

---

# KELLOGG COMMUNITY COLLEGE

## **Academic Catalog** 2009-2010

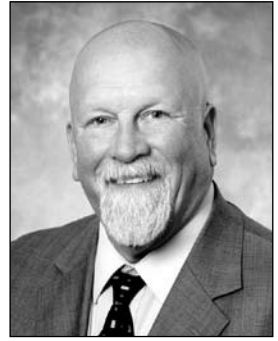
*Effective Fall 2009, Spring 2010, Summer 2010*

For information on applying for admission to KCC, please refer to page 7,  
or visit our website [www.kellogg.edu/admissions](http://www.kellogg.edu/admissions).

---

## President's Message

It is a pleasure for me to welcome you to the 2009-2010 academic year at Kellogg Community College. It is my hope your time at KCC will be rewarding. We at KCC strive to create the best possible learning environment for you. We are enthusiastic about providing you with unparalleled educational opportunities and continue to improve the physical and learning environment through renovations, technology improvements, and the implementation of best practices in teaching.



**Dr. G. Edward Haring**  
President

Our faculty and staff are dedicated to assisting you in achieving your educational goals. I encourage you to take advantage of the services and learning opportunities both inside and outside of the classroom. The knowledge and skills you acquire through your experiences at KCC will pay you generous dividends in the future.

Have a great year!

Warm Regards,

A handwritten signature in cursive script that reads "G. Edward Haring". The signature is written in dark ink and is positioned below the typed name.

Dr. G. Edward Haring  
President

---

# Message from the Board of Trustees

On behalf of the Kellogg Community College Board of Trustees, I welcome you to KCC.

For over 50 years KCC has aided students in furthering their education. We appreciate you, and want you to be successful. The Board sincerely hopes your learning experience will be enjoyable. KCC is dedicated to help prepare you to meet the challenges of your future. You, the student, are the future!

Thank you for choosing KCC to help you achieve your educational goals.



**Brian C. Hice**  
Chair

A handwritten signature in cursive script that reads "Brian C. Hice".

Brian C. Hice  
Chair



**Judith L. Burken**  
Vice Chair



**Reba M. Harrington**  
Secretary



**Jonathan D. Byrd**  
Treasurer



**Matthew A. Davis**  
Trustee



**Eugene D. Hamaker**  
Trustee



**Ann Rosenbaum**  
Trustee

---

# Table of Contents

<b>Career Clusters Directory</b> . . . . .	vi	Federal Refund/Repayment Policy . . . . .	27
<b>General Information</b>		Residency . . . . .	27
Mission . . . . .	1	The College District . . . . .	28
Institutional Goals . . . . .	1	Tuition and Fees . . . . .	29
Accreditation and Approvals . . . . .	2	Tuition Refund Policy . . . . .	30
Diversity Initiative . . . . .	2	<b>Foundation</b>	
Facilities . . . . .	3	KCC Foundation . . . . .	31
Disclaimer . . . . .	3	Scholarships . . . . .	31
Equal Opportunity . . . . .	4	<b>Financial Aid</b>	
Certificate Curricula . . . . .	4	Financial Aid Office Programs . . . . .	32
Occupational Associate Degree Curricula . . . . .	4	Title IV Federal Financial Aid Programs . . . . .	33
Academic Program Contact Information . . . . .	5	Michigan Financial Aid Programs . . . . .	34
<b>Becoming a KCC Student</b>		Institutional Financial Aid . . . . .	35
Apply to KCC . . . . .	7	Scholarships . . . . .	35
Complete the New-Student Orientation . . . . .	7	Support Services Programs . . . . .	36
Apply for Financial Aid and Scholarships . . . . .	7	College Employment Program . . . . .	36
Take the Assessment Test (COMPASS) . . . . .	8	Cooperative Education Program . . . . .	36
Meet with an Academic Advisor . . . . .	8	Financial Assistance for	
Register and Pay for Classes . . . . .	8	Transfer Students . . . . .	37
Additional Information . . . . .	8	Academic Standards and Progress Requirements	
<b>General Admissions</b>		for Recipients of Financial Assistance . . . . .	37
Early Entry/Dual Enrollment Program . . . . .	10	<b>Student Services</b>	
Guest Student Application Process . . . . .	10	Academic Advising . . . . .	38
Admission of International Students . . . . .	11	Athletics . . . . .	38
Admission to Allied Health Programs . . . . .	11	College Life . . . . .	38
Admission to Nursing Programs . . . . .	14	Customer Service Center . . . . .	40
<b>Records and Registration</b>		Housing . . . . .	40
Confidentiality of Records . . . . .	17	Insurance . . . . .	40
Student Classification and Credit Hour Load . . . . .	17	Students with Disabilities . . . . .	40
Registration and Schedule Adjustments . . . . .	17	Student Employment Services . . . . .	41
Auditing a Course . . . . .	18	Student Handbook—Regulations . . . . .	42
Withdrawals . . . . .	18	Support Services . . . . .	42
Administratively Initiated Withdrawals . . . . .	18	Tools for Student Success . . . . .	42
Academic Record . . . . .	19	Testing and Assessment Center . . . . .	43
Grading . . . . .	22	<b>Instructional Information</b>	
Academic Fresh Start Policy . . . . .	23	General Education Core Outcomes . . . . .	45
Academic Probation . . . . .	24	Academic Discipline Procedure . . . . .	45
Academic Appeals . . . . .	24	Class Attendance . . . . .	45
Graduation . . . . .	25	Consultation . . . . .	46
<b>Financial Information</b>		Academic Assistance . . . . .	46
Textbooks . . . . .	27	Reading, Writing, Mathematics, and Study	
		Skills . . . . .	46

Learning Opportunities . . . . .	47
Library Services . . . . .	49
Centers . . . . .	50

## **Degree and Certificate Requirements**

Requirements . . . . .	51
General Education Core Courses . . . . .	51
Associate in Arts Degree . . . . .	53
Associate in Science Degree . . . . .	54
Associate in General Studies Degree . . . . .	55

## **Occupational Associate Degree and Certificate Curricula**

Accounting . . . . .	56
Apprenticeship . . . . .	58
Art . . . . .	60
Business Management . . . . .	61
Computer-Aided Drafting and Design Technology . . . . .	64
Computer Engineering Technology . . . . .	66
Corrections . . . . .	74
Criminal Justice . . . . .	76
Defense Logistics . . . . .	78
Dental Hygiene . . . . .	80
Early Childhood Education . . . . .	83
Emergency Medical Services . . . . .	87
English . . . . .	90
Fire Science . . . . .	91
Graphic Design . . . . .	93
Human Services . . . . .	95
Industrial Trades . . . . .	97
Integrated Manufacturing Technology . . . . .	101
Law Enforcement . . . . .	102
Medical Laboratory Technology . . . . .	104
Music . . . . .	107
Nursing . . . . .	108
Occupational Education . . . . .	112
Office Information Technology . . . . .	114
Paralegal . . . . .	121
Photography and Multimedia . . . . .	124
Physical Therapist Assistant . . . . .	126
Public Safety . . . . .	129
Radiography . . . . .	131

## **Transfer Information**

MACRAO Agreement . . . . .	133
Transfer Institutions . . . . .	133

College/University Transfer Curricula . . . . .	133
Transfer Institution Information and Program Guides . . . . .	134
Elementary Education and Engineering Curricula (KCC) . . . . .	140

## **Courses of Instruction**

Placement Score Equivalencies . . . . .	141
Placement Score Equivalencies Chart . . . . .	142
Accounting . . . . .	143
Animation . . . . .	143
Anthropology . . . . .	144
Arabic . . . . .	145
Art . . . . .	145
Astronomy . . . . .	148
Biology . . . . .	148
Business Administration . . . . .	150
Business Entrepreneurship . . . . .	153
Chemistry . . . . .	154
Communication . . . . .	155
Computer-Aided Drafting . . . . .	156
Computer Engineering Technology . . . . .	158
Computer Programming . . . . .	162
Criminal Justice . . . . .	163
Database Administrator . . . . .	166
Dental Hygiene . . . . .	166
Early Childhood Education . . . . .	170
Economics . . . . .	172
Education . . . . .	173
Emergency Medical Technician . . . . .	173
Engineering Technology . . . . .	178
English . . . . .	179
Fire Science . . . . .	181
French . . . . .	181
Geography . . . . .	182
Graphic Design . . . . .	182
History . . . . .	184
Humanities . . . . .	186
Human Resources . . . . .	187
Human Services . . . . .	188
Industrial Trades . . . . .	190
Industrial Welding . . . . .	190
Information Technology . . . . .	191
International Travel . . . . .	191
Japanese . . . . .	191
Journalism . . . . .	192
Literature . . . . .	192
Mathematics . . . . .	193

---

Medical Laboratory Technology . . . . .	196
Music . . . . .	197
Nursing . . . . .	201
Office Information Technology . . . . .	204
Paralegal . . . . .	209
Philosophy . . . . .	212
Physical Education Activity . . . . .	213
Physical Education Professional . . . . .	216
Physical Therapist Assistant . . . . .	218
Physics . . . . .	221
Political Science . . . . .	221
Psychology . . . . .	222
Radiography . . . . .	223
Science . . . . .	227
Service Learning . . . . .	228
Social Science . . . . .	228
Sociology . . . . .	228
Spanish . . . . .	229
Study Skills . . . . .	229
Theatre . . . . .	230
<b>Administration and Faculty . . . . .</b>	<b>232</b>
<b>Support Personnel . . . . .</b>	<b>239</b>
<b>Advisory Committees . . . . .</b>	<b>242</b>
<b>Recommended High School Units of Study . . . . .</b>	<b>244</b>
<b>Directory of Services . . . . .</b>	<b>248</b>
Maps . . . . .	250
<b>Index . . . . .</b>	<b>252</b>

---

# Career Clusters Directory

## Career Clusters Directory

Career Clusters are broad categories into which various occupations are organized. Educational institutions can organize the necessary skills needed by a worker in a Career Cluster along a pathway that has the student progress from general skills applicable for all occupations in the cluster (often learned in secondary school) to specific skills required of a specific occupation in the cluster (often learned in post-secondary school). The directory below shows Kellogg Community College's programs listed under the Career Cluster with which the program is usually associated.

## Architecture and Construction

Computer-Aided Drafting and Design  
Technology . . . . . 64

## Arts, Audio-Video Technology and Communication

Art Enrichment Certificate . . . . . 60  
Art and Design (transfer) . . . . . 133  
Communication (transfer) . . . . . 134  
English for Enrichment Certificate . . . . . 90  
Graphic Design . . . . . 93  
Music (transfer) . . . . . 134  
Music Enrichment Certificate . . . . . 107  
Photography and Multimedia Art . . . . . 124

## Business, Management and Administration

Accounting . . . . . 56  
Business Administration (transfer) . . . . 133  
Business Management . . . . . 61  
Business Management . . . . . 62  
    Human Resources  
    Entrepreneurship  
Office Information Technology . . . . . 114  
    Administrative Assistant  
    Medical Administrative Assistant  
    Microcomputer Applications Specialist  
    Legal Administrative Assistant  
    Word and Information Processing

## Education and Training

Early Childhood Education . . . . . 83  
Elementary Education (transfer) . . . . . 134  
Elementary Education  
    (KCC curricula) . . . . . 140  
History (transfer) . . . . . 134  
Occupational Education . . . . . 112  
Physical Education (transfer) . . . . . 134  
Special Education (transfer) . . . . . 134

## Government and Public Administration

Political Science (transfer) . . . . . 134  
Public Services Administration  
    (transfer) . . . . . 134

## Health Science

Dental Hygiene . . . . . 80  
Medical Laboratory Technology . . . . . 104  
Pre-Medicine (transfer) . . . . . 134  
Nursing . . . . . 108  
    Licensed Practical Nurse  
    Registered Nurse  
Pharmacy (transfer) . . . . . 134  
Physical Therapist Assistant . . . . . 126  
Psychology (transfer) . . . . . 134  
Radiographer . . . . . 131

## Human Services

Human Services . . . . . 95  
Human Services Administration  
    (transfer) . . . . . 134  
Sociology (transfer) . . . . . 134

## Information Technology

Computer Engineering Technology . . . . . 66  
    Computer Networking  
    Computer Programming  
    Database Management Certificate  
    Information Technology Certifications  
    Management Information Systems

## Law, Public Safety, Corrections and Security

Corrections . . . . . 74  
Criminal Justice . . . . . 76

---

Emergency Medical Services. . . . .	87
Basic EMT	
Advanced EMT (Paramedic)	
Fire Science . . . . .	91
Law Enforcement. . . . .	102
Paralegal. . . . .	121
Public Safety . . . . .	129

## **Manufacturing**

Apprenticeship . . . . .	58
Industrial Trades . . . . .	97
Electricity and Electronics	
Heating, Ventilation, Air Conditioning, and Refrigeration	
Instrumentation	
Machine Tool	
Millwright and Maintenance Mechanic	
Pipefitting	
Robotics	
Tool and Die	
Integrated Manufacturing Technology. .	101

## **Marketing, Sales and Service**

Business Management - Marketing . . . .	63
---	----

## **Science, Technology, Engineering and Mathematics**

Aeronautical Engineering (transfer) . . .	133
Engineering (transfer) . . . . .	134
Engineering (KCC curricula). . . . .	140
Industrial Engineering (transfer) . . . . .	134
Biology (transfer). . . . .	133
Chemistry (transfer). . . . .	134
Physics (transfer) . . . . .	134