KELLOGG COMMUNITY COLLEGE

Academic Catalog
2009-2010

Effective Fall 2009, Spring 2010, Summer 2010

For information on applying for admission to KCC, please refer to page 7, or visit our website www.kellogg.edu/admissions.
President’s Message

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

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

Have a great year!

Warm Regards,

Dr. G. Edward Haring
President

Dr. G. Edward Haring
President
On behalf of the Kellogg Community College Board of Trustees, I welcome you to KCC.

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

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

Brian C. Hice
Chair

Message from the Board of Trustees

Judith L. Burken
Vice Chair

Reba M. Harrington
Secretary

Jonathan D. Byrd
Treasurer

Matthew A. Davis
Trustee

Eugene D. Hamaker
Trustee

Ann Rosenbaum
Trustee
# Table of Contents

## Career Clusters Directory

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>vi</td>
</tr>
</tbody>
</table>

## General Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>1</td>
</tr>
<tr>
<td>Institutional Goals</td>
<td>1</td>
</tr>
<tr>
<td>Accreditation and Approvals</td>
<td>2</td>
</tr>
<tr>
<td>Diversity Initiative</td>
<td>2</td>
</tr>
<tr>
<td>Facilities</td>
<td>3</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>3</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>4</td>
</tr>
<tr>
<td>Certificate Curricula</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Associate Degree Curricula</td>
<td>4</td>
</tr>
<tr>
<td>Academic Program Contact Information</td>
<td>5</td>
</tr>
</tbody>
</table>

## Becoming a KCC Student

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to KCC</td>
<td>7</td>
</tr>
<tr>
<td>Complete the New-Student Orientation</td>
<td>7</td>
</tr>
<tr>
<td>Apply for Financial Aid and Scholarships</td>
<td>7</td>
</tr>
<tr>
<td>Take the Assessment Test (COMPASS)</td>
<td>8</td>
</tr>
<tr>
<td>Meet with an Academic Advisor</td>
<td>8</td>
</tr>
<tr>
<td>Register and Pay for Classes</td>
<td>8</td>
</tr>
<tr>
<td>Additional Information</td>
<td>8</td>
</tr>
</tbody>
</table>

## General Admissions

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Entry/Dual Enrollment Program</td>
<td>10</td>
</tr>
<tr>
<td>Guest Student Application Process</td>
<td>10</td>
</tr>
<tr>
<td>Admission of International Students</td>
<td>11</td>
</tr>
<tr>
<td>Admission to Allied Health Programs</td>
<td>11</td>
</tr>
<tr>
<td>Admission to Nursing Programs</td>
<td>14</td>
</tr>
</tbody>
</table>

## Records and Registration

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality of Records</td>
<td>17</td>
</tr>
<tr>
<td>Student Classification and Credit Hour Load</td>
<td>17</td>
</tr>
<tr>
<td>Registration and Schedule Adjustments</td>
<td>17</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>18</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>18</td>
</tr>
<tr>
<td>Administratively Initiated Withdrawals</td>
<td>18</td>
</tr>
<tr>
<td>Academic Record</td>
<td>19</td>
</tr>
<tr>
<td>Grading</td>
<td>22</td>
</tr>
<tr>
<td>Academic Fresh Start Policy</td>
<td>23</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>24</td>
</tr>
<tr>
<td>Academic Appeals</td>
<td>24</td>
</tr>
<tr>
<td>Graduation</td>
<td>25</td>
</tr>
</tbody>
</table>

## Financial Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks</td>
<td>27</td>
</tr>
<tr>
<td>Federal Refund/Repayment Policy</td>
<td>.27</td>
</tr>
<tr>
<td>Residency</td>
<td>.27</td>
</tr>
<tr>
<td>The College District</td>
<td>.28</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>.29</td>
</tr>
<tr>
<td>Tuition Refund Policy</td>
<td>.30</td>
</tr>
</tbody>
</table>

## Foundation

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCC Foundation</td>
<td>.31</td>
</tr>
<tr>
<td>Scholarships</td>
<td>.31</td>
</tr>
</tbody>
</table>

## Financial Aid

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Office Programs</td>
<td>.32</td>
</tr>
<tr>
<td>Title IV Federal Financial Aid Programs</td>
<td>.33</td>
</tr>
<tr>
<td>Michigan Financial Aid Programs</td>
<td>.34</td>
</tr>
<tr>
<td>Institutional Financial Aid</td>
<td>.35</td>
</tr>
<tr>
<td>Scholarships</td>
<td>.35</td>
</tr>
<tr>
<td>Support Services Programs</td>
<td>.36</td>
</tr>
<tr>
<td>College Employment Program</td>
<td>.36</td>
</tr>
<tr>
<td>Cooperative Education Program</td>
<td>.36</td>
</tr>
<tr>
<td>Financial Assistance for Transfer Students</td>
<td>.37</td>
</tr>
<tr>
<td>Academic Standards and Progress Requirements for Recipients of Financial Assistance</td>
<td>.37</td>
</tr>
</tbody>
</table>

## Student Services

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>.38</td>
</tr>
<tr>
<td>Athletics</td>
<td>.38</td>
</tr>
<tr>
<td>College Life</td>
<td>.38</td>
</tr>
<tr>
<td>Customer Service Center</td>
<td>.40</td>
</tr>
<tr>
<td>Housing</td>
<td>.40</td>
</tr>
<tr>
<td>Insurance</td>
<td>.40</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>.40</td>
</tr>
<tr>
<td>Student Employment Services</td>
<td>.41</td>
</tr>
<tr>
<td>Student Handbook—Regulations</td>
<td>.42</td>
</tr>
<tr>
<td>Support Services</td>
<td>.42</td>
</tr>
<tr>
<td>Tools for Student Success</td>
<td>.42</td>
</tr>
<tr>
<td>Testing and Assessment Center</td>
<td>.43</td>
</tr>
</tbody>
</table>

## Instructional Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Outcomes</td>
<td>.45</td>
</tr>
<tr>
<td>Academic Discipline Procedure</td>
<td>.45</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>.45</td>
</tr>
<tr>
<td>Consultation</td>
<td>.46</td>
</tr>
<tr>
<td>Academic Assistance</td>
<td>.46</td>
</tr>
<tr>
<td>Reading, Writing, Mathematics, and Study Skills</td>
<td>.46</td>
</tr>
</tbody>
</table>
Learning Opportunities ............... 47
Library Services ..................... 49
Centers ................................ 50

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

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

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

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

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

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

Arts, Audio-Video Technology and Communication
Art Enrichment Certificate .................. 60
Art and Design (transfer) .................. 133
Communication (transfer) .................. 134
English for Enrichment Certificate ......... 90
Graphic Design ............................. 93
Music (transfer) .................. 134
Music Enrichment Certificate .......... 107
Photography and Multimedia Art .... 124

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

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

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

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

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

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

Law, Public Safety, Corrections and Security
Corrections ................................. 74
Criminal Justice ............................ 76
Emergency Medical Services. 87
   Basic EMT
   Advanced EMT (Paramedic)
Fire Science 91
Law Enforcement 102
Paralegal 121
Public Safety 129

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

Marketing, Sales and Service
Business Management - Marketing 63

Science, Technology, Engineering and Mathematics
Aeronautical Engineering (transfer) 133
Engineering (transfer) 134
Engineering (KCC curricula) 140
Industrial Engineering (transfer) 134
Biology (transfer) 133
Chemistry (transfer) 134
Physics (transfer) 134
General Information

Mission
Kellogg Community College is a public institution of higher learning which shall provide academic, occupational, general, and lifelong learning opportunities for all people in its district and contiguous service area. The College shall maintain close ties with community-based organizations and business and professional groups; exercise a leadership role in the educational advancement of the area; promote innovation and preparation for change; and provide support and assistance in economic development activities.

The institution shall provide a comprehensive range of curricula, courses, activities, and services, limited only by the responsible management of its financial, personnel, and physical resources.

Recognizing the variety of experiences and needs of individuals seeking to expand their knowledge, the College shall maintain an open-door admission policy and shall not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability. To assure that admission means an opportunity for success, the College shall provide a planned program of recruitment, assessment, academic advising, and, if needed, basic academic skills.

Many students who are working, raising families, and meeting other commitments do not plan to complete their courses in a specific length of time. Kellogg Community College students are encouraged to pursue their objectives at the pace that works best for them, whether it be in two years as a full-time student, or one course at a time.

Institutional Goals
The following goals are of equal importance to fulfilling the mission of Kellogg Community College:

1. Admit all applicants to the services of the College and provide assessment, guidance and academic advising, and services such as career planning and transfer articulation to facilitate success in subsequent studies or employment.
2. Admit qualified students and provide a quality education in the preprofessional and liberal arts curriculums which parallels that offered in the first two years at the majority of four-year colleges and universities to which students desire to transfer.
3. Admit qualified students and provide quality education and technical training in a manner consistent with the principle needs and demands of the occupations involved.
4. Develop partnerships with K through 12 and intermediate school districts, baccalaureate institutions, civic groups, agencies, and businesses in endeavors likely to benefit the community in economic, education, or social advancement.
5. Provide general education experiences which facilitate the development of a person who is able to think critically, communicate effectively in the world environment, make appropriate decisions, and work efficiently with others.
6. Incorporate and provide the learning resources necessary for the promotion of excellence in the instructional programs.
7. Provide appropriate experiences for adults who wish to further occupational skills, pursue advanced academic studies, or make enriched use of leisure time.
8. Afford secondary students the opportunity to enrich their learning by enrolling in College classes while still in high school.
9. Promote the institution and its services to constituents throughout the district and its contiguous service area.
10. Provide basic skills assessment and developmental programming in reading,
writing, and mathematics which will bring students to a state of academic readiness for college-level work.

11. Provide financial assistance to students in direct aid, loans, scholarships, and part-time employment.

12. Provide students with assistance in preparing for and securing career placements.

13. Offer activities which provide students experience in working together, developing leadership and group skills, and/or personal fulfillment.

14. Assist in meeting the needs of the community by making available both the cultural programs and physical facilities of the College for educational purposes.

15. Acquire and maintain barrier-free facilities – buildings, grounds, and equipment – necessary to accomplish the other functions.

16. Provide evaluation and support services for the improvement of teaching and learning.

17. Meet the diverse needs of students by providing alternate methods of delivery of instructional and educational services.

While Kellogg Community College is frequently called a “two-year” college, the label is used primarily to distinguish it from baccalaureate degree granting (four-year) institutions. At Kellogg Community College students may accomplish work at their own pace.

Accreditation and Approvals

Since 1965, Kellogg Community College has been granted full accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahighlearningcommission.org 1-800-621-7440). Additionally, the College is a member of the Michigan Community College Association, the Council of North Central Community-Junior Colleges, and the American Association of Community Colleges.

Membership in the various associations and regional accreditation agency approval gives students the assurance that their work at Kellogg Community College will be accepted by other reputable colleges and universities.

Certain programs of study at Kellogg Community College are individually accredited or approved by appropriate agencies. They are:

- Dental Hygiene Program—Commission on Dental Accreditation of the American Dental Association
- Physical Therapist Assistant Program—Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association
- Medical Laboratory Technology Program—National Accrediting Agency for Clinical Laboratory Sciences
- Radiography Program—Joint Review Committee on Education in Radiologic Technology
- Associate Degree Nursing Program/Practical Nursing Program—State of Michigan Board of Nursing
- Paralegal Program—American Bar Association
- Emergency Medical Services Program—Michigan Department of Consumer and Industry Services

To review any accreditation documents, please submit a written request to the office of the President.

Diversity Initiative

Vision for Diversity Initiative

KCC provides an inclusive environment that supports the need of all persons to achieve their potential by respecting individual uniqueness and perspectives. We expect that every member of our academic community will adopt and enhance this vision.
Mission for Diversity Initiative

KCC values a stable learning environment in all of its forms: classroom instruction, independent learning, co-curricular learning, and the improvement of our own administrative and academic processes. Learning involves developing an appreciation for people of different backgrounds that exhibit diverse types of thinking.

KCC proactively engages staff, students, and community members to explore and experience various cultures and diverse life experiences that are available on the campus and in the community. We challenge and support each other to gain an understanding of how various ethnic and cultural backgrounds, life experiences, and orientations affect how we see the world. These interactions afford us the opportunity to broaden our world-view as well as enhance our sensitivities and appreciation of diversity.

In order to create a campus community that affirms the dignity, value and uniqueness of each person, we intend to actively pursue the recruitment and retention of a more diverse group of employees and students. We will insure that the campus environment is welcoming and affirming for all persons.

The educational environment of our campus is enriched by the diversity of all who come together in a spirit of learning. It is our goal to graduate individuals who understand and appreciate the things that we have in common as well as those that make us unique. We strive to instill skills, attitudes and sensitivities that are essential for leaders in a diverse world.

Facilities

Kellogg Community College takes great pride in its buildings and grounds. The College facilities include:

- Twelve major academic complexes containing classrooms, laboratories, and faculty and administrative offices
- A student center containing a cafeteria, dining rooms, bookstore, study area, Academic Advising Center, Support Services, Financial Aid, Business Office, Enrollment Services, and College Life
- The 350-seat Elizabeth H. Binda Performing Arts Center
- A Learning Resource Center containing a library that offers individual and group work areas; a computer commons; and a distance learning classroom
- A Business and Industry Training Center
- Computer centers
- Tennis courts
- An Olympic-sized swimming pool
- An international-sized soccer field
- A 650-seat fieldhouse
- Regional Manufacturing Technology Center at Fort Custer Industrial Park that provides skilled trades instruction
- Eastern Academic Center (Albion), Fehsenfeld Center (Hastings), and the Grahel Center (Coldwater) that provide transfer and applied degree courses during the days and evenings
- Interactive, distance learning classrooms between the Eastern Academic Center and the Battle Creek campus
- The Learning Place that provides para-professional assistance, tutoring, and advising

Disclaimer

Information contained in the 2009-2010 edition of the catalog was, to the best knowledge of Kellogg Community College staff, considered correct and complete when submitted to be published. However, this catalog should not be considered a contract between Kellogg Community College and any student. Kellogg Community College reserves the right to make changes in tuition, fees, admissions, regulations, and curricula without notice or obligation. Visit the College website at www.kellogg.edu/publications/catalog.html for the most current information.
Equal Opportunity
Kellogg Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services, or activities. Direct inquiries regarding the nondiscrimination policies can be made to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI, 49017-3397.

Certificate Curricula
Certificate programs focus upon specialty courses for job entry and/or occupational upgrading.

Accounting
Administrative Assistant
Apprenticeship
Art for Enrichment
Business Management
Clerical Assistant
Computer Programming
Corrections
Customer Energy Specialist
Database Management
Early Childhood Education
EMT - Basic
EMT - Paramedic
English for Enrichment
Entrepreneurship
Fire Science
Graphic Design
Human Services Technician
Industrial Electricity/Electronics
Industrial Heating/Ventilation/Air Conditioning/Refrigeration
Industrial Machine Tool
Industrial Millwright/Maintenance Mechanic
Industrial Pipefitting
Industrial Robotics
Industrial Trades
Industrial Welding
Legal Administrative Assistant
Medical Administrative Assistant
Microcomputer Applications
MOS Master Preparation
Music Enrichment
Nursing-Practical
Paralegal Post-Baccalaureate
Sacred Music
Web Design
Word/Information Processing

Occupational Associate Degree Curricula
Occupational associate degree curricula have been designed for career entry and/or advancement in selected fields. Courses may or may not transfer to other colleges and universities. For some occupational programs, Kellogg Community College has agreements with other colleges and universities so that credits are accepted for transfer. Interested students should check with either the Academic Advising Center or the academic area for details.

Accounting
Administrative Assistant
Business Management
Computer-Aided Drafting and Design Technology
Computer Engineering Technology
Computer Networking
Computer Programming
Corrections
Defense Logistics
Dental Hygiene
Early Childhood Education
Emergency Medical Services
Fire Science
Graphic Design
Human Services
Industrial Electricity/Electronics
Industrial Heating/Ventilation/Air Conditioning/Refrigeration
Industrial Machine Tool
Industrial Millwright/Maintenance Mechanic
Industrial Pipefitting
Industrial Robotics
Industrial Trades
Industrial Welding

Legal Administrative Assistant
Medical Administrative Assistant
Microcomputer Applications
MOS Master Preparation
Music Enrichment
Nursing-Practical
Paralegal Post-Baccalaureate
Sacred Music
Web Design
Word/Information Processing
Industrial Pipefitting  
Industrial Robotics  
Industrial Welding  
Integrated Manufacturing Technology  
Law Enforcement  
Legal Administrative Assistant  
Management Information System  
Medical Administrative Assistant  
Medical Laboratory Technology  
Microcomputer Application Specialist  
Nursing  
Occupational Education  
Paralegal  
Photography and Multimedia  
Physical Therapist Assistant  
Public Safety  
Radiographer  
Skilled Trades  
Word/Information Processing  

Nursing Education, Theresa Dawson,  
Director—ext. 2927  
Associate Degree Nursing, Nurse  
Assistant, Practical Nursing  
Physical Therapist Assistant Program,  
Julie Roberts, Coordinator—ext. 2270  

Business, Trades, and Technology  

Business and Information Technology  
Department, Mike Gagnon, Director—  
ext. 2269  
Accounting, Business Management,  
Economics, Computer-Aided  
Drafting and Design Technology,  
Computer Engineering Technology,  
Graphic Design, Office Information  
Technology,  
Regional Manufacturing Technology Center,  
Laura DePompolo, Director—ext. 2800  
Apprenticeship Training, Electricity/  
Electronics, Instrumentation,  
Heating/Ventilation/Air Conditioning  
Refrigeration, Machine Tool/Tool  
and Die, Millwright/Maintenance  
Mechanic, Pipefitting, Robotics,  
Welding  

Corporate and Community Services  

Institute for Learning in Retirement, Connie  
Dawe, Program Coordinator—ext. 2834  
Lifelong Learning, Mary Green, Director—  
ext. 2835  
Workforce Solutions, Roberta Gagnon,  
Director—ext. 2847  

Arts, Sciences, and  
Regional Education  

Dean, Kevin Rabineau—ext. 2250  
Arts and Communication Department, Paula  
Puckett, Chair—ext. 2207  
Animation, Arabic, Art,  
Composition, Creative Writing,  
Communication, French,  
Humanities, Journalism, Literature,  
Music, Photography, Reading,  
Spanish, Study Skills, Theater, and  
Writing Improvement  

Academic Program  

Contact Information  

The responsibility for developing courses,  
monitoring their content, and supervising  
instruction is placed with the academic  
divisions, their respective departments, and  
programs. The names of deans, chairpers-
sons, directors, managers, and coordinators,  
together with the areas for which they are  
responsible, are listed below.  

Career and Occupational Education  

Dean, Charles Parker—ext. 2390  

Health Careers  

Allied Health/Radiography, Jan Karazim,  
Director—ext. 2315  
Dental Hygiene Program, Diana Bonfiglio,  
Director and Supervising Dentist—  
ext. 2304  
Emergency Medical Services Education,  
Chester Dalski, Director—ext. 2324  
Medical Laboratory Technology Program,  
Kathleen Paff, Coordinator—ext. 2316
Theatre, Gary Cuyler, Manager—ext. 2558
Criminal Justice and Physical Education
  Department, Linda Lovchuk, Chair—ext. 2210
Corrections, Criminal Justice, Law
  Enforcement, Paralegal, Physical
  Education
Law Enforcement Programs, Ron Ivey
  Director—ext. 2748
Paralegal Program, Susan McCabe,
  Coordinator—ext. 2520
The Learning Place, Karel Asbury,
  Director—ext. 2651
Mathematics and Science Department,
  Bob Westdorp, Chair—ext. 2353
  Astronomy, Biology, Chemistry,
  Geography, Mathematics, Physics,
  Science
Social Science Department, John Dilworth,
  Chair—ext. 2223
  Anthropology, Education, History,
  International Travel, Philosophy,
  Political Science, Psychology, Social
  Science, Sociology
Early Childhood Education, Dawn Larsen,
  Director—ext. 2399
Human Services Program, Sheila Matthews,
  Coordinator—ext. 2215

Academic Centers
Eastern Academic Center (Albion),
  Colin McCaleb, Director—ext. 4453
Fehsenfeld Center (Hastings), Tim Sleevi,
  Director—ext. 4501
Grahl Center (Coldwater), Colin McCaleb,
  Director—ext. 4551
  Suzanne Fillmore, Operations
    Manager—ext. 4550
Becoming a KCC Student

Step 1
Apply to KCC

At Kellogg Community College your first step as a new student is to submit an admissions application. All students registering for credit course work must complete an application for admission and return it to the Customer Service Center in the Ohm Information Technology Center or to the main office at the Grahl, Fehsenfeld, or Eastern Academic Center. You may also apply online at www.kellogg.edu. Admission to the College does not ensure entry into a specific curriculum or course section. Admission is open to anyone who fits into one of the following categories:

Admission Criteria
- Adults 18 years of age or older,
- High school graduates (or high school equivalency certificate), or
- Completion of a home school program.

Currently enrolled high school students, or currently enrolled home school students ages 14 and older may apply through our Dual Enrolled Program (additional approvals and/ or materials may be required).

The admissions process includes documenting your home address which determines your residency status and tuition rate at KCC. You will submit one of the following documents to establish your residency status:
- Valid driver’s license
- State ID card
- Voter registration card
- Lease agreement showing your name as an occupant
- Business mail received in your name at the address listed on your KCC application for admission

Step 2
Complete the New-Student Orientation

All first-time students pursuing a degree or certificate are required to attend an orientation session for new students. You may complete an online orientation or attend an in-person orientation session on the Battle Creek campus.

The online orientation is available at www.kellogg.edu/admissions/onlineorientation.

Register for an in-person orientation session at www.kellogg.edu/admissions/orientation.html, or by calling 269-965-4153, or by e-mail at adm@kellogg.edu.

You may also attend a one-stop new student orientation session which includes COMPASS testing, academic advising, applying for financial aid, as well as registration for classes and payment processing. One-stop sessions will take three to four hours to complete.

Orientation at a KCC Center
To complete the online new student orientation at the Grahl, Fehsenfeld, or Eastern Academic Center, contact staff at the Center’s main office for available times.

Step 3
Apply for Financial Aid and Scholarships

- Go to the Kellogg Community College website at www.kellogg.edu/financial for eligibility requirements and information on grants, scholarships, student loans, work-study, and veterans benefits.
- Submit the Free Application for Federal Student Aid (FAFSA) on-line at least three months prior to the semester you plan to begin attending KCC. This should
provide sufficient processing time for financial aid awarding. Go to the FAFSA website at www.fafsa.ed.gov to apply.

- Once your FAFSA information is received from the Federal Processing Center, you will be mailed a letter explaining the KCC Web Portal and e-mail system. E-mails are sent to your KCC e-mail address requesting documentation to complete your financial aid file. You will receive an award notification e-mail, provided you submit all required documents to our office in a timely manner.
- Your KCC e-mail is how you will receive communications from the financial aid office. It is your responsibility to periodically review financial aid information through the KCC Web Portal and watch for e-mails providing information that is important to you.

**Step 4**  
**Take the Assessment Test (COMPASS)**

COMPASS is a computer adaptive placement test that measures skills in reading, writing, and mathematics. COMPASS scores are a prerequisite for many KCC courses. ACT English and reading scores may be used for placement instead of the COMPASS writing skills and reading components.

If you are pursuing a degree or certificate, you are required to complete assessment testing prior to meeting with an academic advisor to schedule classes. In order to take the assessment test you must have previously applied for admission to KCC. You should allow at least two hours for three basic skills assessment. Bring a photo ID with you to the test.

**Step 5**  
**Meet with an Academic Advisor**

After you have applied for admission and completed both orientation and the COMPASS test you will meet with an academic advisor to discuss the degree or certificate you are pursuing at KCC. If you plan to transfer to a four-year institution, the advisor will help you identify which transfer curriculum to follow.

At this advising appointment you will select your first semester classes and will then be ready to move to the final step which is registration and payment for classes.

**Step 6**  
**Register and Pay for Classes**

Now that you have completed the first five steps as a new student, you may register for classes and complete the payment process.

Registration is available online through the KCC Web Portal at www.kellogg.edu.

**Kris Registration Hours**
Monday-Sunday, 1:00 am-12:00 am

You may register in person (photo ID required) at the Battle Creek campus; Grahl, Fehsenfeld, or Eastern Academic Center; or at the RMTC. Contact the individual Center for in-person registration hours.

**Payment Information**

Students (including those with awarded financial aid) have two payment options:

1. Payment in full when registering for classes
2. Enrollment in an interest-free Nelnet/FACTS payment plan

After registering for classes you have 24 hours to pay in full or enroll in the Nelnet/FACTS Payment Plan. Failure to do one of the above will result in your classes being dropped. Find additional information at www.kellogg.edu and click on “FACTS.”

**Additional Information**

**Transferring Credit from Other Colleges to KCC**

If you have attended other colleges you will want to have your official transcripts
submitted to the Kellogg Community College Registrar’s office for evaluation and transfer of credits. Transcript evaluations are generally processed within two to four weeks, and you will receive a Transfer Equivalency Report in your KCC e-mail account. For more information on transferring credits to KCC see the Transfer Evaluation Process section.

**KCC Web Portal**

The KCC Web Portal provides a gateway to a suite of commonly-used services for students. From the Portal you can access:
- KCC E-mail Account
- KRIS (Kellogg Registration Information System)
- Blackboard
- Portal Password Management

Your login to the Portal will be provided in your KCC admissions letter. Your KCC e-mail account will be established after you register for classes or file the FAFSA for financial aid.

Access to the Portal, instructions on use, and answers to frequently asked questions (FAQs) can be found at www.kellogg.edu, click on KCC Web Portal.

**Textbooks**

Kellogg Community College Bookstore, located on the upper level of the Student Center, offers textbooks, supplies, and materials required for classes. Students at the Fehsenfeld and Grahl Centers may buy their books online at http://bookstore.kellogg.edu, or at the Battle Creek Campus Bookstore. Eastern Academic Center students may buy online at http://bookstore.kellogg.edu, or at the Eastern Academic Center Bookstore. The average cost of a new textbook is estimated at $85; used books may also be available. Please be aware that some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bookstore will also ship textbooks within the continental United States for an additional shipping and handling fee.

If you have been approved for financial aid, you may purchase books on account according to the dates posted in the store. A picture ID and KCC class schedule are required for purchases made on financial aid. Students found abusing the right to charge purchases at the Bookstore against pending financial aid may be placed on financial aid suspension.

During the last week of the semester, the Bookstore offers a textbook “buyback” service conducted by an independent used book company. Times and dates are posted in the Bookstore.
General Admissions

Kellogg Community College is an equal opportunity, equal access college with an open-door admission policy. Admission to KCC is open to anyone who demonstrates the motivation and maturity to benefit from courses and programs offered; however, admission to specific programs is not necessarily guaranteed.

Admission is open to anyone who fits into one of the following categories:

• High School graduate
• Earned high school equivalency certificate
• Completion of a home school program
• Age 18 or older
• A student desiring to participate in the Early Entry/Dual Enrollment Program

A lack of English language proficiency does not prevent admission to KCC; however, most college courses require basic proficiency in English. If English is not your first language and you need to improve your English skills to be successful, then the course English as a Second Language (ENGL 96) provides you with the opportunity to improve those skills. The COMPASS writing test can help you determine if improvement is needed. Please see an academic advisor for assistance.

Early Entry/Dual Enrollment Program

Students requesting early entry/dual enroll status may attend with written permission of the high school counselor and/or principal. Your high school counselor should have packets for you to complete and return to Enrollment Services, or you can request that a packet be sent to you by calling 269-965-4153 or e-mail adm@kellogg.edu.

The packet consists of the following documents that should be completed and returned to the Enrollment Services office:

• Dual Enroll/Early Entry Admission form (to be signed by the student and the high school counselor).
• A registration form that should be completed and signed by the student.
• A Post-Secondary Tuition and Fee Approval Form that needs to be completed, signed by the student, the parent/guardian of the student, the high school counselor, and the high school principal (if the high school is authorizing payment of the tuition and fees).

The student will return the above documents along with a picture ID to the Enrollment Services office for processing.

Students are required to meet all prerequisites of the courses requested by either submitting ACT scores, or by taking the COMPASS assessments.

Students who are in high school but are under the age of 14 need further permission from a parent/guardian, and the appropriate KCC department. Please call the Enrollment Services Director at 269-965-4153 for more information.

Guest Student Application Process

Students who are currently enrolled at another college or university and wish to take a class at Kellogg Community College can apply by filling out the Michigan Uniform Guest Application. This form can be found at www.macrao.org/Publications/MichiganUniformGuestApplication.pdf.

This form can be submitted, along with a picture ID to the Enrollment Services office located in the Student Center of the main campus in Battle Creek.
applications will not be accepted. Applicants are responsible for notifying the Enrollment Services office of any and all changes in name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence during that year.

3. Completed application packets contain all of the following information, and should be turned in to the Enrollments Services office as a packet:
   a. Selective Admission application form indicating the specific Allied Health program desired and previous colleges attended.
   b. Evidence of high school performance and graduation.
      i. For high school graduates: high school transcript(s) showing entire high school record, including graduation.
      ii. For high school students anticipating graduation during the current year: prior to the closing date, applicants who are currently in high school need to submit an updated transcript from their completed first semester of their senior year. If admitted to an Allied Health program, an additional high school transcript showing graduation must be submitted prior to beginning the program.
      iii. For GED recipients: successful GED results and high school transcript(s) (to document courses completed at high schools, if applicable).
   c. ACT or SAT score (waived for applicants who provide official documentation of a degree from an accredited college).
   d. Official transcripts from other colleges attended. Applicants are responsible for sending updated copies of official transcripts from other colleges as they become available during the admission process.

4. The application packet must be complete by the application closing date. Unless an insufficient number of applications are received, the application closing date for:
   a. Radiography is February 1.
   b. Physical Therapist Assistant is March 1.
   c. Dental Hygiene is April 1.
   d. Medical Laboratory Technology is May 15.

5. Admission decisions will be made based on the specific criteria as stated for each program as described later in this section. Program prerequisites and criteria for admission in this catalog apply to classes admitted for the 2010-2011 academic year.

6. Each individual whose application was completed will be informed of the admission decision.

The admission to any Allied Health programs will not be based on race, religion, sexual orientation, color, national origin, gender, marital status, age, or disability. ACT and SAT scores and grade in both high school and college (if applicable) will be considered in the selection process. Other factors may also be considered and may be prioritized and weighted differently by individual programs. You may obtain more specific information about the selection process from the Enrollment Services office, or an academic advisor.

Selective Admission applications should only be submitted or re-submitted once the admission requirements are met. Applications and supporting documents will be returned to potential students if the admission requirements are not met.

**Admission Prerequisites**

**Radiography Program**

The following courses are program prerequisites for the Radiography program. Prerequisites must be completed with a “C”
Guest students are required to show that they meet all necessary prerequisites for the courses in which they would like to enroll.

**Admission of International Students**

Kellogg Community College is authorized under Federal Law to enroll nonimmigrant students.

If you desire F-1 VISA student status, you must:

1. Complete and sign the international student application for admission.
2. Provide official copies of your academic records, both high school and college, translated to English by an accredited service.
3. Provide evidence of adequate proficiency in the English language if English is not your official native language. English proficiency means that you can speak, write, and read English fluently. Applicants from non-English speaking countries must provide proof of written and oral English competency by submitting official copies of scores from either the TOEFL (Test of English as a Foreign Language), or the MELAB (Michigan Test of English Proficiency). Kellogg Community College requires a score of 500 on the written TOEFL (computer-based = 173; internet-based = 61) or a minimum score of 75 on the Michigan test.
4. Provide evidence that sufficient financial resources are available to meet all expenses. You must submit proof of support in the form of a letter from a parent, guardian, relative, or sponsoring agency (government or private).
5. A bank statement certifying you have adequate funds for the cost of tuition, fees, and living expenses must also be submitted. The names on the letter of support and the bank statement must match. The statement must be official from the bank in a sealed envelope, must be converted into U.S. dollars, and less than 60 days old.

Upon acceptance to the College, an I-20 (Certificate of Eligibility) form will be issued to you. Requests for international student applications should be made through the Enrollment Services office.

**Note:** Authorized non-US citizens under visas other than F-1 may attend KCC; final admissions decisions rest with the College.

**Admission to Allied Health Programs:**

**Dental Hygiene, Medical Laboratory Technology, Physical Therapist Assistant, Radiography (Radiologic Technologist)**

Because of space limitations, enrollment limitations imposed by accrediting agencies, or program prerequisites, admission to these programs is selective. Please refer to program pages of the individual Allied Health programs for descriptions of the programs, and specific graduation requirements. The admission process includes the following steps:

1. Individuals may apply for only one Allied Health or Nursing program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications will not be accepted until after August 1 of the year preceding the year in which the admission decision is made. For example, applications for classes entering Fall 2011 (or later that academic year) will not be accepted until August 1, 2010.
2. At the time of application, applicants must supply all necessary documentation described in step three. Incomplete
(2.0) or better prior to application to the program:
• Mathematics 121
• Office Information Technology 227

Dental Hygiene Program
In order to register for Chemistry 100, which must be completed in the fall semester of the first year, the students must achieve one of the following prior to application to the program:
• COMPASS algebra assessment with score of at least 40
OR
• Grade of “C” or better in Chemistry 10, Mathematics 101, or other college-level mathematics course.

Medical Laboratory Technology Program
Students must achieve one of the following prior to beginning the program:
• COMPASS algebra assessment with score of at least 40
OR
• Grade of “C” or better in Mathematics 101, or other college-level mathematics course
OR
• Grade of “C” or better in Chemistry 10, AND a grade of “C” or better in Mathematics 100.

Common Factors Weighed for Admission
Admission to these Allied Health programs is competitive based on points being awarded for grades or scores on various courses or tests. The following factors are considered in determining which candidates will be admitted to all the Allied Health programs:
1. High school grade point average or GED scores
2. College grade point average
3. ACT or SAT score
4. Specific college courses with a “C” (2.0) or better:
   a. Biology 201
   b. Biology 202
   c. English 151
   d. Psychology 201
   e. Sociology 201

Dental Hygiene Program
These additional factors will be weighed in determining which applicants will be admitted to the Dental Hygiene Program:
• Specific college courses with “C” (2.0) or better:
  Chemistry 100 or 110
  Communication 101
  Biology 205

Medical Laboratory Technology Program
These additional factors will be weighed in determining which applicants will be admitted to the Medical Laboratory Technology Program:
• Specific college courses with “C” (2.0) or better:
  Chemistry 100 or 110
  Chemistry 210 or 111
  Communication 101 or 111

Physical Therapist Assistant Program
These additional factors will be weighed in determining which applicants will be admitted to the Physical Therapist Assistant Program:
• Specific college courses with “C” (2.0) or better:
  Communication 101
  Emergency Medical Technician 110
  Psychology 220

Radiography Program
These additional factors will be weighed in determining which applicants will be admitted to the Radiography Program:
• Specific college courses with “C” (2.0) or better:
  Emergency Medical Technician 110 or 120
  Communication 101
  Mathematics 121
  Office Information Technology 227
Admission to Nursing Programs

Admission to the nursing programs is selective due to space limitations, enrollment limitations imposed by regulatory bodies, and program prerequisites. Please refer to Nursing Program section, for descriptions of the nursing programs and graduation requirements. The admission process includes the following steps:

1. Individuals may apply for only one Nursing or Allied Health program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications are not accepted for an entering class year until the admission criteria and prerequisites for that year are published in the College catalog. The catalog is published roughly a year before admission decisions to which it applies are made. For example, applications for classes entering Fall 2011 (or later that academic year) will not be accepted until after April 1, 2010.

2. At the time of application, applicants must supply all necessary documentation described in step three below. Incomplete applications will not be accepted. Applicants are responsible for notifying the Enrollment Services office of any and all changes in name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence until the student has corrected their information with Kellogg Community College.

3. Completed application packets contain all of the following information:
   a. Selective Admission application form indicating the specific nursing program desired and previous colleges attended.
   b. High school transcript for courses for which the student requests evaluation by the College for equivalency to required courses.
   c. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or COMPASS reading score of 78 or higher, (waived for applicants who provide official documentation of a degree from an accredited college).
   d. Official college transcript(s) showing a grade point average of 2.5 or higher at each college attended (unofficial transcripts are not acceptable).
   e. Official transcripts showing accomplishment of required courses.

4. Only complete packets will be accepted. Applicants with ALL admission prerequisite courses completed and documented in the packet are admitted by date of packet completion and submission until all spaces are filled. Remaining applicants with all admission prerequisites satisfied are placed on an alternate list.

5. Individuals on the alternate list when classes begin will remain on the list. A letter notifying the applicant of his or her alternate status will be mailed to the student by the College. The alternate letter must be returned to the Enrollment Services office by the deadline on the letter indicating the semester for which the applicant desires to be next considered. If the applicant fails to return the letter, the applicant will be removed from the alternate list.

A tentative expansion of the Nursing Program is being planned for Fall of 2010. Should this expansion occur, admission to the positions resulting from the expansion will be competitive. All other positions in the Nursing Program will continue to be admitted based on date of qualification.

Admission to a nursing program will not be based on race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability. Admission to the Nursing
Program is based on a completed application file. Program prerequisites and criteria for admission in this catalog apply to the 2010-2011 class.

Selective Admission applications should only be submitted or re-submitted once the admission requirements are met. Applications will be returned to potential students if the admission requirements are not complete.

**Laddered Nursing Program**

*Admission Requirements*

Applications will be accepted from candidates who provide a complete packet of documentation. Admission prerequisite courses must also be completed before a student can apply to the Nursing Program.

2010-2011 admission requirements for both the full- and part-time options of the Nursing Laddered program are as follows:

1. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or COMPASS reading score of 78 or higher, (waived for applicants who provide official documentation of a degree from an accredited college).

2. Grade point average of 2.5 or higher at each institution.

3. Prerequisite courses with grade of “B-“ (2.67) or higher:
   • Chemistry 100 or equivalent, or higher level chemistry course
   • Mathematics 101 or equivalent, or higher, or COMPASS algebra score of 40 or higher

4. Prerequisite college courses with grades of “B-“ (2.67) or higher:
   • Biology 201 or equivalent, and completed within six years prior to admittance to the program
   • Biology 202 or equivalent, and completed within six years prior to admittance to the program

*Students with a grade point average of less than 2.5 in any college may request an exemption from the Director of Nursing.*

**Advanced Placement Option**

*Admission Requirements*

Selective Admission applications will be accepted for the Advanced Placement option on April 1 for the following academic year (for example, April 1, 2010 a student can apply for the Fall 2011 and Spring 2012 classes).

Applications will be accepted from candidates who provide a complete packet of documentation showing the following:

1. Official college transcripts from all colleges or universities attended, showing a GPA of 2.0 or higher at each institution.

2. Successful completion of the following courses with a “C” (2.0) or higher:
   • Communication 101 or 111, or equivalent
   • English 151, or equivalent
   • Psychology 201, or equivalent
   • Psychology 220, or equivalent

3. Successful completion of the following courses with a “B-“ (2.67) or higher:
   • Chemistry 100, or equivalent, or higher level chemistry course
   • Mathematics 101, or higher, or equivalent, or COMPASS algebra score of 40 or higher
   • Biology 201, or equivalent
   • Biology 202, or equivalent

4. Submission of current Michigan licensure as an LPN

Applicants who have a complete packet and documentation of the above requirements will be admitted to the program by their date of packet completion.

**Nursing and Allied Health Admission Appeals**

Questions concerning Nursing and Allied Health selective admission decisions should
be directed to the Enrollment Services office. If a satisfactory solution to the questions cannot be reached, you may submit a written appeal to:

Selective Admissions Appeal Committee
c/o Enrollment Services Director
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017-3397

The appeal committee will convene and a decision regarding the status of your appeal will be sent to you via U.S. Postal Service.
Confidentiality of Records

Your records are used by the College to assist you in reaching academic, personal, social, and vocational decisions. Your records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974.

The various records established for you may include admissions, academic records, assessment records, academic advising, financial aid, and placement files. You may have access to these records and the opportunity of a hearing to challenge information contained in them.

Some information, such as name, address, birth date, degrees earned, etc., are classified as public directory information and can be released without your consent. Other information will be released only upon receipt of your written consent.

Complete details on your records and privacy rights are contained in the current issue of the Student Handbook.

Student Classification and Credit Hour Load

Freshman
A student who has not yet successfully completed 24 credit hours.

Sophomore
A student who has successfully completed a minimum of 24 credit hours.

Credit Hour Load

less than 1/4 time
0 - 2.99 credit hours in progress
1/4 time
3.00 - 5.99 credit hours in progress
1/2 time
6.00 - 8.99 credit hours in progress
3/4 time
9.00 - 11.99 credit hours in progress
full-time
12 or more credit hours in progress

The credit hour load is halved to determine the classification for enrollment during the summer session (except for financial aid purposes).

Definition of Credit

One conventional credit is hereby defined as approximately 48 hours of learning activities necessary for a typical student to master the proportional learning outcomes defined for that course.

Registration and Schedule Adjustments

Registration is held throughout the academic year. Specific dates and times of registration are published in the College class schedule printed for each academic period.

Drop/Add

A schedule adjustment period is provided for students who have registered and find it necessary to revise their course selections. Schedule adjustments must be made within the time limits established by the College. For information on dropping a course with a refund, see Tuition Refund Policy section.

Instructor Initiated Drop

An instructor may initiate a drop for any student who has not fulfilled the prerequisites for the course in which they have enrolled and does not have a prerequisite override form on file. For this purpose no course or grade entry will be made on the student’s permanent academic record. Tuition and fees will be refunded.
An instructor initiated drop must be processed prior to the drop deadline for the course. It is the instructor’s responsibility to inform the student of the course drop.

**Course Cancellations**

The College reserves the right to cancel courses before, during, or at the conclusion of the registration period.

**Auditing a Course**

You may audit a class for enjoyment, personal exploration, gaining insight into a new subject, or for other reasons. Auditing students are expected to participate in the class by attending and completing all assignments. Those who do not wish to complete these assignments may be required to develop an "audit contract" with the course instructor. Audited courses receive no academic credit and therefore do not apply towards graduation requirements, financial aid eligibility, or athletic team eligibility. See the Grade of “X” (Audit) section for more details.

**Withdrawals**

Withdrawals may be processed for single courses or as a complete withdrawal from college.

You may process withdrawals either on the Kellogg Registration Information System (KRIS) or by submitting a withdrawal form to the Customer Service Center; the Eastern Academic, Grahl, or Fehsenfeld Centers; or RMTC office. If you need assistance to withdraw, contact an academic advisor.

**Course Withdrawal**

You may withdraw from a course after the drop/refund period and prior to seven eighths (7/8) of the duration of the course. Withdrawing will generate a grade of “W” on your academic record for each course withdrawal. Tuition and fees are not refunded when you withdraw from a course.

If you withdraw during the final one-eighth (1/8) of the duration of a course, a grade of “F” will be entered on your academic record for each course withdrawal. If you stop attending a course and do not formally withdraw, the instructor will assign a final grade based upon progress toward completion of course objectives.

**Withdrawal from College**

Withdrawal from college is defined as the student’s formal withdrawal from all courses currently in progress.

Any currently enrolled student who is called for military duty shall be dropped from all uncompleted courses without grade and will be granted a refund of all tuition and fees paid upon receipt of a copy of military orders to the Registrar’s office.

**Administratively Initiated Withdrawals**

You may be administratively withdrawn from any course when: (1) it has been determined that your behavior has been disruptive or detrimental to the learning environment; (2) it has been determined by the instructor that excessive class absence has prohibited successful completion of the course; or (3) you have not fulfilled tuition and fee obligations to the College.

Expectations for student conduct and the due process rights of students who might become involved in disciplinary action are included in the Student Handbook.

Generally, you will be notified of excessive absences. When absences jeopardize successful completion of the course, the instructor may initiate a course withdrawal through seven-eighths (7/8) of the course duration. A grade of “W” (withdrawal) will be recorded on your academic record for any course from which you were administratively withdrawn.
Academic Record
Academic Transcript

An academic transcript is a record of all courses taken at Kellogg Community College and credit received through transfer, prior experiential learning, and by exam.

Requesting a Transcript

You may request a transcript of your academic record via the web at www.kellogg.edu by accessing the Kellogg Registration Information System (KRIS); or with a completed and signed transcript request form or other written and signed request submitted to the Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is a minimal charge per copy for each transcript. The College reserves the right to withhold transcripts of students who have outstanding financial accounts.

An unofficial transcript, known as a course history, is also available via the KRIS system or in-person by showing a picture ID at the Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers.

Enrollment Verification

You may request a document to verify your enrollment at Kellogg Community College via the web at www.kellogg.edu by accessing the Kellogg Registration Information System (KRIS) through the KCC Web Portal; or by submitting a request to the Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers.

Dean’s List

A dean’s list, which recognizes all full-time and part-time students who have earned a grade point average of 3.5 or higher, is published at the conclusion of the fall and spring semesters. To be eligible for honors recognition as a full-time student, you must have completed 12 or more credit hours during the session and not have received any grades of “I” (incomplete) or “W” (withdrawn). Grades of “G,” “X,” and “P” are excluded when determining eligibility. To be eligible for honors recognition as a part-time student, you must currently be enrolled in 6 or more credit hours and have completed 18 or more cumulative credit hours and not have received any grades of “I” (incomplete) or “W” (withdrawn). Grades of “G,” “X,” and “P” are excluded when determining eligibility. Students will be recognized as follows:

- 3.50 - 3.89  High Honors
- 3.90 - 4.00  Highest Honors

MACRAO Transfer Agreement

This is a transfer agreement established by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO). This agreement was designed to facilitate transfer from community colleges to baccalaureate colleges and universities. The agreement provides for transferability of up to 30 credit hours to meet many of the General Education Requirements at participating Michigan four-year colleges and universities. The 30 credit hours at KCC may be chosen from the following categories:

English Composition ....... 6 credit hours
ENGL 151, 151H, 152, 152H, 201

Science and Math ......... 8 credit hours
Courses must be taken in more than one subject area, and at least one course must have a laboratory.
ASTR 104; BIOL 101, 105, 109, 110, 111, 112, 116, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210; GEOG 100; INTL 211; MATH 111, 112, 118, 119, 121, 122, 124, 128, 130, 135, 140, 141, 142, 241, 242; PHYS 111, 112, 114, 201, 202, 241; SCIE 100, 102, 103
Social Science ............ 8 credit hours
Courses must be taken in more than one subject area.
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; SERV 200; SOCI 201, 201H, 202, 203, 204

Humanities ............... 8 credit hours
Courses must be taken in more than one subject area.
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 150, 150H, 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, 202, 230, 250°, 298; SERV 200; SPAN 101, 102, 131, 201, 202, 203; THEA 121, 122

°HIST 103, 104, 104H, 106, 151, 151H, 152, 152H, 201, 202, 211, and PHIL 250 may be used for either a Social Science or Humanities requirement, but not for both.

How to Request MACRAO at KCC
You can request to have MACRAO applied to your transcript at KCC in two ways. When requesting a transcript, write “MACRAO” on the form. When applying for graduation, check the box “MACRAO Agreement.”

The KCC registrar’s staff will audit your transcript for MACRAO requirements and enter the statement “MACRAO Agreement Satisfied” on your academic transcript. If after the audit you have not met the requirements for MACRAO, you will be notified. You are not required to complete an associate degree to request MACRAO. You are required to complete course work at KCC before the MACRAO statement will be applied to your transcript. Completed course work does not include grades of “W,” “I,” “N,” or Audit.

MACRAO requirements are not to be confused with Kellogg Community College’s general education learning outcomes core courses.

Some transfer institutions place restrictions on the MACRAO Agreement. Check with an admissions representative from the four-year school to learn about their exceptions before you transfer.

Repeated Courses
You may repeat any course which you have previously taken at Kellogg Community College. If you repeat a course for the purpose of improving the grade earned in the previous attempt(s), only the highest grade earned will be used in computing the cumulative grade point average. Notify the Registrar’s office when you are repeating a course and you desire a recalculation of the cumulative grade point average.

Generally, credit earned in a course may be applied toward graduation requirements only once; however, certain courses may be repeated with cumulative credit applied to graduation. Course descriptions will indicate if a course is repeatable for credit toward graduation.

The course entry for each attempt of a course will remain on your academic record. When transferring to another college or university, you may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.
Credit by Examination
You may receive credit by examination by following this process:

1. Contact the chair, director, or coordinator of the program offering the course and discuss the credit by examination options.
2. Complete a Request for Credit by Examination form.
3. Pay a $50 fee in the Customer Service Center or at your Center office.
4. Present the receipt to the instructor administering the exam and complete the exam.
5. If a grade of “A,” “B,” or “C” is earned, course and grade information will be added to your academic record.
6. Grades of “D” and “F” are not satisfactory for credit by examination. If such grades are earned, no course entry will be made on your academic record.
7. To have credit by examination credits recorded on your KCC transcript, you must have completed course work at KCC. Courses for which you receive a grade of “W,” “I,” “N,” or Audit are not considered completed.

Prior Experiential Learning
If you have background experiences obtained through proprietary schools, on-the-job training, apprenticeship, or correspondence courses, you may have this prior experiential learning evaluated for recognition toward a certificate or degree from Kellogg Community College. Credits recognized through this process may or may not transfer to other colleges and universities.

To initiate this process, you must:

1. Review the goal statements and objectives of the course outline to determine if the prior experiential learning is the equivalent of the College course.
2. Collect and assemble information which documents the experience(s).
3. Contact the chair of the department or coordinator of the program offering the course to schedule an appointment for an evaluation.
4. Request the evaluator to deliver a completed “Request for Prior Experiential Learning” form to the Registrar’s office.
5. Pay required fee of $20 per credit hour or $5 per industrial trades module. Payment may be made at the Customer Service Center; Grahl, Fehsenfeld, or Eastern Academic Center; or RMTC office.
6. To have prior experiential learning credits recorded on your KCC transcript, you must have completed course work at KCC. Courses for which you received a grade of “W,” “I,” “N,” or Audit are not considered completed.

Credit for National Standardized Examinations
KCC grants credit for college-level equivalency examination programs such as CLEP and DANTES. The requirements for awarding credit are determined by the American Council on Education (ACE). You can find a listing of the examinations, minimum acceptable scores, and equivalent courses at www.kellogg.edu. Credit is considered transfer credit which is subject to a maximum of 60% of a degree or certificate.

To receive credit for CLEP or DANTES tests, have your test scores sent to the Registrar’s office at Kellogg Community College. See the next section on the Transfer Evaluation Process.

Transfer Evaluation Process
Kellogg Community College will accept comparable college course work earned at other accredited colleges and universities and through the military. Courses considered for transfer must have a comparable course offered at KCC.

A maximum of 60% of a KCC degree or certificate may be completed using transfer
credits. Grades from other institutions are not calculated in your cumulative grade point average at KCC.

It is your responsibility to request, from your other institutions attended, an official academic transcript to be sent to the Registrar’s office for the purpose of transfer credit evaluation. Once received by the Registrar’s office, transcripts from other colleges are not available for release to the student or to other KCC offices without an educationally-related purpose for viewing the transcript.

Courses completed with a passing grade of “C” or above may be considered for transfer. Following the transfer evaluation process, a Transfer Equivalency Report will be sent to your KCC e-mail account.

**Evaluation of International Transcripts**

Transcripts from institutions outside of the United States will need to be translated and evaluated by an international academic credential evaluating organization; either Academic Credentials Evaluation Institute, Inc. (ACEI) or World Education Services, Inc. (WES). Applications for these services are available from the Enrollment Services office.

**Grading GRADES**

<table>
<thead>
<tr>
<th>GRADES</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>G</td>
<td>Progress</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
</tr>
</tbody>
</table>

“G” is not used in determining academic load for athletic eligibility.

The Grade of “G” (Progress)

In Study Skills 98 and Math 97 and 98 a grade of “G” may be awarded. The grade of “G” is not computed in semester or cumulative grade point averages. The grade means you have made progress in skills development, but need additional review.

A “G” in STSK 98 = retake STSK 98  
A “G” in MATH 97 = retake MATH 97  
A “G” in MATH 98 = retake MATH 98

The Grade of “X” (Audit)

When you enroll in and complete the general requirements for auditing a course, a grade of "X" will be recorded on your permanent record, and no credit will be earned. Auditing students must meet course prerequisites or obtain department approval before registering. Tuition and fees are the same as for regular credit courses. Courses taken on an audit basis are not applicable toward fulfillment of degree or certificate requirements. Audited courses do not count in determining student eligibility for financial aid. If you are receiving financial aid, you should contact the Financial Aid office before changing a course from academic credit status to audit status. Audit grades are not used in determining academic load for athletic eligibility.

Students should indicate their audit status at the time of registration. You may change from audit to credit, or credit to audit, no later than the end of the Kellogg Community College official drop/add (refund) period without instructor approval. An audit status change may be made with instructor approval up to seven-eighths (7/8) of the duration of
the course. Inquire at Customer Service for the exact drop/add or seven-eighths (7/8) date for your course.

**The Grade of “I” (Incomplete)**

A grade of “I” will be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances have prevented you from completing all course requirements. Remaining course requirements must be completed within one calendar year, if you desire a change of this grade. If the course requirements are not completed, the “I” grade will remain on your academic record. It is your responsibility to make arrangements with the instructor issuing the grade for completion of the remaining course requirements.

**The Grade of “W” (Withdrawal)**

The academic record of a student who drops a class after registering, but prior to the refund deadline, will not be affected. After the refund period, but prior to seven-eighths (7/8) of the duration of a class, a grade of “W” (withdrawal) will be entered on your academic record for each class withdrawal.

During the final one-eighth (1/8) of the duration of a class, a grade of “F” (failure) will be entered on your academic record for each class withdrawal.

If you discontinue class attendance and do not formally submit a Course Withdrawal form or letter of withdrawal, the instructor will assign a final grade based upon progress toward completion of the course objectives.

**The Grades of “P” and “N” (Pass and Not Pass)**

The grade of “P” or “N” is an option in the following courses: English 96, 97, 99, 120, 151, 152, and 153; Human Services 185 and 186; all physical education activity; Political Science 200, 201, and 202; and Study Skills 98. If you select the “P” or “N” option, you must notify the instructor before the midpoint of the course.

The following courses shall be graded on a “P” or “N” basis: Criminal Justice 110, 207, 212, 213, and 299; Math 97, 98; Music 170; Physical Therapist Assistant 221, 224, 225, and 226; Radiography 113; course work in Industrial Trades; and selected courses in Emergency Medical Technician and Lifelong Learning.

You should be aware that an “N” grade on your academic record may jeopardize your ability to transfer, since many colleges and universities consider this grade a failure.

**Calculating a Grade Point Average**

The grades of “A,” “B,” “C,” “D,” and “F” have associated grade points. To determine the total number of points earned in a class, the points are multiplied by the credit hours for the class. For example, a grade of “A” earned in a 3 credit hour class would produce 12 grade points (4 points x 3 credits).

Both the semester and cumulative grade point averages are determined by dividing the total number of grade points earned by the total number of credit hours attempted. In this calculation, grades of “G,” “X,” “I,” “W,” “P,” and “N” are excluded.

Your grade report and academic record reflect the following semester and cumulative totals: credit hours attempted, credit hours earned, credit hours used in calculating the grade point average, and grade point average.

**Academic Fresh Start Policy**

The Academic Fresh Start policy is designed to allow a student who has not performed well academically to have credits and grades excluded from the transcript calculations. The policy contains the following points:
1. The student determines the semester to begin their Academic Fresh Start. A period of two years or more must have passed since the Academic Fresh Start point.

2. All grades, favorable or unfavorable, received prior to the Academic Fresh Start point decided upon by the student, will be excluded from computation of grade requirements for transcript purposes.

3. While the affected grades and credits are excluded from transcript calculations, they remain as part of the official transcript.

4. The Academic Fresh Start policy is a Kellogg Community College policy and does not affect the considerations of transfer institutions.

5. This is a one-time request that cannot be reversed.

6. Courses for which grades have been excluded under this policy are not counted toward meeting graduation requirements for a KCC degree or certificate.

7. Semesters containing courses which have been applied to an awarded degree or certificate may not be excluded as part of this policy.

Application forms for Academic Fresh Start are available from the Registrar’s office; Eastern Academic, Fehsenfeld, and Grahl Centers; and the RMTC office.

**Academic Probation**

Students whose cumulative grade point average (CGPA) is not within the Academic Good Standing range (1.5 to 4.0 on a 4-point scale after attempting 12 credit hours) will be placed on Academic Probation I during the semester following receipt of the CGPA. During Academic Probation I, students are encouraged to request an academic mentor through the KCC Connections program by contacting The Learning Place.

Students will be placed on Academic Probation II if their CGPAs are not within the Academic Good Standing range at the end of their first semester of probation. These students must meet with an academic mentor.

Students who have not successfully returned to Academic Good Standing at the completion of their Academic Probation II semester, will be subject to Academic Suspension. The Academic Review Board will consider completion of prior probation requirements, progress toward Academic Good Standing, and any extenuating circumstances. Students may be placed on Academic Suspension or Academic Probation III.

**Academic Probation III** requires students to meet with an academic mentor and attend an academic success workshop in The Learning Place. This level may be repeated if the Academic Review Board determines it is appropriate, based on student progress.

Academic suspension requires that students do not register for courses for a one-year period. Upon returning to college after a one-year suspension, the student’s previous level of academic probation will apply.

**Academic Appeals**

Any questions concerning the receipt of a grade should be directed to the instructor. If a satisfactory solution to a questioned grade is not received, you are encouraged to discuss your concern with the chair of the department, the manager of the program which offers the course, and/or the dean of the division which sponsors the course. Individuals are urged to attempt to resolve their concerns at this level. If a satisfactory solution related to the questioned grade cannot be reached, you may submit a written appeal to the Academic Appeals Committee, c/o Registrar, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017-3397. To ensure fullest consideration of a grade appeal, the written appeal must be submitted within three years of the date when the grade was assigned.
Graduation
Application for Graduation
To graduate from Kellogg Community College with a degree or certificate, you begin the process by completing an Application for Graduation. The form is available from, and should be returned to, the Registrar's office; Customer Service Center; the main desk at the Grahl, Fehsenfeld, and Eastern Academic Centers; the RMTC office. The application deadline dates are as follows:

Fall Semester Graduation - November 1
Spring Semester Graduation - April 1
Summer Semester Graduation - August 1*

*If you are applying for graduation in the summer and want to participate in the May commencement ceremony, your deadline to apply for graduation is April 1.

All course work must be completed by the end of the semester and final grades submitted in order for you to graduate in that semester. Your application for graduation is considered incomplete if this does not occur. Incomplete applications will be moved to the next semester. If at the end of the next semester your application is still incomplete, you will need to reapply for graduation.

When your application for graduation is complete, a review of your academic record will be conducted by the Registrar's office to determine if graduation requirements have been met. You will be notified in writing of the results.

The graduation requirements of the catalog in effect the year you started taking courses at KCC, or any later catalog, may be used to audit your academic record for degree or certification completion. No catalog will be used which was issued more than ten years prior to your year of graduation.

An opportunity for you to order a printed diploma or certificate will be provided during the final graduation audit. You will also receive information on participating in the KCC commencement ceremony held annually in May.

Students are encouraged to work closely with a KCC academic advisor to ensure that course selections fulfill program and curriculum requirements.

Graduation with Honors
Students who have fulfilled the requirements for an associate degree and have earned a cumulative grade point average of 3.00 or higher will be graduated with honors as follows:

**Summa Cum Laude**
3.90-4.00 Highest Honors

**Magna Cum Laude**
3.50-3.89 High Honors

**Cum Laude**
3.00-3.49 Honors

The appropriate honors designation will be included on the student’s academic record and diploma.

Academic Forgiveness Policy
A student who desires to have inapplicable course work and related grades from a previous curriculum excluded for the purpose of meeting graduation requirements may submit a written appeal to the Registrar. Such a request should be submitted with an application for graduation after 75% of the course work in the present curriculum has been completed.

If approved, this action will generate a statement on the student’s academic record indicating the excluded courses and the revised cumulative grade point average.

Original entries for courses excluded under the terms of this policy and the actual cumulative grade point average will remain
on the student’s record. When transferring to another college or university, a student may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.

**Course Exemptions and Substitutions**

A course exemption is a waiver of a course requirement in a degree or certificate based on an equivalent course, a course transferred to KCC, occupational skills, or personal experience.

A course substitution is the substituting of a required course in a degree or certificate with an alternate course.

Course exemptions and substitutions do not reduce the total number of credit hours required in a degree or certificate or in general graduation requirements. Course exemptions and substitutions are granted for a specific degree or certificate and a specific catalog year. The granted exemption/substitution will not automatically apply to other degrees or certificates you are pursuing.

Course exemptions and substitutions are requested as part of the graduation audit, and are designed to assist the graduating student and not to circumvent the established program of study. You may request course exemption and substitution by contacting the chairperson, director, or coordinator of the degree or certificate program to discuss your exemption and substitution options.
Financial Information

Textbooks
Kellogg Community College Bookstore, located on the upper level of the Student Center, offers textbooks, supplies, and materials required for classes. Students at the Fehsenfeld and Grahl Centers may buy their books online at bookstore.kellogg.edu, or at the Battle Creek Campus Bookstore. Eastern Academic Center students may buy online at bookstore.kellogg.edu, or at the Eastern Academic Center Bookstore. The average cost of a new textbook is estimated at $85; used books may also be available. Please be aware that some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bookstore will also ship textbooks within the continental United States for an additional shipping and handling fee.

If you have been approved for financial aid, you may purchase books on account according to the dates posted in the store. A picture ID and KCC class schedule are required for purchases made on financial aid. Students found abusing the right to charge purchases at the Bookstore against pending financial aid may be placed on financial aid suspension.

During the last week of the semester, the Bookstore offers a textbook “buyback” service conducted by an independent used book company. Times and dates are posted in the Bookstore.

Federal Refund/Repayment Policy
If you officially withdraw from classes after school begins, but during a refund period, you may be eligible to receive a refund of tuition and fees. If you received Title IV federal awards, such as the Federal Pell Grant, Federal SEOG, or Federal Direct Loans, this refund on tuition and fees is returned to the financial aid programs – not the student. Federal funds must be returned in the following order: unsubsidized Ford Direct Loan, subsidized Ford Direct Loan, Ford Direct PLUS Loans, Pell Grant, and SEOG. Students not receiving Title IV Federal Financial Aid who paid for all expenses out of pocket will receive the refund amount as computed based on institutional policy. The amount of federal funds returned to the federal programs will be determined by the amount of unearned financial aid based on the date of withdrawal or last date of attendance. If the date of withdrawal or last date of attendance is not available or known, the federal refund will be based on the 50% point of the semester.

Residency Conditions
Your residency status is based on the taxing district in which you live, and the tuition you pay is based on your residency status. Residency is established at the end of the first week of the fall and spring semesters and on June 15 for the summer semester. Your residency status as of that date remains in effect for that semester. Changes in your residency status made after this time line will affect your tuition rate for the upcoming semester.

Acceptable documentation for establishing and proving your residency is as follows:
1. Valid driver’s license
2. Michigan ID card
3. Voter registration card
4. Lease agreement showing your name as an occupant
5. Business mail received in your name at the stated address

You should be prepared to prove your legal
residence at each registration.

Your residency must be established before you can access secure areas within the Kellogg Registration Information System (KRIS).

A change in address may be made at any registration site or mailed or faxed to the Customer Service Center. You will receive notification through the KCC e-mail system when an address change is made to your record. It is your responsibility to keep your address current on college records. A wrong address results in returned mail which may hinder your access to college services, programs, and pertinent information.

A change in residency requires documentation as shown above and may be made at any registration site. Documents may be mailed or faxed to the Customer Service Center.

NOTE: Documents mailed and faxed will experience a processing delay.

When residency discrepancies are found, your residency status will be flagged, and your tuition rate will automatically be adjusted. You will receive notification through the KCC e-mail system asking you to verify your residency status.

Contact the Registrar’s office for questions regarding residency.

**Determination of Residency for Tuition Purposes**

**Resident**

You are a resident of the College’s district if you are a U.S. citizen whose legal residence has been established within a Michigan city/township and corresponding public K-12 school district listed in The College District section.

**Non-Resident**

You are a non-resident of the College district if you are a U.S. citizen whose legal residence has been established within the state of Michigan, but outside of the College’s district.

**Out-of-State Resident**

You are an out-of-state resident of the College district if you are a U.S. citizen whose legal residence has been established outside of the state of Michigan, except if you are a resident of the state of Indiana. Indiana residents are eligible for tuition rates of $1 per credit hour above the rate established for non-residents.

**International Resident**

An international resident is a non-citizen of the United States. If you are an alien who holds a valid Alien Registration Receipt Card (Permanent Resident Card), political asylum, or an “H1,” “H4,” “E,” or “L” visa and have documented this with the College, you are eligible for classification according to the definitions of residency stated above. You should be prepared to document your alien status at the time of registration.

**The College District**

The College district includes the following Michigan cities/townships and corresponding public school districts.

**Geographical areas within Calhoun County**

**CITY/TOWNSHIP SCHOOL DISTRICT**

City of Albion .................. Albion
City of Battle Creek . . Battle Creek, Lakeview, Pennfield, Harper Creek
City of Marshall . . . . . . . Marshall
City of Springfield . . . . . . Battle Creek
Albion Township . . . . . . Albion, Homer
Athens Township . . . . . . Athens, Union City
Bedford Township . . . . . . Battle Creek, Pennfield
Burlington Township . . . . . . . . . Athens, Tekonsha, Union City
Clarence Township . . . . . . . . . . . . Mar-Lee
Tuition and Fees

One of the primary goals of the Kellogg Community College Board of Trustees is to maintain the lowest possible tuition and service fees for our students. However, since tuition and fees are subject to change on occasion, the specific amount is published in the schedule of classes for each semester.

A credit hour of tuition purchases sixteen hours of instruction. A high-cost program fee is assessed for courses providing instruction in excess of this ratio. Additionally, laboratory and materials fees are charged for certain courses. These fees are listed in each semester schedule of classes.

Senior citizens 65 years of age or over, who reside within the Kellogg Community College district, may register for classes tuition free, but are responsible for all applicable fees.

All outstanding balances (unpaid fines, tuition agreements, etc.) must be paid in full prior to registration.

All college-related costs may be paid by cash, check/money order, or credit card. The College collects tuition and fees separate from purchases in the Bookstore. If applicable, please pay with separate checks and/or money orders for each department. Payment alternatives are available:

1. Payment in full at time of registration.
2. Payment Plan – To qualify for a payment plan agreement, you must (1) have paid in full all prior outstanding balances, and (2) have an acceptable credit status with the Business Office (no prior non-sufficient funds checks, drops for non-payment, or late payment history on previous tuition agreements). The tuition agreement must be paid even if you withdraw after the refund period. Late or delinquent payments may result in an administrative withdrawal from courses. Details on the...
current payment plan options available are published in each schedule of classes.

3. Employer Agreements – Tuition may be billed to your employer. You must register after the College receives a signed authorization from your employer. You are responsible for any remaining balance should your employer not complete payment.

**Tuition and fees are subject to change.**

**Tuition Refund Policy**

1. If you officially drop a class, you will be granted a refund of paid tuition and fees. The drop period is through the first tenth (1/10) of the total number of calendar days over which the class meets. An adjustment fee of $5 per course section dropped will be charged from the first day of the class through the end of the drop period.

2. Refund calculations are based upon the total tuition and fee obligations to the College and not upon the amount of partial payment made.

3. In order to drop a course and receive a refund, you must initiate an official course drop prior to the drop deadline. Deadline dates are available from your instructor or from the Customer Service Center. College staff members are not responsible to submit schedule adjustments on behalf of the student. You may process schedule adjustments on the Kellogg Registration Information System (KRIS). Schedule adjustments may also be submitted to the Customer Service Center; Eastern Academic, Fehsenfeld, and Grahl Centers; or RMTC office.

4. Cancelled classes will be granted a full refund of paid tuition and fees.

5. A refund will not be granted if you withdraw from classes or are administratively withdrawn from the College for disciplinary or attendance reasons.

**Military Duty**

If you are currently enrolled as a student and are called for military duty, present a copy of your military orders to the Registrar’s office. You shall be dropped from all uncompleted courses without grade and be granted a refund of all tuition and fees paid for the dropped courses.

**Refund Appeals**

A Refund Appeals Committee is in place to consider refund appeals from students. You may submit a Refund Appeal form or other written request with supporting documentation to:

c/o Registrar
Refund Appeals Committee
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017-3397

Refund Appeal forms are available at all registration sites. Appeals should be submitted during the semester in which the course was taken. The Refund Appeals Committee will respond in writing to you.
KCC Foundation

Ten years ago, the Kellogg Community College Board of Trustees encouraged the College to establish a foundation to seek private funding to assist students with various needs. In keeping with that mandate, the Kellogg Community College Foundation manages a number of funds and initiatives to provide financial assistance to the students and programs of Kellogg Community College.

The mission of the KCC Foundation provides a broad charter that encompasses the diverse educational programs of the College, matched to the equally diverse interests of our generous donors. The KCC Foundation exists to provide scholarships and other forms of assistance, direct and indirect, to our students. This assistance often comes at a critical time in people’s lives – giving them the encouragement and confidence to succeed in spite of financial barriers. Often a KCC Scholarship can be a ‘safety net’ for students not receiving other forms of assistance or who may have partial funding from other sources.

A non-governmental, nonprofit 501(c)(3), with its own funds, the KCC Foundation is managed by a volunteer Board of Directors. The Foundation fund balance is determined by the amount of private funding generated from earned interest on endowments, annual gifts and the net proceeds from sponsored events.

Working together with area individuals, organizations and businesses the Foundation is fortunate to be able to help many students achieve their academic goals. As the KCC Foundation forwards its vision of helping students achieve academic success, we continue to be grateful that our community also envisions a future where anyone who wants a higher education can have one, regardless of unmet financial need.

Scholarships

Foundation scholarships are available to students with financial need, demonstrated academic achievement, and/or special circumstances. Awards are based on the number of credit hours for which the student is enrolled and available funds. The scholarship committee determines the award amount by matching students with specific scholarship criteria.

Criteria and Guidelines:

- Applicant must be a citizen of the United States or an eligible non-citizen
- 2.5 cumulative grade point average
- Copy of your transcripts and personal statement (150 words minimum)
- Earning first college degree
- Students will receive credit to their KCC account, and all scholarship awards are for KCC tuition and/or books only, unless otherwise specified

The KCC Foundation Scholarship Booklet, a complete listing of all KCC Foundation scholarships and applicable deadlines for submissions, is available at the Foundation office located on the third floor of the Roll Administration Building. Booklets are also available in Student Services, the Academic Advising Center, and the Financial Aid office on the Battle Creek campus. College offices at the Eastern Academic Center, Fehsenfeld Center, Grahl Center, and the RMTC also have scholarship booklets on hand; as do all area high school counselors’ offices. Please visit www.kellogg.edu/foundation for more information on scholarship application deadlines and to print a scholarship application. For more information, contact the KCC Foundation office: 269-965-4161 or 269-965-3931, ext. 2239.
Financial Aid

Financial Aid Office Programs

Kellogg Community College has established an effective financial aid program of scholarships and grants, campus employment, and loans. You are encouraged to complete the Free Application for Federal Student Aid (FAFSA), used by the Financial Aid office to determine eligibility for most aid sources. Through our programs, the College attempts to make education financially possible for you if you are an eligible and qualified applicant.

The Financial Aid office is an integral part of the Division of Student Services at Kellogg Community College. Office personnel are available to assist you in the application process.

Financial Aid Notification Online

Notifications for Financial Aid Tracking Letters and Financial Aid Award Letters are sent electronically to students. To access the information every student must have:

1. Kellogg Registration Information System (KRIS) user ID and password
2. KCC student e-mail account

All new students (students who have never registered for classes at Kellogg Community College) must complete the online admission application to receive a KRIS user ID and password and a KCC student e-mail account.

Visit the website at www.kellogg.edu for instruction, or e-mail the Financial Aid office at finaid@kellogg.edu for more information.

How to Apply for Student Financial Assistance

You can submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

The process for requesting financial aid through the College is the same for all types of need-based assistance. You should follow these steps:

1. File the Free Application for Federal Student Aid (FAFSA)
2. The application should not be filed before January 1 for the upcoming fall semester. If you apply for the Michigan Competitive Scholarship, you should file by March 1 for consideration
3. You should complete your federal tax return before filing an application for financial aid in order to provide accurate information
4. You will receive a Federal Student Aid Report (SAR) from the federal processor. The college(s) listed on the FAFSA will receive the same information electronically

Preferred Deadlines for Applications

You should apply for financial aid as early as possible. Since College funds are limited, we suggest that you complete the process by the following deadlines for maximum consideration of all aid sources:

- Fall Semester: April 1
- Spring Semester: October 1
- Summer Semester: April 1

Limited funding sources are available after the preferred deadlines.

Financial Aid Return of Title IV Funds

For information concerning refund procedures for financial aid recipients who completely withdraw from courses, allocation of refunds, and repayment to sources of aid, contact the Financial Aid office.
Title IV Federal Financial Aid Programs

Federal Academic Competitiveness Grant

This grant program focuses on students who concentrated on math/science or a foreign language while in high school and graduated after January 1, 2005. Students must be full-time, U.S. Citizens, eligible for the Federal Pell Grant, and demonstrate proof of an approved rigorous high school curriculum (established by a state or local education agency.) Students must maintain a 3.0 GPA. Awards total $750 for first year students and $1,300 for second year students.

Federal Pell Grant

This grant provides an annual award depending on the computed Expected Family Contribution from the Free Application for Federal Student Aid. These awards are prorated, depending on your actual enrollment level per semester. This grant is available if you have not yet earned a bachelor’s degree. This is an entitlement program from which all students who meet eligibility requirements will receive an award.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program provides awards of $200-$400 per academic year. Priority for these awards is given to Pell Grant recipients with the lowest Expected Family Contribution (EFC) determined by the Free Application for Federal Student Aid (FAFSA). The award amount is dependent on annual availability of funds and other resources that make up an individual award package.

Academic Competitiveness Grant

This program provides a maximum of $750 for the first year and $1,300 for the second year. To qualify, students must be U.S. citizens; be a Federal Pell Grant recipient; be a first or second academic year student; and be enrolled full-time. In addition, the student must have graduated from high school after January 1, 2006, and while in high school completed a "rigorous secondary school program." The Department of Education and the State of Michigan determine "rigorous," and Kellogg Community College identifies students that meet the criteria.

Federal Work Study

This program is a federally-funded work program used to promote part-time employment on campus at a rate of $7.40-$8.50/ hour and in community service jobs at a rate of $8.50/hour. Employment opportunities are offered if you are enrolled at least half-time (minimum six credit hours) and demonstrate financial need. Positions are limited, and the number of hours a week you can work varies. You may earn up to your maximum financial need annually as determined by the Free Application for Federal Student Aid (FAFSA). All job placement is handled through Student Employment Services.

William D. Ford Federal Direct Loan Program

The Department of Education makes Federal Direct Subsidized Loans if you are enrolled at least half-time and demonstrate financial need. You may borrow up to $3,500 per academic year as a freshman (less than 24 credit hours earned) and $4,500 per academic year as a sophomore (24 or more credit hours earned). The federal government pays the interest while you are in school at least half-time, during the six month grace period, and during all deferment periods for the Federal Direct Subsidized Loan.

Federal Direct Unsubsidized Loans are low interest loans made by the Department of Education, which allow you to borrow if you are not eligible or have reduced eligibility for a Federal Direct Subsidized Loan. The maximum amount you can borrow is the same as the Federal Direct Subsidized loan. If you
are an independent student, you may borrow up to an additional $6,000, depending on eligibility. The interest rate for the Federal Subsidized and Unsubsidized Loans is the same. The federal government does not pay the interest if you are receiving the Federal Unsubsidized Loan while you are in school, during the six-month grace period, and during all deferment periods.

**Federal Direct Parent Loans for Undergraduate Students**

These are government loans made to your parents if you are a dependent student. Your parents cannot have an adverse credit history to qualify. Maximum loan amounts cannot exceed the Cost of Attendance (COA) minus other financial aid. The interest rate on the Federal Direct Parent Loan is a variable rate not to exceed 9%. Payment begins 30 days after the first disbursement.

**Michigan Financial Aid Programs**

**Michigan Competitive Scholarship**

This is a state scholarship awarded to eligible Michigan high school graduates. You must be a Michigan resident with demonstrated financial need as determined by the Free Application for Federal Student Aid (FAFSA), as well as achieved the minimum qualifying ACT score required by the Michigan Higher Education Assistance Authority. The Michigan Competitive Scholarship full year award equals $1,300. The amount is adjusted based on other gift assistance and enrollment status.

**Michigan Merit Scholarship Program**

This is a Michigan scholarship program for high school seniors to reward student achievement and to make post-secondary education more affordable. Check www.michigan.gov for current information.

**Michigan Promise Scholarship**

This scholarship provides up to $4,000 to high school graduates for successfully completing two years of post-secondary education, beginning with the high school graduating class of 2007. This scholarship replaces the Michigan Merit Scholarship Program for students graduating from high school after May, 2006. For more information on this scholarship, visit the website at www.michigan.gov/promise.

**Michigan Educational Opportunity Grant**

This is a state of Michigan grant designed to provide assistance if you are an undergraduate student enrolled at public Michigan colleges/universities. You and your parents must be Michigan residents. Funds may be used for studies leading to the first baccalaureate degree. This grant provides up to $1,000 per year to students. Awards are based on availability of funds and your available financial need. You must complete the Free Application for Federal Student Aid (FAFSA).

**Michigan Nursing Scholarship**

The Michigan Nursing Scholarship was established to encourage students into Nursing Education programs and the nursing profession in the state of Michigan. The scholarship pays up to $4000 per year for full-time enrollment, depending on eligibility. Your other financial aid awards are taken into consideration when determining your scholarship amount, using a formula provided by the state of Michigan. You are required to sign the Scholarship Agreement and Promissory Note with The Authority that you would achieve Licensure within one year of completing a nursing program and agree to work as a nurse in the state of Michigan for one year to prevent the scholarship from
beyond a loan. Eligibility requirements include:

- You must be enrolled at least half-time in a nursing program
- You must sign the Scholarship Agreement and Promissory Note
- You must complete the KCC Nursing Scholarship Certification form
- You must be a U.S. citizen
- You must not be in default on previous federal student loans
- You must maintain Satisfactory Academic Progress as defined by the financial aid office
- You must have no felony convictions
- You must not be incarcerated
- You must be a Michigan resident for at least one year prior to the award year

Applications are available in the Nursing department or the Financial Aid department during the award period.

**Michigan Work Study**

This is a state-funded program used to promote part-time employment on campus. Employment opportunities are offered to full- and part-time students at a rate of $7.40-$8.00/hour. Employment opportunities are offered if you are enrolled at least half time (minimum six credit hours) and demonstrate financial need. Positions are limited, and the number of hours a week you can work varies. You may earn up to your maximum financial need annually as determined by the Free Application for Federal Student Aid (FAFSA). All job placement is handled through Student Employment Services.

**Michigan Adult Part-Time Grant**

This is a state of Michigan grant designed to provide assistance to part-time undergraduate students who filed a Free Application for Federal Student Aid (FAFSA). Michigan Adult Part-Time Grants are available if you are a Michigan resident enrolled part time (3-11 credit hours), an independent student, and out of high school for at least two years. The maximum full-year award equals $600, not to exceed a total of four semesters.

**Michigan Tuition Incentive Program**

A state of Michigan program that provides tuition and fee assistance to Michigan residents who are under the age of 20 at the time of high school graduation or GED completion. You must take courses within four years of high school graduation or GED completion to qualify. The Michigan Department of Social Services determines eligibility for this award. You must enroll at least half-time (six credit hours). Tuition Incentive Program pays for tuition and fees up to 80 credit hours. A maximum of 24 credits per academic year will be covered.

**Institutional Financial Aid**

**Institutional Work Program**

If you are not eligible for Federal or Michigan Work Study, you may qualify for Institutional Work Study. This program follows the same guidelines as Federal and State Work Study programs.

**Scholarships**

**Kellogg Community College Gold Key Scholarships**

The Kellogg Community College Gold Key Scholarships are the College’s most prestigious scholarships. Awarded if you are a full-time entering freshman or college student with less than 24 credit hours completed and showing superior academic promise and leadership potential, the scholarships demonstrate the College’s commitment to recognize and encourage outstanding intellectual achievement. It is open to students in all degree programs.

Gold Key Scholarships are fully-funded scholarships in the amount of $6,000. You are awarded $2,500 annually for two years, with an additional $1,000 available for
continuing educational pursuits after completion of a two-year degree program at Kellogg Community College.

Please visit www.kellogg.edu/foundation to print an application. For more information, contact the Foundation office at 269-965-3931, ext. 2239.

**Kellogg Community College Trustees Academic Scholarship**

This award covers the cost of tuition and fees for four semesters, to a maximum of 64 credits, at Kellogg Community College. One scholarship will be awarded to graduating seniors at each of the high schools in the Kellogg Community College district. These schools are: Albion, Athens, Battle Creek Academy, Battle Creek Central, Harper Creek, Homer, Lakeview, Marshall, Pennfield, Tekonsha, St. Philip Catholic Central, Union City, and Calhoun Christian School. You must be in the top 20% of your graduating class and have at least a “B” average. Application forms and information are available from the participating high schools.

**KCC Foundation Scholarships**

Foundation scholarships are available to students with financial need, demonstrated academic achievement, and/or special circumstances. For more information on KCC Foundation Scholarships refer to Scholarships in the Foundation section of this catalog.

Please visit www.kellogg.edu/foundation for more information on scholarship application deadlines and to print a scholarship application. For more information, contact the KCC Foundation office: 269-965-4161 or 269-965-3931, ext. 2239.

**Support Services Programs**

The Support Services Department administers funds for the following programs: Special Populations, Student Support Services, KCC Child Care Grant, and Beyond Tuition Fund. Dependent upon the program, funds may be used for tuition, books, fees, child care, transportation, and other related expenses. In order to be eligible for funding, you must meet specific criteria and have a FAFSA form for the current school year on file with the Financial Aid office.

Additional information and applications may be obtained by accessing the Support Services website at www.kellogg.edu/studserv/supportserv. Support Services may also be reached by e-mail at supportservices@kellogg.edu, or phone 269-965-4150.

**College Employment Program**

All enrolled students at Kellogg Community College, regardless of their financial status, may apply for a KCC student employment position. Specific eligibility requirements are as follows: you must (1) be enrolled for and maintain at least six credit hours for each semester you work during the academic year; (2) be in good academic standing; and (3) be at least 18 years of age or provide proof of high school completion for student employment.

The procedure to follow in pursuing student employment begins with the Financial Aid office. You must complete the Free Application for Federal Student Aid (FAFSA) and submit the results to the Financial Aid office. If you are seeking jobs, you should register with Student Employment Services, where a list of current job openings is maintained. A Student Employment Authorization from the Financial Aid office is required prior to the start of employment.

**Cooperative Education Program**

The Cooperative Education Program at Kellogg Community College offers you an opportunity to work in your career area while
Financial Aid

Cooperative Education

Cooperative Education work experiences can be developed from existing full- or part-time employment, or new employment can be sought by working with the Cooperative Education Coordinator to find a suitable placement. Once a placement is secured you can get a signed registration form from the coordinator for enrollment in the Cooperative Education Program.

Financial Assistance for Transfer Students

Community College Scholarships

State Universities

The state universities in Michigan make available each year a number of scholarships to transfer students of community colleges. For information concerning the university of your choice, please contact the Financial Aid office at Kellogg Community College.

Private Colleges

The private colleges in Michigan make available each year a number of scholarships if you are transferring from a community college. For information concerning the college of your choice, please contact the Financial Aid office at Kellogg Community College.

Academic Standards and Progress Requirements for Recipients of Financial Assistance

If you are receiving financial assistance from the Department of Veterans Affairs, U.S. Office of Education, Michigan Department of Education, designated Kellogg Community College sources, and any other aid source for which the College is requested to certify enrollment, you are required to achieve satisfactory progress toward your educational goals. At a minimum such progress will be evaluated by the College at the end of each academic year.

Phi Theta Kappa Scholarship

If you are a member of Phi Theta Kappa and transfer to any one of over 400 colleges in the United States, you may be eligible for transfer scholarships. To access a list of current transfer scholarships, contact Phi Theta Kappa at www.ptk.org for more information.
Student Services

Academic Advising
An academic advisor will assist you in forming career and educational plans which fit your interests and lifestyle. An educational plan consists of a list of required and suggested courses which leads to a certificate, a degree, or transfer. All first-time students are asked to meet with an academic advisor before scheduling courses. Advising is available on a walk-in basis at the Battle Creek campus. Additionally, advisors will encourage you to use career decision-making software such as Discover and MOIS to identify career interest, work values, and preferences.

Academic advising is available as a resource for you to seek information and guidance. Advisors answer questions on scheduling, occupational program requirements, and academic processing that lead to the completion of goals.

Advising services are offered during the day and evening hours on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld, and Grahl Centers. You may communicate with the advisors via e-mail by going to the website www.kellogg.edu/advising.

Athletics
Kellogg Community College is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College competes in intercollegiate men’s baseball, basketball, and soccer, and women’s basketball, softball, and volleyball. The MCCAA and NJCAA regulate athletic competition and set eligibility standards for all member colleges. Athletic grant-in-aid scholarships are available for outstanding male and female athletes. Contact the Athletic department for any further details at 269-965-4151.

College Life
The College Life office supports the academic goals of Kellogg Community College by engaging students in programs designed to enhance the college experience. Through campus partnerships and cooperative planning, the College Life office aims to promote a positive college experience by providing programs rooted in diversity, education, leadership, community service, and social interaction. The College Life office offers a wide range of opportunities for students to gain experience including campus activities, student organizations and clubs, Honors Program, honors societies, The Bruin student newspaper, and Student Leadership Institute. Students are encouraged to participate in co-curricular activities in an effort to seek a well-rounded education which will prepare them to be successful in new challenges. Additionally, the College Life office maintains campus postings, visitor requests, lost and found, and issues KCC identification cards.

Each spring, the College Life office facilitates the annual Awards Banquet, where awards are presented to students as recognition for outstanding achievement in a variety of areas. Each award, along with specific award criteria, is outlined in the student handbook.

The College Life office is located on the lower level of the Student Center. For more information about College Life programs, contact College Life at 269-965-3931, ext. 2634, e-mail collegelife@kellogg.edu, or visit www.kellogg.edu/collegelife.
The Bruin Newspaper

The Bruin newspaper is the College's student newspaper. It contains campus and community news, opinion pieces, and campus event information. The Bruin is published nine times each calendar year.

Honors Program

The Honors Program offers academically-talented students an alternative way to complete general education requirements. Honors Program students have unique opportunities for academic challenge as well as interaction with other motivated students and Honors faculty through courses, service learning, and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students, faculty, and staff.

Honors Program students are as unique and varied as the scholarly, artistic, humanitarian and societal passions that spark their intellect. What unites them is the excitement of working and studying with outstanding instructors and other talented students.

To be eligible for the Honors Program, students must meet one of the following requirements:

- ACT score of 20 or higher
- High school GPA of 3.3 or higher
- Minimum of 12 credit hours completed at KCC, with a GPA of 3.5 or higher
- Recommendation of faculty
- Transfer GPA of 3.0 or higher

The Honors Program regularly offers courses specifically designed for honors students; course offerings can be found in the academic schedules. Students also have the option of fulfilling an honors contract in all other College courses. An honors contract is a mechanism for adding an "honors dimension" to any regular KCC course by contracting with the instructor to complete additional coursework and receive honors designation. Student interested in developing an honors contract should contact individual instructors at the start of a semester to discuss options.

Phi Theta Kappa

Phi Theta Kappa is an international academic honor society for community college students working toward an occupational or transfer program. Membership in Phi Theta Kappa is by invitation to students in all associate degree programs who have accumulated 12 or more credit hours and carry a minimum cumulative 3.5 grade point average. Students who accept membership are granted opportunities to develop leadership potential, engage in scholarly activities, and/or participate in community service. Membership benefits include:

- The privilege of wearing Phi Theta Kappa regalia at commencement
- Notation of membership on your diploma and transcripts
- Membership certificate, identification card, and pin
- Exclusive access to transfer scholarships, available only to Phi Theta Kappans
- Press release announcing your induction to the society

Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. It is the first two-year college honor society approved for membership in the Association of College Honor Societies. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Students who meet the following requirements are eligible for membership:

- Actively enrolled at an accredited
two-year college with a Psi Beta chapter

- Rank in the top 35% or have an overall grade point average (GPA) of 3.0, whichever is higher, and have at least a 3.0 GPA average in psychology
- Completed at least two quarters or one semester of a psychology or psychology-based course and 12 credit hours or the equivalent quarter hours total college credit

**Student Leadership Institute**

The Student Leadership Institute (SLI) functions under the philosophy that all students possess leadership potential and that leadership can be enhanced when given the opportunity to develop them. SLI focuses on providing those critical components in order to develop and enhance leadership talent within KCC students. Leadership opportunities are offered through a variety of means such as workshops, speakers, service learning, and conferences.

**Student Organizations**

Student organizations offer social, service, and professional opportunities for their members within the College. Involvement can broaden acquaintances, develop leadership potential, build decision-making and problem-solving skills, and complement classroom instruction.

College Life houses more than 25 registered student organizations. Students are also encouraged to form new organizations; College Life staff is available to assist students through the new student organization registration process.

Students can learn more about how to get involved by contacting the College Life office.

**Customer Service Center**

This one-stop location at the Battle Creek campus allows you to apply to the College, register for courses, make payments, submit schedule adjustments, request transcripts, and process course withdrawals. These services are also provided at the Grahl, Fehsenfeld, and Eastern Academic Centers.

**Housing**

The wide selection of degree and certificate programs of study and an established reputation make Kellogg Community College attractive to many students outside the Battle Creek area. The College does not have approved housing on or off campus. Housing is available near the campus in private homes and apartments. It is your responsibility to visit available housing and reach agreement with the property owner concerning rental, house policies, privileges, and responsibilities. Housing information is available by visiting www.kellogg.edu/studserv/housing.html.

The College is not able to officially approve or supervise off-campus housing. It cannot assume responsibility for housing conditions, location, or rental conditions.

**Insurance**

A sickness and injury insurance plan is available to you if you are enrolled full- or part-time. The plan is underwritten by Sentry Student Security Plan and is not subsidized by the College. Applications are available from Student Services, the Academic Advising Center, and the administrative offices at the centers.

**Students with Disabilities**

Kellogg Community College offers assistance to students who have a documented disability that limits a major life activity. The College is committed in its compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.

The Support Services Department is responsible for the coordination of services
for students with disabilities. Students must voluntarily identify themselves during the advising process as having a disability and make arrangements to supply the Department with appropriate documentation. Students may contact the office at 269-965-4150 or e-mail us at supportservices@kellogg.edu. For additional information regarding disability assistance visit www.kellogg.edu/studserv/supportserv.html.

Qualified students who have a documented disability that limits a major life activity must provide documentation of their disability to receive any academic modification and/or reasonable accommodation. Requests will be based upon the specific documentation. The student is responsible for contacting Support Services to review personal concerns and develop a plan for accommodation or modification.

The intent of providing special considerations for students with disabilities is to accommodate students’ learning differences, not to change collegiate requirements. The same standards for mastery of skills or information are applied to students with disabilities as to all other students.

**Americans With Disabilities Act**

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. The College is committed to compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act:

1. Section 202 of the 1990 Americans With Disabilities Act: “No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity.”

2. Section 504 of the 1973 Rehabilitation Act: “No otherwise qualified individual, with a disability as defined (herein) shall solely, by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

While ensuring the academic integrity of its programs, the College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities.

**Student Employment Services**

Kellogg Community College students and alumni are eligible for free job search assistance through the Student Employment Services office, which is located in the Student Center on the Battle Creek campus. You can also register for job search assistance online at www.kellogg.edu/ses/ccn.

The Student Employment Services office provides a full range of employment services including one-on-one assistance with writing résumés, building interview skills, and developing job leads. The Student Employment Services office also schedules on-campus recruiters and plans job fairs. On-campus recruiting opportunities and job fairs will be advertised in *The Bruin* and on the KCC website.

Job developers in Barry, Branch, and Calhoun County work with faculty, co-op coordinators, and community job placement personnel to help you develop permanent job leads and work experience opportunities. All permanent job leads and work experience opportunities developed by the Student Employment Services office will be posted on College Central Network at www.kellogg.edu/ses/ccn.

For more information on employment services available for KCC students, call the
Student Employment Services office at 269-965-3931, ext. 2637.

**Student Handbook – Regulations**

A student handbook is published each year. Copies are available without charge at all College sites upon request. The handbook contains information on services available to students, co-curricular activities and events, and necessary regulations. The current regulations on student vehicles, campus parking, smoking regulations, restrictions against drinking and gambling, cheating, confidentiality of student records, Student Code of Conduct, initiating a complaint, and the right of due process in disagreements are among the topics covered.

The regulations contained in the Student Handbook are based upon the official statements from the Policies and Procedures Manual of Kellogg Community College. It is your responsibility to become familiar with the rules and regulations of KCC and the various policies outlined in the Student Handbook.

**Support Services**

Support programs are designed to help you if you experience academic difficulty; have limited English language skills; are low-income or a first-generation college student; seek a nontraditional career; or are a single parent, displaced homemaker, re-entry, or disabled student. Support Services may be reached by e-mail at supportservices@kellogg.edu, by phone at 269-965-4150, or our website at www.kellogg.edu/studserv/supportserv.

**Peer Mentoring**

Peer mentors are fellow KCC students who serve as a resource and can share general campus information with you.

**Tutoring**

As a KCC student who is currently enrolled and attending class, you can receive tutoring assistance. Tutoring may be individual, group, or drop in. We encourage you to visit our website at www.kellogg.edu/kccpages/acadservices/tutoring.html to locate the tutor request form.

**Academic Assistance**

This service is provided only to students who have been accepted into either the Special Populations or Student Support Services Grant Program. Academic assistance is provided by professionals in the field of study, paraprofessionals, or by the instructor.

**Disability Services**

If you have a disability, academic accommodations may be available. The first step is for you to provide documentation of your disability to Support Services. After reviewing your documents, we will determine what kind of accommodations are available to you. You may also qualify for other services. E-mail supportservices@kellogg.edu for additional information.

**Tools for Student Success**

**The Learning Place**

The goal of The Learning Place is to provide you with opportunities to develop or enhance the skills you need to be successful in college. These services are provided at no charge to current students. Our dedicated paraprofessionals assist students in becoming competent, motivated, and self-directed learners.

Located in the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Some of the services we offer are available at other locations on campus and at the regional centers.
You can drop-in to The Learning Place to receive help in any subject matter or program area. Specialized help is available in the following areas:

**Reading, Writing and Study Skills**
You can receive help with a specific assignment or upgrade your grammar, vocabulary, and composition skills. Computer programs and paraprofessionals are available to help you read faster and comprehend more, study better in less time, take great lecture notes, and generally build upon skills you already possess to make college writing, reading, and learning easier. Enroll in English 97 or 99, Study Skills 98 or 99, or just stop in during open hours.

**Mathematics and Science Skills**
Tutoring assistance with all levels of math is available at The Learning Place. Individual and small group tutoring is available for Biology 101, 201, 202, and Chemistry 100. A variety of software programs are available for independent study, and paraprofessionals are available to help at various times throughout the week. A new parapro schedule is posted each semester. Stop by The Learning Place, or call 269-965-3931, ext. 2296, for more information.

**College Success Course**
You may be interested in taking a one-credit hour online orientation course entitled College Success (STSK 111). This course covers what you need to know about college knowledge, time management, career counseling, study skills, and orientation to college life. You register and pay for this course in the same way that you enroll for regular credit courses.

**Testing and Assessment Center**
The Testing and Assessment Center provides testing support for courses offered by the College and assessment testing for course placement. Services are offered to the community, as well as to Kellogg Community College students. Testing support includes make-up tests, distance learning, and tests for placement. The COMPASS assessment is offered for placement into certain classes. In addition, the center offers national credit by exam tests, such as DANTES Subject Standardized Tests (DSSTs) and CLEP examinations. The ACT Assessment is offered on the five national test dates. Other testing services, such as test proctoring for students attending other Michigan colleges, are offered.

**Student Assessment and Course Placement (COMPASS)**
If you are enrolling for the first time at Kellogg Community College, you may need to take one or more of the COMPASS assessments for writing, reading, or math. COMPASS is a computer adaptive placement tool. The purpose of these assessments is to help place you in classes for which you are adequately prepared, and therefore have the most opportunity to succeed. COMPASS is offered at the Testing and Assessment Center in the Lane-Thomas building and at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is no fee for initial assessments. Assessment is required before you meet with an academic advisor to plan your initial class schedule.

**Alternatives to the COMPASS test**
If you took the ACT assessment, you may choose to use your ACT writing and reading scores instead of taking those sections in COMPASS. If you want to use ACT scores, you will need to provide a copy of your ACT scores to the College before you plan to register for classes.

**National Standardized Credit by Examination Tests**
The Testing and Assessment Center offers two college-level equivalency examination
programs, CLEP and DANTES Subject Standardized Tests. If you have had prior learning that may be equivalent to college course work, or if you can study a subject on your own, these programs may save some time and money in earning your degree. Both testing programs are available to Kellogg Community College students and to members of the community. You may apply the credit to your degree here or at any institution that participates in these programs.

**College Level Examination Program (CLEP)**

CLEP examinations are computer-based examinations through the College Board. There are 34 different examinations in introductory-level subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.

**DANTES Subject Standardized Tests (DSST)**

DSST are untimed paper and pencil examinations. There are 30 test titles available covering a wide range of subjects. Examinations are mailed to Thomson Prometric for scoring, and official score reports are mailed directly to you and the score recipient institution.
Instructional Information

General Education Core Outcomes

Kellogg Community College believes in the value of general education and to that end, all students receiving an associate degree will be required to achieve General Education Core Outcomes. These outcomes will be acquired through the completion of general education core courses required for each degree (see specific program guides).

As a result of completing an associate degree from Kellogg Community College, students will be able to:

1. Demonstrate writing, listening, computer, verbal, and non-verbal communication skills.
2. Demonstrate critical thinking skills in gathering, analyzing, interpreting facts, and problem solving using scientific inquiry.
3. Demonstrate knowledge of the creative process and the ability to appraise the significance of visual, literary, or performing arts.
4. Evaluate the implications of being a citizen in a global community.
5. Distinguish between the positive and negative implications of physical, mental, and community health principles on individual and community wellness.

During the spring semester of each academic year, randomly selected students are asked to take a general education learning outcomes assessment in one of six areas: Communicating, Creativity, Critical Thinking, Global Awareness, Healthy Living, or Reading. The data gleaned from the results of these assessments assists the administration and faculty of KCC in improving the quality of student learning.

Academic Discipline Procedure

Procedures in cases of academic integrity infractions will begin with the individual instructor who has reason to believe an incident has occurred. The instructor must first review the information and determine whether there is sufficient reason to proceed with the charge of academic integrity violation. If the instructor determines to proceed, the instructor must communicate, in writing, the charge to the student with a copy to the instructor’s chair or director.

If the student admits his or her guilt and accepts and completes the penalty prescribed by the instructor, the matter is resolved, and a copy of the incident report detailing the allegations, the student’s response, and the penalty must be sent to and filed with the appropriate chair or director and the Vice President for Student Services office. Penalties imposed by the instructor fall within the confines of the course, i.e., failure of the assignment, requirement of an alternate assignment, or failure of the course. Dismissal from the program or suspension from the College are actions outside of the instructor’s purview and must be dealt with by the appropriate department chair or director. KCC’s Policy on Academic Integrity is spelled out in the Student Handbook.

If the student maintains his or her innocence, the instructor will apply the penalty and refer the student to the appropriate chair or director who shall process the matter as a student appealed violation of the Student Code of Conduct.

Class Attendance

Regular class attendance is considered an essential part of your educational experience and a requirement for an adequate evaluation
of student academic progress. Absenteeism is a matter to be resolved between you and the instructor.

Excessive absence is reported to the academic advising staff. An attempt is made to contact you to resolve any problems. Continued absenteeism may lead to administrative action.

Faculty are required to report “No Show” students to the Financial Aid office. Federal aid may be reduced if you do not begin attendance in all classes.

**Consultation**

If you need to meet with a member of the faculty concerning a class, you are encouraged to do so. Generally, members of the full-time teaching faculty are available approximately seven and a half hours a week. We urge you to seek help with small problems before they grow.

Consultation hours are posted on office doors and usually are announced in class. Appointments are recommended.

**Academic Assistance**

**The Learning Place**

The Learning Place fosters student success by providing comprehensive academic skills support and services in college-level and developmental learning. Students can improve their learning through peer tutoring, professional academic assistance, career advice, and self-help resources. The Learning Place staff offer reading, writing, and mathematics assistance during open hours, as well as during scheduled labs. Students can receive help with homework, lab assignments, and other projects. (For assistance in science tutoring, students should stop into the Schwarz Science Building, room 103D.)

The tutor coordinator, student support specialists, peer advisors, and academic para-professionals, as well as The Learning Place Director, are available to help assure student success. Computers, academic software, study group spaces, and professional assistance are available to all students in the Ohm Information Technology Center, room 207.

**Reading, Writing, Mathematics and Study Skills**

Kellogg Community College offers a wide variety of individualized refresher and mastery programs of study in reading, writing, mathematics, and study skills.

College Reading (STSK 98) and Study Skills (STSK 99) offer help with reading comprehension, vocabulary, lecture note taking, memory, time management skills, and test taking skills.

The Writing Skills courses (ENGL 97 or 99) increases student proficiency in paragraph development, sentence structure, mechanics, and grammar.

Mathematics Clinic (MATH 97) offers a review of basic mathematics by targeting the skills needed to be successful with everyday mathematical tasks.

The goal of developmental instruction is to help under prepared students develop skills that will allow them to proceed to and succeed in further levels of English, mathematics, and other subjects they need to achieve their academic goals.

In the event you score 45 or below on the COMPASS reading test, you will be asked to take an additional assessment test. If the test results confirm you do not meet the minimum score to be successful in developmental course work at KCC, you will be referred to appropriate community sources.

*If you have been admitted to the developmental program and are assessed below seventh grade reading level on two or more appropriate assessment tests, you will be administratively withdrawn*
Learning Opportunities

Customized Training for Business and Industry

The KCC Workforce Solutions department supplies customers with job-related educational training, skills, and technical services, significantly improving their ability to compete and grow in a local, national, and global market. We deliver these services when and where our customers need them, maximizing our customers’ benefit-to-cost ratio.

We help our customers assess the skill needs of their employees, then design training uniquely tailored to fit their needs. We also deliver training to meet customer needs, at anytime. We are committed to deliver training on-site at our customers’ facilities or at another location of their choosing.

Our courses produce results and have been delivered to dozens of businesses and other entities in Barry, Branch, and Calhoun Counties. For further information regarding customized training courses, contact the Director of Workforce Solutions at the RMTC, 269-965-4137, ext. 2847.

Distance Learning

Online Courses

Many traditional courses are now available in an online format, where assignments, activities, and communication are all done online. Though some tests are completed online, most courses require you to take at least one or two tests at a proctored site. Online courses are also available from other Michigan community colleges through the Michigan Community College Virtual Learning Collaborative (MCCVLC). Even though you are taking the course from another college, you still receive support services from and maintain your academic record at KCC.

Hybrid Courses

The goal of hybrid courses is to join and balance the best features of in-class teaching with the best features on online learning to promote active, participatory, and independent learning. Unlike an online course, the hybrid course does have designated times and places the class meets, but the amount of time spent in the classroom has been reduced by moving some of the learning activities to the Internet, usually by 25% to 75%. Though the same time commitment is required to complete the course as with traditional delivery, the hybrid course provides you with more flexibility in your school and personal schedule.

Interactive TV Courses

Kellogg Community College uses video-conferencing technology to link classrooms at multiple sites into a shared, video-connected classroom. With these facilities participants at one site can be seen and heard by participants at all other sites. The system also distributes images of computer screens, images of documents or objects, and video images. These facilities make it possible to expand our offerings at various sites by combining the students from more than one site into one interactive classroom.

Independent Study

If a course is not offered at a time when you need it for graduation, or if a specialty course is listed in the catalog, but has not been offered, you may request to earn the credits through independent study options. You will work with an instructor to gain the required competencies and learning outcomes; however, the work will be done independent of lecture or typical instruction. You must be prepared to learn on your own with the instructor as a coach only. The independent study agreement must be approved by the faculty and department chair.
Individualized Instruction

The benefits of individualized instruction are flexibility and convenience. Students use this mode of learning primarily for skill building courses in office or skilled trade fields. Students engage in the course work independently of each other under the guidance of an instructor. The students use print, audio-video, or computer-based information sources as their primary cognitive learning materials. The focus is on performing activities, normally in a lab environment, that reinforce the skills explained or presented in the learning materials. Instructors in the lab work individually with, and provide feedback to, students to overcome any hurdles to learning. The labs are open many hours to make it easy to fit individualized instruction into the toughest schedules.

Learning Communities

A learning community is an innovative approach to learning that links and integrates two or more courses. Disciplines are taught together, for example, Freshman Composition and Art History. In this pairing students write about art. The same group of students, faculty, and an advisor work collaboratively in a friendly, supportive atmosphere, which may include special workshops and field trips.

Student-teacher interaction creates a close-ly-knit, supportive community of learners. Students begin to see the connections between the courses and develop knowledge on a broad range of subjects. As active, progressive learners in linked courses or learning communities, students gain confidence and communication skills, becoming better lifelong students.

Lecture-Based Learning

You will typically learn through this method of instruction which consists of lecture, group work, lab projects, and other traditional types of activities. Most courses are taught through this type of instructor-student interaction model. However, lecture-based learning can be supplemented with online components.

Short Courses, Seminars, and Workshops

Kellogg Community College’s Lifelong Learning develops offerings based on market needs, national trends, and input from the community. A variety of programs and courses are offered each semester through Lifelong Learning for personal enrichment and skill development and the Professional Development Institute for continuing professional education, employment retraining, skill upgrades, and nationally-recognized certification programs. A wide variety of online courses are also available for personal development and professional career certification. Contact Corporate and Community Services at 269-965-4134 for more information.

Small Group Option

When a class has low enrollment, but an instructor is willing to teach it on the basis of meeting half or more of the designated time and develop additional independent work for students, the Small Group Option may be offered to those students enrolled in the class. This option allows you the choices of dropping the class and re-enrolling in a different semester or taking the class in a “small group,” which means the class will meet half or more of the scheduled time, and independent study projects will be required for the rest of the class time.

Work-Based Learning

Cooperative Education

Cooperative education (co-op) is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. Co-op is a partnership among students, educational institutions, and
employers, with specified responsibilities for each party. A co-op experience at Kellogg Community College allows the student to have a portion of the work experiences be unrelated to the outcomes of the student’s program, so for co-op experiences the focus is more on the student as a worker than is the case with an internship. The work-based hours are monitored by the employer. The work experience must be paid, not voluntary.

**Internship**

An internship is an employer monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience. An internship experience at Kellogg Community College is predominantly a learning experience. The learning is focused on student-specific course outcomes that lead to attainment of one or more program outcomes in the student’s program of study. The work-based hours are monitored by the employer. An internship experience can either be paid or unpaid.

**Practicum**

A practicum is a course of instruction aimed at closely relating knowledge or skill learned in the classroom to their application in practice through a supervised experience. At Kellogg Community College, a practicum involves time in the classroom and time for integrated field applications supervised by the practicum instructor. The field application must be an activity normally performed by employees in the field of study. Typically, the practicum will have the activity performed at a work site, though the field application can be performed in a campus lab if appropriate to the activity. The practicum differs from a co-op or internship in that all the time associated with the field application is supervised by the instructor, not the work site supervisor.

**Clinical**

A clinical is a practicum course in a health care facility that includes the examination and treatment of patients under direct supervision of a clinical instructor.

**Field Experience**

Field experience integrates classroom learning with application of the learning in a realistic setting through a supervised experience. At Kellogg Community College, a field experience course is where the work-based learning activity or type of learning supervision does not fit the definition of other work-based learning courses. Field experience could involve field applications managed by the instructor, the work site organization, or a combination of the two. It differs from a practicum in that the instructor might not directly supervise all hours that the student works.

**Library Services**

The Emory W. Morris Learning Resource Center provides support for student research and learning needs. Open over 65 hours per week, evening and weekend services are available.

**Resources Available**

The staff of the Learning Resource Center encourage you to seek their support in locating the best information available for research and learning needs. A collection of over 60,000 book and media titles is accessed through the online catalog. To further assist you in gaining information research skills, orientations are held for classes.

The Learning Resource Center participates in the Online Computer Library Center (OCLC) and other interlibrary loan programs to obtain information that the College does not own. The Reference/Information Desk staff assist users in linking up with these external resources.
A statewide database of e-journals and e-books provides students with access to needed research materials. Students can use the materials in other Michigan libraries by participating in the State’s MeLCat and MichiCard library access program, available in the Learning Resource Center.

Centers
Kellogg Community College has four academic centers: the Eastern Academic Center in Albion, Fehsenfeld Center in Hastings, Grahl Center in Coldwater, and Regional Manufacturing Technology Center in Battle Creek. The Eastern Academic, Fehsenfeld, and Grahl Centers provide transfer and applied degree courses, as well as academic and financial aid advising, payment opportunities, and bookstore services (only online bookstore services are available at the Fehsenfeld and Grahl Centers). For your convenience, the centers are open days and evenings.

At the Grahl Center, five different options are available: Associates in Early Childhood Education, Business Management, Arts, Science and General Studies. Check with advisors for information about these evening degree offerings.
Degree and Certificate Requirements

Requirements

Candidates for a degree or certificate from Kellogg Community College must meet the following specific requirements:

1. An associate degree requires successful completion of a minimum of 62 credit hours with a cumulative grade point average of 2.0 or higher.
2. Certificates will be awarded to students who complete the required course work with a cumulative grade point average of 2.0 or higher.
3. To earn an associate degree, at least 24 credit hours must be successfully completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree or certificate may be documented and transferred to Kellogg Community College.
5. General Education Core Outcomes: All students receiving a degree from Kellogg Community College will gain general education core outcomes. These outcomes will be met through the general education core courses required for your degree. Please see specific program guides on pages 56-132.

General Education Core Courses

Choose from the following courses to complete your general education requirements. General education core courses require a prerequisite COMPASS reading score of 70, or a “C” in Study Skills 98 or 99.” Be sure to check your transfer and program guides for more explicit directions concerning general education core courses required for your degree. Please see specific program guides on pages 56-132.

*Physical Education Activity courses 150-160 do not have a COMPASS reading requirement.

Communicating

CREDITS

**English 151, Freshman Composition** . . . 3
**Communication 101, Foundations of Interpersonal Communication** . . . . . 3
**Communication 111, Business and Technical Communication** . . . . . 3

Creativity

CREDITS

**Art 105, Contemporary Art Survey** . . . 2
**Art 211, Art Appreciation** . . . . . 3
**Art 212, Art History** . . . . . 3
**Art 213, Art History** . . . . . 3
**English 203, Introduction to Creative Writing** . . . . . 3
**English 204, Advanced Creative Writing** . . . . . 3
**Humanities 150, Encounter with the Arts** . . . . . 2
**Literature 105, Introduction to Literature and higher LITE courses** . . . . 2-3
**Music 211, Music Appreciation** . . . . . 3
**Music 250, Music History I** . . . . 3
**Theatre 121, Theatre Appreciation I** . . . . 3
**Theatre 122, Theatre Appreciation II** . . . . 3

Critical Thinking

CREDITS

**Astronomy 104, Introductory Astronomy** . . . . . 4
**Biology 101, Biological Science** . . . . . 4
**Biology 105, Essentials of Human Anatomy and Physiology** . . . . . 4
**Biology 110, Principles of Biology II** . . . . . 4
**Biology 111, Botany** . . . . . 4
**Biology 202, Human Physiology** . . . . . 4
**Chemistry 100, Fundamentals of Chemistry I and higher CHEM courses** . . . . 4
**Chemistry 210, Introduction to Organic and Bio-chemistry** . . . . . 4
**Geography 100, Physical Geography** . . . . . 4
### Math 111, Mathematics for Elementary Teachers and higher MATH courses

- Credits: 4

### Physics 111, Introductory Physics I and higher PHYS courses

- Credits: 4

### Global Awareness

#### Anthropology 200, Introduction to Anthropology
- Credits: 3

#### Arabic 101, Elementary Arabic
- Credits: 4

#### Arabic 102, Elementary Arabic II
- Credits: 4

#### Communication 241, Foundations of Mass Communication
- Credits: 3

#### Economics 201, Principles of Economics—MACRO
- Credits: 3

#### French 101, Elementary French
- Credits: 4

#### French 102, Elementary French
- Credits: 4

#### French 201, Intermediate French
- Credits: 4

#### French 202, Intermediate French
- Credits: 4

#### History 103, American Foundations
- Credits: 3

#### History 104, Modern America
- Credits: 3

#### History 151, Western Civilization: Early Western World
- Credits: 3

#### History 152, Western Civilization: Modern Western World
- Credits: 3

#### History 201, Global History to 1500
- Credits: 3

#### History 202, Global History from 1500 to Present
- Credits: 3

#### Humanities 205, Ethical Dilemmas in Modern Society
- Credits: 3

### International 210, International Travel
- Credits: 2-4

### Philosophy 201, Introduction to Philosophy
- Credits: 3

### Philosophy 202, Introduction to Ethics
- Credits: 3

### Political Science 200, American System of Government
- Credits: 3

### Political Science 210, Introductory Comparative Politics
- Credits: 3

### Service Learning 200, Service Learning
- Credits: 3

### Sociology 201, Introduction to Sociology
- Credits: 3

### Spanish 101, Elementary Spanish
- Credits: 4

### Spanish 102, Elementary Spanish
- Credits: 4

### Spanish 201, Intermediate Spanish
- Credits: 4

### Spanish 202, Intermediate Spanish
- Credits: 4

### Physical Education Activity 121, Healthy Lifestyle Practices
- Credits: 2

### Physical Education Activity 150, Wellness Activity: Aquatic Exercise
- Credits: 2

### Physical Education Activity 151, Wellness Activity: Aerobics
- Credits: 2

### Physical Education Activity 152, Wellness Activity: Weight Training
- Credits: 2

### Physical Education Activity 153, Wellness Activity: Sport Conditioning
- Credits: 2

### Physical Education Activity 155, Wellness Activity: Cross Country Skiing
- Credits: 2

### Physical Education Activity 156, Wellness Activity: Hiking
- Credits: 2

### Physical Education Activity 159, Wellness Activity: Walking/Jogging
- Credits: 2

### Physical Education Activity 160, Wellness Activity: Tennis
- Credits: 2

### Psychology 201, Introduction to Psychology
- Credits: 3

### Science 100, Environmental Science
- Credits: 4

### Science 103, Field Investigation in Environmental Studies
- Credits: 4

### Sociology 202, Social Problems
- Credits: 3

### Sociology 203, Marriage and Family
- Credits: 3
Associate in Arts Degree

The Associate in Arts is designed for students preparing to transfer to a four-year institution. The requirements in this degree are designed to fulfill the general education core outcomes requirements described on page 45.

Requirements for the Degree

1. A minimum of 62 credit hours earned
2. Cumulative grade point average at KCC of at least 2.0
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

General Education Course Requirements

(minimum credits needed)

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating</td>
</tr>
<tr>
<td>English 151, Freshman Composition AND English 152, Freshman Composition AND Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication</td>
</tr>
<tr>
<td>Critical Thinking Electives*</td>
</tr>
<tr>
<td>Creativity Electives*</td>
</tr>
<tr>
<td>Global Awareness Electives*</td>
</tr>
<tr>
<td>Healthy Living Electives*</td>
</tr>
</tbody>
</table>

*For options to fulfill the Critical Thinking, Creativity, Global Awareness, and Healthy Living Electives, see pages 51-52.
The Associate in Science Degree

The Associate in Science is designed for students preparing to transfer to a four-year institution. The requirements in this degree are designed to fulfill the general education core outcomes requirements described on page 45.

Requirements for the Degree

1. A minimum of 62 credit hours earned
2. Cumulative grade point average at KCC of at least 2.0
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

General Education Course Requirements

(minimum credits needed)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating</td>
<td>9</td>
</tr>
<tr>
<td>English 151, Freshman Composition AND English 152, Freshman Composition AND Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication</td>
<td></td>
</tr>
<tr>
<td>Critical Thinking Electives°</td>
<td>24</td>
</tr>
<tr>
<td>Creativity Electives°</td>
<td>8</td>
</tr>
<tr>
<td>Global Awareness Electives°</td>
<td>9</td>
</tr>
<tr>
<td>Healthy Living Electives°</td>
<td>2</td>
</tr>
</tbody>
</table>

°For options to fulfill the Critical Thinking, Creativity, Global Awareness, and Healthy Living Electives, see pages 51-52.

Additional Course Work

Additional courses to achieve the minimum requirement of 62 credit hours earned for this degree are selected at the discretion of the student. Consider course requirements for your major at the transfer institution. Work with a KCC academic advisor to select appropriate courses. If you choose to follow MACRAO, refer to pages 19-20 for details.
**Associate in General Studies Degree**

**code 313**

The purpose of the Associate in General Studies is to recognize completion of the requirements for a degree at Kellogg Community College. The requirements in this degree are designed to fulfill the general education core outcomes requirements described on page 45.

**Requirements for the Degree**

1. A minimum of 62 credit hours earned
2. Cumulative grade point average at KCC of at least 2.0
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

**General Education Course Requirements**

(minimum credits needed)

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating</td>
<td>6</td>
</tr>
<tr>
<td><strong>English 151, Freshman Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Communication 101, Foundations of</strong></td>
<td>3</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>or <strong>111, Business and Technical</strong></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td><strong>Critical Thinking Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Creativity Electives</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Global Awareness Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Healthy Living Electives</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

*For options to fulfill the Critical Thinking, Creativity, Global Awareness, and Healthy Living Electives, see pages 51-52.

**Additional Course Work**

Additional courses to achieve the minimum requirement of 62 credit hours earned for this degree are selected at the discretion of the student. Consider course requirements for your major at the transfer institution. Work with a KCC academic advisor to select appropriate courses. If you choose to follow MACRAO, refer to page 19-20 for details.
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.

General Education

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

Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication .......................... 3
Creativity Elective° ........................................ 2-3
Critical Thinking Elective° .......................... 3-4
Economics 201, Principles of Economics – MACRO .......................... 3

English 151, Freshman Composition . . . 3
Psychology 201, Introduction to Psychology .................................. 3

17-19

For options to fulfill the Creativity and Critical Thinking Electives, see page 51-52.

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 202, Principles of Economics – MICRO .................................. 3
Office Information Technology 160, Applications Software .................................. 3

42

Accounting Electives

Choose one or more courses from the following:

Business Administration 200A, Cooperative Education I or 200B, Cooperative Education II or 200C, Cooperative Education III . . 3

Business Administration 104, Business Correspondence .................................. 3
CREDITS

**Business Administration 121,** Principles of Advertising .................. 3

**Business Administration 131,** Principles of Management .................. 3

**Business Administration 132,** Human Resource Management ............ 3

**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:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>ACCO 102</td>
</tr>
<tr>
<td>BUAD 101</td>
<td>Accounting Elective</td>
</tr>
<tr>
<td>ECON 201</td>
<td>BUAD 112</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>ECON 202</td>
</tr>
<tr>
<td>Creativity Elective</td>
<td>OIT 160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 211</td>
<td>ACCO 205</td>
</tr>
<tr>
<td>ACCO 251</td>
<td>ACCO 252</td>
</tr>
<tr>
<td>BUAD 201</td>
<td>BUAD 202</td>
</tr>
<tr>
<td>COMM 101 or 111</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, General Accounting .............. 4</td>
</tr>
<tr>
<td>Accounting 102, General Accounting .............. 4</td>
</tr>
<tr>
<td>Accounting 205, Computerized Accounting .......... 4</td>
</tr>
<tr>
<td>Accounting 211, Intermediate Accounting .......... 4</td>
</tr>
<tr>
<td>Accounting 251, Cost Accounting ................. 4</td>
</tr>
<tr>
<td>Accounting 252, Income Taxation ................. 4</td>
</tr>
<tr>
<td>24</td>
</tr>
</tbody>
</table>
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 possess 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.

General Education

These required courses provide general skills in communication, writing, and problem solving that are necessary in carrying out normal job-oriented functions in a manufacturing environment, 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° ......................... 2-3
Critical Thinking° .................. 3-4
Global Awareness° ................... 3-4
English 151, Freshman Composition . . . 3
Healthy Living° .................... 2-4

°For options to fulfill the Creativity, Critical Thinking, Global Awareness, and Healthy Living Electives, see page 51-52.
**Technical Electives**

In addition to the general education requirements, students must complete enough technical electives to accumulate a total of 62 credits. Credits earned in the Industrial Trades certificate program or awarded based on the Apprenticeship certificate apply towards meeting the Technical Electives requirement.

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).

Technical electives should be approved by the Director of the RMTC prior to enrollment. For assistance outlining technical electives, contact the Director of the RMTC 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 or apprenticeship certificate in an approved skilled trades area. Approved skilled trades areas include Electricity/Electronics; Heating, Ventilation, Air Conditioning and Refrigeration; Machine Tool; Millwright/Maintenance Mechanic; Pipefitting/Plumbing/Steamfitting; Robotics; Tool and Die; or Welding. Contact the Director of the Regional Manufacturing Technology Center for other apprenticeships that may qualify. Qualifying Bureau of Apprenticeship and Training apprenticeships requiring 8,000 hours of on-the-job-training will be awarded 32 credits towards the technical electives requirement for a Skilled Trades Associate in Applied Science Degree. To choose this degree program, contact the Director of the RMTC 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, 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/Electronics (INEL, WBEI), Industrial Welding (INWE), Industrial Millwright (INMW), Industrial Pipefitting (INPF), Industrial Heating/Ventilation/Air Conditioning and Refrigeration (INHR), Industrial Machine Tool (INTD) and Industrial Instrumentation (INST). Other miscellaneous Industrial Trades credits may be applied to the Industrial Trades certificate with authorization from the Director of the RMTC. For assistance contact the Director of the RMTC 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

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.

**General Education**

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 101, Foundations of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Creativity Elective°</td>
<td>2-3</td>
</tr>
<tr>
<td>Critical Thinking Elective°</td>
<td>3-4</td>
</tr>
<tr>
<td>Economics 201, Principles of Economics – MACRO</td>
<td>3</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201, Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

*For options to fulfill the Creativity and Critical Thinking Electives, see page 51.

**Business Management Degree**

**code 213**

To obtain an associate degree in Business Management, students must have a minimum of 64 credits: 17-19 credits must be from the General Education requirements; 38 credits from the Business Management Major; and 8-10 credits from one of the elective options.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, General Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 102, General Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration 101, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 104, Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 115, Global Business</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 131, Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 132, Human Resources Management</td>
<td>3</td>
</tr>
</tbody>
</table>
The candidate for an associate degree in Business Management may select from the following three elective options: Business Management, Human Resources Management, or Marketing.

**Business Management-Elective Option 1**

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 212, Intermediate Excel</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose six or more credits from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 205, Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 211, Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 251, Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Accounting 252, Income Taxation</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration 100, Employability—Interpersonal Skills Development</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration 112, Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 121, Principles of Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business Administration 200A, Cooperative Education I** | 3 |

**Business Administration 200B, Cooperative Education II** | 3 |

**CREDITS**

---

**Business Administration 200C, Cooperative Education III** | 3 |

**Business Administration 212, Personal Finance** | 3 |

**Business Administration 226, E-Commerce Management** | 3 |

**Human Resources Management-Elective Option 2**

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 273, Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 274, Organizational Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two or more credits from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 200C, Cooperative Education III</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 212, Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 226, E-Commerce Management</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel</td>
<td>2</td>
</tr>
</tbody>
</table>

**Marketing-Elective Option 3**

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 271, Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 272, Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two or more credits from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 226, E-Commerce Management</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel</td>
<td>2</td>
</tr>
</tbody>
</table>
The four-semester sequence of courses recommended for the full-time student is:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>ACCO 102</td>
</tr>
<tr>
<td>BUAD 101</td>
<td>BUAD 104</td>
</tr>
<tr>
<td>ECON 201</td>
<td>BUAD 131</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>BUAD 201</td>
</tr>
<tr>
<td>OIT 160</td>
<td>ECON 202</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 132</td>
<td>BUAD 115</td>
</tr>
<tr>
<td>BUAD 202</td>
<td>COMM 101</td>
</tr>
<tr>
<td>BUAD 251</td>
<td>Creativity Elective</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>Elective Option 1, 2, 3</td>
<td>Elective Option 1, 2, 3 (2)</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, General Accounting or Business Administration 112, Business Statistics ................. 3-4</td>
</tr>
<tr>
<td>Business Administration 131, Principles of Management .................. 3</td>
</tr>
<tr>
<td>Business Administration 132, Human Resources Management ............... 3</td>
</tr>
<tr>
<td>Economics 201, Principles of Economics—MACRO or 202, Principles of Economics—MICRO ................. 3</td>
</tr>
<tr>
<td>Office Information Technology 160, Applications Software ............... 3</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel ................. 2</td>
</tr>
<tr>
<td>Office Information Technology 183, Advanced Excel ................. 2</td>
</tr>
</tbody>
</table>

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:

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

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.

General Education

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 .................. 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
Mathematics 119, Applied Algebra/
   Trigonometry II .................. 3
\[ \text{Total Credits: 19-21} \]

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 50-51.

Related Specialties

CREDITS

Computer Engineering Technology 110, Principles of Electricity
   and Electronics .................. 3
Engineering Technology 160, Manufacturing Processes .................. 3
Engineering Technology 215, Material Science .................. 3
Engineering Technology 220, Statics and Strengths of Materials .................. 3
Office Information Technology 160, Applications Software .................. 3
Physics 111, Introductory Physics I .................. 4
\[ \text{Total Credits: 19} \]
### Drafting and Design Technology

**Degree**  
*code 220*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafting 101, Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>Drafting 120, Machine Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 141, Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 181, Applications in AutoCAD®</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 211, Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 221, Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 234, SolidWorks®</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 251, Advanced Modeling and CAM</td>
<td>3</td>
</tr>
<tr>
<td>Drafting 261, Manufacturing Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 28 credits

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

**Fall**  
- CET 110  
- COMM 101 or 111  
- DRAF 101  
- ENGL 151  
- OIT 160  

**Spring**  
- DRAF 120  
- DRAF 181  
- DRAF 234  
- MATH 118  
- General Education Elective

**Fall**  
- DRAF 141  
- DRAF 221  
- DRAF 251  
- ENTE 215  
- MATH 119  

**Spring**  
- DRAF 211  
- DRAF 261  
- ENTE 220  
- PHYS 111  
- General Education Elective

It is recommended that ENTE 160 and one general education elective be taken during the summer semester of the first year.
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.

General Education

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

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-52.

For an Associate of Applied Science in Computer Engineering Technology, students have three choices of a major. These majors are Computer 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 Technology, Computer Networking, or Computer Programming major areas to receive an Associate of Applied Science in Computer Engineering Technology.

Computer Engineering Technology Degree

code 221

CREDITS

Computer Engineering Technology 110, Principles of Electricity and Electronics ............................... 3
CREDITS

Computer Engineering Technology 125, Digital Logic I .......................... 3
Computer Engineering Technology 140, Microcomputers—Introduction .......... 3
Computer Engineering Technology 185, Introduction to Operating Systems . 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

47

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 110</td>
<td>CET 140</td>
</tr>
<tr>
<td>CET 125</td>
<td>CET 235</td>
</tr>
<tr>
<td>CET 185</td>
<td>ENGL 151</td>
</tr>
<tr>
<td>CP 101</td>
<td>MATH 118</td>
</tr>
<tr>
<td>Creativity Elective</td>
<td>Global Awareness Elective</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Computer Networking Degree

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 208, Configuring Microsoft Windows Vista Client ........................................ 3
Computer Engineering Technology 228, Supporting and Troubleshooting Applications on a Windows Vista 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
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
CREDITS

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:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 208</td>
<td>CET 246</td>
</tr>
<tr>
<td>CET 228</td>
<td>CET 247</td>
</tr>
<tr>
<td>CET 240</td>
<td>CET 248</td>
</tr>
<tr>
<td>CET 242</td>
<td>CET 249</td>
</tr>
<tr>
<td>COMM 101 or 111</td>
<td>MATH 118</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 235</td>
<td>CET 275</td>
</tr>
<tr>
<td>CET 236</td>
<td>CET 276</td>
</tr>
<tr>
<td>CET 282</td>
<td>CET 279</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>IT 110</td>
</tr>
<tr>
<td>MATH 119</td>
<td>Global Awareness</td>
</tr>
<tr>
<td>Creativity Elective</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Healthy Living</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>

Computer Programming Degree  

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.

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

16-18

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives see pages 51-52.
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 Core Courses
- and 20 or more credits from one of the two degree options

**Required Core Courses**

**CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Engineering Technology 185, Introduction to Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>Computer Programming 100, Introduction to the Programming and Systems Environment</td>
<td>2</td>
</tr>
<tr>
<td>Computer Programming 101, C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 102, Visual Basic I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 201, C++ Programming II</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 202, Visual Basic II</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 210, Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology 110, Information Technology and Project Management</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 119, Applied Algebra/Trigonometry II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>25</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, General Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Computer Engineering Technology 140, Microcomputers—Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Computer Engineering Technology 235, Cisco I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Engineering Technology 260, A+ Computer Diagnostics and Repair</td>
<td>3</td>
</tr>
<tr>
<td>Computer Engineering Technology 281, Operating Systems—Windows Systems Administration</td>
<td>3</td>
</tr>
<tr>
<td>Computer Engineering Technology 282, Operating Systems—UNIX</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 212, Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 220, Visual Basic for Applications</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 245, Programming for WIN32 API</td>
<td>2</td>
</tr>
<tr>
<td>Computer Programming 272, CGI/PERL Programming</td>
<td>3</td>
</tr>
<tr>
<td>Database Administrator 110, Introduction to Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology 200, Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 181, Beginning Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 187, Introduction to Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 188, Intermediate Access</td>
<td>2</td>
</tr>
<tr>
<td>The four-semester sequence of courses recommended for the full-time student is:</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>CET 185</td>
<td>IT 110</td>
</tr>
<tr>
<td>CP 100</td>
<td>CP 201</td>
</tr>
<tr>
<td>CP 101</td>
<td>CP 202</td>
</tr>
<tr>
<td>CP 102</td>
<td>CP 210</td>
</tr>
<tr>
<td>MATH 118</td>
<td>Creativity Elective</td>
</tr>
<tr>
<td>Healthy Living Elective</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>CP Elective (4)</td>
<td>COMM 101 or 111</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>CP Elective (4)</td>
</tr>
<tr>
<td>MATH 119</td>
<td>Global Awareness Elective</td>
</tr>
</tbody>
</table>

| Associate Degree and Certificate Curricula | 69 |
**Computer Programming Elective Option 2 — Game Design**

**Required General Education Courses**

The student in the Game Design Option is expected to select English 203, Introduction to Creative Writing, as the General Education Creativity course; and Psychology 201, Introduction to Psychology, as the General Education Healthy Living course.

The student who chooses Option 2—Game Design must select 20 or more credits from the following courses:

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

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP 100</td>
<td>MATH 118</td>
</tr>
<tr>
<td>CET 185</td>
<td>CP 201</td>
</tr>
<tr>
<td>CP 101</td>
<td>CP 202</td>
</tr>
<tr>
<td>CP 102</td>
<td>DRAF 234</td>
</tr>
<tr>
<td>DRAF 101</td>
<td>OIT 193</td>
</tr>
<tr>
<td></td>
<td>GRDE 170</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 119</td>
<td>CP 210</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>ENGL 203</td>
</tr>
<tr>
<td>GRDE 161</td>
<td>Global Awareness</td>
</tr>
<tr>
<td>COMM 101 or 111</td>
<td>Elective</td>
</tr>
<tr>
<td>IT 110</td>
<td>PSYC 201</td>
</tr>
<tr>
<td></td>
<td>ANIM 234</td>
</tr>
</tbody>
</table>

**Computer Engineering Technology Certificates**

**Computer Programming Certificate**

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 core courses and 13 credits from the elective courses, to be awarded a KCC Computer Programming Specialist Certificate.

**Required Core Courses**

| CREDITS | Computer Engineering Technology 185, Introduction to Operating Systems | 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 |

Choose thirteen credits from the following electives:

<p>| CREDITS | Computer Engineering Technology 140, Microcomputers—Introduction | 3 |
| Computer Engineering Technology 235, Cisco Networking I | 3 |
| Computer Engineering Technology 260, A+ Computer Diagnostics and Repair | 3 |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Engineering Technology 271, 272</td>
<td>Website Design and Maintenance, Operating Systems — Windows System Administration</td>
<td>3</td>
</tr>
<tr>
<td>Database Administrator 110, 200</td>
<td>Intro to Relational Databases, Cooperative Education I</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Engineering Technology 208, 228</td>
<td>(70-620) Configuring Microsoft Windows Vista Client, (70-622) Supporting and Troubleshooting Applications on a Windows Vista Client</td>
<td>3</td>
</tr>
</tbody>
</table>
### CREDITS

**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

---

To obtain Enterprise Support Technician certification, students will need to pass: 70-620 and 70-622.

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, 70-620, 70-646 and 70-647.

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

---

**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.

---

**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.

---

**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.

---

**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.

---

**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.

---

**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.

---

**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.

---

**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.  

---

**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.

---

**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.  

---

**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.

---

**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.  

---

**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.

---

**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.  

---

**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.

---

**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.  

---

**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.

---

**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.  

---

**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.

---

**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.  

---

**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.
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

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

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, critical thinking, and healthy living. Students must complete a minimum of 62 credit hours to qualify for a degree.

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 101, Interpersonal Communication</td>
</tr>
<tr>
<td>Creativity Elective</td>
</tr>
<tr>
<td>Critical Thinking Elective</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
</tr>
<tr>
<td>English 152, Freshman Composition</td>
</tr>
<tr>
<td>Global Awareness Elective</td>
</tr>
<tr>
<td>Healthy Living Elective</td>
</tr>
</tbody>
</table>

Electives | 12

Total credits 31-34

*For options to fulfill the Creativity, Critical Thinking, Global Awareness, and Healthy Living Electives, see page 51-52.

Professional Development Courses

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice 101, Introduction to Criminal Justice</td>
</tr>
<tr>
<td>Criminal Justice 104, Introduction to Corrections</td>
</tr>
<tr>
<td>Criminal Justice 105, Institutional Corrections</td>
</tr>
<tr>
<td>Criminal Justice 106, Correctional Law</td>
</tr>
<tr>
<td>Criminal Justice 107, Client Growth and Development</td>
</tr>
</tbody>
</table>

Choose twelve credits from the following electives:

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice 108, Client Relations in Corrections</td>
</tr>
</tbody>
</table>

Professional Development Courses

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice 111, Local Correctional Academy</td>
</tr>
<tr>
<td>Criminal Justice 112, Local Correctional Re-Entry Academy</td>
</tr>
<tr>
<td>Criminal Justice 202, Criminal Law</td>
</tr>
<tr>
<td>Criminal Justice 203, Crime and Delinquency</td>
</tr>
<tr>
<td>Criminal Justice 204, Criminal Procedures</td>
</tr>
<tr>
<td>Criminal Justice 210, Criminal Justice Practicum</td>
</tr>
<tr>
<td>Criminal Justice 211, Criminal Justice Practicum</td>
</tr>
<tr>
<td>Criminal Justice 220, Management Principles for Criminal Justice Supervisors</td>
</tr>
<tr>
<td>Criminal Justice 221, Ethical Problem Solving in Policing</td>
</tr>
<tr>
<td>Criminal Justice 222, Reserve Officer Training</td>
</tr>
<tr>
<td>Psychology 201, Introduction to Psychology</td>
</tr>
<tr>
<td>Psychology 275, Criminal Psychology</td>
</tr>
<tr>
<td>Service Learning 200, Service Learning</td>
</tr>
</tbody>
</table>

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

––––

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.

CREDITS

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

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 111, Local Correctional Academy ...................... 10
Criminal Justice  

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 pages 19-20 for MACRAO information.

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.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Communication 101, Interpersonal</td>
</tr>
<tr>
<td>4</td>
<td>Critical Thinking Elective</td>
</tr>
<tr>
<td>3</td>
<td>English 151, Freshman Composition</td>
</tr>
<tr>
<td>3</td>
<td>English 152, Freshman Composition</td>
</tr>
<tr>
<td>2</td>
<td>Healthy Living Elective</td>
</tr>
<tr>
<td>2</td>
<td>Humanities 150, Encounter with the Arts</td>
</tr>
<tr>
<td>3</td>
<td>Philosophy 202, Introduction to Ethics</td>
</tr>
</tbody>
</table>

*For options to fulfill the Critical Thinking and Healthy Living Electives, see pages 51-52.

Choose one course that is a different subject area from your Critical Thinking 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; SOCI 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

<table>
<thead>
<tr>
<th>CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Criminal Justice 101, Introduction to Criminal Justice</td>
</tr>
<tr>
<td>3</td>
<td>Criminal Justice 202, Criminal Law</td>
</tr>
<tr>
<td>3</td>
<td>Criminal Justice 221, Ethical Problem Solving in Policing</td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Choose five courses from the following elective courses:

Criminal Justice 104, Introduction to Corrections 3
| CREDITS |
|------------------|------------------|
| **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:

<table>
<thead>
<tr>
<th>CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>Creativity Elective°</td>
<td>3</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Global Awareness Elective°</td>
<td>3</td>
</tr>
<tr>
<td>Healthy Living Elective°</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics 124, College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

°For options to fulfill the Creativity, Global Awareness and Healthy Living Electives, see pages 51-52.

---

**Technical Core**

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

<table>
<thead>
<tr>
<th>CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 112, Business Statistics or Mathematics 130, Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 131, Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 160, Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 183, Advanced Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 188, Intermediate Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 189, Advanced Access</td>
<td>2</td>
</tr>
</tbody>
</table>

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 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.

Once admitted, students must maintain a minimal college grade point average of 2.00 in order to remain in the program and may not fail any dental hygiene designated courses. 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 11 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 sites require pre-placement criminal background checks on students. Students assigned to these particular sites will be required to complete the appropriate paperwork allowing the background check to be done. Should there be a conviction noted, it will be left to the determination of the clinical site as to whether the student will be allowed to complete their clinical education at their facility. If it is determined that the student will not be allowed at the facility, the student will be withdrawn from the program.

Upon completion of the program, the applicant for dental hygiene licensure through the State of Michigan will be asked about criminal convictions. The Department of Community Health will review applications for licensure in these matters. Obtaining licensure for dental hygiene may be impeded or denied in certain cases, depending upon the conviction.

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.

General Education

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* .................. 2-3
English 151, Freshman Composition ... 3
Psychology 201, Introduction to Psychology .................. 3
Sociology 201, Introduction to Sociology 3

14-15

*For options to fulfill the Creativity Elective, see page 50.

Dental Hygiene Degree  code 228

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 111, Dental Hygiene Clinic I .................. 3
Dental Hygiene 112, Medical Emergencies in Dental Practice .................. 2
Dental Hygiene 114, Oral Anatomy .......... 3
Dental Hygiene 121, Dental Hygiene Clinic II .................. 2
Dental Hygiene 123, Radiography .......... 2
Dental Hygiene 130, Community Dentistry I .................. 1
Dental Hygiene 135, Dental Materials .......... 3
Dental Hygiene 143, Histology .......... 2

Dental Hygiene 222, Oral Pathology .......... 2
Dental Hygiene 231, Dental Hygiene Clinic III .................. 5
Dental Hygiene 232, Community Dentistry II .......... 2
Dental Hygiene 233, Nutrition .......... 2
Dental Hygiene 234, Pharmacology .......... 2
Dental Hygiene 241, Dental Hygiene Clinic IV .......... 5
Dental Hygiene 242, Periodontics .......... 2
Dental Hygiene 244, Pain Control .......... 2

62

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

Fall
BIOL 201
CHEM 100
DEHY 110
DEHY 112
DEHY 114
DEHY 130

Summer
DEHY 121
DEHY 123
DEHY 143

Fall
COMM 101
DEHY 222
DEHY 231
DEHY 233
DEHY 234
DEHY 242

Spring
DEHY 232
DEHY 241
DEHY 244
PSYC 201
SOC 101
Creativity Elective
Early Childhood Education

Career Cluster—Education and Training

The Early Childhood Education Program prepares individuals to work in the child care field as preschool teachers, child care providers, early childhood paraprofessionals, program directors, and assistant teachers. Students learn how to design, manage, and apply age-appropriate programming for children ages birth to eight years. 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. All students are encouraged to meet with the Early Childhood Education Program Director before registering for classes. Students registered in Early Childhood Education courses are required 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. For more information call (269) 965-3931, ext. 2399.

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. Some early childhood course prerequisites may be waived, based on an individual’s experience with approval from the Early Childhood Education Program Director.

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

Critical Thinking Elective° .......................... 4
Creativity Elective° ................................ 2-3
English 151, Freshman Composition ... 3
Psychology 201, Introduction to Psychology .................................. 3
Sociology 201, Introduction to Sociology ................................. 3

°For options to fulfill the Critical Thinking and Creativity Electives, see page 51-52.

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
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education 209,</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 212,</td>
<td>1-6</td>
</tr>
<tr>
<td>Selected Topics in Child Care</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 217,</td>
<td>3</td>
</tr>
<tr>
<td>School-Age Learning Environments</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 219,</td>
<td>3</td>
</tr>
<tr>
<td>Creative Arts and Movement for Young Children</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 220,</td>
<td>1-6</td>
</tr>
<tr>
<td>Early Childhood Education Topics</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 228,</td>
<td>1-4</td>
</tr>
<tr>
<td>Early Childhood Curriculum Development</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 260,</td>
<td>3</td>
</tr>
<tr>
<td>Positive Relationships with Families</td>
<td></td>
</tr>
<tr>
<td>Human Services 210, Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Services 225, Culturally-Sensitive Practice in Social Work</td>
<td>3</td>
</tr>
<tr>
<td>Human Services 230, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Literature 213, Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Professional 290,</td>
<td>3</td>
</tr>
<tr>
<td>Preschool and Elementary Physical Education</td>
<td></td>
</tr>
<tr>
<td>Service Learning 200,</td>
<td>3</td>
</tr>
<tr>
<td>Service Learning</td>
<td></td>
</tr>
</tbody>
</table>

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 a licensed early childhood setting. Call the Early Childhood Education Program Manager for more information at (269) 965-3931, ext. 2399.

**Recommended Course Sequence**

Students should work with the Early Childhood Education Program Director to individualize their education plans for this program.

**Certificate in Early Childhood Education code 108**

This curriculum teaches students the skills and knowledge they need to know how to design and implement quality, age-appropriate learning activities for children ages birth to eight years. One internship experience is required. The Early Childhood Education Certificate option is designed as a potential second step of training between the CDA option and the associate degree in Early Childhood Education option.

**Prerequisites**

Students should see the individual course descriptions section of this catalog for specific prerequisite information. Some early childhood course prerequisites may be waived, based on an individual’s experience, with approval from the Early Childhood Education Program Director.

**Requirements for Early Childhood Education Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education 201,</td>
<td>3</td>
</tr>
<tr>
<td>Early Childhood Healthy, Safety, and Nutrition</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 210, Child</td>
<td>3</td>
</tr>
<tr>
<td>Growth and Development</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 214,</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Assessment with Young Children</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 215,</td>
<td>3</td>
</tr>
<tr>
<td>Positive Child Guidance</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 218,</td>
<td>3</td>
</tr>
<tr>
<td>Anti-Bias Curriculum in Early Childhood Settings</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 221, Early</td>
<td>3</td>
</tr>
<tr>
<td>Childhood Internship I</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 224,</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Child Care</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 231, Early</td>
<td>3</td>
</tr>
<tr>
<td>Childhood Literacy</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education 232, Infant and Toddler Care</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate Degree and Certificate Curricula

**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

_**Recommended Course Sequence**_

Some courses do not require prerequisites and can be taken at any time. Please review the course descriptions for further information. If you desire to take 12 or more credit hours of instruction at any one time, it is recommended that you pursue the Early Childhood Education Associate in Applied Science curriculum, which requires some general education courses. You should work with the Early Childhood Education Program Director to individualize your education plans for this program.

**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._

If you need work experience, you may need to take ECE 221, Early Childhood Internship I. A CDA candidate may choose to register for ECE 216, CDA Advisor Seminar, with approval from the Early Childhood Education Program Director. This seminar class is designed to help students progress successfully through the CDA process.

**Michigan School-Age Credential (MI SAC) Training**

_**NOTE:** As of January 2007, the Michigan SAC has been placed in a moratorium status and is not available. For more information contact the ECE Program Manager at (269) 965-3931, ext. 2399._

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 2399.

_**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.

**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

**Early Childhood Education 232**, Infant and Toddler Care .................. 3

**Early Childhood Education 233**, Early Childhood Environments .................. 3

CREDITS

If you need work experience, you may need to take ECE 221, Early Childhood Internship I. A CDA candidate may choose to register for ECE 216, CDA Advisor Seminar, with approval from the Early Childhood Education Program Director. This seminar class is designed to help students progress successfully through the CDA process.

_**Michigan School-Age Credential (MI SAC) Training**_

_**NOTE:** As of January 2007, the Michigan SAC has been placed in a moratorium status and is not available. For more information contact the ECE Program Manager at (269) 965-3931, ext. 2399._
The Michigan School-Age Credential (MI SAC) is a credential awarded by the Michigan 4C Association—Child Advocacy Program. The MI SAC 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 SAC 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 SAC training requirements. It does not award the MI SAC credential.

Individuals who are interested in applying for the MI SAC must meet the requirements set forth by the Michigan 4C Association—Child Advocacy Program. All interested students need to meet with the Early Childhood Education Program Director. For more information call 269-965-3931, ext. 2399.

**Recommended courses**

| CREDITS |
|------------------|---|
| **Early Childhood Education 210**, Child Growth and Development | 3 |
| **Early Childhood Education 215**, Positive Child Guidance | 3 |
| **Early Childhood Education 217**, School-Age Learning Environments | 3 |
| **Early Childhood Education 233**, Early Childhood Environments | 3 |
| **Early Childhood Education Elective°** | 3 |

°Required to meet the state of Michigan Child Care Licensing Requirements for Directors. The elective course needs to be chosen with the help of the Early Childhood Education Program Manager.
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, Intermediate Emergency Medical Technician (Specialist), and Advanced Emergency Medical Technician (Paramedic). Also available is the Associate in Applied Science in Emergency Medical Services with either a management or education option.

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. Supportive courses, such as anatomy, may require a higher grade 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 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.

General Education

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology 105</strong>, Essentials of Human Anatomy and Physiology .......... 4</td>
</tr>
<tr>
<td><strong>Communication 101</strong>, Foundations of Interpersonal Communication or 111, Business and Technical Communication ......................... 3</td>
</tr>
<tr>
<td><strong>Creativity Elective</strong>° .......... 2-3</td>
</tr>
<tr>
<td><strong>English 151</strong>, Freshman Composition .. 3</td>
</tr>
<tr>
<td><strong>Global Awareness Elective</strong>° ........ 3</td>
</tr>
<tr>
<td><strong>Psychology 201</strong>, Introduction to Psychology .............................. 3</td>
</tr>
<tr>
<td>18-19</td>
</tr>
</tbody>
</table>

°For a list of options for the Creativity and Global Awareness Electives, see pages 51-52.

Emergency Medical Services Major

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Medical Technician 120</strong>, Basic Emergency Medical Technician Didactic ........................................ 8</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 121</strong>, Basic Emergency Medical Skills Lab .... 2.25</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 122</strong>, Defensive Emergency Driving/All Safe ........................................ 1</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 123</strong>, Basic Medical Technician Clinical Internship ........................................ 0.75</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 162A</strong>, Pharmacology I .................. 2</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 162B</strong>, Pharmacology II .................. 2</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 163A</strong>, Skills Lab I .......................... 2</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 163B</strong>, Skills Lab II .......................... 2</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 164A</strong>, Paramedic Clinical Internship I .... 5</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 164B</strong>, Paramedic Clinical Internship II .... 5</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 165</strong>, Paramedic Pediatric Advanced Life Support ........................................ 2</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 166A</strong>, Cardiology I .......................... 2</td>
</tr>
</tbody>
</table>
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

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

General Education

Biology 105, Essentials of Human Anatomy and Physiology ............ 4

Core Courses

CREDITS

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 164A, Paramedic Clinical Internship .... 5
Emergency Medical Technician 164B, Paramedic Clinical Internship II .... 5
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

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

BIOL 105
EMT 122
EMT 162A
EMT 163A
EMT 164A
EMT 166A
EMT 167A

Spring

EMT 122
EMT 162B
EMT 163B
EMT 164B
EMT 165
EMT 166B
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*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 201</td>
<td>Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>English 203</td>
<td>Introduction to Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>English 204</td>
<td>Advanced Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>Literature 105</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 205</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 206</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 211</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 212</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 213</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 216</td>
<td>Film Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Literature 223</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>Literature 240</td>
<td>African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Literature 285</td>
<td>Interdisciplinary Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

Kellogg Community College is a member of a five-college Fire Science Consortium that serves students in southwest Michigan and northern Indiana. Glen Oaks Community College (GOCC), Kalamazoo Valley Community College (KVCC), Kellogg Community College (KCC), Lake Michigan College (LMC), and Southwestern Michigan College (SMC) are current consortium members. KVCC serves as the administrative host for the program and confers all Fire Science certificates and degrees.

The consortium agreement provides significant advantages to students in the Fire Science Program. The ability to offer Fire Science classes at multiple sites throughout southwest Michigan enhances the accessibility of the program and reduces travel requirements. Financial advantages are achieved by allowing students to register and pay for Fire Science classes at their in-district consortium college at in-district rates, regardless of where the classes are being held. 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 GOCC, KVCC, KCC, LMC, and SMC. 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.

NOTE: Students must accumulate a minimum of 15 credit hours from at least one fire science consortium college to be eligible for graduation.

FIRE 102 - Firefighter I & II is offered once a year in the winter semester. The eligibility process for FIRE 102 is conducted during the fall semester. Students wishing to pursue Firefighter I & II certification are encouraged to contact the Fire Science Program Manager 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.

The Fire Science Program is not designed as a transfer program; however, 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.

General Education

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

24-25
### Fire Science Degree  
**code 245**

**CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Technician 120, Basic EMT Didactic</td>
<td>8</td>
</tr>
<tr>
<td>Emergency Medical Technician 121, Basic EMT Skills Lab</td>
<td>2.25</td>
</tr>
<tr>
<td>Emergency Medical Technician 122, Defensive Emergency Driving/ All Safe</td>
<td>1</td>
</tr>
<tr>
<td>Emergency Medical Technician 123, Basic EMT Clinical Internship</td>
<td>0.75</td>
</tr>
<tr>
<td>Fire Science 102, Firefighter I and II</td>
<td>12</td>
</tr>
<tr>
<td>Fire Science 110, Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Fire Science 111, Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>Fire Science 112, Fire Service Tactics</td>
<td>3</td>
</tr>
<tr>
<td>Fire Science 210, Fire Cause Determination</td>
<td>3</td>
</tr>
<tr>
<td>Fire Science 211, Instructional Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Fire Science 212, Incident Management</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credits | 42 |

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.

### Fire Science Certificate  
**code 137**

**CREDITS**

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

| Total Credits | 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

General Education

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° .................................. 2-3 |
| English 151, Freshman Composition .................................. 3 |
| Global Awareness Elective° ................................ 3 |
| Healthy Living Elective° .................................... 2-3 |
| Mathematics 135, Math for Liberal Arts. .......................... 4 |
| 17-19 |

°For a list of options for the Creativity, Global Awareness and Healthy Living Electives, see pages 51-52.

Core Courses

| CREDITS |
| Art 103, Two-Dimensional Design ............... 3 |
| Art 110, Drawing I .................................. 3 |
| Graphic Design 100, Introduction to Graphic Design .............................. 3 |
| Graphic Design 105, Using and Troubleshooting the Macintosh ........ 3 |
| Graphic Design 130, Page Layout .................. 4 |
| Graphic Design 140, Vector Layout .................. 4 |
| Graphic Design 170, Photoshop ...................... 4 |
| Graphic Design 200, Design Lab ..................... 4 |
| Graphic Design 201, Design Practicum .................. 4 |
| Graphic Design 207, Advertising Design .................. 4 |
| Graphic Design 260, Graphic Design Field Experience .......................... 4 |
| Graphic Design 270, Graphic Design Internship .................................. 3 |
| Graphic Design 297, Graphic Design—Special Topics .......................... 4 |
| 46 |

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

| Fall | Spring |
| ART 103 | ART 110 |
| ENGL 151 | GRDE 140 |
| GRDE 100 | GRDE 170 |
| GRDE 105 | GRDE 297 |
| GRDE 130 |  |

| Fall | Spring |
| COMM 111 | GRD 201 |
| GRDE 200 | GRDE 270 |
| GRDE 207 | MATH 135 |
| GRDE 260 | Creativity Elective |
|  | Global Awareness |

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 both course...
specific and general education 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.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 103, Two-Dimension Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 110, Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Design 100, Introduction to</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Design 105, Using and</td>
<td>3</td>
</tr>
<tr>
<td>Troubleshooting the Macintosh</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Design 140, Vector Drawing</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 170, Photoshop</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 200, Design Lab</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 207, Advertising Design</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 297, Graphic Design—</td>
<td>4</td>
</tr>
<tr>
<td>Special Topics</td>
<td></td>
</tr>
</tbody>
</table>

36

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

I                      II
GRDE 100               ART 103
GRDE 105               ART 110
GRDE 130               GRDE 200
GRDE 140               GRDE 207
GRDE 170               GRDE 297

**Web Design Certificate**

The Web Design Certificate is designed for individuals looking to pursue a career in the area of web page designing and development. The certificate provides a well-rounded curriculum concentrating on web page design, computer graphics, user interface design, database, and programming to create dynamic web application. The courses provide an industry standard of technical training in a relatively short period of time.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Programming 102</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 202</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 210, Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Programming 212, Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Design 161, Flash</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 167, Dreamweaver</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 170, Photoshop</td>
<td>4</td>
</tr>
<tr>
<td>Database Administrator 110, Intro to</td>
<td>3</td>
</tr>
<tr>
<td>Relational Databases</td>
<td></td>
</tr>
<tr>
<td>Information Technology 110,</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology and Project Management</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 193,</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Project</td>
<td></td>
</tr>
<tr>
<td>OIT 193</td>
<td></td>
</tr>
</tbody>
</table>

32

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

I                      II                      III
GRDE 167               GRDE 161               CP 212
GRDE 170               CP 202                 OIT 193
CP 102                 IT 110                 CP 210
DBA 110                CP 210
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** | 2-3 |
| **English 151, Freshman Composition** | 3 |
| **English 152, Freshman Composition** | 3 |
| **Psychology 201, Introduction to Psychology** | 3 |
| **Sociology 201, Introduction to Sociology** | 3 |
| **Sociology 201, Introduction to Sociology** | 3 |

21-22

*For options to fulfill the Creativity Elective, see page 51.

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 |
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

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 halfway 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.
Industrial Trades

Career Cluster—Manufacturing

Industrial Trades represents a broad range of skilled maintenance and repair people working for manufacturers or private contractors. 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 following courses are outlined as minimum requirements to be completed in addition to the certificate requirements.

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.

General Education

The following courses provide the competencies needed to carry out typical job-related functions and will help the student to develop into an articulate, healthy, and informed citizen.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 101, Foundations of</td>
<td>3</td>
</tr>
<tr>
<td>or 111, Business and Technical Communication</td>
<td></td>
</tr>
<tr>
<td>Critical Thinking Electives*</td>
<td>3</td>
</tr>
<tr>
<td>Creativity Electives*</td>
<td>2</td>
</tr>
<tr>
<td>Global Awareness Electives*</td>
<td>3</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Healthy Living Electives*</td>
<td>2</td>
</tr>
</tbody>
</table>

*Crediting the Creativity, Critical Thinking, Global Awareness, and Healthy Living Electives, see pages 51-52.

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/Electronic (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/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/Electronics 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 Heating/Ventilation/Air Conditioning/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/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/Refrigeration modules, see the Regional Manufacturing Technology Center schedule or visit the website at www.kellogg.edu/RMTC.

**Industrial Millwright/Maintenance Mechanic (INMW) code 253 and 152**

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

- Plant Safety
- Basic Shop Math
- Measurement
- Basic Blueprint Reading
- Schematics and Symbols
- Hand Tools
- Power Tools
- Elements of Mechanics
- Drive Components
- Lubrication
- Bearings

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.
• Rigging
• Equipment Installation
• Metallurgy
• Non-metal Materials
• Troubleshooting
• Industrial Hydraulics
• Industrial Pneumatics
• Strength of Materials
• Pumps
• Carpentry
• Concrete and Block Construction
• Packaging Machine Repair

For a complete list of Millwright/Maintenance Mechanic 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.

**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.
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/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 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. Please contact the Director of the RMTC or your academic advisor for more information about this program.

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

**General Education**

| 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 122, Trigonometry | 3 |

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-52.

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 |
| Math 141, Calculus I | 5 |

**Manufacturing Electives**

Choose a minimum of 24 credits from the following electives:

| CREDITS |  
| --- | --- |
| 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 |

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

---

### Fall

|  
| --- |
| COMM 101 or 111 |
| ENGL 151 |
| Manufacturing Elective(s) |

### Spring

|  
| --- |
| MATH 122 |
| Manufacturing Elective(s) |

---

### Fall

|  
| --- |
| Arts and Sciences Elective(s) |
| Healthy Living Elective |
| Manufacturing Elective(s) |

### Spring

|  
| --- |
| Arts and Sciences 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
Critical Thinking Elective° .......... 3-4
English 151, Freshman Composition ... 3
Global Awareness Elective° ........ 3
Healthy Living Elective° .......... 2-3
Emergency Medical Technician 110, Medical First Responder † .......... 3

°For options to fulfill the Creativity, Critical Thinking, Global Awareness, and Healthy Living Electives, see page 51-52.

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

**Fall** | **Spring**
--- | ---
COMM 101 | EMT 110
CRJU 101 | Critical Thinking
CRJU 221 | Elective
ENGL 151 | Global Awareness
Creativity Elective | Elective

**Fall** | **Spring**
--- | ---
CRJU 110 | CRJU 202
CRJU 200 | CRJU 205
CRJU 201 | CRJU 208
CRJU 204 | CRJU 212
CRJU 207 | CRJU 213

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

Career Cluster—Health Science

The medical laboratory technician works under the supervision of the medical technologist and/or a pathologist or other qualified scientist, 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 National Credentialing Agency for Laboratory Personnel or the American Society for Clinical Pathology. Graduates receive the Associate in Applied Science.

Admission to the Medical Laboratory Technology Program is selective. See page 11 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.

Students who need additional college preparatory classes or those who desire a lighter course load may qualify for Provisional Admittance to the program. This is a three-year curriculum. For more information, contact the program coordinator.

Requirements for Taking Medical Laboratory Technology Courses

Criminal Background Checks

Some clinical sites require pre-placement criminal background checks on students. Students assigned to these particular sites will be required to complete the appropriate paperwork allowing the background check to be done. Should there be a conviction noted, it will be left to the determination of the clinical site as to whether the student will be allowed to complete their clinical education at their facility. If it is determined that the student will not be allowed at the facility, the student will be withdrawn from 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.
General Education

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

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-52.

All general education and pre-professional courses can be taken either before admission to the program or concurrently. These courses can be taken at KCC or at one of the community colleges working jointly with the KCC MLT program (Glen Oaks Community College, Jackson Community College, Kalamazoo Valley Community College, or Lake Michigan College). Equivalent course work taken at other accredited transfer institutions will also be considered.

Medical Laboratory Technology Degree code 273

Formal admission to the Medical Laboratory Technology Program is required prior to enrolling in any medical laboratory course.

CREDITS

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 135, Introduction to Medical Microbiology .................... 2
Medical Laboratory 140, Immunology/Body Fluid Analysis ...................... 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

°Students with clinical laboratory work experience may qualify for a shortened clinical training period. See program coordinator for permission to take MELA 265, Advanced Clinical Practicum, instead of MELA 260, Coordinated Clinical Practicum.

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

Fall
BIOL 201
CHEM 100 or 110
ENGL 151
MELA 100
Global Awareness Elective
Summer
MELA 135
MELA 140

Spring
BIOL 202
CHEM 111 or 210
COMM 101 or 111
MELA 120
Healthy Living Elective
<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MELA 210</td>
<td>MELA 250</td>
</tr>
<tr>
<td>MELA 220</td>
<td>MELA 260 or 265</td>
</tr>
<tr>
<td>MELA 235</td>
<td>Creativity Elective</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 130, Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>Music 131, Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>Music 132, Aural Comprehension/Music Reading I</td>
<td>1</td>
</tr>
<tr>
<td>Music 134, Aural Comprehension/Music Reading II</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 8

Complete an additional 12 credits from the following courses:

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

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 106, Religious History</td>
<td>3</td>
</tr>
<tr>
<td>History 206, Foundations of Religion</td>
<td>2</td>
</tr>
<tr>
<td>Music 105, Kellogg Singers</td>
<td>2</td>
</tr>
<tr>
<td>Music 107, Voice Class</td>
<td>2</td>
</tr>
<tr>
<td>Music 112, Individualized Voice Lessons</td>
<td>2</td>
</tr>
<tr>
<td>Music 120, Beginning Piano Class</td>
<td>2</td>
</tr>
<tr>
<td>Music 121, Intermediate Piano Class</td>
<td>2</td>
</tr>
<tr>
<td>Music 122, Individualized Piano Lessons</td>
<td>2</td>
</tr>
<tr>
<td>Music 130, Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>Music 131, Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>Music 132, Aural Comprehension/Music Reading I</td>
<td>1</td>
</tr>
<tr>
<td>Music 134, Aural Comprehension/Music Reading II</td>
<td>1</td>
</tr>
<tr>
<td>Music 135, Individualized Instrumental Lessons</td>
<td>1</td>
</tr>
<tr>
<td>Music 260, Basic Conducting</td>
<td>2</td>
</tr>
<tr>
<td>Music 270, Sacred Choral Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 30

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 106</td>
<td>MUSI 260</td>
<td></td>
</tr>
<tr>
<td>MUSI 105</td>
<td>MUSI 105</td>
<td></td>
</tr>
<tr>
<td>MUSI 107</td>
<td>MUSI 121</td>
<td></td>
</tr>
<tr>
<td>MUSI 112</td>
<td>MUSI 122</td>
<td></td>
</tr>
<tr>
<td>MUSI 120</td>
<td>MUSI 131</td>
<td></td>
</tr>
<tr>
<td>MUSI 122</td>
<td>MUSI 134</td>
<td></td>
</tr>
<tr>
<td>MUSI 130</td>
<td>MUSI 135</td>
<td></td>
</tr>
<tr>
<td>MUSI 132</td>
<td>MUSI 270</td>
<td></td>
</tr>
<tr>
<td>MUSI 260</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 14 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 14 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:** 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.

**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.

**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.

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 201, Human Anatomy †</td>
<td>4</td>
</tr>
<tr>
<td>Biology 202, Human Physiology †</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>Creativity Elective°</td>
<td>2-3</td>
</tr>
<tr>
<td>English 151, Freshman Composition †</td>
<td>3</td>
</tr>
<tr>
<td>Global Awareness Elective°</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201, Introduction to Psychology †</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 220, Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 140, The Nature/Art of Nursing</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 145, The Science of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>Nursing 150, Chronic Physiologic Integrity</td>
<td>6</td>
</tr>
<tr>
<td>Nursing 155, Family Processes</td>
<td>6</td>
</tr>
<tr>
<td>Nursing 160, Pharmacologic Application in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 271, Health Promotion and Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 276, Psychosocial Integrity</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 280, Acute Physiologic Integrity</td>
<td>6</td>
</tr>
<tr>
<td>Nursing 285, Management and Leadership in Nursing</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total Credits | 25-26 |

°For options to fulfill the Creativity and Global Awareness Electives, see pages 51-52.

**Degree and Certificate Requirements**

**Nursing Courses**

The Nursing courses must be taken in sequence since each course builds on the knowledge and clinical skills developed in the prior Nursing major course. 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.
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)**

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>NURS 150</td>
</tr>
<tr>
<td>NURS 140</td>
<td>NURS 155</td>
</tr>
<tr>
<td>NURS 145</td>
<td>PSYC 201</td>
</tr>
<tr>
<td>NURS 160</td>
<td>Creativity Elective</td>
</tr>
</tbody>
</table>

Eligible for PN-NCLEX

**Academic Year Two (Level II)**

<table>
<thead>
<tr>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 271</td>
<td>COMM 101 or 111</td>
</tr>
<tr>
<td>NURS 276</td>
<td>NURS 280</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>NURS 285</td>
</tr>
</tbody>
</table>

Global Awareness Elective

Eligible for PN-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)**

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>NURS 150</td>
</tr>
<tr>
<td>NURS 140</td>
<td>NURS 160</td>
</tr>
<tr>
<td>NURS 145</td>
<td>Creativity Elective</td>
</tr>
</tbody>
</table>

Eligible for PN-NCLEX

**Calendar Year Two (Level II)**

<table>
<thead>
<tr>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 271</td>
<td>COMM 101 or 111</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>NURS 276</td>
</tr>
</tbody>
</table>

Global Awareness Elective

Eligible for PN-NCLEX

**Calendar Year III (Level III)**

<table>
<thead>
<tr>
<th>VII</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 285</td>
</tr>
</tbody>
</table>

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)°.

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 (see page 51)
- Course from Global Awareness Electives (see page 52)
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.

*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:

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 271</td>
<td>NURS 280</td>
</tr>
<tr>
<td>NURS 276</td>
<td>NURS 285</td>
</tr>
<tr>
<td>Creativity Elective</td>
<td>Global Awareness</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities 205, Ethical Dilemmas in Modern Society ............... 3</td>
</tr>
<tr>
<td>Office Information Technology 160, Applications Software .......... 3</td>
</tr>
<tr>
<td>Physics 111, Introductory Physics I ..................... 4</td>
</tr>
<tr>
<td>Mathematics 122, Trigonometry or 124, College Algebra ............ 4</td>
</tr>
</tbody>
</table>

Take one of the following:

Physical Education 121 or 150-158 ... 2

Take three of the following:

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

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/Electronics
Industrial Heating/Ventilation/Air Conditioning/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.

**Office Information Technology Degrees**

Office Information Technology Core 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, General Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration 104, Business</td>
<td>3</td>
</tr>
<tr>
<td>Communication 101, Foundations of</td>
<td>3</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>Creativity Elective°</td>
<td>2-3</td>
</tr>
<tr>
<td>Critical Thinking Elective°</td>
<td>3-4</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Global Awareness Elective°</td>
<td>3</td>
</tr>
<tr>
<td>Healthy Living Elective°</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 100,</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computer Information</td>
<td></td>
</tr>
<tr>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 110,</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding II</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 111,</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding III</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 116,</td>
<td>3</td>
</tr>
<tr>
<td>Office Procedures</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 176,</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Word</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 181,</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Excel</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 193,</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Project</td>
<td></td>
</tr>
</tbody>
</table>

°For options to fulfill the Creativity, Critical Thinking, Global Awareness, and Healthy Living Electives, see pages 51-52.

**Specialty Areas**

All of the Information Technology core courses must be completed along with the course specialties listed as associate degree programs.

**Administrative Assistant Degree**

<table>
<thead>
<tr>
<th>Code</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 131,</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>or Information Technology 200,</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 112,</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding IV</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 177,</td>
<td>2</td>
</tr>
<tr>
<td>Intermediate Word</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 178,</td>
<td>2</td>
</tr>
<tr>
<td>Advanced Word</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 182,</td>
<td>2</td>
</tr>
<tr>
<td>Intermediate Excel</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 187,</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Access</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 192,</td>
<td>2</td>
</tr>
<tr>
<td>Beginning Publisher</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 197,</td>
<td>2</td>
</tr>
<tr>
<td>Proofreading</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 241,</td>
<td>3</td>
</tr>
<tr>
<td>General Machine Transcription</td>
<td></td>
</tr>
</tbody>
</table>

**Limited Electives**

(See end of OIT section) 2

40-41

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>BUAD 104</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>OIT 100</td>
</tr>
<tr>
<td>OIT 110</td>
<td>OIT 111</td>
</tr>
<tr>
<td>OIT 116</td>
<td>OIT 177</td>
</tr>
<tr>
<td>OIT 176</td>
<td>OIT 181</td>
</tr>
<tr>
<td>OIT 187</td>
<td>Creativity Elective</td>
</tr>
<tr>
<td></td>
<td>Healthy Living Elective</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 101</td>
<td>BUAD 131 or</td>
</tr>
<tr>
<td>OIT 112</td>
<td>IT 200</td>
</tr>
<tr>
<td>OIT 178</td>
<td>OIT 192</td>
</tr>
<tr>
<td>OIT 182</td>
<td>OIT 193</td>
</tr>
<tr>
<td>OIT 197</td>
<td>OIT 241</td>
</tr>
<tr>
<td>Critical Thinking Elective</td>
<td>Global Awareness Elective</td>
</tr>
<tr>
<td></td>
<td>OIT Limited Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Legal Administrative Assistant Degree  
**code 266**

**CREDITS**

**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 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

---

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>BUAD 104</td>
</tr>
<tr>
<td>BUAD 201</td>
<td>BUAD 202</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>OIT 100</td>
</tr>
<tr>
<td>OIT 110</td>
<td>OIT 111</td>
</tr>
<tr>
<td>OIT 116</td>
<td>OIT 177</td>
</tr>
<tr>
<td>OIT 176</td>
<td>OIT 181</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIT 112</td>
<td>BUAD 131</td>
</tr>
<tr>
<td>OIT 197</td>
<td>OIT 200</td>
</tr>
<tr>
<td>OIT 226</td>
<td>COMM 101</td>
</tr>
<tr>
<td>OIT 241</td>
<td>OIT 193</td>
</tr>
</tbody>
</table>

### Medical Administrative Assistant Degree  
**code 267**

**CREDITS**

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

**Office Information Technology 112,**  
Keyboarding IV ......................... 2

**Office Information Technology 177,**  
Intermediate Word ..................... 2

**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 ...... 2

---

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>BUAD 104</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>OIT 100</td>
</tr>
<tr>
<td>OIT 110</td>
<td>OIT 111</td>
</tr>
<tr>
<td>OIT 116</td>
<td>OIT 177</td>
</tr>
<tr>
<td>OIT 176</td>
<td>OIT 181</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIT 112</td>
<td>BUAD 131</td>
</tr>
<tr>
<td>OIT 197</td>
<td>OIT 200</td>
</tr>
<tr>
<td>OIT 226</td>
<td>COMM 101</td>
</tr>
<tr>
<td>OIT 241</td>
<td>OIT 193</td>
</tr>
</tbody>
</table>

### Medical Administrative Assistant Degree  
**code 267**

**CREDITS**

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

**Office Information Technology 112,**  
Keyboarding IV ......................... 2

**Office Information Technology 177,**  
Intermediate Word ..................... 2

**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 ...... 2

---

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>BUAD 104</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>OIT 100</td>
</tr>
<tr>
<td>OIT 110</td>
<td>OIT 111</td>
</tr>
<tr>
<td>OIT 116</td>
<td>OIT 177</td>
</tr>
<tr>
<td>OIT 176</td>
<td>OIT 181</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIT 112</td>
<td>BUAD 131</td>
</tr>
<tr>
<td>OIT 197</td>
<td>OIT 200</td>
</tr>
<tr>
<td>OIT 226</td>
<td>COMM 101</td>
</tr>
<tr>
<td>OIT 241</td>
<td>OIT 193</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>BUAD 131</td>
</tr>
<tr>
<td>OIT 112</td>
<td>OIT 200</td>
</tr>
<tr>
<td>OIT 182</td>
<td>OIT 245</td>
</tr>
<tr>
<td>OIT 229</td>
<td>Creativity Elective</td>
</tr>
<tr>
<td>OIT 241</td>
<td>Global Awareness Elective</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Healthy Living Elective</td>
</tr>
</tbody>
</table>
Microcomputer Applications Specialist
Degree

code 275

CREDITS

Computer Programming 100, Introduction to Programming ................... 2
Computer Programming 102, Visual Basic I ......................... 3
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

22

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 Critical Thinking
       Elective

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

Word/Information Processing Degree

code 299

CREDITS

Business Administration 131, Principles of Management
or Information Technology 200, Cooperative Education I ........... 3
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
Office Information Technology 197, Proofreading ..................... 2
Office Information Technology 241, General Machine Transcription ...... 3
Limited Electives
       (See end of OIT section) ............... 4

22

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

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

Fall   Spring
COMM 101 BUAD 131
OIT 112 or IT 200
OIT 112 OIT 192
OIT 178 OIT 193
OIT 184 OIT 241
OIT 197 Global Awareness
       Elective
Critical Thinking
      Elective
OIT Limited
       Elective
       OIT Limited
       Elective
### Office Information Technology Certificates

#### Administrative Assistant Certificate

**Code 105**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, General Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration 104, Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 131, Business Management</td>
<td></td>
</tr>
<tr>
<td>or Information Technology 200, Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 110, Keyboarding II</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 111, Keyboarding III</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 112, Keyboarding IV</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 116, Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 176, Beginning Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 177, Intermediate Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 197, Proofreading</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 241, General Machine Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

---

#### Legal Administrative Assistant Certificate

**Code 182**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 110, Keyboarding II</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 111, Keyboarding III</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 116, Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 176, Beginning Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 177, Intermediate Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 197, Proofreading</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 226, Legal Terminology</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 241, General Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 243, Legal Machine Transcription I</td>
<td>2</td>
</tr>
</tbody>
</table>

---

#### Medical Administrative Assistant Certificate

**Code 183**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 110, Keyboarding II</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 111, Keyboarding III</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 116, Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 176, Beginning Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 177, Intermediate Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 197, Proofreading</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 227, Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 228, Medical Scheduling and Billing</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 241, General Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 245, Medical Machine Transcription I</td>
<td>2</td>
</tr>
</tbody>
</table>

---

#### Microcomputer Applications Certificate

**Code 163**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 100, Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 176, Beginning Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 181, Beginning Excel</td>
<td>2</td>
</tr>
</tbody>
</table>

---

KELLOGG COMMUNITY COLLEGE
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 184, Beginning PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 187, Beginning Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 190, Microsoft Outlook</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Technology 192, Beginning Publisher</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 196, Introduction to Windows</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

*MOS Master Certificate (Microsoft Office Specialist) code 168*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 176, Beginning Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 177, Intermediate Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 178, Advanced Word</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 181, Beginning Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 183, Advanced Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 184, Beginning PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 185, Intermediate PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 187, Beginning Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 188, Intermediate Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 190, Microsoft Outlook</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

*Limited Electives (See end of OIT section) code 195*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 181, Beginning Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 182, Intermediate Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 183, Advanced Excel</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 184, Beginning PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 185, Intermediate PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 187, Beginning Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 188, Intermediate Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 190, Advanced Access</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 190, Beginning Outlook</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 192, Beginning Publisher</td>
<td>2</td>
</tr>
<tr>
<td>Office Information Technology 193, Beginning Project</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

*Limited Electives*
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Information Technology 195,</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to the Internet</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 196,</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Windows</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 197,</td>
<td>2</td>
</tr>
<tr>
<td>Proofreading</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 200,</td>
<td>1-3</td>
</tr>
<tr>
<td>Independent Study</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 226,</td>
<td>2</td>
</tr>
<tr>
<td>Legal Terminology</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 227,</td>
<td>2</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 228,</td>
<td>2</td>
</tr>
<tr>
<td>Medical Scheduling and Billing</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 229,</td>
<td>2</td>
</tr>
<tr>
<td>Medical Coding</td>
<td></td>
</tr>
<tr>
<td>Office Information Technology 241,</td>
<td>3</td>
</tr>
<tr>
<td>General Machine Transcription I</td>
<td></td>
</tr>
</tbody>
</table>
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 2012. 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 19-20 for MACRAO General Education Course Requirements and should consult with an academic advisor.

**CREDITS**

**Communication 101, Foundations of Interpersonal Communication** .... 3

**Creativity Elective**° ................. 2-3

**Critical Thinking Elective**° ............ 4

**English 151, Freshman Composition** ... 3

**Global Awareness Elective**° ............ 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

18-19

°For options to fulfill the Creativity, Critical Thinking, and Global Awareness Elective, see page 51-52.

**Paralegal Degree**

**Paralegal 237, Law Office Management** 3

**Paralegal 240, Litigation Procedures** .... 3

Choose a minimum of six credits from the following electives:

- **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 2009**
- PARA 251
- PARA 252

**Spring 2010**
- PARA 245
- PARA 250

**Summer 2010**
- PARA 232
- PARA 251

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

**I**
- BUAD 201
- ENGL 151
- OIT 160
- PARA 110
- Critical Thinking Elective

**II**
- ACCO 101
- BUAD 202
- CRJU 202
- Creativity Elective
- Healthy Living Elective
- Elective (from list)
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

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

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 full-time student is:

I  II
BUAD 201  BUAD 202
PARA 110  CRJU 202
PARA 120  PARA Elective

III  IV
PARA 233  PARA 234
PARA 237  PARA 236
PARA Elective  PARA 240
Photography and Multimedia
Career Cluster—Arts, Audio-Video Technology, and Communication

This intensive program prepares students for entering the diverse fields of photography and multimedia. 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 19-20.

Photography and Multimedia Degree  code 274

Prerequisites

Students should possess basic Macintosh operation skills or take Graphic Design 105, Using and Troubleshooting the Macintosh.

General Education

Students must complete the following general education requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 105, Contemporary Art Survey or Art 210, Histo...</td>
<td>2-3</td>
</tr>
<tr>
<td>Communication 111, Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>Communication 241, Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>Critical Thinking Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Healthy Living Elective</td>
<td>2-3</td>
</tr>
</tbody>
</table>

For options to fulfill the Critical Thinking and Healthy Living Electives, see pages 51-52.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animation 103, Introduction to Video Art</td>
<td>3</td>
</tr>
<tr>
<td>Art 103, Two-Dimension Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 110, Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>Art 215, Art Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>Art 222, Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>Art 227, Digital Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>Art 230, Digital Color Photography II</td>
<td>3</td>
</tr>
<tr>
<td>Art 296, Internship and Career Development</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Design 100, Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>Graphic Design 167, Dreamweaver</td>
<td>4</td>
</tr>
<tr>
<td>Graphic Design 170, Photoshop</td>
<td>4</td>
</tr>
</tbody>
</table>

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  

12

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

I  II  
ART 103 ART 110  
ART 222 ART 223  
ENGL 151 ART 295  
GRDE 100 COMM 241  
GRDE 170 GRDE 167  

III  IV  
ANIM 103 ART 105  
ANIM 104 ART 227  
ART 103 ART 229  
ENGL 151 GRDE 100  
GRDE 170 Critical Thinking  
    Elective ART 230  
    Elective ART 296  
Healthy Living  
    Elective COMM 111  

**Photography and Multimedia Option 2 – Animation**

**CREDITS**

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

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 227 ART 105  
ART 103 GRDE 100  
Critical Thinking  
    Elective ART 230  
    Elective ART 296  
Healthy Living  
    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.

General Education

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° ............................................. 2-3
English 151, Freshman Composition ............................................. 3
Psychology 201, Introduction to Psychology ............................................. 3
Psychology 220, Developmental Psychology† ................................. 3
Sociology 201, Introduction to Sociology ............................................. 3

17-18

°For options to fulfill the Creativity Elective, see page 51.

†Transfer course must cover development through the entire lifespan.

Requirements for Taking Physical Therapist Assistant Courses

Criminal Background Checks

Some clinical sites require pre-placement criminal background checks on students. Students assigned to these particular sites will be required to complete the appropriate paperwork allowing the background check to be done. Should there be a conviction noted, it will be left to the determination of the clinical site as to whether the student will be allowed to complete his/her clinical education at their facility. If it is determined that the student will not be allowed at the facility, the student will be withdrawn from 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 clinical coordinator will advise the student where and when to have the drug screen completed to ensure compliance.

**Physical Therapist Assistant Degree**

*code 283*

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

<table>
<thead>
<tr>
<th>CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology 201</strong>, Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>Biology 202, Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician 110°</strong>, Medical First Responder</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 110</strong>, Fundamentals of Physical Therapist Assisting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 112</strong>, Kinesiology I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 114</strong>, Physical Therapy Modalities</td>
<td>4</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 116</strong>, Kinesiology II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 117</strong>, Pathology I</td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 118</strong>, Pathology II</td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 119</strong>, Orthopedics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 120</strong>, Neurological Concepts</td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 121</strong>, Functional Techniques</td>
<td>2</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 122</strong>, Pediatrics</td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 218</strong>, Focused Neurology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 219</strong>, Advanced Intervention Techniques</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 220</strong>, Concepts in Physical Therapist Assisting</td>
<td>2</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 221</strong>, Clinical Experience</td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 223</strong>, Seminar in Physical Therapist Assisting</td>
<td>2</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 224</strong>, Coordinated Clinical Experience I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 225</strong>, Coordinated Clinical Experience II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant 226</strong>, Clinical Exploration</td>
<td>2</td>
</tr>
</tbody>
</table>

°Transfer 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:

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>BIOL 202</td>
</tr>
<tr>
<td>EMT 110</td>
<td>PTA 114</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>PTA 116</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>PTA 117</td>
</tr>
<tr>
<td>PTA 110</td>
<td>PTA 112 Elective</td>
</tr>
<tr>
<td>PTA 118</td>
<td>COMM 101</td>
</tr>
<tr>
<td>PTA 119</td>
<td>PTA 218</td>
</tr>
<tr>
<td>PTA 120</td>
<td>PTA 219</td>
</tr>
<tr>
<td>PTA 121</td>
<td>PTA 220</td>
</tr>
<tr>
<td>PTA 122</td>
<td>PTA 221</td>
</tr>
<tr>
<td>PTA 223</td>
<td>SOCI 201</td>
</tr>
<tr>
<td>PTA 224</td>
<td></td>
</tr>
<tr>
<td>PTA 225</td>
<td></td>
</tr>
<tr>
<td>PTA 226</td>
<td></td>
</tr>
</tbody>
</table>
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.

The 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, critical thinking, and healthy living.

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 101, Foundations of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Creativity Elective°</td>
<td>2-3</td>
</tr>
<tr>
<td>Critical Thinking Elective°</td>
<td>3-4</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>Global Awareness Elective°</td>
<td>3</td>
</tr>
<tr>
<td>Healthy Living Elective°</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-19</strong></td>
</tr>
</tbody>
</table>

°For options to fulfill the Creativity, Critical Thinking, Global Awareness, and Healthy Living electives see page 51-52.

Degree Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice 101, Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Justice 221, Ethical Problem Solving in Policing</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Medical Technician 110 †, Medical First Responder</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

† 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** ........................................ 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 297,**

Field Experience ........................................ 1

**Criminal Justice 299,**

MCOLES Review ........................................ 1

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**

Critical Thinking

Elective

**Fall**

| CRJU 110 |
| CRJU 200 |
| CRJU 201 |
| CRJU 204 |
| CRJU 207 |

**Spring**

| CRJU 202 |
| CRJU 205 |
| CRJU 208 |
| CRJU 212 |
| 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 page 11.

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.

General Education

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.

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 201, Human Anatomy</td>
</tr>
<tr>
<td>Biology 202, Human Physiology</td>
</tr>
<tr>
<td>Communication 101, Foundations of Interpersonal Communication</td>
</tr>
<tr>
<td>Creativity Elective*</td>
</tr>
<tr>
<td>English 151, Freshman Composition</td>
</tr>
<tr>
<td>Mathematics 121, Intermediate Algebra</td>
</tr>
<tr>
<td>Office Information Technology 227, Medical Terminology</td>
</tr>
<tr>
<td>Psychology 201, Introduction to Psychology</td>
</tr>
<tr>
<td>Sociology 201, Introduction to Sociology</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*For options to fulfill the Creativity Elective, see page 51.

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 sites require pre-placement criminal background checks on students. Students assigned to these particular sites will be required to complete the appropriate paperwork allowing the background check to be done. Should there be a conviction noted, it will be left to the determination of the clinical site as to whether the student will be allowed to complete their clinical education at their facility. If it is determined that the student will not be allowed at the facility, the student will be withdrawn from the program.

Drug Screens
Some clinical sites require a pre-placement drug screen. Students who have been
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.

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

<table>
<thead>
<tr>
<th>I</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 110</td>
<td>BIOL 201</td>
<td>BIOL 202</td>
</tr>
<tr>
<td>RADI 100</td>
<td>ENGL 151</td>
<td>PSYC 201</td>
</tr>
<tr>
<td>RADI 111</td>
<td>RADI 120</td>
<td>RADI 130</td>
</tr>
<tr>
<td>RADI 112</td>
<td>RADI 121</td>
<td>RADI 131</td>
</tr>
<tr>
<td>RADI 113</td>
<td>RADI 122</td>
<td>RADI 132</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV</th>
<th>V</th>
<th>VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADI 210</td>
<td>COMM 101</td>
<td>Creativity</td>
</tr>
<tr>
<td></td>
<td>RADI 220</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>RADI 221</td>
<td>RADI 230</td>
</tr>
<tr>
<td></td>
<td>RADI 222</td>
<td>RADI 231</td>
</tr>
<tr>
<td></td>
<td>RADI 223</td>
<td>RADI 232</td>
</tr>
<tr>
<td></td>
<td>SOCI 201</td>
<td></td>
</tr>
</tbody>
</table>

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

Students who enroll at Kellogg Community College with the intention of transferring to a baccalaureate (transfer) college need to:

- select a transfer institution early
- select courses, with assistance from a KCC academic advisor, which meet the requirements of the transfer college

An earned associate degree is recommended by most transfer institutions before transfer, and some transfer scholarships are only available to associate degree holders. Students may, however, transfer courses without completing an associate degree.

MACRAO Agreement

This is a transfer agreement established by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO). This agreement was designed to facilitate transfer from community colleges to baccalaureate colleges and universities. The agreement provides for transferability of up to 30 semester credit hours to meet many of the general education requirements at participating Michigan four-year colleges and universities.

For details regarding courses eligible for MACRAO and how to receive MACRAO at KCC, see pages 19-20.

College/University Transfer Curricula

Associate degree curricula representing the first two years of a four-year program have been designed for successful transfer to senior colleges and universities. Transfer programs not listed below can be individually developed with an academic advisor.

Accounting
Actuarial Science and Economics
Advertising and Public Relations
Aeronautical Engineering
Agriculture and Natural Resources
Anthropology
Architecture
Art
Art and Design
Athletic Training
Aviation Flight Science
Baccalaureate Degree Nursing
Behavioral Science
Biology
Biology/Biomedical Sciences
Bio-Engineering
Bio-Psychology
Botany
Broadcast and Cinematic Arts
Business Administration

Transfer Institutions

Kellogg Community College has articulation agreements and curricular guides available for transfer to the following institutions:

Central Michigan University
Eastern Michigan University
Ferris State University
Franklin University
Grand Valley State University
Lake Superior State University
Kettering University (formerly GMI)
Michigan State University
Michigan Technological University
Miller College
Northern Michigan University
Oakland University
Olivet College
Siena Heights University
Spring Arbor College
Trine University
University of Michigan
University of Phoenix
Walsh College
Western Michigan University
Chemical Engineering
Chemistry
Clinical Laboratory Science
Communications
Communications, Scientific and Technical
Communications, Speech
Computer Science
Criminal Justice
Dental Hygiene
Dietetics
Early Childhood Education
Economics
Education: Elementary and Secondary
Engineering
English
Fine Arts
Forestry
Geology
Geophysics, Applied
Golf Management
Health Science
History
Human Services Administration
Industrial Design
Industrial Engineering
Industrial Technology
Information Systems
Interior Design
Journalism
Language and International Trade
Liberal Arts
Management
Marketing
Mathematical Sciences
Mathematics
Medical Laboratory Science
Modern Languages
Music
Natural Resource Management
Nursing
Occupational Safety and Health
Occupational Therapy
Optometry
Pharmacy
Philosophy
Photographic Imaging
Physical Education
Physical Therapy
Physician Assistant Studies
Physics
Political Science
Pre-Dentistry
Pre-Engineering
Pre-Law
Pre-Medical
Pre-Medicine
Printing Management/Marketing
Psychology
Public Administration
Public Health
Public Nonprofit Administration
Public Services Administration
Social Sciences
Social Work
Sociology
Special Education
Speech Pathology and Audiology
Sports Medicine
Surveying
Theatre
Therapeutic Recreation
Veterinary Medicine
Visual Arts
Zoology

Transfer Institution
Information and Program Guides

Program guides for the following universities are available from the Academic Advising office at Kellogg Community College.

Central Michigan University

1. CMU expects graduates to demonstrate competency in three areas: English composition, math, and speech. A grade of “C” or better in the following KCC courses will fulfill these competency requirements: ENGL 151, 152; COMM 101, 207, or 210; MATH 121 or higher (except MATH 153) or BUAD 112.

2. MATH 130 satisfies the statistics course at CMU that is equivalent to KCC’s BUAD 112.
3. The distribution of courses on the following program guides fulfills the MACRAO agreement and will satisfy the University Program portion of your degree at CMU.

Program Guides
Accounting
Broadcast and Cinematic Arts
Business Administration
Computer Science
Dietetics
Elementary Education
Industrial Technology
Interior Design
Journalism
Liberal Arts
Music
Physical Education
Physical Therapy
Public Health
Secondary Education
Special Education-Elementary Endorsement
Special Education-Secondary Endorsement
Sports Medicine

Eastern Michigan University
Course work with a grade of less than “C” will not be transferable.

Program Guides
Actuarial Science & Economics
Baccalaureate Degree Nursing
Business Administration
Clinical Laboratory
Elementary Education
Language and International Trade Programs
Occupational Therapy
Secondary Education
Special Education
Ferris State University
Program Guides
Accounting
Business Administration
Optometry
Pharmacy
Pre-Criminal Justice

Franklin University
The Community College Alliance is a relationship between Franklin University and Kellogg Community College. The Alliance offers seven Bachelor of Science completion programs online. The program accepts your entire associate degree and then allows you to take bridge courses at KCC in combination with online course work through Franklin. The alliance is designed for students who have experience in a classroom setting and a good educational foundation at the community college level. To join the program you must have an associate degree or have earned at least 90 quarter or 60 semester credit hours at the college level with a minimum cumulative GPA of 2.50. Through the alliance Franklin University delivers the completion program course work online, and students are supported in their studies with access to computers, advising, and libraries from both KCC and Franklin.

For more information contact Franklin University at 1-877-341-6300 or visit <www.alliance.franklin.edu>.

Degree Completion Programs Available Online
Business Administration
Computer Science
Digital Communication
Health Care Management
Management Information Sciences
Public Safety Management
Technical Management

Grand Valley State University
Students seeking a B.A. degree must demonstrate third semester proficiency in a foreign language.

Program Guides
Advertising and Public Relations
Anthropology
Art and Design
Athletic Training
Behavioral Science
Biology
Bio-Psychology
Broadcasting
Business Administration
Chemistry
Clinical Laboratory Science
Computer Science
Elementary Education
Engineering
English
Geology
Health Science
History
Information Systems
Mathematics
Modern Languages
Music
Natural Resource Management
Nursing
Occupational Safety and Health
Occupational Therapy
Philosophy
Physical Education
Physical Therapy
Physician Assistant Studies
Physics
Political Science
Pre-Dental
Pre-Medical
Psychology
Public Nonprofit Administration
Secondary Education
Social Work
Sociology
Special Education
Therapeutic Recreation

Program Guides
Engineering
Management

Michigan State University
1. Students transferring to MSU should complete the Lower Level Integrative Studies courses (available from a KCC academic advisor).
2. When applying to MSU your cumulative grade point average will be recalculated to include all courses, all attempts, and all colleges.
3. Grades of “D” will transfer if your overall GPA from the transfer institution is at least a 2.0.
4. Grades of “N,” Withdrawal, Audit, and Incomplete will be computed as “F” grades for admission purposes.
5. Grades in each prerequisite course must be above a 2.0, and overall GPA must be above a 2.5 for consideration.

Program Guides
Agriculture and Natural Resources
Business
Chemistry
Communication
Criminal Justice
Dietetics
Education
Engineering
Pre-Medicine
Political Science
Psychology
Public Resource Management
Social Work
Veterinary Medicine

Michigan Technological University
All recommended courses on the following program guides will transfer and apply toward degree requirements provided grades of “C-” (1.5 on a 4.0 scale) or better are earned.

Kettering University (formerly GMI)
1. A “2 + 3” agreement between Kettering University and Kellogg Community College allows students to take a combination of course work from both institutions.
2. Work experience is part of the five-year program.
Miller College

Miller College is a bachelor degree completion college designed for students who have already completed either an associate degree or a minimum of 60 credits from an accredited institution of higher learning. Miller College, based in Battle Creek, MI, is located on the Kellogg Community College campus in the Mawby Center. Kellogg Community College and Miller College have an articulation agreement that allows for the seamless transfer of 60 credits and up to a maximum of 90 credits, depending on the program, toward completion of the following degree programs:

Program Guides

Bachelor of Science
- Business Administration
- Elementary Education
- Liberal Studies
- Public Service Administration

Northern Michigan University

Program Guides

Bachelor of Applied Science
- Industrial Management
- Allied Health Management

Business Administration
Chemistry
Communications, Speech, and Theatre
Elementary Education
English
History
Mathematics
Political Science
Psychology
Public Administration
Social Work
Sociology
Theatre
Zoology

Oakland University

Program Guides

Business Administration
Computer Science
Elementary Education
Industrial Health & Safety
Medical Laboratory Science
Nursing
Physical Therapy
Pre-Engineering

Olivet College

Kellogg Community College and Olivet College signed a dual degree agreement in November 1997. The agreement provides that students completing the academic requirements of the two cooperating institutions will be awarded an Associate in Arts or Associate in Sciences from KCC and a Bachelor of Arts from Olivet College. Students in this dual degree program may be concurrently enrolled at both institutions while working
toward their educational goals. Additionally, in January 1998, both institutions signed a financial aid consortium agreement.

**Program Guides**

Business Administration  
Elementary or Secondary Education majoring in:  
- English
- Health, Physical Education and Recreation
- History
- Mathematics
- Science
- Social Studies
- Visual Arts

Secondary Education majoring in:  
- Biology
- Chemistry
- Speech

**Siena Heights University**

1. An agreement between Siena Heights University and Kellogg Community College allows students to complete an undergraduate degree and a Master of Arts at the Battle Creek campus of KCC.
2. Students can transfer up to 90 credit hours into the Siena Heights program.

**Program Guides**

Accounting  
Business Administration  
Human Services Administration  
Public Service Administration

**Spring Arbor College**

**Program Guides**

Early Childhood Education

**Trine University**

1. A “3 + 1” agreement between Trine University and Kellogg Community College allows students majoring in business or criminal justice to transfer up to three years of credit to Trine University.
2. An Associate in Science or Associate in Arts at KCC meets all general education requirements at Trine University.
3. Pursuing the approved three-year curriculum at KCC, a student can earn a BS in Business Administration after one year of study at Trine University.
4. Transfer students must have a 2.0 or greater cumulative grade point average to be accepted to Trine with senior status.
5. A portion of the Trine courses may be offered at the KCC Grahl Center in Coldwater.

**Program Guides**

Accounting  
Criminal Justice—Corrections  
Elementary Education  
Golf Management  
Management  
Management Information Systems  
Marketing

**University of Michigan**

Transfer courses must be completed with a grade of “C” (2.0) or better.

**Program Guides**

Architecture  
Art  
Biology  
Business  
Chemistry  
Communications  
Computer Science  
Dental Hygiene  
Economics  
Elementary Education  
Engineering  
English  
Mathematics  
Music  
Natural Resources  
Nursing  
Pharmacy
University of Phoenix

All credit from an associate degree awarded by Kellogg Community College will transfer to the University of Phoenix as a “block,” meaning that all associate degree-related courses, subject to the following limitations, will automatically transfer. The maximum of 72 credits transferred will apply to the Bachelor of Science in Management (BSM). A maximum of 60–69 of these transfer credits will apply to all other available bachelor programs. Although credits will be accepted in transfer, additional general education credits may be needed to fulfill the program requirements. For students transferring without an earned associate degree, all credit from college-level (not developmental) courses earned with a grade of “C-” or better will be accepted in transfer. University of Phoenix admission requirements may be viewed at <www.phoenix.edu/students>.

Walsh College

To be admitted 60 semester credit hours must be successfully completed, including 30 semester credit hours in Liberal Arts course work and a course in English composition or written communication at an approved, accredited college or university. Courses must be completed with a minimum grade of 2.0 on a 4.0 scale.

The four components to earning a bachelor degree are transfer credit hours (up to 82 eligible credits), professional core classes (required of all students), program core classes, and specialization or major classes.

All specific degree requirements as listed in the online Walsh College catalog under “Graduation Requirements” must be satisfied. A minimum of 127 semester credit hours must be completed, with 45 semester credit hours taken in residence at Walsh College within 5 years of enrolling.

To maximize transfer credits, credits successfully completed at the 100 level or above are accepted. Since a maximum of 82 eligible credits may transfer, most associate degree requirements will transfer.

Western Michigan University

1. Western Michigan University’s Kendall Center in downtown Battle Creek provides advising and courses for students taking upper division and graduate courses.
2. Freshman-sophomore requirements are satisfied for KCC students transferring with the MACRAO agreement satisfied.

Program Guides

Aeronautical Engineering
Aviation Flight Science
Biology/Biomedical Sciences
Business Administration
Chemical Engineering
Communication
Computer Science
Elementary Education
History
Industrial Engineering
Mathematics
Music
Occupational Therapy
Photographic Imaging
Physical Education
Physician’s Assistant
Physics
Political Science
Pre-Engineering
Printing Management/Marketing
Psychology
Secondary Education
Social Work
Special Education
Elementary Education and Engineering Curricula

Kellogg Community College offers a variety of courses for students interested in elementary education and engineering. These courses are designed to provide opportunities for students to gain the firm foundations necessary for success in any school of education or college of engineering, as well as opportunities to interact with educators and participate in co-ops, internships, and field experiences related to education.

The courses listed below are provided as a guide for the student and include courses typically found in the first two years of an education or engineering curriculum. A wide variety of transfer course options are available for selection of course electives. Check with KCC academic advisors to be sure you follow your transfer institution guide when making those choices.

Elementary Education

Art 141, Art for Elementary Teachers
Biology 140, Life Science for Elementary Educators
Education 200, Foundations of Education
English 269, Writing for the Elementary Classroom
Humanities 241, Dance for Elementary Educators
Literature 213, Children's Literature
Mathematics 111, Mathematics for Elementary Teachers I
Mathematics 112, Mathematics for Elementary Teachers II
Music 141, Fundamentals of Music for Teaching
Physical Education Professional 290, Preschool and Elementary Physical Education

Completion of these and general education courses will prepare students for success in the Michigan Test for Teacher Certification required for acceptance in schools of education.

NOTE: Elementary education students interested in early childhood education should meet with the Early Childhood Education Program Director. Contact the Early Childhood Education Program at (269) 965-3931, ext. 2399 for more information.

Engineering

Biology 110, Principles of Biology II
Chemistry 110, General Chemistry I
Chemistry 111, General Chemistry II
Mathematics 141, Calculus I
Mathematics 142, Calculus II
Mathematics 241, Calculus III
Mathematics 242, Differential Equations and Linear Algebra
Physics 201, General Physics I
Physics 202, General Physics II
Physics 241, Statics
Courses of Instruction

Students should consult the curricular guides and the course equivalency guides located in the Academic Advising Center for specific transfer information.

Two digit numbers (11, 12) indicate courses found most frequently in the programs of students whose goals are self-improvement, job entry, and/or occupational upgrading. Students should consult the articulation agreements, curricular guides, and the course equivalency guides located in the Academic Advising Center to obtain transfer information.

Course Description Sample

**BIOL 101 Biological Science 4 CR**

A one-semester lecture and laboratory course which emphasizes the human organism as a representative living system. The course includes a study of the cell and energy flow; maintenance, coordination, and reproduction mechanisms of heredity and evolution; relationships of humans to their environment; and the impact new biological technologies may have on the future. (Does not count toward a biology major.) [48-32-80] Lab Fee

The specific amount of the lab fee will vary with current costs of materials and is published in each semester’s schedule of classes.

The number at the end of the course description in brackets, e.g. [48-32-80] indicates the hours of instruction in the course. The actual number of hours of instruction and/or distribution may vary due to circumstances, but the typical pattern is shown in the following:

a. In the example [48-32-80], the first figure, 48, designates the number of hours of teaching that are primarily lecture or directed group instruction.

b. The second figure, 32, designates the number of hours of teaching that are primarily laboratory, clinic, or activity in nature.

c. The third figure, 80, designates the total number of hours of teaching provided.

For a more comprehensive coverage of course content and requirements, students are invited to use the collection of course syllabi located in the respective departments’ office area.

Certain course prerequisites can be overridden by the department chair or director responsible for the course.

Placement Score Equivalencies

Course descriptions may show a prerequisite COMPASS placement score. If you have an ASSET or ACT score, you can find the COMPASS correlation in the chart on the next page. Please note the different test names and use the appropriate chart section to find your COMPASS score. The fourth column lists the appropriate course placement based on the skill level indicated by your test score.
### Placement Score Equivalencies

<table>
<thead>
<tr>
<th>COMPASS SCORES</th>
<th>ACT SCORES</th>
<th>ASSET SCORES</th>
<th>COURSE PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Writing</strong></td>
<td><strong>English</strong></td>
<td><strong>Writing Skills</strong></td>
<td></td>
</tr>
<tr>
<td>0-27</td>
<td>0-13</td>
<td>23-35</td>
<td>ENGL 97</td>
</tr>
<tr>
<td>28-37</td>
<td>14</td>
<td>36-37</td>
<td>ENGL 99</td>
</tr>
<tr>
<td>38-77</td>
<td>15-19</td>
<td>38-44</td>
<td>ENGL 120</td>
</tr>
<tr>
<td>72-77</td>
<td>18-19</td>
<td>42-44</td>
<td>Decision Zone</td>
</tr>
<tr>
<td>78-99</td>
<td>19-36</td>
<td>45-55</td>
<td>ENGL 151</td>
</tr>
<tr>
<td>93+</td>
<td>26+</td>
<td>51+</td>
<td>ENGL 151 H</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reading</strong></th>
<th><strong>Reading</strong></th>
<th><strong>Reading Skills</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0-45</td>
<td>5-10</td>
<td>23-31</td>
<td>Take COMPASS DX</td>
</tr>
<tr>
<td>46-60</td>
<td>11-13</td>
<td>32-35</td>
<td>STSK 98</td>
</tr>
<tr>
<td>61-69</td>
<td>14-15</td>
<td>36-37</td>
<td>STSK 99</td>
</tr>
<tr>
<td>70-72</td>
<td>16</td>
<td>38</td>
<td>NA</td>
</tr>
<tr>
<td>73+</td>
<td>17+</td>
<td>39+</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Pre-Algebra</strong></th>
<th><strong>Numerical Skills</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0-31</td>
<td>NA</td>
<td>23-36</td>
</tr>
<tr>
<td>32-49</td>
<td>NA</td>
<td>37-41</td>
</tr>
<tr>
<td>50-99</td>
<td>NA</td>
<td>42-55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Algebra</strong></th>
<th><strong>Elementary Algebra</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20-39</td>
<td>NA</td>
<td>31-45</td>
</tr>
<tr>
<td>40-70</td>
<td>NA</td>
<td>46-55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Algebra</strong></th>
<th><strong>Intermediate Algebra</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70</td>
<td>NA</td>
<td>38-47</td>
</tr>
<tr>
<td>71-99</td>
<td>NA</td>
<td>48-55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>College Algebra</strong></th>
<th><strong>College Algebra</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>43-59</td>
<td>NA</td>
<td>37-45</td>
</tr>
<tr>
<td>60-99</td>
<td>NA</td>
<td>46-55</td>
</tr>
</tbody>
</table>
ACCOUNTING (ACCO)

ACCO 101 General Accounting 4 CR
Prerequisite: an ASSET reading score (RE) of 36 or higher, or a COMPASS reading score of 65 or higher, or successful completion of STSK 99. An introductory course in accounting which includes the recording and reporting of business transactions, completing the accounting cycle, and preparation of financial statements. Through exercises and problems, the student gains an understanding of the accounting process and the steps that result in financial statements.

ACCO 102 General Accounting 4 CR
Prerequisite: ACCO 101. A continuation of ACCO 101, including the accounting for partnerships and corporations. Topics include income taxes, long-term liabilities, budgeting, and manufacturing/cost accounting. The objective is to give students an overview of generally accepted accounting principles and their importance in business.

ACCO 205 Computerized Accounting 4 CR
Prerequisite: ACCO 101. An accounting course designed to give the student a hands-on experience processing financial records using a general ledger software package. Through the use of business projects, the student will become proficient in the use of accounts receivable, accounts payable, inventory, payroll, fixed assets, and general ledger. All projects will be completed using a Windows driven software package. Lab Fee

ACCO 211 Intermediate Accounting 4 CR
Prerequisite: ACCO 102. A course designed to follow and expand upon the material learned in the accounting principles series. The course includes the study of cash, inventory, receivables, investments, property and equipment, current and long-term liabilities, and equity. The student will become proficient in using commercial accounting software on a microcomputer to maintain a general ledger and to prepare computerized financial statements.

ACCO 251 Cost Accounting 4 CR
Prerequisite: ACCO 102. Cost accounting is the branch of accounting that deals with the planning, measurement, and control of costs. While all types of businesses (service, merchandising, and manufacturing) must have accurate and reliable cost information, the traditional focus of cost accounting has been on manufacturing costs and activities. Manufacturing is the transforming of raw materials into finished products by incurring factory costs. To reinforce the principles of cost accounting, the student will complete a practice set for a manufacturing company. Lab Fee

ACCO 252 Income Taxation 4 CR
A comprehensive introductory course in tax return preparation. Emphasis will be placed on tax issues and return preparation for individuals and unincorporated businesses. Primary focus is on the development of working familiarity with tax forms, documentation, and solution of tax problems affecting individuals. Federal taxation emphasized. Lab Fee

ANIMATION (ANIM)

Courses designated “E” are for enrichment only. These courses are for zero credit and are not transferable to any institution. Fees for “E” courses include instructor costs and fees.

ANIM 103 Introduction to Video Art 3 CR
In this film video art course, students will learn basic video operation, cinematography, and non-linear editing with Apple Macintosh computers and software programs such as iMovie, iDVD, and Final Cut. Emphasis will be on comprehensive understanding in the art of the movie image. Students will be challenged to develop their own ideas and showcase skills and techniques. Lab Fee

ANIM 104 Introduction to Sound, Recording, and Editing 3 CR
This sound, recording, and editing class will teach basic studio sound recording, on-site sound recording, composing sound, and digital sound editing. Lab Fee
ANIM 233 Introduction to 2-D Animation Techniques  3 CR
Students will study the basic principles of animation with an emphasis on the analysis of motion. An overview of the evolution of animation techniques will provide the student with examples of independent film work from early productions to the present day. Students will develop an understanding of basic animation terminology and will complete several individual animation exercises, as well as work on a group project. Appropriate software will be discussed and introduced within the context of each exercise. [48-48-96] Lab Fee

ANIM 233E Introduction to 2-D Animation Techniques  0 CR
Same description as ANIM 233. [48-48-96] Lab Fee

ANIM 234 Introduction to 3-D Animation Techniques  3 CR
This course will explore the foundations of 3-D animation environments, as well as animation techniques unique to digital imagery. Students will develop a series of projects using software designed for the Internet, as well as other 3-D computer-based platforms. Projects will explore a variety of possibilities for 3-D interactive design. Special regard will be given to portfolio development. [48-48-96] Lab Fee

ANIM 234E Introduction to 3-D Animation Techniques  3 CR
Same description as ANIM 234. [48-48-96] Lab Fee

ANIM 235 Intermediate Animation  3 CR
Prerequisite: ANIM 234. Character development in a variety of methods will be explored by students in this course in order to enhance students' understanding and appreciation for the effect of strong visual techniques. Further depth in the concepts of storyboards and production design will be explored. Students will learn layout scenes around character action, work with camera fields, deal with issues of composition, and create mood. While advance instruction on the principles and concepts of character development will be used, students are encouraged to develop their own aesthetic. [48-48-96] Lab Fee

ANIM 235E Intermediate Animation  0 CR
Prerequisite: ANIM 234 or 234E. Same description as ANIM 235. [48-48-96] Lab Fee

ANIM 236 Advanced Animation  3 CR
Prerequisite: ANIM 235 or 235E with a grade of “C” or higher. Using the techniques developed in the first three animation courses, the student will complete an animated project demonstrating knowledge of both 2-D and 3-D animation techniques, through motion studies, storyboard composition, character development, refinement of timing, use of exposure sheets, and basic lip-synch techniques. Final projects will be retained electronically for portfolio development. Other current technology will be introduced to direct the shooting, digitization, and efficient inclusion of the project into interactive formats. [48-48-96] Lab Fee

ANIM 236E Advanced Animation  3 CR
Prerequisite: ANIM 235 or 235E with a grade of “C” or higher. Same description as ANIM 236. [48-48-96] Lab Fee

ANTHROPOLOGY (ANTH)

ANTH 200 Introduction to Anthropology  3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Adapting to varied and changing environments is examined through the cross-cultural study of social institutions, technologies, and ideologies. The implications of different ways of life for the understanding of human behavior worldwide are also considered. It is recommended that the student's reading score on the COMPASS test fall within the 72-100 range.
**ARABIC (ARAB)**

**ARAB 101 Elementary Arabic** 4 CR  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Introduction to the phonology and script of Modern Standard Arabic and its basic vocabulary and fundamental structure.

**ARAB 102 Elementary Arabic II** 4 CR  
Prerequisite: ARAB 101 or permission of Arts and Communication department chair. Review of elements of basic and advanced grammar, conversation, and comprehension practices. Reporting on cultural aspects and simple short stories in the language for individual credit.

**ART (ART)**

Courses designated "E" are for enrichment only. These courses are for zero credit and are not transferable to any institution. Fees for "E" courses include instructor costs and fees.

**ART 103 Two-Dimension Design** 3 CR  
This course focuses on two-dimensional problem solving, conceptualization, and implementation through exposure to a variety of media and techniques. An emphasis will be placed on critical thinking to achieve communication of content, visual expression, and aesthetic value. [48-48-96]  
Lab Fee

**ART 103E Two-Dimension Design** 0 CR  
Same description as ART 103. [48-48-96]  
Lab Fee

**ART 105 Contemporary Art Survey** 2 CR  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Concepts, trends, and ideas as expressed in contemporary visual arts, including architecture, fine arts, and the arts of commerce. Humanities credit.

**ART 110 Drawing I** 3 CR  
An introduction to basic drawing techniques. Assignments cover line and form concepts including contour, perspective, defining and organizing shape, and value patterns. [48-48-96]  
Lab Fee

**ART 110E Drawing I** 0 CR  
Same description as ART 110. [48-48-96]  
Lab Fee

**ART 141 Art for Elementary Teachers** 3 CR  
A lecture workshop structured to provide students an opportunity to explore materials and techniques suitable for classroom use. Imaginative art experiences and the nature of creativity are stressed. [32-32-64]  
Lab Fee

**ART 160 Painting and Illustration I** 2 CR  
Study of the fundamentals of painting expression. A variety of styles and techniques are explored with emphasis on oil or acrylic paint media. [16-48-64]  
Lab Fee

**ART 160E Painting and Illustration I** 0 CR  
Same description as ART 160. [16-48-64]  
Lab Fee

**ART 201 Painting and Illustration II** 2 CR  
Prerequisite: ART 160. Development of painting techniques, concepts, and skills through a variety of painting problems. [16-48-64]  
Lab Fee

**ART 201E Painting and Illustration II** 0 CR  
Prerequisite: ART 160. Same description as ART 201. [16-48-64]  
Lab Fee

**ART 204 Three-Dimension Art** 3 CR  
This course focuses on three-dimensional problem solving, conceptualization, and implementation through exposure to a variety of media and basis-building techniques. An emphasis will be placed on critical thinking to achieve communication of content, visual expression, and aesthetic value. [48-48-96]  
Lab Fee

**ART 204E Three-Dimension Art** 0 CR  
Same description as ART 204.  
Lab Fee

**ART 210 History of Photography and Film** 3 CR  
This course will explore photography and film from its early years to its present with emphasis on its esthetic, historical, technical, and social contexts.
ART 211 Art Appreciation 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of contemporary and traditional visual art themes. Emphasis is on current problems in communication through painting, sculpture, photography, film, and architecture. Recommended for Art majors prior to enrollment in Art 212 or 213. Humanities credit.

ART 212 Art History 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Historical survey of art from prehistoric ages to the Renaissance. Humanities credit.

ART 213 Art History 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Historical survey of art from the Renaissance to the present day. Humanities credit.

ART 215 Art Seminar I 3 CR
This studio art course will help students find personal voice through independent projects and research assignments. The course will be topically responsive to current issues and to the interests of students who will explore techniques relevant to individual assignments, different types of image-making processes, and their potential for meaning. Students will progress through further work in specific areas of studio arts. [48-48-96] Lab Fee

ART 215E Art Seminar I 0 CR
Same description as ART 215. [48-48-96] Lab Fee

ART 216 4-D Studio Art Seminar II 3 CR
Prerequisite: ART 215 or departmental approval. With basic understandings of visual literacy, this advanced studio art course will further refine and establish personal voice in art through independent and/or group studio projects (such as time-based art, sound art, film/video art, multimedia art, and research assignments). Students will meet with the instructor as a group and individually. The course will be topically responsive to current issues and to the particular interests of individual students. Students will explore advanced techniques relevant to each personal assignment. [48-48-96] Lab Fee

ART 216E 4-D Studio Art Seminar II 0 CR
Prerequisite: ART 215 or departmental approval. Same description as ART 216. [48-48-96] Lab Fee

ART 221 Photography Basics 2 CR
This is an introduction to the basics of photography. The student will learn basic camera operation, black and white film processing, darkroom printing, print matting, and basics of compositional design. [32-32-64] Lab Fee

ART 221E Photography Basics 0 CR
Same description as ART 221. [32-32-64] Lab Fee

ART 222 Introduction to Photography 2-3 CR
This course will instruct the student in fundamental concepts and techniques of photography, including aesthetics and technical aspects as a basis for creating a photographic image. The student will learn to use the 35 mm camera, process film, composition, print finishing, and basic printing. Instruction on traditional printing practice and digital technologies will be included. The student will be challenged to investigate photographic medium and consider its application to the making of art. [32-32-64/48-48-96] Lab Fee

ART 222E Introduction to Photography 0 CR
Same description as ART 222. [32-32-64/48-48-96] Lab Fee

ART 223 Intermediate Photography 3 CR
Prerequisite: ART 222. This course will refine techniques, analysis, and production of photographs using both traditional darkroom and digital technology. The student will be challenged to investigate and explore his or her own creative direction. Students are expected to complete this course with technical proficiency and to have a fuller understanding of photography's critical context in contemporary art. [48-48-96] Lab Fee
ART 223E Intermediate Photography 0 CR
Prerequisite: ART 222. Same description as ART 223. [48-48-96] Lab Fee

ART 224 Advanced Photography 3 CR
Prerequisite: ART 223. This advanced photography course is for students who want to fine-tune their traditional and digital photography skills. Emphasis will be on furthering explorations in the study of personal expression and development of creative style. Large and medium camera formats will be introduced. Lectures on the history of photography and zone system will be essential to student development. [48-48-96] Lab Fee

ART 224E Advanced Photography 0 CR
Prerequisite: ART 223. Same description as ART 224. [48-48-96] Lab Fee

ART 225 Landscape Photography 2 CR
Prerequisite: ART 222. A six- to eight-week photographic experience built around an extended field trip. Six one-hour lectures prior to the trip will deal specifically with the techniques of landscape photography. Participants will be able to use the campus photographic library and laboratory to print and develop their work. This class may be combined with another course, such as PEC 122. [16-16-32] Lab Fee

ART 227 Digital Color Photography 3 CR
This course is intended to develop an understanding of technical and aesthetic foundation in color photography through the latest digital technology. Students will explore basic color photography with the use of film and digital photographic equipment: image scanning, color digital printing, digital camera, and Adobe Photoshop. [48-48-96] Lab Fee

ART 229 Studio Photography 3 CR
Prerequisite: ART 222 or ART 221 with a “C” or better. This advanced photography course will instruct the student in fundamental concepts and techniques of studio photography, including aesthetics and technical aspects as a basis for creating a photographic image using professional studio lighting for both commercial illustration and personal artistic explorations. Demonstrations include location lighting, portraiture, fashion, and product photography using multiple-light strobe, digital capture workflow, discontinuous lighting techniques and light modification equipment, as well as presentations on historical and contemporary photographic work. [48-48-96] Lab Fee

ART 230 Digital Color Photography II 3 CR
Prerequisite: ART 227 with a “C” or better. This advanced course is intended to further refine the technical and aesthetic foundations in color photography through explorations of digital technology. Emphasis will be given to fields of photographic study including fine art and professional practices such as commercial illustration, documentary, portraiture, and photojournalism. Students will take their own digital photographs and then utilize various photographic techniques including digital capture workflow, large-scale color digital printing, and advanced image editing software. [48-48-96] Lab Fee

ART 231 Watercolor and Illustration I 1-2 CR
A course designed to introduce the student to various techniques and approaches to watercolor painting. A course with pictorial and non-representational composition, color value, and basic skills for successful watercolor renderings. [16-16-32/16-48-64] Lab Fee

ART 231E Watercolor and Illustration I 0 CR
Same description as ART 231. [16-16-32/16-48-64] Lab Fee

ART 232 Watercolor and Illustration II 2 CR
Prerequisite: ART 231. A continuation of ART 231 with emphasis on intermediate-level painting problems. [16-48-64] Lab Fee

ART 232E Watercolor and Illustration II 0 CR
Prerequisite: ART 231. Same description as ART 232. [16-48-64] Lab Fee
ART 245 Introduction to Ceramics  2 CR
An introduction to the materials, construction, design processes, glazing, and firing of ceramics. Emphasis is on clay sculpture projects and hand-built pottery with a brief introduction to the potter's wheel. [16-48-64]  Lab Fee

ART 245E Introduction to Ceramics  0 CR
Same description as ART 245. [16-48-64]  Lab Fee

ART 246 Intermediate Ceramics  2 CR
Prerequisite: ART 245. A course for those who wish to concentrate mainly on throwing techniques in the development of functional and creative problems. Experimental problems in glazing and clay decoration are developed. [16-48-64]  Lab Fee

ART 246E Intermediate Ceramics  0 CR
Prerequisite: ART 245. Same description as ART 246. [16-48-64]  Lab Fee

ART 295 Photography and Multimedia Special Topics  3 CR
This course will instruct the student in fundamental concepts and techniques of digital photography, including aesthetics and technical aspects as a basis for creating a photographic image. The student will learn to use the digital camera and digital darkroom using the Macintosh platform. The student will be challenged to investigate photographic medium and consider its application to the making of art. [48-48-96]

ART 296 Internship and Career Development  3 CR
Prerequisite: departmental approval. An opportunity for the interested student to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Problems are designed and arrangements made to suit the needs of individual students.

ASTRONOMY (ASTR)
ASTR 104 Introductory Astronomy  4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. The course is structured to introduce the student to many of the celestial objects appearing in our night skies. Methods, equipment, observations, and planetary relationships are introduced in a laboratory situation. [48-32-80]  Lab Fee

BIOLOGY (BIOL)
BIOL 99 Preparation for Biology  3 CR
This course is designed for the student who does not possess an adequate chemistry and biology background to enroll in Biology 105, 111, or 201. This course will include selected inorganic chemical concepts, biological molecules and their reactions, cellular structure and function, and an overview of body systems. [32-32-64]  Lab Fee
BIOL 101 Biological Science  4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A lecture and laboratory course which emphasizes the human organism as a representative living system. The course includes a study of the cell and energy flow; maintenance, coordination, and reproduction mechanisms of heredity and evolution; relationship of humans to their environment; and the impact new biological technologies may have on the future. Does NOT count toward a biology major. [48-32-80]  Lab Fee

BIOL 105 Essentials of Human Anatomy and Physiology  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” or better in one year of high school biology, BIOL 99, or other college-level biology course. An introduction to anatomy and physiology covering the basic structures and functions of the human body. This course is designed for students in the KCC Emergency Medical Services program. The course includes lecture and laboratory experiences. This course is not a substitute for BIOL 201. Other Allied Health students should take BIOL 201 and BIOL 202. [48-32-80]  Lab Fee

BIOL 109 Principles of Biology I 4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This is the first semester of a two semester, eight credit, lecture and lab sequence designed to introduce the major concepts of biology with particular emphasis on evidence of evolution, diversity of life, developmental biology, plant structure and function, animal structure and function, control systems in plants and animals, ecology and ecosystems. [48-32-80]  Lab Fee

BIOL 110 Principles of Biology II  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in BIOL 109. A lecture and lab introduction to the major concepts of biology with particular emphasis on cell structure and function. Includes cellular chemistry, cell ultra structure, energy transformation and flow, cellular reproductive mechanisms, Mendelian and molecular genetics, regulatory and development processes and cellular environments. [48-32-80]  Lab Fee

BIOL 111 Botany  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in BIOL 99, or other college level biology course. or other college-level biology course. A lecture and laboratory course which includes the study of structures, physiology, and natural history of plants. Provides a background for more advanced courses and should be elected by pre-medicine students, as well as prospective biology majors. [48-48-96]  Lab Fee

BIOL 112 Zoology  4 CR
Prerequisite: a “C” in BIOL 110. A lecture and laboratory course which surveys the major traditional animal groups. Topics included are classification methods, unique structural and functional characteristics of each group, representative life cycles (developmental and reproductive patterns) from each group, natural history adaptions of each group, and evolutionary trends between groups. [48-48-96]  Lab Fee

BIOL 116 Introduction to Ornithology  4 CR
A lecture-laboratory field course involving bird identification; song, courtship, nesting, and migration habits; anatomy and physiology; and the importance of birds to mankind. Open to all interested students. [16-48-64]  Lab Fee

BIOL 140 Life Science for Elementary Educators  4 CR
This is a laboratory-based course specifically designed for prospective elementary teachers. The objectives of the course are to aid students in developing meaningful and functional understanding of key biological concepts in anatomy and physiology, ecology, and evolution; to facilitate insight
in the nature of science as an intellectual activity; to explore alternative conceptions of scientific phenomena; to help students develop more positive attitudes about science; and increase their confidence in their ability to do science. [48-32-80] Lab Fee

**BIOL 200 Field Biology** 4 CR
This course emphasizes observation and identification of materials found in different habitats, as well as the interrelations of plants and animals. Instruction is given in techniques of collection and preservation of materials. [32-32-64] Lab Fee

**BIOL 201 Human Anatomy** 4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a of “C” or better in one year of high school biology, or BIOL 99, or other college-level biology course. This course is a lecture and laboratory course which provides a detailed study of all human body systems. The primary emphasis is on anatomic structures with a fundamental understanding of physiology. It is strongly recommended that the student have successfully completed one year of high school chemistry or CHEM 100 prior to enrollment. [48-32-80] Lab Fee

**BIOL 202 Human Physiology** 4 CR
Prerequisite: a “C” in BIOL 201. This course is a lecture and laboratory course that provides an introduction to the major concepts and homeostatic mechanisms necessary for a fundamental understanding of normal human physiology. General principles covered are cellular membrane function, electrophysiology, feedback mechanisms, and metabolism. Also included is an analysis of the properties and interrelationships of major organ systems and a brief introduction to selected disease processes. Strongly recommended is a grade of “C” or better in BIOL 99, or BIOL 110, or CHEM 100. [48-32-80] Lab Fee

**BIOL 205 Microbiology** 4 CR
An introductory course which includes the morphology, physiology, and pathology of microscopic organisms. Laboratory exercises emphasize the culturing, identification, and control of microorganisms. Successful completion of CHEM 100 or concurrent enrollment in CHEM 100 is highly recommended. [48-32-80] Lab Fee

**BUSINESS ADMINISTRATION (BUAD)**

**BUAD 100 Employability—Interpersonal Skills Development** 2 CR
This course is designed to help students enhance their interpersonal skills for career, job, and life success. The main focus is to present opportunities for students to practice developing job-related emotional intelligence and impression management skills.

**BUAD 101 Introduction to Business** 3 CR
A survey course analyzing business organization and management in the areas of marketing, finance, human resources, electronic commerce, and operations management. Emphasis is placed upon developing a vocabulary of business terminology and acquainting the student with careers and opportunities in business. Cases and current events related to business practices are utilized.

**BUAD 104 Business Correspondence** 3 CR
Prerequisite: ENGL 120 or 151. Designed to give students a review of the mechanics of English applicable to business. A review of functional grammar, spelling, and letter layout is included. The primary emphasis is on business letter and report writing both for content and format.

**BUAD 112 Business Statistics** 3 CR
A basic principles course emphasizing statistical techniques, particularly their application to business and economics. The study of descriptive statistics leads to an understanding of measures of dispersion and central tendency. With this background the student progresses to sampling and probability theory leading to inferential statistics. Various tests of significance are studied including chi-square, analysis of variance, and
the binomial distribution using real world examples. Finally, the relationship between data is studied using regression and correlation analyses. The use of the computer for statistical analysis will be introduced throughout the course. Recommended for students who have completed Beginning Algebra (MATH 101) and Applications Software (OIT 160) or their equivalents.

BUAD 115 Global Business 3 CR
This course consists of an overview of global business today. It is designed to provide the student with the basic concepts and theories pertaining to global business. Included are import and export strategies, global trade, global electronic commerce, economic and political trade issues, cultural aspects, and developing and developed countries. The basic function of global business, including managing, marketing, financing, producing, electronic commerce, and transporting will be discussed on a limited basis.

BUAD 121 Principles of Advertising 3 CR
An analysis of advertising's role in modern marketing and how it helps sell goods, services, and ideas. The principles of layout design, copy, media structure, media analysis and selection, budgeting, and campaign strategies are covered. These are applied through numerous projects which emphasize advertising practice in addition to theory. A study is made of the behavioral sciences and their relationship to effective advertising practice.

BUAD 131 Principles of Management 1-3 CR
An analysis and application of the basic principles of management. Subjects will include management by objectives, supervisory leadership styles, current managerial problems, motivational techniques, organizational problems, communications, planning techniques, and management control systems. Emphasis will be placed on individual and group involvement through case problems, group discussions, role playing, and other individual involvement methods. Lab Fee

BUAD 132 Human Resources Management 3 CR
An analysis of the management of personnel from the viewpoint of the individual supervisor and the personnel department. Subject content will include corrective discipline, grievance procedure, collective bargaining, job analysis, interviewing and placement techniques, performance evaluation, psychological testing of employees, and supervisory development and motivation. These subjects are presented through individual and group involvement techniques, such as case studies, discussions of current problems, and role playing. Lab Fee

BUAD 200A Cooperative Education I 2-5 CR
Prerequisite: co-op coordinator approval. This cooperative education experience is for students in the Accounting, Business Administration, and Business Management Programs. The course is designed to provide each candidate with the necessary analytical, problem-solving, decision-making, supervisory and/or communication skills to be successful in a business environment. Students will practice the accounting, administrative, and/or supervisory duties in the existing marketplace. Students will meet as a class one hour per week. Topics in the workplace (including career selection and marketing, investing and retirement planning, professionalism and ethical practices) will be the focus of the weekly co-op series. Lab Fee

BUAD 200B Cooperative Education II 2-5 CR
Prerequisite: co-op coordinator approval. This course is a continuation of BUAD 200A. This is a coordinated work experience for students taking accounting- or business-related programs. To be enrolled in this course, students must be in an accounting- or business-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.
BUAD 200C Cooperative Education III  2-5 CR
Prerequisite: co-op coordinator approval. This course is a continuation of the experiences of BUAD 200A and BUAD 200B. This is a coordinated work experience for students taking accounting- or business-related programs. To be enrolled in this course, students must be in an accounting- or business-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

BUAD 201 Business Law  3 CR
General overview of the U.S. legal system covering laws, court procedure, and selected current significant legal rulings. An analysis and application (through the case study approach) of the concepts and rules of law with particular emphasis on the "Uniform Commercial Code." Contracts, torts, commercial papers, and electronic commerce will be covered.

BUAD 202 Business Law  3 CR
Secured transactions, business organizations, partnerships, corporations, electronic commerce, bankruptcy, trusts, bailments, estates, wills, property, leases and mortgages, and insurance will be covered. The case method will be employed, and selected current significant legal rulings will be discussed.

BUAD 212 Personal Finance  3CR
This course discusses the techniques that can be applied to personal financial management. Key components of this course include concepts and strategies associated with money management, taxation, savings and retirement planning, consumer credit and financing, insurance (auto, home, life, and liability), and investment strategies. Lab Fee

BUAD 226 E-Commerce Management  3CR
Prerequisite: The Business Department strongly recommends that BUAD 101 or ACCO 101 be taken prior to or concurrently with this course. This course covers the design of Internet-based business models (i.e., e-commerce) in organizations. Topics include e-commerce management principles, management of different types of organizations, integration of human and information technology resources, training and development and use of information systems. Investigation also covers knowledge management strategies; the management of business units to implement technological marketing (or e-marketing); the creation of new roles and responsibilities for managers in the e-commerce environment of organizations; relationships among the Internet, government, and society; and future prospects of e-commerce. The successful student will develop the managerial fundamentals for creating a successful online business. The course is suited for someone interested in learning how to take an existing "brick and mortar" business online or for starting a business from scratch, as a "Netpreneur". This course will examine the technologies of Electronic Commerce. The student will experience the setup process of a Web site for an E-business, becoming acquainted with Internet law and ethical business practices, reviewing the selection of Internet Service Providers (ISP) to host a website, marketing on the World Wide Web and addressing security issues. Lab Fee

BUAD 251 Principles of Marketing  3 CR
The functions of the marketing mix are analyzed as to how they interact with each other, with other business functions through electronic commerce, and with several components of the business environment. Understanding of these marketing functions is developed through a study of a variety of applied marketing problems, exercises, Internet searches, and business case histories.

BUAD 271 Consumer Behavior  3 CR
Prerequisite: BUAD 251. A treatment of the processes of consumer motivation, perception and learning, the nature and influence of individual predispositions in relation to the buying processes, exogenous influence, consumer decision-making, and aggregate behavior. Emphasis will be placed on behavior models and quantification methods.
BUAD 272 Marketing Management  3 CR
Prerequisites: BUAD 251 and 271. Through case problems and other learning methods, the student will address the marketing decision-making and planning processes employed by middle and top managers. Using advanced marketing concepts, the student will develop tactics and strategies for satisfying consumer and industrial consumer needs.

BUAD 273 Labor Relations  3 CR
Prerequisite: BUAD 131. The purpose of the course is to present the rights and duties of management in dealing with labor and the economic consequences of union and management policies and practices. The course also deals with administrative activity in terms of human relationships involved.

BUAD 274 Organizational Behavior  3 CR
Prerequisite: BUAD 131. Analysis of human behavior in organizational settings with the purpose of determining appropriate leadership styles. Emphasis on resolving human dilemmas in the organization. There will be case studies, critical incidents, and role playing. Simulation models are augmented with lecture and cases to maximize student involvement.

BUSINESS ENTREPRENEURSHIP (BUEN)

BUEN 100 Introduction to Entrepreneurship  1 CR
This course is designed to provide an introduction to the process of turning an idea into a successful start-up business. A primary focus is for the student to explore the potential of being a successful entrepreneur. The course introduces the student to the processes for creating a potentially successful business plan. The student will use entrepreneurial discovery processes, assess opportunities for venture creation, and develop presentation skills to convince others of the potential success to implement the business entity.

BUEN 101 Entrepreneurship-Developing a Business Plan  2 CR
Prerequisite: BUEN 100 or concurrently. This course is a continuation of BUEN 100 and designed to assist the student in the processes for creating a potentially successful business plan, utilizing business plan software. Each student is expected to identify a feasible idea suited to their needs and interests for a business. The student will apply a design and development process to the idea, produce a solid business plan for implementation, and identify and establish an action plan for acquiring the resources (including funding) needed to implement their business plan.

BUEN 102 Entrepreneurship-Business Management  3 CR
Prerequisite: BUEN 101 or concurrently. This course covers concepts, processes, and techniques for managing a small business. It focuses on aspects that are unique to small business management and small business ownership. An emphasis is placed on the use of quality improvement techniques and ethical management practices.

BUEN 103 Applying Technology to Business Needs  3 CR
Prerequisite: BUEN 102 or concurrently. The application of specialized software is discussed as a method to integrate business problem-solving tools. Topics in this course include customization of software to fit your business needs, budgetary and expense control methods and analysis, analyzing cash flow patterns, and interpreting financial statements.

BUEN 104 Presentation Skills  2 CR
Prerequisite: BUEN 102 or concurrently. This course covers the basic aspects of selling adaptable to any product or potential customer. Persuasive sales presentations will be developed and delivered using the steps of the selling process. Analysis of sales reports and the use of technology to support the sales function and managing online sales processes are also included.
BUEN 105 Entrepreneurship
Marketing/Advertising 2 CR
Prerequisite: BUEN 102 or concurrently. This course is designed to explore marketing for small business, identification of a product and/or service potential, advertising plans, marketing strategy and budgeting, determining store location, purchasing procedures, and inventory control.

BUEN 106 The Marketing/Sales Plan 2 CR
Prerequisite: BUEN 105 or concurrently. This course is designed to provide you with the skills and knowledge necessary to develop, maintain, and evaluate a marketing plan using simulation software. In addition, techniques are discussed to establish relationships with clients, determine their needs, and motivate customers to purchase products or services.

BUEN 107 Entrepreneurial Finance 3 CR
Prerequisite: BUEN 102 or concurrently. This course will provide a practical application of basic financial management principles that apply to entrepreneurs. Specifically, this will be accomplished by providing the tools necessary to maintain proper financial records to make budgetary decisions related to cash and financing needs, pricing of products or services, the payment of taxes and loans, and determining profitability to help you become a successful entrepreneur. This course is required in the Entrepreneurship Program and is available only to students enrolled in the program.

BUEN 108 Legal Issues and Ethics 1 CR
Prerequisite: BUEN 102 or concurrently. This course introduces future entrepreneurs to the legal requirements for forming and operating a business. Students will follow the progression of a start-up business and anticipate its legal concerns through the stages of growth up to an initial public offering. It presents the substantive and practical legal guidance necessary to excel in business. The course also includes a review of the ethical issues that small business owners frequently confront.

BUEN 109 Basic Economic Concepts 3 CR
Prerequisite: BUEN 102 or concurrently. This course is an introduction to the economic way of thinking and its applications to decision making in the business world. An emphasis is placed on understanding and applying economic concepts to small businesses. In addition, the impact of a global economy is discussed as it relates to economic concepts and its impact on small businesses. This course is a required course in the Entrepreneurship Program and is available only to students enrolled in the program.

BUEN 110 Risk Management for Entrepreneurs 1 CR
Prerequisite: BUEN 102 or concurrently. This course provides a basic review of the nature of risk management and how to protect a business from preventable and insurable losses. Topics covered include liability and property insurance, data record security, protection of company assets from loss or theft, and establishing a safe working environment through the proactive use of risk management techniques.

CHEMISTRY (CHEM)
CHEM 10 Fundamental Chemical Concepts 3 CR
Prerequisite: COMPASS pre-algebra assessment score of at least 32, or COMPASS algebra assessment of at least 20, or a “P” in MATH 97 or 98. A basic course for students planning to take more chemistry, but whose background is not adequate to start the regular chemistry series. The course introduces fundamental chemical concepts and the elementary mathematical principles needed to solve chemistry problems.

CHEM 100 Fundamentals of Chemistry I 4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” or better in CHEM 10, MATH 101, or other college-level mathematics
course. This is an introductory course in basic chemistry covering chemical concepts and principles of inorganic chemistry. This course includes lecture and laboratory experiences. This course should not be taken by students in curricula requiring a chemistry major or minor. [48-48-96]

Lab Fee

**CHEM 110 General Chemistry I**  
**4 CR**

Prerequisites: one year of high school chemistry or a “C” in CHEM 100; and a COMPASS algebra assessment score of at least 71 or a “C” in MATH 121. This course includes the following topics: atomic and molecular structure, chemical bonding concepts, stoichiometric relationships, gas laws, periodic properties, acid-base relationships, some descriptive chemistry, oxidation-reduction, and an introduction to chemical equilibrium. This course includes lecture and laboratory experiences. [48-48-96]

Lab Fee

**CHEM 111 General Chemistry II**  
**4 CR**

Prerequisite: a “C” in CHEM 110. This course is a continuation of CHEM 110 and includes the following topics: chemical equilibrium, introduction to chemical thermodynamics, electrochemistry, some descriptive chemistry, nuclear chemistry, and organic chemistry. This course includes lecture and laboratory experiences. [48-48-96]

Lab Fee

**CHEM 201 Organic Chemistry I**  
**4 CR**

Prerequisite: a “C” in CHEM 111. This course provides a comprehensive study of the physical and chemical properties of aliphatic, aromatic, and cyclic compounds, including functional groups. Emphasis is placed upon mechanisms and theory of reactions of the basic classes of organic compounds. The course includes lecture and laboratory experiences. [48-48-96]

Lab Fee

**CHEM 202 Organic Chemistry II**  
**4 CR**

Prerequisite: a “C” in CHEM 201. This course is a continuation of CHEM 201 and provides a comprehensive study of the preparations, synthesis, and mechanisms of reactions of the functional classes of organic compounds including selected topics in biochemistry. [48-48-96]

Lab Fee

**CHEM 210 Introduction to Organic and Biochemistry**  
**4 CR**

Prerequisite: a “C” in CHEM 100 or 110. A brief introduction to organic chemistry as it applies to biochemistry. Organic topics include the structure, physical properties, and chemical behavior of the major classes of organic compounds. The structure, function, formation, and reactions of carbohydrates, fats, proteins, and nucleic acids are covered. The metabolism of the main classes of biochemical compounds will be emphasized in conjunction with the role of vitamins, hormones, and related compounds. This course includes lecture and laboratory experiences. [48-48-96]

Lab Fee

**COMMUNICATION (COMM)**

**COMM 101 Foundations of Interpersonal Communication**  
**3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. The course focuses on providing the student with an experience in human communication with emphasis placed on becoming an effective communicator in a variety of face-to-face communication situations.

**COMM 101H Foundations of Interpersonal Communication-Honors**  
**3 CR**

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course has as its central focus the development of leadership and interpersonal skills. This course is designed to provide an understanding of leadership and group dynamics theory. The student will be assisted in developing a personal philosophy of leadership, an awareness of the ethical responsibilities of leadership, as well as an awareness of one's own style of leadership and interpersonal communication. In
addition to a focus on the communication styles of leadership, the course will integrate readings from the humanities, classic works of literature, and contemporary multicultural writings and experiential learning exercises along with readings and discussions of additional leadership theories. This course is offered in the fall of odd years.

**COMM 111 Business and Technical Communication** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. The course focuses on providing experience in both formal and informal communication situations encountered in the business and technical world. Interpersonal relations, interviews, formal speeches, and group problem solving are stressed.

**COMM 205 Introduction to Group Communication** 3 CR
Prerequisite: COMPASS writing score of 38 or “C” in ENGL 97 or 99. Study of the basic processes of small group interaction. The course focuses on the group as a means of human encounter, problem solving, and creative thinking. Analysis of individuals as participators and of group discussion and effectiveness occurs. Become a better group member and leader of groups.

**COMM 207 Public Speaking** 3 CR
Prerequisite: COMPASS writing score of 38 or “C” in ENGL 97 or 99. Theories, techniques, and practice in creating and delivering various types of speeches. The course focuses on researching and organizing speeches, audience analysis, dealing with speech apprehension, and development of skills in delivering effective informal and formal speeches in business and professional situations.

**COMM 210 Oral Interpretation** 3 CR
Prerequisite: COMPASS writing score of 38 or “C” in ENGL 97 or 99. Training in analysis and basic skills of vocal interpretation of literature and drama. Practice in vocal discipline and communication from the printed page.

**COMM 241 Foundations of Mass Communication** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Theoretical and practical introduction to mass media, concentrating on electronic media (radio and television), the Internet, magazines, newspapers, and books. Students will learn the historical development, sociological impact, and current industry trends of mass media.

**COMM 281 Forensics Practicum** 1 CR
A course in which the student gains practical experience in forensics and debate competition. Course includes researching and writing speeches, researching literature, performance, and score tabulation. Specific duties to be arranged with the director of forensics and debate. Course may be repeated for credit toward graduation up to four credit hours.

**COMM 297 Communication Special Topics** 1-3 CR
This course is designed to allow the student to focus on communication areas such as conflict resolution, persuasion, telecommunication, multicultural, and listening. Since topics change this course may be repeated for credit toward graduation up to six credit hours.

**COMM 299 Field Experience** 3 CR
Prerequisites: six credit hours of communication or equivalent, a written outline of the student's project or work experience, and fluency in written and oral English. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

**COMPUTER-AIDED DRAFTING (DRAF)**

**DRAF 101 Engineering Graphics** 4 CR
This course provides instruction and CAD-based laboratory practice in graphical communication principles used in industry. Topics include technical sketching, lettering, geometric constructions, multi-view drawings, sectional views, auxiliary views, dimensioning practices, and drawing notation. Lab Fee
DRAF 120 Machine Drafting 3 CR
Prerequisite: DRAF 101. This course advances the use of engineering graphics to produce functional drawings of machine mechanisms and basic machine elements. Included are fasteners, cams, gear trains, weldments, and fits. Dimensioning and tolerancing in accordance with ANSI standard Y14.5M are used throughout the course. CAD technology is used exclusively to complete lab assignments. [16-64-80] Lab Fee

DRAF 141 Descriptive Geometry 3 CR
Prerequisite: DRAF 101. This course is designed to develop problem-solving skills in the area of spatial relationships. A graphical analysis of points, lines, planes and angles, intersections, revolutions, and developments is undertaken. CAD technology is used exclusively to complete lab assignments. [16-64-80] Lab Fee

DRAF 181 Applications in AutoCAD 3 CR
Prerequisite: DRAF 101. This course is not intended as an introduction; students must have a basic understanding of AutoCAD prior to enrollment. This course is a study of AutoCAD and its applications as a continuation to DRAF 101. Students will be exposed to the depth of the AutoCAD system and the variables which control it. Advanced techniques will be taught to complement DRAF 101 in areas such as layer control, dimensioning, modifying geometry, text, blocks, symbol creation, attributes, xrefs, pictorial drawing, and three-dimensional drawing. [32-48-80] Lab Fee

DRAF 190 Introduction to AutoCAD 3 CR
An introduction to AutoCAD for those who have a basic understanding of drafting principles. This course is primarily for people in industry, those with a manual drawing background, or those with a curiosity about CAD. Topics will include the computer as a tool, the AutoCAD environment, interfacing with AutoCAD, geometry creation, modifying geometry, dimensioning, producing hard copy, and symbol libraries. [32-32-64] Lab Fee

DRAF 194 SolidWorks: Parts and Assemblies 3 CR
Previous CAD/drafting experience recommended. This course is an introduction to the 3-D modeler, SolidWorks, for non-CAD majors. The course will focus on parts, assemblies, and drawings. Topics will include sketching in SolidWorks, creating relationships, parametric constraints, 3-D tools, associative 2-D part drawings, design tables, and assemblies. [32-32-64] Lab Fee

DRAF 195 SolidWorks: Advanced Applications 3 CR
Prerequisite: DRAF 194 or 234. This course focuses on advanced concepts in SolidWorks. Topics include advanced sketching techniques, curves, lofts, sweeps, surfaces, basic sheet metal, modeling in assembly, advanced design tables, advanced drawing topics, PhotoWorks, Toolbox, and eDrawings. [32-32-64] Lab Fee

DRAF 202 Independent Study 1-3 CR
Prerequisite: departmental approval only. This course provides an opportunity for the student with sufficient skills to pursue projects for advanced learning or personal interest in computer-aided drafting and design. The subject/project details and method of evaluation will be arranged with the supervising instructor. This course may be repeated for additional credit. Lab Fee

DRAF 211 Dimensioning and Tolerancing 3 CR
Prerequisites: DRAF 120 and 234. Use of engineering graphics and basic measurement techniques to explore the application and effects of dimensioning and tolerancing. Topics will include geometric dimensioning and tolerancing (GDT), fit analysis, tolerance stackups, metrology, and the effects of tolerancing in the manufacturing environment. Conformance to ANSI Y14.5M-1982 will be stressed throughout. [32-48-80] Lab Fee

DRAF 221 Architectural Drafting 3 CR
Prerequisite: DRAF 101 or 190. An introduction to architectural drawing production and practice. The student will prepare portions
of a set of house construction documents including a site plan, floor plan, elevations, foundation plan, wall section and details, and door and window schedules. CAD technology will be used to complete most lab assignments. [16-64-80] Lab Fee

**DRAF 234 SolidWorks**  
3 CR  
Prerequisite: DRAF 101. An introduction to SolidWorks, a popular 3-D mechanical design tool. Topics will include modeling fundamentals, parametric constraints, associative part drawings, the relationship between 2-D drawings, and 3-D models, design tables, assembly modeling, and visualization. [32-48-80] Lab Fee

**DRAF 251 Advanced Modeling and CAM**  
3 CR  
Prerequisite: DRAF 194 or 234. A study of advanced modeling techniques, computer-aided manufacturing, and product design. SolidWorks modeling topics that include sweeps, lofts, surfaces, parting lines, mold cavities, and sheet metal. Models will be used to generate rapid prototyping files and to create tool path files for CNC machining. A standard process for product design and problem solving will be used throughout, including problem statements, preliminary ideas, refinement, analysis, decision, and implementation. [16-64-80] Lab Fee

**DRAF 261 Manufacturing Design**  
3 CR  
Prerequisite: DRAF 120. The application of design principles in solving problems related to the manufacturing of simple work pieces. Students will be involved in the design of jigs, fixtures, gauges, and other work-holding devices, along with the production of detail drawings of their designs. CAD technology will be used to complete lab assignments. [16-64-80] Lab Fee

**COMPUTER ENGINEERING TECHNOLOGY (CET)**

**CET 110 Principles of Electricity and Electronics**  
3 CR  
Prerequisite: COMPASS reading score of 70 and a COMPASS algebra assessment of 35; or MATH 101, 110, or 118. This course is a support course for students in technically-related programs. The course is designed to provide a background in electrical/electronic test equipment as basic principles are explored. The course includes basic circuit concepts, DC and AC fundamentals, and an introduction to solid state digital circuits. No prior electrical/electronic background is necessary. [32-48-80] Lab Fee

**CET 125 Digital Logic I**  
3 CR  
This course is designed for students with no electrical background to provide an understanding of digital logic and digital logic systems. The characteristics of decision-making elements are presented along with appropriate applications. The use of the Boolean Algebra and Karnaugh Mapping is introduced and used throughout the course. [32-48-80] Lab Fee

**CET 140 Microcomputers - Introduction**  
3 CR  
Prerequisite: CP 101 or CET 125. The architecture and instruction set of the Intel '86 series of microprocessors is introduced and compared to the other microprocessors and microcontrollers. Programs will be written with the aid of an editor and assembler and tested using basic interfacing techniques and I/O hardware. A microprocessor research project will be required for completion of this course. [32-48-80] Lab Fee

**CET 185 Introduction to Operating Systems**  
2 CR  
This course is designed to introduce the fundamentals of operating system architecture and use. It will develop the skills in both graphical user interface (GUI) and command line operating environments. It will also introduce both single user and multi-user operating systems. [24-24-48] Lab Fee

**CET 208 Configuring Microsoft Windows Vista Client**  
3 CR  
This course prepares the student for the Microsoft Certified Technology Specialist examination, 70-620. It is a complete program that provides the beginning informa-
tion and hands-on practice students need to build the knowledge and skills needed for IT Professional certifications as an Enterprise Support Technician or Network Systems Administrator using Windows Vista. [24-48-72] Lab Fee

CET 219 MCSE V - Designing a Microsoft Windows 2000 Directory Service Infrastructure 3 CR
Prerequisite: CET 217. This course is fifth in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn to design a Windows 2000 Directory Services infrastructure in an enterprise network. Students will identify the information technology needs of an organization and design an Active Directory structure that meets those needs. This course will prepare students for Microsoft certification examination 70-219. [24-48-72] Lab Fee

CET 220 MCSE VI - Designing Security for a Microsoft Windows 2000 Network 3 CR
Prerequisite: CET 219. This course is the sixth in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn how to design security for a Windows 2000 network using Encryption, NTFS, Security Groups Terminal Services, and VPNs. This course will prepare students for Microsoft Certification examination 70-220. [24-48-72] Lab Fee

CET 221 MCSE VII - Upgrading from Microsoft Windows NT 4.0 to Microsoft Windows 2000 3 CR
Prerequisite: CET 220. This course is the seventh in a series designed to prepare students for the MCSE Windows 2000 certification. Students will gain practical experience upgrading and restructuring domains to Windows 2000 protocols. Students will also evaluate current infrastructure: hardware, security, applications, network services, plan migration strategy, restructure domains (including migrating users and groups), and set up trusts and group policies. This course will prepare students for Microsoft certification examination 70-222. [24-48-72] Lab Fee

CET 228 Supporting and Troubleshooting Applications on a Windows Vista Client for Enterprise Support Techs 3 CR
Prerequisite: The department strongly recommends taking CET 208 prior to or concurrently with this course. This course covers the Windows Vista Client mapping to the Microsoft Certified IT Professional examination 70-622 for Enterprise Support Technicians. A Comprehensive program of textbook, lab manual and software, the course provides everything students need to build the knowledge and skills necessary to install, support, and troubleshoot the Windows Vista Operating system. [24-48-72] Lab Fee

CET 230 Local Area Networking I - Network + 3 CR
Prerequisite: CET 185. This course introduces the student to Local Area Network concepts and topologies, as well as data communication principles. The emphasis in this course will be on the NET+ certification objectives, peer-to-peer networks, and cabling. [32-48-80] Lab Fee

CET 235 Cisco Networking I 3 CR
First of four semester courses preparing for Cisco Certified Network Associate certification. Instruction includes networking terminology, networking standards, OSI models, LAN, WAN, IP addressing, cabling, cabling tools, routers, and router programming. [22-42-64] Lab Fee

CET 236 Cisco Networking II 3 CR
Prerequisite: CET 235. Second of four semester courses preparing for Cisco Certified Network Associate certification. Instruction includes subnetting router programming, routing protocols, IOS configuration, LAN, WAN, ethernet, topologies, Telnet, packet analysis, and network troubleshooting. [22-42-64] Lab Fee

CET 240 Windows Server 2008 Active Directory Configuration 3CR
Prerequisite: The department strongly recommends taking CET 228 prior to or
concurrently with this course. Focusing on Active Directory in Windows Server 2008, this course covers configuring, managing, and supporting user and computer accounts, groups, Domain Name System zones and client settings; group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; backup and recovery; and communication security. This course maps to the Microsoft Certified IT Professional examination 70-640. [24-48-72]  Lab Fee

CET 242 Configuring Windows Server 2008 Network Infrastructure 3CR
Prerequisite: The department strongly recommends taking CET 240 prior to or concurrently with this course. Focusing on Windows Server 2008 networking, this course covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services. This course maps to the Microsoft Certified IT Professional examination 70-642. [24-48-72]  Lab Fee

CET 246 Windows Server Administration 3CR
Prerequisite: CET 242. Focusing on Windows Server 2008 administration, this course covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory replication; scheduling server deployments; and designing a rollback contingency plan. This course maps to the Microsoft Certified IT Professional examination 70-646. [24-48-72]  Lab Fee

CET 247 Configuring Windows Server 2008 Applications Infrastructure 3CR
Prerequisite: The department strongly recommends taking CET 246 prior to or concurrently with this course. Focusing on Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows SharePoint Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol. This course maps to the Microsoft Certified IT Professional examination 70-643. [24-48-72]  Lab Fee

CET 248 Windows Server Enterprise Administration 3CR
Prerequisite: The department strongly recommends taking CET 247 prior to or concurrently with this course. Focusing on Windows Server 2008 enterprise administration, topics include planning networks and application services; designing core identity and access management components; planning for migrating, upgrading, and restructuring domains and forests; implementing PKI; and designing virtualization strategy. This course maps to the Microsoft Certified IT Professional examination 70-647. [24-48-72]  Lab Fee

CET 249 Microsoft ISA Server 3CR
Prerequisite: The department strongly recommends taking CET 248 prior to or concurrently with this course. ISA Server is a robust application layer firewall that provides organizations with the ability to secure critical business infrastructure from the exploits and threats of the modern computing world. ISA’s ability to act as an edge firewall, a Virtual Private Networking solution, a reverse proxy server, or a content caching device give it unprecedented flexibility and position it as a valuable security tool for many types of organizations. This course maps to the Microsoft Certified IT Professional examination 70-351. [24-48-72]  Lab Fee

CET 250 Security + 3 CR
Prerequisite: CET 185, or 260, or 276. This course prepares the student for the CompTIA Security + certification examination. Students will learn about industry-wide security topics including communication security, infrastructure security, cryptography, access
control, authentication, external attack and operational and organization security. Other topics included in this course are protocols used in Linux, UNIX, and Windows 2000, in addition to the TCP/IP suite component protocols and Ethernet operations. Students will gain knowledge in capturing, analyzing, and generating IP traffic; how to exploit protocol weaknesses; and examine defensive solutions. Packet filtering, password policies, and file integrity checking are also covered.

**CET 260 A+ Computer Diagnostics and Repair**  
3 CR  
Prerequisite: CET 140, 185, or 208. A course designed to prepare the student to diagnose and repair personal computers and their peripherals. This course also assists the students to prepare for the A+ Certification tests. Solving hardware and software problems and troubleshooting will be emphasized.

**CET 270 Local Area Networking II - Server +**  
3 CR  
Prerequisite: CET 230 or 235. This course is designed to assist students in successfully obtaining the Server+ certification. This certification is meant for mid- to upper-level technicians responsible for server hardware functionality. It is a mid-level, vendor-neutral certification which is a pertinent complement to vendor-specific networking certifications.

**CET 275 Cisco Networking III**  
3 CR  
Prerequisites: CET 235 and 236. This course covers switching basics and intermediate routing and is the third of four courses leading to the CISCO Certified Networking Associate (CCNA) certification. Instruction focuses on advanced IP addressing techniques (VLSM), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP).

**CET 276 Cisco Networking IV**  
3 CR  
Prerequisites: CET 235, 236, and 275. Fourth of four semester courses preparing for Cisco Certified Network Associate certification. Instruction includes frame relay, Point-to-Point protocol, PAP and CHAP encryption, ISDN protocols, remote access, WAN technologies and design.

**CET 278 Fundamentals of Wireless LANs**  
3 CR  
Prerequisite: CET 230 or 235. This introductory course to Wireless LANs focuses on the design, planning, implementation, operation, and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the following areas: Wireless LAN setup and troubleshooting; 801.11 (a, b, and g) techniques, products, and solutions; radio technologies; WLAN applications and site surveys; resilient WLAN products, design, installation, configuration, and troubleshooting; WLAN security; vendor interoperability strategies; and emerging wireless technologies.

**CET 279 Network Wiring, Design, and Installation**  
3 CR  
Recommend students have basic computer literacy and Internet skills. Networking experience is desirable but not required. Students should be capable of lifting light loads and climbing ladders to work at ceiling heights. This introductory course focuses on cabling issues related to data and voice connections. It provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, and signal transmission. Students will develop skills in reading network design documentation, determining and purchasing cabling equipment, pulling and mounting cable, managing cable, selecting wiring closets, terminating cable at patch panels, installing jacks, and testing cable. This hands-on lab-oriented course stresses documentation, design, and installation issues, (as well as laboratory and
on-the-job safety) and working effectively in group environments. [32-48-80] Lab Fee

**CET 281 Operating Systems - Windows System Administration**  
3 CR  
Prerequisite: CET 185. This is a hands-on course to develop skills of administration of the various Windows multi-user platforms (for example, Windows NT, 2000, XP). This will include the fundamentals of the operating system architecture itself. Also, the student will construct, maintain, and monitor the performance of multiple user/device environments. [32-32-64] Lab Fee

**CET 282 Operating Systems - UNIX**  
3 CR  
Prerequisite: CET 185, or 208, or 235. This course is designed to develop skills in using the UNIX operating system. Various UNIX-like operating systems and their operations will be introduced. Students will construct and implement a UNIX-based network. [32-32-64] Lab Fee

**COMPUTER PROGRAMMING (CP)**

**CP 100 Introduction to the Programming and Systems Environment**  
2 CR  
This course is designed to give students in the programming area a general introduction to the system environment in which programs will execute. This includes the concepts of computer architecture, networking, and operating systems environments. This course prepares the programmer to write more efficient and effective codes for a variety of hardware and operating systems environments. [24-24-48] Lab Fee

**CP 101 C++ Programming I**  
3 CR  
Prerequisites: an intermediate knowledge of DOS and Windows. This course is designed to introduce procedural programming fundamentals using the C/C++ programming environment. The student will learn to write programs involving variable storage, formatted input/output, use of control structures, program repetition, logical operations, file interaction, and structured programming. [32-32-64] Lab Fee

**CP 102 Visual Basic I**  
3 CR  
Prerequisites: an intermediate knowledge of DOS and Windows. This course is designed to introduce procedural and object-oriented/event-driven programming fundamentals using the Visual Basic programming language. Topics include the VB IDE, GUI concepts, objects, properties, events, variables, constants, decision/repetition control structures, operators, functions, sub procedures, array processing, and OOP terminology. [32-32-64] Lab Fee

**CP 201 C++ Programming II**  
3 CR  
Prerequisite: CP 101. This course will continue to develop skills in procedural programming and Object Oriented design using the C++ programming language. Skills that will be developed in this course are the use of aggregate data types, storage of data by reference, dynamic data storage and objects (instances, inheritance polymorphism and overloading), resource interaction, as well as introduce exception handling. [32-32-64] Lab Fee

**CP 202 Visual Basic II**  
3 CR  
Prerequisite: CP 102. The second of two courses in the Visual Basic programming language using advanced procedural and object-oriented/event-driven techniques. Topics include multi-dimensional arrays, sequential and random file processing, database processing, drag and drop techniques, graphics, advanced OOP techniques, classes and collections, and user-defined types. Other advanced topics include ActiveX, DLL, OLE, VBA, and MDI. [32-32-64] Lab Fee

**CP 210 Java Programming**  
3 CR  
Prerequisite: CP 101 or 102. This course is designed to develop programming skills in the most current Java programming environment. These skills will include the use of Object Oriented programming techniques to write both application and applets.
Programs will be written using simple event-driven windows, graphical interaction, objects (instances, inheritance polymorphism, and overloading), and resource interaction. [32-32-64] Lab Fee

**CP 212 Java Programming II** 3 CR
Prerequisite: CP 210. This course will build upon the basics of the previous course in Java. This course will further advance Java programming skills in developing enterprise applications incorporating Java Beans, discussion of security issues, as well as simple interaction with databases. This will introduce the nuisances of the various versions and the coding required. The emphasis is on programming. [32-32-64] Lab Fee

**CP 220 Visual Basic for Applications** 3 CR
Prerequisites: CP 102 and a working knowledge of MS Word, Excel, and Access. This course is designed for students who wish to develop advanced macros and modules using Visual Basic for Applications (VBA) within the Microsoft applications Word, Excel, and Access. Topics include macros, modules, variables, constants, control structures, functions, sub procedures, and VBA forms. [32-32-64] Lab Fee

**CP 245 Programming for WIN32API** 2 CR
Prerequisites: CP 201 and 202. This course will develop skills in programming WIN32API applications using both C/C++ and Visual Basic languages. The emphasis is on writing programs. [24-24-48] Lab Fee

**CP 272 CGI/PERL Programming** 3 CR
Prerequisite: CP 101 or 102. This course will develop skills in programming using PERL with the CGI (Common Gateway Interface) applications. This will introduce interaction with web servers and HTML pages. The emphasis is on writing and debugging programs. [32-32-64] Lab Fee

**CP 280 Web Development with Visual Basic.Net** 3 CR
Prerequisites: CP 202 and DBA 110. This course provides Microsoft Visual Basic programmers and beginning Web developers the fundamentals of Web application site implementation by using Microsoft ASP.NET and Microsoft Visual Basic.NET. It focuses on using the Microsoft Visual Studio.NET environment and the Microsoft.NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site. It also teaches developers to build data-centric applications and Web services with Microsoft ADO.NET, Microsoft SQL Server 2000, Oracle and the Microsoft.NET Framework. [32-32-64] Lab Fee

**CRIMINAL JUSTICE (CRJU)**

**CRJU 101 Introduction to Criminal Justice** 3 CR
The processes, institutions, and administration of criminal justice in the United States. The crime problem and criminal law, law enforcement, criminal prosecution, bail, diversion, the jury trial and sentencing, the correctional system (including probation, prisons, inmates’ rights, and parole), and introduction to the juvenile justice process will be examined.

**CRJU 104 Introduction to Corrections** 3 CR
The historical development and philosophy of corrections, the development of corrections in the United States, current reforms and approaches in modern corrections (including the concepts of probation, parole, minimum security, and maximum security), and the work of related social agencies will be examined.

**CRJU 105 Institutional Corrections** 3 CR
A survey of the history and philosophy of correctional institutions focusing on the use of imprisonment as a mechanism of social control, custody versus treatment, rights of prisoners, prison and jail management, institutional training programs, examination of contemporary correctional institutions, penological and criminological theory, prison and jail architecture, and prisoner society.
CRJU 106 Correctional Law  3 CR
Survey of substantive and procedural correctional law (including sentencing, probation, parole, imprisonment, fines and restitutions, and prisoner’s rights). Students will analyze the complex legal issues concerning American corrections.

CRJU 107 Client Growth and Development  3 CR
An analysis of the correctional client. Specific attention will be directed to the comparison of normal and criminal behaviors; etiologies of delinquent and criminal offenders; identification of mentally disordered, substance and sexual abusers, and predatory and property offenders. Correctional institutional and community-based intervention strategies, referral agencies, and treatment programs will be identified and evaluated.

CRJU 108 Client Relations in Corrections  4 CR
A study of social and psychological factors and processes in criminal behavior, including the social concepts of culture, socialization, attitude formation, personal and group alienation, discrimination, and affirmative action programs. Specific attention will be directed to the effect of these social concepts on race and ethnic groups and various methods by which correctional officers may promote diplomacy and conflict resolution. Topics, both directly and indirectly, related to effective client relations (such as stress management, health and wellness, effective communication strategies, professional behavioral standards, and effective and objective documentation) will also be explored.

CRJU 110 Physical Training  3 CR
Prerequisite: passing score on the MCOLES Fitness Test. This course is designed to teach students the information and skills necessary to stay fit for duty and fit for life. The course content includes fitness and wellness concepts to provide a healthy lifestyle. Students will participate in a variety of activities designed to improve the cardiovascular system, muscular strength, and flexibility. [8-40-48]  Lab Fee

CRJU 111 Local Correctional Academy  10 CR
The Local Correctional Academy is a Michigan Sheriffs’ Coordinating and Training Council (MSCTC) approved 160-hour training program for correctional personnel supervising inmates in county jails. The program will focus on achieving the skills necessary to maintain the safety and security of the correctional institution. Primary topics include intake procedures, correctional law, cultural diversity, custody and security, subject control, ethics, fire safety, interpersonal communication, prisoner behavior, report writing, sexual harassment and hostile work environment, stress management, suicide awareness, and first aid. Lab Fee

CRJU 112 Local Correctional Re-Entry Academy  6 CR
Prerequisite: Criminal Justice Chair approval. 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. Core training will focus on achieving the skills necessary to maintain the safety and security of the correctional institution. Primary topics include intake procedures, correctional law, custody and security, fire safety, interpersonal communication, prisoner behavior, suicide awareness, and stress management. Lab Fee

CRJU 200 Police Operations I  4 CR
A study of the basic knowledge and skills required for a police officer to safely, effectively, and ethically carry out the patrol function of a law enforcement agency.

CRJU 201 Criminal Investigation  3 CR
This course will provide instruction in the techniques of discovering, collecting, recording, processing, and preserving evidence. Included will be instruction on evidentiary considerations in the investigative functions,
preliminary investigation techniques, witness interviewing, death investigation, suspect identification procedures, crime scene research, recording the crime scene, collection and preservation of evidence, fingerprinting, child abuse and sexual assault investigation, narcotics investigation, utilizing informants, surveillance techniques, and special tactical operations. Lab Fee

CRJU 202 Criminal Law 3 CR
The study of substantive criminal law as a means of defining and preserving social order. Sources of criminal law; classification crimes against persons, property, and public welfare; principles of criminal liability; elements necessary to establish crime and criminal intent; specific crimes and defenses; and constitutional limitations are examined.

CRJU 203 Crime and Delinquency 3 CR
The legal and philosophical basis of the juvenile justice process, the measurement of crime and delinquency, theories of crime and delinquency causation, principle and legal issues pertaining to processing delinquents, (as well as control and preventive measures) are examined.

CRJU 204 Criminal Procedures 3 CR
A study of the administration of criminal justice; the nature and scope of police power; the concept of exclusion; laws of arrest, search, seizure, and interrogation; the acquisition of evidence; and judicial protection of the accused will be evaluated.

CRJU 205 Traffic Control 4 CR
A study of the traffic problems, regulations and enforcement, traffic laws, auto theft, OUIL enforcement, and accident investigation procedures. Primary attention will be focused upon the use and implementation of the Michigan Vehicle Code.

CRJU 207 PPCT Defensive Tactics 4 CR
Skills in pressure point control techniques, use of non-lethal weapons, and police defensive tactics will be developed. Appropriate de-escalation/escalation of force tactics will receive major attention. [0-64-64] Lab Fee

CRJU 208 Police Operations II 4 CR
Prerequisite: a "C" in CRJU 200. A continuation of Police Operations I involving the acquisition of the basic knowledge and skills required for a police officer to safely, effectively, and ethically carry out the patrol function of a law enforcement agency.

CRJU 210 Criminal Justice Practicum 3 CR
Prerequisites: sophomore standing and coordinator approval. The course is designed to broaden the educational experiences of the student through directed work and observational assignment in selected criminal justice agencies. The course will correlate theoretical knowledge with practical experience. A total of 16 hours of classroom contact and 96 hours of fieldwork will be required. [16-96-112] Lab Fee

CRJU 211 Criminal Justice Practicum 3 CR
Prerequisites: CRJU 210 and coordinator approval only. A continuation of CRJU 210. [16-96-112] Lab Fee

CRJU 212 Emergency Vehicle Operations 3 CR
Prerequisite: coordinator approval. This course is designed to teach students the information and skills necessary to safely operate a vehicle, conduct vehicle stops, and appropriately control vehicle occupants. Emphasis will be placed on legal and liability issues, policies and procedures, and vehicle dynamics. Students will demonstrate their driving and decision-making skills in realistic situations. [8-40-48] Lab Fee

CRJU 213 Firearms Training 4 CR
Prerequisite: coordinator approval. This course will emphasize the skill development and legal applications of firearms as a law enforcement function. Participants will be required to successfully complete the Commission on Law Enforcement Standards firearms course of fire. [20-64-84] Lab Fee
CRJU 220 Management Principles for Criminal Justice Supervisors  3 CR
An analysis of the principles of management as they apply to public service agencies. Management by objectives, leadership styles, motivational techniques, communications, and management control systems will receive major emphasis. Individual and group involvement in exercises using case problems, group discussions, role playing, and simulation exercises will be utilized.

CRJU 221 Ethical Problem Solving in Policing  3 CR
This course is designed to provide the student with an understanding of problem-solving theories and practices. It will examine the concept and basic principles of community policing, analyze the problem-oriented policing model, and examine the most commonly used problem-solving processes. Students will examine and clarify their personal beliefs and values and will apply the law enforcement code of ethics in situational examples.

CRJU 222 Reserve Officer Training  3 CR
A 48-hour course designed to prepare police reserves and posse members for their responsibilities. Included will be topics on criminal law and procedure; juvenile law; criminal investigation; cultural diversity and the police response; civil and family dispute mediation; field note taking and report writing; interview and interrogation; narcotics investigation; patrol techniques; responding to crimes in progress; traffic stops, direction, and control; defensive tactics; handcuffing techniques; interpersonal skills; prisoner care and treatment; and firearms familiarity.

CRJU 297 Field Experience  1 CR
Prerequisite: department approval. This course provides an opportunity for students to gain experience in a criminal justice agency. [3-13-16]

CRJU 299 MCOLES Review  1 CR
In preparation for attaining state licensure, students will develop a resume, gain practical experience in employment interviews, prepare a portfolio, review study skills, participate in guided study sessions, take practice licensure exams, and take the academy final examination.

DATABASE ADMINISTRATOR (DBA)

DBA 110 Introduction to Relational Databases  3 CR
Students will learn effective relational design and gain a general overview of relational database management systems. This course introduces students to the terminology and methods used to create and modify Database Management Systems (DBMS). Emphasis will be given to accessing large databases and developing methods for working with data on different DBMS. The course will concentrate on helping students gain confidence in using DBMS and understanding data structures. [32-32-64] Lab Fee

DENTAL HYGIENE (DEHY)

DEHY 110 Pre-Clinical Dental Hygiene  6CR
Prerequisite: formal admission to the Dental Hygiene Program. This course is designed to prepare students for the clinical practice of dental hygiene. It is a combination of a dental hygiene theory class and an instrumentation lab. In theory class students are introduced to the dental hygiene process of care. They begin to learn the educational, preventive, and therapeutic skills associated with providing dental hygiene services. Students begin to develop the techniques and skills necessary for patient care by participating in instrumentation labs and working on student partners while under the supervision of clinical instructors. Successful completion of this course is mandatory for all other dental hygiene courses. [48-128-176] Lab Fee

DEHY 111 Dental Hygiene Clinic I  3 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or higher in DEHY 110, 112 and 114; and CPR certification. This course is a combination of dental
hygiene theory class and clinical practice. In the lecture part of the class, emphasis is placed on the dental health care of special needs patients. Emphasis is placed on the need for integration of these preventive education techniques into the dental hygiene treatment plan for special needs. Students participate in active learning by completing case studies which include written treatment plans for special needs patients. In the clinical aspect of the course, the student gains experience in the implementation of preventative and educational techniques through requirements in treating adult and child patients. [16-96-112] Lab Fee

**DEHY 112 Medical Emergencies in Dental Practice** 2 CR
Prerequisite: formal admission to the Dental Hygiene Program. This is a course designed for students within the Dental Hygiene Program. The primary focus of this course is on common dental office emergencies as they relate to treatment of patients. This course includes laboratory time in which students develop skills required to effectively treat medical emergencies. Topics covered within the lab and lecture include: assessment, vital signs, CPR, emergency action principles, oxygen therapy, medical/legal ramifications of treatment, medical emergencies, and physiology of emergencies. Students will receive certificates in CPR and First Aid. Special Note: Students must successfully complete this course in the first semester of the Dental Hygiene Program. Successful completion of this course is required prior to enrollment in all clinical dental hygiene courses. [16-32-48] Lab Fee

**DEHY 114 Oral Anatomy** 3 CR
Prerequisite: formal admission to the Dental Hygiene Program. This course is a combination of class and lab. During class students study head and neck anatomy, including muscles, nerves, bones, and tooth anatomy. In the lab component and using mannequins, students begin to acquire skills in tooth identification, eruption patterns, and occlusion. Successful completion of this course is mandatory for continuing in the program. [32-32-64] Lab Fee

**DEHY 121 Dental Hygiene Clinic II** 2 CR
Prerequisite: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 111. This course is a combination of dental hygiene theory class and clinical practice. In the theory class students continue to refine their knowledge of the dental hygiene process of care by beginning to develop treatment plans for periodontally-involved patients. During instrumentation labs and using mannequins, students are introduced to advanced instrumentation techniques specifically for providing non-surgical periodontal therapies. Students then implement these treatment plans and advanced techniques with their patients in the clinical setting under the supervision of clinical instructors. Successful completion of this course is mandatory for continuing in the program. [08-96-104] Lab Fee

**DEHY 123 Radiography** 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 111 and DEHY 114. This course includes the study of radiography theory and the techniques of exposing, processing, and mounting radiographs. Students also acquire the interpretation skills needed to utilize radiographs successfully during patient care. Emphasis is placed on legal, ethical and safety practices using the ALARA principle. In the lab portion, students learn safety, waste management and quality assurance techniques, as well as intraoral and extraoral imaging techniques with multiple film holding devices. Students complete several practice image series on DXTTR mannequins, including full mouth, vertical bitewing, and special patient techniques. Successful completion of this course is mandatory for continuing in the program. [16-48-64] Lab Fee

**DEHY 130 Community Dentistry I** 1 CR
Prerequisite: formal admission to the Dental Hygiene Program. This course provides first-
year students with an introduction to dentistry, dental hygiene, and the role of the dental team and the health care delivery systems within the community. Students are exposed to concepts in ethics and professionalism and will keep an ethics journal. Additionally, students are introduced to basic research methodologies that will facilitate the learning process used in the Dental Hygiene Program. Students will identify a target population for a community health project that will be completed in Community Dentistry II. Successful completion of this course is mandatory for continuing in the program.

**DEHY 135 Dental Materials** 3 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 110 and DEHY 114. This course is a combination of classroom and lab instruction. During class students learn about the physical properties of dental materials and how these materials relate to the dental specialties. In the lab students gain experience in the manipulation and preparation of those dental materials commonly used in dental practice. Students also develop the skills to provide the following dental hygiene services: taking impressions, making study models, fabricating athletic mouth protectors, placing sealants, placing fluoride varnishes, placing and removing periodontal dressings, placing rubber dams, polishing and contouring restorations. Successful completion of this course is mandatory for continuing in the program.

**DEHY 143 Histology** 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 111. This course is a study of the origin and structure of tissues. Emphasis is placed on the histology and embryology of the teeth, face, and oral cavity. The histological origins of healthy and diseased tissues will be related to clinical assessments of dental patients. Successful completion of this course is mandatory for continuing in the program.

**DEHY 222 Oral Pathology** 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 121, DEHY 123, and DEHY 143. This course provides fundamental instruction of the general pathological processes of inflammation and repair, immune response, neoplasia, developmental disturbances and systemic disease. Particular focus is on the etiology and clinical manifestations of pathology of the head and neck region. The course uses case studies to assist in identifying clinical entities and recognizing the relevance of findings to dental hygiene treatment planning. Successful completion of this course is mandatory for continuing the program.

**DEHY 231 Dental Hygiene Clinic III** 5 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 121. This course is a combination of dental hygiene theory and clinical practice. During theory class emphasis is placed on disease prevention and health promotion strategies. The course project includes designing a behavior modification plan, implementation of that plan and a written research component. Studies include cariology, the use of antimicrobials and chemotherapeutic agents, as well as tobacco cessation programs. During the clinical sessions students utilize their knowledge in developing and implementing comprehensive dental hygiene treatment plans, including taking radiographs using appropriate patient selection criteria. Successful completion of this course is mandatory for continuing in the program.

**DEHY 232 Community Dentistry II** 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 231. This course is a continuation of Community Dentistry I with more emphasis on community oral health education, epidemiology, and disease prevention. This course is designed to prepare students to meet specific oral health needs of commu-
Community groups as distinct from the traditional clinical approach that is designed to meet the needs of individual patients. Students will complete a community health project identified in Community Dentistry I that will include assessing, planning, implementing and evaluating a program for a target population. Students will also learn the basic principles of biostatistics and research design. Successful completion of this course is mandatory for continuing in the program.

**DEHY 233 Nutrition 2 CR**
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or higher in DEHY 121 and CHEM 100 or 110. This course is a study in the science of nutrition principles and their application. Students will learn about the important role that nutrients play in maintaining general and oral health. Using strategies for disease prevention and health promotion, students will begin to develop and implement the skills needed to improve their own diet and to provide dietary counseling for patients. Successful completion of this course is mandatory for continuing in the program.

**DEHY 234 Pharmacology 2 CR**
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 121. This course is a study of drugs with special emphasis on those used in dentistry. It focuses on the physical and chemical properties of drugs by groups, dosages, therapeutic effects, and the use of local anesthetics and nitrous oxide pain control modalities. The course also includes the management of medical emergencies relative to the administration of local anesthetics. Successful completion of this course is mandatory for continuing in the program.

**DEHY 241 Clinical Dental Hygiene IV 5 CR**
Prerequisite: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 231. This course is a combination of dental hygiene theory and clinical practice. As students anticipate entering the work force, they become familiar with practice management issues and prepare cover letters and resumes that are acceptable for seeking employment. Students discuss the interviewing process, as well as traditional and non-traditional career opportunities. During clinical practice sessions, students continue to provide comprehensive dental hygiene services to all their patients. Students also learn the techniques needed to administer local anesthesia and nitrous oxide conscious sedation on students partners during a laboratory portion of this course. Once students demonstrate competency in the lab setting they are able to administer local anesthesia and nitrous oxide conscious sedation on appropriate patients in the clinical setting under the direct supervision of clinical instructors. Successful completion of this course is mandatory for continuing in the program.

**DEHY 242 Periodontics 2 CR**
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 121 and 143. This course examines the etiology, systemic contributing factors, and pathogenesis of periodontal diseases. Particular attention is given to differential diagnosis, treatment planning, and the roles of the dental hygienist in treating periodontal diseases. Students continue with their understanding of non-surgical periodontal therapies and the use of specific chemotherapeutic and anti-microbial agents. Students also study osseous defects, dental implants, and periodontal maintenance therapies. Successful completion of this course is mandatory for continuing in the program.

**DEHY 244 Pain Control 2 CR**
Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 231 and DEHY 234. This course is a combination of class and lab that studies the physiology of pain and strategies for pain control. Students learn pharmacological, topical, inhalation and local pain control methods. Additionally, students are instructed in
the management of medical emergencies related to the administration of pain control agents. Students learn the techniques needed to administer local anesthesia and nitrous oxide conscious sedation. Students receive laboratory and clinical practice in these techniques in DEHY 241, offered concurrently.

Lab Fee

EARLY CHILDHOOD EDUCATION (ECE)

ECE 201 Early Childhood Health, Safety, and Nutrition 3 CR
This course introduces students to health, safety, and nutrition issues and practices in child care centers and homes (including universal health precautions, community health, and the respective legal implications). Students will study the eating practices and nutrition of young children and the implication they play in promoting healthy physical, social, language, and cognitive development. Emphasis will be placed on preventing communicable diseases and providing safe environments.

Lab Fee

ECE 209 Fundamentals of Early Childhood Education 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course introduces students to various theories and philosophies of childcare, developmentally-appropriate practice, and the CDA functional areas. The critical periods of growth and development for children ages newborn to eight are emphasized. Students apply knowledge based upon either an infant-toddler, preschool age, or family child care emphasis.

ECE 210 Child Growth and Development 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course examines the social, emotional, cognitive, physical, and language development of children ages newborn through adolescence, including the genetic and prenatal influences on the child, the importance of play and consistent routines, the role of the family, and how nutrition and health issues affect a child’s development. New brain research is examined. Students acquire skills in observing, recording, and interpreting child behavior.

ECE 212 Selected Topics in Child Care 1-3 CR
This course broadens student knowledge through selected topics and issues pertaining to child care. Topics may include administration, nutrition, activities, or legal and ethical issues. Course may be repeated for credit toward graduation up to six credit hours.

Lab Fee

ECE 214 Appropriate Assessment with Young Children 3 CR
Prerequisite: ECE 210 with a “C” or higher. Students explore developmentally-appropriate assessment and observation techniques for children ages newborn to eight. Both standardized and non-standardized assessment tests are reviewed. Advanced behavior management, observation, and recording strategies are explored. Students learn about the Individual Education Plan (IEP) and the Individual Family Service Plan (IFSP) processes.

Lab Fee

ECE 215 Positive Child Guidance 3 CR
This course examines theoretical approaches to guidance, age-appropriate intervention strategies, observation techniques, and group management skills. Emphasis is on the positive development of a child’s self-esteem, ages newborn to eight, and positive communications with families. Children’s social relationships are examined.

ECE 216 CDA Advisor Seminar 2 CR
Prerequisite: departmental approval. This independent study course provides one-on-one instruction to CDA candidates in the preschool center-based and family day care settings who are completing the final CDA assessment process. A faculty member serves as a CDA advisor to the student who is required to complete 16 hours of field experience. [32-32-64]
ECE 217 School-Age Learning Environments 3 CR
This course introduces students to designing exciting, secure, and developmentally-appropriate school-age programs for children ages 5-12. Students explore the physical, social, cognitive, and emotional development of school-age children. Students gain skills in selecting equipment and individual and group management techniques.

ECE 218 Anti-Bias Curriculum in Early Childhood Settings 3 CR
This course teaches strategies for effectively managing prejudice, gender, and racial differences within early childhood settings. Focus is on cultural respect and disability awareness through the development and application of anti-bias curricula. Students gain skills in ethical decision making relating to a bias-free environment. Lab Fee

ECE 219 Creative Arts and Movement for Young Children 3 CR
Students will have an opportunity to develop techniques in enhancing young children's fine and gross motor skills through hands-on activities incorporating the arts, music, language, space, materials, sound, and physical movement in early childhood learning environments. Lab Fee

ECE 220 Early Childhood Education Topics 1-3 CR
This course expands students' knowledge through exploration of early childhood education topics, including developmentally-appropriate practice, program quality assessment, inclusion of special needs children, positive child guidance, and curriculum development for young children. This course is repeatable for up to six credits. Lab Fee

ECE 221 Early Childhood Internship I 3 CR
Prerequisite: departmental approval. Students work in early childhood settings to gain professional work experience in the application of developmentally-appropriate practice. Students must complete a minimum of 275 clock hours of work experience and have program director's approval before registering. Lab Fee

ECE 224 Introduction to Child Care 3 CR
This course introduces students to developmentally-appropriate, high-quality child care programming for children ages birth to five. Students will complete routines, scheduling, and activities that encourage children's healthy growth and development. Other topics include the state of Michigan Child Care Licensing Regulations, career opportunities in child care, and types of child care programs.

ECE 228 Early Childhood Curriculum Development 1-4 CR
This course focuses on specific curriculum development topics, such as literacy, math, science, music, learning centers, and the senses for children ages newborn to eight years of age. Students complete course objectives in modules. The course may be taken for one to four credit hours and is repeatable for up to six credits. Lab fee may be charged depending on topic.

ECE 231 Early Childhood Literacy 3 CR
This course will examine early literacy development and how early childhood providers can support children's literacy development. Emphasis is on functional and meaningful literacy activities that will help to build the necessary foundation for young children to learn to read and write. Lab Fee

ECE 232 Infant and Toddler Care 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course provides students with experience in programming, designing, and sequencing learning experiences for children ages newborn to three including providing secure learning environments, and how space and equipment influence children. Students learn how culture affects young children's development, and how the state of Michigan licensing regulations may pertain to infant and toddler. Students are required to complete 16 hours of field experience while implementing an
infant and toddler rating scale to determine program quality. [48-16-64] Lab Fee

ECE 233 Early Childhood Environments 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course provides hands-on experience in selecting, preparing, and presenting appropriate curriculum for children in licensed preschool and before-and-after school care settings. Specific areas of study include the development of appropriate learning experiences using music, art, dramatic play, outdoor play, fine and gross motor skills, and literacy. Students learn how to plan appropriate routines. Students are required to complete 16 hours of field experience while implementing a preschool rating scale to determine program quality. [48-16-64] Lab Fee

ECE 237 Young Children with Special Needs 3 CR
This course examines young children with disabilities and a variety of methods to help integrate them successfully into a program. Emphasis is on teaching modalities, curriculum, learning materials, environment, and personnel. The evaluation of an Individual Education Plan will be examined. Lab Fee

ECE 240 Child Care Administration 3 CR
Students examine the child care administrator’s role in directing successful early childhood centers. Topics include safety, child care licensing laws, sound health and nutrition practices, business practices, communication skills, professionalism, personnel management, policy development, accreditation standards, and ethical decision making.

ECE 250 Intentional Teaching in Early Childhood 3 CR
Prerequisite: “C” or higher in ECE 214. Students learn the components of intentional teaching to ensure all children reach their full potential. Students learn how to use reflection and purposeful planning to ensure each child acquires the skills needed to be successful based on individual assessment.

Students learn how to select the best teaching strategies to promote effective learning across developmental domains. Students will be introduced to coaching, mentoring, and service learning conceptual models in their respective relationships to early childhood education.

ECE 260 Positive Relationships with Families 3 CR
Students learn how to establish and maintain positive relationships with diverse families of young children. Effective communication strategies are emphasized encouraging equal partnerships with families. Advocacy for families is explored.

ECONOMICS (ECON)

ECON 201 Principles of Economics-MACRO 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A study of the American economic system, including the basic tenets of the private enterprise system; national income accounting, economic instability, unemployment inflation; modern theory of income employment, employment and prices; fiscal and monetary policy; banking system (including the Federal Reserve); and related contemporary macroeconomic issues.

ECON 201H Principles of Economics-MACRO-Honors 3 CR
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. A study of the American economic system including: the basic tenets of the private enterprise system, instability, inflation, unemployment, growth, fiscal and monetary policy, the banking system (including the Federal Reserve System), and related macroeconomic topics. This honors section will focus on the question of the “proper role of the federal government in the economy” by studying poverty and discrimination in the labor markets.
ECON 202 Principles of Economics-MICRO 3 CR
Prerequisite: COMPASS reading score of 65 or higher or successful completion of STSK 99. A study of supply and demand analysis; costs of production; structure of American industry; resource pricing; and contemporary microeconomic issues that will include labor economics, urban and rural problems, income distribution, antitrust problems, and international economic issues.

EDUCATION (EDUC)

EDUC 200 Foundations of Education 3 CR
This course introduces students to the historical, sociological, philosophical, and legal foundations of American education with a focus on educational issues and cross-cultural comparison. Special emphasis is placed on the professional responsibilities of teachers.

EDUC 201 Cooperative Education I 3 CR
Prerequisites: EDUC 200 and any one of the following courses: ART 141, LITE 213, MATH 111, MUSI 141, PEP 290, or PSYC 220. This is a coordinated work experience for education students, and it is recommended that students be enrolled in an education class. The course is designed to provide each candidate with the opportunity for limited professional experience in preschool or K-12 classrooms. Students will meet as a class one hour per week.

EDUC 202 Cooperative Education II 3 CR
Prerequisites: EDUC 201 and instructor approval. A continuation of EDUC 201. Students will meet as a class one hour per week.

EDUC 203 Cooperative Education III 3 CR
Prerequisites: EDUC 202 and instructor approval. A continuation of EDUC 202. Students will meet as a class one hour per week.

EDUC 204 Education of the Exceptional Learner 2 CR
Historical perspective, legislation and litigation, psychological, academic, social, and cognitive characteristics associated with specific handicapping conditions, assessment and intervention procedures, special education services and programming, the role of family and community, and current issues related to special education.

EDUC 250 College Teaching Internship I 3 CR
Prerequisite: EDUC 200. This unpaid internship is intended to introduce students to the workings of a college and development of knowledge and skills necessary to be an effective educator in higher education. Activities include attendance at a college board meeting, design of a course and syllabi, selection of instructional materials, interviewing strategies, resume writing, and rotations with college faculty including teaching demos.

EDUC 251 College Teaching Internship II 3 CR
Prerequisite: EDUC 250. This unpaid internship intends to continue the student’s experience from EDUC 250 and will include activities, such as videotaping of a class demonstration; being able to distinguish between the roles of adjuncts and full-time faculty; technology training (including distant learning); attendance at an external college board meeting; rotations in academic advising; open entry/open exit modalities; and learning about effective instruction.

EDUC 299 Field Experience 1 CR
Prerequisites: EDUC 200 and coordinator approval. This course provides an opportunity for the student interested in the profession of teaching to gain experience in a local school system.

EMERGENCY MEDICAL TECHNICIAN (EMT)

EMT 5C BLS for Healthcare Providers .50 CR
The American Heart Association BLS for Healthcare Providers course is designed to teach the skills of CPR for victims of all ages (including ventilation with barrier device, a
bag-valve-mask device, and oxygen), use of
an automated external defibrillator (AED),
and relief of foreign-body airway obstruc-
tion. It is intended for participants who
provide health care to patients in a wide
variety of settings, including in-hospital and
out-of-hospital settings. These health care
providers may include (but are not limited to)
physicians, nurses, paramedics, emergency
medical technicians, respiratory therapists,
physical and occupational therapists, physi-
cian assistants, and other allied health per-
sonnel. Students who successfully complete
this program will receive certification from
the American Heart Association. Lab Fee

EMT 5F BCLS: AHA CPR
Instructor Course  2 CR
Prerequisite: current (within 1 year) cer-
tification in Course “C” (CPR) from the
American Heart Association. The American
Heart Association (AHA) Cardiopulmonary
Resuscitation (CPR) Instructor Course is a
32-hour program designed to provide the
student with the training necessary to conduct
any of the American Heart Association Basic
Cardiac Life Support (BCLS) CPR courses
which are offered. This course includes: an
overview to BCLS instruction, teaching strat-
egies, safety/health concerns, teaching out-
lines, organizational strategies, mannequin
maintenance/troubleshooting/repair, and cri-
teria for evaluating the CPR student. Students
taking this course will be required to take
a written and practical skills test. Students
will be required to present a mini-lecture on
a BCLS skill (cognitive or psychomotor).
Certification will be given to students after
they complete a practicum. THIS COURSE
IS BASED ON THE 2001 GUIDELINES.
Lab Fee

EMT 110 Medical First Responder
Training  3 CR
The Medical First Responder Course is
designed to provide licensure for the student
with the Michigan Department of Public
Health as a medical first responder. This
course is based on the 1997 Medical First
Responder curriculum as established by the
Michigan Department of Public Health EMS
Division. Students who successfully com-
plete the requirements of this course will
be licensed as medical first responders with
the Michigan Department of Public Health
EMS Division. This course is designed to
provide the student with the knowledge of
what to do for a patient prior to the arrival
of an ambulance. This course is designed for
anyone who may be required to provide care
for a sick or injured individual prior to the
arrival of an ambulance. This includes (but
is not limited to) firefighters, police officers,
and first response team members. The course
includes training in CPR; bleeding control;
airway management; splinting; extrication;
oxgen therapy; and medical, environmental,
and other emergencies. [32-32-64] Lab Fee

EMT 120 Basic Emergency Medical
Technician Didactic  8 CR
Prerequisites: current AHA Healthcare
Providers CPR card and ASSET test. This
course is designed to prepare the student
for licensure as a Basic Emergency Medical
Technician in the state of Michigan. This
course involves medical procedures and use
of equipment as prescribed by the American
Academy of Orthopedic Surgeons, U.S.
Department of Transportation, and the
Michigan Department of Consumer and
Industrial Services. Topics include: legal
responsibilities, anatomy, physiology, patient
assessment, management of various emer-
gency situations, extrication, and current
standards for BEMTs in the field. This course
is based on the 1996 updated requirements
for Emergency Medical Technician training.

EMT 121 Basic Emergency Medical
Technician Skills Lab  2.25 CR
Prerequisite: current enrollment in EMT 120.
This course is designed to compliment the
didactic material learned in the EMT 120
course with the hands-on skills required
to perform as a Basic EMT. Students will
learn and practice skills such as CPR, patient
assessment, splinting, airway management,
automatic defibrillation, bleeding management, medical antishock trouser application, and IV maintenance. Students will also participate in scenario-based education and computer-based testing and scenarios to reinforce skills learned within this area.

[0-72-72]  Lab Fee

EMT 122 Defensive Emergency Driving/AllSafe 1 CR
Prerequisite: candidates who enroll in this course will have their driving record checked by KCC. The College reserves the right to refuse the driving component to any individual whose driving record does not meet standards of the institution where the driving component is practiced. A course to prepare the licensed EMT (any level) with the defensive driving skills required by the EMS profession. Included in this course is information on AllSafe, defensive driving, tactics, laws regarding operation of an emergency vehicle, and practice in driving. This course includes an eight-hour practice driving component.

[12-8-20]  Lab Fee

EMT 123 Basic Emergency Medical Technician Clinical Internship .75 CR
Prerequisites: current enrollment in EMT 120, 121, 122; HETE 990; and Hepatitis-B inoculation/declination form. This course is designed for students to observe and participate in the clinical experiences in both the pre-hospital and hospital settings. Students must complete a minimum of six eight-hour experiences in the hospital emergency room and on a pre-hospital life support agency.

[0-48-48]  Lab Fee

EMT 162A Pharmacology I 2 CR
Prerequisite: departmental permission. This course is designed to provide the AEMT students with a knowledge of basic pharmacological principles, biological factors influencing drug actions, predictable effects of drugs on physiologic problems, modifiers of predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application for pharmacological therapy in the pre-hospital setting. Concentration will focus on cardiovascular drugs in this semester.

EMT 162B Pharmacology II 2 CR
Prerequisites: EMT 162A and departmental permission. This course is designed to provide pharmacological information on the remaining non-cardiac drugs, which a paramedic will experience in the pre-hospital and hospital setting. This course is based on the Paramedic Education program requirements as set by the Michigan Department of Consumer and Industrial Services.

EMT 163A Skills Lab I 2 CR
Prerequisites: departmental permission and registration in EMT 162A, 164A, and 167A. This course is designed to provide the paramedic student with the skills as prescribed by the Michigan Department of Consumer and Industrial Services (MDCIS) for the paramedic curriculum. This course includes skill practice and scenarios (both computer and classroom). This course is part of the paramedic curriculum and must be taken with EMT 163B within the same year of instruction. [0-64-64]  Lab Fee

EMT 163B Skills Lab II 2 CR
Prerequisites: departmental permission and registration in EMT 162B, 164B, and 167B. This course is designed to provide the paramedic student with the skills as prescribed by the Michigan Department of Consumer and Industrial Services (MDCIS) for the paramedic curriculum. This course includes skill practice and scenarios (both computer and classroom). This course is part of the paramedic curriculum and must be taken with EMT 163A within the same year of instruction. [0-64-64]  Lab Fee

EMT 164A Paramedic Clinical Internship I 5 CR
Prerequisites: departmental permission and HETE 990. This course is designed to provide the first semester clinical hours necessary to meet the requirements of the Michigan Department of Consumer and
Industrial Services paramedic curriculum and U.S. Department of Transportation. This course includes clinical rotations at various sites including ambulance, hospital, and skilled-care facilities. [16-240-256] Lab Fee

EMT 164B Paramedic Clinical Internship II  5 CR
Prerequisite: departmental permission and HETE 990. This course is designed to provide the second semester clinical hours necessary to meet the requirements of the Michigan Department of Consumer and Industrial Services paramedic curriculum and U.S. Department of Transportation. This course includes clinical rotations at various sites including ambulance, hospital, and skilled-care facilities. [16-240-256] Lab Fee

EMT 165 Paramedic Pediatric Advanced Life Support  2 CR
Prerequisites: EMT 162, 167A; OIT 227; BIOL 201; and departmental permission. This course is designed to provide the paramedic student with the skills and knowledge to handle pediatric emergencies in the pre-hospital setting. Pediatric patients are not treated as "young" adults. They are a distinct population with different responses to injuries than adults. This course is run concurrently with EMT 23P (Pediatric Trauma Life Support Training). Therefore, students are not allowed to enroll in EMT 23P concurrently with this course. [24-16-40] Lab Fee

EMT 166A Cardiology I  2 CR
Prerequisites: EMT 60A, or BIOL 201, and departmental permission. This is a course designed to provide knowledge in cardiology to fulfill the needs of the AEMT (Paramedic) Program. This course involves medical procedures and use of equipment as stated by the U.S. Department of Transportation, Michigan Department of Public Health, and the American Heart Association Advanced Cardiac Life Support standards. Topics include: rapid interpretation of EKGs, static recognition of EKGs, electrical therapy, pharmacological therapy, and basic algorithms for treatment of cardiac arrhythmias.

EMT 166B Cardiology II  2 CR
Prerequisites: EMT 60A, or BIOL 201, or EMT 166A, and departmental permission. This course is designed to provide knowledge in cardiology to fulfill the needs of the AEMT (Paramedic) program. This course involves medical procedures and use of equipment as stated by the U.S. Department of Transportation, Michigan Department of Public Health, and the American Heart Association Advanced Cardiac Life Support standards. Topics include pathophysiology of heart disorders, 12 lead EKG interpretation, pediatric ACLS, and pharmacological therapy.

EMT 167A Advanced EMT I  4 CR
Prerequisites: departmental permission and concurrent enrollment in EMT 60A or BIOL 201, EMT 162A, 163A, 164A, and 166A. This course is designed to prepare the student for licensure as an Advanced Emergency Medical Technician (Paramedic) in the state of Michigan. This course includes patient assessment techniques and concepts, advanced airway management, fluid and shock resuscitation, acid/base and body buffer systems, and multi-system trauma treatments. Included in this course is a module on medical terminology. The course involves medical procedures and use of equipment as prescribed by the U.S. Department of Transportation, Michigan Department of Public Health, and Calhoun County Medical Control Authority.

EMT 167B Advanced EMT II  4 CR
Prerequisites: EMT 60A or BIOL 201, EMT 162A, 163A, 164A, 166A, 167A, and departmental permission. This course is designed to prepare the student for licensure as an advanced emergency medical technician in the state of Michigan. The course involves medical procedures and use of equipment as prescribed by the U.S. Department of Transportation, the Michigan Department of Public Health, and Calhoun County Medical Control Authority. Topics include: advanced life support in gynecological emergencies,
behavioral emergency management, gastro-intestinal emergencies, lab test analysis, and other medical emergencies.

**EMT 168 Advanced Practice** 4 CR
Prerequisites: EMT 162A, 163A, 164A, 166A, 167A, BIOL 201, and departmental permission. This course provides the paramedic student the knowledge in the transport of patients with special considerations and advanced EMT operations as prescribed in the U.S. Department of Transportation's paramedic curriculum. Student will take a comprehensive exam at the conclusion of this course for certification by Kellogg Community College. This certification can be used as evidence of completion for the National Registry Exam (passage of which leads to licensing in most U.S. states).

**EMT 270 EMS System Management** 4 CR
Prerequisites: EMT 120A or 120B and 120C; ECON 202; and departmental permission. This course is designed to give the student practical insight into the management process of EMS as a service industry. The course specifically applies management principles to the EMS setting. This course builds on previous course work which students have participated in throughout their studies. Topics within this course include: EMS management structures, EMS-related problems, EMS public relations, EMS funding/finance, EMS special programs, employee relations, community relations, leadership concepts, communications skills, OSHA/MIOSHA, and legislation which affects EMS and the workplace.

**EMT 275 EMS Management Practicum** 3 CR
Prerequisite: EMT 270. This course is designed to provide the student with an opportunity to observe/practice the theories/concepts which they learned within the EMS management course (EMT 270). Students will be assigned to an agency supervisor for a 64-hour practicum. During this time the student is required to observe the daily activities of the supervisor in relationship to management principles. Students are encouraged to develop a project with their supervisor which demonstrates management concepts. Students will meet on a regular basis with the practicum instructor for advice regarding their assignment. [16-64-80]

**EMT 280 EMS Instructor/Coordinator Training** 5 CR
Prerequisites: licensure as an EMT-B, EMT-S, or EMT-P; three years of full-time field experience; and departmental approval. The EMS instructor/coordinator course is designed to provide the student with the knowledge to become a licensed EMS Instructor/Coordinator within the state of Michigan. This course is based on the U.S. Department of Transportation National Standard Curriculum for an instructor training program. This course is approved by the Michigan Department of Public Health in conjunction with EMT 285 for licensure as an EMS Instructor/Coordinator in Michigan. For more information please contact the EMS Education Director or EMS Instructor-Trainer.  Lab Fee

**EMT 285 EMS Instructor/Coordinator Practicum** 5 CR
Prerequisites: EMT 280 and departmental approval. The EMS Instructor/Coordinator Practicum course is designed to provide the student with guided student teaching within an EMS course or courses. The student will be assigned a site(s) for student teaching. Within this site(s) the student will follow MDPH guidelines in didactic and lab skills lecture. The course instructor and site instructor will periodically meet with the student to review their performance. Following successful completion of this course, the student will be recommended for MDPH licensure as an EMS Instructor/Coordinator. [72-32-104]

**EMT 290 UMBC Critical Care Emergency Medical Transport Program** 5 CR
Requirements for paramedics to participate: two years as a licensed paramedic, current certifications in CPR, ACLS, BTLS or
PHTLS, and PALS. Requirements for nurses to participate: two years as a licensed registered nurse, current certifications in CPR, ACLS, PALS, and BTLS/PHTLS or TNCC. This course is based on the nationally-accepted University of Maryland-Baltimore County Critical Care Emergency Medical Transport Program. This program is designed to prepare paramedics and nurses to function as members of a critical care transport team. Critical patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. Topics include: the critical care environment, breathing management, surgical airway management, hemodynamic management, cardiac management, pharmacological management; GI, GU, and renal management, neurological management, complications of transport, and special considerations.

Lab Fee

EMT 291 UMBC Critical Care Emergency Medical Transport Program Clinical Internship 1.25 CR
Prerequisites: enrollment in EMT 290. Hepatitis B inoculation or declination form is required. This course compliments the didactic portion of the UMBC CCEMTP Program by providing clinical experiences as recommended by the State of Michigan EMS Division. Legislation is pending which may require clinical experiences to be authorized to function within the State of Michigan as a CCEMTP. This course meets those requirements. Students will participate in clinical experiences with a pre-hospital critical care provider and within the hospital emergency room, operating room, intensive care unit, cardiac catheterization unit and critical care unit. [0-20-20]

EMT 295 UMBC Pediatric/Neonatal Critical Care Transport Course 4 CR
Required to participate: two years of documented experience in critical care environment. This intensive one-week course is designed to prepare experienced paramedics, nurses, and respiratory therapists to function as members of a pediatric and neonatal critical care support team. This course is based on the nationally-accepted University of Maryland-Baltimore County course in pediatric/neonatal care. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. In addition, this course may serve as a springboard for those institutions looking to expand into pediatric critical care.

ENGINEERING TECHNOLOGY (ENTE)

ENTE 160 Manufacturing Processes 3 CR
A hands-on introduction to the processes used to measure, form, fabricate, machine, and finish materials. Laboratory experience in a variety of machining and welding processes will take place at the Regional Manufacturing Technology Center in the Fort Custer Industrial Park. This course will be self-paced instruction through a series of learning modules. Please see your advisor for more details. [0-64-64] Lab Fee

ENTE 195 Cooperative Work Experience 1-3 CR
Prerequisite: departmental approval. A coordinated industrial work experience for selected students enrolled in the Drafting and Design and Computer Engineering Technology curricula. Enrollees will be under the supervision of the College and the participating company. Written reports will be required, and a performance appraisal of the student will be made by the College and
the employer. Students will meet as a class one hour per week.

**ENTE 198 Independent Study**  1-3 CR  
Prerequisite: departmental approval. Courses may be repeated for additional credit. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the faculty. Subjects are chosen and arrangements made to suit the needs of individual students.

**ENTE 215 Material Science**  3 CR  
This course is intended to introduce the student to the materials used in engineering/industry and their properties. The types of material studied will include ferrous and nonferrous metals, plastics, rubber, ceramics, glass, and cement. In addition, material inspection, testing, and the effects of heat treatment and corrosion will be studied. Laboratory experiences will include the testing and inspection of materials. [48-16-64]  
Lab Fee

**ENTE 220 Statics and Strengths of Materials**  3 CR  
Prerequisite: MATH 118 or TEMA 111. This course is a study of the force systems which act on an object at rest and the behavior of materials when placed under loads and restraints. Topics will include calculating centers of gravity and moments of inertia; predicting the effect of forces applied in tension, compression, shear, and torsion on riveted and welded joints; and developing bending moment diagrams for beams and columns. Laboratory experiences will focus on the methods of material testing. [48-16-64]  
Lab Fee

**ENGLISH (ENGL)**

*English courses numbered 0 to 99 have options on content and variable credit aimed at meeting local area needs. Up to six hours of credit from these courses shall be applied toward the associate in general studies degree. Credit earned from these courses shall also be used toward other associate degrees or certificates when applicable and will be evaluated upon admission to a specific program. Diagnostic testing in writing will be available prior to each semester and also during the semester. Contact an academic advisor or the Arts and Communication department chairperson for information.*

**ENGL 95 Spelling Improvement**  1 CR  
This class will concentrate on individual and group work to develop the skills students need to improve their spelling for college-level work.

**ENGL 96 English as a Second Language**  3 CR  
Prerequisite: COMPASS writing score of 0-27. This course is designed for students whose primary language is not English. It provides foundations in English language structure, reading of English, and conversation. Course may be repeated up to three times.

**ENGL 97 Writing Skills**  3 CR  
Prerequisite: COMPASS writing score of 0-27. Recommend STSK 98 be taken concurrently. Students will learn grammar, mechanics, sentence structure, and paragraph development in a traditional classroom and laboratory setting. Classroom experience will be group work, lecture, writing, and revision. Homework will require access to computer (on or off campus.) Instruction will be delivered through individualized programming and computerized exercises.  
Lab Fee

**ENGL 99 Self-Paced Instruction in Writing Skills**  1 CR  
Prerequisite: COMPASS writing score of 28-37. Recommend STSK 99 be taken concurrently. This course will help students improve their spelling, vocabulary, grammar, and writing. It is self-paced, individualized, and benefits students in all disciplines. Computer-based instruction.  
Lab Fee

**ENGL 120 Writing Improvement**  3 CR  
Prerequisite: COMPASS writing range 38-77 or a “C” in ENGL 97. Recommend STSK 99 be taken concurrently with other courses that
require heavy reading and writing. Designed to improve basic writing skills. Writing assignments emphasize the paragraph and short compositions. Emphasis is on grammar, usage, punctuation, and writing.

**ENGL 151 Freshman Composition  3 CR**
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and COMPASS writing score of 78, or “C” in ENGL 120. Writing expository prose with emphasis on the thesis sentence, idea development, unity, continuity, coherence, patterns of exposition, and educated usage.

Lab Fee

**ENGL 151H Freshman Composition-Honors  3 CR**
Prerequisites: COMPASS writing score of 93-100, and student must meet one or more of the Honors Program’s eligibility requirements. The intellectually-able student is permitted to pursue in-depth studies in expository writing. The student must be interested in developing excellence in writing.

Lab Fee

**ENGL 152 Freshman Composition  3 CR**
Prerequisite: a “C” in ENGL 151. A continuation of ENGL 151, including research writing, examination, and discussion of selected readings.

Lab Fee

**ENGL 152H Freshman Composition-Honors  3 CR**
Prerequisite: a “C” in ENGL 151H, or ENGL 151 with departmental or honors coordinator’s approval. A continuation of ENGL 151 Honors with emphasis on preparation and writing of a research paper on a challenging topic. Analysis of fiction and nonfiction selections to refine critical thinking skills.

Lab Fee

**ENGL 153 Technical English  3 CR**
Prerequisite: COMPASS writing score of 78 or a “C” in ENGL 120. Instruction and practice in writing for industry and technology. Emphasis is on meeting the written communication needs for the technical student.

Lab Fee

**ENGL 201 Advanced Composition  3 CR**
Prerequisite: ENGL 152. Practice in expository writing to develop a mastery of clear, accurate style. This course is recommended for all students majoring in English or in pre-professional programs. Writing assignments are individually designed to relate to students’ majors.

Lab Fee

**ENGL 203 Introduction to Creative Writing  3 CR**
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. ENGL 201 recommended prior to ENGL 203. Designed to introduce students to the basic elements that govern the creation of short fiction, poetry, and creative nonfiction. Emphasis is on development of creative style and the development of craft in handling poetic form.

**ENGL 204 Advanced Creative Writing  3 CR**
Prerequisite: a “C” in ENGL 203. Designed to facilitate students’ understanding of the ways fiction, poetry, and drama work. Students will deal with theory and technique in traditional and contemporary works, emphasis on expanding creative scope, and developing students’ own voice and style.

**ENGL 205 Script Writing for the Media  3 CR**
Prerequisite: a “C” in ENGL 120 or COMPASS writing score of at least 72. This course emphasizes writing for the media using current industry practices. Students will learn writing of script for radio and television broadcasting, audio and video production, and screen play for film style production.

**ENGL 215 Grant Writing  3 CR**
Prerequisite: ENGL 151. Emphasis on understanding the grant-making process, writing an effective grant proposal, and evaluating a grant proposal.

**ENGL 269 Writing for the Elementary Classroom  3 CR**
Prerequisite: a “C” in ENGL 151. A lecture/workshop structured to develop the writing
skills of prospective teachers and to explore the means by which the writing ability of elementary school children can be encouraged, developed, and evaluated. Lab Fee

**ENGL 298 Independent Study** 1-3 CR
Prerequisite: departmental approval only. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of the individual students. Course may be repeated for credit toward graduation up to three credit hours.

**FIRE SCIENCE (FISC)**

**FISC 102 Firefighter I and II** 12 CR
This course includes basic fire fighting skills while utilizing tools and equipment commonly used by municipal fire departments. Hazardous materials operations (24-hour) level training is a required component.

*NOTE: The current fire science curriculum is offered as a career advancement program for the already certified volunteer or career firefighter. The program can recognize a limited number of training certifications issued by the state of Michigan and the state of Indiana. This course is sanctioned by the Michigan Fire Fighters Training Council, the firefighter certification agency for the state of Michigan. Students possessing state certifications should contact Kalamazoo Valley Community College (KVCC) for transferability. Students in need of Firefighter II certification are encouraged to contact KVCC, 269-488-4202 or visit the KVCC web site at <www.kvcc.edu> for program updates.*

**FISC 110 Fire Prevention** 3 CR
This course will introduce students to an important function of any progressive fire department—fire prevention. Major topics include fire prevention inspection techniques, the importance of code enforcement procedures, and developing public fire education programs.

**FISC 111 Building Construction** 3 CR
Students will explore the methods and materials used to construct buildings, how the design and engineering of a structure can influence smoke and fire travel, and how the structural integrity of a building is affected by fire. The safety of building occupants and firefighters is emphasized.

**FISC 112 Fire Service Tactics** 3 CR
This course will examine modern firefighting techniques used to effectively mitigate a variety of incidents. Students will review different tactics related to general and specific fire situations. It is designed to prepare firefighters and fire officers to successfully execute strategic assignments from incident managers.

**FISC 210 Fire Cause Determination** 3 CR
Firefighters and fire officers will learn how to determine the origin and cause of a fire. Identifying and preserving evidence, recognizing when the assistance of a more highly trained investigator is needed, and courtroom procedures will be discussed.

**FISC 211 Instructional Techniques** 3 CR
This course is a comprehensive approach to the basics of instructing and presenting. Students will study characteristics of adult learners, learn to identify training needs, develop outlines, and make presentations in class. The operation of audiovisual equipment will be demonstrated.

**FISC 212 Incident Management** 3 CR
The emphasis of this course is to provide firefighters and fire officers with the knowledge and skills necessary to manage incident operations. Classroom activities will focus on recognizing incident priorities and the ability to manage fire service personnel, equipment, and other resources.

**FRENCH (FREN)**

**FREN 101 Elementary French** 4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Introductory course stressing pronunciation, comprehension, basic grammar structures, and French culture and civilization. Individual/small group sessionsto
practice grammar and pronunciation are used. [32-32-64] Lab Fee

**FREN 102 Elementary French** 4 CR
Prerequisite: a “C” in FREN 101. Aimed at developing communicative ability, this course is based on a series of "real-life" themes, situations, and speech. Vocabulary and grammatical structures are presented within an appropriate thematic or situational context. Emphasis is on vocabulary and syntax. [32-32-64] Lab Fee

**FREN 201 Intermediate French** 4 CR
Prerequisite: a “C” in FREN 102. Comprehensive oral and written reviews of grammatical structures through varied reading selections, conversations, and presentations. [32-32-64] Lab Fee

**FREN 202 Intermediate French** 4 CR
Prerequisite: a “C” in FREN 201. Extensive reading to further develop vocabulary and mastery of the language. Advanced prose selections from varied French writers. [32-32-64] Lab Fee

**GEOGRAPHY (GEOG)**

**GEOG 100 Physical Geography** 4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A one-semester lecture and laboratory course devoted to the study of man's environment on earth. Areas of consideration include earth-sun relationships, the earth's waters, tectonic and gradational processes, earth materials, the atmosphere, elements and controls of climate, soils, and vegetation. Man, as an active force within and upon this environment, is considered. [48-16-64] Lab Fee

**GRAPHIC DESIGN (GRDE)**

**GRDE 100 Introduction to Graphic Design** 3 CR
This course introduces the student to graphic design by covering areas inherent to the field, including history, contemporary design, work-related occupations, people in graphic design, marketing, typography, printing, software, and hardware. The course also provides an overview of the Graphic Design Program, covering options available to students to potentially guide their development within the program. [24-24-48] Lab Fee

**GRDE 105 Using and Troubleshooting the Macintosh** 3 CR
This course explores the components, terminology, features, and uses of the Macintosh operating system. Additional consideration is given to software and hardware, peripherals, diagnosing and troubleshooting, Internet devices, upgrading, maintaining, and networking. Through hands-on exercises the student will learn to navigate through the Macintosh operating system, while understanding some of the more complex issues that Mac users face on a daily basis. [24-24-48] Lab Fee

**GRDE 130 Page Layout** 4 CR
This course explores the components, terminology, features, and uses of InDesign. Emphasis is given to creating professional-looking layouts utilizing InDesign as the layout vehicle. Through hands-on lectures, demonstrations, and projects, the student will learn the essential techniques and functions of the program while understanding some of the more complex issues of this software. [32-32-64] Lab Fee

**GRDE 140 Vector Drawing** 4 CR
This course explores the components, terminology, features, and uses of Illustrator. Emphasis is given to creating professional-looking artwork and graphics utilizing Illustrator as the layout vehicle. Through hands-on lectures, demonstrations, and projects, the student will learn the essential techniques and functions of the program while understanding some of the more complex layout issues that designers face when using the software. [32-32-64] Lab Fee

**GRDE 161 Flash** 4 CR
This course explores the components, terminology, features, and uses of Flash. Emphasis
Courses of Instruction

GRDE 167 Dreamweaver 4 CR
This course explores the components, terminology, features, and uses of Dreamweaver. Emphasis is given to creating professional-looking web pages utilizing Dreamweaver as the layout vehicle. Through hands-on lectures, demonstrations, and projects, the student will learn the essential techniques and functions of the program while understanding some of the more complex issues that designers face when using this software. [32-32-64] Lab Fee

GRDE 170 Photoshop 4 CR
This course introduces the components, terminology, features, and uses of Photoshop. Emphasis is given to creating professional-looking artwork and graphics utilizing Photoshop as the layout vehicle. Through hands-on overviews, tutorials, and competencies, the student will learn advanced techniques of the program while understanding some of the more complex issues that designers face when using this software. [32-32-64] Lab Fee

GRDE 200 Design Lab 4 CR
Prerequisites: GRDE 130, 140, and 170. This course focuses on preparing students to effectively communicate ideas and information to business and consumer audiences using design. Students will work in a professional lab environment with the instructor working as the manager on individual projects. Students will be asked to complete a series of projects while developing speed and proficiency through the process. [32-32-64] Lab Fee

GRDE 201 Design Practicum 4 CR
Prerequisites: GRDE 130, 140, and 170. This course is a practicum that focuses on students developing their design portfolio. Students will work in a professional lab environment with the instructor working as the manager on individual projects. Students will be asked to strengthen their current portfolios while completing self-marketing campaigns in preparation of entering the job market. Emphasis will be placed on completing a strong portfolio upon completion of this course. [32-32-64] Lab Fee

GRDE 207 Advertising Design 4 CR
Prerequisites: GRDE 130, 140, and 170. This course is designed to develop the design and marketing abilities of students. The course also deals with relevant issues related to advertising design as applied to business and design through a study of applied strategies and case histories. A variety of advertising design techniques will be studied while students are pushed to develop strategies and ideas from concept to completion. Students will be asked to complete comprehensive ad campaigns by the end of the semester. [24-40-64] Lab Fee

GRDE 260 Graphic Design Field Experience 3 CR
This course allows the student to work with the instructor through field-related experiences. The instructor works as the manager with the student on a variety of projects taken from business and industry. The course allows the student to gain experience and understanding of the field outside the classroom in a job-like environment.

GRDE 270 Graphic Design Internship 3 CR
This course requires the student to gain relevant field experience by placing the student in a non-classroom environment that exposes them to modern business and practices. Typically, local advertising agencies, graphic design firms, and printing houses are utilized to provide a valid work experience for the student. Students will either be placed by the instructor or can choose an internship location upon approval from the instructor. [32-32-64]
GRDE 297 Graphic Design-Special Topics 4 CR
This course allows the student to explore focus areas, such as specific software, publications, printed material, and web page development. Since topics change, this course may be repeated for credit toward graduation up to eight credits. [32-32-64] Lab Fee

GRDE 298 Independent Study 1-4 CR
Prerequisite: departmental approval necessary prior to registration. An opportunity for the interested student to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Problems are designed and arrangements made to meet the needs of the individual students.

HISTORY (HIST)

HIST 103 American Foundations 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of the political, economic, and social history of the United States from the colonial era to 1877.

HIST 104 Modern America 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of the political, economic, and social history of the United States from 1877 to the present.

HIST 104H Modern America—Honors 3 CR
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. A survey of the political, economic, and social history of the United States from 1877 to the present. An honors course for superior students enrolled in HIST 104. Entry to honors status only by the invitation of the instructor. Emphasis on individual study and personal projects.

HIST 106 Religious History 2-4 CR
A comparative study of the historical development, doctrine, and practices of the major varieties of Christianity or of other great world religions. Pertinent social factors and recent events will also be explored. The specific topic to be studied will change from semester to semester, and students may enroll again for a total of six credit hours as often as the study topic is changed. With certain topics students must be able to attend religious events or exhibits scheduled in the evening or on weekends. Humanities or social science credit.

HIST 151 Western Civilization: Early Western World 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is a survey of the major developments in European Civilization from the ancient Middle East, Greece and Rome, medieval period, Renaissance, and Reformation to early modern Europe (mid-1600s). Selected political, economic, social, religious, intellectual, and aesthetic elements that form present-day western civilization will be emphasized. The course will also emphasize the interchange of ideas between Asia, Africa, and the West, as well as an understanding of our cultural history as essential to the study of other cultures.

HIST 151H Western Civilization: Early Western World-Honors 3 CR
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course is a survey of the major developments in European Civilization from the ancient Middle East, Greece and Rome, medieval period, Renaissance, and Reformation to early modern Europe (mid-1600s). Selected political, economic, social, religious, intellectual, and aesthetic elements that form present-day western civilization will be
emphasized. The course will also emphasize the interchange of ideas between Asia, Africa, and the West, as well as an understanding of our cultural history as essential to the study of other cultures. An honors course for superior students enrolled in HIST 151. Entry to honors status only on invitation of the instructor. Emphasis on individual study and personal projects.

**HIST 152 Western Civilization: Modern Western World** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is a survey of the major developments in European Civilization from the mid-1600s to the present. Selected political, economic, social, religious, intellectual, and aesthetic elements from the scientific revolution to the contemporary world will be considered. The impact of revolution, nationalism, and world war upon recent world events will be emphasized. The course will also include the interchange of ideas between Asia, Africa, and the West.

**HIST 152H Western Civilization: Modern Western World-Honors** 3 CR
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course is a survey of the major developments in European Civilization from the mid-1600s to the present. Selected political, economic, social, religious, intellectual, and aesthetic elements from the scientific revolution to the contemporary world will be considered. The impact of revolution, nationalism, and world war upon recent world events will be emphasized. The course will also include the interchange of ideas between Asia, Africa, and the West. An honors course for superior students enrolled in HIST 152. Entry to honors status only upon invitation of the instructor. Emphasis on individual study and personal projects.

**HIST 201 Global History to 1500** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An interdisciplinary study of various world civilizations in Africa, the Americas, Asia, and Europe from 10,000 B.C.E. (Before Common Era) to 1500 C.E. (Common Era). This course will use a comparative approach to study a variety of global themes and patterns over time. Humanities or social science credit.

**HIST 202 Global History from 1500 to Present** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An interdisciplinary study of various world civilizations in Africa, the Americas, Asia, and Europe from 1500 C.E. (Common Era) to the present. This course will use a comparative approach to study a variety of global themes and patterns over time. Humanities or social science credit.

**HIST 210 History of Michigan** 3 CR
The origin and development of the contemporary political, economic, and social institutions of the state of Michigan. The relation of this history of the state to that of the nation is stressed.

**HIST 211 History of England** 3 CR
This course will examine English history and its culture from the Roman invasions through the English Civil War and the Glorious Revolution. Students will study England’s cultural traditions (legal, religious, and philosophical, as well as artistic and literary) within the political, economic, and social context. Emphasis is placed on the origins and development of the institutions most affecting the heritage of the English-speaking world.

**HIST 220 Great Lives** 3 CR
Lives of key individuals who have helped shape the course of history along with description of the nature, method, problems, and impact of the biographical approach to history. The specific topic will change from semester to semester. For either humanities or social science credit. Course may be
repeated for credit toward graduation up to six credit hours.

**HIST 240 African American History 3 CR**
This course will focus on the African American experience since the era of the Civil War. Major emphasis will be placed on the background and development of the civil rights movement of the 1950s and 1960s. An overview of the contributions of African Americans to American culture will be explored, as well as the sociocultural obstacles faced by this minority group.

**HIST 260 History of Middle East and North Africa 3 CR**
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is a survey of the Middle East and North Africa from antiquity to the present. Major themes include the origin and evolution of monotheism; the rise and fall of various empires, such as the Persian and Ottoman, and the rise of their successor states; American and European influence; Arab nationalism; the Arab-Israeli conflict, and the emergence of radical Islamic movements such as Hamas and al Qaeda.

**HIST 285 Theological Studies Internship 3 CR**
Prerequisites: sophomore standing and coordinator approval only. This course is designed to give on-site field experience in line with the student's professional objectives. Required are 248 hours of experience plus attendance at scheduled seminars. [16-240-256]

**HIST 286 Theological Studies Internship 3 CR**
Prerequisites: sophomore standing and coordinator approval only. This course is a continuation of HIST 285, although a different placement setting may be selected. [16-240-256]

**HIST 297 Special Topics in History 2-4 CR**
This course concentrates on specific regions, themes, events, and eras in history. Particular emphasis may be placed on field experience and academic research, as well as evaluation of primary sources in history. Since topics change this course may be repeated for credit toward graduation up to six credits.

**HIST 298 Independent Study 1-3 CR**
Prerequisite: coordinator approval only. This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

**HUMANITIES (HUMA)**

**HUMA 150 Encounter with the Arts 2 CR**
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is designed to introduce students to the performing arts. Students must be able to attend specific exhibits and performances in art, theatre, music, dance, and cinema in the evening and on weekends. Classroom activities will be based on the lecture/discussion format. Humanities credit. Lab Fee

**HUMA 150H Encounter with the Arts-Honors 2 CR**
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course is an introduction to the arts. Students will attend artistic performances and pursue in-depth studies of the arts; contribute to classroom discussion and discovery; and work independently to bring artistic discovery to the classroom. Lab Fee

**HUMA 200 Honors Seminar 1 CR**
This seminar is for Gold Key and Trustees Scholarships' recipients only. Students will meet with faculty to discuss topics pertaining to their studies, the community, the arts, and other selected areas.
HUMA 205 Ethical Dilemmas in Modern Society 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course will examine the roots of cultural values and how they affect decision making on social, political, and personal moral issues, as well as philosophical thought on ethical issues. It will also compare Western perspectives with those of the East, Mideast, Africa, and Native America. Students will be assigned readings in both ethical theory and practice and use historical and literary sources to analyze ethical issues. Themes to be discussed may range from euthanasia, poverty, people as property, to the environment. It is recommended that the student’s reading score on the COMPASS test fall within the 72-100 range.

HUMA 241 Dance for Elementary Educators 3 CR
A lecture workshop designed to prepare students who plan to teach children in the elementary education classroom how to effectively utilize dance activities and movement as a vital component in the curriculum. Course stresses imaginative movement and the relationship between aesthetic experience and students’ lives.

HUMAN RESOURCES (HURe)
HURE 100 Career Exploration: Career Investigation 1 CR
Course work will clarify individual career interest and values. Students can then apply interest and values to career options. Students will explore areas of preference and personality characteristics that apply to the work environment. The process will include using self-scoring inventories and activities. The completion of this section prepares the student to outline educational goals that support career options. Lab Fee

HURE 110 Career Exploration: Career Planning 1 CR
The course will allow students to identify career descriptions, salaries, job outlooks, and educational requirements of career options. Assignments will include first-hand information from employers, career professionals, and career resources. The completion of this section prepares students to outline a 5- and 10-year career plan with goals and objectives. HURE 100 is recommended prior to enrollment.

HURE 120 Career Exploration: Job Search Fundamentals 1 CR
This course is designed to provide insight and direction for building job search strategies prior to graduation. Job Search Fundamentals will teach students how to gather critical documentation throughout their educational experience, as well as teach professional presentation strategies. Objectives include learning how to develop and maintain a job search network; conduct an informational interview; create and maintain a portfolio; and complete a resume. HURE 100 and 110 are recommended prior to enrollment.

HURE 200 Job Search Elementals: Resume Writing 1 CR
This course is designed to provide successful job search strategies for graduating students embarking on a job search in a new career field. Job Search Elementals will teach students how to take control of their job by using simple planning, organization, and sales techniques. Resume writing objectives include learning how to create a resume, write a cover letter, create a reference sheet, and write a follow-up letter. Lab Fee

HURE 210 Job Search Elementals: Interviewing 1 CR
This course is designed to provide successful job search strategies for graduating students embarking on a job search in a new career field. Job Search Elementals will teach students how to take control of their job by using simple planning, organization, and sales techniques. Interviewing objectives include learning how to answer interview questions, generate interview questions, and conduct in an interview. HURE 200 is recommended prior to enrollment. Lab Fee
HURE 220 Job Search Elementals:  
Job Development  1 CR  
This course is designed to provide successful job search strategies for graduating students embarking on a job search in a new career field. Job Search Elementals will teach students how to take control of their job by using simple planning, organization, and sales techniques. Job development objectives include learning how to create a list of suitable job leads, complete an employer profile, and plan and conduct a job search. HURE 210 is recommended prior to enrollment.  Lab Fee

HUMAN SERVICES (HUSE)  
HUSE 101 Introduction to Human Services  3 CR  
This course introduces the student to the basic conceptual knowledge of social organizations and the role of the human service worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional helping careers.

HUSE 183 Practicum in Human Services  3 CR  
Prerequisites: HUSE 101, 220, and instructor approval. Supervised practicum with the adolescent and adult populations. This course is designed to provide experience in the integration and application of the knowledge and skills of the human service worker. The student will be supervised in a reality-based work environment.

HUSE 184 Practicum in Human Services  3 CR  
Prerequisites: HUSE 101, 220, and instructor approval. Supervised practicum with preschool and elementary-age children. This course is designed to provide experience in the integration and application of the knowledge and skills of the human service worker. The student will be supervised in a reality-based work environment. [0-48-48]

HUSE 185 Human Service Internship  3 CR  
Prerequisites: HUSE 101, 204, 220, 260, and coordinator approval. A course designed to give on-the-job field experiences commensurate with the student's career objectives. Required are 175 hours of on-the-job experience plus attendance at a two-hour scheduled seminar every other week. [32-175-209]

HUSE 186 Human Service Internship  3 CR  
Prerequisites: HUSE 101, 204, 220, 260, and coordinator approval. Continuation of HUSE 185, although a different placement setting is generally selected. [32-175-209]

HUSE 200 Psychosocial Approach to Aging  3 CR  
This course explores the social, psychological, economic, and physical aspects of aging. There is an emphasis on the concerns and social options of the aged in contemporary American society.

HUSE 203 Introduction to Substance Abuse  3 CR  
This course provides a comprehensive overview of the history of drug use and abuse, explores the theoretical and practical issues, and surveys treatment modalities and current prevention strategies.

HUSE 204 An Introduction to Report Writing Techniques for the Human Service Worker  3 CR  
Prerequisite: ENGL 151. This course provides an opportunity for students to learn record-keeping and report-writing techniques needed by human service workers. Because report writing requires critical professional judgment at all levels, emphasis will be placed on expanding the students' general information in the human service field.

HUSE 210 Child Psychology  3 CR  
This course investigates early childhood sensorimotor and symbolic learning, as well as the theories of perceptual-motor, cognitive, and social emotional processes involved in the growth of children. Specific intervention strategies for the disturbed child are explored.
HUSE 211 Psychosocial Maladjustment in Children  3 CR
Prerequisite: HUSE 210, or PSYC 201, or coordinator approval. There is an emphasis on the recognition of children's most common behavioral and emotional difficulties as they occur in family, school, play, and crisis situations. Major theories are explored. Special consideration is given to the psychological and social needs of handicapped, abused, mentally impaired, bereaved, adopted, and foster children.

HUSE 220 Communication Skills in Helping Relationships  3 CR
This course teaches the psychology of interviewing, as well as the skills for conducting effective interviews. This involves the techniques for establishing rapport, developing counseling responses, identifying behavioral goals, and implementing strategies to bring about change or crisis intervention.

HUSE 225 Culturally Sensitive Practice  3 CR
This course will provide the student with the knowledge and strategies to work with the various life styles, needs, and problems of different racial and cultural groups. The content of the course incorporates important concepts and empirical findings that pertain to ethnic-sensitive practice.

HUSE 230 Nutrition  3 CR
Course includes the study of essential nutrients and their functions as they relate to normal health, as well as the selection of food to meet the identified nutrient requirements.

HUSE 240 Basic Concepts in Social Work  3 CR
This course introduces the student to the social work profession, its value base, and code of ethics. There is an emphasis on methods and skills with an overview of social issues and client needs relative to social work practice.

HUSE 241 Human Services with Organizations and Communities  3 CR
The generalist human service worker assumes a wide range of roles. The role of the broker is to link the client with community resources and services. This course helps students become familiar with various organizations and understand how they function in communities.

HUSE 242 Human Behavior and the Social Environment  3 CR
Students will develop critical thinking skills as they evaluate and apply various human development theories to client situations. Emphasis will be placed on the relationships among biological, social, psychological, and cultural systems as they affect the “person-in-environment” and as they constitute a pluralistic society. While traditional theories will be explored, a special effort will be made to encourage students to explore “alternative theories” with respect to diverse cultures. The following social systems will be examined: individuals, families, groups, organizations, and communities.

HUSE 250 Introduction to Group Techniques  3 CR
Prerequisite: HUSE 101 or consent of the human services coordinator. This course introduces the student to the theoretical concepts and principles of group work methodology. There is an emphasis on basic practice skills and intervention techniques.

HUSE 251 Human Services and Behavior Modification  3 CR
This course introduces the student to the theory and application of behavior modification. The focus is on how the behavioral theory works with agencies and other organizations in the community.

HUSE 260 Family Dynamics  3 CR
Prerequisite: HUSE 220. This course examines the family system as a basic social institution. Emphasis is placed on issues that are important to the individual and the family. The student will also be introduced to theoretical viewpoints and conceptual frameworks that have been proven useful in intervention of marriage and family issues.
HUSE 261 Perspectives of Families  3 CR
Families are viewed from several perspectives. This course examines the family system as an entity in itself, the individual people making up the family system, and the impact of the environment upon how the family functions.

HUSE 270 Selected Topics in Human Services  3 CR
This course will be offered to cover topics in response to the special interests of students. Topics may include family communication, programming, legal and ethical issues, cross-cultural practice, foster care, burn out, problem assessment, or sign language. Since topics change, students may take this course for up to six credit hours toward graduation.

HUSE 271 Later Life and the Family  3 CR
This course focuses on understanding the problems and the potentials of later life. Some of the major problems and common public perceptions of the lives of the aging population will be explored.

HUSE 272 Substance Abuse, Co-Dependency, and the Family  3 CR
This course provides students an opportunity to understand the relationship between substance abuse, co-dependency, and the family. The focus is on the unique problems facing the families of substance abusers and how they attempt to cope.

HUSE 273 Youth and Substance Abuse  3 CR
This course introduces students to the problems of substance use/abuse by children and adolescents. Variables that influence youth drug-use trends (including geographic location, peer group, and current drug-use trends) will be explored.

HUSE 280 Death and Dying  3 CR
This is a psychosocial examination of death and dying in contemporary American society, although other societies at other time periods are considered. Medical, ethical, legal, and religious issues will be discussed. Instruction includes lectures, films, tapes, and a student position paper.

HUSE 290 Social Welfare  3 CR
This course explores the social forces supporting the development of social welfare and social service policy. There is a focus on how people are affected by such problems as poverty, child abuse, alcoholism, crime, mental retardation, overpopulation, and emotional difficulties.

HUSE 291 Child Welfare  3 CR
Students will have an opportunity to examine programs and services provided for children and adolescents through traditional mental health agencies and schools.

HUSE 298 Independent Study  1-3 CR
Prerequisite: consent of the human services coordinator. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the human services staff. Subjects are chosen and arrangements are made to suit the needs of the individual student.

INDUSTRIAL TRADES
A number of Industrial Trades program are available at the Regional Manufacturing Technology Center including Industrial Electricity/Electronics; Industrial Heating, Ventilation, Air Conditioning and Refrigeration; Industrial Instrumentation; Industrial Machine Tool; Industrial Millwright/Maintenance Mechanic; Industrial Pipefitting; Industrial Robotics; Industrial Tool and Die; and Industrial Welding. For a program outline and list of modules see the Industrial Trades Schedule or the website at www.kellogg.edu/RMTC.

INDUSTRIAL WELDING (INWE)
INWE 297 Welding Art  2 CR
Co-requisite: ART 297. Welding Art blends an understanding of metal sculpture with basic welding and metal forming processes. In this module, the student will conceptual-
ize a welded art sculpture, develop a supply list, apply various welding processes such as shielded metal arc welding, gas tungsten arc welding, brazing, and gas metal arc welding, and use metal forming and cutting equipment to create a unique, welded art sculpture.

**Lab Fee**

**INFORMATION TECHNOLOGY (IT)**

**IT 110 Information Technology and Project Management**  
3 CR  
This course provides an understanding of organizational information and technology used by various business subsystems. Information technology will be used in the demonstration of organization, planning, and project control. Students will gain practical knowledge in managing information project scope, schedule and resources as a competitive resource. It also covers the technical and organizational foundations of information systems.

**Lab Fee**

**IT 200 Cooperative Education I**  
2-5 CR  
Prerequisite: co-op coordinator approval. This is a coordinated work experience for students in the Computer-Aided Drafting, Computer Engineering Technology, Computer Programming, Database Administrator, Information Technology, and/or Office Information Technology Programs. To be enrolled in this course, students must be in a technology-related position providing new career-related experiences in the workplace. Cooperative education is designed to provide each candidate with the necessary educational, technical, and people-related skills to be successful in a technology-related position. Students will meet as a class one hour per week. Topics (including human relations, career selection and marketing, investing and retirement planning, professionalism, and ethical practices in the workplace) will be a focus for the weekly co-op sections.

**IT 201 Cooperative Education II**  
2-5 CR  
Prerequisite: co-op coordinator approval. This is a coordinated work experience for students taking technology-related programs. It is a continuation of IT 200. To be enrolled in this course, students must be in a technology-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

**IT 202 Cooperative Education III**  
3-5 CR  
Prerequisite: co-op coordinator approval. This is a coordinated work experience for students taking technology-related programs. It is a continuation of IT 201. To be enrolled in this course, students must be in a technology-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

**INTERNATIONAL TRAVEL (INTL)**

**INTL 210 International Travel**  
2-4 CR  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course focuses on specific topics relevant to international culture. International travel is required. Since the specific topic to be studied may change from semester to semester, students may repeat the course for up to six credits.

**INTL 211 International Travel—Science and Math**  
2-4 CR  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and COMPASS pre-algebra score of 50, or COMPASS algebra score of 20, or a “C” in MATH 99 or higher level mathematics course. This course integrates ecological, biological, chemical, mathematical, and/or geological principles in an international travel experience. It combines on-site observations, interviews, and tours with content and application.

**Lab Fee**

**JAPANESE (JAPA)**

**JAPA 101 Introductory Japanese**  
4 CR  
Students taking introductory Japanese will be learning the basic Japanese language sufficient to handle everyday practical conversation. They will also be introduced to
Japanese culture, history, and current events in the light of economics and international relationships.

JAPA 102 Introductory Japanese 4 CR
Prerequisite: JAPA 101. Students will continue learning the basic Japanese language sufficient to handle everyday practical conversation. They will also continue studying Japanese culture, history, and current events in light of economics and international relationships.

JOURNALISM (JOUR)

JOUR 111 Mass Media Environment 3 CR
Introductory course designed to acquaint the student with the various media for communicating public information. The requirements and qualifications of the mass media jobs are discussed. Newspapers, magazines, radio, television, trade publications, public relations, and the motion picture field and their responsibilities are surveyed. The press in a free society is also discussed.

JOUR 112 News Writing 3 CR
Prerequisite: ENGL 151 (may be taken concurrently). The fundamental principles of gathering, writing, and editing news are taught; emphasis is on observation, organization, writing, and editing of materials for mass media. Lessons consist of writing from simple fact sheets, practicing news gathering and editing techniques, and using computer publishing software.

JOUR 154 Writing for Student Publications 1-3 CR
Prerequisite: permission of publications advisor. Students will plan, write, edit, and distribute publications for The Bruin (College newspaper), Mosaic (College literary magazine), and/or other campus publications. Instruction will include Associated Press style, journalistic ethics and practices along with guest lectures by local journalists and writers, and field trips to local newspapers. Students interested in writing for publication may enroll in JOUR 154 for up to three credit hours. This course may be repeated for credit up to six credit hours.

LITERATURE (LITE)

English 151 is recommended before enrolling in all literature courses.

LITE 100 Building Foundations through Literature 3 CR
Prerequisite: COMPASS reading score of 46. Reading, discussing, and writing about literature with emphasis on the essay and short story. Students will learn new approaches to comprehending vocabulary and written text.

LITE 105 Introduction to Literature 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Studies in critical reading and appreciation of the major forms in fiction, poetry, and drama. Required course for English majors and minors.

LITE 205 World Literature 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Using Western literature as a guide to explore the ideas we believe in and how we came by them, this course begins with the literature of Hebrew people and the Greeks and continues to the rebirth of humanism during the Renaissance.

LITE 206 World Literature 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Using Western literature as a guide to explore the ideas we believe in and how we came by them, this course begins with the literature of humanism during the Renaissance and traces the changes in our beliefs up to the present day.

LITE 211 American Literature 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of American literature to the early twentieth century.

LITE 212 American Literature 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of American literature from the early twentieth century to the present.
**LITE 213 Children's Literature** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A general survey of the prose, poetry, and illustrated books suitable for the elementary grades. Enrollment for elementary education majors or others who meet the prerequisite.

**LITE 216 Film Interpretation** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. ENGL 152 recommended prior to LITE 216. An introduction to film, including visual elements, meanings, and genre through study of outstanding examples of historical and contemporary feature films. May include foreign films. Lab Fee

**LITE 222 British Literature II** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of British literature from the Romantic Period until the present.

**LITE 223 Shakespeare** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A study of selected Shakespearean plays designed to increase the reader's appreciation and understanding of Shakespeare's art.

**LITE 230 Bible as Literature** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey intended to identify the major literacy genres and themes contained in the Bible with an emphasis on the Old Testament.

**LITE 240 African-American Literature** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of African-American literature from 1600 to the present.

**LITE 285 Interdisciplinary Humanities** 2-4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98, or “P” in STSK 99. Studies in the relationship of literature and literary study to a second discipline: science, philosophy, psychology, social science, or fine arts. The literary genre and period and the second area vary from semester to semester. Course may be repeated for credit toward graduation up to six credit hours.

**LITE 298 Independent Study** 1-3 CR
Prerequisite: departmental approval only. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students. Course may be repeated for credit toward graduation up to three credit hours.

**LITE 299 Field Experience** 1-3 CR
Prerequisites: a written outline of the student's project or work experience and departmental approval. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations. May be repeated up to a maximum of six credit hours.

**MATHEMATICS (MATH)**

In courses numbered 121 and higher, students are expected to have a calculator capable of exponential, logarithmic, and trigonometric computations. In courses numbered 122 and higher, meaningful computer activities using or illustrating principles from these courses will be included. Waiver of Mathematics Prerequisites: Students wishing to show competencies equivalent to MATH 98, 99, 101, 121, 122, 124, or 140 may do so by taking the appropriate portion of the COMPASS assessment. Arrangements may be made at the KCC Testing and Assessment Center in the Lane-Thomas Building.

**MATH 97 Mathematics Clinic** 3 CR
Prerequisite: COMPASS pre-algebra assessment score of at least 15. After diagnosis, through testing and/or consultation with the mathematics instructor in charge of the clinic, a study plan will be developed for the student's needs or problems. The clinic instructor is available to provide individual help for the students. Lab Fee
MATH 100 Pre-Algebra  3 CR
Prerequisite: COMPASS pre-algebra assessment score of at least 32 or a “P” in MATH 98. An introduction to integers and rational numbers; order of operations; variable and algebraic expressions; linear equations; graphing; application problems; proportions; geometric formulas; and basic computation of polynomials. Lab Fee

MATH 101 Beginning Algebra  4 CR
Prerequisite: COMPASS pre-algebra assessment score of at least 50, or COMPASS algebra assessment score of at least 20, or a “P” in MATH 98, or a “C” in MATH 99. A review of arithmetic, operations on integers and rational numbers and geometric formulas; solutions of linear equations and inequalities; graphs of linear equations and linear systems; polynomials and factoring; rational expressions and equations; and radical expressions and equations.

MATH 110 Applied Algebra I  3 CR
Prerequisite: ASSET numerical skill assessment score of 37-43, or COMPASS pre-algebra assessment score of at least 28, or COMPASS algebra assessment score of less than 34, or a “P” in MATH 98, or a “C” or better in MATH 99. Intended for students who have not had one unit of high school algebra, or it has been five or more years since the student has taken high school algebra. A review of arithmetic, fundamentals of algebra including absolute values, operations with positive and negative numbers, algebraic expressions, operation with polynomials and algebraic fractions, solution of linear equations, fractional equations, and introduction to graphing. Laboratory experiences will be used in this class to show direct application. [48-16-64] Lab Fee

MATH 111 Mathematics for Elementary Teachers  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” in MATH 101. This course is designed for students majoring in elementary education and to give mathematical understandings and skills necessary to teach in elementary schools. Logical developments and structure are emphasized throughout. Topics included are sets, natural numbers, integers, rational numbers, irrational numbers, numeration systems, calculator applications, and selected topics from number theory. Students are recommended to have a scientific calculator. Specifications will be discussed by the instructor.

MATH 112 Mathematics for Elementary Teachers II  4 CR
Prerequisite: a “C” in MATH 111. This course is the second of a two-course sequence that is designed to develop the mathematical understandings and skills required to teach effectively in elementary schools. Logic, formal reasoning, and the use of mathematics software are emphasized throughout. Topics include statistics, probability, geometric shapes, congruence, geometric construction, and measurement. Students are recommended to have a scientific calculator. Specifications will be discussed by the instructor.

MATH 118 Applied Algebra/Trigonometry I  3 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 35, or a “C” in MATH 101 or 110. This course includes the following topics: scientific notation, review of basic algebra, solution of linear equations, graphing of algebraic functions, introduction to trigonometry, solution of right triangles, vectors, graphs of trigonometric functions, solution of oblique triangles. Laboratory experiences will be used in this course to show direct applications. Students are required to have a graphing calculator. Specifications will be made by the instructor. Designed for students in technical, occupational fields. [48-16-64] Lab Fee

MATH 119 Applied Algebra/Trigonometry II  3 CR
Prerequisite: a “C” in MATH 118. This
course is a continuation of MATH 118 and includes the following topics: complex numbers, trigonometric identities, solution of trigonometric equations, solving systems of linear equations, rational expressions, solution of rational equations, solution of quadratic equations, logarithmic and exponential functions. Students are required to have a graphing calculator. Specifications will be made by the instructor. Designed for students in technical, occupational fields. [48-16-64]  Lab Fee

MATH 121 Intermediate Algebra  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” in MATH 101. Topics included are subsets or the number system, the number line, relations and functions, graphs of linear equations and linear inequalities, linear systems of equations, polynomials, rational expressions and equations, exponents and radicals, complex numbers, polynomial equations, exponential and logarithmic functions and equations, and applications. Students are required to have a scientific calculator. Specifications will be made by the instructor.

MATH 122 Trigonometry  3 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. This course is a study of trigonometric functions, their inverses and graphs, identities, equations, radian measure, and solution of triangles. Students are required to have a graphing calculator. Specifications will be made by the instructor.

MATH 124 College Algebra  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. This course is designed for those desiring a study of college algebra prior to studying trigonometry. A study of polynomial, rational, exponential, and logarithmic functions; inequalities; systems of equations; progressions; permutations and combinations; binomial theorem; probability; proportions and variation; mathematical induction; elementary theory of equations; elementary matrices and vectors; and introductory plane analytical geometry. Students planning to study calculus will need MATH 122 first. Students are required to have a graphing calculator. Specifications will be made by the instructor.

MATH 128 Finite Mathematics with Applications  3 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. A study with applications of set theory, linear functions, matrices, systems of linear equations and inequalities, linear programming, counting principles, probability concepts, statistics, and probability distribution. Students planning to study calculus should elect MATH 140 in preference to MATH 128. Students are required to have a graphing calculator. Specifications will be made by the instructor.

MATH 130 Statistics  3 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. A study of basic descriptive statistics, introduction to probability, probability distributions, sampling theory, hypothesis testing, analysis distributions, sampling theory, hypothesis testing, analysis of variance, and linear correlation and regression. Students are required to have a graphing calculator. Specifications will be made by the instructor.

MATH 135 Math for Liberal Arts  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” in MATH 101. This is a liberal arts mathematics course primarily intended for students who are not majoring in business or science. Emphasis is on the communication of mathematical ideas, problem
solving, applications, and the historical nature of mathematics. Specific topics for this course are selected from the following areas: logic and reasoning, set theory, numeration systems, probability and statistics, number theory, graph theory, algebra and geometry, and the mathematics of finance and investment. Students are recommended to have a calculator capable of exponential and logarithmic computations. Specifications will be discussed by the instructor. 

**MATH 140 Preparation for Calculus  4 CR**  
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS college algebra assessment score of 43, or a “C” in MATH 122. Topics in this course include: introductory plane geometry, algebraic functions and their graphs, introduction to theory of equations, combinations and binomial theorem, exponential and logarithmic functions, trigonometric functions, and arithmetic and geometric sequences. Students are required to have a graphing calculator. Specifications will be made by the instructor.

**Lab Fee**

**MATH 141 Calculus I  5 CR**  
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS college algebra assessment score of 60, or a “C” in MATH 140. Topics in this course include: limits, differentiation of algebraic and transcendental functions, the definite integral, fundamental theorem of calculus, and applications. Students are required to have a graphing calculator. Specifications will be made by the instructor.

**Lab Fee**

**MATH 142 Calculus II  5 CR**  
Prerequisite: a “C” in MATH 141. A study of the techniques of integration, limits, series, and applications. Students are required to have a graphing calculator. Specifications will be made by the instructor.

**Lab Fee**

**MATH 241 Calculus III  4 CR**  
Prerequisite: a “C” in MATH 142. Vector calculus, partial derivatives, multiple integrals, and applications.

**Lab Fee**

**MATH 242 Differential Equations and Linear Algebra  4 CR**  
Prerequisite: a “C” in MATH 241. A study of elementary differential equations, including an introduction to Laplace transforms and applications, and systems of linear equations, including eigenvalues and eigenvectors. Students are required to have a graphing calculator. Specifications will be made by the instructor.

**Lab Fee**

**MEDICAL LABORATORY TECHNOLOGY (MELA)**

**MELA 100 Fundamentals of Medical Laboratory Technology  4 CR**  
Prerequisite: admission to the Medical Laboratory Technology Program. The student will acquire skills in and learn the theory associated with basic aspects of clinical laboratory science such as phlebotomy, centrifugation, specimen processing, pipetting, spectrophotometry, laboratory safety, use of glassware, and microscopy.

[48-32-80]  
**Lab Fee**

**MELA 120 Hematology  5 CR**  
Prerequisite: MELA 100 or departmental approval. This comprehensive study of blood includes the specific areas of red cells, white cells, and hemostasis. Normal blood plus conditions of anemia, leukemia, and bleeding will be covered. Laboratory techniques related to the analysis of blood will be integrated throughout the course.

[51-72-123]  
**Lab Fee**

**MELA 135 Introduction to Medical Microbiology  2 CR**  
Prerequisite: admission to Medical Laboratory Technology Program. Introduction to the microorganisms affecting humans. Theoretical concepts, identification schemes, diagnostic characteristics, biochemical reactions, and isolation techniques will be covered. Laboratory will provide experience in isolation, identification, and performance of antimicrobial susceptibility tests of microorganisms that are medically important and commonly encountered.

[32-32-64]  
**Lab Fee**
MELA 140 Immunology/Body Fluid Analysis  3 CR
This comprehensive study of body fluids and immunology will cover both normal and disease states. Applicable laboratory exercises will be integrated throughout the course. [32-40-72] Lab Fee

MELA 210 Clinical Chemistry  5 CR
This course involves the application of basic chemistry techniques to the physiology of biological systems. Emphasis is placed on the generation and manipulation of data and the use of electronic biomedical equipment. Appropriate laboratory exercises are integrated throughout the course. [54-62-116] Lab Fee

MELA 220 Immunohematology  4 CR
This course covers the application of immunological techniques learned in MELA 140 to specific laboratory situations such as antibody identification, cross matching of blood, and the investigation of immunological problems of pregnancy. Appropriate laboratory exercises are integrated throughout the course. [42-46-88] Lab Fee

MELA 235 Advanced Clinical Microbiology  3 CR
Prerequisite: successful completion of MELA 135. A continuation of concepts and principles of MELA 135. Identification techniques and clinical and laboratory diagnosis of infectious diseases will be discussed in detail. Includes discussion and practice of rapid diagnostic tests. [32-48-80] Lab Fee

MELA 250 Seminar  1 CR
Prerequisite: must be taken concurrently with MELA 260. This comprehensive review of course work, which was completed previously, is designed to prepare the student for national certifying examinations, provide a forum for discussion of current issues in clinical laboratory science, and augment the concurrent clinical experience. Case studies, guest lecturers, and special projects are used.

MELA 260 Coordinated Clinical Practicum  14 CR
Prerequisite: completion of all other course work required for graduation, concurrent with MELA 250, or program coordinator's approval. This is a fully-supervised, coordinated period of clinical experience, which takes place in an affiliated clinical laboratory facility as assigned by program officials. It is the capstone course in the Medical Laboratory Technology Program as it provides application and practice of skills acquired in previous course work.

MELA 265 Advanced Clinical Practicum  10 CR
Prerequisites: completion of all other course work required for graduation, concurrent with MELA 250, laboratory work experience, or program coordinator's approval. This is a fully supervised, coordinated period of clinical experience that takes place in an affiliated clinical laboratory facility as assigned by program officials. It is the capstone course in the Medical Laboratory Technology Program as it provides application and practice of skills acquired in previous course work. Past work experience in a clinical lab allows for a shortened practicum.

MUSIC (MUSI)
Courses designated "E" are for enrichment only. These courses are for zero credit and are not transferable to any institution. Fees for "E" courses include instructor costs and fees.

MUSI 100 Fundamentals of Music  2 CR
This course develops the fundamental skills necessary for reading music and understanding rhythm and melody. This course prepares the non-music reader for MUSI 130.

MUSI 103 Women's Choir  1 CR
The KCC Women's Choir is an ensemble of female vocalists which emphasizes general musicianship and provides training in all musical styles of women's choral literature. Performances are presented on campus and
throughout the community. This wonderful and fun group is open to everyone from beginners to the more experienced choral musician. [16-16-32]

**MUSI 103E Women's Choir** 0 CR
Same description as MUSI 103. [16-16-32]

**MUSI 104 Community Chorus** 1 CR
Community Chorus is a non-auditioned, mixed ensemble. This ensemble seeks to explore repertoire not accessible to the average church choir. A wide range of choral music is prepared for performance throughout KCC’s district. If you enjoy singing and are looking for a congenial atmosphere to experience challenging choral literature, this is the choir for you! Everyone is welcome in this ensemble which can be taken for enrichment as well as for credit.

**MUSI 104E Community Chorus** 0 CR
Same description as MUSI 104. [24-24-48]

**MUSI 105 Kellogg Singers** 1 CR
Prior vocal and/or instrumental experience recommended. Kellogg Singers is a non-auditioned chamber choir that gives students the opportunity to develop their vocal skills while performing challenging choral literature ranging from the Renaissance and Contemporary periods not generally suited for the larger choral ensemble. Special attention is given to authenticity of stylistic performance in each of the periods and styles represented. The ensemble maintains an active performance schedule on and off campus.

**MUSI 105E Kellogg Singers** 0 CR
Same description as MUSI 105.

**MUSI 106 Eclectic Chorale** 1 CR
A choir ensemble that develops general musicianship and provides training in choral singing. The repertoire will consist of multicultural sacred and contemporary works. The class, developed for readers and non-readers of music, will include basic choral techniques and methods. Performances are presented on campus and in the community. Course may be repeated for credit toward graduation up to four credit hours.

**MUSI 106E Eclectic Chorale** 0 CR
Same description as MUSI 106.

**MUSI 107 Voice Class** 2 CR
A study of the fundamental processes of breath control, tone production, diction, blending, and interpretation. The learning experience is augmented through the use of video and audio taping. The course is designed to benefit students interested in solo and choral singing. [0-48-48]  Lab Fee

**MUSI 107E Voice Class** 0 CR
Same description as MUSI 107. [0-48-48]

**MUSI 109 Concentus Vocal Ensemble** 1 CR
Concentus Vocal Ensemble is a small vocal group of four to eight voices which specializes in repertoire written for advanced small ensemble singing. The group consists of singers who are selected through the annual choral audition process in the fall semester of each academic year. The group’s repertoire focuses on madrigals, chanson, lied and a variety of vocal works from the musical theatre and show choir genre. The choir regularly performs on and off campus. Interested students must be a registered member of the Kellogg Singers for audition/membership.

**MUSI 112 Individualized Voice Lessons I** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits.  Lab Fee

**MUSI 113 Individualized Voice Lessons II** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits.  Lab Fee

**MUSI 114 Individualized Voice Lessons III** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
This performance-based course may be taken for one or two credits. Lab Fee

**MUSI 115 Individualized Voice Lessons IV** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

**MUSI 120 Beginning Piano Class** 2 CR
Emphasis is on the development of basic skills in music reading, simple transposition, chord and scale structure, and elementary accompaniment techniques. [0-48-48] Lab Fee

**MUSI 120E Beginning Piano Class** 0 CR
Same description as MUSI 120. [0-48-48] Lab Fee

**MUSI 121 Intermediate Piano Class** 2 CR
Prerequisite: MUSI 120. Further emphasis on the development of keyboard skills with the playing of compositions in various musical styles. [0-48-48] Lab Fee

**MUSI 121E Intermediate Piano Class** 0 CR
Prerequisite: MUSI 120. Same description as MUSI 121. [0-48-48] Lab Fee

**MUSI 122 Individualized Piano Lessons I** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

**MUSI 123 Individualized Piano Lessons II** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

**MUSI 124 Individualized Piano Lessons III** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

**MUSI 125 Individualized Piano Lessons IV** 1-2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

**MUSI 127E Individualized Lessons-Enrichment** 0 CR
Open to all students. This non-credit course is designed for those students who wish to study music with a private teacher but do not need College credit. This course may be repeated. Lab Fee

**MUSI 130 Music Theory I** 3 CR
Students are required to take MUSI 132 concurrently with MUSI 130. A study of fundamentals, including notation, scales, intervals, basic chord constructions, and the rhythmic/metric aspect of music. Emphasis is placed on the acquisition of basic skills necessary for composition and harmonization of music. Lab Fee

**MUSI 131 Music Theory II** 3 CR
Prerequisites: MUSI 130 and 132. A continuation of MUSI 130 emphasizing non-harmonic tones. Introduction to diatonic seventh chords and their resolutions, borrowed chords, non-dominant seventh chords, and diatonic common chord modulations. Lab Fee

**MUSI 132 Aural Comprehension/Music Reading I** 1 CR
Students are required to take MUSI 130 concurrently with MUSI 132. A sequential course designed to develop critical listening skills in music reading with special emphasis on ear training and sight singing. Students will be encouraged to participate in computer-assisted instruction for additional assistance. [16-16-32] Lab Fee

**MUSI 134 Aural Comprehension/Music Reading II** 1 CR
Students are required to take MUSI 131 concurrently with MUSI 134. A continuation of MUSI 132. This course is designed
to develop critical listening skills in music reading with special emphasis on ear training and sight singing. Students will be encouraged to participate in computer-assisted instruction for additional assistance.

[MUSI 135 Individualized Instrumental Lessons I 1-2 CR]

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits.

[MUSI 136 Individualized Instrumental Lessons II 1-2 CR]

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits.

[MUSI 137 Individualized Instrumental Lessons III 1-2 CR]

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits.

[MUSI 138 Individualized Instrumental Lessons IV 1-2 CR]

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits.

[MUSI 141 Fundamentals of Music for Teaching 3 CR]

Designed to prepare the student to use the rudiments of music through singing and playing informal instruments. Includes a survey of elementary school music texts, music listening activities, skills of music reading, and creative work in music.

[MUSI 160 Concert Band 1 CR]

Concert band is an all-campus organization dedicated to the performance of fine literature. The aesthetic aspect of the music is stressed and special emphasis is placed on musical style. This ensemble presents concerts on campus and in the surrounding community. Students participating in the ensemble are expected to practice outside of rehearsal time to ensure maximum benefit from the rehearsals. May be repeated up to four credit hours.

[MUSI 160E Concert Band 0 CR]

Same description as MUSI 160.

[MUSI 161 Jazz Band 1 CR]

Jazz Band affords students the opportunity to develop performance skills in contemporary and traditional jazz music. This ensemble presents concerts on campus and in the surrounding community, and will include music from various jazz and rock idioms. Students participating in the ensemble are expected to practice outside of rehearsal time to ensure maximum benefit from the rehearsals. May be repeated up to four credit hours.

[MUSI 161E Jazz Band 0 CR]

Same description as MUSI 161.

[MUSI 170 Youth Orchestra 0.5 CR]

Prerequisite: audition required. The study of masterpieces of Western culture through performance in rehearsal hall and public concerts. Course may be repeated for credit up to a maximum of four semester hours.

[MUSI 170E Youth Orchestra 0 CR]

Prerequisite: audition required. Same description as MUSI 170.

[MUSI 211 Music Appreciation 3 CR]

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is designed to give students the tools to listen to all types of music with greater understanding. The basic elements of music and their use in many different performance styles and cultures will be emphasized.

[MUSI 227 Accompanying 1 CR]

Prior keyboard experience is necessary. This course is for students who will be accompanists for the KCC Singers and/or Jazz
Ensemble and may be repeated for credit not to exceed a total of two credit hours. Supervised experience in accompanying vocal and instrumental music, both solo and ensemble. [0-16-16]

**MUSI 232 Music Theory III** 3 CR
Prerequisites: MUSI 131 and 134. MUSI 232 must be taken concurrently with MUSI 235. A continuation of MUSI 131 with emphasis on diatonic and chromatic modulations, augmented sixth chords, neapolitan sixth chords, sixth and other altered chords. Additional emphasis on music analysis and original composition.

**MUSI 233 Music Theory IV** 3 CR
Prerequisites: MUSI 232 and 235. MUSI 233 must be taken concurrently with MUSI 236. A continuation of MUSI 232 designed to reinforce the melodic, harmonic, and rhythmic concepts of traditional music and an introduction to twentieth century compositional techniques. Additional emphasis placed on form analysis of larger forms to include the sonata allegro variation, rondo, and the fugue.

**MUSI 235 Aural Comprehension III** 1 CR
Corequisite: MUSI 232. A continuation of MUSI 134. The course develops dictation, error detection, and sight-reading applied to chromatic materials, irregular meters, and improvisation as applied to jazz harmonies.

**MUSI 236 Aural Comprehension IV** 1 CR
Corequisite: MUSI 233. A continuation of MUSI 235. The course develops two- and three-part dictation, error detection, and sight-reading applied to twentieth century harmonic and melodic materials.

**MUSI 240 Music in Early Childhood** 3 CR
This course will develop an understanding of the musical development of young children. The development of actual teaching skills in addition to theoretical knowledge will be an integral part of this course. These teaching skills will be developed through required lab and field experience. [32-16-48]

**MUSI 250 Music History I** 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Music from antiquity through the Baroque. Literature and theory of vocal and instrumental music leading up to the classical time period.

**MUSI 251 Music History II** 3 CR
Music after Baroque. An examination of the major movements, forms, and composers of the classical, romantic, and contemporary periods.

**MUSI 260 Basic Conducting** 2 CR
The course develops the fundamental skills necessary for conducting, including beat patterns; use of left hand; gestures for attack, release, etc.; and score preparation and reading. Students will conduct both in the classroom and in sessions with the College ensembles.

**MUSI 270 Sacred Choral Literature** 3 CR
Prerequisite: MUSI 260. This course is designed to acquaint the student with a brief history of sacred music, as well as the sacred music of today. Emphasis will be placed on literature usable by choirs with a non-traditional balance of parts. This course will also address methods of adapting published arrangements for specific choirs.

**MUSI 297 Music Special Topics** 1-3 CR
This course is designed to allow the students to explore focus areas in music such as conducting, multicultural, choral repertoire, and show choir techniques. Since topics change this course may be repeated for credit toward graduation up to six credits.

**MUSI 297E Music Special Topics** 0 CR
Same description as MUSI 297.

**NURSING (NURS)**

**NURS 105 Nursing Assistant Training Program** 3 CR
Prerequisites: high school diploma or GED, or COMPASS reading assessment score of at least 62, or a grade of “C” or better in STSK 98; and TB test. The Nursing Assistant Training Program is an 80.5-hour
course approved by the state of Michigan, Department of Public Health. The course consists of classroom, laboratory, and clinical instruction. The major emphasis is on long-term care with integration of concepts from acute care and home health care. Classroom hours will focus on theory, while laboratory hours will focus on attainment of skills that are necessary for the nursing assistant to possess. Clinical hours will focus on implementing skills obtained in the laboratory and will take place in a long-term care setting. [36-44.5-80.5]

NURS 135 Maternal and Child Nursing 6 CR
Prerequisites and corequisites: see specific Nursing Program progression outline, and the student must demonstrate dosage calculation competency. This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development, and the family are integrated. Clinical experience is provided with obstetric and pediatric clients in acute care units, community health agencies, schools, and in simulated experiences in the nursing computer and skills lab. [48-128-176] Lab Fee

NURS 136 The Transition 2 CR
Prerequisite: LPN Advanced Placement admission. The Transition combines independent study, selected skill competencies, and online discussions to accomplish learning. This course is designed to assist students to begin the transition from licensed practical nurse (LPN) to registered nurse (RN). The professional responsibilities of the LPN and RN are examined and compared. Major emphasis is placed on the use of the nursing process as a tool for assisting patients to meet their biopsychosocial needs. Critical thinking skills are explored in relation to managing patient care. This course is required for LPN Advanced Placement applicants only prior to entering nursing courses. [24-24-48]

NURS 140 The Nature/Art of Nursing 2 CR
Prerequisites: admission to the Nursing Program. This course is designed to introduce the student to the nature and art of nursing. The focus will be on core essential characteristics and behaviors of professional nursing. The major program concepts that will be introduced include caring, communication, and professionalism.

NURS 145 The Science of Nursing 6 CR
Prerequisites: admission to the Nursing Program, CPR for Healthcare Providers, updated TB skin test, and completion of health information forms. This course is designed to introduce the student to the science of nursing through the use of the nursing process. Core concepts include critical thinking, evidence-based practice, and communication. The clinical portion of the course includes directed learning activities with application of concepts in lab and clinical settings related to wellness throughout the lifespan. [64-96-160] Lab Fee

NURS 150 Chronic Physiologic Integrity 6 CR
Prerequisite: a "C" in NURS 145. This course is designed to introduce the student to the principles that guide nursing action in meeting the needs of the chronically ill client. Multiple clinical sites will be utilized for a variety of experiences. [64-96-160] Lab Fee

NURS 155 Family Processes 6 CR
Prerequisite: a "C" in NURS 145. This course is designed to introduce the student to the concepts of health and illness throughout the life span. The nursing process, growth and development, and the family are integrated in both the theory and clinical setting. The clinical portion will consist of obstetric, pediatric, community health agencies, and school systems. Simulated experiences in the nursing lab will enhance the critical thinking skills of the clinical sessions. [64-96-160] Lab Fee

NURS 160 Pharmacology Application in Nursing Practice 3 CR
Prerequisite: admission to the Nursing
Program. This course is designed to provide the student with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process. The course is organized by medication classification. It explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. Concepts from this course will be utilized throughout the nursing clinical experiences.

**NURS 245 Mental Health Nursing  **  6 CR  
Prerequisites and corequisites: see curricular guide information. The study of the dynamic relationship between adjustment mechanisms, stress, and their effect on the personality with a focus on the role of the nurse in mental health and illness throughout the life span. Clinical experience is provided in various community mental health agencies. The focus is on the role of the nurse in mental health and illness throughout the life span. [48-128-176]  Lab Fee

**NURS 247 Pharmacology in Nursing Practice  **  1 CR  
Prerequisites and corequisites: see curricular guides for program progression. Course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Pharmacological content is divided equally among the three one-credit courses.

**NURS 248 Pharmacology in Nursing Practice  **  1 CR  
Prerequisites and corequisites: see curricular guides for program progression. Course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Pharmacological content is divided equally among the three one-credit courses.

**NURS 250 Adult Nursing II  **  6 CR  
Prerequisites and corequisites: see specific Nursing Program progression outline. This course builds on the course content of NURS 130 and focuses on the nursing care of adults with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Multiple clinical sites including acute care, long-term care, home health care, and/or primary care will be used to provide clinical experiences. [48-128-176]  Lab Fee

**NURS 255 Adult Nursing III  **  6 CR  
Prerequisites and corequisites: see specific Nursing Program progression outline. This course builds on the content of NURS 130 and 250 and continues the focus on nursing care of adults with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory and clinical practice. The clinical focus in this course is complex care management. Multiple clinical sites will be utilized for a variety of clinical experiences. [48-144-192]  Lab Fee

**NURS 260 Leadership and Management in Nursing Practice  **  6 CR  
Prerequisites and corequisites: see specific Nursing Program progression outline. This course is designed to develop beginning leadership skills for the associate degree nursing student that are necessary to manage clients and healthcare workers. Clinical experience will take place in a variety of settings. [48-144-192]  Lab Fee
NURS 271 Health Promotion/ Maintenance 5 CR
Prerequisites: Completion of Level I nursing courses. This course is designed to introduce the student to common health care needs that require nursing care. Prevention and/or early detection of health problems and strategies to achieve optimal health are the major focuses for this course. The clinical portion will consist of application of teaching/learning principles and general wellness assessment in a variety of settings. [48-96-144] Lab Fee

NURS 276 Psychosocial Integrity 5 CR
Prerequisite: Completion of Level I nursing courses. This course is designed to introduce the student to the therapeutic environment providing support to clients, throughout the life span, with various behavioral disorders. Emphasis will be on communication skills, caring, and providing a safe environment. Clinical experience is provided in various community mental health agencies. [48-96-144] Lab Fee

NURS 280 Acute Physiologic Integrity 6 CR
Prerequisite: Completion of Level I nursing courses. This course builds on the content of NURS 270 and continues to focus on nursing care of clients with altered health states of an increasingly complex nature. Emphasis will be on critical thinking and decision-making skills. The clinical focus in this course is complex care management with a variety of clinical sites utilized. [48-144-192] Lab Fee

NURS 285 Management/Leadership in Nursing 6 CR
Prerequisite: Completion of Level I nursing courses. This course is designed to introduce the student to beginning leadership and management concepts. Focus is on delegation, prioritization and mentorship. Clinical experience will be gained in a variety of settings. [48-144-192] Lab Fee

OFFICE INFORMATION TECHNOLOGY (OIT)

OIT 100 Introduction to Computer Information Systems 3 CR
The principles of information technology relating to business are covered (including hardware, software, communications, networks, the Internet and information systems). Programming concepts, web page creation, navigation of the World Wide Web, and use of application software are introduced to assist the student in developing a technology learning plan. This course presents strategies for purchasing, installing, and maintaining a computer system. Students will be exposed to career planning and industry standard certifications to help achieve personal and professional goals involving information technology. Students are expected to spend time working online with a computer beyond the assigned activities. Discussions and class activities are designed to assist students, with no prior information technology experience, to be successful. Lab Fee

OIT 109 Keyboarding I 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to present basic touch keyboarding skills and proper keyboarding techniques. Students will learn to type the alphabetic keys, numeric keys, symbol keys, and the numeric keyboard. Credit is not applicable toward the Office Information Technology certificate/degree programs. Minimum speed attainment of 20 words per minute on a two-minute timing with five or less errors is necessary for a “C.” [0-32-32] Lab Fee

OIT 110 Keyboarding II 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to teach mastery of the keyboard, mechanics of the computer, accuracy and speed in typing, practice of basic office keyboarding skills, and production of office materials. Students will be
introduced to basic document processing using Microsoft Word. Students will learn to create memorandums, modified block and block letters with envelopes, unbound and left-bound reports, and tables. Minimum speed attainment of 33 words per minute on a three-minute timing with five or less errors is necessary for the grade of “C.” Students enrolling in this course must know how to type using the touch method and be able to key for two minutes at 20 words per minutes with five or less errors. [0-32-32] Lab Fee

OIT 111 Keyboarding III 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and OIT 110. This open entry course is designed to teach continued emphasis on keyboarding techniques and development of speed and accuracy. Students will review and build mastery in the creation of memorandums, letters, reports, and tables. Students will be introduced to creating documents with graphics, as well as advanced Microsoft Word techniques used to enhance keyboarding. Minimum speed attainment of 48 words per minutes on a three-minute timing with five or less errors is necessary for a “C.” [0-32-32] Lab Fee

OIT 112 Keyboarding IV 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and OIT 111. This open entry course is designed for advanced keyboarding students. Students will be introduced to international keyboarding. They will learn to work with documents going to Canada, Mexico, France, Germany, and Japan. Students will also be introduced to typing both medical and legal documents. Emphasis will be placed on building keyboarding speed and accuracy. Students in this course will be simulating actual business-world activities with the creation and editing of their documents. Minimum speed attainment of 50 words per minute on a five-minutes timing with five or less errors is necessary for a “C.” [0-32-32] Lab Fee

OIT 116 Office Procedures 3 CR
A lecture course designed to prepare the learner for working in the changing office of the twenty-first century. Office and clerical responsibilities will be studied and practiced that will emphasize technology, communication skills needed for working in today’s office, the changing nature of work, and the changing organizational structures, as well as critical thinking skills. The learner will also obtain hands-on exposure to the Internet and an electronic calendar program. The learner should plan on spending time on the computer outside of class to complete the hands-on portion of the class. [24-24-48] Lab Fee

OIT 160 Applications Software 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. It is strongly recommended that students have keyboarding skills or have taken OIT 109. An introductory course surveying popular microcomputer software using hands-on instruction. Topics will include windows, word processing, spreadsheets, and databases. [16-32-48] Lab Fee

OIT 176 Beginning Word 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic features of Word. Major topics will include creating and editing a document, creating a research paper, using a wizard to create a resume, creating a cover letter with a table, and creating web pages. [0-32-32] Lab Fee

OIT 177 Intermediate Word 2 CR
Prerequisite: OIT 176. This open entry course introduces students to the intermediate features of Word and prepares them for the Microsoft Office Specialist Core examination. Major topics will include creating and editing a document with a table, chart, and watermark; generating form letters, mailing labels, and envelopes; creating a professional newsletter; and integrating merged form letters to e-mail addresses using an Access table. [0-32-32] Lab Fee
OIT 178 Advanced Word 2 CR
Prerequisites: OIT 176, 177, or earned Microsoft MOS certification at the core level. This open entry course introduces students to the advanced features of Word and prepares them for the Microsoft Office Specialist Expert examination. Major topics will include working with a master document, an index, and a table of contents; creating an online form; using Visual Basic for applications with Word; and linking an Excel worksheet and charting its data in Word. [0-32-32] Lab Fee

OIT 181 Beginning Excel 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic features of Excel. Major topics will include: creating a worksheet and embedded chart; formulas, functions, formatting, and web queries; what-if analysis, charting, and working with large worksheets; and creating static and dynamic web pages using Excel. [0-32-32] Lab Fee

OIT 182 Intermediate Excel 2 CR
Prerequisite: OIT 181. This open entry course introduces students to the intermediate features of Excel and prepares students to take the Microsoft Office Specialist (MOS) Core Certification exam. Major topics will include: financial functions, data tables, amortization schedules, and hyperlinks; creating, sorting, and querying a worksheet database; creating templates and working with multiple worksheets and workbooks; and linking an Excel worksheet to a Word document. [0-32-32] Lab Fee

OIT 183 Advanced Excel 2 CR
Prerequisite: OIT 182. This open entry course introduces students to the advanced features of Excel and prepares students to take the Microsoft Office Specialist (MOS) Expert Certification exam. Major topics will include: creation and manipulation of business-formatted worksheets and charts using appropriate functions and formulas in Excel; creation of worksheets utilizing data tables, hyperlinks, databases, templates, and consolidated capabilities; integration of graphics, Word, Access, and Excel data into appropriate business reports, etc.; using Visual Basic for Applications code to create procedures for specific worksheets; using advanced techniques to audit and validate data, solve problems using Excel’s Solver, Scenario Manager, and Pivot Table, Pivot Chart, and data Map utilities; importing and exporting data and collaborating on worksheets tracking data changes; and Microsoft Office Specialist (MOS) Expert Certificate exam objectives. [0-32-32] Lab Fee

OIT 184 Beginning PowerPoint 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic levels of Microsoft PowerPoint. Students will be introduced to selecting a template, starting and customizing a new slide show from an outline, saving and reviewing a presentation, viewing a web page using a browser, and publishing a presentation as a web page. Introductory information about Microsoft Office Specialist (MOS) will be presented. [0-32-32] Lab Fee

OIT 185 Intermediate PowerPoint 2 CR
Prerequisite: OIT 184. This open entry course introduces students to the intermediate levels of Microsoft PowerPoint. Students will be introduced to adding sound effects and hyperlinks to slides, printing speaker notes, and using the macro recorder to create a macro. Upon completion of this course, students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 187 Beginning Access 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to the basics of Microsoft Access. Students will be introduced to creating a database using design and datasheet views, querying a database using the select query window, and maintaining a database using the design and update
features of Access. Introductory information about the Microsoft Office Specialist (MOS) certification exam program will be presented.

OIT 188 Intermediate Access 2 CR
Prerequisite: OIT 187. This open entry lab course introduces students to the intermediate features of Microsoft Access. Students will be introduced to creating reports, forms, and combo boxes; enhancing forms with OLE fields, hyperlinks, and subforms; and creating an application system using macros, wizards, and the switchboard manager. Upon completion of this course students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 189 Advanced Access 2 CR
Prerequisite: OIT 188. This open entry lab course introduces students to the advanced features of Microsoft Access. Students will be introduced to advanced report techniques, advanced form techniques, advanced applications development techniques, integrating an Excel worksheet to an Access database, and Microsoft Office Specialist Expert examination requirements. Upon completion of this course students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 190 Microsoft Outlook 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic and intermediate levels of Microsoft Outlook. Students will learn the capabilities of Outlook (such as attaching a file to a message, replying to and forwarding messages, organizing tasks by using folders, printing a task list, and using advanced calendar features). Upon completion of this course, students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-48-48] Lab Fee

OIT 192 Beginning Publisher 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basics of Microsoft Publisher. This software is part of the highly successful Microsoft Office Suite. Publisher provides the basics for Desktop Publishing. Students will learn to create and edit a publication, design a newsletter, prepare a tri-fold brochure, create business forms and tables, and integrate Publisher with other Office applications. Students will work with customizing content, graphics, design sets, and color schemes. [0-32-32] Lab Fee

OIT 193 Beginning Project 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to introduce students to planning a project. The Microsoft Project Program enables you to define the steps that are needed to complete your end-of-project goal. You will learn to use the software to help calculate dates, responsibilities, and costs plus clearly communicate the project information to all those involved. Students will learn to complete basic project management, which includes defining, organizing, tracking, and communicating information about a project in order to meet a project goal. [0-32-32] Lab Fee

OIT 195 Introduction to the Internet 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This is open entry lab course. Little known a few years ago, the Internet is one of the more popular and fastest growing areas in computing. Today the Internet can be used to carry out research, shop, converse with people around the world, and in many other ways. In this course students will learn basics of using the Internet. Students will be able to move around, find, and retrieve information. Students will become familiar with search engines and master the art of communication using the Internet. [0-32-32] Lab Fee

OIT 196 Introduction to Windows 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course
introduces students to the latest Windows operating system. Students will be introduced to the Windows Desktop, learn to use menus and toolbars, and learn to manage files in a Windows environment. [0-32-32] Lab Fee

OIT 197 Proofreading  2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to teach students how to find and correct errors in written communication. Students will learn to concentrate, have patience, and pay attention to detail. Basic proofreading symbols will be introduced. Students will review formatting, spelling, and writing mechanics. Students will learn to use their proofreading skills on simulated real-world business documents. Lab Fee

OIT 200 Independent Study  1-3 CR
Prerequisite: departmental approval. Course may be repeated for additional credit. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the faculty. Subjects are chosen and arrangements made to suit the needs of individual students.

OIT 226 Legal Terminology  2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to basic legal terminology. Students will be learning the meanings of over 1200 words and phrases. Paralegals, legal administrative assistants, court reporters, law students, and others in the legal field will become more comfortable with their work after taking this course. Students will be using a self-directed CD which accompanies the book to help reinforce the terminology learned. Lab Fee

OIT 227 Medical Terminology  2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A self-paced computerized program allows the students to progress at their own rate. Emphasis is placed on spelling, definition, usage, and pronunciation. Lab Fee

OIT 228 Medical Office Scheduling and Billing  3 CR
Prerequisite: OIT 227. This course introduces students to the basic features of using computers in the medical office. Students will learn to input patient information, schedule appointments, enter transactions, file insurance claims and bill patients, review and record payments, and balance accounts. The HIPAA Privacy and Security Rules will be presented. Students will learn how to use NDCMedisoft Advanced, widely-used medical administrative software. This software is only available in the KCC Open Entry labs. Students should be able to type 30 wpm before taking this course. Lab Fee

OIT 229 Medical Coding  2 CR
Prerequisites: OIT 227 and 228. This open entry course introduces students to the skills needed to be a successful physician practice medical coder. Students will learn to review patients’ medical records and assign diagnosis and procedure codes. Proofreading skills and accuracy will be stressed because accurate coding is a critical part of ensuring that claims follow the legal and ethical requirements of government programs and other payers, as well as the federal HIPAA laws. Medical Coder Certification will be discussed. Lab Fee

OIT 241 General Machine Transcription  3 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in OIT 111. This open entry course is designed to provide an introduction to the operation of the machine transcriber, a review of basic English, spelling and transcription skills, and provide practice in applying the cognitive
skills of spelling, punctuation, and grammar to the transcription of letters and memos. Machine transcription is a fusion of skills that combines the sub skills of keyboarding, oral and written communication, listening, and decision making.

OIT 243 Legal Machine Transcription I 2 CR
Prerequisites: OIT 241 or departmental approval, PARA 110 or a legal terminology background, ENGL 120 or 151, keyboarding skills of at least 45 wpm, and familiarity with Microsoft Word or WordPerfect. This open entry course will provide a basic study of legal transcription techniques; the formatting of legal documents; and the sub-skills of keyboarding, oral and written communications, listening, and decision making, which are necessary to work in a legal environment.

Lab Fee

OIT 244 Legal Machine Transcription II 2 CR
Prerequisites: OIT 241 and 243, PARA 110 or legal terminology background, ENGL 120 or 151, keyboarding skills of at least 45 wpm, familiarity with Microsoft Word or WordPerfect. This open entry course will build on the legal transcription skills learned in OIT 243 and introduce students to intermediate transcription skills needed in working in different legal specialty environments.

Lab Fee

OIT 245 Medical Machine Transcription I 2 CR
Prerequisites: OIT 241, 227 or medical terminology background, ENGL 120 or 151, keyboarding skills of at least 45 wpm, familiarity with Microsoft Word or WordPerfect. This open entry course will provide a basic study of medical transcription techniques; the formatting of medical documents; and the sub-skills of keyboarding, oral and written communication, listening, and decision making, which are necessary to work in a medical environment as a transcriptionist.

Lab Fee

PARALEGAL (PARA)

PARA 110 Introduction to Paralegalism 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS writing score of 78, or a “C” in ENGL 120. This course provides the student with an introduction to the general concepts and terminology of the legal and paralegal professions. Topics include the United States’ legal and court systems, legal analysis and research, legal ethics and professional responsibility, licensure and regulation, and a survey of the major procedural and substantive areas of law. The course includes a survey of paralegal employment and career options, and introduces the student to the skills required of paralegals—including preparing documents and pleadings, organizing and managing information, interviewing, and investigating.

Lab Fee

PARA 120 Basic Legal Research and Writing 4 CR
Prerequisite: a “C” in PARA 110. This course introduces the student to the law library, legal sources, the process of conducting legal research, and the basic principles and techniques of legal writing. Topics include the study and use of legal research techniques and tools such as digests, case reporters, statutory compilations, loose-leaf services, legal encyclopedias, court rules, administrative codes, treatises, form books, jury instructions, and citators. The student will use finding tools and secondary sources to locate primary authority (Michigan and federal law), brief cases, analyze information and legal materials, review various types of legal documents, use proper citation form, shepardize, and use the Internet and computer-assisted legal research databases to conduct research and gather information. The student will access a computer-assisted legal research database and conduct research using a computer. This course includes the preparation of pleadings, agreements, memoranda, correspondence, forms, and legal documents.

Lab Fee
PARA 201 Paralegal Internship  3 CR
Prerequisites: sophomore standing and coordinator approval. This course provides the student with a coordinated internship placement under the field supervision of an attorney, paralegal, or other legal personnel. This course is designed to broaden the educational experience of the student through directed work and observational assignments in selected legal settings. In addition to 96 hours of field work, the student must attend 16 hours of classroom instruction.

PARA 202 Paralegal Internship  3 CR
Prerequisites: PARA 201 and coordinator approval. This course is a continuation of PARA 201 and provides the student with an additional coordinated internship placement under the field supervision of an attorney, paralegal, or other legal personnel. This course is designed to broaden the educational experience of the student through directed work and observational assignments in selected legal settings. In addition to 96 hours of field work, the student must attend 16 hours of classroom instruction.

PARA 220 Cooperative Education  3 CR
Prerequisites: sophomore standing coordinator approval. This course provides the student with law-related employment experience in a legal setting under the field supervision of an attorney, paralegal, or other legal personnel. In addition to 200 hours of field work, the student must attend required related seminars.

PARA 221 Cooperative Education  3 CR
Prerequisites: sophomore standing and coordinator approval. This course is a continuation of PARA 220 and provides the student with additional law-related employment experience in a legal setting under the field supervision of an attorney, paralegal, or other legal personnel. In addition to 200 hours of field work, the student must attend required related seminars.

PARA 232 Real Estate Law and Property Transactions  3 CR
Prerequisite: PARA 110 or departmental approval. This course examines the law of real property and real estate transactions, including terminology and principles of substantive law and procedure. Topics include the role of the paralegal in real estate transactions, types of land ownership, title, property transactions, land contracts, leases, the landlord-tenant relationship, public regulation, encumbrances and liens, easements, financing and mortgages, types and preparation of deeds and documents of title, and real estate closings. This course includes the preparation of pleadings, agreements, contracts, leases, and other related forms and documents. Lab Fee

PARA 233 Wills, Trusts, and Probate Administration  3 CR
Prerequisite: PARA 110 or departmental approval. This course examines the law of estate planning, wills, trusts, intestacy, and probate administration, including terminology and principles of substantive law and procedure. Topics include the paralegal's role in estate planning and probate administration, the probate court, strategies for working with clients and gathering information, forms of property ownership and title, intestacy, non-probate transfers, preparing estate planning documents (such as wills, advanced directives, powers of attorney, and trusts), taxation issues, and preparing documents required to probate an estate in Michigan. This course includes the preparation of pleadings, agreements, estate planning documents, court documents, and related forms. Lab Fee

PARA 234 Family Law  3 CR
Prerequisite: PARA 110 or departmental approval. This course examines family law (domestic relations law), including terminology and principles of substantive law and procedure. Topics include the role of the paralegal in family law matters, the Michigan Family Code, marriage, cohabitation, common law marriage, marital agreements, annulments, legal separation, divorce, custody determinations, support obligations, property division, adoption, paternity, surrogacy, juvenile matters, personal protection orders, and the role of the Family Court and Friend of the
Course. This course includes the preparation of pleadings, agreements, forms, and other related documents. Lab Fee

**PARA 236 Employment Law 3 CR**
Prerequisite: PARA 110 or departmental approval. This course examines laws pertaining to the employer-employee relationship from hiring through discharge, including terminology and principles of substantive law and procedure. Topics include the employment relationship, hiring, employment at will, workplace torts, agency relationships, workers' compensation, employee benefits and compensation, discrimination law, the Americans with Disabilities Act and other federal and state legislation, evaluating job performance, privacy issues, safety regulations, unemployment compensation, labor relations and collective bargaining, administrative agencies and procedures, arbitration and alternative dispute resolution, and the paralegal's role in the hearings and appeals process. This course includes the preparation of pleadings, court documents, agreements, forms, and other related documents. Lab Fee

**PARA 237 Law Office Management 3 CR**
Prerequisite: PARA 110 or departmental approval. This course examines the operations of a law firm and introduces the student to the parameters and policies of the business of law, including terminology and procedure. Topics include timekeeping, billing and financial management, trust funds accounts, docket control systems, calendaring systems, records and file management, client relations, legal fees, technology in the legal setting, information management, personnel relations, law library organization and management, and law office systems. The student will use a variety of computer software applications including specialty legal software and will prepare documents and forms. Lab Fee

**PARA 240 Litigation Procedures 3 CR**
Prerequisite: PARA 110 or departmental approval. This course examines the litigation process, including terminology and principles of substantive law and procedure. Topics include the paralegal's role in the litigation process, the structure and function of the U.S. courts, the Michigan State and Federal Rules of Court, the stages of a lawsuit, service of process, investigation and formal discovery procedures, evidence, managing the case file, case preparation for trial, litigation technology (including specialty software), alternative dispute resolution, and appellate proceedings. This course includes the preparation of summons, pleadings, motions, discovery requests, court documents, jury instructions, and related forms. Lab Fee

**PARA 245 Trial Advocacy 3 CR**
Prerequisite: PARA 110 or departmental approval. This course examines the trial process, including terminology and principles of substantive law and procedure. Topics include the paralegal's role in the preparation and execution of effective trial advocacy, preparation of exhibits, assistance in jury selection, preparing material for trial, gathering evidence, working with both the Michigan and the Federal Rules of Evidence, trial objections, interviewing and investigation, and preparation of jury instructions and other court documents. The student will prepare and present opening and closing statements, and conduct direct and cross examinations. This course includes the preparation of a variety of court documents and forms. Lab Fee

**PARA 250 Administrative Law 3 CR**
Prerequisite: PARA 110 or departmental approval. This course examines the relationship between federal and state governmental administrative agencies and private citizens, including terminology and principles of substantive law and procedure. Topics include the role of the paralegal in administrative matters; investigation and discovery; alternative dispute resolution; rule-making procedures; regulations and administrative codes including Michigan's Administrative Code; licensing; formal and informal actions; the administrative hearing process; and how law is created, enforced, and adjudicated by administrative agencies. This course includes
the preparation of a variety of pleadings, documents, and forms. Lab Fee

**PARA 251 Advanced Legal Research and Writing  3 CR**
Prerequisite: a “C” in PARA 120. This course is a continuation of PARA 120 and enhances the student's knowledge of the law library, legal sources, and the legal research process. This course also focuses on further development of the student's competence in the principles and techniques of technical writing, and emphasizes analysis and synthesis of legal information and sources. Topics include the study and use of legal research techniques and tools such as digests, case reporters, statutory compilations, loose-leaf services, legal encyclopedias, court rules, administrative codes, treatises, form books, jury instructions, and citators. The student will use finding tools and secondary sources to locate primary authority (Michigan and federal law), brief cases, analyze information and legal materials, review various types of legal documents, and use the Internet and computer-assisted legal research databases to conduct research and gather information. The student will access computer-assisted legal research databases (Westlaw and Lexis-Nexis) and conduct research using a computer. This course includes the preparation of pleadings, agreements, memoranda, correspondence, forms, legal documents, and an appellate brief. Lab Fee

**PARA 252 Bankruptcy and Creditor-Debtor Law  3 CR**
Prerequisite: PARA 110 or departmental approval. This course examines the law of bankruptcy and collections, including terminology and principles of substantive law and procedure. Topics include the Federal Bankruptcy Code and Bankruptcy Rules, the role of the paralegal in bankruptcy practice, gathering and managing information, document preparation, a comparison of the various chapters within the Bankruptcy Code, exemptions, preferences, bankruptcy legal research and writing, bankruptcy litigation and appeals, the role of the trustee, the debtor's perspective, the creditor's perspective, Michigan collections law and procedure, and the use of technology including specialty software. This course includes the preparation of pleadings, court documents, agreements, forms, and other related documents. Lab Fee

**PARA 290 Selected Topics in Paralegalism  1-3 CR**
Prerequisite: PARA 110 or departmental approval. This course is designed to allow the student to explore current developments and emerging issues in paralegal studies and the legal profession. Lab Fee

**PHILOSOPHY (PHIL)**

**PHIL 201 Introduction to Philosophy  3 CR**
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Philosophy is the rational study of the ultimate questions of human existence. These topics will be investigated: What is reality? Does God exist? What is a person? What is consciousness or mind? What is knowledge? What moral, political, and educational ideals should we seek? What roles should religion, science, and art have in our lives? Special emphasis will be made to explore how a selected group of great philosophers of different cultures of the past, as well as modern times, have attempted to answer those questions. Humanities credit.

**PHIL 201H Introduction to Philosophy-Honors  3 CR**
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. Philosophy is the rational study of the ultimate questions of human existence. These topics will be investigated: What is reality? Does God exist? What is a person? What is consciousness of mind? What is knowledge? What moral, political, and educational ideals
should we seek? What roles should religion, science, and art have in our lives? Special emphasis will be made to explore how a selected group of great philosophers of different cultures of the past, as well as modern times, have attempted to answer those questions. As an Honors section, the course will be based on a seminar format in which students will have an active role in discussing, analyzing, and presenting philosophical ideas with others in the class.

PHIL 202 Introduction to Ethics       3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Ethics is the philosophic study of moral values. These questions will be explored: What makes actions right or wrong? Can moral beliefs or values be proven or evaluated? What values of life should we strive for? Should we blame or punish people for their actions? Can rights be defined or justified? And is individual liberty more important than collective authority or societal needs? Practical applications to medicine, law, business, and world affairs will be made. Humanities credit.

PHIL 230 Philosophy of Religion       3 CR
Philosophy of religion is a branch of philosophy itself and, therefore, is about providing reasons and evaluating arguments for religious hypotheses. Students will develop an understanding of the basic tenets of major theistic systems, such as Hinduism, Buddhism, Taoism, Judaism, Islam, and Christianity. Students will explore how they approach these philosophic subjects: systematic consistency, the nature of deity, the response to atheism, the role of religious experience, ethics, the problem of evil, the relationship between faith and reason, and others. Students will critically examine and compare many distinct world views in their analysis.

PHIL 250 Topics in Philosophy        2-4 CR
This course will discuss particular issues, topics, or authors in philosophy with a focus on introducing students to a cross-cultural perspective. Since the specific topic to be studied will change from semester to semester, students may repeat the course for up to six credit hours.

PHIL 298 Independent Study           1-4 CR
Prerequisite: departmental approval only. This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

PHYSICAL EDUCATION
ACTIVITY (PEC)

Courses may be repeated for credit toward graduation up to four credit hours.

PEC 103 Tennis                       1-2 CR
This class will teach the basic strokes of tennis. Special emphasis will be placed on rules, singles and doubles strategy, and etiquette of the game. [0-16-16/0-32-32] Lab Fee

PEC 107 Downhill Skiing              2 CR
Students will learn the fundamental skills of downhill skiing. All skiers, regardless of ability, will be able to participate in the class. Students will be able to use their own equipment; however, if necessary, equipment is provided for a rental fee. Ski runs are beginning and intermediate in design. On the first scheduled class, students should meet at KCC for a brief introductory session. Weather permitting, skiers will then drive to Timber Ridge Ski Area for their first instructional ski session. [0-32-32] Lab Fee

PEC 108 Intermediate Swimming       1 CR
Prerequisite: PEC 123. Intermediate swimming is for students who are comfortable in deep water. Students will progressively increase the distance they are capable of swimming and will expand their stroke proficiency by learning the freestyle/front crawl stroke, backstroke, sidestroke, breaststroke, and butterfly. The American Red Cross Water Safety course is also part of this course. [0-16-16] Lab Fee
PEC 109 Water Exercise  2 CR
Aquatic fitness activities (such as water exercises, aerobic movements, and use of resistance equipment to promote health-related fitness) are conducted in shallow and/or deep water so swimmers and non-swimmers can participate. [0-32-32] Lab Fee

PEC 113 Volleyball  2 CR
This course is designed to introduce the student to the enjoyable leisure-time activity of power volleyball. Instruction will emphasize current rules and techniques for serving, spiking, forearm passing, setting, blocking, and team strategy. [0-32-32] Lab Fee

PEC 115 Golf  1-2 CR
The current grip, stance, body position, full swing, central shots, and putting techniques are emphasized. [0-16-16/0-32-32] Lab Fee

PEC 116 Camping, Backpacking and Hiking  2 CR
Emphasis will be placed on learning the techniques of backpacking, camping, and hiking; equipment selection; map and compass use; wilderness first aid; trip preparation; food selection and preparation; environmental interpretation; basic safety and survival skills; and related aspects of outdoor recreation. A weekend field trip will be taken to a camping and wilderness area. [0-32-32] Lab Fee

PEC 121 Healthy Lifestyle Practices  2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course provides a solid foundation in fitness and wellness concepts that will enable the learner to make healthy behavioral changes and lifestyle choices. Key topics include nutrition; diet and weight control; stress management; and exercise prescription to improve flexibility, muscular strength, and cardio-respiratory fitness. Minimal exercise will be performed in accordance with each student's physical capability. Lab Fee

PEC 122 National Park Adventure  2-5 CR
This course is designed to teach the basic concepts and best practices in camping, outdoor education, and wilderness survival. Participants will develop these skills through experiential learning in a National Park. Class will incorporate trip planning, camp setup and security, hiking, map reading, and navigation using current technologies. Lab Fee

PEC 123 Beginning Swimming  1 CR
The purpose of this class is designed to help individuals learn basic swimming and water safety skills in order to make them reasonably safe while in, on, or near the water. It is recommended for the non-swimmer and the self-taught swimmer who desires to learn the proper techniques of swimming. [0-16-16] Lab Fee

PEC 124 Camping, Fly-Fishing and Outdoor Recreation  2 CR
This outdoor education class will introduce the student to the leisure activities of fly-fishing, camping, and other optional outdoor activities. Emphasis will be placed on fly-fishing techniques, equipment, river fishing methods, trout habitat and behavior, demonstrations on fly-tying, basic safety and survival skills, map and compass usage, wilderness first aid, trip preparation, and food selection and preparation. Kellogg Community College will provide tents, backpacks, stoves, and compasses. Fly-fishing equipment is available for a user fee of $20 for the weekend. A weekend field trip will be taken to a Michigan trout stream. A Michigan fishing license and trout stamp must be secured by all students (cost is approximately $21). [0-32-32] Lab Fee

PEC 128 Rock Climbing  1-2 CR
This class will offer an in-depth exposure to indoor and outdoor rock climbing. Students will learn the essentials of safe climbing, such as proper equipment use and care, knot tying, belaying, safety awareness, conditioning, and various climbing techniques. Even though it is physical in nature, this course will also offer a personal growth experience in terms of building a trusting relationship between climber and belayer, appropriate
risk taking, extending personal comfort zone, and self-confidence as a climber. Lab Fee

PEC 131 Self-Defense 2 CR
Beginning and advanced techniques of self-defense will be taught. Students will be introduced to a series of martial arts skills designed to improve their ability to defend themselves. In attaining an improved proficiency in self-defense techniques, the student's level of self-confidence will also improve. At the end of the course, the student should be able to demonstrate self-defense techniques against the following attacks: chokes (front and back), headlocks, bear hugs, hair pulls, floor techniques, block punches, basic kicks, and basic punches. [0-32-32] Lab Fee

PEC 133 Beginning Karate 2 CR
Primarily designed to assist the beginning student of karate in learning the basic technique of defense and attack; other forms of Karate and self defense will be touched upon. This course may be repeated for credit toward graduation up to four credit hours. [0-32-32] Lab Fee

PEC 134 Advanced Karate 2 CR
The techniques of defense and attack in Karate are incorporated in this course to bring the student up to a higher level of achievement. Free-fighting, self-defense, and Karate forms are emphasized. This course will include all techniques required for intermediate through Black Belt levels of performance. This course may be repeated for credit toward graduation up to four credit hours. [0-32-32] Lab Fee

PEC 136 Advanced Weightlifting 2 CR
Prerequisite: PEC 152. PEC 136 is a continuation of PEC 152. The emphasis is on more advanced methods of bodybuilding. This course may be repeated for credit toward graduation up to four credit hours. [0-32-32] Lab Fee

PEC 142 Scuba Diving 2 CR
An introduction to the area of scuba diving and mask and snorkeling techniques for students interested in becoming certified in NAUI methods. Safety factors, water physiology, aquatic ability, technical ability, marine environment, and emergency procedures will be emphasized. [0-32-32] Lab Fee

PEC 143 Aerobics 2 CR
A high-energy aerobic workout that emphasizes fun and personal results. Course participants will decrease body fat and increase cardiovascular fitness using continuous large muscle movements. Workout choreography is structured to be simple to execute and contains basic athletic movements of varying degrees of impact. Participants are encouraged to exercise at their own fitness level with emphasis placed on achieving personal fitness gains. Workouts are set to popular music to increase enjoyment. Step platforms may be used for class variety. [0-32-32] Lab Fee

PEC 149 Bicycling 2 CR
This course is designed to expose the cyclist to the basic practices and concepts of leisure-time bicycling, which includes riding technique, adjusting the bike to the rider, selection and purchase of equipment, maintenance and repair, bicycle touring, and safety. Bicycle field trips will be taken locally, and there will be an option for an overnight bicycle tour to a camping area. Students must provide their own bicycle. [0-32-32] Lab Fee

PEC 150 Wellness Activity: Aquatic Exercise 2 CR
One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. Aquatic fitness activities such as water exercises, aerobic movements, and use of resistance equipment to promote health-related fitness are conducted in shallow water and/or deep water so swimmers and non-swimmers can participate. [0-32-32] Lab Fee

PEC 151 Wellness Activity: Aerobics 2 CR
One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. A variety of activities that improve the cardiovascular system such as walking, jogging, running, and aerobic exercises to
popular music will be introduced. Participants are encouraged to exercise at their own fitness level with emphasis on achieving personal fitness goals. [0-32-32] Lab Fee

PEC 152 Wellness Activity: Weight Training 2 CR
One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. An individual exercise program will be developed with and for each student for purposes of weight loss or gain, body building, general wellness, or for participation in athletics or recreational sports. [0-32-32] Lab Fee

PEC 153 Wellness Activity: Sport Conditioning 2 CR
One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. Course content will include health-related fitness concepts and practices, exercise principles, sports nutrition, weight training, and specific neuromuscular training, when appropriate. [0-32-32] Lab Fee

PEC 155 Wellness Activity: Cross Country Skiing 2 CR
One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. Cross country skiing techniques will be taught in order for the student to develop an individual exercise program to meet individual goals, such as general wellness, physical fitness, and/or weight loss or gain. [0-32-32] Lab Fee

PEC 156 Wellness Activity: Hiking 2 CR
One-third of the course is devoted to wellness concepts, such as health-related fitness components, nutrition, and exercise prescription. The other two-thirds are activity oriented. Students will be hiking on trail and off trail, and learn map and compass skills and nature interpretation. [16-16-32] Lab Fee

PEC 159 Wellness Activity: Walking/Jogging 2 CR
Part of the course is devoted to wellness concepts such as health-related fitness, nutrition, weight management, and exercise prescription. Students will learn the correct mechanics for walking, jogging, and running. Information such as proper attire for different environments and injury prevention will be included. [16-16-32] Lab Fee

PEC 160 Wellness Activity: Tennis 2 CR
Part of the course is devoted to wellness concepts such as health-related fitness, nutrition, weight management, and exercise. Students will learn tennis skills such as the serve, forehand, backhand, and volley. Rules, terminology, and game strategy in both singles and doubles are included. [0-32-32] Lab Fee

PEC 161 Wellness Activity: Yoga Pilates Fusion 2 CR
One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. The remainder of the course is activity based and will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. [10-22-32] Lab Fee

PEC 162 Yoga Pilates Fusion 1-2 CR
This course will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. Lab Fee

PHYSICAL EDUCATION PROFESSIONAL (PEP)

PEP 124 Lifeguard Training 3 CR
Prerequisite: PEC 108. The purpose of this comprehensive course is to provide the necessary minimum skills training for a person to qualify as a lifeguard at pools, non-surf beaches, Y-centers, private clubs, and college settings. American Red Cross First Aid and CPR for the Professional Rescuer are also included in this course. [0-48-48] Lab Fee

PEP 124E Lifeguard Training 0 CR
Prerequisite: PEC 108. Same description as PEP 124. [0-48-48]
PEP 125 Lifeguard Recertification  1 CR
Students must have current American Red Cross Lifeguard Training certification. This course will recertify students in lifeguard training skills, first aid, and American Red Cross CPR for the Professional Rescuer. [0-16-16]  Lab Fee

PEP 150 Introduction to Health, Physical Education, Recreation, and Wellness Professions  3 CR
An orientation to the various health, wellness, sport, and physical education professions. Underlying principles, history, and disciplines of physical education and sport are emphasized. An overview of career opportunities in the allied fields of health and recreation are included. Required for all students majoring and/or minoring in health, physical education, recreation, and exercise science. [0-48-48]  Lab Fee

PEP 155 Physical Fitness  3 CR
The primary purpose of this course of study is for the physical education, health education, or recreation major or minor to develop an understanding of physical fitness concepts and practices which are applicable to all areas and levels of professional development.  Lab Fee

PEP 220 Water Safety Instructor  3 CR
Prerequisite: PEC 108. The purpose of this course is to qualify students to be American Red Cross (ARC) water safety instructors. Upon completion students will be qualified to teach the following American Red Cross courses: Infant and Preschool Aquatic Program, Longfellow’s Whale Tale Water Safety Education Program, Seven Levels of the ARC Learn to Swim Program, and Safety Training for Swim Coaches. [0-48-48]  Lab Fee

PEP 220E Water Safety Instructor  0 CR
Prerequisite: PEC 108. Same description as PEC 220. [0-48-48]  Lab Fee

PEP 241 Basketball Officiating  1 CR
Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. Official state certification in basketball is available upon successful completion of the class. Employment opportunities for officials at local junior and senior high schools and city recreation departments are available.  Lab Fee

PEP 243 Volleyball Officiating  1 CR
Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. Official state certification in volleyball is available upon successful completion of the class. Employment opportunities for officials at local junior and senior high schools and city recreation departments are available.

PEP 244 Baseball Officiating  2 CR
Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. Official state certification in baseball is available upon successful completion of the class. Employment opportunities for officials at local junior and senior high schools and city recreation departments are available.  Lab Fee

PEP 245 Softball Officiating  2 CR
This course is designed to teach the rules and officiating techniques of slow and fast pitch softball. Practical application of officiating skills will be stressed. Official state certification is available upon completion.  Lab Fee

PEP 280 Camping and Outdoor Education  2 CR
This course is designed for the education major or minor (elementary, junior, or senior high school) to help them develop the philosophy, knowledge, and practices of outdoor education. Students will participate in a one-week session at Clear Lake Outdoor Education Center. [0-32-32]  Lab Fee

PEP 290 Preschool and Elementary Physical Education  3 CR
This course is designed for the prospective elementary physical education, classroom, preschool, or special education teacher and
youth coaches. The students, while enhancing their own fitness levels and fundamental motor skills, will also learn to assess and teach basic skills and physical fitness concepts. Students will select and teach developmentally-appropriate physical activities for early and middle childhood. Lab Fee

**PEP 298 Independent Study**  1-3 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students. May be repeated up to a maximum of six credit hours.

**PEP 299 Field Experience**  1-3 CR
Prerequisites: a written outline of the student's project or work experience and departmental approval. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations. May be repeated up to a maximum of six credit hours.

**PHYSICAL THERAPIST ASSISTANT (PTA)**

**PTA 110 Fundamentals of Physical Therapist Assisting**  3 CR
Prerequisite: admission to the Physical Therapist Assistant Program. This course provides an introduction to the fundamentals in physical therapist assisting. It incorporates traditional approaches to therapeutic exercise and techniques of rehabilitation, including units on positioning, tilt-table, wheelchair management, ambulation, and transfers. Throughout the course emphasis is placed on safe performance of skills through the understanding, as well as the application, of good body mechanics. Units on vital signs, basic aseptic techniques, and wound care are taught, as well as general topics, such as legal and ethical considerations in physical therapy. Medical terminology is learned, practiced, and assessed throughout the semester. Students visit local physical therapy settings for observational experiences at which time the role of physical therapist assistant is emphasized. Satisfactory completion of this course required for continuation into the second semester of the PTA Program. [32-52-84]  Lab Fee

**PTA 112 Kinesiology I**  2 CR
Prerequisite: admission to the Physical Therapist Assistant Program. This course provides an in-depth study of the skeletal system as it pertains to physical therapy. Emphasis is on the application of skeletal anatomy, including joints and their structures, providing a foundation for an understanding of human movement and posture. Learning and practicing palpation skills of bony landmarks prepares the student for applying the theory and technique of goniometry (joint measurement). Additional units include passive range of motion and testing and charting skills. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. Satisfactory completion of this course required for continuation into the second semester of the PTA Program. [24-36-60]  Lab Fee

**PTA 114 Physical Therapy Modalities**  4 CR
Prerequisites: PTA 110, BIOL 201, and ENGL 151. In this course students learn and practice theory, principles, and technical skills of selected physical therapy modalities. Units include hydrotherapy; radiant, thermal and electrotherapy modalities; intermittent and sequential compression; and applications of sterile techniques and bandaging. Documentation skills are practiced and assessed throughout the semester. Students will prepare and present an analysis of a research article to their peers using presentation software. [32-70-102]  Lab Fee

**PTA 116 Kinesiology II**  3 CR
Prerequisites: PTA 112 and BIOL 201. This course will provide an in-depth study of the anatomy of the neuromuscular and respiratory systems as it relates to physical therapy. Emphasis is on the application of anatomy to an understanding of normal and abnormal
human movement in exercise, locomotion, and other motor skills of daily living. Theory and techniques of manual muscle testing, stretching, and respiratory physical therapy techniques are topics included during the semester. Students take part in classroom laboratory practice sessions as they learn to apply the skills. [32-52-84] Lab Fee

PTA 117 Pathology I 1 CR
Prerequisites: PTA 110 and BIOL 201. This course provides study of the pathological conditions resulting from disease or injury to selected systems of the body, focusing on the musculoskeletal, respiratory, and immune systems. Each unit will emphasize the signs and symptoms, as well as the physical therapy measures commonly employed in the treatment of these conditions.

PTA 118 Pathology II 1 CR
Prerequisites: PTA 117 and BIOL 202. This course is a continuation of PTA 117, Pathology I. Emphasis will be placed on the study of pathological conditions, focusing on the cardiovascular and integumentary system, resulting from disease and/or injury. Signs and symptoms, as well as therapeutic measures related to physical therapy, will be a major focus. Course includes discussion of wellness and implementation of a personal wellness plan.

PTA 119 Orthopedics 3 CR
Prerequisites: PTA 116 and BIOL 202. In this course principles and techniques of basic therapeutic exercise and related treatments for the individual with orthopedic conditions are emphasized. Course covers signs and symptoms, surgical interventions, treatment regimen, and implications for rehabilitation topics. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. [24-36-60] Lab Fee

PTA 120 Neurological Concepts 1 CR
Prerequisites: PTA 116 and BIOL 202. This in-depth study of the anatomy and physiology of the human nervous system includes the central, peripheral, and autonomic systems. Units on theory and treatment techniques of coordination, motor control, and neuromuscular re-education emphasize the application of anatomy into function. Students in classroom laboratory-supervised practice sessions apply the concepts learned. [20-10-30]

PTA 121 Functional Techniques 2 CR
Prerequisites: PTA 114 and 116. This course teaches the application of principles and basic treatment techniques for rehabilitation as they relate to functional skills. Students learn and practice techniques for performing and teaching skills in ambulation and activities of daily living, and participate in a community wheelchair experience to assist in the understanding of architectural barriers and accessibility. Additional topics include units on industrial rehabilitation and wheelchair maintenance, as well as limited clinical observation in local physical therapy facilities. [16-36-52] Lab Fee

PTA 122 Pediatrics 1 CR
Prerequisites: PTA 116 and 117. This course incorporates the study of reflex and child development as it sets the foundation for healthy adult movement patterns. Discussion will include various theory and treatment principles, including sensory integration, as they relate to pediatric physical therapy. Common pediatric diagnoses will be studied with emphasis on signs and symptoms, treatment regimen, and implementation strategies for rehabilitation. Students will travel to a local school to observe the pediatric physical therapy setting.

PTA 218 Focused Neurology 3 CR
Prerequisites: PTA 116 and 120. This course introduces more advanced techniques of therapeutic exercise with emphasis on applications for patients with neurological disabilities. Course lecture component includes discussion of related neuropathology. This course also provides instruction on specific physical therapy techniques used with individuals who have spinal cord injuries and traumatic brain injuries. Basic and advanced massage theory and techniques will be presented. Students will learn the
foundations of aquatic therapies and take part in an aquatic lab session at a local clinical facility. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. [32-34-66] Lab Fee

**PTA 219 Advanced Intervention Techniques 3 CR**
Prerequisites: PTA 118 and 121. This course introduces the student to many advanced treatment intervention utilized in a variety of physical therapy settings. The course includes units of study on exercise physiology, cardiac rehabilitation, isokinetics, orthotics, and prosthetics. Students will be introduced to selected manual techniques employed in the clinic. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. [32-34-66] Lab Fee

**PTA 220 Concepts in Physical Therapist Assisting 2 CR**
Prerequisites: PTA 118 and 119. This course is an introduction to the methods of referral, reporting, recording, and record keeping in the clinical situation. The role of the physical therapy administrator and issues surrounding reimbursement are discussed. Students will be introduced to special equipment and procedures used in the hospital setting with special emphasis on the intensive care unit. Applications of first aid in the physical therapy field are included. Students have an opportunity to discuss the clinical experiences in which they are participating (PTA 221), particularly with emphasis on the physical therapist assistant interactions with staff and patients. Assignments involve considerable review, research, and writing related to clinical experiences. Students will prepare and present a case study to their peers using presentation software.

**PTA 221 Clinical Experience 1 CR**
Prerequisites: PTA 118, 121, 122, and EMT 110. (CPR certification must be current whenever the student is in the clinical setting.) Weekly sessions will be spent in area health settings where the student will have an opportunity to apply in the clinical setting those skills developed in earlier course work. Treatment and patient care will be carried out under the supervision of qualified physical therapists and/or physical therapist assistants. Emphasis will also be placed on observing and reporting patients' response to treatment. An ongoing journal of student clinical experiences is required. [0-16-16]

**PTA 223 Seminar in Physical Therapist Assisting 2 CR**
Prerequisites: PTA 219, 220, and 221. Corequisites: PTA 224, 225, and 226. A course designed to foster integration of concepts and skills from previous courses with those gained in the clinical setting. A forum for discussion of clinical experiences. The course includes units on employability skills; communication; geriatrics; cultural diversity and its effects on health care; and the relationship of law, the code of ethics for the profession, and standards of practice to the role of the physical therapist assistant. Current trends and issues in physical therapy are discussed along with the role of the professional organization for physical therapy. Assignments include considerable review, research, and writing related to clinical experiences with emphasis on the psychological and sociological aspects of illness and injury. A cumulative final exam covering the Physical Therapy Assistant Program content is included.

**PTA 224 Coordinated Clinical Experience I 4 CR**
Prerequisites: PTA 219, 220, and 221. Corequisite: PTA 223. (CPR certification must be current whenever the student is in the clinical setting.) A coordinated six-week period of full-time involvement in the clinical setting providing the student an opportunity to work with a variety of patients and develop his/her technical competence. An ongoing journal of the student clinical experiences is required. [0-64-64]
PTA 225 Coordinated Clinical Experience II  4 CR
Prerequisite: PTA 224. Corequisite: PTA 223. (CPR certification must be current whenever the student is in the clinical setting.) The student spends the second six weeks of the semester in a second clinical setting providing additional experience with a variety of patients, equipment, procedures, and personnel. An ongoing journal of student clinical experiences is required. [0-64-64]

PTA 226 Clinical Exploration  2 CR
Prerequisites: PTA 224 and 225. Corequisite: PTA 223. (CPR certification must be current whenever the student is in the clinical setting.) If the student has successfully completed requirements for and met the objectives of PTA 224 and 225, a final clinical site is selected; and four weeks are spent exploring a specific clinical interest and/or sharpening clinical skills. Objectives will be established by the student, clinical supervisor, and faculty. [0-32-32]

PHYSICS (PHYS)

PHYS 111 Introductory Physics I  4 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in MATH 119 or 122. A lecture and laboratory course dealing with the major areas of physics including measurement, mechanics, heat, and waves. The basic principles of these topics are studied in terms of their application. [48-48-96]  Lab Fee

PHYS 112 Introductory Physics II  4 CR
Prerequisite: a “C” in PHYS 111. A lecture and laboratory course, which includes a study of electricity, magnetism, light, and modern physics. [48-48-96]  Lab Fee

PHYS 201 General Physics I  4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in MATH 141. This course deals with mechanics, heat, waves, and their application and is required for engineers, as well as physics and chemistry majors. [48-64-112]  Lab Fee

PHYS 202 General Physics II  4 CR
Prerequisite: a “C” in PHYS 201. A lecture laboratory course which includes a study of electricity, magnetism, light, and modern physics. [48-64-112]  Lab Fee

PHYS 241 Statics  3 CR
Prerequisites: a “C” in MATH 142 and a "C" in PHYS 201. Forces and moments of acting upon structural bodies under static loads. Concepts of vectors, free-body diagrams, centroids, moments of inertia, and friction.

POLITICAL SCIENCE (POSC)

POSC 200 American System of Government  3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of national, state, and local governments in theory and practice.

POSC 200H American System of Government-Honors  3 CR
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. A survey of national, state, and local governments in theory and practice. Designed primarily for students with a special interest in government, politics, or the social sciences. Entry to honors status only on invitation of the instructor. Emphasis on individual study and personal projects.

POSC 201 American Government (Federal)  3 CR
A survey of the origins and development of our national government and political systems in theory and practice. Designed primarily for students with a special interest in government or the social sciences.

POSC 202 American Government (State and Local)  3 CR
A study of the common features of state and local governments in the United States under existing and ideal conditions. Some attention is given to Michigan and the Battle Creek
metropolitan area. Designed primarily for students with special interest in government or the social sciences.

**POSC 210 Introductory Comparative Politics**  
3 CR  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is a comparative study of the political systems, ideologies, and institutions of selected European, Latin American, Asian, and African states. In this course we will give special attention to the dynamics of political change (including contemporary "transition to democracy") and their relationship to economic and social development.

**POSC 211 International Relations**  
3 CR  
An introduction to international politics and those forces which produce conflict and cooperation. Attention is given to the international political process with regard to economics, diplomacy, military power, international law, and the role of international organization.

**PSYCHOLOGY (PSYC)**

**PSYC 201 Introduction to Psychology**  
3 CR  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Psychology is the science of behavior. Topics investigated: biological foundations of behavior, learning, child development, sensation and perception, thinking, emotion, motivation, individual differences, personality, frustration and adjustment, abnormal behavior, and techniques of psychotherapy.

**PSYC 201H Introduction to Psychology-Honors**  
3 CR  
Prerequisite: COMPASS reading score of 93. Psychology is the science of behavior. Topics investigated include biological foundations of behavior, learning, child development, sensation and perception, thinking, emotion, motivation, individual differences, personality, frustration and adjustment, abnormal behavior, and techniques of psychotherapy.

As an honors course students will design, implement, and assess activities utilizing the principles and practices of psychology.

**PSYC 220 Developmental Psychology**  
3 CR  
Prerequisite: PSYC 201. A survey of physical, cognitive, and psychosocial development through the total life span. Emphasis is on the normal changes in human behavior that result from continuous interaction of maturation and experience. Cross-cultural comparisons of developmental patterns are also considered.

**PSYC 250 Abnormal Psychology**  
3 CR  
Prerequisite: PSYC 201. The study of psychopathology in individuals from four current points of view: psychiatric (biophysical), intrapsychic, phenomenological, and behavioral. Special attention will be paid to describing psychopathology in terms of behaviors. The course will also include current approaches to assessment and treatment.

**PSYC 260 Health Psychology**  
3 CR  
Prerequisite: PSYC 201. Health Psychology is the study of how psychosocial factors relate to the promotion and maintenance of good health/wellness and with the causation, prevention and treatment of illness. A biopsychosocial approach is applied to this understanding.

**PSYC 270 Human Sexuality**  
3 CR  
Prerequisite: a “C” in PSYC 201. This course is an introduction to the biological, psychological and social aspects of human sexuality. Topics to be covered include sexual beliefs and values, sexual development, male and female anatomy and physiology, the sexual response cycle, sexual health and wellness, pregnancy, contraception, sexual orientation issues, intimate relationships, sexual dysfunction, and sexual abuse. This course will allow the student an opportunity to build and/or examine their own set of sexual values. Since values are based upon knowledge, students will be required to demonstrate an understanding of information regarding
the physiological, psychological and social aspects of human sexual behavior.

**PSYC 275 Criminal Psychology 3 CR**
Prerequisite: a “C” in PSYC 201. Students will explore current research and psychological and sociological theories regarding the effects of specific mental disorders, personality, biological influences, developmental issues, and social/environmental contributors to both general criminal behaviors, as well as specific crimes and criminal conduct. Also discussed/explored will be the psychological effects of crime on the victim and society at large, as well as introduction to the profiling and prediction of criminal and violent behaviors.

**PSYC 280 Special Topics in Psychology 3 CR**
Prerequisite: PSYC 201. This course is the study of content areas in psychology which have a research or theoretical base, but are not offered as part of the regular curriculum. Topics may include conflict/aggression, creativity, self-management, and rehabilitation. Although topics vary, students may only take the course once.

**PSYC 290 Social Psychology 3 CR**
Prerequisite: PSYC 201. An empirical approach to understanding individual social behavior. Provides an understanding of how behavior, feelings, and thoughts of individuals are influenced and determined by characteristics of the situation. Topics include attitude formation, attraction, prejudice, social roles, aggression, person perception, and self-concept.

**RADIOGRAPHY (RADI)**

**RADI 100 Introduction to Radiologic Science and Health Care 2.25 CR**
Prerequisite: admission to the Radiography Program. This course provides an introduction, study, and discussion of several topics important to the new radiography student. We begin by becoming acquainted with Kellogg Community College and the Radiography Program. Secondly, students will be presented with an overview of the health care environment, various delivery systems and professional roles. Students will explore the organization of hospitals, with emphasis on the imaging department. Government regulations, accreditation standards and reimbursement of healthcare services will be discussed. The evolution of the profession of radiography will also be investigated with study and discussion of educational requirements, educational program accreditation, professional credentialing, professional development and the various professional organizations associated with radiography. This course wraps up with the student investigating and giving thought to legal/ethical issues congruent with health care, with focus on those specific to the imaging profession.

**RADI 111 Patient Care in Radiologic Science 2.25 CR**
Prerequisite: admission to the Radiography Program. The student will study and master many important patient care responsibilities, including effective communication techniques, infection control procedures, use and care of common medical devices, basic pharmacology and necessary safety practices in the health care environment with emphasis on those especially relevant to the imaging department.

**RADI 112 Introduction to Imaging Principles .75 CR**
Prerequisite: admission to the Radiography Program. The intent of this course is to introduce the student to the imaging department. Topics covered include an overview of general systemic and skeletal anatomy and arthrology with related imaging terminology. Anatomical positioning and image projection terminology is presented as well. The course also offers an introduction to basic radiographic equipment and the factors that influence image quality. The course wraps up with a presentation of radiation safety practices and dose limits.
RADI 113 Clinical Orientation .75 CR
Prerequisite: admission to the Radiography Program. This course will provide the student with an orientation to the specific hospital and imaging department where they will complete their first clinical assignment. The student will become acquainted with the physical layout of the facility as well as policies and procedures specific to the organization required of all employees and students. The orientation of the imaging department will cover such topics as health and safety, radiation safety and protection, department equipment and the department’s work-flow procedures. The course is intended to ready the student for their first clinical assignment in the fall semester.

RADI 120 Radiologic Positioning, Procedures and Pathology I 3.5 CR
Prerequisites: admission to the Radiography Program and a “P” in RADI 113. This course will include instruction of radiologic examinations of the chest, abdomen, upper limb, shoulder, lower limb, pelvis and spine. Critical thinking will be encouraged as students learn to alter radiographic examinations to correlate with patient abilities and needs. Radiographic anatomy and pathology will be presented allowing students to learn to identify normal anatomy versus abnormal pathology. Alternative imaging modalities to better demonstrate specific anatomy and pathology will be discussed. Students will participate in small groups skill-building activities. [48-16-64]

RADI 121 Radiologic Physics 3 CR
Prerequisites: admission to the Radiography Program and a “P” in RADI 113. Course covers the principles and practices of x-ray production as they pertain to imaging. Relevant topics from physics will include, but not be limited to, mechanics, electricity, magnetism, radiation, and atomic structure. The primary focus of the class will be the production of x-rays and their interaction with matter.

RADI 122 Clinical Practice I 2.5 CR
Prerequisites: admission to the Radiography Program and a “P” in RADI 113. The student will participate in clinical education two days a week with an assignment to the imaging department of one of five affiliating hospitals. The department’s clinical instructor/coordinator will schedule a weekly hands-on lab which will allow the student to learn and practice positioning, equipment manipulation, and radiation protection methods for the radiologic exams of the chest, abdomen, upper extremities, shoulder, lower extremities, pelvis and spine. In addition, the student will be assigned to various areas of the imaging department where they will have the opportunity to observe and learn from registered radiologic technologists and radiologists. Under direct supervision, the student will perform imaging exams on patients securing competency status on five different exams. The course will also facilitate the student’s professional growth through encouragement of professional values, attitudes and behaviors.

RADI 130 Radiologic Positioning, Procedures and Pathology II 3.5 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 120, RADI 121 and RADI 122. This course will include instruction of radiologic examinations of the bony thorax, skull, facial bones, sinuses, upper and lower gastrointestinal systems, biliary system and urinary system. The study of contrast media as an image enhancement will be a focus of the course. The student will learn safe and effective methods of contrast administration, as well as the skill of venipuncture as a means of administration. Critical thinking will be encouraged as students learn to alter radiologic examinations to correlate with patient abilities and needs. Radiographic anatomy and pathology will be presented allowing students to learn to identify normal anatomy versus abnormal pathology. Alternative imaging modalities to better demonstrate specific anatomy and pathology will be discussed. Students will participate in small groups skill-building lab activities. [48-16-64]
RA DI 131 Principles of Radiologic Imaging I 3 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 120, RADI 121 and RADI 122. In this course, students will move beyond the physics of how the beam is created, to explore how the image is created. Students will study the many variables that affect the creation of the image, as well as study both film/screen and digital image acquisition and processing systems. In addition, image quality factors will be addressed.

RA DI 132 Clinical Practice II 2.5 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 120, RADI 121 and RADI 122. The student will participate in clinical education two days a week in the imaging department of one of five affiliating hospitals. The department’s clinical instructor/coordinator will schedule a weekly hands-on course which will allow the student to learn proper patient positioning, proper equipment positioning, and technical factor selection of radiologic exams of the bony thorax, skull, facial bones, sinuses, upper gastrointestinal system, lower gastrointestinal system, biliary system and urinary system. Safe and effective methods of administering both positive and negative contrast media to enhance imaging will be covered and the student will have the opportunity to practice and achieve competency in the skill of venipuncture. The student will also be assigned to various areas of the imaging department where they will observe and learn from registered radiologic technologists and radiologists. Under direct supervision, the student will perform imaging exams on patients, securing competency status on fourteen of the required American Registry of Radiologic Technologists (ARRT) competencies. In addition, the course will facilitate the student’s professional growth through encouragement of professional values, attitudes and behaviors. Upon completion of this course, the student will begin to enjoy a sense of self-confidence in the clinical setting.

RA DI 210 Clinical Practicum 3 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 130, RADI 131, and RADI 132. The student will participate in clinical education five days a week in the imaging department of one of five affiliating hospitals. With this intensive schedule, the student will be allowed the opportunity to fine-tune established skills and learn new skills they may have not yet been introduced to. The department’s clinical instructor/coordinator will schedule a bi-weekly class with varied topics to address student needs. The student will be assigned to various areas of the imaging department where they will observe and learn from registered radiologic technologists and radiologists. Under direct supervision, the student will perform imaging exams on patients, securing competency status on fourteen of the required American Registry of Radiologic Technologists (ARRT) competencies. In addition, the course will facilitate the student’s professional growth through encouragement of professional values, attitudes and behaviors. Upon completion of this course, the student will begin to enjoy a sense of self-confidence in the clinical setting.

RA DI 220 Radiologic Positioning, Procedures and Pathology III 1.25 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 210. This course will explore imaging methods as well as pathologic indications for trauma, mobile and surgical imaging. Students will consider the special concerns and challenges encountered with trauma, mobile and surgical imaging. Critical thinking skills will be encouraged as students analyze challenges presented, and determine safe and effective imaging methods. Students will be given the opportunity to present an actual patient case study in which they faced adversity to their routine imaging methods. They will describe how they overcame obstacles while providing exceptional patient care and producing diagnostic images of the highest quality. Students will also be provided an introduction to computed tomography (CT) procedures in which they will learn the basic principles of CT and study examinations of, and pathological indications for the head, chest, abdomen/pelvis and spine.
RADI 221 Principles of Radiologic Imaging II 3 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 210. In this course, students will study the “art of image critique.” The common parameters of the imaging process will be presented, as well as the process of analyzing the image from this common perspective. Students will learn a diagnostic problem-solving technique and will explore, in depth, each of the properties which affect radiographic quality. They will determine the controlling and influencing factors of each, their affect on the appearance of the image, how to assess each property, and finally, how to make adjustments correctly. A second component of the course explores various exposure systems. Students will compare the features and the advantages of fixed kilovoltage systems to those of variable kilovoltage systems. Special exposure systems such as automatic exposure control (AEC) and programmed systems will also be discussed. Students will learn to calculate new exposure factors for multiple changes in variables, similar to those that arise in clinical practice. Lastly, the course presents basic features and functions of specialized imaging equipment. Students will study mobile imaging equipment, fluoroscopy and image intensification units, conventional tomography, vascular imaging equipment, computed tomography (CT) and magnetic resonance imaging (MRI) equipment.

RADI 222 Comprehensive Clinical Experience I 3.75 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 210. The student will participate in clinical education three days a week in the imaging department of one of five affiliating hospitals. With this course, the student will be assigned to a different hospital from the one they have been assigned to thus far in the program. The change will allow the student to learn from a different group of technologists and radiologists and offer alternative ways of accomplishing radiologic examinations. The department’s clinical instructor/coordinator will schedule a bi-weekly lab correlated to the topics presented in RADI 220. The student will focus on some of the more advanced imaging skills such as those associated with surgical imaging and imaging of the trauma patient. In addition, the student will be introduced to CT exams and be offered the opportunity to observe in the CT imaging suite. The student will also be assigned to other areas of the imaging department where they will observe and learn from registered radiologic technologists and radiologists. Under direct supervision, the student will perform imaging exams on patients securing competency status on fourteen of the required American Registry of Radiologic Technologists (ARRT) competencies. In addition, the course will facilitate the student’s professional growth through encouragement of professional values, attitudes and behaviors.

RADI 223 Radiobiology and Protection 1 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 210. This course is intended to identify and justify the need to minimize unnecessary radiation exposure to humans. Students will review the principles of cellular biology and identify the sources of electromagnetic and particulate radiations. They will learn about radiosensitivity and the effects of ionizing radiation on human cells, tissues and organs. Radiation units of measurement, as well as dose limits for both the public and the occupational worker will be presented. Students will learn how as radiologic technologists, they can employ various means to produce high quality diagnostic images at a dose as low as reasonably achievable.

RADI 230 Cross-Sectional Anatomy 2 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 221, RADI 222, RADI 223, BIOL 201 and BIOL 202. This course presents an introduction of human
anatomy from the transverse, sagittal and coronal planes, providing the student an understanding of anatomy in three dimensions. The course is designed for the second-year radiography student as a means to enhance their ability to visualize the appearance and the relationships of anatomical structures in the planar sections. This ability will aid the student with patient positioning skills to accurately demonstrate structures on traditional diagnostic images, as well as a better understanding of anatomy as demonstrated through the sectional imaging modalities of CT and MRI.

**RADI 231 Radiologic Technology Special Topics** 3 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 221, 222 and 223. This course is the “wrap-up” course for the radiography program. One intention of the course is to ready the student for the American Registry of Radiologic Technologist (ARRT) certification examination upon graduation. In-class registry review sessions will be held, and in addition, students will complete four mock registry examinations. A second intent of the course is focused on radiography post-primary certifications. Students will investigate various imaging modalities secondary to radiography. Special guest speakers from advanced modalities present their area of expertise, offering job specifics and case studies. A third component of the course allows the student to showcase their knowledge and abilities as they leave the program. Each student will present an imaging case study which will focus on a specific pathology they found particularly interesting. The student is the expert in their case and will present all facets of the imaging process that led to the diagnosis.

**RADI 232 Comprehensive Clinical Experience II** 3.75 CR
Prerequisites: admission to the Radiography Program and a “C” in RADI 221, RADI 222 and RADI 223. The student will participate in clinical education three days a week in the imaging department of one of five affiliating hospitals. The department’s clinical instructor/coordinator will schedule a bi-weekly lab/class with varied topics directed towards the students needs as they complete their final semester of the program and prepare to take the national certification exam. The student will focus on fine-tuning established skills and investigate advanced imaging modalities such as MRI and Interventional Procedures. The student will also be assigned to other areas of the imaging department where they will continue to observe and learn from registered radiologic technologists and radiologists. Under direct supervision, the student will perform imaging exams on patients securing competency status on the final twelve of the required American Registry of Radiologic Technologists (ARRT) competencies. In addition, the course will continue to facilitate the student’s professional growth through encouragement of professional values, attitudes and behaviors.

**SCIENCE (SCIE)**

**SCIE 100 Environmental Science** 4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An interdisciplinary approach analyzing man’s earthly environment from the vantage point of the biological and physical sciences. The course will focus upon such topics as life cycles, energy, pollution, population, and resource deterioration and depletion. Additionally, philosophic and ethical attitudes of man’s relationship to his cultural and natural environment will be examined. Within this framework, man will be studied as a “Citizen of Earth.”

**SCIE 102 Physical Science** 4 CR
A lecture and laboratory course that integrates the sciences of astronomy, physics, chemistry, and modern contemporary science. Emphasis is placed on applications and principles contributed by all the physical sciences. [48-32-80] Lab Fee
SCIE 103 Field Investigation in Environmental Studies 4 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 in 99. This course will provide the student with a multi-integrated education in environmental studies. The students will be investigating life systems in the environment, testing the life support systems, and analyzing the environment to see what impact man’s progress has had and will have on it. [16-48-64] Lab Fee

SERVICE LEARNING (SERV)

SERV 200 Service Learning 3 CR
Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course examines volunteerism from historical and contemporary perspectives. It provides students with an opportunity to study and experience volunteerism in the community and to discover how communities address issues with diverse populations. This course has as its major objective the encouragement of critical thinking and practical experiences with respect to the concepts of citizenship and social responsibility. The course requires students to participate in a community based service learning project and to complement their community work with written and oral reflections.

SOCIAL SCIENCE (SOSC)

SOSC 298 Independent Study 1-3 CR
Prerequisite: departmental approval only. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the social sciences staff. Subjects are chosen and arrangements made to suit the needs of the individual student.

SOSC 299 Field Experience 1-3 CR
Prerequisites: a written outline of the student's project or work experience and departmental approval. An opportunity for the interested student to have actual field experience in the social sciences. The program would provide the opportunity to gain experience with regional employers through practicums and/or observations. May be repeated up to a maximum of six credit hours.

SOCIOLOGY (SOCI)

SOCI 201 Introduction to Sociology 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Why do we behave the way we do? Why do people change? Why do people deviate? This course helps students to understand how they are influenced by group situations and relationships. The focus is on the study of cultures, institutions, and social groups. Basic principles for the study of society are explored.

SOCI 201H Introduction to Sociology-Honors 3 CR
Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. An honors course for highly-motivated students in SOCI 201. Entry to honors status only by department approval. Emphasis on individual study and personal and/or group projects.

SOCI 202 Social Problems 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. The sociological study of current social problems such as delinquent and criminal structures, substance abuse and addiction, the changing family, race and gender relations, issues in mental and physical health, the political system, the interrelation of population growth, environmental concerns, and the internationalization of the work force. SOCI 201 is recommended before enrolling in this course.

SOCI 203 Marriage and Family 3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course analyzes from a cross-cultural perspective how individuals within the family structure
are influenced by a society's culture, institutions, and social groups. Topics include love, marriage, divorce, parenting, sexuality, conflict resolution, and aging. Since we do not formally prepare people for their role in marriage and the family—this is a must course. SOCI 201 is recommended prior to taking this course.

**SOCI 204 Race and Ethnic Relations 3 CR**  
Students will discover whether their ancestors experienced prejudice and discrimination, why they did or did not, and how individuals and a society can resolve racial and cultural issues. Group relations in different countries will be analyzed with a major emphasis on African Americans, Hispanics, Europeans, Asians, and Gypsies in the United States.

**SPANISH (SPAN)**

**SPAN 101 Elementary Spanish 4 CR**  
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Introductory course stressing pronunciation, comprehension, basic grammar structures, and interesting cultural readings. Individual/small group sessions are important to modularized language and cultural development.  
Lab Fee

**SPAN 102 Elementary Spanish 4 CR**  
Prerequisite: a “C” in SPAN 101. Review of elements of basic and advanced grammar, conversation, and comprehension practices. Reporting on cultural aspects and simple short stories in the language for individual credit.  
Lab Fee

**SPAN 131 Conversational Spanish 3 CR**  
Students learn to communicate effectively in familiar, conversational Spanish. This course stresses listening and speaking rather than grammatical structures.  
Lab Fee

**SPAN 201 Intermediate Spanish 4 CR**  
Prerequisite: a “C” in SPAN 102. Comprehensive oral and written reviews of grammatical structures through varied short stories, conversations, and presentations.  
Lab Fee

**SPAN 202 Intermediate Spanish 4 CR**  
Prerequisite: a “C” in SPAN 201. Extensive reading to further develop vocabulary and mastery of the language. Advanced prose selections from varied masters of the Hispanic world as cultural appreciation.  
Lab Fee

**SPAN 203 Advanced Conversational Spanish 3 CR**  
Prerequisite: a “C” in SPAN 202 or department approval. This course focuses on the development of oral and written fluency and the development of vocabulary and mastery of the language; to use the Spanish language strategically, to accomplish objectives, and resolve conflicts in culturally appropriate situations.  
Lab Fee

**STUDY SKILLS (STSK)**

**STSK 98 College Reading 4 CR**  
Prerequisite: COMPASS reading score of 46. Recommend taking no heavy reading courses. This course is designed to develop reading comprehension, speed of reading, vocabulary, and college reading skills.  
Lab Fee

**STSK 99 Applied Study Skills 1-3 CR**  
Prerequisite: a “C” in STSK 98, or COMPASS reading score of 61 or higher. Students will utilize a textbook from another academic course and apply reading strategies for success. Students may pair this course with other courses for up to six credit hours in STSK 99.  
Lab Fee

**STSK 111 College Success 1-3 CR**  
This course is designed to help students make the transition to college and become better prepared to handle the demands of college. Students will develop more effective methods to study in college including time management, lecture note taking, reading college textbooks and test taking strategies. Students will become more familiar with Kellogg Community College by learning about campus resources that will enrich and support their educational experience.
THEATRE (THEA)

Courses designated "E" are for enrichment only. These courses are for zero credit and are not transferable to any institution. Fees for "E" courses include instructor costs and fees.

THEA 121 Theatre Appreciation I  3 CR
Prerequisite: COMPASS reading score of 70, or “C” in STSK 98 or 99. Humanities course in theatre as an art, stressing the universality of man's desires, problems, and dreams. This includes a study of the social trends which influenced the work of the playwrights and designers and contemporary methods of theatrical expression. Humanities elective.

THEA 122 Theatre Appreciation II  3 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Humanities course in theatre as an art with special attention given to the development of musical comedy and to contemporary themes and productions. Open to all students as a humanities elective.

THEA 125 Stagecraft I  3 CR
An introductory course in basic technical production including scenery construction, lighting, costumes, makeup, sound, and theatre business management. Class work includes practical experience in conjunction with College productions.

THEA 218 Acting I  3 CR
A study of the techniques of acting. Each student is given individualized instruction in developing acting techniques. Laboratory work includes participation in classroom and College productions.

THEA 218E Acting I  0 CR
Same description as THEA 218.

THEA 220 Acting II  3 CR
Prerequisite: THEA 218. A continuation of THEA 218 which involves intensive study of problems in acting style, as well as the extension of the performer's range in the areas of characterization and physical interpretation of a role.

THEA 220E Acting II  0 CR
Prerequisite: THEA 218. Same description as THEA 220.

THEA 225 Stagecraft II  3 CR
Prerequisite: THEA 125. An advanced course in technical production with emphasis on scenery design and construction, scene painting, costume design and construction, makeup design and execution. Students will have opportunities for individualized instruction. Practical experience in conjunction with College productions.

THEA 230 Script Analysis  3 CR
Prerequisite: THEA 218. The study of selected plays from the standpoint of the theatre artist. Emphasis is placed on a thorough examination of the play script preparatory to production, including production budgets, set/space requirements, casting problems, and the director's and performer's approach to the material.

THEA 251 Introduction to Children's Theatre  3 CR
The literature, theory, and techniques of theatre for children. Study of formal and informal drama, story theatre, and improvisation. An actual production of a play for children will tour area schools.

THEA 281 Theatre Practicum  1-4 CR
This course is required to participate in all KCC theatrical productions, as well as students who have an interest in transferring to a theatrical collegiate program. Students will gain practical experience in all phases of the theatrical art. Includes acting, lighting, makeup, scenery construction, publicity, box office, costuming, stage managing, and properties. Specific duties and academic instruction will be arranged with the director of theatre. Course may be repeated for credit toward graduation up to six credit hours per area of discipline.
THEA 281E Theatre Practicum  0 CR
Same description as THEA 281.  Lab Fee

THEA 285 Arts Management  3 CR
An introductory course in the techniques of arts management, including personnel man-agement and theatre organization, financial planning, grant writing, publicity, graphics, and public relations.

THEA 297 Theatre Special Topics  3 CR
This course is designed to allow the students to explore focus areas in theatre such as directing, screening of plays, costumes, makeup, etc. Course may be repeated for credit toward graduation up to six credit hours.

THEA 297E Theatre Special Topics  0 CR
Same description as THEA 297.
Administration and Faculty

Doug Adams, Industrial Trades - Welding
A.A.S., B.S., Ferris State University

Daniel Alt, Instrumental Music
B.A., B.S., M.A., Case Western Reserve University
M.S., Yale University

Gene Andrews, Communication
A.A., Kellogg Community College
B.A., M.A., Western Michigan University

Kimberlee Andrews, Manager, Nonprofit Alliance
B.A., Michigan State University
M.S.W., University of Michigan
M.B.A., University of Phoenix

Karel Asbury, Director, The Learning Place
A.A., Kellogg Community College
B.S., M.A., Western Michigan University

Charles Bard, Assistant Manager, Bookstore
A.A., A.S., A.G.S., Kellogg Community College
B.S., Grand Valley State University

Kevin Barnes, Industrial Electricity/Electronics
Master Electrician License

Kimberly Barnes-Kalkowski, Nursing Certificate, Kellogg Community College
B.S.N., Nazareth College
M.S., Andrews University

Kathy Barney, Academic Advisor
A.A.S., Kalamazoo Valley Community College
B.A., Spring Arbor

Tracy Beatty, Director, Finance
B.A., Hillsdale College
C.P.A.

Kathleen Bess, Nursing
A.A.S., Kellogg Community College
B.S.N., Michigan State University
M.A., Western Michigan University
R.N.

Jamie Bishop, Early Childhood Education

Gerald Blanchard, Vocal Music
B.S., West Chester University of Pennsylvania
M.M., Central Michigan University

Cynthia Boland, Nursing
A.G.S., A.D.N., Kellogg Community College
R.N.
B.S.N., Michigan State University
M.S.N., Grand Valley State University

Dennis J. Bona, Vice President for Instruction
A.A.S., B.S., Ferris State University
M.A., Ed.D., Western Michigan University

Timothy Bond, Student Support Services Specialist
A.A., Southwestern Michigan Community College
B.A., M.A., Western Michigan University

Diana Bonfiglio, Director, Dental Hygiene and Supervising Dentist
D.D.S., University of Michigan

Russell Bortell, Enrollment Services Representative/Coach
B.A., Spring Arbor

Doug Borton, Graphic Design
B.F.A., Kendall College of Art and Design
M.A., Western Michigan University

Shanette Bowser, Program Specialist, Legacy Scholars Program
Certificate, I.T.T. Technical Institute

Robert Brawley, Manager, Student Accounts
A.G.S., Kellogg Community College
B.A., Siena Heights University

Vicki Brown, Manager, Facilities Scheduling

Patrick Casey, Student Employment Services Specialist
B.A., B.S., Michigan State University

William D. Childs, Chemistry
B.S., M.A., Western Michigan University

Angela R. Cochran, Director, Purchasing
A.A., Kellogg Community College
B.A., Western Michigan University

JJ Combs, Systems Manager
B.S., Michigan State University
Kathy Cope, Nursing
A.A.S., Lansing Community College
B.S.N., Michigan State University
M.S.N., Grand Valley State University

Anna Cox, Mathematics
B.S., Purdue University
M.S., Ball State University

Ginger Cutsinger, Executive Director, KCC Foundation
B.A., Nazareth College

Gary Cuyler, Theatre Manager
A.A., Kellogg Community College
B.A., M.F.A., Michigan State University

Chester Dalski, Director, Emergency Medical Services Education
A.A.S., Kellogg Community College
A.A.S., Oakland Community College
B.S., Ed. Cert., Madonna University
RN-P, EMS I/C
M.A., Siena Heights University

Ronald Davis, English
B.A., Spring Arbor University
M.A., Eastern Michigan University

Stephanie Davis, Librarian, User Education/Experience
A.G.S., Kellogg Community College
B.A., Western Michigan University
M.B.A., Spring Arbor University
M.S., University of Illinois

Connie Dawe, Program Coordinator, Lifelong Learning
A.G.S., Kellogg Community College
B.A., Siena Heights University

Theresa Dawson, Director, Nursing Education
A.D.N., Kellogg Community College
B.S.N., Michigan State University
M.S.N., Grand Valley State University
R.N.

Ray DeBruler, History
B.S., Central Michigan University
M.A., Eastern Michigan University
Ph.D., Western Michigan University

Laura DePompolo, Director, Regional Manufacturing Technology Center
B.A., University of Michigan
M.A., Western Michigan University

John Dilworth, Interim Chair, Social Science
B.A., Ohio Northern University
M.A., Western Michigan University

John Di Pierro, Director, Institutional Facilities and Public Safety
B.S., Duquesne University
M.A., Central Michigan University
C.E.C.M., Columbia Southern University

Wilbur Doolittle, Assistant Network Manager

Kathryn Dunham, Manager, Library Services, Digital Resources
A.A., A.G.S., Kellogg Community College
B.A., Siena Heights University
M.L.I.S., Wayne State University

Teresa Durham, Director, Non-Profit Alliance
A.A.B., Kellogg Community College

Mary Faggan, English
B.A., Western Michigan University
M.A., Michigan State University

Pam Feeney, English
B.A., M.Ed., Xavier University

Suzanne Fillmore, Operations Manager, Grahl Center
A.A.S., Kellogg Community College

Nicole Finkbeiner, Director, Public Information and Marketing
A.A., Kellogg Community College
B.B.A., Western Michigan University

Ryan Flathau, Art
A.A., Kellogg Community College
B.F.A., Western Michigan University
M.F.A., Savannah College of Art and Design

Robert Fracassa, Academic Advisor
B.A., Lake Superior State University
M.S., University of Wisconsin
D.Min., American Christian College and Seminary

Susan Fuchs, English
B.S., University of Illinois
M.Ed., Northern Illinois University

Michael Gagnon, Director, Business and Information Technology Department
B.S., Michigan State University
M.A., Central Michigan University
Roberta Gagnon, Director, Workforce Solutions
B.S.M.E., University of Toledo

Brian Goetz, Mathematics
B.S., Worcester Polytechnic Institute
M.S., Michigan State University
M.S., Western Michigan University

Mary Green, Director, Lifelong Learning
A.A., Cert., Kellogg Community College
B.A., Spring Arbor University
M.A., M.A., Western Michigan University

G. Edward Haring, President
B.S., M.S., Indiana State University
Ph.D., University of Iowa

Catherine Hendler, Chief Information Officer
B.S., College of Mount Saint Vincent
M.S., Syracuse University

Cynthia Herbrandson, Human Anatomy and Botany
B.S., Michigan State University
M.A., Western Michigan University

Vicki Hillborg, Nursing
A.D.N., Kellogg Community College
B.S.N., University of Michigan
M.S.N., Grand Valley State University

Emily Horsman, Academic Advisor
A.A.B., Kellogg Community College
B.B.A., Nazareth College
M.A., Western Michigan University

Michael Houston, Academic Advisor
B.B.A., Eastern Michigan University
M.A., Western Michigan University

John Hoye, CET/Networking
B.S., Michigan State University
M.A., Western Michigan University

Robin Hunter, Office Information Technology, Open Entry
A.G.S., Kellogg Community College
B.S., Siena Heights University
M.A., Western Michigan University

Ron Ivey, Director, Law Enforcement Programs
A.A., Kellogg Community College
B.S., Siena Heights University
M.A., Eastern Michigan University

Chris Jakway, Philosophy
B.A., Spring Arbor College
M.A., Ph.D., Western Michigan University

Catherine James, Manager, Bookstore
B.A., Michigan State University

Gwyn James, Executive Assistant to the Vice President for Student Services

Nicole Jewell, Assistant Director, Financial Aid and Scholarships
A.A., Kellogg Community College
B.S., Franklin University

John Jones, Director, Administrative Computing
A.A., A.G.S., Kellogg Community College
B.A., Siena Heights University

Jan Karazim, Director, Allied Health
A.A.S., Jackson Community College
B.A., M.A., Spring Arbor University
RT (R) (M) (ARRT)

Kay L. Keck, Dean of Enrollment Services/Registrar
A.A.C., Kellogg Community College
B.A., Spring Arbor College
M.S., Central Michigan University
Ph.D., Western Michigan University

Diane Kellogg, Manager, Library Services
B.S., Western Michigan University

Elizabeth Kerlikowske, English
B.A., Western Michigan University
M.A., University of Colorado
Ph.D., Western Michigan University

Sabrina Klepsteen, Nursing
B.S.N., University of Michigan
M.S., Andrews University

Jamie Kline, Executive Assistant to the President
A.A.S., Ferris State University

Patricia Kopf, Mathematics
B.M.E., GMI Engineering & Management Institute

Randall L. Kopf, Computer-Aided Drafting and Design
A.A.S., Kellogg Community College
B.S., Western Michigan University
Bridget Korpela, Dental Hygiene
B.S., M.S., University of Michigan

Roderick Kosmick, Computer Engineering Technology
B.E.S., University of Western Ontario
M.A., Central Michigan University

Beth Krauskopf, Nursing
B.S.N., Saginaw Valley State University
M.S.N., Michigan State University

Timothy Krueger, Industrial Trades, Industrial Electricity/Electronics
A.S., Kellogg Community College
B.S., Lake Superior State University
M.S., Western Michigan University

Karen Kulhanek, Nursing
B.S.N., Northern Michigan University
M.A., East Carolina University

Paula Langston-Ware, Director, Legacy Scholars Program
B.B.A., Eastern Michigan University

Dawn Larsen, Director, Early Childhood Education
A.A., Kellogg Community College
B.A., M.A., Western Michigan University

Eric Laskovy, Physical Education/Coach
B.A., University of Arkansas
M.A., Western Michigan University

M. Christine Leatherman, Manager, Human Resources
A.A., Kellogg Community College
B.A., Siena Heights University

Doris L. Lewis, Director of Institutional Research
B.S., Central Michigan University
M.A.T., Western Michigan University

Thomas Longman, Industrial Trades, Industrial Machine Tool, Tool and Die
A.A.S., Kellogg Community College
B.S., Siena Heights University

Linda Lovchuk, Chair, Criminal Justice and Physical Education
B.S., Northern Michigan University
M.S., Aquinas College

Craig Mack, English
B.F.A., Bowling Green State University
M.A., Mississippi State University

Douglas Mann, Computer-Aided Drafting and Design
A.S., Kellogg Community College
B.S., University of Michigan
M. Arch., University of Michigan

Kathy Mann, Human Anatomy/Physiology/Biology/Physical Education
B.S., Oakland University
M.A., M.A., Western Michigan University

Janet Manske, Nursing
B.S.N., Nazareth College
M.A., Western Michigan University

Lin Marklin, English
B.A., Michigan State University
M.S., Michigan Technological University
M.A., M.A., Western Michigan University

Cindy Masters, Financial Aid Officer
A.G.S., Kellogg Community College
B.A., Spring Arbor University

Sheila Matthews, Coordinator/Instructor, Human Services Program
A.G.S., Jackson Community College
B.S., M.A., M.A., Ed.D., Western Michigan University

Susan McCabe, Paralegal
B.A., J.D., University of Wisconsin-Madison

Colin McCaleb, Director, Eastern Academic Center and Grahl Center
B.A., M.A., Michigan State University

Eugene McKay, Business/Economics
A.B.A., Kellogg Community College
B.A., Michigan State University
M.B.A., Central Michigan University
M.S., Capella University
Ph.D., Western Michigan University

Holly Moore McKee, Director, Support Services
B.A., Hope College
M.S., Indiana University

Tonie McMaster, Assistant Director, Nursing Education
R.N.
B.S.N., Spring Arbor University

Laura Miller, Recruiter/Job Developer, Employment Services
A.G.S., Kellogg Community College
B.B.A., Siena Heights University
Natala (TJ) Mohl, Director, Academic Advising  
A.A., Kellogg Community College  
B.A., Spring Arbor College  
M.A., Western Michigan University  
Donald Montgomery, Psychology  
B.S., M.A., Western Michigan University  
Kimberly K. Montney, Business Administration  
B.S., M.S., Ferris State University  
M.S., Capella University  
Suzán Moore, Recruiter/Job Developer, Employment Services  
Glenda Morling, Social Science  
B.A., Hatfield Polytechnic  
M.A., Spring Arbor University  
PGCE, University of Nottingham  
Robert Mulligan, Spanish/Foreign Language  
B.S., Western Michigan University  
M.S., Indiana University  
Brian Murphy, Accountant  
B.A., Michigan State University  
Carlene Myers, Director, Auxiliary Services  
A.A., Kellogg Community College  
B.A., Western Michigan University  
Denise Newman, Director, Enrollment Services  
A.A., Inver Hills Community College  
B.S., University of Wisconsin  
M.P.A., Grand Valley State University  
Kathy S. Newton, Nursing  
B.S.N., University of Michigan  
M.S.N., Wayne State University  
R.N.  
Michael C. Nunn, Industrial Trades, Industrial Millwright  
A.A., Kellogg Community College  
B.S., Siena Heights University  
Mark O’Connell, Vice President for Administration and Finance  
B.S., M.A., Western Michigan University  
Kathleen Paff, Coordinator/Instructor, Medical Laboratory Technology Program  
B.S., M.A., Michigan State University  
Michael Papke, Accounting  
B.S., Tri-State University  
M.B.A., Western Michigan University  
Charles Parker, Dean, Career and Occupational Education  
B.S., M.A., Michigan State University  
Ruth Parks, Manager, Accounting  
B.A.A., Davenport College  
M.A., Nazareth College  
Naomi Phillips, Executive Assistant to the Vice President for Instruction  
A.A.S., Kellogg Community College  
Rod Price, Physics/Physical Science  
A.S., Northwestern Michigan College  
B.S., M.A., M.S., Western Michigan University  
Paula Puckett, Chair, Arts and Communication Department  
B.S., Illinois State University  
M.E., Eastern Illinois University  
Ph.D., University of Illinois  
Ed Quiñones, Web Specialist  
B.S., Western Michigan University  
Patricia Ralph, CIS, Open Entry/Open Exit  
A.A.S., Kellogg Community College  
B.A.S., Siena Heights University  
Kevin Rabineau, Dean, Arts, Sciences, and Regional Education  
A.S., University of the State of New York  
B.A.A., M.A., Central Michigan University  
Ph.D., Clayton Graduate School  
Judy Reed, Program Coordinator, Adult Education Enhancement Initiative  
A.A., Kellogg Community College  
B.A., Spring Arbor University  
M.A., Western Michigan University  
Maureen Reed, Grant Development Coordinator, KCC Foundation  
A.A., Kellogg Community College  
B.S., Robert B. Miller College  
Robert Reynolds, Director, Systems Networking and User Support Services  
A.G.S., Kellogg Community College  
Julie Roberts, Physical Therapist Assistant/Program Coordinator  
B.S., University of Michigan  
B.S., M.S., Andrews University
Alice Robertson, Director, Human Resources  
A.A., Kellogg Community College  
B.S., M.A., Western Michigan University  

Lisa Rose, Emergency Medical Services  
B.S., Central Michigan University  
EMT-P, EMS I/C  
M.A., Siena Heights University  

Penny Rose, Coordinator, Publications  
B.F.A., Western Michigan University  

Stephen Rose, Coordinator, Emergency Medical Services  
A.A.S., Kellogg Community College  
EMT-P, EMS I/C  
B.A.S, Siena Heights University  

Lisa Rose, Emergency Medical Services  
B.S., Central Michigan University  
EMT-P, EMS I/C  
M.A., Siena Heights University  

Penny Rose, Coordinator, Publications  
B.F.A., Western Michigan University  

Stephen Rose, Coordinator, Emergency Medical Services  
A.A.S., Kellogg Community College  
EMT-P, EMS I/C  
B.A.S, Siena Heights University  

Alice Robertson, Director, Human Resources  
A.A., Kellogg Community College  
B.S., M.A., Western Michigan University  

Lisa Rose, Emergency Medical Services  
B.S., Central Michigan University  
EMT-P, EMS I/C  
M.A., Siena Heights University  

Penny Rose, Coordinator, Publications  
B.F.A., Western Michigan University  

Stephen Rose, Coordinator, Emergency Medical Services  
A.A.S., Kellogg Community College  
EMT-P, EMS I/C  
B.A.S, Siena Heights University  

Tom Rose, Manager, Microcomputer Services  
A.G.S., Kellogg Community College  
B.A.S., Miller College  

Saeed Sabouni, Mathematics  
B.S., Saginaw Valley State University  
M.S., M.S., Michigan State University  

Matthew Samra, English  
B.A., M.A., Western Michigan University  

Susan Sawyer, Biology/Chemistry  
B.S., B.S., M.S., Michigan State University  

Laura Saye, Dental Hygiene  
A.A., Shawnee State College  
B.S., M.A., M.A., Western Michigan University  
R.D.H.  

Ruth Schultz, Computer Engineering Technology  
B.S., M.S., Michigan State University  

Richard Scott, Chief Financial Officer  
B.A., Michigan State University  
C.P.A.  

Thomas Shaw, Interim Director, Athletics  
B.A., Olivet College  
M.A., Western Michigan University  

Barbara Simmons, Academic Coordinator for Clinical Education for the Physical Therapist Assistant Program/Instructor  
A.A.S., Kellogg Community College  
B.A., Spring Arbor College  
M.A., Olivet College  

Timothy Sleevi, Director, Fehsenfeld Center  
B.A., Wheeling College  
M.Ed., George Mason University  

Deborah Smith, Case Manager, Employment Services  
B.A., Hope College  
M.A., Western Michigan University  

Graham Smith, Mathematics  
B.A., University of New Orleans  
M.S., Rutgers University  
Ph.D., Tulane University  

Ronald A. Smith, Physical Science  
B.S., M.S., Indiana State University  

Shawna Smith, Enrollment Services Representative  
B.A., Spring Arbor University  

Terry Smith, Manager, Materials Handling  
A.S., Kellogg Community College  
B.A., Siena Heights University  

Lynn Smolarkiewicz, Nursing  
B.S.N., Nazareth College  
M.S.N., Grand Valley State University  

Sonja Stampfler, Biology/Chemistry  
B.S., Michigan Technological University  
M.A., University of Iowa  

Margaret Stapleton, Sociology  
B.A., M.A., University of Connecticut  

Susan Stetler, Mathematics  
B.A., Michigan State University  
M.A., Western Michigan University  

Martha Stiwell, Director, Library Services  
B.A., M.L.S., Western Michigan University  

Sarah Stout, Communication  
B.A., Oakland University  
M.A., Eastern Michigan University  

Temple Stovall, Nursing  
B.S.N., Oral Roberts University  
M.S.N., Michigan State University  

Barbara Sudeikis, Director, Financial Aid and Scholarships  
B.M., Western Michigan University  
M.A., Siena Heights University  

Shawn Talbot, Psychology  
B.G.S., University of Michigan  
M.A., Western Michigan University  

Barbara Simmons, Academic Coordinator for Clinical Education for the Physical Therapist Assistant Program/Instructor  
A.A.S., Kellogg Community College  
B.A., Spring Arbor College  
M.A., Olivet College  

Timothy Sleevi, Director, Fehsenfeld Center  
B.A., Wheeling College  
M.Ed., George Mason University  

Deborah Smith, Case Manager, Employment Services  
B.A., Hope College  
M.A., Western Michigan University  

Graham Smith, Mathematics  
B.A., University of New Orleans  
M.S., Rutgers University  
Ph.D., Tulane University  

Ronald A. Smith, Physical Science  
B.S., M.S., Indiana State University  

Shawna Smith, Enrollment Services Representative  
B.A., Spring Arbor University  

Terry Smith, Manager, Materials Handling  
A.S., Kellogg Community College  
B.A., Siena Heights University  

Lynn Smolarkiewicz, Nursing  
B.S.N., Nazareth College  
M.S.N., Grand Valley State University  

Sonja Stampfler, Biology/Chemistry  
B.S., Michigan Technological University  
M.A., University of Iowa  

Margaret Stapleton, Sociology  
B.A., M.A., University of Connecticut  

Susan Stetler, Mathematics  
B.A., Michigan State University  
M.A., Western Michigan University  

Martha Stiwell, Director, Library Services  
B.A., M.L.S., Western Michigan University  

Sarah Stout, Communication  
B.A., Oakland University  
M.A., Eastern Michigan University  

Temple Stovall, Nursing  
B.S.N., Oral Roberts University  
M.S.N., Michigan State University  

Barbara Sudeikis, Director, Financial Aid and Scholarships  
B.M., Western Michigan University  
M.A., Siena Heights University  

Shawn Talbot, Psychology  
B.G.S., University of Michigan  
M.A., Western Michigan University
Joe Teixeira, Coordinator, Aircraft Rescue Fire Fighting (ARFF) Program
Certificate – Fire Science
A.A.S., A.A.B., Kellogg Community College
B.B.A., Nazareth College

Jeanette Tomlin, Case Manager, Employment Services
A.A., Argubright Business College

Christine VandenBerg, Radiologic Technology
A.A.S., Kellogg Community College
B.S., Western Michigan University
R.T. (R), (ARRT)

Byron Vorce, Industrial Trades
B.A., Olivet College
M.A. Western Michigan University

Faith M. Vruggink, Biological Sciences
B.S., Grand Valley State University
M.S., Eastern Michigan University

Larry Wagner, Emergency Medical Services
A.A.S., Kellogg Community College
EMT-P, EMS I/C

L. Marshall Washington, Vice President for Student Services
B.A., Ohio Wesleyan University
M.S., Winona State University
Ph.D., University of Nebraska-Lincoln

Tom Webster, English
B.A., Grand Valley State University
M.F.A., Western Michigan University

Patricia Weekley, Office Information Technology
B.S., Knoxville College
M.A., Western Michigan University

Kenneth Weimer, Information Technology and Business Administration
A.A.S., Kellogg Community College
B.S., M.A., Western Michigan University

Mary Weller, Reading
B.S., Pennsylvania State University
M.Ed., Shippensburg State University

Robert Westdorp, Interim Chair, Math and Science Department
B.A., M.A., Western Michigan University

Grindl Williams, Director, Upward Bound
B.B.A., Nazareth College
M.A., Spring Arbor University

Jonathan Williams, Political Science
A.A., Jackson Community College
B.A., Michigan State University
M.P.A., Western Michigan University

Peter Williams, Art
B.L.S., Hillsdale College
M.F.A., Florida State University

Tracy Wood, Physical Therapist Assistant Cert., A.A.S., Kellogg Community College

John A. Wooten, Business Administration
B.S., Culver-Stockton College
M.B.A., University of Missouri
C.P.A.

Colleen Wright, Manager, Registration and Records
A.G.S., Kellogg Community College
B.A., Spring Arbor University

Michelle Wright, History
B.S., M.A., Western Michigan University

Theodore Wyckoff, Director, Learning Technologies
B.A., B.A., M.A., Michigan State University

Amy Young, Executive Assistant, Nonprofit Alliance
B.S., University of Michigan

Terah Zaremba, Manager, College Life
B.S., Grand Valley State University
M.Ed., Grand Valley State University

Adjunct faculty information is available through the Human Resources Department.
Support Personnel

Susan Aiken, Secretary, Emergency Medical Services Education
A.A.S., A.G.S., Kellogg Community College
B.A., Siena Heights University
Dana Angeletti, Accounting Clerk
Susan Babcock, Custodian
L. Gale Bard, Technician, Library Access Services
Peggy Barghahn, Secretary, Fehsenfeld Center
A.A., Grand Rapids Community College
B.B.A., Western Michigan University
Kari Barton, Bookstore Clerk
A.A.S., ITT Technical Institute
Jacqueline Braman, Secretary, Academic Advising
A.A., A.G.S., Kellogg Community College
Marcia Campbell, Technician, Records and Registration
A.A.S., Certificate, A.G.S., Kellogg Community College
B.B.A., Siena Heights University
Kelli Cowell, Technician, Information Services
A.A.S., A.G.S., Kellogg Community College
Sonya Curtis, Secretary, Testing and Assessment Center
A.A.S., Kellogg Community College
Carole Davis, Paraprofessional, Chemical Sciences
B.S., Michigan State University
Robert Day, Tool Crib Attendant
Bonita DiGennaro, Paraprofessional, The Learning Place
B.A., California State University
M.A., Western Michigan University
Earl Douglas, Paraprofessional, The Learning Place
B.S., Tennessee Technological University
M.A., University of Northern Colorado
Rose Dulaney, Secretary, KCC Foundation
A.G.S., A.A.S., A.A.S., Kellogg Community College
Dennis Easler, Staff Assistant, Computer Lab
A.A.S., A.A.S., Kellogg Community College
B.A., Siena Heights University
Claire Echtinaw, Paraprofessional, Math
B.A., University of Western Ontario
M.M., Aquinas College
Jerris Finkbeiner, Secretary, Learning Resource Center—Library Services
Mary Fortney, Clerk, Registration and Records
A.A., Certificate, Kellogg Community College
B.S., Western Michigan University
Rebecca Gallimore, Staff Assistant, Regional Manufacturing Technology Center
A.A.C., Kellogg Community College
Francine S. Giguere, Secretary, Allied Health/Dental Clinic
Cert., Kellogg Community College
B.S., M.A., Western Michigan University
Joe Glover, Custodian
Becky Goodwin, Technical Records Coordinator, Upward Bound
A.A., Ferris State University
Marsha Grafft, Help Desk Specialist, Employment Services
Patricia Halder, Technician, Library Technical Services
A.A., Kellogg Community College
B.A., Siena Heights University
Natalie Hammond, Paraprofessional, The Learning Place
B.A., Western Michigan University
Anne Hankamp, Secretary, Fehsenfeld Center
Joanne Hare, Secretary, Legacy Scholars
Jamica Harris, Secretary, Auxiliary Services
Kim Hayes, Secretary, Allied Health Department
A.A.S., Kellogg Community College
Marilyn Hogan, Secretary, Eastern Academic Center
B.S., University of Oklahoma
Jeffrey Houldsworth, Paraprofessional, The Learning Place
A.A., Kellogg Community College
B.A., Western Michigan University

Jacqueline Hunter, Secretary, Eastern Academic Center
A.A., A.S., A.G.S., Kellogg Community College

Mohamed Hussne, Technician, Information Services
A.A.S., Kellogg Community College

Linda Iriel, Secretary, Early Childhood Education

Kathy Jarvie, Staff Assistant, Publications
B.S., Western Michigan University

Danielle Jenkins, Staff Assistant, Human Resources
A.G.S., A.A., Kellogg Community College
B.S.W., Western Michigan University

John Kellogg, Technician, Computer Lab
B.S., Weber State College

Lagretta King, Secretary, Grahl Center
Certificate, A.G.S., A.A.S., Kellogg Community College

Cynthia Klingel, Technician, Computer Lab
B.S., M.S., Western Michigan University

June Lapland, Staff Assistant, Director Institutional Facilities
MQC credentials

Tim Lewis, Utility

Cindy Lingbeek, Paraprofessional, Support Services
A.A.S., Kellogg Community College

Lola Long, Technician, Financial Aid

Christine Lorenzen, Clerk, Math Clinic
A.A.B., Kellogg Community College

Michael Luna, Utility

Yanira Macias, Staff Assistant, Accounts Payable
A.A., Kalamazoo Valley Community College

Lois Masters, Secretary, Arts and Communication Department
A.A., Kellogg Community College
B.A., Spring Arbor University

Nancy McDonald, Secretary, Mathematics and Science Department
A.A., Kellogg Community College

Sandra McGuire, Technician, Computer Lab
B.A., University of Iowa

Jayme McHale, Secretary, Selective Admissions
B.A., Albion College

Connie McKnight, Secretary, Grahl Center

Pearl McNutt, Customer Service Specialist, Employment Services
A.A.S., A.G.S., Kellogg Community College

Valerie Miller, Secretary, Information Technology Department

Kevin Moody, Maintenance
A.A., Kellogg Community College

Pamela Newman, Help Room Specialist, Employment Services
A.S., Brevard Community College
B.A., Warner Southern College

Charin Nichols, Equipment Resource Center Clerk
A.A.S., A.A.S., Kellogg Community College

Mark Olmstead, Utility
A.A., A.G.S., Kellogg Community College

Deborah Paul, Help Desk Analyst, Information Services

Sernita Peake, Registration and Records Clerk

Sharon Powell, Custodian

Abel Ramon, Custodian

Rudy Ramon, Utility

Sara Reed, Secretary, Human Resources
B.S., Grand Valley University

Lisa Rench, Registration and Records Clerk
A.A., Kellogg Community College

Jean Rice, Accounts Receivable Head Cashier
A.G.S., A.A., Kellogg Community College
B.A., Siena Heights University

Jamie Roberts, Secretary, Criminal Justice
A.B.S., Delta College

Karolyn Roberts, Secretary, Grahl Center

Sue Rogers, Staff Assistant, Student Accounts
B.A., Spring Arbor College
Linda Sarver, Secretary, Fehsenfeld Center
A.A.S., Kellogg Community College

Jeanne Serne, Evening Clerk, Regional Manufacturing Technology Center

Matonya Seuell, Secretary, Support Services
A.A.S., Kellogg Community College

Richard Shea, Utility

Catherine Slaughter, Secretary, Athletics and Physical Education Program
A.A.S., Kellogg Community College

Andrea Stacy, Help Room Specialist, Employment Services

Brigitta Staley, Paraprofessional, The Learning Place
B.A., Indiana University
M.F.A., Pennsylvania State University

Mary Louise Stefanski, Secretary to the Dean, Career and Occupational Education and Dean of Arts and Sciences
A.A.C., Kellogg Community College
B.A.S., Siena Heights University

Andrea Stemaly, Paraprofessional, The Learning Place
A.S., Kellogg Community College
B.A., Western Michigan University

Sarah Stout, Bookstore Clerk
B.A., Alma College

Meredith Stravers, Staff Assistant, Dean of Enrollment Services/Registrar

Christina Taylor, Clerk, Testing and Assessment Center

Teresa Washburn, Secretary, Business Department
A.G.S., Kellogg Community College

Genie West, Secretary, The Learning Place

Coreen White, Secretary, Human Resources
A.A.S., Kellogg Community College
B.B.A., Siena Heights University

Tracy White, Secretary, Social Science Department
A.A.S., Kellogg Community College

Ed Williams, Paraprofessional, Davidson Building
B.S., Ohio State University
M.A., Webster College

William Willison, Custodian

Thomas Wood, Paraprofessional, Science
A.S., Kellogg Community College

B.S., Michigan State University
Ph.D., University of Kentucky

Anne Yerby, Secretary, Arts and Communication Department
A.A., A.G.S., Kellogg Community College

John Younglove, Jr., Utility
A.G.S., Kellogg Community College

Linda Younglove, Learning Systems Analyst
A.A., Huntington College

Melinda Zabawa, Secretary, Financial Aid
A.I.T., Kellogg Community College
Advisory Committees

**Accounting**
Wendy Crawford
Kevin Doyle
Chris Hollenbeck
Dan Wilson

**Business Management**
Harold Adamson
Jeff Bell
Jim Hettinger
Stephen Jenkins
Brenda McPherson
Margaret Meyer-Sindt
Julie Stratos
David Westphal

**Computer-Aided Drafting and Design Technology**
Mark Anthony
Bernie Brown
Jim Cox
Dave Deppe
Mark Disney
Darren Hervey
Chris Huckfeldt
Mason McDonough
Dan Nelson
Randy Schwan
Jim Zuck

**Computer Engineering Technology**
Sheri Deevens
Paul Fedele
Dan Harrow
Craig Koch
Dean Miller

**Corrections**
Shane Gray
Dan Hawkins
Bonita Hoffner
Carol Howes
Marshall Weeks

**Dental Hygiene**
Judy Andrews
Dollie Black
Tim Chandler
Kip Ehteridge
Renae Etheridge
McKenzie Holt Messenger
Rebecca Sommer
Eve Sydney
Angie Thorndyke

**Emergency Medical Technology**
Mark Burke
Larry Hausman
David Komasara
Jim Nofs
Ron Slagell
James Stevens
Marty Uldricks

**Graphic Design**
Kay Doyle
Karen Knack
Brad Latty
James McKee
Kurtis Phloen
Bill Wilson

**Human Services**
Jim Belanger
Ann Borden
Jennifer Collins
Sharon Dorr
Julie Fleagle
Edwin Ford
Kim Homard
Debra Ingle
Reggie LaGrand
Terry Lanston
Paula Langston-Ware
Arthur McClennery
Robin McVeigh
Renay Montgomery
Fred Morris
Robert Nida
Sheryl Overmeier
Marquetta Pearson
Judy Reed
Diane Storey
Judy Tymowitz

**Industrial Electricity/Electronics**
Steve Claywell
Mike Holcomb
Kelly Klopenstein
Terry Phillips
Fred Rowe
Brian Stannard
Ramond Wheaton
Brian Young

**Industrial Machine Tool/Tool and Die**
Brad Adams
Stacy Ashley
Scott Avery
Greg Baker
Paul Berkimer
Troy Burke
Chip Cooper
Hank Cowell
Bob Day
Jim Eash
Jesse Elkins
Mark Gothberg
Mike Judd
Mark Laughlin
Jason Moore
Todd Robbins
Mike Stevens
Bill Stoffer
Jesse Vaughn
Mark Wallace
Ken Wilson

**Industrial Millwright**
Gary Carter
Brian Cotton
John Hahn
Jeff Landers
Lester Loyer
William Norris
Dale Parshall
Richard Shives
Tom Sperbeck
Scott Stone
Advisory Committees

**Photography and Multimedia**
Doug Allen
Bob Conway
Hollis Conway
Jim Hunter
Jerry Mackey
Dave Melges
Dee Seymour
Becky Turbin

**Physical Therapist Assistant**
Barry Buchanan
Sara Desmarais
Barb Ebey
Candy Kane Habenicht
Sally Lyons
Michelle McBride
Carrie Moran
Tim Obrig
Joanna Ross
Jenny Weitting

**Radiography**
Linda Burt
Jeff Brewster
Dee Dailey
Donna Ellis
Jennifer Gillespie
Bruce Goethe
Pam Haines
Courtney Jacoby
Rick Johnson
Stacey Johnson
Tom Mushett
Carol Nearpass
Jennifer Rose
Mindi Snyder
Kerri Spillane
Chris VandenBerg
Brook Ward
Bruce Zegerius
Robert Zick

**Industrial Pipefitting and Industrial Heating/Ventilation/Air Conditioning/Refrigeration**
Bob Burgett
Scott Blowers
Scott Case
Jack Cole
Nello L. Hoffman II
Greg Mott
Bob Ogdon
John Reilly
Jerry Schott
Cheryl Thornton
Mike Walden

**Industrial Robotics**
Kevin Barnes
Matt Black
Charles Lewis
Cameron Johnson
Bob Ogden
Bob Paulson
Fred Rowe
Mike Sims
Brian Stannard
Mike Webb
Brian Young
Steve Yurisich
Melinda Zabawa

**Industrial Welding**
Brad Brew
Steve Castlemen
Jim DeBoer
Nick Easy
Bob Jackson
Dale Kitchen
Leo Kulukowski
Casey Phipps

**Law Enforcement**
Al Byam
Gary Chester
Rob Coles
John Hallacy
David Headings
Michael Leedy
Eric Miller
Dale Peet
Frank Post

**Medical Laboratory Technology**
Claudia Bergdoll
Diane Branch
Amber Dellar
Sara Desmond
Christopher Flynn
Darlene Griner
Paul Guthrie
Lisa Nabring
Joy Oglesby
Shari Pearce
Gary Roecker
Jeremy Spinney
Trish Somsel
Ken VandenBosch

**Nursing Education**
Jewel Lammers
Ann Neeld
Mary Rose
Susan Kay Ryan
Mary Jane Schoendorf
Kristin Sims
Lisa Singleterry
Roseanne Woodliff

**Office Information Technology**
Jim Bishop
Amy Cassada
Amy Gorder
Diana McGregor
Robin Olmstead
Sherry Pero
Meri Ritter

**Paralegal**
Pam Bryson
Rene Bush
Cindy Cheyne
Rhonda Dean
David DeGraw
Samuel Durham
David Gilbert
John Holmes
Linda Hughley
Michael Rae
Jeann Stoneburner

**Industrial Pipefitting and Industrial Heating/Ventilation/Air Conditioning/Refrigeration**
Bob Burgett
Scott Blowers
Scott Case
Jack Cole
Nello L. Hoffman II
Greg Mott
Bob Ogdon
John Reilly
Jerry Schott
Cheryl Thornton
Mike Walden

**Industrial Robotics**
Kevin Barnes
Matt Black
Charles Lewis
Cameron Johnson
Bob Ogden
Bob Paulson
Fred Rowe
Mike Sims
Brian Stannard
Mike Webb
Brian Young
Steve Yurisich
Melinda Zabawa

**Industrial Welding**
Brad Brew
Steve Castlemen
Jim DeBoer
Nick Easy
Bob Jackson
Dale Kitchen
Leo Kulukowski
Casey Phipps

**Law Enforcement**
Al Byam
Gary Chester
Rob Coles
John Hallacy
David Headings
Michael Leedy
Eric Miller
Dale Peet
Frank Post

**Medical Laboratory Technology**
Claudia Bergdoll
Diane Branch
Amber Dellar
Sara Desmond
Christopher Flynn
Darlene Griner
Paul Guthrie
Lisa Nabring
Joy Oglesby
Shari Pearce
Gary Roecker
Jeremy Spinney
Trish Somsel
Ken VandenBosch

**Nursing Education**
Jewel Lammers
Ann Neeld
Mary Rose
Susan Kay Ryan
Mary Jane Schoendorf
Kristin Sims
Lisa Singleterry
Roseanne Woodliff

**Office Information Technology**
Jim Bishop
Amy Cassada
Amy Gorder
Diana McGregor
Robin Olmstead
Sherry Pero
Meri Ritter

**Paralegal**
Pam Bryson
Rene Bush
Cindy Cheyne
Rhonda Dean
David DeGraw
Samuel Durham
David Gilbert
John Holmes
Linda Hughley
Michael Rae
Jeann Stoneburner

**Photography and Multimedia**
Doug Allen
Bob Conway
Hollis Conway
Jim Hunter
Jerry Mackey
Dave Melges
Dee Seymour
Becky Turbin

**Physical Therapist Assistant**
Barry Buchanan
Sara Desmarais
Barb Ebey
Candy Kane Habenicht
Sally Lyons
Michelle McBride
Carrie Moran
Tim Obrig
Joanna Ross
Jenny Weitting

**Radiography**
Linda Burt
Jeff Brewster
Dee Dailey
Donna Ellis
Jennifer Gillespie
Bruce Goethe
Pam Haines
Courtney Jacoby
Rick Johnson
Stacey Johnson
Tom Mushett
Carol Nearpass
Jennifer Rose
Mindi Snyder
Kerri Spillane
Chris VandenBerg
Brook Ward
Bruce Zegerius
Robert Zick
Recommended High School Units of Study

Key for Chart

Other Subjects

Art .......................... A
Electrical/Electronics ........ EE
Journalism ................... J
Sociology ..................... So
Accounting .................. Ac
Foreign Language .......... FL
Literature ................... L
Keyboarding ................ Ty
Auto Shop .................. AS
Geography .................. Ge
Machine Shop ............... MS
Welding ..................... W
Drafting ..................... D
Graphic Arts ................ GA
Music ....................... M
Economics .................. E
Health Science ............. Hsc
Psychology ................. P
<table>
<thead>
<tr>
<th>Kellogg Community College Areas of Study</th>
<th>Communications</th>
<th>Mathematics</th>
<th>P.E.</th>
<th>Science</th>
<th>Social Science</th>
<th>Other Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Speech</td>
<td>General Math</td>
<td>Algebra</td>
<td>Geometry</td>
<td>Advanced Algebra</td>
</tr>
<tr>
<td>Accounting</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Anthropology</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Art</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Broadcast Communications</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Business Administration</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Business Management</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Computer Engineering Technology</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Education</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>EMT (Paramedic)</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Engineering</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fire Science</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>History</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Human Services Technician</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Trades</td>
<td>4</td>
<td>½</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Areas of Study</td>
<td>Science</td>
<td>Social Science</td>
<td>Other Subjects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------</td>
<td>---------------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General English</td>
<td>Physical Edu.</td>
<td>History</td>
<td>Social Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Math</td>
<td>Science</td>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>Language Arts</td>
<td>Linguistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Science</td>
<td>Medicine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Physics</td>
<td>Medicine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Edu.</td>
<td>Chemistry</td>
<td>Pre-Law</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Sci.</td>
<td>Physics</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Assistant</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Secretary</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Technology</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Tech</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Secretary</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing, ADN</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Therapist Asst.</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Law</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production Technology</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiography</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work</td>
<td>Science</td>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Units</td>
<td>FL</td>
<td>Ge</td>
<td>L</td>
<td>P</td>
<td>So</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Sociology</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Word/Information Proc.</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CERTIFICATES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>4</td>
<td>1/2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Design</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Science</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerontology</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing, Practical</td>
<td>4</td>
<td>1/2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radio/Television Broadcasting</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Production</td>
<td>4</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Word Processing</td>
<td>4</td>
<td>1/2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Directory of Services

**Kellogg Community College**
450 North Avenue
Battle Creek, MI 49017-3397
269-965-3931

**Academic Advising**
Student Center
965-4124

**Admissions Office**
Student Center
965-4153

**Apprenticeship**
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49015
965-4137

**Athletics**
Miller Building
965-4151

**Elizabeth Binda Performing Arts Center**
Extension 2577

**Bookstore**
Student Center
965-4128

**College Life Office**
Student Center
Extension 2634

**Cultural Events**
Davidson Building
965-4126

**Customer Service Center**
Ohm Information Technology Center
965-5522

**Dental Clinic**
Roll Building
Extension 2300

**Eastern Academic Center**
14055 26 Mile Road
Albion, MI 49224
517-630-8169

**Fehsenfeld Center**
2950 West M-179 Highway
Hastings, MI 49058
269-948-9500

**Financial Aid Office**
Student Center
965-4123

**Grahl Center**
125 Seeley Street
Coldwater, MI 49036
517-278-3300

**Industrial Trades**
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49015
965-4137

**Learning Resource Center**
Emory W. Morris Learning Resource Center
965-4122

**Lifelong Learning**
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
965-4134

**Peer Advisor**
Student Center
Extension 2631

**Records and Registration**
Ohm Information Technology Center
965-4129

**Regional Manufacturing Technology Center**
405 Hill Brady Road
Battle Creek, MI 49037
965-4137

**Security**
Student Walkway
Extension 2567
965-4147

**Student Employment Services**
Student Center
Extension 2637

**Student Support Services**
Student Center
965-4150

**Testing and Assessment Center**
Lane-Thomas Building
965-4136
The Learning Place
Ohm Information Technology Center
Extension 2296

Tutoring
Ohm Information Technology Center
Extension 2392

Workforce Solutions
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
965-4137

Administration

Office of the President
Roll Building, Room 301C
Extension 2204/2203

Vice President for Administration and Finance
Roll Building, Room 301D
Extension 2204/2251

Vice President for Instruction
Roll Building, Room 301G
Extension 2206/2357

Vice President for Student Services
Student Center
Extension 2638/2627

Dean of Arts, Sciences, and Regional Education
Roll Building, Room 301J
Extension 2250/2365

Dean of Career and Occupational Education
Roll Building, Room 301I
Extension 2364/2390
**Eastern Academic Center**
14055 26 Mile Road
Albion, MI 49224
517-630-8169

**Fehsenfeld Center**
2950 West M-179 Highway
Hastings, MI 49058
269-948-9500
Grahl Center
125 Seeley Street
Coldwater, MI 49036
517-278-3300

Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
269-965-4137
Index

A

A+ Certification ........................................... 72
Academic
   Advising .................................................. 8, 38
   Appeals .................................................... 24
   Assistance ................................................ 42, 46
   Competitiveness Grant ................................... 33
   Discipline Procedure ..................................... 45
   Forgiveness Policy ....................................... 25
   Fresh Start Policy ....................................... 23
   Probation .................................................. 24
   Program Contact Information .......................... 5
   Record ..................................................... 19
Standards and Progress
   Requirements for Recipients of Financial Assistance ................... 37
   Transcript ............................................... 19
Accounting
   Degree ..................................................... 56
   Certificate ............................................... 57
   Course descriptions ..................................... 143
Accreditation and Approvals ....................................... 2
Administration and Faculty .................................... 232
Administrative Assistant
   Degree ..................................................... 115
   Certificate ............................................... 118
Administratively Initiated Withdrawals ......................... 18
Admission ................................................... 10
   of International Students ............................... 11
   to Allied Health Programs ............................. 11
   to Nursing Programs .................................... 14
   Early Entry/Dual Enrollment Program ................ 10
Advanced Emergency Medical Technician
   (Paramedic) ............................................... 89
Advisory Committees ........................................ 242
Allied Health Programs
   Admission to ............................................. 11
   Admission Prerequisites ................................. 12
   Factors Weighed for Admission ....................... 13
Americans with Disabilities Act .................................. 41
Animation .................................................... 125
course descriptions ........................................... 143
Anthropology course descriptions ............................. 144
Application
   for Graduation ........................................... 25
   Financial Aid, preferred deadlines ..................... 32
Apply
   for Financial Aid and Scholarships ...................... 7
   for Financial Assistance ............................... 32
to KCC ..................................................... 7
Apprenticeship .............................................. 58
Arabic course descriptions ................................... 145
Art
   Enrichment Certificate ................................... 60
   Course descriptions ..................................... 145
Arts, Sciences, and Regional Education .................. 5
Associate
   in Arts Degree ............................................ 53
   in General Studies degree .............................. 55
   in Science Degree ....................................... 54
Astronomy course descriptions ................................ 148
Attendance, Class ........................................... 45
Athletics ...................................................... 38
Auditing a Course ........................................... 18

B

Basic Emergency Medical Technician .................. 89
BICSI Level 1 Installer Certifications .................. 73
Biology course descriptions ................................ 148
Bruin Newspaper ............................................ 39
Business Administration
   Course descriptions ..................................... 150
Business Entrepreneurship
   Course descriptions ..................................... 153
Business Management ....................................... 61
   Degree ..................................................... 61
   Certificate ............................................... 63

C

Calculating Grade Point Average ......................... 23
Campus Map ................................................. 250
Career and Occupational Education ..................... 5
Career Clusters Directory ................................ vi
Centers ........................................................ 50
Maps ......................................................... 251
Central Michigan University
   program guides .......................................... 134
Certificate Curricula ....................................... 4
Chemistry course descriptions ............................. 154
Child Development Associate (CDA)
   Training ................................................. 85
CISCO
Certified Network Administrator
  Certification (CCNA) .................. 72
Wireless LAN Support Specialist
  Certification .......................... 73
Class Attendance ........................ 45
Clinical ................................ 49
College
  District (The) .......................... 28
  Employment Program ................... 36
  Level Examination Program (CLEP) ... 44
  Success Course ........................ 43
College Life ............................. 38
College/University Transfer Curricula 133
Communicating, General Education
  Requirements .......................... 51
  Communication course descriptions 155
  Community College Scholarships .... 37
COMPASS ................................. 8, 43
  Alternatives to ......................... 43
Computer-Aided Drafting and
  Design Technology ...................... 64
  Degree ................................ 65
  Course descriptions .................... 156
Computer Engineering Technology ..... 66
  Degree ................................ 66
  Certificates ............................ 70
  Certifications ......................... 71
  Course descriptions .................... 158
Computer Networking degree .......... 67
Computer Programming
  Certificate ............................ 70
  Course descriptions .................... 162
  Degree ................................ 68
  Elective ............................... 69
Confidentiality of Records .......... 17
Consultation ............................ 46
Cooperative Education Program ...... 36, 48
Corrections ............................. 74
  Degree ................................ 74
  Certificate ............................ 74
Local Correctional Academy ......... 75
Local Correctional Re-entry Academy 75
Course
  Cancellations .......................... 18
  Description Sample ..................... 141
  Exemptions ............................ 26
Hybrid ................................. 47
Interactive TV (ITV) ..................... 47
Instruction, of ......................... 141
Online ................................. 47
  Repeated .............................. 20
  Substitutions .......................... 26
Withdrawal ............................. 18
Creativity, General Education
  Requirements .......................... 51
Credit
  Definition ............................
  17 by Examination ..................... 21, 43
Hour Load .............................. 17
National Standard Examinations for. 21, 43
Criminal Justice ........................
  76 Course descriptions ................ 163
Critical Thinking, General Education
  Requirements .......................... 51
Customer Service Center ............. 40
Customized Training for
  Business and Industry ............... 47

D
DANTES Subject Standardized Tests
  (DSST) ................................. 44
Database Administrator
  Course descriptions .................... 166
Dean’s List ............................. 19
Defense Logistics ..................... 78
Degree and Certificate Requirements ... 51
Dental Hygiene .......................... 80
  Admission ............................. 11
  Admission Prerequisites .............. 13
  Course descriptions .................... 166
Degree .................................. 82
  Requirements for Taking Courses ... 81
Directory of Services .................. 248
Disclaimer ............................. 3
Distance Learning ..................... 47
Diversity Initiative
  Vision ................................. 2
  Mission ............................... 3
Drafting and Design Technology Degree 64
Drop/Add .............................. 17
Dual Enrollment ....................... 10
Human Services ........................................ 95
  Degree ........................................... 95
  Course descriptions ............................. 188
  Technician Certificate .......................... 96
Hybrid Courses ................................... 47

I
ITV .................................................... 47
Independent Study .................................. 47
Individualized Instruction ....................... 48
Industrial
  Electricity/Electronics ............................. 97
  Heating/Ventilation/ Air Conditioning/Refrigeration 98
  Instrumentation ................................ 100
  Machine Tool .................................... 98
  Millwright/Maintenance Mechanic .............. 98
  Non-certificate Programs ....................... 100
  Pipefitting ...................................... 99
  Robotics .......................................... 99
  Trades ............................................ 97, 190
    Certificate ..................................... 59
    Certificate Programs ........................... 97
    Degree ......................................... 97
  Welding .......................................... 99
  Course description ................................ 190
Information Technology
  Course descriptions ................................ 191
Institutional
  Financial Aid .................................... 35
  Goals ............................................ 1
  Work Program .................................... 35
  Instructional Information ....................... 45
  Instructor Initiated Drop ....................... 17
  Insurance ........................................ 40
  Integrated Manufacturing Technology ......... 101
  Interactive TV Courses .......................... 47
International
  Students, Admission of .......................... 11
  Transcripts, Evaluation of ....................... 22
  Travel course descriptions ..................... 191
  Internship ....................................... 49
Japanese course descriptions ..................... 191
  Journalism course descriptions ............... 192

K
Kellogg Community College
  Foundation ........................................ 31
  Gold Key Scholarship ............................ 35
  Honors Program .................................. 39
  Foundation Scholarships ....................... 36
  Trustees Academic Scholarship ............... 36
Kettering University program guides ............ 136

L
Laddered Nursing Program ......................... 15
Law Enforcement ................................... 102
  Degree .......................................... 102
Learning
  Communities ..................................... 48
  Opportunities .................................... 47
  Place (The) ....................................... 42
Lecture-Based Learning ............................ 48
Legal Administrative Assistant
  Degree ............................................ 116
  Certificate ...................................... 118
Literature course descriptions .................... 192
Local Correctional Academy ....................... 75
Local Correctional Re-entry Academy ............ 75

M
MACRAO
  Agreement ........................................ 133
  How to Request .................................. 20
  Transfer Agreement ............................. 19
Machine Tool ....................................... 98
Maps ................................................. 250
Marketing .......................................... 62
Mathematics
  Skills ............................................. 43, 46
  Course descriptions ................................ 193
Medical
  First Responder .................................. 89
  Laboratory Technology .......................... 104
    Admission ....................................... 11
    Admission Prerequisites ....................... 13
    Degree ......................................... 105
  Course descriptions ............................. 196
  Fast Track Option ............................... 106
  Requirements for Taking Courses ............. 104
Administrative Assistant
  Degree ............................................ 115
  Certificate ...................................... 118
Message
  from the Board of Trustees ........... i
  from the President .................. ii

Michigan
  Adult Part-Time Grant ............... 35
  Competitive Scholarships ............ 34
  Educational Opportunity Grant ....... 34
  Financial Aid Programs .............. 34
  Merit Scholarship Program .......... 34
  Nursing Scholarship ................. 34
  Promise Scholarship ................ 34
  School-Age Credential Training ....... 85
  State University program guides ... 136
  Technological University program
guides ................................ 136
  Tuition Incentive Program ........... 35
  Work Study .......................... 35

Microcomputer Applications Certificate .118
Microcomputer Applications
  Specialist Degree ................... 117

Microsoft
  Certified IT Professional
  Certification (MCITP) ............... 71
  Office Specialist Master Certificate .119

Military Duty ........................ 30

Miller College program guides ....... 137
Millwright/Maintenance Mechanic .... 98
Mission ................................ 1

Multimedia, Photography and ......... 124

Music
  Course descriptions ................ 197
  Enrichment Certificate ............. 107
  Sacred Music Certificate .......... 107

N
National Standardized Credit by
  Examination .......................... 21, 43
New Student Orientation .............. 7
Network+ Certification ............... 71
Northern Michigan University
  program guides ..................... 137

Nursing .............................. 108
  Admission Appeals ................. 15
  Admission to ....................... 14
  Advanced Placement Option ....... 15
  Associate degree .................. 108
  Course descriptions ............... 201
  Degree (RN/PN) .................... 110
  Re-Admission ...................... 108

O
Oakland University program guide ..... 137
Occupational
  Associate Degree Curricula ........ 4, 56
  and Certificate Curricula ........ 56
Education
  Degree ............................. 112
  Technical Specialty ............... 112

Office Information Technology
  Degrees ............................ 114
  Certificates ....................... 118
  Course descriptions ............... 204
  Limited Electives ................. 119

Online
  Courses ........................... 47
  Financial Aid Notification ......... 32
  Organizations, Student ............ 40
  Orientation ........................ 7

P
Panduit Authorized Installer and
  BICSI Level 1 Installer
  Certifications ..................... 73
Paralegal ............................ 121
  Degree ............................ 122
  Course descriptions ............... 209
  Post-baccalaureate Certificate ..... 123
Peer Mentoring ....................... 42

Philosophy course descriptions ..... 212
Phi Theta Kappa ....................... 39
  Scholarship ....................... 37

Photography and Multimedia ......... 124
  Animation .......................... 125
  Degree ............................ 124

Physical Education
  Activity course descriptions ....... 213
  Professional course descriptions .. 216
Physical Therapist Assistant ....... 126
  Admission .......................... 11
  Course descriptions ............... 218
  Degree ............................ 127
  Factors Weighed for Admission .... 13
Physics course descriptions .......... 221
Pipefitting .......................... 99
Placement Score Equivalencies ....... 141
  Chart .............................. 142
Political Science course descriptions .221
Practical Nursing Certificate ....... 108
Practicum .............................................. 49
Prior Experiential Learning ....................... 21
Psi Beta .............................................. 39
Public Safety Degree ................................. 129
Psychology course descriptions ................... 222

R
Radiography ........................................... 131
Admission ............................................ 11
Admission Prerequisites ............................. 12
Course descriptions ................................. 223
Degree ............................................... 132
Factors Weighed for Admission .................. 13
Reading Skills ....................................... 43, 46
Recommended High School Units
of Study .............................................. 244
Records and Registration ........................... 17
Refund Appeals ...................................... 30
Register and Pay for Classes ..................... 8
Registration .......................................... 17
Repeated Courses .................................... 20
Residency
  Conditions .......................................... 27
  Determination of for tuition ..................... 28
Resources Available, Library Services .......... 49
Robotics .............................................. 99

S
Sacred Music Certificate ............................. 107
Schedule Adjustments ............................... 17
Scholarships ........................................... 31, 35, 37
Science
  Course descriptions ............................... 227
  Skills ............................................... 43
Security+ Certification ............................. 72
Seminars ............................................. 48
Service Learning course descriptions ......... 228
Short Courses ........................................ 48
Siena Heights University ........................... 138
Skilled Trades Degree ............................... 58
Small Group Option ................................ 48
Social Science course descriptions ............. 228
Sociology course descriptions .................... 228
Sophomore .......................................... 17
Spanish course descriptions ..................... 229
Spring Arbor College program guide ........... 138

Student
  Assessment and Course
    Placement Test (COMPASS) ..................... 43
  Classification and Credit Hour load .......... 17
  Employment Services ............................ 41
  Financial Assistance ............................ 32
  Handbook – Regulations ......................... 42
  Leadership Institute ............................. 40
  Organizations .................................... 40
  Services .......................................... 38
  Students with Disabilities ...................... 40
  Study Skills ....................................... 43, 46
  Course descriptions ............................. 229
Support
  Personnel .......................................... 239
  Services .......................................... 36, 42
  Services Programs ............................... 36

T
Testing and Assessment Center ................... 43
Textbooks ........................................... 27
Theatre course descriptions ...................... 230
The Learning Place ................................ 42, 46
Title IV Federal Financial Aid Programs ....... 33
  Return of Funds .................................. 32
  Tools for Student Success ....................... 42
Transcript(s)
  Academic .......................................... 19
  Requesting a ...................................... 19
Transfer
  Credit from Other Colleges ..................... 8
  Curricula ......................................... 133
  Evaluation Process ............................... 21
  Information ....................................... 133
  Institutions ....................................... 133
  Institution Information and
    Program Guides .................................. 134
  Trine University program guide ............... 138
  Trustees Academic Scholarship ............... 36
  Tuition
    and Fees ........................................ 29
    Refund Policy .................................. 30
    Tutoring ......................................... 42

U
University of Michigan program guide .......... 138
University of Phoenix program guide ........... 139
University Transfer Curricula ..................... 133
<table>
<thead>
<tr>
<th>Walsh College program guide</th>
<th>139</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Design Certificate</td>
<td>94</td>
</tr>
<tr>
<td>Web Portal</td>
<td>9</td>
</tr>
<tr>
<td>Western Michigan University program guide</td>
<td>139</td>
</tr>
<tr>
<td>Withdrawal(s)</td>
<td>18</td>
</tr>
<tr>
<td>Administratively Initiated</td>
<td>18</td>
</tr>
<tr>
<td>Course</td>
<td>18</td>
</tr>
<tr>
<td>from College</td>
<td>18</td>
</tr>
<tr>
<td>William D. Ford Federal Direct Loan Program</td>
<td>33</td>
</tr>
<tr>
<td>Word/Information Processing</td>
<td></td>
</tr>
<tr>
<td>Certificate</td>
<td>119</td>
</tr>
<tr>
<td>Degree</td>
<td>117</td>
</tr>
<tr>
<td>Workshops</td>
<td>48</td>
</tr>
<tr>
<td>Writing Skills</td>
<td>43, 46</td>
</tr>
<tr>
<td>Work-Based Learning</td>
<td>48</td>
</tr>
<tr>
<td>Work Program, Institutional</td>
<td>35</td>
</tr>
<tr>
<td>Work Study</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>33</td>
</tr>
<tr>
<td>Michigan</td>
<td>35</td>
</tr>
</tbody>
</table>