative nursing in providing nursing care including client rights and promotion of client independence, effective communication among colleges and patients and interpersonal skills.

4. Infections Control, Safety, Rules and Regulations. The nurse assistant uses procedures and techniques to prevent the spread of microorganisms. Students will learn safety/emergency procedure and rules and Regulations.



Course Listing

Course No.	General Courses	Clock Hours
G01	Business English	15 hrs
G02	Cooperative Office Experience	45 hrs
G03	Computer Basic Skills	15 hrs
G04	Introduction to Internet	15 hrs
G05	Introduction to Windows	30 hrs
G06	Keyboarding / Basic	15 hrs
G07	Keyboarding / Intermediate	15 hrs
G08	Office Practice	12 hrs
G09	Office Professionalism	10 hrs
G10	Basic Grammar Review	15 hrs
G11	Basic Math Review	15 hrs
G12	Job Readiness Skill	15 hrs

Course No.	Technical Courses	Clock Hours
W01	WordPerfect / Introduction	15 hrs
W02	WordPerfect / Intermediate	15 hrs
W03	WordPerfect / Advance	15 hrs
W04	Microsoft Word / Introduction	15 hrs
W05	Microsoft Word / Intermediate	15 hrs
W06	Microsoft Word / Advance	15 hrs
S01	Excel / Introduction	15 hrs
S02	Excel / Intermediate	15 hrs
S03	Excel / Advance	15 hrs
S04	Lotus 1-2-3 / Introduction	15 hrs
S05	Lotus 1-2-3 / Intermediate	15 hrs
S06	Lotus 1-2-3 / Advance	15 hrs
S07	QuickBooks / Introduction	45 hrs
D01	Access / Introduction	15 hrs
D02	Access / Intermediate	15 hrs
D03	Access / Advance	15 hrs
D04	Oracle / Introduction	60 hrs
PP01	Power Point / Introduction	15 hrs
PP02	Power Point / Intermediate	15 hrs
P01	Introduction to Programming	30 hrs
P02	Introduction to C Programming	60 hrs
P03	C++ Language	60 hrs
P04	Visual Basic	60 hrs
P05	Visual C++	60 hrs
P06	Structured Cobol	60 hrs
P07	Power Builder	60 hrs
WD01	Fireworks	30 hrs
WD02	Dreamweaver	30 hrs
WD03	Flash 5.0	30 hrs
WD04	Director 8 and Lingo	30 hrs
CR01	A+ Certification	60 hrs
UL101	UNIX/LINUX	45 hrs
MCSE	Networking	180 hrs
PU01	Publisher	6 hrs
OL01	MS Outlook	6 hrs
OI01	MS Integration	6 hrs
N100	Basic Nursing Assistant	120 hrs

Institutional Disclosures Reporting Table 1

Click to add header

Institutional Disclosures Reporting Table Reporting Period: July 1, 2017 - June 30, 2018

Per Section 1095.200 of 23 Ill. Adm. Code 1095:						
ing information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit to						
Institution Name: KAM Institute of Technology and Healthcare						
Program Name/Course of Instruction ¹	Basic Nursing Assistance	Computer Business Skills	Computer Programming	Summer Youth Program	Dislocated Workers Program	
CIP Code ²	51-3302	52-0407	52-0407	N/A	N/A	
SOC Code ³	311011	436011	436011			
Disclosure Reporting Category						
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.						
	5			74	0	
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the						
a) New starts	5	0	0	60	0	
b) Re-enrollments	0	0	0	14	0	
c) Transfers into the program from other programs at the school	0	0	0	0	0	
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).						
	5	0	0	71	0	
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) At the school	0	0	0	0	0	
b) Completed or graduated from a program or course of instruction	5	0	0	47	0	
c) Withdrew from the school	0	0	0	0	0	
d) Are still enrolled	0	0	0	28	0	
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study	3	0	0	4	0	
b) Placed in a related field	0	0	0	14	0	
c) Placed out of the field	2	0	0	23	0	
d) Not available for placement due to personal reasons	0	0	0		0	
e) Not employed	0	0	0	28	0	
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
	0	0	0	0	0	
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
	0	0	0	0	0	
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written						
	n/a	n/a	n/a	n/a	0	
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
	\$14.60	n/a	n/a	\$12.00	0	

¹ Courses of instruction are those courses that are intended for a particular time and provide instruction that may or may not be part of a program of study, but are not part of the sequence or can be taken independent of the full sequence or stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to an occupation or career opportunity.

² CIP Code --Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/data/cipcodes/Default.aspx?ys55>

³ SOC Code --Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

Note: PBYS Administrative Ruler, Sections 1095.200(4)(2) and 1095.240, provide additional information related to disclosure date and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.

Institutional Disclosures Reporting Table 2

Institutional Disclosures Reporting Table

Reporting Period: July 1, 2017 - June 30, 2018

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

ing information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit o

Institution Name: KAM Institute of Technology and Healthcare

Program Name/Course of Instruction ¹	Networkin g	Computer Office Skills	Computer Office Skills I	Computer Repair and Maintenan ce	Web Design and Animation
CIP Code²	11-1001	52-0407	52-0407	11-1006	11-0801
SOC Code³	151142	436011	436011	151151	151134

Disclosure Reporting Category

A) For each program of study, report:

1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.

2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the

a) New starts	0	0	0	0	0
b) Re-enrollments	0	0	0	0	0
c) Transfers into the program from other programs at the school			0	0	0

3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).

	0	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) the school	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	0	0	0	0	0
c) Withdrew from the school	0	0	0	0	0
d) Are still enrolled	0	0	0	0	0

5) The number of students enrolled in the program or course of instruction who were:

a) Placed in their field of study	0	0	0	0	0
b) Placed in a related field	0	0	0	0	0
c) Placed out of the field	0	0	0	0	0
d) Not available for placement due to personal reasons	0	0	0	0	0
e) Not employed	0	0	0	0	0

B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.

	0	0	0	0	0
--	---	---	---	---	---

B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.

	0	0	0	0	0
--	---	---	---	---	---

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written

	n/a	n/a	n/a	n/a	n/a
--	-----	-----	-----	-----	-----

D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.

	n/a	n/a	n/a	n/a	n/a
--	-----	-----	-----	-----	-----

¹ A course of instruction may include a full sequence or a part-time program or may include a part-time program as well as a part-time program or may include a part-time program as well as a part-time program. A course of instruction may be taken independent of the full sequence or as an add-on course. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. An add-on course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

² **CIP Code** --Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

³ **SOC Code** --Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

Note: PBYS Administrative Rules, Sections 1095.200(4)(2) and 1095.240, provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.