

Occupational Associate Degree and Certificate Curricula

Accounting

Career Cluster—Business, Management, and Administration

Accounting personnel compile and analyze business records and prepare financial reports, such as profit and loss statements, balance sheets, cost studies, and tax reports. The major opportunity fields are public, management, and government accounting.

This curriculum leads to an Associate in Applied Science and is designed for career entry and/or advancement. Students interested in a four-year accounting degree should follow the Business Administration curriculum.

Prerequisites

Strong mathematical and reading skills are recommended prior to attempting courses in this area. Students must possess the ability to analyze numbers and make logical decisions. Recommended high school units of study are shown at the end of this catalog.

Required General Education Courses for an Accounting Degree

	CREDITS
Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Mathematics and Science Elective ^o . .	3-4
Psychology 201 , Introduction to Psychology	3
	14-16

^oFor options to fulfill the Creativity and the Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

Accounting Degree

code 203

CREDITS

Accounting 101 , General Accounting . . .	4
Accounting 102 , General Accounting . . .	4
Accounting 205 , Computerized Accounting	4
Accounting 211 , Intermediate Accounting	4
Accounting 251 , Cost Accounting	4
Accounting 252 , Income Taxation	4
Business Administration 101 , Introduction to Business	3
Business Administration 112 , Business Statistics	3
Business Administration 201 , Business Law	3
Business Administration 202 , Business Law	3
Economics 201 , Principles of Economics – MACRO	3
Economics 202 , Principles of Economics – MICRO	3
Office Information Technology 160 , Applications Software	3
	45

Accounting Electives

Choose one or more courses from the following:

CREDITS

Business Administration 200A , Cooperative Education I or 200B , Cooperative Education II or 200C , Cooperative Education III . .	3
Business Administration 104 , Business Correspondence	3
Business Administration 121 , Principles of Advertising	3
Business Administration 131 , Principles of Management	3
Business Administration 132 , Human Resource Management	3

CREDITS

Business Administration 226, E-Commerce Management	3
Business Administration 251, Principles of Marketing	3

The four-semester sequence of courses recommended for the full-time student is:

Fall	Spring
ACCO 101	ACCO 102
BUAD 101	Accounting Elective
ECON 201	BUAD 112
ENGL 151	ECON 202
Creativity Elective	OIT 160

Fall	Spring
ACCO 211	ACCO 205
ACCO 251	ACCO 252
BUAD 201	BUAD 202
COMM 101 or 111	Mathematics and Science Elective
PSYC 201	

Accounting Certificate *code 104*

This curriculum leads to a certificate and focuses upon specialty courses for job entry and/or occupational upgrading. The courses are:

CREDITS

Accounting 101, General Accounting . . .	4
Accounting 102, General Accounting . . .	4
Accounting 205, Computerized Accounting	4
Accounting 211, Intermediate Accounting	4
Accounting 251, Cost Accounting	4
Accounting 252, Income Taxation	4
	<hr/>
	24

Apprenticeship

Career Cluster—Manufacturing

The Federal Bureau of Apprenticeship and Training (U.S. Department of Labor) recognizes Kellogg Community College as the agency approved for delivery of trade-related instruction for local registered apprenticeship programs. The majority of this instruction is delivered through the Regional Manufacturing Technology Center. If you are enrolled in apprenticeship training, you must be sponsored by a company that has programs approved by and registered with the USDOL Office of Apprenticeship. These programs are generally four years long and consist of 8,000 hours of on-the-job training and 576 hours of classroom training. Successful completion of these programs will result in an apprenticeship certificate from the Office of Apprenticeship.

Shown below is a representative sample of the types of apprenticeship programs available through Kellogg Community College and the RMTC, but it should be noted that a wide variety of other programs can also be tailored to fit an individual company's needs.

Programs

- Automation Technician
- Electrician
- Instrumentation Technician
- Machine Repair
- Maintenance Electrician
- Machinist
- Maintenance Mechanic
- Millwright
- Mold Maker
- Pipefitting
- Refrigeration Mechanic
- Tool and Die Maker

Many other programs are available. The specific topics and hours of related trade instruction may vary by employer and nature of the job. Kellogg Community College will assist companies in developing a quality program or upgrading existing programs to meet today's changing industrial standards. For more information contact the Director of the Regional Manufacturing Technology Center.

Skilled Trades Degree code 261

The Skilled Trades Associate in Applied Science is designed for those who have:

1. Completed an apprenticeship program and posses a journeyman's card or apprenticeship certificate in a qualifying trade area,
- OR
2. Completed an Industrial Trades certificate.

For this degree, a student must complete a minimum of 62 credits. These credits must meet the general education and technical elective requirements described below.

Required General Education Courses

	CREDITS
Communicating Electives †	6
Creativity Elective °	2-3
Global Awareness Elective °	3-4
Healthy Living Elective °	2-4
Mathematics and Science Elective °	3-4
	16-21

°For options to fulfill the Creativity, Global Awareness, Healthy Living and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

†Students must take three credits in English and three credits in Communication from the Communicating Electives. For options to fulfill Communicating Electives refer to the Degree and Certificate Requirements section.

Required Career Courses

Students must complete:

- the Industrial Trades Certificate
- OR
- document the Journeyman's Card or Apprenticeship Certificate by the process detailed later in this section.

Required Technical Electives

Students must complete enough technical electives to accumulate a total of 62 credits.

Technical electives may be selected from any of the Industrial Trades courses or from the following areas: Accounting (ACCO), Business Administration (BUAD), Office Information Technology (OIT), Computer-Aided Drafting (DRAF), Computer Engineering Technology (CET), Engineering Technology (ENTE), or Physics (PHYS).

Your selection of technical elective courses should be approved by the Director of the RMTTC prior to enrollment. For assistance outlining technical electives, contact the Director of the RMTTC at (269) 965-4137, ext. 2800.

Journeyman's Card or Apprenticeship Certificate

Those interested in pursuing a Skilled Trades Associate in Applied Science with option (1) above must present a journeyman's card from a building and construction trades labor organization or an apprenticeship certificate from the USDOL in a KCC Industrial Trades program area. Students who present a credential within a qualifying area will receive 30 credits towards the completion of an Associate in Applied Science Degree in Skilled Trades. To choose this degree program or to determine whether your credential qualifies, contact the Director of the Regional Manufacturing Technology Center at 269-965-4137, ext. 2800.

Industrial Trades Certificate *code 136*

The Industrial Trades certificate is designed for students who are currently in an employer sponsored program not qualifying for a specific Industrial Trades certificate, in a registered apprenticeship program, or planning to enter an apprenticeship program. For this certificate, a student must take a minimum of 25 Industrial Trades credit hours. These credit hours may be selected from any of the following Industrial Trades programs: Industrial Machine Tool (INMT); Industrial Robotics (INRO); Industrial Electricity and Electronics (INEL, WBEL); Industrial Welding (INWE); Industrial Pipefitting (INPF); Industrial Heating, Ventilation, Air Conditioning and Refrigeration (INHR); Industrial Tool and Die (INTD); Industrial Millwright (INMW); and Industrial Instrumentation (INST). Other miscellaneous Industrial Trades credits may be applied to the Industrial Trades certificate with authorization from the Director of the RMTTC. For assistance contact the Director of the RMTTC at (269) 965-4137, ext. 2800.

Art

Career Cluster— Arts, Audio-Video Technology, and Communications

This is a special program designed for the person seeking an experience and certificate in the visual arts, yet prefers not to pursue a four-year degree program. A total of 20 credit hours from the following courses must be completed successfully to fulfill the certificate requirements. A student must have taken at least five different courses.

Art Enrichment Certificate *code 107*

CREDITS

Animation 103 , Introduction to Video Art	3
Animation 104 , Introduction to Sound, Recording, and Editing	3
Animation 233 , Introduction to 2-D Animation Techniques	3
Animation 234 , Introduction to 3-D Animation Techniques	3
Animation 235 , Intermediate Animation	3
Art 103 , Two-Dimensional Design	3
Art 105 , Contemporary Art Survey	2
Art 110 , Drawing I	3
Art 141 , Art for Elementary Teachers	3
Art 160 , Painting and Illustration I	2
Art 201 , Painting and Illustration II	2
Art 210 , History of Photography and Film	3
Art 211 , Art Appreciation	3
Art 212 , Art History	3
Art 213 , Art History	3
Art 215 , Art Seminar I	3
Art 216 , 4-D Studio Art Seminar II	3
Art 221 , Photography Basics	2
Art 222 , Introduction to Photography	3
Art 223 , Intermediate Photography	3
Art 224 , Advanced Photography	3
Art 225 , Landscape Photography	2
Art 227 , Digital Color Photography	3
Art 229 , Studio Photography	3
Art 230 , Digital Color Photography II	3
Art 245 , Introduction to Ceramics	2

CREDITS

Art 246 , Intermediate Ceramics	2
Art 295 , Photography and Multimedia Special Topics	3
Art 296 , Internship and Career Development	3
Art 297 , Art Special Topics	1-3
Art 298 , Independent Study	1-4

Business Management

Career Cluster—Business, Management and Administration

Managerial personnel oversee, direct, and plan the work of others, as well as determine business policy. Supervisors, the largest managerial group, direct the activities of workers in such areas as sales, production, and purchasing. Entry-level management positions are typically supervisory or trainee in nature. Some employers have indicated that Business Management graduates with specific skills, such as accounting, e-commerce, management information systems, marketing, and human resources, may have an employment advantage. Additionally, individuals enter the Business Management Program with diverse goals.

“Netpreneurial” opportunities are also increasing and will require strength in Business Management. Please note that most courses in the Business Management program also offer an online form of delivery in addition to the traditional “face-to-face” class.

Therefore, several options have been developed to guide students in their selection of electives. This curriculum leads to an Associate in Applied Science. While this curriculum has been designed for career entry and/or advancement, Kellogg Community College does have articulation agreements with Robert B. Miller College, Siena Heights University, Davenport University, Tri-State University, and Walsh College. Interested students should contact the admissions office of the appropriate institution.

Prerequisites

Strong reading skills and some background in mathematics are recommended prior to attempting courses in this area. Recommended high school units of study are shown at the end of this catalog.

Required General Education Courses for a Business Management Degree

CREDITS

Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Mathematics and Science Elective ^o . .	3-4
Psychology 201 , Introduction to Psychology	3
	<hr/> 14-16

^oFor options to fulfill the Creativity and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

Required Business Courses for a Business Management Degree

code 213

To obtain an associate degree in Business Management, students must have a minimum of 64 credits: 14-16 credits must be from the Required General Education courses; 41 credits from the Business Management Major; and 8 or more credits from one of the elective options.

CREDITS

Accounting 101 , General Accounting . . .	4
Accounting 102 , General Accounting . . .	4
Business Administration 101 , Introduction to Business	3
Business Administration 104 , Business Correspondence	3
Business Administration 115 , Global Business	3
Business Administration 131 , Principles of Management	3
Business Administration 132 , Human Resources Management	3
Business Administration 201 , Business Law	3
Business Administration 202 , Business Law	3
Business Administration 251 , Principles of Marketing	3
Economics 201 , Principles of Economics – MACRO	3

	CREDITS
Economics 202 , Principles of Economics— MICRO	3
Office Information Technology 160 , Applications Software	3
	41

Required Elective Courses for a Business Management Degree

The candidate for an associate degree in Business Management must select one option to complete from the following three elective options: Business Management, Human Resources Management, or Marketing.

Business Management-Elective Option 1

Required courses

	CREDITS
Office Information Technology 182 , Intermediate Excel	2
	2

Choose six or more credits from the following electives:

	CREDITS
Accounting 205 , Computerized Accounting	4
Accounting 211 , Intermediate Accounting	4
Accounting 251 , Cost Accounting	4
Accounting 252 , Income Taxation	4
Business Administration 100 , Employability—Interpersonal Skills Development	3
Business Administration 112 , Business Statistics	3
Business Administration 121 , Principles of Advertising	3
Business Administration 200A , Cooperative Education I	3
Business Administration 200B , Cooperative Education II	3
Business Administration 200C , Cooperative Education III	3
Business Administration 212 , Personal Finance	3

	CREDITS
Business Administration 226 , E-Commerce Management	3
<i>Human Resources Management- Elective Option 2</i>	

Required courses

	CREDITS
Business Administration 273 , Labor Relations	3
Business Administration 274 , Organizational Behavior	3
	6

Choose two or more credits from the following electives:

	CREDITS
Business Administration 100 , Employability—Interpersonal Skills Development	3
Business Administration 212 , Personal Finance	3
Business Administration 226 , E-Commerce Management	3
Office Information Technology 182 , Intermediate Excel	2

Marketing-Elective Option 3

Required courses

	CREDITS
Business Administration 271 , Consumer Behavior	3
Business Administration 272 , Marketing Management	3
	6

Choose two or more credits from the following electives:

	CREDITS
Business Administration 226 , E-Commerce Management	3
Office Information Technology 182 , Intermediate Excel	2

The four-semester sequence of courses recommended for the full-time student is:

Fall	Spring
ACCO 101	ACCO 102
BUAD 101	BUAD 104
ECON 201	BUAD 131
ENGL 151	BUAD 201
OIT 160	ECON 202
Fall	Spring
BUAD 132	BUAD 115
BUAD 202	COMM 101
BUAD 251	Creativity Elective
PSYC 201	Mathematics and
Elective Option	Science Elective
1, 2, 3	Elective Option
	1, 2, 3 (2)

Certificate in Business Management *code 164*

The Business Management Certificate is designed for individuals currently in the business field who, because of added responsibilities, realize a need to develop skills of leadership, organization, and communication. The courses required are:

	CREDITS
Accounting 101 , General Accounting or Business Administration 112 , Business Statistics	3-4
Business Administration 131 , Principles of Management	3
Business Administration 132 , Human Resources Management	3
Economics 201 , Principles of Economics— MACRO or 202 , Principles of Economics— MICRO	3
Office Information Technology 160 , Applications Software	3
Office Information Technology 182 , Intermediate Excel	2
Office Information Technology 183 , Advanced Excel	2
	19-20

Certificate in Entrepreneurship *code 132*

The Entrepreneurship Certificate is designed to provide individuals who are interested in starting their own business with the basic tools and knowledge they need to succeed. The curriculum is designed to encompass a variety of practical information that can be utilized by students who have selected or are considering a new business venture. The required courses are:

	CREDITS
Business Entrepreneurship 100 , Introduction to Entrepreneurship	1
Business Entrepreneurship 101 , Entrepreneurship—Developing a Business Plan	2
Business Entrepreneurship 102 , Entrepreneurship—Business Management	3
Business Entrepreneurship 103 , Applying Technology to Business Needs.	3
Business Entrepreneurship 104 , Presentation Skills	2
Business Entrepreneurship 105 , Entrepreneurship—Marketing/ Advertising	2
Business Entrepreneurship 106 , The Marketing/Sales Plan	2
Business Entrepreneurship 107 , Entrepreneurial Finance	3
Business Entrepreneurship 108 , Legal Issues and Ethics	1
Business Entrepreneurship 109 , Basic Economic Concepts	3
Business Entrepreneurship 110 , Risk Management for Entrepreneurs	1
	23

Computer-Aided Drafting and Design Technology

Career Cluster—Architecture and Construction

Every manufactured product in the world must be defined in the form of solid models and/or engineering drawings performed by a drafter or designer. In defining a product, an extensive process of design and evaluation must take place before it is ready to be manufactured. The drafter, who is the key link in the design engineering and manufacturing steps, must possess a working knowledge of design principles, material properties, and manufacturing processes to bring together the final product design using models and working drawings. The drafter uses CAD (Computer-Aided Drafting) technology to produce the necessary design models and detail drawings. At KCC, CAD technology is introduced at the very beginning of the curriculum and is used throughout the program for the completion of drawings and models. The Computer-Aided Drafting and Design program uses two of the most popular CAD packages in industry, AutoCAD® and SolidWorks®, to produce all models and drawings. As reflected in the curriculum, CAD majors are required to complete a variety of technical subjects relating to design including materials science, manufacturing processes, mathematics, and physics. This provides the student with the foundation of knowledge needed to successfully function in an engineering environment. The drafting and design curriculum leads to an Associate in Applied Science, and the recommended high school units of study for the program are outlined at the end of the catalog. Students interested in transferring to a four-year institution should see a drafting and design advisor for information on the transfer programs.

Computer-Aided Drafting and Design Technology Degree

code 220

Required General Education Courses

The following courses provide skills that are necessary in carrying out normal job-oriented functions, as well as helping to develop an articulate, healthy, well-informed citizen.

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication or 207 , Public Speaking	3
Creativity Elective [°]	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective [°]	3
Healthy Living Elective [°]	2-3
	<hr/> 13-15

[°]For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

Required Career Courses

CREDITS

Computer Engineering Technology 110 , Principles of Electricity and Electronics	3
Drafting 101 , Engineering Graphics . . .	4
Drafting 120 , Machine Drafting	3
Drafting 141 , Descriptive Geometry . . .	3
Drafting 181 , Applications in AutoCAD®	3
Drafting 211 , Dimensioning and Tolerancing	3
Drafting 221 , Architectural Drafting . . .	3
Drafting 234 , SolidWorks®	3
Drafting 251 , Advanced Modeling and CAM	3
Drafting 261 , Manufacturing Design . . .	3
Engineering Technology 160 , Manufacturing Processes	3
Engineering Technology 215 , Material Science	3

CREDITS

Engineering Technology 220 , Statics and Strengths of Materials	3
Mathematics 118 , Applied Algebra/ Trigonometry I	3
Mathematics 119 , Applied Algebra/ Trigonometry II	3
Office Information Technology 160 , Applications Software	3
Physics 111 , Introductory Physics I	4
	53

The four-semester sequence of courses recommended for the full-time student is:

Fall	Spring
CET 110	DRAF 120
COMM 101 or 111	DRAF 181
or 207	DRAF 234
DRAF 101	ENT 160
ENGL 151	MATH 118
OIT 160	

Summer

General Education Elective
General Education Elective

Fall	Spring
DRAF 141	DRAF 211
DRAF 221	DRAF 261
DRAF 251	ENTE 220
ENTE 215	PHYS 111
MATH 119	General Education Elective

Computer Engineering Technology

Career Cluster—Information Technology

No industry drives the rapid changes in new technology as completely as the computer and networking sectors. There are both local and worldwide employment opportunities for knowledgeable and skilled technicians, who possess computer troubleshooting/repair skills; network installation/management skills; computer programming skills; database administration skills; and computer-related, industry-endorsed certifications. With an increasing world emphasis on computer technology, the projected demand for computer, programming, database administrators, and network administrators will remain exceptionally high.

The Computer Engineering Technology Program emphasizes the state-of-the-art knowledge and skills needed to prepare students for a challenging and exciting career in this fast-paced, high-tech, rapidly growing industry. These programs are also designed to prepare students to take the industry-based certification exams, including A+, Net+, Server+, Security+, Cisco Wireless LAN Support Specialist, Panduit Authorized Installer (PAI), BICSI Level 1 Installer and Cisco CCNA. We also provide training in our certified Microsoft Academy for three of Microsoft's newest certifications in the networking area: the Enterprise Support Technician, the MCITP: Server Administrator, and the MCITP: Enterprise Administrator.

The Computer Engineering Technology degree and certificate programs are designed for individuals just beginning training to pursue a career in computer servicing, wiring/cabling, programming and networking, as well as those already working in the industry who need to upgrade their skills for new responsibilities or career growth.

Required General Education Courses

For students pursuing an Associate of Applied Science, the following required courses provide general skills in writing and speaking that are necessary in carrying out normal, job-orientated functions, as well as helping to develop an articulate, healthy, well-informed citizen.

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective [°]	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective [°]	3
Healthy Living Elective [°]	2-3
Mathematics 118 , Applied Algebra/Trigonometry I	3
	<hr/>
	16-18

[°]For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

For an Associate of Applied Science in Computer Engineering Technology, students have three choices of a major. These majors are Computer Engineering Technology, Computer Networking, or Computer Programming. You will need to complete the courses listed above in the General Education, as well as the courses listed in your choice of the Computer Engineering Technology, Computer Networking, or Computer Programming major areas to receive an Associate of Applied Science in Computer Engineering Technology.

**Required Career Courses for a
Computer Engineering Technology
Degree**

	<i>code 221</i>
	CREDITS
Computer Engineering Technology 110, Principles of Electricity and Electronics	3
Computer Engineering Technology 125, Digital Logic I	3
Computer Engineering Technology 140, Introduction to Microcomputer Architecture	3
Computer Engineering Technology 185, Workstation Operating Systems Administration	2
Computer Engineering Technology 230, Local Area Networking I—Network+	3
Computer Engineering Technology 235, Cisco Networking I	3
Computer Engineering Technology 250, Security+	3
Computer Engineering Technology 260, A+ Computer Diagnostics and Repair	3
Computer Engineering Technology 270, Local Area Networking II—Server+	3
Computer Engineering Technology 278, Fundamentals of Wireless LANs	3
Computer Engineering Technology 279, Network Wiring, Design and Installation	3
Computer Engineering Technology 281, Operating Systems—Windows System Administration	3
Computer Engineering Technology 282, Operating Systems—UNIX	3
Computer Programming 101, C++ Programming I	3
Information Technology 110, Information Technology and Project Management.	3
Mathematics 119, Applied Algebra/ Trigonometry II	3

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The four-semester sequence of courses recommended for the full-time student is:

Fall	Spring
CET 110	CET 140
CET 125	CET 235
CET 185	ENGL 151
CP 101	MATH 118
Creativity Elective	Global Awareness Elective
 Fall	 Spring
CET 230	CET 270
CET 250	CET 279
CET 260	CET 281
CET 278	CET 282
MATH 119	COMM 101 or 111 IT 110 Healthy Living Elective

**Required Career Courses for a
Computer Networking Degree**

code 216

These graduates are trained for entry-level positions in the computer-networking field. They are trained to operate, maintain, and troubleshoot local area networks, servers, switches, and hubs.

CREDITS

Computer Engineering Technology 206, Configuring Microsoft Windows 7 Client	3
Computer Engineering Technology 226, Supporting and Troubleshooting Applications on a Windows 7 Client for Enterprise Support Technicians	3
Computer Engineering Technology 235, Cisco Networking I	3
Computer Engineering Technology 236, Cisco Networking II.	3
Computer Engineering Technology 240, Windows Server 2008 Active Directory Configuration	3
Computer Engineering Technology 242, Configuring Windows Server 2008 Network Infrastructure	3
Computer Engineering Technology 246, Windows Server Administration	3

CREDITS

Computer Engineering Technology 247, Configuring Windows Server 2008 Applications Infrastructure	3
Computer Engineering Technology 248, Windows Server Enterprise Administration	3
Computer Engineering Technology 249, Microsoft ISA Server	3
Computer Engineering Technology 275, Cisco Networking III	3
Computer Engineering Technology 276, Cisco Networking IV	3
Computer Engineering Technology 279, Network Wiring, Design, and Installation	3
Computer Engineering Technology 282, Operating Systems—UNIX	3
Information Technology 110, Information Technology and Project Management. . .	3
Mathematics 119, Applied Algebra/ Trigonometry II	3
	48

The four-semester sequence of courses recommended for the full-time student is:

Fall	Spring
CET 206	CET 246
CET 226	CET 247
CET 240	CET 248
CET 242	CET 249
COMM 101 or 111	MATH 118

Fall	Spring
CET 235	CET 275
CET 236	CET 276
CET 282	CET 279
ENGL 151	IT 110
MATH 119	Global Awareness
Creativity Elective	Elective
	Healthy Living
	Elective

Computer Programming Degree

code 214

In this evolving world of information technology, there has been a growing need for those who have the skills to do computer programming in a variety of languages and environments. This degree establishes a core of the skills needed as a programmer in the most widely used languages that are being used currently. We will emphasize the development of fundamental logic and problem-solving skills in the 25 credits of core curriculum courses. Through the elective courses the student may choose to emphasize additional skills in application use, application programming, networking, or operating systems.

With the ever expanding world of gaming, there is the desire to go from computer game player to computer game writer. So, to explore this option we have added a specific set of electives with the Computer Programming Degree. This includes all the fundamentals in popular programming languages and problem solving skills. These fundamentals are expanded to explore the insight a programmer needs to develop computer games.

Courses have been selected to increase the understanding of both two and three dimensional graphics. Also, courses have been selected to improve the understanding from the perspective of the gamer and developing the story of the game. This degree will allow the student to explore the possibility of game programming while still providing the student with the fundamentals that all computer programming requires.

Required General Education Courses

For students pursuing an Associate of Applied Science, the following required courses provide general skills in writing and speaking that are necessary in carrying out normal, job-orientated functions, as well as

helping to develop an articulate, healthy, well-informed citizen.

	CREDITS
Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Healthy Living Elective ^o	2-3
Mathematics 118 , Applied Algebra/Trigonometry I	3
	16-18

^oFor options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

To obtain an Associate of Applied Science in Computer Programming, students must have a minimum of 62 credits:

- 16-18 credits must be from the General Education requirements
- 25 credits from the Computer Programming Required Career Courses
- and 20 or more credits from one of the two degree options

Required Career Courses for a Computer Programming Degree

code 214

	CREDITS
Computer Engineering Technology 185 , Workstation Operating Systems Administration	2
Computer Programming 100 , Introduction to the Programming and Systems Environment	2
Computer Programming 101 , C++ Programming I	3
Computer Programming 102 , Visual Basic I	3
Computer Programming 201 , C++ Programming II	3
Computer Programming 202 , Visual Basic II	3
Computer Programming 210 , Java Programming	3

CREDITS

Information Technology 110 , Information Technology and Project Management	3
Mathematics 119 , Applied Algebra/Trigonometry II	3
	25

The candidate for an associate degree in Computer Programming may select from the two elective options: Computer Programming or Game Design.

Computer Programming Elective Option 1—Computer Programming

The student who chooses Option 1—Computer Programming must select 20 or more credits from the following courses:

	CREDITS
Accounting 101 , General Accounting . . .	4
Business Administration 115 , Global Business	3
Computer Engineering Technology 140 , Introduction to Microcomputer Architecture	3
Computer Engineering Technology 235 , Cisco I	3
Computer Engineering Technology 260 , A+ Computer Diagnostics and Repair	3
Computer Engineering Technology 281 , Operating Systems—Windows Systems Administration	3
Computer Engineering Technology 282 , Operating Systems—UNIX	3
Computer Programming 212 , Java Programming II	3
Database Administrator 110 , Introduction to Relational Databases . .	3
Information Technology 200 , Cooperative Education I	3
Office Information Technology 181 , Beginning Excel	2
Office Information Technology 182 , Intermediate Excel	2
Office Information Technology 187 , Introduction to Access	2

	CREDITS
Office Information Technology 188,	
Intermediate Access	2

The four-semester sequence of courses recommended for the full-time student is:

I	II
CET 185	IT 110
CP 100	CP 201
CP 101	CP 202
CP 102	CP 210
MATH 118	Creativity Elective
Healthy Living Elective	

III	IV
CP Elective (4)	COMM 101 or 111
ENGL 151	CP Elective (4)
MATH 119	Global Awareness Elective

*Computer Programming Elective Option
2—Game Design*

Required General Education Courses

	CREDITS
Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication	3
English 151, Freshman Composition . . .	3
English 203, Introduction to Creative Writing	3
Global Awareness Elective °	3
Mathematics 118, Applied Algebra/ Trigonometry I	3
Psychology 201, Introduction to Psychology	3

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°For options to fulfill the Global Awareness Electives, refer to the Degree and Certificate Requirements section.

Required Career Courses

	CREDITS
Animation 234, Introduction to 3-D Animation Techniques	3
Drafting 101, Engineering Graphics . . .	4

	CREDITS
Drafting 234, SolidWorks	3
Graphic Design 161, Flash	4
Graphic Design 170, Photoshop	4
Office Information Technology 193, Beginning Project	2

The four-semester sequence of courses recommended for the full-time student is:

I	II
CP 100	MATH 118
CET 185	CP 201
CP 101	CP 202
CP 102	DRAF 234
DRAF 101	OIT 193
	GRDE 170

III	IV
MATH 119	CP 210
ENGL 151	ENGL 203
GRDE 161	Global Awareness Elective
COMM 101 or 111	PSYC 201
IT 110	ANIM 234

**Computer Engineering Technology
Certificates**

Computer Programming Certificate
code 103

There is a growing need for those who have the skills to do programming in a variety of languages and environments. This KCC certificate establishes a core of the skills needed as a programmer in the most current and widely-used languages. We will emphasize the development of fundamental logic and problem-solving skills in the core curriculum courses. Through the electives the student may choose to emphasize additional skills in application use, application programming, networking, or operating system programming.

A minimum of 32 credit hours must be completed in this KCC certificate program, 19 credits from the required career courses and 13 credits from the elective courses, to be awarded a KCC Computer Programming Specialist Certificate.

Required Career Courses

	CREDITS
Computer Engineering Technology 185, Workstation Operating Systems Administration	2
Computer Programming 100, Introduction to the Programming and Systems Environment	2
Computer Programming 101, C++ Programming I	3
Computer Programming 102, Visual Basic I	3
Computer Programming 201, C++ Programming II	3
Computer Programming 202, Visual Basic II	3
Computer Programming 210, Java Programming	3
	19

Choose thirteen credits from the following electives:

	CREDITS
Business Administration 115, Global Business	3
Computer Engineering Technology 140, Introduction to Microcomputer Architecture	3
Computer Engineering Technology 235, Cisco Networking I	3
Computer Engineering Technology 260, A+ Computer Diagnostics and Repair	3
Computer Engineering Technology 281, Operating Systems — Windows System Administration	3
Computer Engineering Technology 282, Operating Systems—UNIX	3
Computer Programming 212, Java Programming II	3
Database Administrator 110, Intro to Relational Databases	3
Information Technology 200, Cooperative Education I	3
Office Information Technology 181, Beginning Excel	2
Office Information Technology 182, Intermediate Excel	2

CREDITS

Office Information Technology 187, Beginning Access	2
Office Information Technology 188, Intermediate Access	2

Computer Engineering Technology Certifications

There are several industry-endorsed certifications offered in the Computer Engineering Technology Program at KCC. The courses in these certification programs prepare the student to take examinations that have been prepared by hardware and software manufacturers. These examinations and resulting certifications have been validated and endorsed by business and industry. A student who passes the examinations and receives certification will have shown that they have the knowledge, skills, and competencies that are necessary to be successful in that field. KCC offers preparatory course work for several industry-endorsed certifications.

Network+ Certification

KCC offers preparatory course work for the Computer Technology Industry Association’s Network+ certification. This certification assures the skills and competencies of network service technicians in the computer/networking industry. Students can study for the nationally-recognized Net+ credential as a networking technician by taking CET 230 to prepare for the Net+ certification test.

The CET 230 class is suitable for students with medium to advanced computer hardware/software skills and knowledge. For current detailed information on the Net+ certification, please see the www.comptia.com website.

Microsoft Certified IT Professional Certification (MCITP)

Microsoft’s certifications for Windows Server 2008 demonstrate an IT professional’s in-depth current skills on topics such as

Active Directory, network infrastructure, and applications infrastructure. With Windows Server 2008 you can develop, deliver, and manage rich user experiences and applications, help provide a highly secure network infrastructure, and increase technological efficiency and value within your organization. New web tools, virtualization technologies, security enhancements and management utilities help save time, reduce costs and provide a solid foundation for your information technology infrastructure. These courses will provide an industry standard of technical training in a relatively short period of time.

CREDITS

Computer Engineering Technology 206, (70-630) Configuring Microsoft Windows Vista Client	3
Computer Engineering Technology 226, (70-685) Supporting and Troubleshooting Applications on a Windows 7 Client for Enterprise Support Technician	3
Computer Engineering Technology 240, (70-640) Windows Server 2008 Active Directory Configuration	3
Computer Engineering Technology 242, (70-642) Configuring Windows Server 2008 Network Infrastructure	3
Computer Engineering Technology 246, (70-646) Windows Server Administration	3
Computer Engineering Technology 247, (70-643) Configuring Windows Server 2008 Applications Infrastructure	3
Computer Engineering Technology 248, (70-647) Windows Server Enterprise Administration	3
Computer Engineering Technology 249, (70-351) Microsoft ISA Server	3

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To obtain Enterprise Support Technician certification, students will need to pass: 70-680 and 70-685.

To obtain MCITP: Server Administrator certification, students will need to pass: 70-640, 70-642 and 70-646.

To obtain MCITP: Enterprise Administrator certification, students will need to pass: 70-642, 70-643, 70-680, 70-646 and 70-647.

For current detailed information on Microsoft certifications, please visit the Microsoft website at www.microsoft.com/learning/default.aspx

A+ Certification

The Computing Technology Industry Association's A+ certification program assures the competency of hardware service technicians in the computer industry. Students can study for the nationally recognized A+ credential as a computer service technician by taking CET 260 to prepare for the A+ certification examination.

CET 260 is a three (3) credit class. It is suitable for students with medium to advanced computer hardware/software skills and knowledge. For current detailed information on the A+ certification, please see the www.comptia.com website.

Security+ Certification

CompTIA Security+ is a foundation-level certification for the Information Technology professional who has day-to-day information security responsibilities. The certification exam tests a broad range of security knowledge expected of entry-level security professionals. The following course prepares a student for the CompTIA Security+ exam.

CREDITS

Computer Engineering Technology 250, Security+	3
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For current detailed information about this certification, see www.comptia.org.

Cisco Certified Network Administrator Certification (CCNA)

Cisco Systems is a world leader in networking equipment for the Internet and has created the Cisco Networking Academies Program to train and certify IT professionals to build and maintain complex LAN and WANs. There are four courses in the Cisco Certified Network Administrator (CCNA) program. These courses will prepare students to take the industry-endorsed CCNA certification examination.

CREDITS

Computer Engineering Technology 235, Cisco Networking I	3
Computer Engineering Technology 236, Cisco Networking II	3
Computer Engineering Technology 275, Cisco Networking III	3
Computer Engineering Technology 276, Cisco Networking IV	3
	12

For current detailed information on the CCNA certification, please see the www.cisco.com website.

Cisco Wireless LAN Support Specialist Certification

As organizations adopt wireless LAN technology, they require qualified professionals who can design, install, support, and operate a wireless LAN solution. The following course prepares a student for the CCNA + Cisco 9EO-581 certification exam and to achieve the Cisco Wireless LAN Support Specialist designation. To obtain this certification, you must also possess a Cisco Certified Network Administrator certification.

CREDITS

Computer Engineering Technology 278, Fundamentals of Wireless LANs	3
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For current detailed information about this certification, see www.cisco.com.

Panduit Authorized Installer (PAI) and BICSI Level 1 Installer Certifications

The Network Wiring, Design, and Installation course, sponsored by Panduit and Cisco, is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination, as well as installing jacks and cable testing. This course also includes an introduction to fiber optic cabling. This hands-on, lab-oriented 80-hours course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. The following course will prepare students for the industry-recognized Panduit Authorized Installer (PAI) Certification and/or the BICSI Level I Installer Exam:

CREDITS

Computer Engineering Technology 279, Network Wiring, Design, and Installation	3
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For current detailed information about the voice and data network cabling certification exams, see www.panduit.com, cisco.netacad.net, or www.bicsi.org.

Corrections

Career Cluster—Law, Public Safety, Corrections, and Security

This curriculum is designed for career entry and/or advancement with corrections agencies on the federal, state, and local levels.

Corrections Degree code 230

General Education

Students who graduate with an associate degree will have successfully completed the following general education core courses in communicating, global awareness, creativity, mathematics and science, and healthy living. Students must complete a minimum of 62 credit hours to qualify for a degree.

CREDITS

Communication 101 , Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
English 152 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Healthy Living Elective ^o	2-3
Mathematics and Science Elective ^o . . .	3-4
	19-22
Electives	12
Total credits	31-34

^oFor options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives refer to the Degree and Certificate Requirements section.

Professional Development Courses

CREDITS

Criminal Justice 101 , Introduction to Criminal Justice	3
Criminal Justice 104 , Introduction to Corrections	3
Criminal Justice 105 , Institutional Corrections	3
Criminal Justice 106 , Correctional Law .	3
Criminal Justice 107 , Client Growth and Development	3

CREDITS

Criminal Justice 108 , Client Relations in Corrections	4
	19

Choose twelve credits from the following electives:

CREDITS

Criminal Justice 111 , Local Correctional Academy	10
Criminal Justice 112 , Local Correctional Re-Entry Academy	6
Criminal Justice 202 , Criminal Law . . .	3
Criminal Justice 203 , Crime and Delinquency	3
Criminal Justice 204 , Criminal Procedures	3
Criminal Justice 210 , Criminal Justice Practicum	3
Criminal Justice 211 , Criminal Justice Practicum	3
Criminal Justice 220 , Management Principles for Criminal Justice Supervisors	3
Criminal Justice 221 , Ethical Problem Solving in Policing	3
Criminal Justice 222 , Reserve Officer Training	3
Psychology 201 , Introduction to Psychology	3
Psychology 275 , Criminal Psychology . .	3
Service Learning 200 , Service Learning	3

Certificate in Corrections code 118

This Corrections Certificate is designed for students planning careers in corrections and for correctional officers who are interested in furthering their education. The courses within this certificate program comply with the Michigan Corrections Officers Training Council's fifteen semester credit hour requirement for employment as a Michigan correctional officer. Credits earned may be applied toward an Associate in Corrections.

Certification requirements*

	CREDITS
Criminal Justice 104 , Introduction to Corrections	3
Criminal Justice 105 , Institutional Corrections	3
Criminal Justice 106 , Correctional Law	3
Criminal Justice 107 , Client Growth and Development.	3
Criminal Justice 108 , Client Relations in Corrections	4
	<hr/>
	16

*A grade of 2.0 (“C”) or better is required in each of the above courses.

Local Correctional Academy

Prerequisites

Note: In order to enter this program you must have approval from the Criminal Justice Chair.

For certification by the Michigan Sheriffs’ Coordinating and Training Council (MSCTC), candidates must meet the employment standards for a local correctional officer as mandated by law. Those include being a United States citizen, 18 years of age or older, have a high school diploma or GED, and pass a background investigation.

The Local Correctional Academy is a MSCTC approved 160-hour training program for correctional personnel supervising inmates in county jails. It fulfills the educational requirements for county correctional officers as mandated by law. Credits earned in this program may be applied toward an Associate in Applied Science in Corrections. For certification by the MSCTC, learners must meet attendance and grade requirements and receive a conditional offer of employment as a corrections officer within 12 months of completing the academy.

	CREDITS
Criminal Justice 111 , Local Correctional Academy	10

Local Correctional Re-Entry Academy

Prerequisites

In order to enter this program you must have approval from the Criminal Justice Chair.

The Local Correctional Re-Entry Academy is a Michigan Sheriffs’ Coordinating and Training Council (MSCTC) approved 96-hour core training program for candidates eligible for waiver of mandatory training requirements as outlined in the MSCTC Recognition of Prior Training and Experience policy. For certification by the MSCTC participants must meet grade and attendance requirements. Credits earned in this program may be applied toward an Associate of Applied Science in Corrections.

	CREDITS
Criminal Justice 112 , Local Correctional Re-entry Academy	6

Criminal Justice

code 314

Career Cluster—Law, Public Safety, Corrections, and Security

The Associate in Criminal Justice is a program designed to prepare students for immediate entry into a career in Criminal Justice or to provide students with a degree that will meet the MACRAO for transfer to a bachelor degree program. Please carefully consider course requirements for chosen majors at your transfer institution and work with an academic advisor to select appropriate courses from the available transfer guides or from the courses that meet the MACRAO. See page 18 for MACRAO information.

General Education

Students graduating under the 2012-2013 catalog or thereafter will be required to complete a service learning experience.

Students who graduate with an associate degree will have successfully completed the following general education core courses in communicating, global awareness, creativity, healthy living, and mathematics and science.

CREDITS

Communication 101 , Interpersonal Communication	3
English 151 , Freshman Composition . . .	3
English 152 , Freshman Composition . . .	3
Healthy Living Elective ^o	2
Humanities 150 , Encounter with the Arts	2
Mathematics and Science Elective ^o . . .	4
Philosophy 202 , Introduction to Ethics .	3

^oFor options to fulfill the Healthy Living and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

Choose one course that is a different subject area from your Mathematics and Science elective from the following courses:

Science and Mathematics	4
ASTR 104; BIOL 101, 105, 109, 110,	

111, 112, 116, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210; GEOG 100; PHYS 111, 112, 114, 201, 202; SCIE 102, 103

Choose a minimum of eight credit hours from the following courses. Courses must be taken in more than one subject area.

Social Science	8
ANTH 200; ECON 201, 201H, 202; HIST 103, 104, 104H, 106, 151, 151H, 152, 152H, 201, 202, 211, 260; PHIL 250; PSYC 201, 220, 232, 250; POSC 200, 200H, 201, 202, 210, 211; SOC 201, 201H, 202, 203, 204	

Choose a minimum of six credit hours from the following courses. Courses must be taken in more than one subject area.

Humanities	6
ARAB 101, 102; ART 103, 105, 106, 110, 141, 204, 206, 211, 212, 213, 215, 222, 227; FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; HIST 103, 104, 104H, 106, 151, 151H, 152, 152H, 201, 202, 210, 211, 220, 240, 285; HUMA 200, 205; INTL 210; JAPA 101, 102; LITE 105, 205, 206, 211, 212, 213, 216, 222, 223, 230, 240, 285; MUSI 109, 130, 131, 141, 211, 232, 233, 240, 250, 251, 298; PHIL 201, 201H, 230, 250, 298, SPAN 101, 102, 131, 201, 202, 203; THEA 121, 122	

Professional Development Courses

Required Courses

CREDITS

Criminal Justice 101 , Introduction to Criminal Justice	3
Criminal Justice 202 , Criminal Law . . .	3
Criminal Justice 221 , Ethical Problem Solving in Policing	3
	<hr/>
	9

Choose five or six courses from the following elective courses for a total of 62 credits for the degree:

CREDITS

Criminal Justice 104 , Introduction to Corrections	3
Criminal Justice 105 , Institutional Corrections	3
Criminal Justice 106 , Correctional Law	3
Criminal Justice 107 , Client Growth and Development.	3
Criminal Justice 108 , Client Relations in Corrections	4
Criminal Justice 201 , Criminal Investigation	3
Criminal Justice 203 , Crime and Delinquency	3
Criminal Justice 204 , Criminal Procedures	3
Criminal Justice 205 , Traffic Control	4
Criminal Justice 210 , Criminal Justice Practicum	3
Criminal Justice 211 , Criminal Justice Practicum	3
Criminal Justice 220 , Principles of Management for Criminal Justice Supervisors	3
Criminal Justice 222 , Reserve Officer Training	3
Psychology 250 , Abnormal Psychology	3
Psychology 275 , Criminal Psychology	3
Service Learning 200 , Service Learning	3
Sociology 202 , Social Problems	3

Defense Logistics

Career Cluster—Business, Management and Administration

An Associate in Applied Science Degree in Defense Logistics prepares students for advancement in a career working for the United States Federal Government in the area of defense logistics information services. This degree requires students take a rigorous General Education Core designed to provide them with the background and skills necessary to support the demanding needs of logistical work. It also recognizes content specific seminars, workshops, in-service training and experience that students may have gained through their employment with an organization that requires work in Defense Logistics.

Defense Logistics Degree *code 237*

General Education

These courses provide general skills in communication, writing, and numerical problem solving that are necessary in carrying out normal job oriented functions, as well as helping to develop an articulate, healthy, well informed citizen. Students must complete all of the following courses:

	CREDITS
Communication 207 , Public Speaking. . .	3
Creativity Elective ^o	3
English 151 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Healthy Living Elective ^o	2
Mathematics 124 , College Algebra	4
	18

^oFor options to fulfill the Creativity, Global Awareness and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

Technical Core

These Courses provide specific occupational skills that are valued in the defense logistics field. Students must complete all of the following courses:

CREDITS

Business Administration 112 , Business Statistics	3
or Mathematics 130 , Statistics	3
Business Administration 131 , Principles of Management	3
Office Information Technology 160 , Applications Software	3
Office Information Technology 182 , Intermediate Excel	2
Office Information Technology 183 , Advanced Excel	2
Office Information Technology 188 , Intermediate Access	2
Office Information Technology 189 , Advanced Access	2
	17

Transfer Credit/Recognition for Prior Experiential Learning

Students must have a minimum of 27 credits in supply chain management from an accredited educational institution or equivalent experience. Students who have taken courses through Defense Acquisition University may transfer a maximum of 30 credit hours to satisfy the total requirement of 62 credits hours for the Associate in Applied Science degree. An official transcript from DAU must be sent directly to the office of the registrar at Kellogg Community College for verification of credit.

In addition, students may apply up to 10 credit hours of prior experiential learning credit for workshops, seminars, in-service training and work experience in the defense logistics field. A letter from the employer will be required for verification of the experience. The associated credit will be calculated based on precise job function and responsibilities, or the formula used for CEU calculation if appropriate. Students should contact the Director of the Business and Information Technology Department for an evaluation of prior experiential learning credit.

Dental Hygiene

Career Cluster—Health Science

Dental hygienists are oral health care professionals who provide educational, preventive, and therapeutic services in a variety of health care settings: private practices, school systems, hospitals, long-term care facilities, HMOs, research centers, industry, dental supply companies, veterinarian dentistry, military bases, government agencies, and higher education. Dental hygienists are also in demand in other countries.

The dental hygiene profession, as an integral part of the health care team, demands individuals who have been instructed in the psychosocial, biophysical, and technical elements of the dental hygiene process of care. Dental hygiene practitioners must be able to effectively interact with patients, other professionals, and the community. They must be able to apply current concepts to changing societal and oral health needs. The Kellogg Community College Department of Dental Hygiene Education is committed to educating dental hygienists who will provide quality oral health services and education to and for the public; foster leadership and innovation in health promotion issues; appreciate cultural diversity and respect for the individual; and demonstrate the highest standards of honesty, integrity, accountability, and ethics.

The goals of our department are stated here and reflect our commitment to the dental hygiene student and to the professional development of the registered dental hygienist, as well as to advancing the profession of dental hygiene.

The KCC Department of Dental Hygiene Education will:

1. Prepare a competent, entry-level dental hygienist as defined by the KCC Dental Hygiene Competency statement.
2. Maintain a contemporary dental hygiene program that reflects relevant and current dental hygiene theories, practices, and educational methods.
3. Provide a dental hygiene curriculum that integrates general education, biomedical sciences, dental sciences, and dental hygiene sciences.
4. Maintain an admission philosophy which promotes a diverse and qualified student body.
5. Provide opportunities to the dental hygienist for professional growth and development through lifelong learning experiences.
6. Respond to the oral health needs of the community by providing therapeutic, educational, and preventive dental hygiene services.

Dental hygienists provide the following oral health services: review medical and dental health histories, blood pressure screenings; oral cancer screenings, oral health instruction; dental charting, periodontal assessment, non-surgical periodontal therapy, oral prophylaxis, fluoride therapies, pit and fissure sealants, nutritional counseling, tobacco cessation program, radiographs, and athletic mouth protectors. The State of Michigan allows a dental hygienist to administer local anesthesia and nitrous oxide conscious sedation under the direct supervision of a dentist.

Our program is designed to prepare a competent dental hygienist within two years as a full-time student. Because of space limitations, enrollment is selective and restricted to 20 applicants each fall. Although personal interviews are not required, many applicants like to arrange for a visit to see our facility. Please contact the Enrollment Services office or the Program Director if you would like to arrange for a visit.

Students receive their clinical education in a well-equipped, modern facility located on the KCC campus. They are also given the

opportunity to develop course projects which provide educational and preventive services for the community.

The Dental Hygiene Program at KCC is fully accredited by the Commission on Dental Accreditation. Students are eligible to take the National Dental Hygiene Board Examination and the North East Regional Board Examination in their second clinical year. At the completion of the program, students receive the Associate in Applied Science.

Students who have completed related science courses more than six years ago may be advised by the Program director to retake them.

Admission to the Dental Hygiene Program is selective due to space and equipment limitations, and enrollment limitations imposed by regulatory bodies. Please refer to page 10 for more specific information related to the admission process for the Dental Hygiene Program.

Requirements for Taking Dental Hygiene Courses

Criminal Background Checks

Some clinical education facilities require pre-placement criminal background checks to be run on students assigned to their facility. Students assigned to those facilities will be required to complete the necessary process for background checks to be completed. Should a misdemeanor or felony conviction be present, in absence of defined criteria provided by the requiring clinical site, the College will follow criteria set forth by the professional licensing or certification agency to make the determination for clinical placement of the student. When professional licensing or certification criteria are not identified, the College will refer to the guidelines of the State of Michigan Public Act #28-2006. If a clinical education site is not available as a result of a criminal conviction, the student may be withdrawn from the program.

It should also be noted that misdemeanor or felony convictions could present issues with obtaining certification, licensure, or employment upon graduation from the program. Students may contact the program coordinator, or visit the program website for direction to the appropriate certification or licensing agency for more information.

Health Assessment

Vaccinations and proof of immunity to certain diseases are required prior to beginning the program, as well as an initial health assessment. Students who have limitations in physical mobility, vision, or hearing must assess their ability to perform essential dental hygiene skills. Training in blood borne pathogens and infectious diseases will be given at the beginning of the program.

Drug Screens

Some clinical sites require a pre-placement drug screen. Students who have been assigned to those sites must provide a drug screen according to the specific standards the clinical site has defined.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student referred to a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The Program director will advise the student where and when to have the drug screen completed to ensure compliance.

Additional Costs

In addition to the cost of tuition, fees, and books, there are other costs associated with the program that may include professional uniforms, individual equipment, medical examinations and immunizations.

Dental Hygiene Degree code 228

Courses other than Dental Hygiene (DEHY) prefixed courses may be taken prior to admission to the program.

Required General Education Courses

The following courses provide general skills of speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations. These courses may be taken prior to being admitted to the program.

	CREDITS
Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition	3
Psychology 201 , Introduction to Psychology	3
Sociology 201 , Introduction to Sociology	3
	14-15

^oFor options to fulfill the Creativity Elective, refer to the Degree and Certificate Requirements section.

Required Dental Hygiene Courses

Formal admission into the Dental Hygiene Program is required prior to registration in Dental Hygiene (DEHY) prefixed courses.

	CREDITS
Biology 201 , Human Anatomy	4
Biology 202 , Human Physiology	4
Biology 205 , Microbiology	4
Chemistry 100 , Fundamentals of Chemistry	4
Dental Hygiene 110 , Pre-Clinical Dental Hygiene	6
Dental Hygiene 112 , Medical Emergencies in Dental Practice	2
Dental Hygiene 114 , Oral Anatomy	3
Dental Hygiene 120 , Dental Hygiene Clinic I	3

CREDITS

Dental Hygiene 121 , Dental Hygiene Clinic II	2
Dental Hygiene 123 , Radiography	3
Dental Hygiene 130 , Community Dentistry I	1
Dental Hygiene 135 , Dental Materials	2
Dental Hygiene 143 , Histology	2
Dental Hygiene 222 , Oral Pathology	2
Dental Hygiene 232 , Community Dentistry II	2
Dental Hygiene 233 , Nutrition	2
Dental Hygiene 234 , Pharmacology	2
Dental Hygiene 240 , Dental Hygiene Clinic III	5.5
Dental Hygiene 241 , Dental Hygiene Clinic IV	5.5
Dental Hygiene 242 , Periodontics	2
Dental Hygiene 244 , Pain Control	2
	63

The four-semester plus summer sequence of courses required for the full-time student is:

Fall	Spring
BIOL 201	BIOL 202
CHEM 100	BIOL 205
DEHY 110	DEHY 120
DEHY 112	DEHY 123
DEHY 114	ENGL 151
DEHY 130	

Summer
DEHY 121
DEHY 135
DEHY 143

Fall	Spring
COMM 101	DEHY 232
DEHY 222	DEHY 241
DEHY 233	DEHY 244
DEHY 234	PSYC 201
DEHY 240	SOCI 201
DEHY 242	Creativity Elective

NOTE: Grades of "C" or better are required in all courses on the Required Dental Hygiene Courses list.

Early Childhood Education

Career Cluster—Education and Training

The Early Childhood Education Program prepares individuals to work in the early childhood education field as preschool teachers, lead infant/toddler teachers, child care providers, home child care providers, early childhood paraprofessionals, program directors, and assistant teachers. The program is competency-based teaching students how to design, manage, and apply developmentally appropriate programming for children ages birth to eight years based on the National Association for the Education of Young Children (NAEYC) standards of quality for associate degree programs. Some of the potential work settings may include: schools, preschools, Head Start, and non-profit organizations. Some field work experience is required. This curriculum leads to an Associate in Applied Science and is designed for career entry and/or educational advancement. For more information visit the Early Childhood Education webiste at www.kellogg.edu/ece or call 269-965-3931, ext. 2368.

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. All students are encouraged to contact the Early Childhood Education Program Director with questions. Students registering for Early Childhood Education courses will be asked to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. This form must be renewed every five years. Students with criminal histories are encouraged to speak with the Early Childhood Education Program Director before registering for ECE courses. For more information, contact the Early Childhood Education Program Office at 269-965-3931, extension 2368 or visit the Early Childhood Education website at www.kellogg.edu/ece.

General Education

The following courses provide general skills in speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations.

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Mathematics and Science Elective ^o . . .	4
Psychology 201 , Introduction to Psychology	3
Sociology 201 , Introduction to Sociology	3
	18-19

^oFor options to fulfill the Creativity and the Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

Early Childhood Education Degree

code 215

CREDITS

Early Childhood Education 201 , Early Childhood Health, Safety, and Nutrition	3
Early Childhood Education 210 , Child Growth and Development	3
Early Childhood Education 214 , Appropriate Assessment with Young Children	3
Early Childhood Education 215 , Positive Child Guidance	3
Early Childhood Education 218 , Anti-Bias Curriculum in Early Childhood Settings	3
Early Childhood Education 221 , Early Childhood Internship I	3
Early Childhood Education 224 , Introduction to Child Care	3
Early Childhood Education 231 , Early Childhood Literacy	3

	CREDITS
Early Childhood Education 232 , Infant and Toddler Care	3
Early Childhood Education 233 , Early Childhood Environments	3
Early Childhood Education 237 , Young Children with Special Needs	3
Early Childhood Education 240 , Child Care Administration	3
Early Childhood Education 250 , Intentional Teaching in Early Childhood	3
	39

and five credits selected from the following electives:

	CREDITS
Early Childhood Education 209 , Fundamentals of Early Childhood Education	3
Early Childhood Education 212 , Selected Topics in Child Care	1-6
Early Childhood Education 217 , School-Age Learning Environments	3
Early Childhood Education 219 , Creative Arts and Movement for Young Children.	3
Early Childhood Education 220 , Early Childhood Education Topics	1-6
Early Childhood Education 228 , Early Childhood Curriculum Development.	1-4
Early Childhood Education 260 , Positive Relationships with Families	3
Education 200 , Foundations of Education	3
Education 204 , Education of the Exceptional Learner	3
Education 240 , Hot Topics in Education	3
Human Services 210 , Child Psychology.	3
Literature 213 , Children's Literature	3
Physical Education Professional 290 , Preschool and Elementary Physical Education	3
Service Learning 200 , Service Learning.	3

NOTE: In order for work experience to be used toward completing the requirements of the Early Childhood internships, it must be currently observable and in an approved setting.

Recommended Course Sequence

The four-semester sequence of courses recommended for the full-time student is:

Fall	Spring
ECE 210°	ECE 201°
ECE 215°	ECE 218 or 231
ECE 224°	ECE 233°
ECE 232°	COMM 101 or 111
ENGL 151	ECE Elective

Fall	Spring
ECE 214	ECE 231 or 218
ECE 221	ECE 250
ECE 237	ECE 240
ECE Elective	SOCI 210
PSYC 201	Mathematics and Science Elective
Creativity Elective	

°Course must be completed successfully prior to requesting enrollment for internship.

The four-semester sequence of courses recommended for the part-time student is:

Fall	Spring
ECE 210	ECE 201
ECE 224	ENGL 151
Fall	Spring
ECE 232	ECE 233
ECE 215	PSYC 201

Part-time students should meet with an advisor to continue scheduling.

Certificate in Early Childhood Education code 108

This certificate program prepares students for positions in lead infant and toddler and preschool teachers, teacher assistants, program directors, nannies, school-age child care staff, and preschool teachers in early childhood and child care programs. This certificate is competency-based and designed to meet the course

training requirements according to the State of Michigan Child Care Licensing Regulations and Child Development Associate (CDA) national credentials. Competencies are based on the National Association of the Education of Young Children (NAEYC) standards. Students learn the skills and knowledge needed to design and implement quality, developmentally appropriate learning experiences for young children in a variety of settings including: Head Start, preschools, and schools. Some field work is required in an approved setting.

Prerequisites

Student should see the individual course descriptions of this catalog for specific prerequisite information. All students are encouraged to contact the Early Childhood Program Director with questions. Students registering for Early Childhood Education courses will be asked to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. Students with criminal histories are encouraged to speak with the Early Childhood Education Program Director before registering for Early Childhood Education courses. For more information, contact the Early Childhood Education Program office at 269-965-3931, ext. 2368 or visit the Early Childhood Education website at www.kellogg.edu/ece.

Requirements for a Certificate in Early Childhood Education

	CREDITS
Early Childhood Education 210 °, Child Growth and Development	3
Early Childhood Education 215 °, Positive Child Guidance	3
Early Childhood Education 221 , Early Childhood Internship I	3
Early Childhood Education 224 °, Introduction to Child Care	3
Early Childhood Education 232 °, Infant and Toddler Care	3

	CREDITS
Early Childhood Education 233 °, Early Childhood Environments	3
Early Childhood Education 240 , Child Care Administration	3
	21

°Course must be completed successfully prior to requesting enrollment for internship.

Choose 3 or more credits from the following electives:

	CREDITS
Early Childhood Education 201 , Early Childhood Health, Safety, and Nutrition	3
Early Childhood Education 212 , Selected Topics in Child Care	1-6
Early Childhood Education 214 , Appropriate Assessment with Young Children	3
Early Childhood Education 217 , School-Age Learning Environments	3
Early Childhood Education 218 , Anti-Bias Curriculum in Early Childhood Settings	3
Early Childhood Education 219 , Creative Arts and Movement for Young Children	3
Early Childhood Education 220 , Early Childhood Education Topics	1-6
Early Childhood Education 231 , Early Childhood Literacy	3
Early Childhood Education 237 , Young Children with Special Needs	3
Early Childhood Education 250 , Intentional Teaching in Early Childhood	3
Early Childhood Education 260 , Positive Relations with Families	3

Recommended Course Sequence

Some courses do not require prerequisites and can be taken at any time. Please review the course descriptions for further information.

Child Development Associate (CDA) Training

The Child Development Associate (CDA) is a credential awarded by the Council for Early Childhood Professional Recognition headquartered in Washington, DC. The CDA recognizes skills of early care givers and education professionals. *It is designed for individuals who have work experience in early child care settings. The CDA represents a national effort to credential qualified caregivers who work with children ages birth to five.*

The CDA is different from the associate degree and certificate in Early Childhood Education conferred by KCC. KCC provides classes for academic credit that may be applied toward the completion of CDA education and training requirements. KCC does NOT award the CDA credential.

The Council for Early Childhood Professional Recognition sets CDA assessment procedures and candidate requirements. KCC offers training toward the completion of the Direct Assessment CDA credential procedure. **All interested students need to meet with the Early Childhood Education Program Director prior to registering for classes. For more information call (269) 965-3931, extension 2368.**

Recommended Courses for CDA Training

These courses are recommendations. Other early childhood courses may be able to apply toward the completion of CDA training requirements.

CREDITS

Early Childhood Education 209, Fundamentals of Early Childhood Education	3
Early Childhood Education 210, Child Growth and Development	3
Early Childhood Education 215, Positive Child Guidance.	3

CREDITS

Early Childhood Education 224, Introduction to Child Care	3
Early Childhood Education 232, Infant and Toddler Care	3
Early Childhood Education 233, Early Childhood Environments	3
	<hr/> 18

If you need work experience, you may need to take ECE 221, Early Childhood Internship I.

Michigan School-Age Youth Credential (MI SAYC) Training

The Michigan School-Age Youth Credential (MI SAYC) is a credential awarded by the Michigan 4C Association—Child Advocacy Program and the Michigan After-School Association. The MI SAYC recognizes qualified caregivers who work with school-age children and can demonstrate their ability to nurture the social, emotional, physical, and intellectual growth of children ages 5 to 12 years.

It is designed for individuals who currently work in licensed school-age settings. MI SAYC is different from the associate degree in Early Childhood Education, the Early Childhood Education Certificate, and the Child Development Associate (CDA). Kellogg Community College provides classes that may be used toward the completion of the MI SAYC training requirements. It does not award the MI SAYC credential.

Individuals who are interested in applying for the MI SAYC must meet the requirements set forth by the Michigan 4C Association—Child Advocacy Program and the Michigan After-School Association. All interested students need to meet with the Early Childhood Education Program Director after contacting the Michigan After-School Association at 517-241-4290.

Emergency Medical Services

Career Cluster—Law, Public Safety, Corrections, and Security

Emergency Medical Services is a rapidly changing field. As this area continues to upgrade and expand, there will be an increasing demand for trained personnel, especially at the advanced and associate degree levels. Because the EMS field is broad, students completing this program may work in a variety of different fields, such as industrial, safety, ambulance (private and public), fire, and emergency room.

The Kellogg Community College Emergency Medical Services Program offers several levels of study through which students can meet their future job needs. Study is available at the certificate level in First Responder, Basic Emergency Medical Technician, and Advanced Emergency Medical Technician (Paramedic). Also available is the Associate in Applied Science in Emergency Medical Services.

IN ORDER TO RECEIVE CERTIFICATION OR AN ASSOCIATE DEGREE, STUDENTS MUST COMPLETE ALL COURSE WORK WITH A GRADE OF "C-" OR BETTER AND A CUMULATIVE GRADE POINT OF AT LEAST 2.0. Some courses at the College may require a higher grade than a "C" as a prerequisite. Please check the course descriptions for prerequisites in the Courses of Instruction section.

The EMT certificate programs allow a student to complete the training necessary to obtain licensure at the designated level of certification. All certificate programs are currently approved by the Michigan Department of Consumer and Industry Services. The EMS Associate in Applied Science and the Advanced EMT Certificate are approved for federal occupational education funding with the Michigan Department of Education.

Listed here are the curriculums at the time of

this catalog printing. For more information on any of the programs, contact the EMS Education Director or an academic advisor.

Admission Requirements

Medical First Responder/ Basic EMT Programs

Both the Medical First Responder and Basic EMT programs are open admission courses. There are no prerequisites beyond college admission for Medical First Responder level. Basic EMT requires an eight-hour CPR card (ARC-Professional Rescuer or AHA Healthcare Providers card and COMPASS test). No academic advisor or program director's signature is required to enroll in these courses.

Advanced EMT Certificate/ Associate Degree Programs

The requirements for admission to the advanced EMT certificate or associate degree programs are:

1. Application and acceptance to the College
2. Current Basic EMT license
3. Application to the AEMT (Paramedic) Program
4. COMPASS testing and minimum proficiencies scores of 50 in Writing, 73 in Reading, and 40 in Algebra
5. Admission meeting with EMS Program director or designee

Associate Degree Program

(if not part of above certificate)

The requirements for admission to the associate degree program are:

1. Application and acceptance to the College
2. Current Advanced EMT license or department permission
3. Application to the program
4. Completion of a "credit evaluation" form in the Registrar's office for credits earned at other institutions

5. COMPASS testing. Depending on past course work, this requirement may be waived
6. Admission meeting with EMS Program director or designee

Guaranteed Admission Policy for Advanced EMT Program

If you apply to the Advanced EMT program during the fall or spring semester in which you are taking your Basic EMT training at KCC, you are eligible for guaranteed admission. You will have a place reserved for you in the fall Advanced EMT program based on the following conditions:

1. You pass the MDPH BEMT licensure exam prior to the start of your Advanced EMT program.
2. There is sufficient space within the Advanced EMT program (you will be admitted based on the order in which completed files are received).
3. You complete the above admission requirements prior to the end of your first year spring semester.
4. Admission priority will be given to students who successfully complete BIOL 105 or 202.

Emergency Medical Services Degree code 239

The Associate of Applied Science Program allows students who pursue the Basic and Paramedic Certificate Programs the option of completing an associate degree. The addition of several supportive and core competency courses in English, psychology, sociology, and humanities help the student achieve a more rounded education. Students may use this degree as a starting point for higher level studies at the baccalaureate level and beyond.

Required General Education Courses

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Psychology 201 , Introduction to Psychology	3
	14-15

^oFor a list of options for the Creativity and Global Awareness Electives, refer to the Degree and Certificate Requirement section.

Required Emergency Medical Services Courses

CREDITS

Biology 105 , Essentials of Human Anatomy and Physiology	4
Emergency Medical Technician 120 , Basic Emergency Medical Technician Didactic.	8
Emergency Medical Technician 121 , Basic Emergency Medical Skills Lab . . .	2.25
Emergency Medical Technician 122 , Defensive Emergency Driving/All Safe.	1
Emergency Medical Technician 123 , Basic Medical Technician Clinical Internship	0.75
Emergency Medical Technician 161A , Paramedic Clinical Experience 1 . .	3.5
Emergency Medical Technician 161B , Paramedic Clinical Experience 2 . .	3.5
Emergency Medical Technician 161C , Paramedic Clinical Internship	5
Emergency Medical Technician 162A , Pharmacology I	2
Emergency Medical Technician 162B , Pharmacology II	2
Emergency Medical Technician 163A , Skills Lab I	2
Emergency Medical Technician 163B , Skills Lab II	2

	CREDITS
Emergency Medical Technician 165, Paramedic Pediatric Advanced Life Support	2
Emergency Medical Technician 166A, Cardiology I	2
Emergency Medical Technician 166B, Cardiology II	2
Emergency Medical Technician 167A, Advanced EMT I	4
Emergency Medical Technician 167B, Advanced EMT II	4
Emergency Medical Technician 168, Advanced Practice	4
	54

Emergency Medical Services Certificates

The EMT certificate programs allow a student to complete the training necessary to obtain licensure at the designated level of certification.

Medical First Responder **code 160**
CREDITS

Emergency Medical Technician 110,
Medical First Responder Training . . . 3

Basic Emergency Medical Technician
code 127
CREDITS

Emergency Medical Technician 120, Basic
Emergency Medical Technician
Didactic 8

Emergency Medical Technician 121,
Basic Emergency Medical Technician
Skills Lab 2.25

Emergency Medical Technician 122,
Defensive Emergency Driving/
AllSafe 1

Emergency Medical Technician 123,
Basic Emergency Medical Technician
Clinical Internship 0.75

12

*Advanced Emergency Medical
Technician (Paramedic)* **code 128**
CREDITS

Biology 105, Essentials of Human
Anatomy and Physiology 4

Emergency Medical Technician 161A,
Paramedic Clinical Experience 1 . . 3.5

Emergency Medical Technician 161B,
Paramedic Clinical Experience 2 . . 3.5

Emergency Medical Technician 161C,
Paramedic Clinical Internship 5

Emergency Medical Technician 162A,
Pharmacology I 2

Emergency Medical Technician 162B,
Pharmacology II 2

Emergency Medical Technician 163A,
Skills Lab I 2

Emergency Medical Technician 163B,
Skills Lab II 2

Emergency Medical Technician 165,
Pediatric Advanced Life Support . . . 2

Emergency Medical Technician 166A,
Cardiology I 2

Emergency Medical Technician 166B,
Cardiology II 2

Emergency Medical Technician 167A,
Advanced EMT I 4

Emergency Medical Technician 167B,
Advanced EMT II 4

Emergency Medical Technician 168,
Advanced Practice 4

42

NOTE: Students must receive a "C-" grade or better in each of the above courses to be eligible for the certificate.

The sequence of courses is:

Fall	Spring	Summer
BIOL 105	EMT 122	EMT 161C
EMT 122	EMT 161B	
EMT 161A	EMT 162B	
EMT 162A	EMT 163B	
EMT 163A	EMT 165	
EMT 166A	EMT 166B	
EMT 167A	EMT 167B	
	EMT 168	

English

Career Cluster—Arts, Audio-Video Technology, and Communications

Persons interested in learning new writing techniques or discussing various authors may plan a program in consultation with the department chairperson. The certificate is earned upon completion of 18 credits selected from the courses listed below.

English for Enrichment Certificate

code 130

CREDITS

English 201 , Advanced Composition . . .	3
English 203 , Introduction to Creative Writing	3
English 204 , Advanced Creative Writing	3
Literature 105 , Introduction to Literature	3
Literature 205 , World Literature	3
Literature 206 , World Literature	3
Literature 211 , American Literature . . .	3
Literature 212 , American Literature . . .	3
Literature 213 , Children’s Literature . . .	3
Literature 216 , Film Interpretation	3
Literature 223 , Shakespeare.	3
Literature 240 , African-American Literature	3
Literature 285 , Interdisciplinary Humanities	3

Fire Science

Career Cluster—Law, Public Safety, Corrections, and Security

The Fire Science Program is designed to prepare students for career and promotional opportunities. The courses are focused on the roles and responsibilities of municipal firefighters and fire officers.

The Fire Science program is jointly offered by Kellogg Community College (KCC) and Kalamazoo Valley Community College (KVCC). KVCC serves as the administrative host for the program and confers all Fire Science certificates and degrees. Required general education classes can be taken at KCC, transferred to KVCC, and applied toward graduation. Contact a counselor at KVCC for transferability of classes from colleges other than KVCC or KCC. Students must apply for admission to KVCC prior to transferring transcripts from other colleges. As you near graduation, you are strongly encouraged to meet with a counselor at KVCC.

FIRE 102 - Firefighter I & II is typically offered in the spring/winter semester. The eligibility process for FIRE 102 is conducted during the fall semester. Students wishing to pursue Firefighter I & II certification must contact the Fire Science Program Manager, preferably in early August.

The program can recognize a limited number of training certifications issued by the state of Michigan and the state of Indiana. Students possessing state certifications should contact the Fire Science Program Manager at 269-488-4202 for transferability.

Though the Fire Science Program is not designed as a transfer program, it has transfer capability into the Open-Learning Fire Science program of the National Fire Academy, Spring Arbor College's Management of Human Resources, and Lake

Superior State University. Check with an academic advisor about transferability of Fire Science to a baccalaureate program.

General Education

CREDITS

Business Administration 274 , Organizational Behavior	3
Chemistry 100 , Fundamentals of Chemistry	4
English 151 , Freshman Composition . . .	3
English 153 , Technical English or Communication 111 , Business and Technical Communication	3
Mathematics 118 , Applied Algebra/ Trigonometry I or 121 , Intermediate Algebra or Office Information Technology 160 , Applications Software	3-4
Physical Education 121 , Healthy Lifestyle Practices	2
Political Science 200 , American System of Government or 201 , American Government - Federal or 202 , American Government - State and Local	3
Psychology 201 , Introduction to Psychology or Sociology 201 , Introduction to Sociology	3
	<hr/> 24-25

Fire Science Degree

code 245

CREDITS

Emergency Medical Technician 120 , Basic EMT Didactic	8
Emergency Medical Technician 121 , Basic EMT Skills Lab	2.25
Emergency Medical Technician 122 , Defensive Emergency Driving/ All Safe	1
Emergency Medical Technician 123 , Basic EMT Clinical Internship	0.75
Fire Science 102 , Firefighter I and II . . .	12
Fire Science 110 , Fire Prevention	3
Fire Science 111 , Building Construction	3
Fire Science 112 , Fire Service Tactics . .	3

CREDITS

Fire Science 210, Fire Cause	
Determination	3
Fire Science 211, Instructional	
Techniques	3
Fire Science 212, Incident Management	3
	<hr/>
	42

Fire Science Certificate *code 137*

CREDITS

Chemistry 100, Fundamentals of	
Chemistry	4
Emergency Medical Technician 120,	
Basic EMT Didactic	8
Emergency Medical Technician 121,	
Basic EMT Skills Lab	2.25
Emergency Medical Technician 122,	
Defensive Emergency Driving/ All Safe.	1
Emergency Medical Technician 123,	
Basic EMT Clinical Internship. . . .	0.75
English 151, Freshman Composition . . .	3
Fire Science 102, Firefighter I and II . . .	12
Physical Education 121, Healthy Lifestyle	
Practices	2
	<hr/>
	33

For more information on the Fire Science Program, call 269-488-4202, e-mail fire@kvcc.edu, or visit our website at <http://puma.kvcc.edu/fire>.

Graphic Design

Career Cluster—Arts, Audio-Video Technology, and Communications

The Associate in Applied Science in Graphic Design prepares students to provide creative solutions to visual communications by emphasizing computer graphics training; relevant field experience; and a strong, diversified portfolio. Students are encouraged to develop their conceptual and design ability while working in a modern graphic design environment that includes a fully equipped, graphic design computer lab. By taking advantage of course offerings in Graphic Design, students ready themselves for entry-level positions at advertising agencies, publishing corporations, print shops, and design departments in business and industry. For more information contact the Information Technology department.

Graphic Design Degree *code 244*

Required General Education Courses

The following courses provide general skills of speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations. Skills are also provided to enhance the student's global awareness and knowledge of healthy living.

	CREDITS
Communication 111 , Business and Technical Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Healthy Living Elective ^o	2-3
Mathematics 135 , Math for Liberal Arts. .	4
	17-19

^oFor a list of options for the Creativity, Global Awareness and Healthy Living Electives, refer to the Degree and Certificate Requirements section. Creativity Elective must be another course in addition to ART 103 or ART 110.

Required Graphic Design Courses

	CREDITS
Art 103 , Two-Dimensional Design	3
Art 110 , Drawing I	3
Business Administration 121 , Principles of Advertising or 251 , Principles of Marketing	3
Graphic Design 102 , Introduction to Graphic Design	1.5
Graphic Design 130 , Page Layout	4
Graphic Design 140 , Vector Drawing . . .	4
Graphic Design 167 , Dreamweaver	4
Graphic Design 170 , Photoshop	4
Graphic Design 202 , Graphic Design 1 . . .	4
Graphic Design 203 , Graphic Design 2 . . .	4
Graphic Design 260 , Graphic Design Field Experience	3
Graphic Design 270 , Graphic Design Internship	3
Graphic Design 297 , Graphic Design—Special Topics	4
Graphic Design 299 , Portfolio Review Practicum	2
	46.5

The four-semester sequence of courses recommended for the Graphic Design full-time student is:

Fall	Spring
ART 103	ART 110
BUAD 121 or 251	GRDE 167
ENGL 151	GRDE 170
GRDE 102	COMM 111
GRDE 130	Creativity Elective
GRDE 140	
Fall	Spring
Global Awareness Elective	GRDE 203
GRDE 202	GRDE 270
GRDE 260	GRDE 299
GRDE 297	MATH 135
	Healthy Living Elective

Certificate in Graphic Design code 142

The Graphic Design Certificate is designed for individuals either working or seeking employment in the Graphic Design field. The certificate provides a well-rounded curriculum concentrating on specific skill requirements. The courses provide an industry standard of technical training in a relatively short period of time. These courses will transfer into the Associate in Applied Science degree program.

Required Career Courses

	CREDITS
Art 103 , Two-Dimension Design	3
Art 110 , Drawing I	3
Graphic Design 102 , Introduction to Graphic Design.	1.5
Graphic Design 130 , Page Layout	4
Graphic Design 140 , Vector Drawing	4
Graphic Design 170 , Photoshop.	4
Graphic Design 202 , Graphic Design 1	4
Graphic Design 203 , Graphic Design 2	4
Graphic Design 297 , Graphic Design —Special Topics.	4
Graphic Design 299 , Portfolio Review Practicum	2
	33.5

The two-semester sequence of courses recommended for the full-time student is:

I	II
GRDE 102	ART 103
GRDE 130	ART 110
GRDE 140	GRDE 203
GRDE 170	GRDE 297
GRDE 202	GRDE 299

Human Services

Career Cluster—Human Services

The human services worker utilizes a knowledge, skill, and value-based educational training program with an integration of psychology, social work, and advising. The worker is a generalist who holds professional and paraprofessional jobs in diverse settings. The primary purpose of the human services worker is to assist individuals, groups, and communities to function as effectively as possible. Some of the work settings include group homes and halfway houses; correctional, mentally disabled, and community mental health centers; family, child, and youth services agencies; and programs concerned with alcoholism, drug abuse, family violence, and aging. This curriculum leads to an Associate in Applied Science and is designed for career-entry and/or educational advancement.

Human Services Degree code 242

Prerequisites

Recommended high school units of study are shown at the end of this catalog. Certain competencies are essential for success in this curriculum and must be demonstrated prior to being accepted for admission to the program. Students who complete three units of high school English and two units of mathematics with a grade of “C” or better will have fulfilled the requirement. Students who do not have the above qualifications will be admitted to the College, but must then complete Study Skills 110 or English 120 or verify an acceptable level of competency through testing.

General Education

The following courses provide general skills in speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations.

Students interested in the MACRAO option must meet with the program coordinator.

CREDITS

Biology 101 , Biological Science or Mathematics 135 , Math for Liberal Arts	4
Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
English 152 , Freshman Composition . . .	3
Psychology 201 , Introduction to Psychology	3
Sociology 201 , Introduction to Sociology	3
	21-22

^oFor options to fulfill the Creativity Elective, refer to the Degree and Certificate Requirements section.

Core Courses

CREDITS

Human Services 101 , Introduction to Human Services	3
Human Services 184 , Practicum in Human Services	3
Human Services 185 , Human Service Internship	3
Human Services 186 , Human Service Internship	3
Human Services 204 , An Introduction to Report Writing Techniques for the Human Service Worker	3
Human Services 220 , Communication Skills in Helping Relationships	3
Human Services 225 , Culturally-Sensitive Practice	3
Human Services 251 , Human Services and Behavior Modification	3
Human Services 260 , Family Dynamics	3
	27

Choose a minimum of 14 credits from the following electives:

CREDITS

Human Services 183 , Practicum in Human Services	3
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	CREDITS
Human Services 200 , Psychosocial Approach to Aging	3
Human Services 203 , Introduction to Substance Abuse	3
Human Services 230 , Nutrition	3
Human Services 240 , Basic Concepts in Social Work	3
Human Services 250 , Group Techniques	3
Human Services 270 , Selected Topics in Human Services	3
Human Services 272 , Substance Abuse, Co-Dependency, and the Family	3
Human Services 280 , Death and Dying	3
Human Services 290 , Social Welfare	3

The four-semester sequence of courses recommended for the full-time student is:

I	II
ENGL 151	ENGL 152
HUSE 101	HUSE 184
HUSE 220	HUSE 204
HUSE 251	HUSE 260
Elective	SOCI 201

III	IV
BIOL 101	HUSE 186
or MATH 135	HUSE 225
COMM 101	PSYC 201
HUSE 185	Creativity Elective
Elective (2)	Elective (2)

Human Services Technician Certificate
code 140

Students completing this certificate will have a knowledge base and a skill base to obtain an entry-level position in the field of Human Services. Specific areas for employment opportunities include: group homes and half-way house; correctional, mentally disabled, and community mental health centers; family, child, and youth service agencies; and programs concerned with alcoholism, drug abuse, family violence, and aging. Students will also have the opportunity for personal development and to assist in the personal development of others.

	CREDITS
English 151 , Freshman Composition	3
Human Services 101 , Introduction to Human Services	3
Human Services 184 , Practicum in Human Services	3
Human Services 185 , Human Services Internship	3
Human Services 204 , An Introduction to Report Writing Techniques for the Human Services Worker	3
Human Services 220 , Communications Skills in Helping Relationships	3
Human Services 225 , Culturally-Sensitive Practice	3
Human Services 251 , Human Services and Behavior Modification	3
Human Services 260 , Family Dynamics	3
	27

Choose a minimum of three credits from the following electives:

	CREDITS
Human Services 183 , Practicum in Human Services	3
Human Services 200 , Psychosocial Approach to Aging	3
Human Services 203 , Introduction to Substance Abuse	3
Human Services 230 , Nutrition	3
Human Services 240 , Basic Concepts in Social Work	3
Human Services 250 , Introduction to Group Techniques	3
Human Services 270 , Selected Topics in Human Services	1-3
Human Services 272 , Substance Abuse, Co-Dependency and the Family	3
Human Services 273 , Youth and Substance Abuse	3
Human Services 280 , Death and Dying	3
Human Services 290 , Social Welfare	3

Industrial Trades

Career Cluster—Manufacturing

Industrial Trades encompass a broad range of residential, commercial, and industrial occupations employing a number of skilled installation, maintenance, and repair people. Courses are held at the Regional Manufacturing Technology Center (RMTC), 405 Hill Brady Road, Battle Creek.

Kellogg Community College has developed a delivery system for these areas that individualizes instruction, is competency based, and features flexible scheduling to meet the needs of students and industry. You may enroll at any time during the year and may be given credit for previously learned skills. To enroll, contact the Industrial Trades office at the RMTC, 269-965-4137.

Credits earned in the Industrial Trades Programs can lead to an Associate Degree in Applied Science or a certificate.

Industrial Trades Degree

Students who complete a certificate program may apply all of their credits earned in that program toward an Associate in Applied Science. The general education requirements must be completed in addition to the certificate requirements. Technical electives must be completed to meet the minimum requirement of 62 credits for an Associate in Applied Science.

Students interested in the associate degree program should have their choice of curriculum approved by the Director of the RMTC or an Industrial Trades instructor prior to enrolling.

Required General Education Courses

CREDITS

Communicating Electives †	6
Creativity Electives °	2-3

CREDITS

Global Awareness Electives °	3-4
Healthy Living Electives °	2-4
Mathematics and Science Electives °	3-5
	<hr/> 16-21

†Students must take three credits in English and three credits in Communication from the Communicating Electives. For options to fulfill Communicating Electives, refer to the Degree and Certificate Requirements section.

°For options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

Technical Electives

In addition to the certificate and general education requirements, students must complete enough technical electives to accumulate a total of 62 credits.

Technical electives may be selected from any of the Industrial Trades courses or courses from the following areas: Accounting (ACCO), Business Administration (BUAD), Office Information Technology (OIT), Computer-Aided Drafting and Design Technology (DRAF), Computer Engineering Technology (CET), Engineering Technology (ENTE), or Physics (PHYS).

Technical electives should be approved by the Director of the RMTC or an Industrial Trades instructor prior to enrollment.

Certificate Programs

Each of the eight major industrial areas is divided into instructional units. Each unit is subdivided into modules that develop a specific skill. The time required for mastery of a module(s) or a unit(s) is estimated in contact hours. Twenty-four contact hours equate to one credit hour.

Industrial Electricity and Electronics
(WBEL and INEL) **code 251 and 150**

A minimum of 30 credit hours must be completed in order to be awarded a certificate in the Industrial Electricity and Electronics Program. Students may select modules within the following units:

- Electrical Safety
- Mathematics for Electricians
- Electrical Theory
- National Electrical Code (NEC)
- Electrical Motor Controls
- Power Distribution Systems
- Facility Maintenance
- Electrical Control Wiring
- Industrial Electronics
- Programmable Logic Controllers

For a complete list of Industrial Electricity and Electronics modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

Industrial Heating, Ventilation, Air Conditioning and Refrigeration (INHR)
code 248 and 156

A minimum of 25 credit hours must be completed in order to be awarded a certificate in the Industrial Heating, Ventilation, Air Conditioning and Refrigeration Program. Students may select modules within the following units:

- Refrigeration Fundamentals
- Refrigeration Systems
- Compressors and Compression Systems
- Electrical Control Systems
- Refrigerants
- Hermetic Systems
- 608 EPA Certification
- Commercial Refrigeration
- Special Refrigeration Systems
- Fundamentals of Air Movement
- Basic Heating and Air Conditioning Systems
- Ammonia Refrigeration Systems

For a complete list of Industrial Heating, Ventilation, Air Conditioning and Refrigeration modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

Industrial Machine Tool (INMT)
code 252 and 151

A minimum of 30 credit hours must be completed in order to be awarded a certificate in the Industrial Machine Tool Program. Students may select modules within the following units:

- Machine Tool Basics
- Machine Tool Safety
- Blueprint Reading
- Fundamental Skills
- Precision Measurement
- Drill Press and Band Saw
- Turning on Lathe
- Electronic Discharge Machining
- Vertical/Horizontal Milling
- Surface Grinding
- Cylindrical Grinding
- Tool and Cutter Grinding
- CNC Programming and Machining
- Machine Tool Projects

For a complete list of Industrial Machine Tool modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

Industrial Pipefitting (INPF)
code 250 and 153

A minimum of 20 credit hours must be completed in order to be awarded a certificate in the Industrial Pipefitting Program. Students may select modules within the following units:

- Plant Safety
- Mathematics for Pipefitting
- Introduction to Pipefitting
- Code and the Pipefitting Trade
- Piping Diagrams
- Thermodynamics and Heating Theory

- Fluid and Gas Properties
- Industrial Flow Control
- Boilers
- Steam
- Piping Applications
- Special Piping Applications
- Piping System Maintenance

For a complete list of Industrial Pipefitting modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

Industrial Robotics (INRO)

code 260 and 157

A minimum of 16 credit hours must be completed in order to be awarded a certificate in the Industrial Robotics Program. Students may select modules within the following units:

- Introduction to Computer Integrated Manufacturing
- Fundamentals of Robotics
- Power and Drive Systems
- Controls and Sensors
- Programming Robots
- Interfacing and Work Cells
- Maintenance, Repair, and Troubleshooting

For a complete list of Industrial Robotics modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

Industrial Welding (INWE)

code 259 and 155

A minimum of 25 credit hours must be completed in order to be awarded a certificate in the Industrial Welding Program. Students may select modules within the following units:

- Basics of Welding
- Oxyacetylene Welding
- Cutting Processes
- Brazing and Soldering

- Shielded Metal Arc Welding
- Advanced Arc Welding
- Welding Metallurgy
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Pipe Welding
- Special Applications

For a complete list of Industrial Welding modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

Non-Certificate Programs

Modules in the following non-certificate Industrial Trade programs may be taken as technical electives.

Industrial Instrumentation (INST)

The Instrumentation Program is a good compliment for either the Electricity and Electronics or Robotics Programs. The following topics are covered in the Instrumentation Program:

- Process Control
- Measurement Instrumentation
- Pressure Measurement
- Force, Weight and Motion
- Flow Measurement
- Level Measurement
- Temperature Measurement
- Analytical Measurement
- Final Control Elements

Industrial Millwright (INMW)

The Millwright Program includes a number of mechanical modules which can be combined with any other Industrial Trades modules in order to build a Maintenance Mechanic program. The following topics are covered in the Millwright Program:

- Plant Safety
- Schematics and Symbols
- Hand and Power Tools
- Elements of Mechanics
- Drive Components

-
- Lubrication
 - Bearings
 - Rigging
 - Troubleshooting
 - Hydraulics
 - Pneumatics

Industrial Tool and Die (INTD)

The Tool and Die Program is a continuation of the Industrial Machine Tool Program. Students interested in taking Tool and Die modules must either complete the Machine Tool Program, or receive instructor permission based on prior work experience and/or learning. The following topics are covered in the Tool and Die Program:

- Heat Treating Steel for Machine Tools
- Design Various Jigs and Fixtures
- Design Various Gages
- Design Various Dies
- Making Various Jigs and Fixtures
- Making Various Gages
- Making Various Dies
- Mold Design
- Mold Making

Other non-certificate Industrial Trades programs include Plasma Cutting (INCP), Statistical Process Control (INSP), Blueprint Reading (INBR), and Shop Math (INMA).

Integrated Manufacturing Technology

code 264
Career Cluster—Manufacturing

The Associate in Applied Science in Integrated Manufacturing Technology is designed to meet demands from industry to graduate students directly into technical or supervisory manufacturing positions, or into a manufacturing technology or engineering program at a university. For more information about this program, please contact the Director of the Regional Manufacturing Technology Center at 269-965-4137.

Students must complete a minimum of 62 credits hours to qualify for a degree.

General Education

	CREDITS
Communicating Electives †	6
Creativity Elective °	2-3
Global Awareness Elective °	3
Healthy Living Elective °	2-3
Mathematics 122 , Trigonometry	3

16-18

†Students must take three credits in English and three credits in Communication from the Communicating Electives. For options to fulfill Communicating Electives, refer to the Degree and Certificate Requirements section.

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

If transferring to a four-year institution, check your Curriculum Guide for transfer.

Arts and Sciences Electives

Choose a minimum of 20 credits from the following electives:

	CREDITS
Chemistry 110 , General Chemistry I	4
Communications 207 , Public Speaking	3
Math 130 , Statistics	3
Math 140 , Pre-Calculus	4

CREDITS

Math 141 , Calculus I	5
Math 142 , Calculus II	5
Math 241 , Calculus III	4
Math 242 , Differential Equations	4
Physics 201 , General Physics I	4
Physics 202 , General Physics II	4
Physics 241 , Statics	3

Manufacturing Electives

Choose a minimum of 24 credits from the following electives:

CREDITS

CP 101 , C++ Programming	3
DRAF 101 , Engineering Graphics	4
DRAF 120 , Machine Drafting	3
DRAF 211 , Dimensioning and Tolerancing	3
DRAF 261 , Manufacturing Design	3
ENTE 160 , Manufacturing Processes	3
ENTE 215 , Material Science	3
ENTE 220 , Statics and Strengths of Materials	3
INMT Unit 13 , CNC Programming and Machining	6

The four semester sequence of courses recommended for the full-time student is:

Fall	Spring
COMM 101 or 111	MATH 140
ENGL 151	Creativity Elective
MATH 122	Global Awareness
Manufacturing	Elective
Elective(s)	Manufacturing
	Elective(s)

Fall	Spring
Arts and Sciences	Arts and Sciences
Elective(s)	Elective(s)
Healthy Living	Manufacturing
Elective	Elective(s)
Manufacturing	
Elective(s)	

Law Enforcement

Career Cluster—Law, Public Safety, Corrections, and Security

Michigan Commission on Law Enforcement Standards (MCOLES) approved pre-service police training academy. Law enforcement personnel are responsible for conscientiously and ethically preserving order in a community. They resolve conflict, provide emergency services, identify criminal activity and offenders, investigate traffic violations and accidents, and protect constitutional guarantees in a culturally and economically diverse society. Graduates who successfully complete the state licensing examination and obtain employment with a police agency within established time lines will become licensed police officers. This curriculum leads to an Associate in Applied Science and is designed for career entry and/or advancement. Students must complete a minimum of 62 credit hours to qualify for a degree.

Pre-service Police Academy Program Requirements

Students begin this course of study with two semesters of general education courses. No application is necessary for this portion of training. The final two semesters are the MCOLES approved basic police academy. Admission to the police academy is governed by state law. Applications are available beginning the third week of March. Students are responsible for the cost of the application process (approximately \$300). Each academy has limited capacity. Applications are due by the last Friday in July unless an insufficient number of applications are received and seats remain to be filled. Police Academy students are required to purchase and wear uniform clothing. They must adhere to rules of behavior above and beyond the student code and achieve state-mandated attendance and grade requirements.

Law Enforcement Degree code 255

General Education

Students who graduate with an associate degree will have successfully completed the following general education core courses in communicating, global awareness, creativity, critical thinking, and healthy living.

CREDITS

Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective [°]	2-3
Criminal Justice 101 , Introduction to Criminal Justice	3
Criminal Justice 221 , Ethical Problem Solving in Policing	3
English 151 , Freshman Composition . . .	3
Emergency Medical Technician 110 , Medical First Responder†.	3
Global Awareness Elective [°]	3
Healthy Living Elective [°]	2-3
Mathematics and Science Elective [°] . .	3-4
	25-28

°For options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

†Students must take and pass the National Registry Exam and obtain their State of Michigan Medical First Responder License.

Police Academy

The following courses (except CRJU 207, 212 and 213) are open to any student who meets the course prerequisite. Please see the Criminal Justice Chair for authorization to register. Students working toward licensure as a police officer **MUST** complete the Police Academy application process prior to beginning any of the following classes.

CREDITS

Criminal Justice 110 , Physical Training	3
Criminal Justice 200 , Police Operations I	4
Criminal Justice 201 , Criminal Investigation	3

CREDITS

Criminal Justice 202 , Criminal Law . . .	3
Criminal Justice 204 , Criminal Procedures	3
Criminal Justice 205 , Traffic Control . .	4
Criminal Justice 207 , PPCT Defensive Tactics	4
Criminal Justice 208 , Police Operations II	4
Criminal Justice 212 , Emergency Driving	3
Criminal Justice 213 , Firearms Training	4
Criminal Justice 297 , Field Experience . .	1
Criminal Justice 299 , MCOLES Review	1
	<hr/>
	37

The four semester sequence of courses recommended for the full-time student is:

Fall	Spring
COMM 101	EMT 110
CRJU 101	Global Awareness
CRJU 221	Elective
ENGL 151	Healthy Living
Creativity Elective	Elective
	Mathematics and Science Elective

Fall	Spring
CRJU 110	CRJU 202
CRJU 200	CRJU 205
CRJU 201	CRJU 208
CRJU 204	CRJU 212
CRJU 207	CRJU 213
	CRJU 297
	CRJU 299

Medical Laboratory Technology

Career Cluster—Health Science

The medical laboratory technician works under the supervision of the medical laboratory scientist and/or a pathologist, performing routine laboratory procedures in microbiology, blood banking, chemistry, hematology, immunology, and urinalysis. Specific tasks might include collecting blood specimens; grouping and typing blood; preparing, staining, and identifying microorganisms; analyzing blood and body fluids for chemical components; and microscopic examination of urine, blood, and body fluids. Positions are available in all parts of the country in hospitals, clinics, physicians' offices, public health agencies, the armed services, industrial and pharmaceutical laboratories, and public and private medical research programs.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N River Rd, Suite 720, Rosemont, IL, 60018. Graduates are encouraged to seek professionally recognized credentials, such as those provided by the Board of Certification of the American Society for Clinical Pathology. Graduates receive the Associate in Applied Science.

Admission to the Medical Laboratory Technology Program is selective. See pages 10-13 for the admission process.

Students who completed related science courses more than six years ago may be advised by the program director to retake them.

Students are expected to have some experience working with computers. Students who did not take computer science in high school or whose personal experiences do not include computer usage are encouraged to take a computer class. Office Information Technology 160, Applications Software, is recommended.

Requirements for Taking Medical Laboratory Technology Courses

Criminal Background Checks

Some clinical education facilities require pre-placement criminal background checks to be run on students assigned to their facility. Students assigned to those facilities will be required to complete the necessary process for background checks to be completed. Should a misdemeanor or felony conviction be present, in absence of defined criteria provided by the requiring clinical site, the College will follow criteria set forth by the professional licensing or certification agency to make the determination for clinical placement of the student. When professional licensing or certification criteria are not identified, the College will refer to the guidelines of the State of Michigan Public Act #28-2006. If a clinical education site is not available as a result of a criminal conviction, the student may be withdrawn from the program.

It should also be noted that misdemeanor or felony convictions could present issues with obtaining certification, licensure, or employment upon graduation from the program. Students may contact the program coordinator, or visit the program website for direction to the appropriate certification or licensing agency for more information.

Drug Screens

Some clinical sites require a pre-placement drug screen. Students who have been assigned to those sites must provide a drug screen according to the specific standards the clinical site has defined.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student referred to a drug screen will be temporarily suspended

from clinical work until the results of the drug screen are reported. The program director will advise the student where and when to have the drug screen completed to ensure compliance.

Additional Costs

In addition to the cost of tuition, fees, and books, there are other costs associated with the program that may include professional uniforms, individual equipment, medical examinations and immunizations.

Medical Laboratory Technology

Degree code 273

All courses other than those with a Medical Laboratory prefix (MELA) may be taken before admission to the program. These courses can be taken at KCC or at one of the community colleges working jointly with the KCC Medical Laboratory Technology program (Glen Oaks Community College, Jackson Community College, Kalamazoo Valley Community College, or Lake Michigan College). Equivalent course work taken at other accredited colleges will also be considered.

Required General Education Courses

The following courses provide general skills of speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations. These courses may be taken prior to being admitted to the program.

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective [°]	2-3
English 151 , Freshman Composition	3
Global Awareness Elective [°]	3
Healthy Living Elective [°]	2-3
	13-15

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

Required Medical Laboratory Technology Courses

Formal admission to the Medical Laboratory Technology Program is required prior to registration in any Medical Laboratory (MELA) prefixed courses.

CREDITS

Biology 201 , Human Anatomy	4
Biology 202 , Human Physiology	4
Chemistry 100 , Fundamentals of Chemistry I or 110 , General Chemistry I	4
Chemistry 111 , General Chemistry II or 210 , Introduction to Organic and Biochemistry	4
Medical Laboratory 100 , Fundamentals of Medical Laboratory Technology	4
Medical Laboratory 120 , Hematology	5
Medical Laboratory 140 , Immunology/ Body Fluid Analysis	3
Medical Laboratory 200 , Microbiology of Infectious Diseases	3
Medical Laboratory 210 , Clinical Chemistry	5
Medical Laboratory 220 , Immunohematology	4
Medical Laboratory 235 , Advanced Clinical Microbiology	3
Medical Laboratory 250 , Seminar	1
Medical Laboratory 260 , Coordinated Clinical Practicum	14
or 265 , Advanced Clinical Practicum [°]	10
	54-58

°Students with clinical laboratory work experience may qualify for a shortened clinical training period. See program coordinator.

The four-semester plus summer sequence of courses recommended below will permit the full-time student to complete the program in two years:

Fall	Spring
BIOL 201	BIOL 202
CHEM 100 or 110	CHEM 111 or 210
ENGL 151	COMM 101 or 111
MELA 100	MELA 120
Global Awareness Elective	Healthy Living Elective

Summer
MELA 140
MELA 200

Fall	Spring
MELA 210	MELA 250
MELA 220	MELA 260 or 265
MELA 235	
Creativity Elective	

Fast-Track Option

The Fast-Track option of the Medical Laboratory Program allows students who meet the Fast-Track admission criteria to enter the program in January or May if positions become available, allowing for program completion in 14 to 16 months. **To be considered for Fast Track admission, a student must have completed 60 college credit hours with a minimum GPA of 2.50 and contact the Medical Laboratory Technology Program Coordinator for advising before applying to the program.**

Music

Career Cluster—Arts, Audio-Video Technology, and Communication

This is a special program designed for the person who is seeking an experience and certificate of completion in music, yet prefers not to pursue a four-year degree program. A total of 20 credit hours from the following courses must be completed successfully to fulfill the certificate requirements. No single course shall be repeated for more than four credit hours toward completion of the certificate.

Music Enrichment Certificate

code 171

Required Courses

	CREDITS
Music 130 , Music Theory I	3
Music 131 , Music Theory II	3
Music 132 , Aural Comprehension/ Music Reading I	1
Music 134 , Aural Comprehension/ Music Reading II	1
	8

Complete an additional 12 credits from the following courses:

	CREDITS
Music 105 , Kellogg Singers	1-4
Music 106 , Eclectic Chorale	1-4
Music 107 , Voice Class	2
Music 112-115 , Individualized Voice Lessons	1-2
Music 120 , Beginning Piano Class	2
Music 121 , Intermediate Piano Class	2
Music 122-125 , Individualized Piano Lessons	1-2
Music 125 , Applied Music	1-2
Music 135-138 , Individualized Instrumental Lessons	1-2
Music 141 , Fundamentals of Music for Teaching	3
Music 160 , Concert Band	1-4
Music 161 , Jazz Band	1-4
Music 232 , Music Theory III	3
Music 233 , Music Theory IV	3

Sacred Music Certificate *code 180*

Students who complete this certificate will have the skills and knowledge needed to obtain a church choir director position. Current choir directors from non-choral backgrounds will enhance job performance and satisfaction.

CREDITS

History 106 , Religious History	3
Music 105 , Kellogg Singers	2
Music 107 , Voice Class	2
Music 112 , Individualized Voice Lessons I	2
Music 120 , Beginning Piano Class	2
Music 121 , Intermediate Piano Class	2
Music 122 , Individualized Piano Lessons I	1
Music 130 , Music Theory I	3
Music 131 , Music Theory II	3
Music 132 , Aural Comprehension/Music Reading I	1
Music 134 , Aural Comprehension/Music Reading II	1
Music 135 , Individualized Instrumental Lessons I	1
Music 260 , Basic Conducting	2
Music 270 , Sacred Choral Literature	3
Philosophy 230 , Philosophy of Religion	3
	31

The two-semester sequence of courses recommended for the full-time student is:

Fall	Spring
HIST 106	MUSI 105
MUSI 105	MUSI 121
MUSI 107	MUSI 122
MUSI 112	MUSI 131
MUSI 120	MUSI 134
MUSI 122	MUSI 135
MUSI 130	MUSI 270
MUSI 132	PHIL 230
MUSI 260	

Nursing

Career Cluster—Health Science

Certificate in Practical Nursing (Level I)

Associate Degree in Nursing (Level II)

Registered Nurses (RNs) are health professionals who serve individuals, families, and communities with actual or potential health care needs. They are leaders, communicators, advocates, educators, and care providers in the management of actual and/or potential health problems.

The laddered Associate Degree Nursing Program consists of Level I (Practical Nursing Program) and Level II (Associate Degree Nursing Program) for advancing students and current Licensed Practical Nurses (LPNs). Upon successful completion of Level I, a Practical Nursing Certificate is awarded and graduates are eligible to take the LPN-NCLEX exam. LPNs are qualified for employment in nursing homes, clinics, and primary care agencies.

Students who wish to continue and successfully complete Level II courses will be awarded an Associate of Applied Science Degree in Nursing and be eligible to take the RN-NCLEX examination. Registered Nurses are qualified for employment in hospitals, nursing homes, clinics, home health agencies, and primary care agencies. Graduates may elect to continue their professional development by entering baccalaureate nursing programs that confer BSN degrees.

Laddered Program: Certificate in Practical Nursing (Level I) to Associate Degree in Nursing (Level II)

(Full- and Part-time Options)

Admission to the Nursing Program is selective due to space limitations, enrollment limitations imposed by regulatory bodies, and program prerequisites. Please refer to page 13 for more specific information related to the admission process for the Nursing Program.

Re-Admission

Students who leave the Nursing Program and wish to re-enter the program must inform the Director of Nursing in a letter. Students who are re-admitted are expected to demonstrate knowledge of content and skills gained in previous nursing courses which were completed successfully. Criteria for re-admission will be determined individually, and acceptance will be on a space available basis. A student not receiving a passing grade related to either a failure or withdrawal may repeat a nursing course only once. This allows for one re-admission only.

Level II—Associate Degree Nursing Program (LPN Advanced Placement Option)

Students successfully completing the Level I program can continue into the Level II program with their cohort without an admission process. LPNs seeking Level II education to qualify and prepare themselves for the RN-NCLEX examination, but who are not part of an ongoing cohort, must apply for admission in the LPN Advanced Placement (Level II) program.

Admission to the Level II Associate Degree Nursing Program is selective due to space limitations, enrollment limitations imposed by regulatory bodies, and program prerequisites. Please refer to page 13 for more specific information related to the admission process for nursing programs.

Requirements for Taking Nursing Courses

Criminal Background Check: Consistent with state of Michigan law, a criminal background check is required to verify the individual has no felony convictions within the last fifteen years and no misdemeanor within the last ten years. Some clinical agencies may have more restrictive criminal history criteria. Failure to meet criminal history requirements of the state or a clinical

agency will result in withdrawal from nursing courses.

Drug Screening: Clinical sites require a pre-placement drug screen. Students will be required to complete a drug screen according to the most comprehensive standards the clinical sites have defined.

CPR: Basic Cardiac Life Support for Healthcare Providers or Red Cross Professional Rescuer CPR must be completed at least 30 days prior to the first day classes begin.

Health Assessment: A complete health examination is required for each student at the beginning of his or her nursing program. Students who have an alteration in physical mobility, vision, or hearing must assess the ability to perform essential nursing skills in collaboration with his or her healthcare provider. Some tests are required annually. Effective dates for the tests must extend through the entire semester or the student cannot start the semester.

Additional Costs

In addition to tuition, fees, and books, program costs include the purchase of uniforms, equipment, and health examinations.

Certificate and Degree Requirements

Required General Education Courses

General education courses not taken as part of the admission requirements may be taken along with or prior to being admitted to the Nursing Program. These courses focus on development of knowledge, understanding and skills related to communication, critical thinking, creativity, culturally diverse societies, and health principles.

Required General Education Courses for Level I completion

	CREDITS
Creativity Elective [°]	2-3
English 151 , Freshman Composition . .	3
Psychology 201 , Introduction to Psychology	3
	<hr/>
	8-9

[°]For options to fulfill the Creativity Elective, refer to the Degree and Certificate Requirement section.

Required General Education Courses for Level II completion

	CREDITS
Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Global Awareness Elective [°]	3
Psychology 220 , Developmental Psychology	3
	<hr/>
	9

[°]For options to fulfill the Global Awareness Elective, refer to the Degree and Certificate Requirement section.

Required Nursing Courses

The Nursing courses must be taken in sequence since each course builds on the knowledge and clinical skills developed in prior Nursing major courses. The Nursing courses focus on development of knowledge, understanding and skills necessary for clinical nursing practice of both the Licensed Practical Nurse and the Registered Nurse.

Required Nursing Courses for Level I completion

	CREDITS
Biology 201 , Human Anatomy (pre-requisite course)	4
Biology 202 , Human Physiology (pre-requisite course)	4

	CREDITS
Nursing 140 , The Nature/Art of Nursing . . .	2
Nursing 145 , The Science of Nursing . . .	6
Nursing 150 , Chronic Physiologic Integrity	6
Nursing 155 , Family Processes	6
Nursing 160 , Pharmacologic Application in Nursing	3
	31

Additional Required Nursing Courses for Level II completion

	CREDITS
Nursing 271 , Health Promotion and Maintenance	5
Nursing 276 , Psychosocial Integrity	5
Nursing 280 , Acute Physiologic Integrity	6
Nursing 285 , Management and Leadership in Nursing	6
	22

Nursing Degree (PN/RN)

Full-Time Option **code 278**

The full-time Nursing (PN/RN) program requires two academic years (four semesters) to complete. Students must complete general education courses either prior to or in the semesters indicated in the course sequence to progress in the subsequent Nursing course work. All Nursing course work (general education and Nursing courses) must be completed with grades of “C” (2.0) or better to progress in the subsequent Nursing courses and to meet graduation requirements.

The four-semester sequence of courses recommended for the full-time student is:

Academic Year One (Level I)

I	II
ENGL 151	NURS 150
NURS 140	NURS 155
NURS 145	PSYC 201
NURS 160	Creativity Elective

Eligible for PN-NCLEX

Academic Year Two (Level II)

III	IV
NURS 271	COMM 101 or 111
NURS 276	NURS 280
PSYC 220	NURS 285

Global Awareness Elective

Eligible for RN-NCLEX

Part-Time Option **code 279**

The curriculum for the part-time Nursing Program is identical to the full-time Program. However, the part-time Program requires two and one-half calendar years (seven semesters) to complete.

Students must complete general education courses either prior to or in the semesters indicated in the course sequence to progress in the subsequent Nursing course work. All Nursing course work (general education and nursing courses) must be completed with grades of “C” (2.0) or better to progress in the subsequent Nursing courses and to meet graduation requirements.

The seven-semester sequence of courses recommended for the part-time student is:

Calendar Year One (Level I)

I	II
ENGL 151	NURS 150
NURS 140	NURS 160
NURS 145	Creativity Elective

III
NURS 155
PSYC 201
<i>Eligible for PN-NCLEX</i>

Calendar Year Two (Level II)

IV	V
NURS 271	COMM 101 or 111
PSYC 220	NURS 276

VI
NURS 280
Global Awareness Elective

Calendar Year III (Level III)

VII

NURS 285

Eligible for RN-NCLEX

Advanced Placement Option code 281

The LPN advanced placement option for an Associate Degree in Nursing requires one calendar year to complete. Admitted students begin nursing course work with Transitional Nursing (NURS 136)^o.

Students must complete the following general education courses either prior to or in the semesters indicated to progress in the subsequent Nursing courses:

- Course from Creativity Electives (refer to the Degree and Certificate Requirements section)
- Course from Global Awareness Electives (refer to the Degree and Certificate Requirements section)

All Nursing course work (general education and Nursing courses) must be completed with grades of “C” (2.0) or better to progress in the subsequent Nursing courses and to meet graduation requirements. Students who leave the Advanced Placement program (due to failure or withdrawal) and wish to re-enter the program must inform the Director of Nursing Education in a letter. All first-time students will be given priority for admission prior to returning students. Criteria for re-admission will be determined individually, and acceptance will be on a space available basis.

^o*Complete Transitional Nursing (NURS 136) prior to starting the remainder of the course work.*

The two-semester sequence of courses recommended for the full-time student is:

I

NURS 271

NURS 276

Creativity Elective

II

NURS 280

NURS 285

Global Awareness
Elective

Occupational Education

Career Cluster—Education and Training

There is a growing need for teachers at both the secondary and post-secondary levels who have a technical/occupational background. In response to this need, Kellogg Community College has entered into a partnership with Western Michigan University by creating a 2 + 2 program through General University Studies– Occupational Education Studies that results in a Bachelor of Science and Secondary Teacher Certification/Endorsement from the state of Michigan.

The program begins with an Associate in Applied Science in Occupational Education from KCC. This degree has two major components. First, the General Education Core, designed to match the General Education requirements of WMU, and secondly, the occupational specialty, which can be any 30 credit hours concentrated in a specific occupational area at KCC.

Students who already have an associate degree from an occupational program at KCC may only have to take a few courses in order to receive the Occupational Education A.A.S. degree. It's important to see an academic advisor who can advise you on the specific courses needed in order to transfer to WMU and complete the program in two years.

Occupational Education Degree

code 284

General Education

Students must complete the general education requirements as outlined below.

Take all of the following:

CREDITS

English 151, Freshman Composition . . . 3

Communication 101, Foundations of Interpersonal Communication 3

CREDITS

Humanities 205, Ethical Dilemmas in Modern Society 3

Office Information Technology 160, Applications Software 3

Physics 111, Introductory Physics I 4

Mathematics 122, Trigonometry or **124**, College Algebra 4

Take one of the following:

CREDITS

Physical Education 121 or **150-161** 2

Take three of the following:

CREDITS

History 103, American Foundations or **104**, Modern America 3

Political Science 200, American System of Government 3

Psychology 220, Developmental Psychology 3

Sociology 201, Introduction to Sociology 3

Sociology 250, Multicultural Relations . . 3

31

Occupational/Technical Specialty

Students must complete a minimum of 31 credit hours in major courses required by a specific technical/occupational program at KCC. These programs include any of the following:

Business°

Accounting

Business Management

Office Information Technology

Computer-Aided Drafting and Design

Computer Engineering Technology

Graphic Design

Law Enforcement

Industrial Electricity and Electronics

Industrial Heating, Ventilation,

Air Conditioning and Refrigeration

Industrial Machine Tool

Industrial Millwright/Maintenance Mechanic

Industrial Pipefitting

Industrial Robotics

Industrial Welding

°Students interested in teaching in the business area are required to take additional credits in the Occupational Specialty and reduced General Education credits. See an academic advisor for specific details.

Additional Requirements

Admission to the WMU General University Studies — Occupational Education Studies, Bachelor of Science, and Secondary Teaching Certificate program will also include these additional requirements:

1. 2.5 or higher grade point average
2. Satisfactory completion of the state of Michigan Basic Skills Test (math, reading, communication)

Office Information Technology

Career Cluster—Business, Management and Administration

We are living in a time when the key to success in virtually every profession depends on the skillful use of information. Whether one is a teacher, secretary, supervisor, or company president, the main ingredient in the work involved is information—knowing how to get it, how to use it, how to manage it, and how to disseminate it to others.

At the root of information-based work activities are computers and the systems that support them. Few professions remain untouched by computers today or will remain so in tomorrow's world. No matter who you are or what you do for a living, it is likely that computers will somehow impact both the way you work and your success at your work. The following programs in the Office Information Technology area will provide you with information about computers, types of computer systems and their components, principles by which computer systems work, practical applications of computers and related technologies, and ways in which the world is being changed by computers. The goals of these programs are to provide the student with knowledge of computers and software and a framework for using this knowledge effectively in the workplace.

KCC offers several associate of applied science degrees and certificates in the Office Information Technology area. The degrees and certificates offered are:

Associate of Applied Science

- Administrative Assistant
- Medical Administrative Assistant
- Microcomputer Applications Specialist
- Legal Administrative Assistant
- Word/Information Processing

Certificate Programs

- Administrative Assistant
- Legal Administrative Assistant
- Medical Administrative Assistant
- Microcomputer Applications
- MOS Master Preparation
- Word Processing

Prerequisites

Recommended high school units of study are shown at the end of this catalog. Certain competencies are essential for success in this curriculum. Prior to enrollment students should have completed the following high school courses with a grade of “C” or better:

1. basic typing
2. one-half unit of mathematics
3. two units of English with one unit in composition

Students who do not have the above qualifications should develop competencies by enrolling in Office Information Technology 109 and/or courses offered in reading, writing, study skills, and mathematics.

NOTE: Advanced placement in the following courses may be made on the basis of skills acquired prior to attending Kellogg Community College. It is assumed that students have attained the basic keyboarding skills. If not, Office Information Technology 109 should be completed upon entering the program. In addition, individuals who have qualified as a Certified Professional Secretary are exempt from taking certain Office Information Technology courses. See department director for details. Students who have passed a Microsoft Office Specialist certification may be exempt from certain OIT courses.

Office Information Technology Degrees

Students must complete a group of General Education and Required Career Courses to obtain their Associates degree in one of the Office Information Technology program areas.

Required General Education Courses

The following courses provide general skills of speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating and creating that are required in many problem-solving and task-oriented situations.

	CREDITS
Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . .	3
Global Awareness Elective ^o	3
Healthy Living Elective ^o	2
Mathematics and Science Elective ^o . .	3-4
	16-18

^oFor options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

All of the Required Career courses must be completed in addition to the Required General Education courses to earn an associate degree.

Administrative Assistant Degree code 206

	CREDITS
Accounting 101 , General Accounting . . .	4
Business Administration 104 , Business Correspondence	3
Business Administration 131 , Principles of Management or Information Technology 200 , Cooperative Education I	3
Office Information Technology 100 , Introduction to Computer Information Systems	3
Office Information Technology 110 , Keyboarding II	2
Office Information Technology 111 , Keyboarding III	2
Office Information Technology 116 , Office Procedures	3

CREDITS

Office Information Technology 176 , Beginning Word	2
Office Information Technology 181 , Beginning Excel	2
Office Information Technology 193 , Beginning Project	2
Office Information Technology 112 , Keyboarding IV	2
Office Information Technology 177 , Intermediate Word	2
Office Information Technology 178 , Advanced Word	2
Office Information Technology 182 , Intermediate Excel	2
Office Information Technology 187 , Beginning Access	2
Office Information Technology 192 , Beginning Publisher	2
Office Information Technology 197 , Proofreading	2
Office Information Technology 241 , General Machine Transcription	3
Limited Electives (See end of OIT section)	3
	46

The four-semester sequence of courses required for the full-time student is:

Fall	Spring
ACCO 101	BUAD 104
ENGL 151	OIT 100
OIT 110	OIT 111
OIT 116	OIT 177
OIT 176	OIT 181
OIT 187	Creativity Elective
	Healthy Living Elective
Fall	Spring
COMM 101	BUAD 131 or IT 200
OIT 112	OIT 192
OIT 178	OIT 193
OIT 182	OIT 241
OIT 197	Global Awareness Elective
Mathematics and Science Elective	OIT Limited Elective

Legal Administrative Assistant Degree

code 266

Required Legal Administrative Assistant Courses

CREDITS

Accounting 101, General Accounting . . . 4

Business Administration 104, Business Correspondence 3

Business Administration 131, Principles of Management or **Information Technology 200**, Cooperative Education I. 3

Business Administration 201, Business Law 3

Business Administration 202, Business Law 3

Office Information Technology 100, Introduction to Computer Information Systems. 3

Office Information Technology 110, Keyboarding II 2

Office Information Technology 111, Keyboarding III 2

Office Information Technology 116, Office Procedures 3

Office Information Technology 176, Beginning Word 2

Office Information Technology 181, Beginning Excel 2

Office Information Technology 193, Beginning Project 2

Office Information Technology 112, Keyboarding IV 2

Office Information Technology 177, Intermediate Word 2

Office Information Technology 197, Proofreading 2

Office Information Technology 226, Legal Terminology 2

Office Information Technology 241, General Machine Transcription 3

Office Information Technology 243, Legal Machine Transcription 2

45

The four-semester sequence of courses required for the full-time student is:

Fall

ACCO 101

BUAD 201

ENGL 151

OIT 110

OIT 116

OIT 176

Spring

BUAD 104

BUAD 202

OIT 100

OIT 111

OIT 177

OIT 181

Fall

OIT 112

OIT 197

OIT 226

OIT 241

Mathematics and

Science Elective

Healthy Living

Elective

Spring

BUAD 131

or IT 200

COMM 101

OIT 193

OIT 243

Creativity Elective

Global Awareness

Elective

Medical Administrative Assistant Degree

code 267

Required Medical Administrative Assistant Courses

CREDITS

Accounting 101, General Accounting. . . . 4

Business Administration 104, Business Correspondence 3

Business Administration 131, Principles of Management or **Information Technology 200**, Cooperative Education I. 3

Office Information Technology 100, Introduction to Computer Information Systems . . . 3

Office Information Technology 110, Keyboarding II 2

Office Information Technology 111, Keyboarding III 2

Office Information Technology 116, Office Procedures 2

Office Information Technology 176, Beginning Word 2

Office Information Technology 181, Beginning Excel 2

Office Information Technology 193, Beginning Project 2

Office Information Technology 112, Keyboarding IV 2

Office Information Technology 177, Intermediate Word 2

	CREDITS
Office Information Technology 182,	
Intermediate Excel	2
Office Information Technology 197,	
Proofreading	2
Office Information Technology 227,	
Medical Terminology	2
Office Information Technology 228,	
Medical Scheduling and Billing	2
Office Information Technology 229,	
Medical Coding	2
Office Information Technology 241,	
General Machine Transcription	3
Office Information Technology 245,	
Medical Machine Transcription I	2
	45

The four-semester sequence of courses required for the full-time student is:

Fall	Spring
ACCO 101	BUAD 104
ENGL 151	OIT 100
OIT 110	OIT 111
OIT 116	OIT 177
OIT 176	OIT 181
OIT 227	OIT 197
	OIT 228
Fall	Spring
COMM 101	BUAD 131
OIT 112	or IT 200
OIT 182	OIT 193
OIT 229	OIT 245
OIT 241	Creativity Elective
Mathematics and	Global Awareness
Science Elective	Elective
	Healthy Living
	Elective

Microcomputer Applications Specialist Degree **code 275**

Required Microcomputer Applications Specialist Courses	CREDITS
Accounting 101, General Accounting	4
Business Administration 104, Business Correspondence	3

	CREDITS
Computer Programming 100,	
Introduction to Programming	2
Computer Programming 102,	
Visual Basic I	3
Office Information Technology 100,	
Introduction to Computer Information Systems	3
Office Information Technology 110,	
Keyboarding II	2
Office Information Technology 111,	
Keyboarding III	2
Office Information Technology 116,	
Office Procedures	3
Office Information Technology 176,	
Beginning Word	2
Office Information Technology 181,	
Beginning Excel	2
Office Information Technology 193,	
Beginning Project	2
Office Information Technology 177,	
Intermediate Word	2
Office Information Technology 182,	
Intermediate Excel	2
Office Information Technology 184,	
Beginning PowerPoint	2
Office Information Technology 185,	
Intermediate PowerPoint	2
Office Information Technology 187,	
Beginning Access	2
Office Information Technology 188,	
Intermediate Access	2
Office Information Technology 190,	
Microsoft Outlook	3
Office Information Technology 192,	
Beginning Publisher	2
	45

The four-semester sequence of courses required for the full-time student is:

Fall	Spring
ENGL 151	BUAD 104
OIT 100	OIT 111
OIT 110	OIT 177
OIT 116	OIT 182
OIT 176	OIT 187
OIT 181	Mathematics and
	Science Elective

Fall	Spring
COMM 101	ACCO 101
CP 100	CP 102
OIT 184	OIT 185
OIT 188	OIT 192
OIT 190	Global Awareness
OIT 193	Elective
Creativity Elective	Healthy Living
	Elective

	CREDITS
Office Information Technology 197, Proofreading	2
Office Information Technology 241, General Machine Transcription	3
Limited Electives (See end of OIT section)	4
	45

Word/Information Processing Degree

code 299

Required Word/Information Processing Courses	CREDITS
Accounting 101, General Accounting . . .	4
Business Administration 104, Business Correspondence	3
Business Administration 131, Principles of Management or Information Technology 200, Cooperative Education I	3
Office Information Technology 100, Introduction to Computer Information Systems	3
Office Information Technology 110, Keyboarding II	2
Office Information Technology 111, Keyboarding III	2
Office Information Technology 116, Office Procedures	3
Office Information Technology 176, Beginning Word	2
Office Information Technology 181, Beginning Excel	2
Office Information Technology 193, Beginning Project	2
Office Information Technology 112, Keyboarding IV	2
Office Information Technology 177, Intermediate Word	2
Office Information Technology 178, Advanced Word	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 192, Beginning Publisher	2

The four-semester sequence of courses required for the full-time student is:

Fall	Spring
ACCO 101	BUAD 104
OIT 110	ENGL 151
OIT 116	OIT 100
OIT 176	OIT 111
Healthy Living	OIT 177
Elective	OIT 181
	Creativity Elective

Fall	Spring
COMM 101	BUAD 131
OIT 112	or IT 200
OIT 178	OIT 192
OIT 184	OIT 193
OIT 197	OIT 241
Mathematics and Science Elective	Global Awareness Elective
OIT Limited Elective	OIT Limited Elective

Office Information Technology Certificates

Administrative Assistant Certificate

code 105

	CREDITS
Accounting 101, General Accounting . . .	4
Business Administration 104, Business Correspondence	3
Business Administration 131, Business Management or Information Technology 200, Cooperative Education I	3
Office Information Technology 110, Keyboarding II	2
Office Information Technology 111, Keyboarding III	2

	CREDITS
Office Information Technology 112,	
Keyboarding IV	2
Office Information Technology 116,	
Office Procedures	3
Office Information Technology 176,	
Beginning Word	2
Office Information Technology 177,	
Intermediate Word	2
Office Information Technology 181,	
Beginning Excel	2
Office Information Technology 197,	
Proofreading	2
Office Information Technology 241,	
General Machine Transcription	3
	30

Legal Administrative Assistant Certificate

code 182

CREDITS

Office Information Technology 110,	
Keyboarding II	2
Office Information Technology 111,	
Keyboarding III	2
Office Information Technology 112,	
Keyboarding IV	2
Office Information Technology 116,	
Office Procedures	3
Office Information Technology 176,	
Beginning Word	2
Office Information Technology 177,	
Intermediate Word	2
Office Information Technology 197,	
Proofreading	2
Office Information Technology 226,	
Legal Terminology	2
Office Information Technology 241,	
General Machine Transcription	3
Office Information Technology 243,	
Legal Machine Transcription I	2
	22

Medical Administrative Assistant Certificate

code 183

CREDITS

Office Information Technology 110,	
Keyboarding II	2
Office Information Technology 111,	
Keyboarding III	2
Office Information Technology 116,	
Office Procedures	3
Office Information Technology 176,	
Beginning Word	2
Office Information Technology 177,	
Intermediate Word	2
Office Information Technology 197,	
Proofreading	2
Office Information Technology 227,	
Medical Terminology	2
Office Information Technology 228,	
Medical Scheduling and Billing	3
Office Information Technology 241,	
General Machine Transcription	3
Office Information Technology 245,	
Medical Machine Transcription I	2
	23

Microcomputer Applications Certificate

code 163

CREDITS

Office Information Technology 100,	
Introduction to Computers	3
Office Information Technology 176,	
Beginning Word	2
Office Information Technology 181,	
Beginning Excel	2
Office Information Technology 184,	
Beginning PowerPoint	2
Office Information Technology 187,	
Beginning Access	2
Office Information Technology 190,	
Microsoft Outlook	3
Office Information Technology 192,	
Beginning Publisher	2
Office Information Technology 196,	
Introduction to Windows	2
	18

MOS Master Certificate (Microsoft Office Specialist)

code 168

CREDITS

Office Information Technology 176, Beginning Word	2
Office Information Technology 177, Intermediate Word	2
Office Information Technology 178, Advanced Word	2
Office Information Technology 181, Beginning Excel	2
Office Information Technology 182, Intermediate Excel	2
Office Information Technology 183, Advanced Excel	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 185, Intermediate PowerPoint	2
Office Information Technology 187, Beginning Access	2
Office Information Technology 188, Intermediate Access	2
Office Information Technology 190, Microsoft Outlook	3
Office Information Technology 196, Introduction to Windows	2
	<hr/> 25

Word/Information Processing Certificate

code 195

CREDITS

Accounting 101, General Accounting	4
Business Administration 104, Business Correspondence	3
Office Information Technology 110, Keyboarding II	2
Office Information Technology 111, Keyboarding III	2
Office Information Technology 116, Office Procedures	3
Office Information Technology 176, Beginning Word	2
Office Information Technology 177, Intermediate Word	2
Office Information Technology 178, Advanced Word	2

CREDITS

Office Information Technology 197, Proofreading	2
Office Information Technology 241, General Machine Transcription I	3
Limited Electives (See end of OIT section)	4
	<hr/> 29

Limited Electives

CREDITS

Office Information Technology 177, Intermediate Word	2
Office Information Technology 178, Advanced Word	2
Office Information Technology 182, Intermediate Excel	2
Office Information Technology 183, Advanced Excel	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 185, Intermediate PowerPoint	2
Office Information Technology 187, Beginning Access	2
Office Information Technology 188, Intermediate Access	2
Office Information Technology 189, Advanced Access	2
Office Information Technology 190, Beginning Outlook	2
Office Information Technology 192, Beginning Publisher	2
Office Information Technology 193, Beginning Project	2
Office Information Technology 195, Introduction to the Internet	2
Office Information Technology 196, Introduction to Windows	2
Office Information Technology 197, Proofreading	2
Office Information Technology 200, Independent Study	1-3
Office Information Technology 226, Legal Terminology	2
Office Information Technology 227, Medical Terminology	2

CREDITS

Office Information Technology 228,	
Medical Scheduling and Billing	2
Office Information Technology 229,	
Medical Coding	2
Office Information Technology 241,	
General Machine Transcription I	3

Paralegal

Career Cluster—Law, Public Safety, Corrections, and Security

This program is approved by the American Bar Association. A paralegal (legal assistant) applies his or her knowledge of law and legal procedures to: assist attorneys and/or other legal personnel; conduct legal research; prepare and interpret legal documents and correspondence; locate, compile, and use technical information; conduct investigations; organize and manage information and documents; analyze and resolve procedural problems; interview clients and witnesses; calendar deadlines and dates; and manage work flow. Paralegals must possess the following competencies: knowledge of substantive areas of law and legal procedure; a mastery of legal terminology and concepts; critical thinking skills; organizational skills; communication skills; legal research skills; legal writing skills; computer and information management skills; interviewing and investigation skills; and must adhere to high ethical and professional standards of conduct. The paralegal profession is one of the fastest growing and most dynamic professions in the United States. The United States Bureau of Labor Statistics predicts that the paralegal profession will continue to grow at a much faster than average rate, at least through the year 2014. This curriculum leads to an Associate in Applied Science and is designed for career entry and/or advancement.

Paralegals may not provide legal services directly to the public except as permitted by law.

Transfer Policy

A maximum of 60% (16 credit hours) of paralegal specialty course work may be transferred in to meet Paralegal degree/certificate requirements. Courses must meet the competencies of the equivalent KCC course, have a grade of "C" or higher, and be from

an institution approved by the American Bar Association (ABA) at the time the course was taken. Courses completed more than five years prior to evaluation for transfer do not qualify without department exemption.

Program Outcomes

Graduates of the Paralegal Associate in Applied Science and Post-Baccalaureate Certificate Program will be able to:

- Communicate effectively in written, spoken, and non-verbal forms
- Work in collaborative settings while demonstrating individual initiative and responsibility
- Employ effective interpersonal skills in a variety of work-related settings with an emphasis on excellent customer service and treating people with respect and courtesy
- Use critical thinking skills and creativity to solve problems and make well-reasoned, ethical decisions in a legal environment
- Master legal concepts and use legal terminology and resources effectively
- Conduct accurate, effective, and efficient legal research and investigations
- Exhibit professionalism and respect for the legal system
- Value and commit to continually upgrade technical skills and substantive legal knowledge
- Understand the role of paralegals in the legal profession, and observe all appropriate legal codes of ethical conduct
- Use technology effectively and appropriately
- Effectively organize information and demonstrate efficient time management skills

General Education

The following courses provide skills in speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required

in many problem-solving and task-oriented situations. Students must complete a minimum of 18 credits of General Education Core Courses. Students seeking MACRAO approval should see page 18 for MACRAO General Education Course Requirements and should consult with an academic advisor.

CREDITS

Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Healthy Living Elective	
Psychology 201 , Introduction to Psychology	
or Science 100 , Environmental Science	
or Science 103 , Field Investigation in Environmental Studies	
or Sociology 202 , Social Problems	
or Sociology 203 , Marriage and the Family	3-4
Mathematics and Science Elective ^o . . .	4
	18-20

^oFor options to fulfill the Creativity, Global Awareness, and Mathematics and Science Elective, refer to the Degree and Certificate Requirements section.

Paralegal Degree **code 254**

CREDITS

Accounting 101 , General Accounting . . .	4
Business Administration 201 , Business Law	3
Business Administration 202 , Business Law	3
Criminal Justice 202 , Criminal Law . .	3
Office Information Technology 160 , Applications Software	3
Paralegal 110 , Introduction to Paralegalism	3
Paralegal 120 , Basic Legal Research and Writing	4
Paralegal 233 , Wills, Trusts, and Probate Administration	3
Paralegal 234 , Family Law	3
Paralegal 236 , Employment Law	3

CREDITS

Paralegal 237 , Law Office Management . .	3
Paralegal 240 , Litigation Procedures . . .	3
	38

Choose a minimum of six credits from the following electives:

CREDITS

Paralegal 201 , Paralegal Internship	3
Paralegal 202 , Paralegal Internship	3
Paralegal 220 , Cooperative Education . .	3
Paralegal 221 , Cooperative Education . .	3
Paralegal 232 , Real Estate Law and Property Transactions	3
Paralegal 245 , Trial Advocacy	3
Paralegal 250 , Administrative Law	3
Paralegal 251 , Advanced Legal Research and Writing	3
Paralegal 252 , Bankruptcy and Creditor-Debtor Law	3
Paralegal 290 , Selected Topics in Paralegalism	1-3

Most general education courses are available all semesters. Required paralegal specialty courses are offered once during the academic year. Elective paralegal courses are offered on a rotating basis:

Fall 2011 PARA 252	Spring 2012 PARA 245
Summer 2012 PARA 250	Fall 2012 PARA 232
Spring 2013 PARA 251	Summer 2013 PARA 252

The four-semester sequence of courses recommended for the full-time student is:

I	II
BUAD 201	ACCO 101
ENGL 151	BUAD 202
OIT 160	CRJU 202
PARA 110	Creativity Elective
Mathematics and Science Elective	Healthy Living Elective (from list)

III	IV	CREDITS
COMM 101	PARA 234	
PARA 120	PARA 236	
PARA 233	PARA 240	
PARA 237	PARA Elective	
PARA Elective	Global Awareness Elective	

Paralegal Post-Baccalaureate Certificate Program *code 167*

Students who have previously earned a bachelor's degree from a regionally-accredited four-year American college may enroll in the Paralegal Post-Baccalaureate Certificate Program listed below. Please contact the Paralegal Program Coordinator for more information.

	CREDITS
Business Administration 201 , Business Law	3
Business Administration 202 , Business Law	3
Criminal Justice 202 , Criminal Law . . .	3
Paralegal 110 , Introduction to Paralegalism	3
Paralegal 120 , Basic Legal Research and Writing	4
Paralegal 233 , Wills, Trusts, and Probate Administration	3
Paralegal 234 , Family Law	3
Paralegal 236 , Employment Law	3
Paralegal 237 , Law Office Management	3
Paralegal 240 , Litigation Procedures . . .	3
	31

Paralegal 251 , Advanced Legal Research and Writing	3
Paralegal 252 , Bankruptcy and Creditor-Debtor Law	3
Paralegal 290 , Selected Topics in Paralegalism	1-3

The four-semester sequence of courses recommended for the part-time student is:

I BUAD 201 PARA 110 PARA 120	II BUAD 202 CRJU 202 PARA Elective
III PARA 233 PARA 237 PARA Elective	IV PARA 234 PARA 236 PARA 240

Choose six credits from the following electives:

	CREDITS
Office Information Technology 160 , Applications Software	3
Paralegal 201 , Paralegal Internship	3
Paralegal 202 , Paralegal Internship	3
Paralegal 220 , Cooperative Education . . .	3
Paralegal 221 , Cooperative Education . . .	3
Paralegal 232 , Real Estate Law and Property Transactions	3
Paralegal 245 , Trial Advocacy	3
Paralegal 250 , Administrative Law	3

Photography and Multimedia

Career Cluster—Arts, Audio-Video Technology, and Communication

Working professionals and employers designed the curriculum to develop individuals who thrive in fast-paced work environments and to prepare students to use state-of-the-art technology with artistic expression. Graduates of this program are well-rounded individuals, with a background adaptable to a variety of media related fields. The program includes four main areas of emphasis: Photography, Multimedia, Animation, and Visual Art. The curriculum blends traditional and digital media technologies while encouraging technical proficiency and aesthetic awareness of photography, multimedia, film animation, visual art, video capture and editing, sound capture and editing, web design, and graphic design as both an art form and a professional medium of communication.

Associate degrees with concentrations in Animation or Photography may transfer to four-year institutions if students take the additional general education courses. Transfer guides are available in the Academic Advising office. If students are interested in a transfer option, they should consider completing the General Education MACRAO courses listed on pages 18-19.

Photography and Multimedia Degree code 274

Prerequisites

Students should possess basic Macintosh operation skills or take Graphic Design 102, Introduction to Graphic Design (1.5 credits).

General Education

Students must complete the following general education requirements:

CREDITS

Art 105 , Contemporary Art Survey or Art 213 , Art History	2-3
Communication 111 , Business Communication	3
Communication 241 , Mass Communication	3
English 151 , Freshman Composition . . .	3
Healthy Living Elective °	2-3
Mathematics and Science Elective ° . .	3-4

16-19

°For options to fulfill the Healthy Living and Mathematics and Science Electives, refer to the Degree and Certificate Requirements section.

The Photography and Multimedia Program emphasizes creativity, and individuals become well-suited for positions requiring artistic design and image development. In a hands-on learning environment, students gain four areas of specialization in the core courses. In the seminars students work with instructors to implement learning through creation of projects designed to display students' artistic abilities, craft, and knowledge. The following courses are required for the program.

Core Courses

CREDITS

Animation 103 , Introduction to Video Art	3
Art 103 , Two-Dimension Design	3
Art 110 , Drawing I	3
Art 210 , History of Photography and Film	3
Art 215 , Art Seminar I	3
Art 222 , Introduction to Photography . . .	3
Art 227 , Digital Color Photography	3
Art 230 , Digital Color Photography II . .	3
Art 296 , Internship and Career Development	3
Graphic Design 167 , Dreamweaver	4
Graphic Design 170 , Photoshop	4

35

The associate degree in Photography and Multimedia candidates may select from the following two elective options: Photography or Animation.

Photography and Multimedia Option 1 – Photography

	CREDITS
Art 223 , Intermediate Photography.	3
Art 224 , Advanced Photography.	3
Art 229 , Studio Photography	3
Art 295 , Photography and Multimedia Special Topics.	3 <hr style="width: 100%;"/> 12

The four-semester sequence of courses suggested for the full-time Photography student is:

I	II
ART 103	ART 110
ART 210	ART 223
ART 222	ART 295
ENGL 151	COMM 241
GRDE 170	GRDE 167
III	IV
ANIM 103	ART 105
ART 227	ART 215
ART 229	ART 224
Healthy Living	ART 230
Elective	ART 296
Mathematics and Science Elective	COMM 111

NOTE: This is a recommended sequence only. Students should work with an academic advisor or the Photography and Multimedia Coordinator to individualize their education plan.

Photography and Multimedia Option 2 – Animation

	CREDITS
Animation 104 , Introduction to Sound, Recording, and Editing.	3 <hr style="width: 100%;"/>
Animation 233 , Introduction to 2-D Animation Techniques	3 <hr style="width: 100%;"/>
Animation 234 , Introduction to 3-D Animation Techniques	3 <hr style="width: 100%;"/>
Animation 235 , Intermediate Animation.	3 <hr style="width: 100%;"/> 12

The four-semester sequence of courses suggested for the full-time Animation student is:

I	II
ANIM 103	ANIM 233
ANIM 104	ART 110
ART 103	ART 222
ENGL 151	COMM 241
GRDE 170	GRDE 167
III	IV
ANIM 234	ANIM 235
ART 210	ART 105
ART 227	ART 215
Healthy Living	ART 230
Elective	ART 296
Mathematics and Science Elective	COMM 111

NOTE: This is a recommended sequence only. Students should work with an academic advisor or the Photography and Multimedia Coordinator to individualize their education plan.

Physical Therapist Assistant

Career Cluster—Health Science

Physical therapist assistants function under the direction and supervision of physical therapists, carrying out intervention programs using physical modalities, therapeutic exercises, and activities of daily living. They accept responsibility for the patient's personal care and safety during intervention and carefully observe, record, and report patient conditions, reactions, and responses related to their assignments. The job requires significant physical handling of patients and assuming responsibility for patient safety during the performance of functional activities.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. The program prepares the graduate to take the national licensure examination used by those states which require licensure. The Associate in Applied Science is awarded upon program completion.

Admission to the Physical Therapist Assistant Program is selective due to space, clinical site availability, and equipment limitations. Please refer to page 11 for more specific information related to the admission process for the Physical Therapist Assistant Program.

Students who have completed related science courses more than six years ago may be advised by the program director to retake them.

Requirements for Taking Physical Therapist Assistant Courses

Criminal Background Checks

Some clinical education facilities require pre-placement criminal background checks

to be run on students assigned to their facility. Students assigned to those facilities will be required to complete the necessary process for background checks to be completed. Should a misdemeanor or felony conviction be present, in absence of defined criteria provided by the requiring clinical site, the college will follow criteria set forth by the professional licensing or certification agency to make the determination for clinical placement of the student. When professional licensing or certification criteria are not identified, the college will refer to the guidelines of the State of Michigan Public Act #28-2006. If a clinical education site is not available as a result of a criminal conviction, the student may be withdrawn from the program.

It should also be noted that misdemeanor or felony convictions could present issues with obtaining certification, licensure, or employment upon graduation from the program. Students may contact the program coordinator, or visit the program website for direction to the appropriate certification or licensing agency for more information.

Drug Screens

Some clinical sites require a pre-placement drug screen. Students who have been assigned to those sites must provide a drug screen according to the specific standards the clinical site has defined.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student referred to a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The clinic coordinator will advise the student where and when to have the drug screen completed to ensure compliance.

Additional Costs

In addition to the cost of tuition, fees, and books, there are other costs associated with the program that may include professional uniforms, individual equipment, medical examinations and immunizations.

Physical Therapist Assistant Degree code 283

Courses other than Physical Therapist Assistant prefixed courses (PTA) may be taken prior to being admitted to the program.

Required General Education Courses

The following courses provide general skills of speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations. These courses MAY be taken prior to being admitted to the program.

	CREDITS
Communication 101 , Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Psychology 201 , Introduction to Psychology	3
Sociology 201 , Introduction to Sociology	3
	14-15

^oFor options to fulfill the Creativity Elective, refer to the Degree and Certificate Requirement section.

Required Physical Therapist Assistant Courses

Formal admission into the Physical Therapist Assistant Program is required for registration of Physical Therapist Assistant (PTA) prefixed courses.

	CREDITS
Biology 201 , Human Anatomy	4
Biology 202 , Human Physiology	4
Emergency Medical Technician 110 ^o , Medical First Responder	3

CREDITS

Physical Therapist Assistant 110 , Fundamentals of Physical Therapist Assisting	3
Physical Therapist Assistant 112 , Kinesiology I	2
Physical Therapist Assistant 114 , Physical Therapy Modalities	4
Physical Therapist Assistant 116 , Kinesiology II	3
Physical Therapist Assistant 117 , Pathology I	1
Physical Therapist Assistant 118 , Pathology II	1
Physical Therapist Assistant 119 , Orthopedics	3
Physical Therapist Assistant 120 , Neurological Concepts	1
Physical Therapist Assistant 121 , Functional Techniques	2
Physical Therapist Assistant 122 , Pediatrics	1
Physical Therapist Assistant 218 , Focused Neurology	3
Physical Therapist Assistant 219 , Advanced Intervention Techniques . . .	3
Physical Therapist Assistant 220 , Concepts in Physical Therapist Assisting	2
Physical Therapist Assistant 221 , Clinical Experience	1
Physical Therapist Assistant 223 , Seminar in Physical Therapist Assisting	2
Physical Therapist Assistant 224 , Coordinated Clinical Experience I . . .	4
Physical Therapist Assistant 225 , Coordinated Clinical Experience II . . .	4
Physical Therapist Assistant 226 , Clinical Exploration	2
Psychology 220 , Developmental Psychology	3
	56

^oTransfer course must be exact equivalent.

Because of the sequential nature of the PTA course work, the program requires at least two academic years to complete, including

an eight-week summer semester. One suggested sequence is:

Fall	Spring	Summer^o
BIOL 201	BIOL 202	PTA 118
EMT 110	PSYC 220	PTA 119
ENGL 151	PTA 114	PTA 120
PSYC 201	PTA 116	PTA 121
PTA 110	PTA 117	PTA 122
PTA 112	Elective	

Fall	Spring
COMM 101	PTA 223
PTA 218	PTA 224
PTA 219	PTA 225
PTA 220	PTA 226
PTA 221	
SOCI 201	

NOTE: The previous sequence is academically challenging. Many students elect to take their general education and Biology 201, 202, and EMT 110 prior to admission into the PTA courses in the program (physical therapy course work). The PTA courses will still require two academic years to complete.

^oThe eight (8) week summer semester and the final sixteen (16) week semester of clinical experiences require the time commitment of a full-time student.

NOTE: Some of the clinical sites used for student placements during the second year of the Physical Therapist Assistant Program are located at considerable distance from the College. A car will definitely be needed for transportation. In some cases students may need/choose to move (live) closer to their assigned clinical sites for six-week periods, especially during the final spring semester of the program.

Grades of “C” or better are required in all general education, and Physical Therapist Assistant Major courses in the program to qualify a student for graduation.

NOTE: For students needing to complete a program on a part-time basis, the Physical Therapist Assistant Program offers a three-year PTA track option to a LIMITED number of students each year. For further information about this option, contact the program coordinator.

Public Safety

Career Cluster—Law, Public Safety, Corrections, and Security

This program of study combines general education courses with a Michigan Commission on Law Enforcement Standards (MCOLES) approved pre-service police training academy and a Michigan Firefighter Training Council (MFFTC) approved Firefighter I and II course. Public safety combines the responsibilities of a law enforcement officer and a firefighter. Primary duties include the prevention, suppression, and investigation of fires, providing a first response in medical emergencies, and protecting life and property through the enforcement of laws. Graduates who successfully complete the MCOLES state licensing examination and obtain employment with a public safety or law enforcement agency within established time lines will become licensed police officers. This curriculum leads to an Associate in Applied Science and is designed for career entry and/or advancement. Students must complete a minimum of 62 credit hours to qualify for a degree.

Public Safety Degree code 286

General Education

Students who graduate with an associate degree will have successfully completed the following general education core courses in communicating, global awareness, creativity, healthy living, and mathematics and science.

CREDITS

Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective [°]	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective [°]	3
Healthy Living Elective [°]	2-3
Mathematics and Science Elective [°] . .	<u>3-4</u>
	16-19

[°]For options to fulfill the Creativity, Global Awareness, Healthy Living and Mathematics and Science Electives refer to the Degree and Certificate Requirements section.

Degree Required Courses

CREDITS

Criminal Justice 101 , Introduction to Criminal Justice	3
Criminal Justice 221 , Ethical Problem Solving in Policing	3
Emergency Medical Technician 110 †, Medical First Responder	<u>3</u>
	9

† Students must take and pass the National Registry Exam and obtain their State of Michigan Medical First Responder License.

Firefighter Training

Students are required to take Fire Science 102 (Firefighter I and II) for the Public Safety degree. Kellogg Community College is a member of a five college Fire Science Consortium. Kalamazoo Valley Community College serves as the administrative host for the program. Students must participate in an eligibility process to enroll in Fire Science 102. Class size is limited to 15 students, so participating in the eligibility process does not guarantee you a position in the course. The eligibility process includes a background investigation, an interview with the program manager, providing proof of health insurance, signing a letter of commitment and understanding, and passing a medical examination that includes a respirator physical pulmonary function test, a 12 lead EKG, and a 10 panel drug screen. Once accepted into the course, students must purchase required personal protective clothing, uniforms, and course materials. The eligibility process is conducted at the beginning of the fall semester (August). Application packets can be requested in July by contacting the program manager at KVCC.

Students who already possess Firefighter I and II certification through the Michigan Firefighters Training Council do **not** need to re-take the course. Documentation of certification must be provided to the KCC

Registrars office to apply your training to this degree.

CREDITS	
Fire Science 102 , Firefighter I and II . . .	<u>12</u>
	12

Police Academy

The final two semesters of the Public Safety degree are the MCOLES approved basic police academy. Admission to the police academy is governed by state law. Applications are available from the Criminal Justice Department beginning the third week of March. Students are responsible for the cost of the application process (approximately \$300). Each academy has limited capacity. Applications are due by the last Friday in July unless an insufficient number of applications are received and seats remain to be filled. Police Academy students are required to purchase and wear uniform clothing. They must adhere to rules of behavior above and beyond the student code and achieve state-mandated attendance and grade requirements.

CREDITS	
Criminal Justice 110 ,	
Physical Training	3
Criminal Justice 200 ,	
Police Operations I	4
Criminal Justice 201 , Criminal	
Investigation	3
Criminal Justice 202 , Criminal Law . . .	3
Criminal Justice 204 , Criminal	
Procedures	3
Criminal Justice 205 , Traffic Control . .	4
Criminal Justice 207 , PPCT Defensive	
Tactics	4
Criminal Justice 208 ,	
Police Operations II	4
Criminal Justice 212 ,	
Emergency Driving	3
Criminal Justice 213 ,	
Firearms Training	4
Criminal Justice 297 ,	
Field Experience	1

CREDITS

Criminal Justice 299 ,	
MCOLES Review	<u>1</u>
	37

The five-semester sequence of courses suggested for the full-time Public Safety student is:

Fall	Spring
COMM 101	FIRE 102
CRJU 101	EMT 110
CRJU 221	Healthy Living
ENGL 151	Elective
Creativity Elective	
Global Awareness	
Elective	

Summer
Mathematics and
Science Elective

Fall	Spring
CRJU 110	CRJU 202
CRJU 200	CRJU 205
CRJU 201	CRJU 208
CRJU 204	CRJU 212
CRJU 207	CRJU 213
	CRJU 297
	CRJU 299

Radiography

Career Cluster—Health Science

Radiographers operate radiologic imaging equipment under the general direction of a physician to accurately demonstrate anatomical structures of the body. Radiographers apply knowledge of anatomy, positioning, and radiographic exposure to acquire quality images that assist in the diagnosis of diseases and injuries of the human body.

The Radiography Program is a two-year program consisting of four academic semesters and two summer sessions. All semesters and sessions consist of classroom lecture and supervised clinical experience in one of our affiliating hospitals. The program's comprehensive curriculum requires the time commitment of a full-time student. The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Those who successfully complete the program are awarded an Associate in Applied Science and are eligible to take the national registry exam of the American Registry of Radiologic Technologists (ARRT).

Admission to the Radiography Program is selective. For the admission process, see pages 10-13.

Students who have completed related science courses more than six years ago may be advised by the program director to retake them.

Once admitted into the program, the student must maintain a grade of "C" or better in all Radiography designated courses in order to remain in the program. Failure to do so will mean dismissal from the program.

Requirements for Taking Radiography Courses

Age Requirement

Due to possible exposure of ionizing radiation, students must be 18 years of age prior to the start of the program's first semester.

Criminal Background Checks

Some clinical education facilities require pre-placement criminal background checks to be run on students assigned to their facility. Students assigned to those facilities will be required to complete the necessary process for background checks to be completed. Should a misdemeanor or felony conviction be present, in absence of defined criteria provided by the requiring clinical site, the college will follow criteria set forth by the professional licensing or certification agency to make the determination for clinical placement of the student. When professional licensing or certification criteria are not identified, the college will refer to the guidelines of the State of Michigan Public Act #28-2006. If a clinical education site is not available as a result of a criminal conviction, the student may be withdrawn from the program.

It should also be noted that misdemeanor or felony convictions could present issues with obtaining certification, licensure, or employment upon graduation from the program. Students may contact the program coordinator, or visit the program website for direction to the appropriate certification or licensing agency for more information.

Drug Screens

Some clinical sites require a pre-placement drug screen. Students who have been assigned to those sites must provide a drug screen according to the specific standards the clinical site has defined.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student referred to a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The program director will advise the student where and when

to have the drug screen completed to ensure compliance.

The Emergency Medical Technician 110 course must have been completed no more than three years prior to the beginning of the second semester of the Radiography Program, unless the student can provide a current Michigan Medical First Responder's license.

Additional Costs

In addition to the cost of tuition, fees, and books, there are other costs associated with the program that may include professional uniforms, individual equipment, medical examinations and immunizations.

Radiography Degree

code 288

Courses other than Radiography prefixed courses (RADI) may be taken prior to being admitted to the program.

Required General Education Courses

The following courses provide general skills of speaking, writing, thinking, analyzing, cooperating, making choices and judgments, integrating, and creating that are required in many problem-solving and task-oriented situations. These courses may be taken prior to being admitted to the program.

CREDITS

Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition	3
Psychology 201 , Introduction to Psychology	3
Sociology 201 , Introduction to Sociology	3
	14-15

^oFor options to fulfill the Creativity Elective, refer to the Degree and Certificate Requirement section.

Required Radiography Courses

Formal admission into the Radiography Program is required prior to registration in Radiography (RADI) prefixed courses.

CREDITS

Biology 201 , Human Anatomy	4
Biology 202 , Human Physiology	4
Emergency Medical Technician 110 , Medical First Responder	3
Mathematics 121 ^o , Intermediate Algebra	4
Radiography 100 , Introduction to Radiology Science and Health Care	2.25
Radiography 111 , Patient Care in Radiologic Science	2.25
Radiography 112 , Introduction to Imaging Principles	1.5
Radiography 120 , Radiologic Positioning, Procedures and Pathology I	3.5
Radiography 121 , Radiologic Physics	3
Radiography 122 , Clinical Practice I	2.5
Radiography 130 , Radiologic Positioning, Procedures and Pathology II	3.5
Radiography 131 , Principles of Radiologic Imaging	3
Radiography 132 , Clinical Practice	2.5
Radiography 210 , Clinical Practicum	3
Radiography 220 , Radiologic Positioning, Procedures and Pathology III	1.25
Radiography 221 , Principles of Radiologic Imaging II	3
Radiography 222 , Comprehensive Clinical Experience I	3.75
Radiography 223 , Radiobiology and Protection	1
Radiography 230 , Cross Sectional Anatomy	2
Radiography 231 , Radiologic Technology Special Topics	3
Radiography 232 , Comprehensive Clinical Experience II	3.75
	59.75

^oThis course is the required prerequisite for admittance to the program.

The sequence of courses recommended below will allow the full-time student to complete the Radiography Program in two years (six semesters).

I	II	III
EMT 110	BIOL 201	BIOL 202
RADI 100	ENGL 151	PSYC 201
RADI 111	RADI 120	RADI 130
RADI 112	RADI 121	RADI 131
	RADI 122	RADI 132
IV	V	VI
RADI 210	COMM 101	Creativity
	RADI 220	Elective
	RADI 221	RADI 230
	RADI 222	RADI 231
	RADI 223	RADI 232
	SOCI 201	

NOTE: Grades of "C" or better are required in all general education and Radiographer degree courses in the program to qualify students for graduation.