
KELLOGG COMMUNITY COLLEGE

Academic Catalog 2013-2014

Effective Fall 2013, Spring 2014, Summer 2014

For information on applying for admission to KCC, please refer to page 6,
or visit our website www.kellogg.edu/admissions.



President's Message

Welcome to Kellogg Community College, where an eager team of instructors and staff is ready to provide you with the knowledge and expertise you need to advance in education, in the workplace and in life.

Your success as a KCC student is our primary objective, which is why we've designed our entire institution – from course options and class times to tuition rates and premier facilities – with you in mind. We are dedicated to maintaining an environment conducive to learning and we hope you will take full advantage of everything we make available.

Whether you're taking a full load of classes in pursuit of a degree or expanding your opportunities one course at a time, we want you to know we are committed to doing everything possible to ensure that your experience at KCC is beneficial and enjoyable.

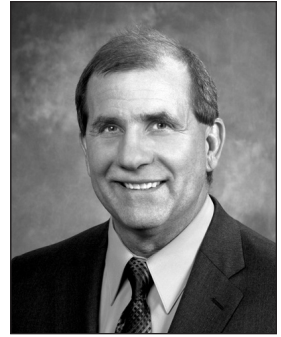
Because 14,500 students enroll at KCC every year, we serve many people in multiple locales. However, we take great pride in serving students individually with small class sizes, easy access to faculty and staff, responsive customer service and scholarships.

By choosing to study at KCC, you're joining a true community, where helpfulness, progress and sincerity are the norm. We warmly welcome you into our Bruin community and are excited to have you at KCC. Have an outstanding year!

Sincerely,



Dr. Dennis Bona
President



Dr. Dennis Bona
President

Message from the Board of Trustees

The Kellogg Community College Board of Trustees welcomes you to KCC and wishes you the best as you prepare for the next destination in your life, be it further education, a new career or expertise in a field of study.

As policymakers, we make decisions that keep KCC financially stable, create partnerships in the communities we serve and enable learning experiences that help students become employable and successful. You, the students, are at the heart of every decision we make and we are deeply grateful you've chosen to enroll at KCC.

Thank you for joining us at Kellogg Community College, where lives have been enriched for nearly 60 years, and good luck in the new academic year.



Jonathan D. Byrd
Chair



Jonathan D. Byrd
Chair



Jill Booth
Vice Chair



Reba M. Harrington
Secretary



Matthew A. Davis
Treasurer



Julie M. Camp Seifke
Trustee



Steven A. Claywell
Trustee



Brian C. Hice
Trustee

Table of Contents

| | | | |
|---|----|--|----|
| Career Clusters Directory | vi | Federal Refund/Repayment Policy | 30 |
| General Information | | Residency | 30 |
| Mission Statement | 1 | The College District | 31 |
| Vision Statement | 1 | Tuition and Fees | 32 |
| Accreditation and Approvals | 1 | Tuition Refund Policy | 33 |
| Diversity Initiative | 2 | Foundation | |
| Facilities | 2 | KCC Foundation | 34 |
| Disclaimer | 3 | Scholarships | 34 |
| Equal Opportunity | 3 | Financial Aid | |
| Certificate Curricula | 3 | Financial Aid Office Programs | 35 |
| Occupational Associate Degree Curricula | 3 | Title IV Federal Financial Aid Programs | 35 |
| Academic Program Contact Information | 4 | Michigan Financial Aid Programs | 37 |
| | | Academic Standards and Progress Requirement for Recipients of Financial Assistance | 37 |
| Becoming a KCC Student | | Support Services Programs | 37 |
| Apply to KCC | 6 | College Employment Program | 37 |
| Apply for Financial Aid and Scholarships | 6 | Cooperative Education Program | 38 |
| Complete the Orientation | 7 | Financial Assistance for Transfer Students | 38 |
| Take the Skills Assessment (COMPASS) | 7 | | |
| Academic Advising | 7 | Student Services | |
| Register and Pay or Classes | 8 | Academic Advising | 39 |
| Additional Information | 8 | Athletics | 39 |
| | | Student Life | 39 |
| General Admissions | | Records and Registration | 42 |
| Dual Enrollment Program | 10 | Housing | 42 |
| Guest Student Application Process | 10 | Insurance | 42 |
| Admission of International Students | 10 | Students with Disabilities | 42 |
| Admission to Allied Health Programs | 11 | Career and Employment Services | 43 |
| Admission to Nursing Programs | 15 | Student Handbook—Regulations | 43 |
| | | Support Services | 43 |
| Records and Registration | | Tools for Student Success | 44 |
| Confidentiality of Records | 19 | Testing and Assessment Center | 44 |
| Student Classification and Credit Hour Load | 19 | Instructional Information | |
| Registration and Schedule Adjustments | 19 | General Education Core | 46 |
| Auditing a Course | 20 | Academic Discipline Procedure | 46 |
| Withdrawals | 20 | Class Attendance | 46 |
| Administratively Initiated Withdrawals | 20 | Consultation | 46 |
| Academic Record | 21 | Academic Assistance | 46 |
| Grading | 24 | Learning Opportunities | 47 |
| Academic Fresh Start Policy | 26 | Library Services | 51 |
| Academic Probation | 26 | Regional Locations | 51 |
| Academic Appeals | 27 | | |
| Graduation | 27 | | |
| Financial Information | | | |
| Textbooks | 30 | | |

Degree and Certificate Requirements

| | |
|---|----|
| Requirements | 52 |
| General Education Core Courses | 52 |
| Associate in Arts Degree | 56 |
| Associate in Criminal Justice | 57 |
| Associate in Elementary Education | 59 |
| Associate in General Studies Degree | 62 |
| Associate in International Studies Degree | 63 |
| Associate in Science Degree | 65 |

Occupational Associate Degree and Certificate Curricula

| | |
|---|-----|
| Accounting | 66 |
| Apprenticeship | 68 |
| Art | 70 |
| Business Management | 71 |
| Computer-Aided Drafting and Design Technology | 74 |
| Computer Engineering Technology | 76 |
| Corrections | 84 |
| Defense Logistics | 86 |
| Dental Hygiene | 87 |
| Early Childhood Education | 90 |
| Emergency Medical Services | 95 |
| English | 98 |
| Graphic Design | 99 |
| Human Services | 101 |
| Industrial Trades | 103 |
| Law Enforcement | 107 |
| Magnetic Resonance Imaging (MRI) | 109 |
| Medical Laboratory Technology | 112 |
| Music | 115 |
| Nursing | 116 |
| Office Information Technology | 120 |
| Paralegal | 128 |
| Photography and Multimedia | 131 |
| Physical Therapist Assistant | 134 |
| Public Safety | 137 |
| Radiography | 139 |

Transfer Information

| | |
|---|-----|
| MACRAO Agreement | 142 |
| Transfer Institutions | 142 |
| College/University Transfer Curricula | 143 |
| Transfer Institution Information and Program Guides | 144 |

Courses of Instruction

| | |
|---|-----|
| Placement Score Equivalencies | 154 |
| Placement Score Equivalencies Chart | 155 |
| Accounting | 156 |
| Animation | 156 |
| Anthropology | 157 |
| Arabic | 157 |
| Art | 158 |
| Astronomy | 161 |
| Biology | 161 |
| Business Administration | 163 |
| Business Entrepreneurship | 166 |
| Chemistry | 167 |
| Communication | 168 |
| Computer-Aided Drafting | 169 |
| Computer Engineering Technology | 171 |
| Computer Programming | 176 |
| Criminal Justice | 177 |
| Database Administrator | 180 |
| Dental Hygiene | 180 |
| Early Childhood Education | 183 |
| Economics | 187 |
| Education | 187 |
| Emergency Medical Technician | 189 |
| Engineering Technology | 194 |
| English | 195 |
| French | 196 |
| Geography | 196 |
| Graphic Design | 196 |
| History | 198 |
| Humanities | 201 |
| Human Services | 202 |
| Industrial Trades | 204 |
| Industrial Welding | 204 |
| Information Technology | 204 |
| International Travel | 204 |
| Japanese | 205 |
| Journalism | 205 |
| Literature | 205 |
| Magnetic Resonance Imaging | 207 |
| Mathematics | 209 |
| Medical Laboratory Technology | 212 |
| Music | 213 |
| Nursing | 217 |
| Office Information Technology | 218 |
| Paralegal | 223 |
| Philosophy | 229 |
| Physical Education Activity | 230 |

| | |
|---|------------|
| Physical Education Healthy Lifestyle . . . | 233 |
| Physical Education Professional | 234 |
| Physical Therapist Assistant | 236 |
| Physics | 239 |
| Political Science | 240 |
| Psychology | 240 |
| Radiography | 242 |
| Science | 245 |
| Service Learning | 245 |
| Sociology | 245 |
| Spanish | 246 |
| Theatre | 247 |
| Transitional Studies – English | 248 |
| Transitional Studies – Learning Strategies | 249 |
| Transitional Studies – Mathematics | 249 |
| Transitional Studies – Reading | 250 |
| Administration and Faculty | 252 |
| Support Personnel | 260 |
| Advisory Committees | 263 |
| Recommended High School Units of Study | 265 |
| Directory of Services | 269 |
| Maps | 271 |
| Index | 274 |

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.

Arts, Audio-Video Technology and Communication

| | |
|--|-----|
| Art Enrichment Certificate | 70 |
| Art and Design (transfer) | 143 |
| Communication (transfer) | 143 |
| English for Enrichment Certificate | 98 |
| Graphic Design | 99 |
| Music (transfer) | 143 |
| Music Enrichment Certificate | 115 |
| Photography and Multimedia | 131 |
| Photography and Multimedia Certificate | 131 |
| Sacred Music Certificate | 115 |

Business, Management and Administration

| | |
|--|-----|
| Accounting | 66 |
| Business Administration (transfer) | 143 |
| Business Management | 71 |
| Business Management | 73 |
| Human Resources | |
| Entrepreneurship | |
| Office Information Technology | 120 |
| Administrative Assistant | |
| Medical Administrative Assistant | |
| Microcomputer Applications Specialist | |
| MOS Master Certificate | |
| Legal Administrative Assistant | |
| Word and Information Processing | |

Education and Training

| | |
|---|-----|
| Early Childhood Education | 90 |
| Elementary Education (transfer) | 143 |
| Elementary and Secondary Education (KCC curricula) | 152 |
| History (transfer) | 143 |
| Physical Education (transfer) | 143 |
| Special Education (transfer) | 143 |

Government and Public Administration

| | |
|--|-----|
| Political Science (transfer) | 143 |
| Public Services Administration (transfer) | 143 |

Health Science

| | |
|--|-----|
| Dental Hygiene | 87 |
| Magnetic Resonance Imaging (MRI) | 109 |
| Medical Laboratory Technology | 112 |
| Pre-Medicine (transfer) | 143 |
| Nursing | 116 |
| Licensed Practical Nurse | |
| Registered Nurse | |
| Pharmacy (transfer) | 143 |
| Physical Therapist Assistant | 135 |
| Psychology (transfer) | 143 |
| Radiography | 139 |

Human Services

| | |
|---|-----|
| Human Services | 101 |
| Human Services Administration (transfer) | 143 |
| Sociology (transfer) | 143 |

Information Technology

| | |
|---|----|
| Computer Engineering Technology | 76 |
| Computer Networking | |
| Computer Programming | |
| Computer Programming Certificate | |
| Computer Engineering Technology Certifications | |

Law, Public Safety, Corrections and Security

| | |
|----------------------------|----|
| Corrections | 84 |
| Criminal Justice | 57 |

General Information

Mission Statement

Kellogg Community College is dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.

The following are the core components of our mission:

- We engage students in learning experiences that lead to enhanced employability and successful transfer to other educational institutions.
- We develop students who can think critically, communicate effectively, and demonstrate global awareness.
- We partner with the communities we serve to support economic vitality and stability through the development of a skilled local workforce.
- We provide the educational resources and student services that promote, support, and enhance student success.
- We advocate lifelong learning for all members of the community, providing local residents with educational and cultural opportunities that result in personal growth and development.

Vision Statement

Kellogg Community College will be recognized as a premier institution of higher education, having achieved excellence through innovation, quality instruction, a culture of continuous improvement, and learner-centered decision making.

Working together across the college we support an environment that values:

- Student success through collaboration, cooperation, and academic rigor
- Positive relationships with students, employers, our staff, and the community
- Diversity
- Quality and continuous improvement
- Innovation, creativity, and flexibility

- Personal and professional integrity
- Staff development

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.ncahigherlearningcommission.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

Correspondence awarding accreditation to the College or individual programs is filed in the office of the Vice President for Instruction. These documents are available for viewing by appointment.

The Self-Study Report required for accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools is filed in the office of the Vice President for Instruction. A public copy of the Self-Study Report is available for viewing in the Learning Resource Center. Individual program self studies required by their program accreditation agencies are filed in the office of the academic department that administers the program, along with any agency comments about the self-study. These documents are available for viewing by appointment at the corresponding department office.

Diversity Initiative

Vision for Diversity Initiative

Kellogg Community College 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

Kellogg Community College 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 is proactive in encouraging 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 ensure 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, study area, Academic Advising, Support Services, Financial Aid, Business Office, Enrollment Services, and Student Life
- The 320-seat Elizabeth H. Binda Performing Arts Center
- A Learning Resource Center containing a library that offers individual and group work areas, and a computer commons.
- College Bookstore
- A Business and Industry Training Center
- Computer classrooms
- Tennis courts
- 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 Grahl Center (Coldwater) that provide transfer and applied degree courses during the days and evenings
- The Academic Support Department provides paraprofessional assistance, tutoring, and transitional courses in a variety of subject areas

Disclaimer

Information contained in the 2012-2013 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.

Equal Opportunity

Kellogg Community College is an equal opportunity 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 non-discrimination 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
- Computer Programming
- Corrections
- Customer Energy Specialist
- Early Childhood Education
- EMT - Basic
- EMT - Paramedic
- English for Enrichment
- Entrepreneurship
- Graphic Design
- Human Services Technician
- Industrial Electricity and Electronics
- Industrial Heating, Ventilation,
Air Conditioning and Refrigeration
- Industrial Machining Technologies
- Industrial Pipefitting
- Industrial Technology
- Industrial Trades
- Industrial Welding
- Legal Administrative Assistant
- Medical Administrative Assistant
- Microcomputer Applications
- MOS Master Preparation
- Music Enrichment
- Nursing-Practical
- Paralegal Post-Baccalaureate
- Photography and Multimedia
- Sacred Music
- 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
Graphic Design
Human Services
Industrial Electricity and Electronics
Industrial Heating, Ventilation,
Air Conditioning and Refrigeration
Industrial Machining Technologies
Industrial Pipefitting
Industrial Technology
Industrial Welding
Law Enforcement
Legal Administrative Assistant
Magnetic Resonance Imaging
Management Information System
Medical Administrative Assistant
Medical Laboratory Technology
Microcomputer Application Specialist
Nursing
Paralegal
Photography and Multimedia
Physical Therapist Assistant
Public Safety
Radiographer
Skilled Trades
Word/Information Processing

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, chairpersons, directors, managers, and coordinators, together with the areas for which they are responsible, are listed below.

Career and Occupational Education

Jan Karazim, Dean—ext. 2315

Health Careers

Allied Health, Christine Vandenberg,
Director/Medical Imaging Director
—ext. 2303

Dental Hygiene, Jamie Beale, Director
—ext. 2301

Emergency Medical Services Education,
Chester Dalski, Director—ext. 2324

Magnetic Resonance Imaging, Amy Lee,
Educational Coordinator—ext. 2081

Medical Laboratory Technology Program,
Jerry Singleterry, Coordinator—ext.
2321

Nursing Education, Theresa Dawson,
Director—ext. 2927
Tonie McMaster, Assistant Director—
ext. 2327

Associate Degree Laddered Nursing,
Nurse Assistant

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, Paralegal

Paralegal Program, Susan McCabe,
Coordinator—ext. 2520
Regional Manufacturing Technology Center,
Laura McGuire, Director—ext. 2800
Apprenticeship Training; Electricity
and Electronics; Industrial
Technology; Instrumentation;
Heating, Ventilation, Air
Conditioning and Refrigeration;
Machining Technologies; Tool and
Die; Pipefitting; Welding

Corporate and Community Services

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

Arts, Sciences, and Regional Education

Dean, Kevin Rabineau—ext. 2250
Academic Support Department,
vacant, Chair—ext. 2651
Judy Reed, Manager—ext. 2635
Transitional Studies: English as a
Second Language, Basic Writing,
Applied Writing, Writing
Improvement, Basic Math, Pre-
Algebra, Basic College Reading,
Applied College Reading, and
Learning Strategies for College
Success
Access 2 Success, Amy Shreve,
Manager—ext. 2669
Arts and Communication Department,
Barbara Sudeikis, Chair—ext. 2663
Animation, Arabic, Art,
Composition, Creative Writing,
Communication, English, French,
Humanities, Journalism, Literature,
Music, Photography, Spanish, and
Theater
Theatre, Bradford Poer, Coordinator—
ext. 2558

Criminal Justice Department, Ron Ivey,
Director—ext. 2748
Corrections, Criminal Justice, Law
Enforcement
Rob Miller, Police Academy,
Manager—ext. 2197
Early Childhood and Teacher Education,
Dawn Larsen, Director—ext. 2399
Mathematics and Science Department,
Carole Davis, Chair—ext. 2353
Astronomy, Biology, Chemistry,
Geography, Mathematics, Physics,
Science
Physical Education Department, Tom Shaw,
Chair—ext. 2548
Service Learning, Kate DeGraaf,
Manager— ext. 2211
Social Science Department, Linda Lovchuk,
Chair—ext. 2210
Anthropology, History, International
Travel, Philosophy, Political Science,
Psychology, Social Science,
Sociology
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), Roberta Gagnon,
Director—ext. 4551

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 Admissions office in the Student 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 Criteria

- Adults 18 years of age or older,
- High school graduates (or high school equivalency certificate [GED]), 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 Enrollment Program (additional approvals and/or materials may be required).

Once your Application for Admission has been processed, 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)
- Online learning tools
- Portal Password Management

Your login to the Portal will be provided in your KCC admissions letter. 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.

Admissions Contact Information

Phone – 269-965-4153

E-mail – adm@kellogg.edu

Fax – 269-965-2085

Web – www.kellogg.edu/admissions

Step 2

Apply for Financial Aid and Scholarships

Go to the KCC website at www.kellogg.edu/ financial for eligibility requirements and information on grants, scholarships, student loans, work-study, and veteran's benefits.

Submit the Free Application for Federal Student Aid (FAFSA) online 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, you will receive a letter in the U.S. mail from KCC. The letter will give you directions on how to access a KCC e-mail account that has been set up for you.
- An e-mail will be sent to your KCC e-mail account requesting documentation with links to the documents provided.
- After all documents requested have been received by the Financial Aid office your file will be reviewed for awarding purposes. Processing times may vary.

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.

Financial Aid & Scholarships Contact Information

Phone – 269-965-4123

Step 3

Complete Orientation

All first-time students pursuing a degree or certificate are required to complete an orientation. You may complete an online orientation or attend a New Student Orientation session on the Battle Creek campus. The online orientation is available at www.kellogg.edu/admissions/onlineorientation.

The New Student Orientation includes COMPASS testing, academic advising, registration for classes, and payment processing. Register for a New Student Orientation session at www.kellogg.edu/admissions/orientation.html, or by calling 269-965-4153.

For orientation at a KCC regional center, complete the online orientation at the Eastern Academic, Fehsenfeld, or Grahl Center. Contact the staff at the Center's main office for available times.

KCC Academic Centers

Eastern Academic Center – 517-630-8169

Fehsenfeld Center – 269-948-9500

Grahl center – 517-278-3300

RMTC – 269-965-4137

Step 4

Take the Skills Assessment (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.

- Students pursuing a degree or certificate are required to complete assessment testing prior to meeting with an academic advisor to schedule classes.

- You must have applied for admission to KCC in order to take the assessment test. Bring a photo ID with you to test.
- You should allow at least two hours for three basic skills assessments.
- No personal items, such as purses or cell phones, will be allowed in the testing area. Lockers are available on campus.

If you already have a degree (associate's degree or above) from an accredited college or university, you may be exempted from some COMPASS prerequisites. COMPASS reading scores, COMPASS writing scores or COMPASS Pre-Algebra scores may be exempted. In order to receive this exemption, you must ensure the College is provided with an official college transcript indicating the degree earned. Note that a degree from another college does not exempt you from any other prerequisites. However, certain courses accepted for transfer may meet additional prerequisite requirements.

Testing and Assessment Contact Information

Phone – 269-965-4136

E-mail – testing@kellogg.edu

Web – www.kellogg.edu/testing

COMPASS assessment is available at the North Avenue campus, and the Eastern Academic, Fehsenfeld, and Grahl Centers. At the North Avenue campus, testing is conducted on a walk-in basis during specified hours. Consult the website for current testing hours.

Step 5

Academic Advising

- Academic Advisors help students attain their educational goals by providing information, encouragement, and the necessary tools to navigate the registration process. Students are expected to play an active role in their educational journey; advisors will rely on Academic Evaluations and/or Transfer Guides to empower students to become self-direct-

ed learners.

Academic Advisors help students:

- Interpret COMPASS assessment scores
 - Obtain information about academic programs at KCC
 - Select appropriate courses
 - Understand graduation requirements
 - Navigate the transfer process
 - Understand how to read and interpret an Academic Evaluation as a tool to select courses
 - Identify and access career resources
 - Seek appropriate college resources
- Students are encouraged to schedule an appointment to meet with an academic advisor; walk-in advising is available on a limited basis. Advising services are offered on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld, and Grahl Center.
 - Remember to disclose to your advisor any disability that may affect your performance. If you have not already supplied Support Services with documentation of the disability, do so at this time. You will be mailed a copy of the Instructor Notification each semester which is provided to your instructor(s) outlining the appropriate accommodations.
 - Additional advising resources, including transfer guides are available on the advising website.

Academic Advising Contact Information

Phone – 269-965-4124

E-mail – advising@kellogg.edu

Web – www.kellogg.edu/advising

Come prepared for your advising appointment with high school and/or college transcripts, ACT and/or COMPASS scores, and picture ID.

Step 6

Register and Pay for Classes

Now that you have completed the first 5 steps as a new student, you may register for classes and complete the payment process.

- Establish Residency
 - Acceptable documentation for establishing and proving your residency can be found in the KCC college catalog under residency.
- Registration is available through the KCC Web Portal at www.kellogg.edu
- You may register in person (photo ID required) at the Battle Creek campus; Eastern Academic, Fehsenfeld, or Grahl 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:

- Payment in full when registering for classes
- Enrollment in the 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 pay in full or enroll in Nelnet/FACTS will result in your classes being dropped. Find additional information at www.kellogg.edu and click on “FACTS.”

Records and Registration Contact Information

Phone – 269-965-5522

E-mail – regoffice@kellogg.edu

Web – www.kellogg.edu/registrar

Business Office Contact Information

Phone – 269-965-4140

E-mail – busoffice@kellogg.edu

Additional Information

Photo Identification Requirements

Kellogg Community College requires photo identification to utilize facilities and to obtain student information. Acceptable forms of photo identification are:

- KCC ID card
- Driver’s license

-
- State ID card
 - U.S. military photo card
 - State or federal government issued photo ID

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:

- KRIS (Kellogg Registration Information System), including registration, financial, and grade information
- KCC e-mail account
- Notices of KCC news and events
- Links to other KCC online resources, including course management systems, library, and alert notification system
- e-Check refund - sign up to receive refunds by direct deposit. From the KRIS menu, click on Financial Information and click Bank Information to enroll. For further information contact the Business Office at 269-965-4140.

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 KCC Web Portal is achieved by clicking the Web Portal Login button on the College home page, www.kellogg.edu.

Instructions on the use of the KCC Web Portal are available either from the Web at www.kellogg.edu/is/helpdesk/student/ or within the KCC Web Portal.

Textbooks

Kellogg Community College Bookstore/Bruin Bookstore is located on the first floor of the Lane Thomas Building. The Bruin Bookstore offers new and used textbooks, supplies, insignia items, clothing, software, and snacks for students to purchase. Students at the Fehsenfeld, Grahl, and Eastern Academic Centers may purchase their books online at bookstore.kellogg.edu or at the Battle Creek Bruin Bookstore. The average cost of a new textbook is estimated at approximately \$110.00. Please be aware some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bruin Bookstore will 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 KCC student or government issued ID and KCC class schedule are required for purchases made with financial aid. Students found abusing the right to charge purchases at the Bruin Bookstore against pending financial aid may be placed on financial aid suspension.

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

Bruin Bookstore Contact Information

Phone – 269-965-4128

E-mail – kccbookstore@kellogg.edu

Web – bookstore.kellogg.edu

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 (GED)
- Completion of a home school program
- Age 18 or older
- A student desiring to participate in the 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 (TSEN 45) 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.

Dual Enrollment Program

Dual Enrollment Application Packets are available for students who wish to dual enroll at Kellogg Community College. Approval from the school district where the student is enrolled is required to complete the dual enrollment process. Dual Enrollment Application Packets are available in the Admissions office or with a high school guidance counselor. The packet must be completed, including required signatures, before a student is permitted to register. A

checklist with the packet indicates required documentation and signatures to be submitted to the Admissions office. The student must return the completed packet and required documents along with a picture ID and residency documentation (see Residency section). Students are required to meet all prerequisites of the courses requested.

Students who are in high school but are under the age of 14 must receive permission from the appropriate KCC department in order to enroll. For more information, please contact Admissions at 269-965-4153.

Guest Student Application Process

Students who are currently enrolled at another college or university and wish to take a class or classes 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 Admissions office located in the Student Center on the Battle Creek campus.

Guest students are required to provide documentation indicating that they meet all prerequisites for the course(s) 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, such as WES (World Education Services) or ACEI (Academic Credentials Evaluation Institute). Brochures on these two services are available in the Admissions office.
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 courses from the TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System) or MELAB (Michigan Test of English Proficiency). Kellogg Community College requires a score of 500 on the written TOEFL (computer-based=173; internet-based=61), a minimum score of 5 on the IELTS, or a minimum score of 75 on the MELAB.
4. Provide evidence that sufficient financial resources are available to meet all expenses. You must submit a signed 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, converted into U.S. dollars, and less than 60 days old.

Upon acceptance of the College, an I-20 (Certificate of Eligibility) form will be issued to you. Requests for international student applications should be made through the Admissions 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, Magnetic Resonance Imaging, 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. Select a program

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 admissions period. New applications for an Allied Health program will not be accepted until August 1 of the year preceding the admission decision. For example, applications for a program beginning fall 2014 (or later that academic year) will not be accepted until August 1, 2013

2. Gather Admission Requirements

At the time of application, applicants must supply all necessary documentation described in step three. Incomplete applications will not be accepted. Applicants are responsible for notifying Records and Registration 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. **Submit Completed Application Packet**

Selective Admission application packets 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. Completed application packets contain all of the following information and should be turned in to the Admissions office as a packet:

- **Application & Checklist**

Submit a Selective Admission application and checklist indicating the specific Allied Health program desired and all previous colleges attended.

- **Proof of High School Graduation**

Evidence of high school performance and graduation is required for those applicants who do not have official documentation of a degree from an accredited post-secondary institution.

- High School Graduates—submit high school transcript(s) showing entire high school record, including graduation date and final GPA.

- Current High School Students—prior to the closing date, applicants who are currently in high school need to submit an updated transcript from their completed first semester of the senior year. If admitted to an Allied Health program, an additional high school transcript proving graduation and final GPA must be submitted prior to beginning the program.

- GED Recipients—successful GED results and high school transcript(s) (to document courses completed at high schools, if applicable).

- **Proof of Post-Secondary Completion**

Evidence of post-secondary performance and graduation is required for those applicants who have attended other institutions. Applicants are

responsible for sending updated copies of official transcripts from other post-secondary institutions as they become available during the admission process. All post-secondary institutions attended must be indicated on the Selective Admission application, and transcripts for all institutions must be submitted. This includes coursework that may not be applicable specifically to the Allied Health program (a cumulative GPA for all post-secondary institutions is an admission requirement). Official transcripts are required. Course descriptions may be required for courses taken at out-of-state institutions.

- **Assessment and Testing Scores**

Certain assessment or testing scores may be required for admission and/or as prerequisites for required courses.

- ACT or SAT scores—applicants are responsible for submitting updated copies of ACT or SAT scores. ACT or SAT scores printed on high school transcripts are considered valid and official. ACT or SAT scores are waived for applicants who provide official documentation of a degree from an accredited post-secondary institution.

- COMPASS Testing scores—certain COMPASS testing scores are required for admission to Allied Health programs and are considered prerequisites for certain required courses. COMPASS testing scores taken at an accredited institution may be submitted to the Testing and Assessment Center for evaluation.

- **Additional Factors for Admission**

Completion of other admission factors will be based on the program to which you are applying. Please see the specific program admission information for details.

4. Review Submission Deadline Dates

The application packet must be complete by the application closing date. Unless an insufficient number of applications are received, the application closing date for:

- Radiography is February 1.
- Magnetic Resonance Imaging is February 15.
- Physical Therapist Assistant is March 1.
- Dental Hygiene is April 1.
- Medical Laboratory Technology is May 15.

5. Review Current Catalog Requirements

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 2014-2015 academic year. Requirements for admission to Allied Health programs may be subject to change in future academic years. Please see an Academic Advisor to discuss catalog requirements for any Allied Health program.

6. Update Contact Information

Each individual whose application was completed by the program closing date will be informed of the admission decision via U.S. Postal Service 30 days after the closing date. Kellogg Community College will not be held responsible for communication undeliverable due to outdated contact information.

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. Academic experience 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 Admissions office or the Academic Advising office.

Common Factors Weighed for Admission

Dental Hygiene, Medical Laboratory Technology, Physical Therapist Assistant, and Radiography (these common factors do not apply to Magnetic Resonance Imaging)

Admission to an Allied Health Program is competitive based on points awarded for grades or scores on various courses or tests. The following common factors are considered in determining which candidates will be admitted to all Allied Health programs:

1. High School grade point average or GED scores (if less than 12 college credits completed)
2. College grade point average (if more than 12 college credits completed)
3. ACT or SAT score, or a documented degree from an accredited post-secondary institution (waived if there is proof of degree completion from an accredited post-secondary institution)
4. Specific college courses with a "C" (2.0) or better (not required for admission, but considered):
 - Biology 201 (Human Anatomy)
 - Biology 202 (Human Physiology)
 - English 151 or English 152 (Freshman Composition I or II)
 - Psychology 201 (Introduction to Psychology)
 - Sociology 201 (Introduction to Sociology)
 - Creativity course

Additional Program Specific Requirements

The following factors are specific to each Allied Health program, and are in addition to the Common Factors listed above. Applicants who meet the Common Factors requirement must also meet the required courses specific to each program before they can be considered for admission. Courses that are not required do not need to be completed prior to applying, but will be

weighed in determining which candidates will be admitted to the specific Allied Health program.

Dental Hygiene Program

1. The following factors are required for admission to the Dental Hygiene program: prerequisite requirements for Chemistry 100 (Fundamentals of Chemistry I) must be met prior to applying to the Dental Hygiene program. Applicants who have obtained a degree will need to show proof of meeting the prerequisite requirements for Chemistry 100 as described in the KCC Catalog per the academic year to which the student is applying.
2. In addition to the Common Factors, these courses are not required for admission, but will be weighed in determining which applicants will be admitted to the Dental Hygiene program—
Specific college courses with a “C” (2.0) or better:

- Biology 205 (Microbiology)
- Chemistry 100 or 110 (Fundamentals of Chemistry I or General Chemistry I)
- Communication 101 (Foundations of Interpersonal Communication)

Magnetic Resonance Imaging Program

The following factors will be weighed in determining which applicants will be admitted to the Magnetic Resonance Imaging program, and are specific to this program:

1. The following factors are required for admission to the Magnetic Resonance Imaging program:
 - College grade point average
 - ACT or SAT score, or a documented degree from an accredited post-secondary institution (waived if there is proof of degree completion from an accredited post-secondary institution)
 - Creativity Elective (please refer to the Degree and Certificate Requirements section of the 2013-2014 catalog) with a “C” (2.0) or better
 - Office Information Technology 227

(Medical Terminology) with a “C” (2.0) or better

2. These additional factors are required for admission, and will be weighed in determining which applicants will be admitted to the Magnetic Resonance Imaging program—

Specific college courses with a “C” (2.0) or better:

- Biology 201 (Human Anatomy)
 - Biology 202 (Human Physiology)
 - Communication 101 (Foundations of Interpersonal Communication)
 - Emergency Medical Technician 110 (Medical First Responder Training)
 - English 151 (Freshman Composition)
 - Mathematics 121 (Intermediate Algebra)
 - Physics 109 or Radiography 121 (Introduction to MRI Physics or Radiologic Physics)
 - Psychology 201 (Introduction to Psychology)
 - Sociology 201 (Introduction to Sociology)
3. Upon completion of all general education and occupational program preparation courses, or an associate degree in radiography, radiation therapy, nuclear medicine or sonography from an accredited institution, students are eligible to apply to be considered for the Magnetic Resonance Imaging program.

Medical Laboratory Technology Program

1. The following factors are required for admission to the Medical Laboratory Technology program: prerequisite requirements for Chemistry 100 (Fundamentals of Chemistry I) must be met prior to applying to the Medical Laboratory Technology program. Applicants who have obtained a degree will need to show proof of meeting the prerequisite requirements for Chemistry 100 as described in the KCC Catalog per the academic year

to which the student is applying.

OR

Grade of “C” (2.0) or better in Chemistry 10 (Fundamental Chemical Concepts), AND a grade of “C” (2.0) or better in Transitional Studies Mathematics 45 (Pre-Algebra).

2. In addition to the Common Factors, these courses are not required for admission, but will be weighed in determining which applicants will be admitted to the Medical Laboratory Technology program— Specific college courses with a “C” (2.0) or better:
 - Chemistry 100 or 110 (Fundamentals of Chemistry I or General Chemistry I)
 - Chemistry 111 or 210 (General Chemistry II or Introduction to Organic and Biochemistry)
 - Communication 101 or 111 (Foundations of Interpersonal Communication or Business and Technical Communication)

Physical Therapist Assistant Program

1. In addition to the Common Factors, these courses are not required for admission, but will be weighed in determining which applicants will be admitted to the Physical Therapist Assistant program— Specific college courses with a “C” (2.0) or better:
 - Communication 101 (Foundations of Interpersonal Communication)
 - Emergency Medical Technician 110 (Medical First Responder Training)
 - Psychology 220 (Developmental Psychology)

Radiography Program

1. The following factors are required for admission to the Radiography program:
 - Office Information Technology 227 (Medical Terminology) or another college Medical Terminology course of a minimum of one credit hour
 - Mathematics 121 (Intermediate Algebra)
2. In addition to the Common Factors,

these courses are not required for admission, but will be weighed in determining which applicants will be admitted to the Radiography program—

Specific college courses with a “C” (2.0) or better:

- Emergency Medical Technician 110 or 120 (Medical First Responder Training or Emergency Medical Technician Didactic), from an accredited institution
- Communication 101 (Foundations of Interpersonal Communication)

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 the 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 2014 or Spring 2015 will be accepted from April 1, 2013 through January 15, 2014.
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 filing an official change of name, address, or

phone number with the Registrar's office, and notifying the Admissions office. 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:

- Selective Admission application and checklist indicating the specific nursing program desired and all previous colleges attended.
- High school transcript if the student requests evaluation by the College for equivalency to required courses.
- 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 post-secondary institution).
- All official college transcript(s) showing a grade point average of 2.5 or higher at each post-secondary institution attended (unofficial transcripts are not acceptable).
- Official transcripts showing accomplishment of required college courses (unless taken at KCC).

4. Only complete packets will be accepted. Applicants with ALL admission prerequisite courses completed and documented in the packet are admitted based on 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 Admissions 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.

Admission to the 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 2013-2014 class.

Selective Admission application packets 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

Selective Admission application packets 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.

2013-2014 admission requirements for both the full- and part-time options of the Laddered Nursing 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 post-secondary institution).
2. All official college transcript(s) showing a grade point average of 2.5 or higher at each post-secondary institution attended (unofficial transcripts are not acceptable).
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

Admission Requirements for Competitive Positions

The number of students admitted competitively to the Nursing program has been expanded. These seats will be filled based on competitive criteria. There will be seats available in both the full- and part-time categories. Students wanting to be considered for a competitive seat, IN ADDITION TO being placed on the traditional list, must do the following:

- Complete the Competitive Admission course requirements
- Submit a complete Nursing Application packet
- Sign and submit the Competitive Admission form
- Complete the Test of Essential Academic Skills assessment (TEAS)

Competitive admission to the Nursing Program is based on points being awarded for grades in various courses and scores on the TEAS assessment. The following factors are considered in determining which candidates will be admitted for a competitive seat:

- TEAS assessment scores – REQUIRED
- Grades in prerequisite courses – REQUIRED
- Grades in general education courses required for graduation – OPTIONAL

Advanced Placement Option

Admission Requirements

Advanced Placement is for students who already hold an LPN license, and seek to complete the program to be eligible to take the N-CLEX test to become a Registered Nurse. Selective Admission application packets will be accepted for the Advanced Placement option on April 1 for the following academic year (for example, April 1, 2013 a student can apply for the Fall 2014 and Spring 2015 program).

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

1. All official college transcript(s) showing a GPA of 2.0 or higher at each post-secondary institution attended (unofficial transcripts are not acceptable).
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

Nursing and Allied Health Admission Appeals

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

Records and Registration

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

For courses to which credit has been assigned, a credit hour is defined as requiring approximately 48 hours of learning activities by a typical student to master the proportionate course outcomes.

Registration and Schedule Adjustments

Registration is held throughout the academic year. Specific dates and times of registration are published on the KCC website at www.kellogg.edu.

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 Registrar's office; the Eastern Academic, Grahl, or Fehsenfeld Centers; or RMTTC 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 Registrar's office 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 Registrar's office 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 Registrar's office 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- 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, 115, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210; GEOG 100; MATH 111, 112, 115, 118, 119, 121, 122, 124, 128, 130, 135, 140, 141, 142, 241, 242; PHYS 111, 112, 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°, 220, 240, 250°, 260; PHIL 250°; PSYC 201, 220, 250, 260°, 270, 275, 290; 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, 110, 141, 160, 201, 204, 210, 211, 212, 213, 215, 216, 221, 222, 223, 224, 227, 229, 230, 231, 232, 245, 246; FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; HIST 103°, 104°, 104H°, 106°, 151°, 151H°, 152°, 152H°, 201°, 202°, 211°, 220, 240, 250°, 260°; 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; PHIL 201, 201H, 202, 230, 250°; SERV 200°; SPAN 101, 102, 201, 202, 203; THEA 121, 122

°HIST 103, 104, 104H, 106, 151, 151H, 152, 152H, 201, 202, 211, 250, 260; PHIL 250; and SERV 200 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 require-

ments 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. Financial aid recipients should consult with the Financial Aid office about eligibility for repeated courses.

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 to the Registrar's office 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 to the Registrar's office; 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 Admissions office.

Grading

| GRADES | GRADE POINTS |
|----------------------|---------------------|
| A Superior | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C Average | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | .67 |
| F Failure | 0 |
| G Progress | ° |

| GRADES | GRADE POINTS |
|--|---------------------|
| X Audit | ° |
| I Incomplete | ° |
| W Withdrawal | ° |
| P Pass ("C" grade or better) | ° |
| N No Credit | ° |

°This grade is not computed in either the semester or cumulative grade point averages.

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 the Registrar's office for the exact drop/add or seven-eighths (7/8) date for your course.

The Grade of "I" (Incomplete)

The grade of "I" may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent you from completing all course requirements. At a minimum,

you must have completed a majority of the coursework and have a passing grade at the time you request the “I” from your instructor. The instructor may state in the course syllabus a higher requirement for the amount of course work completed to qualify for an “I.” Remaining course requirements must be completed within one calendar year of the end of the semester in which the “I” grade was assigned. It is your responsibility to make arrangements with the instructor issuing the grade for completion of the remaining course requirements. If the course requirements are not completed, the “I” grade will remain on your academic record.

An “I” grade provides an opportunity to submit remaining materials and have your learning assessed, but does not ensure a course seat in a subsequent semester.

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” (pass), “G” (progress), and “N” (not pass)

Certain courses use the grades of P, G, and N.

- A “P” indicates you have passed the course and academic credit is earned for the course.

- A “G” indicates you have made progress towards completing the outcomes of the course, but not all of them have been completed. No academic credit is earned; if credit is needed for this course, the course must be retaken.
- An “N” indicates that you have not passed the course and no academic credit is earned.

Grades of “P”, “G” or “N” are earned in TSRE 40, 45, 50, TSMA 10, 15, 20, and 25.

Grades of “P” or “N” are earned in TSEN 50, 55, 60, 80, 85, and 90; CRJU 110, 207, and 299; PTA 221, 224, 225, and 226; all Industrial Trades courses; all EMT courses with a course number less than 100; and EMT 123, 152, 161A, 161C, 163A, and 163B.

The grade of “P” or “N” is an option in certain courses using traditional grades. If you select the “P” or “N” option, you must notify the instructor before the midpoint of the course. 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. The grade of “P” or “N” is an option for the following courses: ENGL 151, 152, and 153; HUSE 185 and 186; all physical education activity (PE) courses; and POSC 200, 201, and 202.

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. For financial aid purposes all grades are considered when determining eligibility.

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 Grahll 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 Academic Support.

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 Academic Support Department. 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 an adequate 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 resolution related to the questioned grade cannot be reached, you may submit a written appeal to:

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

The written appeal must be submitted within three years of the date when the grade was assigned. An academic appeals form is available at all registration sites and online at <http://www.kellogg.edu/registrar/refund.html>. The Academic Appeals Committee will respond to you in writing.

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; or the main desk at the Grahl, Fehsenfeld, and Eastern Academic Centers or the RMTC office.

Applications for graduation are accepted during the following dates:

- Fall Semester Graduation –
April 1 through November 1
- Spring Semester Graduation –
September 1 through March 1
- Summer Semester Graduation –
January 1 through July 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 March 1st.*

Graduation applications received after the application period closes may be accepted as late applications and assessed a non-refundable late application fee. If you submit a late graduation application, the processing of your application will be delayed and you will be notified by the Registrar's Office as soon as possible regarding your eligibility for graduation.

Graduation Audit

All course work must be completed by the end of the semester, including completion of "I" (Incomplete) grades and transfer credits from other institutions. Final grades and any program-related forms must be submitted for you to graduate. 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 in a future semester.

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 certificate 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.

Reverse Transfer Policy

Students who have completed a baccalaureate degree from an accredited institution may be considered for reverse transfer to meet the general education requirements for an Associate in Applied Science degree at KCC. The determination of which courses are to be considered in reverse transfer is at the discretion of the program director or coordinator for the student's program of study.

This policy does not release the student from meeting program specific requirements or graduation requirements, and does not apply to the following KCC transfer degrees: Associate in Arts, Associate in Science, Associate in General Studies, Associate in Criminal Justice, Associate in International Studies, Associate in Elementary Education.

Selective Admissions Appeal Committee
c/o Admissions 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.

Financial Information

Textbooks

Kellogg Community College Bruin Bookstore is located on the first floor of the Lane Thomas Building. The Bruin Bookstore offers new and used textbooks, supplies, insignia items, clothing, software, and snacks for students to purchase. Students at the Fehsenfeld, Grahl, and Eastern Academic Centers may purchase their books online at bookstore.kellogg.edu or at the Battle Creek Bruin Bookstore. The average cost of a new textbook is estimated at approximately \$110.00. Please be aware some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bruin Bookstore will 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 KCC student or government issued ID and KCC class schedule are required for purchases made on financial aid. Students found abusing the right to charge purchases at the Bruin 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. Valid 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 Registrar’s office. 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 Registrar’s office.

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 “H,” “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.

If you are a long-standing area resident who graduated from a high school in the College district and document your residence for the period of at least one (1) year immediately prior to the first day of the semester, you may be eligible for classification according to the definition of residency as stated above.

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/TOWNSHIP | SCHOOL DISTRICT |
|-------------------------------|--|
| 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 |
| Clarendon Township | Homer, Tekonsha |
| Convis Township | Marshall, Pennfield |
| Eckford Township | Albion, Homer, Mar-Lee, Marshall |
| Emmett Township | Battle Creek, Harper Creek |
| Fredonia Township | Harper Creek, Homer, Marshall, Tekonsha, Union City |
| Fulton Township | Athens |
| Homer Township | Homer |
| Lee Township | Marshall, Mar-Lee |
| Leroy Township | Athens, Harper Creek |
| Marengo Township | Albion, Marshall, Mar-Lee |
| Marshall Township | Harper Creek, Marshall |
| Newton Township | Harper Creek, Marshall, Union City |
| Pennfield Township | Battle Creek, Harper Creek, Pennfield |
| Sheridan Township | Albion, Mar-Lee |
| Tekonsha Township | Homer, Tekonsha, Union City |

Geographical areas within Barry County

| | |
|------------------------------|-----------|
| Assyria Township | Pennfield |
| Johnstown Township | Pennfield |

Geographical areas within Branch County

| | |
|-----------------------------|----------------------|
| Batavia Township | Union City |
| Butler Township | Homer, Tekonsha |
| Girard Township | Tekonsha, Union City |
| Matteson Township | Union City |
| Sherwood Township | Athens, Union City |
| Union Township | Union City |

Geographical areas within

Hillsdale County

| | |
|-------------------------------|-------|
| Litchfield Township | Homer |
|-------------------------------|-------|

Geographical areas within

Kalamazoo County

| | |
|-----------------------------|--------|
| Wakeshma Township | Athens |
|-----------------------------|--------|

Geographical areas within

St. Joseph County

| | |
|-----------------------------|--------|
| Leonidas Township | Athens |
|-----------------------------|--------|

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 online for each semester.

A credit hour of tuition purchases sixteen hours of instruction. An additional tuition charge is assessed for courses providing instruction in excess of this ratio. Additionally, laboratory, materials, online fees, and health 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 Bruin 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 outstanding balance greater than \$100, and (3) complete an enrollment application for the FACTS Payment Plan by registering an active bank account or credit card with Nelnet Business Solutions. 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 online at kellogg.edu/registrar/tuition.html.

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 published drop date for the course section.
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 on the Kellogg Registration Information System (KRIS), from your instructor or from the Registrar's office. College staff members are not responsible to submit schedule adjustments on behalf of the student. You may process schedule adjustments

on KRIS. Schedule adjustments may also be submitted to the Registrar's office; Eastern Academic, Fehsenfeld, and Grahl Centers; or RMTC office. After the published course section drop date, dropped classes result in a withdrawal from the classes and you are responsible for all course section charges.

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 may 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 written refund appeal with supporting documentation to:

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

A refund appeal form is available at all registration sites and online at <http://www.kellogg.edu/registrar/refund.html>. The written appeal must be submitted within one year of the date when the course was taken. The Refund Appeals Committee will respond to you in writing.

Foundation

KCC Foundation

In 1998 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 achieve their goal, 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. Scholarship committees determine the award amount by matching students with specific scholarship criteria.

General Criteria and Guidelines:

- Applicant must be a citizen of the United States or an eligible non-citizen
- Minimum 2.5 cumulative grade point average
- Copy of official transcripts, personal statement (150 words minimum), résumé, and three letters of recommendation
- Earning first college degree
- Students will receive credit to their KCC account. All scholarship awards are for KCC tuition, fees 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 first floor of the C Classroom 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 RMTCC 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. 2736.

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 Aid

You can submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.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 a FAFSA for each year you plan on attending as early as January 1st for use beginning the upcoming fall semester. The information will be electronically received by KCC.
2. New students will receive a letter through the U.S. Postal Service providing information on how to log in to the KCC Web Portal (which includes e-mail and other forms of important communication).
3. Make sure to routinely check your KCC e-mail account and respond to any Financial Aid office requests in a timely manner.

Priority Processing Deadlines for Applications

You should apply for financial aid early. To avoid delays and ensure that your aid eligibility is determined before registration begins, be sure to complete your FAFSA and submit all required verification documents six weeks prior to the beginning of the semester that you plan on attending.

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 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.

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 a dependent student, you may borrow up to an additional \$2,000, depending on eligibility. 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. Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Federal Direct Parent Plus 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. Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Information regarding these financial aid programs is available upon request in the Financial Aid office.

Michigan Financial Aid Programs

Please note that all of the following State of Michigan financial aid programs are contingent upon funding.

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.

Michigan Tuition Incentive Program

This is 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.

Information regarding these financial aid programs is available upon request in the Financial Aid office.

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. Such progress will be evaluated by the College at the end of each semester you attend.

Information regarding the Satisfactory Academic Appeal Policy is available in the Student Handbook and on the website. The Satisfactory Academic Appeal Form can also be accessed from the website.

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 completed the FAFSA process for the current school year with the Financial Aid office.

Additional information and applications may be obtained by accessing the Support Services website at www.kellogg.edu/student-services/support-services. 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.

Student Services

Academic Advising

Academic advisors assist students in attaining their educational goals by providing information, encouragement, and giving them the necessary tools to navigate the registration process. Students are expected to play an active role in their educational journey. To assist students through this process, academic advisors will rely on an Academic Evaluation and/or a Transfer Guide to empower students to become self-directed learners through their educational journey.

Academic Advisors assist students to:

- Interpret COMPASS assessment scores
- Obtain information about academic programs at KCC
- Understand the registration process including drop/add/withdraw
- Select appropriate courses
- Understand graduation requirements
- Navigate the transfer process
- Understand MACRAO Agreement requirements
- Understand how to read and interpret an Academic Evaluation as a tool to select courses
- Interpret the KCC Catalog and explain College policies and procedures as outlined in the Student Handbook
- Seek the appropriate college resources

Students are encouraged to schedule an appointment to meet with an academic advisor; walk-in advising is available on a limited basis. Advising services are offered on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld, and Grahl Centers.

Additional advising resources including transfer guides are available on the website at 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 and basketball, and women's basketball, softball, soccer, 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.

Student Life

The Student 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 Student Life office aims to promote a positive college experience by providing programs rooted in diversity, education, leadership, community service, and social interaction. The Student 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 Student Life office maintains campus postings, visitor requests, lost and found, and issues KCC identification cards.

The Student Life office is located on the lower level of the Student Center. For more information about Student Life programs, contact Student Life at 269-965-3931,

ext. 2634, e-mail studentlife@kellogg.edu, or visit www.kellogg.edu/studentlife.

Awards Banquet

Each spring, the Student 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 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 coursework and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students and faculty.

Honors 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.

Benefits of joining the Honors Program:

- Attract transfer institutions and increase scholarship opportunities
- Conference and field trip opportunities
- Direct transfer into the Lee Honors College at Western Michigan University
- Honors designation on transcripts

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

High School Students —

- High school GPA of 3.5 or higher and ACT composite of 24 or higher; or,
- Be a recipient of a Gold Key or Board of Trustees scholarship

Current KCC Students —

- Minimum, cumulative GPA of 3.5 and 12 completed credits

Transfer Students —

- Combined transfer GPA of 3.5 or higher and 12 completed credits

To fulfill the Honors Program requirements, students have the option of fulfilling an honors contract in most KCC 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. Students interested in developing an honors contract should contact individual instructors at the start of the semester to discuss options. Some KCC courses are also offered as an honors course; course offering can be found in the course schedule online.

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

Lambda Epsilon Chi

Lambda Epsilon Chi (LEX) is the national honor society for paralegal and legal assistant studies. It was founded by the American Association for Paralegal Education (AAfPE). The mission of LEX is to honor the academic excellence of paralegal students in programs that are AAfPE institutional members. Students who accept membership are granted exclusive opportunities to build leadership skills, network with other LEX members around the nation, and apply for member only scholarships.

Students who meet the following requirements are eligible for membership:

- Actively enrolled in an AAfPE institutional member paralegal program at a college with a LEX Chapter
- Be in good standing with Kellogg Community College
- Have a 3.5 grade point average in paralegal program major coursework
- Have completed 43 credit hours of paralegal associate program coursework or have completed 25 credit hours of paralegal post-baccalaureate coursework

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, 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.

Student Life houses more than 25 registered student organizations. Students are also encouraged to form new organizations; Student 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 Student Life office.

Records and Registration

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/student-services/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, Academic Advising, and the administrative offices at the Centers.

Students with Disabilities

The Support Services Department is responsible for the coordination of services for students with disabilities. Students must voluntarily identify themselves and make arrangements to supply the Department with

appropriate documentation. In accordance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act, documentation must attest to a disability that limits a major life activity. Requests for reasonable accommodations will be evaluated and based on the documentation supplied by the student. Accommodations will not include changes to overall academic requirements. The same standards for mastery of skills or information are applied to students with or without disabilities. Students may contact the Support Services Department at 269-965-4150 or email supportservices@kellogg.edu. For additional information regarding disability services visit www.kellogg.edu/student-services/support-services/disability.html.

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.

Career and Employment Services

Kellogg Community College students and alumni are welcome to utilize a host of employment services available to them in the Career and Employment Services (CES) office located in the Student Center on the Battle Creek campus. Students and alumni have access to all employment opportunities; including on-campus, off-campus, work study, internships, co-ops, volunteer opportunities, part-time, and full-time. Registration with CES is required and can be achieved online by visiting the KCC job board: www.collegecentral.com/kellogg

If students/alumni require personalized service, employment or career professionals are available to discuss job search strategies and options which include but are not limited to: networking with area employers, personalized assistance with resume writing, interviewing, job search planning, videotaped mock interviews, cover letter and prospecting letter writing assistance, and instructions on leveraging technology. Appointments are required and can be completed by contacting the Career and Employment Services office.

Students/alumni have access to the CES Resource Room which includes computer stations, printers, copiers, scanners, fax machines, and phones. Students and alumni may access the reference library which includes books, videos, newsletters, periodicals, handouts, and company profiles. The Resource Room is available for walk-in guests and is self-directed. Additional materials are available on-line at the Career and Employment Services website at www.kellogg.edu/ces including resume, cover letter, and interviewing guides, job search links, and networking sites including manuals.

For more information, contact the Career and Employment Services office at:

Phone — 269-565-2637

E-mail — jobhelp@kellogg.edu

Website — www.kellogg.edu/ces

Job Board —

www.collegecentral.com/kellogg

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 Services offers a variety of programs to assist students in successfully reaching their academic goals. Support Services may be reached by e-mail at supportservices@kellogg.edu, by phone at 269-965-4150 or www.kellogg.edu/student-services/supportservices/

Tutoring and Academic Assistance

As a KCC student who is currently enrolled and regularly attending class, you may qualify to receive academic assistance. Assistance

may include individual or group sessions with either a student or a professional. A variety of drop-in, subject specific sessions are offered each semester. To request a tutor for a specific subject, visit our website at www.kellogg.edu/acadservices/tutoring.

Disability Services

If you have a disability that limits a major life function, you may qualify for academic accommodations. The first step is to provide Support Services with appropriate documentation regarding your disability. After review of your documents, reasonable accommodations may be provided.

Counseling Services

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist students in the areas of personal, academic, and career counseling. Students may schedule appointments by contacting Support Services.

Childcare Grant

Limited assistance is available to qualified applicants in order to assist with licensed child care for dependent children. Application materials are available at: <http://www.kellogg.edu/student-services/childcare.html>

Tools for Student Success

Academic Support Department

The goal of Academic Support is to provide you with opportunities to develop or enhance the skills you need to be successful in college. Our dedicated staff assists students in becoming competent, motivated, and self-directed learners.

The Learning Place

You can drop-in to The Learning Place to receive help in any subject matter or program area. Specialized help is available in

English, Mathematics, Reading, Science, and Learning Strategies. Located on the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Students can receive help from experienced paraprofessionals with homework assignments, research papers, and other projects.

Transitional Studies

Students who need to develop their academic skills in order to be successful in college can enroll in Transitional Studies courses. These courses are designed to help bridge the gap between a student's current skill level and being college-ready.

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.

Mathematics and Science Skills

Tutoring assistance with all levels of math is available in Academic Support. 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 Academic Support, or call 269-965-3931, ext. 2296, for more information.

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, online, and placement tests. 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. 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 Ohm Information Technology Center 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 33 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 examinations are computer-based examinations. There are 38 test titles available covering a wide range of subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.

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 a job, you should register with Career and 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 attending classes to obtain a degree or certificate. Through the integration of academic study and work experience, you are able to enhance your academic knowledge, personal development, and professional preparation.

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.

Co-op is a three-credit hour course that requires faculty approval for participation. Cooperative Education is currently available for you if you are enrolled in accounting, business, education, human services, information technology, and paralegal. Contact the appropriate academic department (see Academic Program Contact Information section) for further information.

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.

Phi Theta Kappa Scholarship

If you are a member of Phi Theta Kappa and transfer to any one of over 700 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.

Instructional Information

General Education Core

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

As a result of completing the General Education Core, students will be able to:

1. Demonstrate writing, listening, verbal, non-verbal, and technology-related communication skills.
2. Demonstrate critical thinking skills in gathering, analyzing, interpreting facts, and problem solving.
3. Discern how the core information learned in their course of study is relevant to the world in which they live.
4. Demonstrate knowledge of the creative process and the ability to appraise the significance of visual, literary, or performing arts.
5. Distinguish between the positive and negative implications of physical, mental, and community health principles on individual and community wellness.

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. For additional information, please refer to the Student Handbook.

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 to the Financial Aid office students who have never attended class. 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 for consultation about seven hours a week during office hours. 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

Academic Support

The goal of Academic Support is to provide you with opportunities to develop or enhance the skills you need to be successful in college. Our dedicated staff assists students in becoming competent, motivated, and self-directed learners.

The Learning Place

You can drop-in to The Learning Place to receive help in any subject matter or program area. Specialized help is available in English, Math, Reading, Science, and Learning Strategies. Located on the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills.

Transitional Studies

Students who need to develop their academic skills in order to be successful in college can enroll in Transitional Studies courses. These courses are designed to help bridge the gap between a student's current skill level and being college-ready.

Many of the general education courses require that students demonstrate an ability to be successful, either by placement test scores or by completing a Transitional Studies course. For some students, based on placement test scores, these courses will be required prior to enrolling in other courses (see course pre-requisites for a listing).

Courses are available in English (TSEN), Mathematics (TSMA), Reading (TSRE), and Learning Strategies (TSLS). Several of these courses are offered in an open-entry format, allowing students to register throughout the semester and work at their own pace. For information on which courses to enroll in, take the COMPASS placement test and see an academic advisor.

Academic Support Courses

The Academic Support Department offers a variety of courses designed to prepare students for college-level courses. Many of the general education courses require that students demonstrate an ability to be successful, either by placement test scores or by completing a transitional course. For some students, based on placement test scores,

these courses will be required prior to enrolling in other courses (see course prerequisites for a listing). All students are eligible to enroll in Academic Support courses if they feel a review of the course material would be appropriate. An academic advisor can help you determine which courses would help ensure your success.

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 RMTCC, 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 of 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.

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 closely-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.

Service Learning and Civic Engagement

Kellogg Community College is committed to the development of students through service

learning and civic engagement and strongly encourages students to gain experience in this field during their time here. The College has developed many community partnerships to ensure students obtain meaningful experiences that also meet the needs of their community. There are several options to get involved, both in and out of the classroom.

Service learning is a teaching and learning method that engages students in deep academic inquiry and reflection related to their field of study while they are also actively engaged in their own community. It allows students to solidify concepts taught in the classroom, apply their learning, and discover how they can strengthen communities and positively impact society through their actions. Students gain skills and knowledge in and out of the classroom, to help them develop personal and professional success, gain essential life skills, and become civically engaged citizens.

There are several methods for obtaining the service learning transcript endorsement at Kellogg Community College, including:

1. SERV 200, a three credit class dedicated to the history, goals and a practical application of service learning.
2. SERV 299, a field experience that integrates classroom learning with application of the learning in a realistic setting through a supervised experience.
3. Academic classes with a service learning endorsement, as shown in KRIS. Endorsed classes provide students with academic credits and service learning experience which is recorded on academic transcripts.
3. Honors contracts with a service learning focus.

Many four year institutions are requiring service learning or civic engagement experience from students and the above options are intended to meet those requirements.

Students are responsible for checking with their chosen four year institutions to confirm service learning and civic engagement requirements.

Co-curricular opportunities for civic engagement at KCC include: volunteering at Bruins Give Back (a KCC, community partnering organization project); student organization events and projects; and special events organized by College faculty and staff.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on KRIS. The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

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 program, available in the Learning Resource Center.

Regional Locations

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. KCC also opened an office in downtown Battle Creek in 2012 to house several nonprofit organizations affiliated with the College.

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 KCC.
4. A maximum of 60% of the credit hours required for a degree or certificate may be documented and transferred to KCC.
5. All associate degrees require successful completion of a minimum of two courses from Communicating, one of which must be ENGL 151 or 152, or its equivalent; and a minimum of one course from Creativity, Global Awareness, Mathematics and Science, and Healthy Living. Students should refer to their degree program for specific course requirements.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

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” or “P” in STSK 96, 98, 99, TSRE 50, 55, or 75. It is strongly recommended that students take ENGL 151, Freshman Composition, early in their college-level coursework to prepare for writing throughout their college career. See your program of study pages for specific course requirements. Be sure to check your transfer and program guides for more explicit directions concerning general education choices. Students seeking MACRAO should see the MACRAO Transfer Agreement section for MACRAO general education requirements.

Communicating

CREDITS

| | |
|---|-----|
| Communication 101 , Foundations of Interpersonal Communication | 3 |
| Communication 101H , Foundations of Interpersonal Communication - Honors | 3 |
| Communication 111 , Business and Technical Communication | 3 |
| Communication 205 , Introduction to Group Communication | 3 |
| Communication 207 , Public Speaking | 3 |
| Communication 210 , Oral Interpretation | 3 |
| English 151 , Freshman Composition | 3 |
| English 151H , Freshman Composition - Honors | 3 |
| English 152 , Freshman Composition | 3 |
| English 152H , Freshman Composition - Honors | 3 |
| English 153 , Technical English | 3 |
| English 201 , Advanced Composition | 3 |
| Journalism 112 , News Writing | 3 |
| Journalism 154 , Writing for Student Publications | 1-3 |

Creativity

CREDITS

| | |
|---|-----|
| Art 103 , Two-Dimension 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 204 , Three-Dimension Art | 3 |
| Art 209 , Introduction to Studio Art. | 3 |
| Art 211 , Art Appreciation | 3 |
| Art 212 , Art History | 3 |
| Art 213 , Art History | 3 |
| Art 221 , Photography Basics | 2 |
| Art 222 , Introduction to Photography. | 2-3 |
| Art 223 , Intermediate Photography. | 3 |
| Art 224 , Advanced Photography. | 3 |
| 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 |
| English 203 , Introduction to Creative Writing | 3 |
| English 204 , Advanced Creative Writing | 3 |
| Humanities 150 , Encounter with the Arts | 2 |
| Humanities 150H , Encounter with the Arts - Honors | 2 |
| Humanities 241 , Dance for Elementary Educators | 3 |
| Industrial Welding 297 , Art Welding | 2 |
| Literature 105 , Introduction to Literature | 2-3 |
| Literature 205 , World Literature | 3 |
| Literature 206 , World Literature | 3 |
| Literature 211 , American Literature | 3 |
| Literature 212 , American Literature | 3 |
| Literature 213 , Children's Literature | 3 |
| Literature 216 , Film Interpretation | 3 |
| Literature 222 , British Literature II | 3 |
| Literature 223 , Shakespeare. | 3 |
| Literature 230 , Bible as Literature. | 3 |
| Literature 240 , African-American Literature | 3 |
| Literature 241 , Science Fiction | 3 |
| Literature 285 , Studies in the Novel | 3 |
| Music 130 , Music Theory I. | 3 |
| Music 131 , Music Theory II | 3 |

CREDITS

| | |
|---|---|
| Music 141 , Fundamentals of Music for Teaching | 3 |
| Music 211 , Music Appreciation | 3 |
| Music 232 , Music Theory III | 3 |
| Music 233 , Music Theory IV | 3 |
| Music 250 , Music History I | 3 |
| Music 251 , Music History II. | 3 |
| Music 270 , Sacred Choral Literature | 3 |
| Theatre 121 , Theatre Appreciation I. | 3 |
| Theatre 122 , Theatre Appreciation II. | 3 |
| Theatre 125 , Stagecraft I | 3 |
| Theatre 218 , Acting I | 3 |
| Theatre 251 , Introduction to Children's Theatre | 3 |

Global Awareness

CREDITS

| | |
|---|-----|
| Anthropology 200 , Introduction to Anthropology | 3 |
| Arabic 101 , Elementary Arabic | 4 |
| Arabic 102 , Elementary Arabic II. | 4 |
| Art 210 , History of Photography and Film. | 3 |
| Communication 241 , Foundations of Mass Communication. | 3 |
| Economics 201 , Principles of Economics —MACRO | 3 |
| Economics 201H , Principles of Economics—MACRO - Honors | 3 |
| Education 200 , Foundations of Education | 3 |
| French 101 , Elementary French | 4 |
| French 102 , Elementary French | 4 |
| French 201 , Intermediate French | 4 |
| French 202 , Intermediate French | 4 |
| History 103 , American Foundations. | 3 |
| History 104 , Modern America | 3 |
| History 104H , Modern America - Honors | 2-4 |
| History 106 , Religious History. | 3 |
| History 151 , Western Civilization: Early Western World | 3 |
| History 151H , Western Civilization: Early Western World - Honors. | 3 |
| History 152 , Western Civilization: Modern Western World | 3 |

| | |
|---|-----|
| History 152H , Western Civilization: Modern Western World - Honors | 3 |
| History 201 , Global History to 1500 . . . | 3 |
| History 202 , Global History from 1500 to Present | 3 |
| History 210 , History of Michigan. | 3 |
| History 211 , History of England. | 3 |
| History 212 , History of England Continued | 3 |
| History 220 , Great Lives. | 3 |
| History 221 , Architectural History— Late 19th Century to 1959 | 3 |
| History 222 , Architectural History— Post World War II to Present | 3 |
| History 240 , African American History . | 3 |
| History 250 , History of Africa | 3 |
| History 260 , History of Middle East and North Africa | 3 |
| Humanities 205 , Ethical Dilemmas in Modern Society | 3 |
| International Travel 210 , International Travel - Culture | 2-4 |
| International Travel 211 , International Travel - Science and Math | 2-4 |
| Japanese 101 , Introductory Japanese . . . | 4 |
| Japanese 102 , Introductory Japanese . . . | 4 |
| Journalism 111 , Mass Media Environment | 3 |
| Philosophy 201 , Introduction to Philosophy | 3 |
| Philosophy 201H , Introduction to Philosophy - Honors. | 3 |
| Philosophy 202 , Introduction to Ethics . | 3 |
| Philosophy 230 , Philosophy of Religion. | 3 |
| Philosophy 240 , Survey of The Bible. . . | 3 |
| Political Science 200 , American System of Government | 3 |
| Political Science 200H , American System of Government - Honors | 3 |
| Political Science 201 , American System of Government - Federal. | 3 |
| Political Science 202 , American System of Government - State and Local | 3 |
| Political Science 210 , Introductory Comparative Politics | 3 |
| Political Science 211 , International Relations | 3 |
| Service Learning 200 , Service Learning | 3 |

CREDITS

| | |
|---|---|
| Sociology 201 , Introduction to Sociology | 3 |
| Sociology 204 , Race and Ethnic Relations | 3 |
| Spanish 101 , Elementary Spanish | 4 |
| Spanish 102 , Elementary Spanish. | 4 |
| Spanish 201 , Intermediate Spanish. | 4 |
| Spanish 202 , Intermediate Spanish. | 4 |
| Spanish 203 , Advanced Conversational Spanish | 3 |

Healthy Living

CREDITS

| | |
|--|---|
| Physical Education Healthy Lifestyle 101 , Wellness Activity: Cardio Tone | 2 |
| Physical Education Healthy Lifestyle 107 , Wellness Activity: Yoga Pilates Fusion. . | 2 |
| Physical Education Healthy Lifestyle 113 , Wellness Activity: Weight Training . . . | 2 |
| Physical Education Healthy Lifestyle 119 , Wellness Activity: Water Exercise | 2 |
| Physical Education Healthy Lifestyle 125 , Wellness Activity: Sports Conditioning. . | 2 |
| Physical Education Healthy Lifestyle 131 , Wellness Activity: Walking or Jogging. . | 2 |
| Physical Education Healthy Lifestyle 140 , Healthy Lifestyle Practices. | 2 |
| Physical Education Professional 290 , Preschool and Elementary Physical Education | 3 |
| Psychology 201 , Introduction to Psychology | 3 |
| Psychology 201H , Introduction to Psychology - Honors | 3 |
| Psychology 220 , Developmental Psychology | 3 |
| Psychology 250 , Abnormal Psychology . . | 3 |
| Psychology 265 , Addiction and Human Behavior | 3 |
| Psychology 275 , Criminal Psychology . . | 3 |
| Psychology 290 , Social Psychology | 3 |
| Sociology 202 , Social Problems | 3 |
| Sociology 203 , Marriage and Family . . . | 3 |

Mathematics and Science

CREDITS

| | |
|---|-----|
| Astronomy 104 , Introductory | |
| Astronomy | 4 |
| Biology 101 , Biological Science | 4 |
| Biology 105 , Essentials of Human | |
| Anatomy and Physiology | 4 |
| Biology 109 , Principles of Biology I | 4 |
| Biology 110 , Principles of Biology II | 4 |
| Biology 111 , Botany | 4 |
| Biology 112 , Zoology | 4 |
| Biology 140 , Life Science for Elementary | |
| Educators | 4 |
| Biology 200 , Field Biology | 4 |
| Biology 201 , Human Anatomy | 4 |
| Biology 202 , Human Physiology | 4 |
| Biology 205 , Microbiology | 4 |
| Chemistry 100 , Fundamentals of | |
| Chemistry I | |
| and higher CHEM courses | 3-4 |
| Geography 100 , Physical Geography | 4 |
| Math 111 , Mathematics for Elementary | |
| Teachers | |
| and higher MATH courses | 3-5 |
| Physics 111 , Introductory Physics I | |
| and higher PHYS courses | 3-4 |
| Science 100 , Environmental Science | 4 |
| Science 102 , Physical Science | 4 |
| Science 103 , Field Investigation in | |
| Environmental Studies | 4 |

Associate in Arts Degree

code 311

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 in the General Education Core Courses section of this Catalog.

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH, STSK, TSEN, TSMA, and TSRE courses with numbers less than 100; and ENGL 120, MATH 100, STSK 111, LITE 100 and MUSI 100.
2. A 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.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

General Education Course Requirements

(minimum credits needed)

CREDITS

Communicating 9

English 151, Freshman Composition
AND

English 152, Freshman Composition
AND

Communication 101, Foundations of
Interpersonal Communication
or 111, Business and Technical
Communication

CREDITS

Creativity Electives[°] 8

Global Awareness Electives[°] 9

Healthy Living Electives[°] 2

Mathematics and Science Electives[°] . . . 8

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

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 21-22 for details.

Associate in Criminal Justice

code 314

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

The Associate in Criminal Justice is a program designed to prepare students for immediate entry into a career in Criminal Justice or to provide students with a degree that will meet the MACRAO for transfer to a bachelor degree program. Please carefully consider course requirements for chosen majors at your transfer institution and work with an academic advisor to select appropriate courses from the available transfer guides or from the courses that meet the MACRAO. See page 21 for MACRAO information.

General Education

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

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

CREDITS

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

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

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

| | |
|---|---|
| Science and Mathematics | 4 |
| ASTR 104; BIOL 101, 105, 109, 110, 111, 112, 116, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210; GEOG 100; PHYS 111, 112, 114, 201, 202; SCIE 102, 103 | |

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

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

| | CREDITS |
|---|---------|
| Criminal Justice 101 , Introduction to Criminal Justice | 3 |
| Criminal Justice 202 , Criminal Law . . . | 3 |
| Criminal Justice 221 , Ethical Problem Solving in Policing | 3 |
| | 9 |

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

| | CREDITS |
|---|---------|
| Criminal Justice 104 , Introduction to Corrections | 3 |
| Criminal Justice 105 , Institutional Corrections | 3 |
| Criminal Justice 106 , Correctional Law . | 3 |
| Criminal Justice 107 , Client Growth and Development | 3 |
| Criminal Justice 108 , Client Relations in Corrections | 4 |
| Criminal Justice 201 , Criminal Investigation | 3 |
| Criminal Justice 203 , Crime and Delinquency | 3 |
| Criminal Justice 204 , Criminal Procedures | 3 |
| Criminal Justice 205 , Traffic Control . . | 4 |
| Criminal Justice 210 , Criminal Justice Practicum | 3 |
| Criminal Justice 211 , Criminal Justice Practicum | 3 |
| Criminal Justice 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 |

Associate in Elementary Education

code 331

The Associate in Elementary Education degree primarily prepares students to transfer into a baccalaureate program of education as an elementary education major. Educators work in environments that include: public and private schools, child care centers, education and human service programs, non-profit organizations, and community-based organizations. Public school teachers must have at least a bachelor's degree, complete an approved teacher education program, and be licensed by the State of Michigan. Students pursuing degrees in education will be selecting majors and/or minors for the degree at the bachelor level. All students pursuing teacher certification should plan to take the Michigan Test for Teacher Certification: Basic Skills, during the first semester of their sophomore year.

Students who complete the MACRAO requirements may be able to customize the degree depending upon the chosen bachelor-granting institution and the major and minor areas a student chooses. These choices are dependent upon specific transfer guides for each bachelor-granting institution. The Associate in Education degree can be customized to meet state licensing regulations for lead teachers of school-age and preschool center-based and school-based programs. Students should work with an academic advisor to assure individual transfer requirements are being met based on the baccalaureate institution selected.

The associate degree prepares graduates for entry-level education positions such as education paraprofessionals, lead preschool teachers, youth workers, family support specialists, and education teaching positions such as camp and after-school program teachers. Students desiring to work in education are encouraged to complete

service learning and field experience opportunities while earning the Associate Degree in Education. Any experience with children or young adults should be documented as they could potentially be used towards the completion of bachelor-level requirements. Note: Many KCC courses offer service learning and field experience opportunities.

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. Candidates must be able to pass the State of Michigan Central Abuse and Neglect process, criminal background scans, character guidelines, and physical health requirements as set forth by the State of Michigan for teachers and state licensed preschool and school-age programs for children.

Students transferring to baccalaureate programs will most likely need a 2.5 GPA or better; successful completion of the Michigan Test for Teacher Certification; and will need to apply to a baccalaureate institution on an average of one year in advance to be admitted. Students can expect to complete a criminal background check prior to admittance to most baccalaureate schools of education.

Cooperative Partnership Information

Students can follow specific education transfer guides without pursuing the Associate Degree in Education. Students are asked to speak with an academic advisor or the Early Childhood and Teacher Education office if they have questions.

Each bachelor granting institution will vary in program requirements. It is very critical that community college students seek out program requirements for entry and for graduation from bachelor granting institutions as soon as possible, even as early as the freshman year at Kellogg Community College.

Kellogg Community College has partnered with several bachelor granting degree institutions such as Western Michigan University, Miller College, and Central Michigan University to facilitate a smooth transition for students. Some of these institutions provide advising at the beginning of the freshman year to elementary education majors in cooperation with KCC. This information is available during EDUC 200 Foundations of Education which should be taken during the first semester in the Education Program. For more information contact the Education office at 269-965-3931, extension 2109.

Service Learning Requirement

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

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

| | |
|---|---|
| Art 141 , Art for Elementary Teachers or Literature 213 , Children's Literature or Music 141 , Fundamentals of Music for Teaching | 3 |
| Art 211 , Art Appreciation or Music 211 , Music Appreciation or Theater 121 , Theater Appreciation I or 122 , Theater Appreciation II or 251 , Introduction to Children's Theater | 3 |

CREDITS

| | |
|--|---|
| Astronomy 104 , Introductory Astronomy or Chemistry 100 , Fundamentals of Chemistry I or 110 General Chemistry I | 4 |
| Biology 101 , Biological Science or 110 , Principles of Biology II or 202 , Human Physiology | 4 |
| Biology 140 , Life Science for Elementary Educators | 4 |
| Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication | 3 |
| English 151 , Freshman Composition . . . | 3 |
| English 152 , Freshman Composition . . . | 3 |
| History 103 , American Foundations . . . | 3 |
| History 104 , Modern America | 3 |
| History 201 , Global History to 1500 or 202 Global History from 1500 to Present | 3 |
| Literature 105 , Introduction to Literature or 206 , World Literature or 240 African-American Literature . . | 3 |
| Mathematics 111 , Mathematics for Elementary Teachers | 4 |
| Mathematics 112 , Mathematics for Elementary Teachers II | 4 |
| Political Science 200 , American System of Government or 201 , American System of Government-Federal | 3 |
| Psychology 201 , Introduction to Psychology | 3 |
| Psychology 220 , Developmental Psychology | 3 |
| Sociology 201 , Introduction to Sociology | 3 |

Required Education Courses

CREDITS

| | |
|--|---|
| Education 200 , Foundations of Education | 3 |
|--|---|

Optional Inclusions Depending on Transfer Guide

Choose one 3 credit course based on transfer guide:

| | CREDITS |
|--|---------|
| Early Childhood Education 210 , Child Growth and Development | 3 |
| | CREDITS |
| 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 |
| Education 204 , Exceptional Learner in School-Age Environments | 3 |
| Education 240 , Education Trends | 3 |
| Education 241 , Hot Topics in Education 1 | 1 |
| Education 242 , Hot Topics in Education 2 | 2 |
| Humanities 241 , Dance for Elementary Educators | 3 |
| Physical Education Professional 290 , Preschool and Elementary Physical Education | 3 |
| | 65 |

Optional Field Experience

Students desiring active professional work experience in the field of education may choose to register for the following optional course(s):

| | CREDITS |
|---|---------|
| Education 220 , Education Internship . . . | 3 |
| Education 252 , Field Experience 1 | 1 |
| Education 253 , Field Experience 2 | 2 |

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

Fall – Semester I

EDUC 200
ENGL 151
HIST 103
MATH 111
PSYC 201

Spring – Semester II

BIOL 140
ENGL 152
HIST 104
MATH 112
POSC 200 or 201
Optional field experience: EDUC 220, 252 or 253

Fall – Semester III

ASTR 104 or CHEM 100 or 110
COMM 101 or 111
LITE 105, 206 or 240
SOCI 201
PSYC 220
Optional field experience: EDUC 220, 252 or 253

Spring – Semester IV

ART 211 or MUSI 211
or THEA 121, 122 or 251
ART 141 or LITE 213 or MUSI 141
BIOL 101, 110 or 202
HIST 201 or 202
MUSI 141
Optional field experience: EDUC 220, 252 or 253
Optional inclusion per transfer guide

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 in the General Education Core Courses section of this Catalog.

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH, STSK, TSEN, TSMA, and TSRE courses with numbers less than 100 and ENGL 120, MATH 100, STSK 111, LITE 100 and MUSI 100.
2. A 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.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

General Education Course Requirements

(minimum credits needed)

| | CREDITS |
|--|---------|
| Communicating | 6 |
| English 151 , Freshman Composition | |
| AND | |
| | CREDITS |
| Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication | |
| Creativity Electives [°] | 2 |
| Global Awareness Electives [°] | 3 |
| Healthy Living Electives [°] | 2 |
| Mathematics and Science Electives [°] .. | 3 |

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

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 21-22 for details.

Associate in International Studies Degree code 317

This degree has been designed to provide students with the necessary courses to transfer into a baccalaureate program in International Studies and to prepare students for careers in international business, law, diplomacy, languages, arts and education. Students in the program will learn to assess the impact of global events and issues on the local and international community. Students will also learn a second language. In addition, this program will introduce students to diverse cultures through traditional classroom instruction as well as a travel abroad educational experience.

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH STSK, TSEN, TSMA and TSRE courses with numbers less than 100, and ENGL 120, MATH 100, STSK 111, LITE 100 and MUSI 100.
2. A 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.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

General Education Course Requirements

CREDITS

| | |
|---|---|
| Communication 101 , Foundations of Interpersonal Communication | 3 |
| English 151 , Freshman Composition . . . | 3 |
| English 152 , Freshman Composition . . . | 3 |
| Humanities 150 , Encounter with the Arts | 2 |
| Mathematics and Science Elective ° . . . | 4 |
| Psychology 201 , Introduction to Psychology | 3 |

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

International Studies Required Courses

CREDITS

| | |
|---|---|
| Geography 100 , Physical Geography . . . | 4 |
| International Travel 210 , International Travel: Culture | 3 |
| Political Science 211 , International Relations | 3 |

Also, choose either a cluster of four semesters of French or four semester of Spanish:

CREDITS

| | |
|---|---|
| French 101 , Elementary French | 4 |
| French 102 , Elementary French | 4 |
| French 201 , Intermediate French | 4 |
| French 202 , Intermediate French | 4 |
| OR | |
| Spanish 101 , Elementary Spanish | 4 |
| Spanish 102 , Elementary Spanish | 4 |
| Spanish 201 , Intermediate Spanish | 4 |
| Spanish 202 , Intermediate Spanish | 4 |

Additional Course Work

Choose 6 credits in Humanities:

CREDITS

| | |
|--|---|
| Art 211 , Art Appreciation | 3 |
| Art 212 , Art History | 3 |
| Art 213 , Art History | 3 |
| Literature 205 , World Literature | 3 |

| | CREDITS |
|--|---------|
| Literature 206 , World Literature | 3 |
| Literature 216 , Film Interpretation | 3 |
| Literature 222 , British Literature | 3 |
| Literature 223 , Shakespeare | 3 |
| Literature 230 , Bible as Literature | 3 |
| Music 211 , Music Appreciation | 3 |
| Music 250 , Music History | 3 |
| Theater 121 , Theater Appreciation I | 3 |
| Theater 122 , Theater Appreciation II | 3 |

Choose 12 credits from the following electives:
CREDITS

| | |
|---|---|
| Arabic 101 , Elementary Arabic I | 4 |
| Arabic102 , Elementary Arabic II | 4 |
| Anthropology 200 , Introduction to Anthropology | 3 |
| Business Administration 115 , Global Business | 3 |
| Communication 241 , Foundations of Mass Communication | 3 |
| Economics 201 , Economics – MACRO | 3 |
| History 151 , Early Western Civilizations | 3 |
| History 152 , Modern Western Civilizations | 3 |
| History 201 , World History I | 3 |
| History 202 , World History II | 3 |
| History 260 , History of the Middle East and North Africa | 3 |
| Humanities 205 , Ethical Dilemmas in Modern Society | 4 |
| Japanese 101 , Introductory Japanese | 4 |
| Japanese 102 , Introductory Japanese | 4 |
| Philosophy 201 , Introduction to Philosophy | 3 |
| Philosophy 202 , Introduction to Ethics | 3 |
| Philosophy 230 , Philosophy of Religion | 3 |
| Political Science 210 , Comparative Politics | 3 |
| Sociology 201 , Introduction to Sociology | 3 |
| Spanish 131 , Conversational Spanish | 3 |
| Spanish 203 , Advanced Conversational Spanish | 3 |

NOTE: Students who wish to take both Spanish and French may use their second foreign language choice as international course electives. For instance, students who complete four semesters of French to meet the degree requirements may also take 12 credit hours of Spanish and meet the international course elective requirements.

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

| Fall | Spring |
|-------------------------|-------------------------|
| FREN 101 or SPAN 101 | FREN 102 or SPAN 102 |
| POSC 211 | HUMA 150 |
| ENGL 151 | ENGL 152 |
| Humanities Elective | GEOG 100 Elective |
| Elective | |

| Fall | Spring |
|-------------------------|-----------------------------------|
| FREN 201 or SPAN 201 | FREN 202 or SPAN 202 |
| COMM 101 | INTL 210 |
| PSYC 201 | Mathematics & Science Elective |
| Humanities Elective | Elective |
| Elective | |

For options to fulfill the Mathematics and Science Elective, refer to the Degree and Certificate Requirements section.

Associate in Science Degree

code 312

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 52.

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH STSK, TSEN, TSMA and TSRE courses with numbers less than 100, and ENGL 120, MATH 100, STSK 111, LITE 100 and MUSI 100.
2. A 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.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a service learning experience. Please ask your Academic Advisor which courses incorporate service learning, or search on the Kellogg Registration Information System (KRIS). The final grade in the course must qualify for academic credit in order to receive the service learning endorsement.

General Education Course Requirements

(minimum credits needed)

CREDITS

| | |
|---|----|
| Communicating | 9 |
| English 151 , Freshman Composition AND | |
| English 152 , Freshman Composition AND | |
| Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication | |
| Creativity Electives [°] | 8 |
| Global Awareness Electives [°] | 9 |
| Healthy Living Electives [°] | 2 |
| Mathematics and Science Electives [°] .. | 24 |

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

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 21-22 for details.

Occupational Associate Degree and Certificate Curricula

Accounting

Career Cluster—Business, Management, and Administration

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

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

Prerequisites

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

Required General Education Courses for an Accounting Degree

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

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

Accounting Degree

code 203

CREDITS

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

Accounting Electives

Choose one or more courses from the following:

CREDITS

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

CREDITS

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

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

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

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

Accounting Certificate *code 104*

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

CREDITS

| | |
|---|----|
| Accounting 101, General Accounting . . . | 4 |
| Accounting 102, General Accounting . . . | 4 |
| Accounting 205, Computerized Accounting | 4 |
| Accounting 211, Intermediate Accounting | 4 |
| Accounting 251, Cost Accounting | 4 |
| Accounting 252, Income Taxation | 4 |
| | 24 |

Apprenticeship

Career Cluster—Manufacturing

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

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

Programs

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

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

Skilled Trades Degree code 261

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

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

OR

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

Required General Education Courses

| | CREDITS |
|---|---------|
| Communicating Elective † | 3 |
| Creativity Elective ° | 2-3 |
| English 151 , Freshman Composition or 152 , Freshman Composition | 3 |
| Global Awareness Elective ° | 3-4 |
| Healthy Living Elective ° | 2-4 |
| Mathematics and Science Elective ° | 3-5 |
| | 16-22 |

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

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

Required Career Courses

Students must complete:

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

Required Technical Electives

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

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

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

Journeyman's Card or Apprenticeship Certificate

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

Industrial Trades Certificate *code 136*

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

Art

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

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

Art Enrichment Certificate *code 107*

CREDITS

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

CREDITS

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

Business Management

Career Cluster—Business, Management and Administration

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

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

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

Prerequisites

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

Required General Education Courses for a Business Management Degree

CREDITS

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

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

Required Business Courses for a Business Management Degree

code 213

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

CREDITS

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

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

Required Elective Courses for a Business Management Degree

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

Business Management-Elective Option 1

Required courses

| | CREDITS |
|--|---------|
| Office Information Technology 182 , Intermediate Excel | 2 |
| | 2 |

Choose six or more credits from the following electives:

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

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

Human Resources Management-Elective Option 2

Required courses

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

Choose two or more credits from the following electives:

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

Marketing-Elective Option 3

Required courses

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

Choose two or more credits from the following electives:

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

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

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

Certificate in Business Management *code 164*

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

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

Certificate in Entrepreneurship *code 132*

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

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

Computer-Aided Drafting and Design Technology

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

Computer-Aided Drafting and Design Technology Degree

code 220

Required General Education Courses

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

CREDITS

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

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

Required Career Courses

CREDITS

| | |
|--|---|
| Drafting 101 , Engineering Graphics . . . | 4 |
| Drafting 120 , Machine Drafting | 3 |
| Drafting 141 , Descriptive Geometry . . . | 3 |
| Drafting 181 , Applications in AutoCAD® | 3 |
| Drafting 211 , Dimensioning and Tolerancing | 3 |
| Drafting 221 , Architectural Drafting . . . | 3 |
| Drafting 234 , SolidWorks® | 3 |
| Drafting 252 , Advanced SolidWorks® . . | 3 |
| Drafting 262 , Engineering Design | 3 |
| Engineering Technology 160 , Manufacturing Processes | 3 |
| Engineering Technology 170 , Introduction to CAM/CNC | 3 |
| Engineering Technology 215 , Material Science | 3 |
| Engineering Technology 220 , Statics and Strengths of Materials | 3 |

CREDITS

| | |
|---|-------|
| Mathematics 118 , Applied Algebra/ Trigonometry I | 3 |
| Mathematics 119 , Applied Algebra/ Trigonometry II | 3 |
| Office Information Technology 160 , Applications Software | 3 |
| Physics 111 , Introductory Physics I | 4 |
| | <hr/> |
| | 53 |

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

| Fall | Spring |
|-------------------------|----------------------|
| COMM 101, 111 or 207 | DRAF 120 DRAF 181 |
| DRAF 101 | DRAF 234 |
| ENGL 151 | ENTE 170 |
| ENTE 160 | MATH 118 |
| OIT 160 | |

Summer

General Education Elective
General Education Elective

| Fall | Spring |
|-------------|-------------------------------|
| DRAF 141 | DRAF 211 |
| DRAF 221 | DRAF 262 |
| DRAF 252 | ENTE 220 |
| ENTE 215 | PHYS 111 |
| MATH 119 | General Education Elective |

Computer Engineering Technology

Career Cluster—Information Technology

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

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

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

Required General Education Courses

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

CREDITS

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

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

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

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

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

47

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

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

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

code 216

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

CREDITS

| | |
|--|---|
| Computer Engineering Technology 206, Configuring Microsoft Windows 7 Client | 3 |
| Computer Engineering Technology 207, (70-410) Installing and Configuring Microsoft Server 2012 | 3 |
| Computer Engineering Technology 211, (70-411) Administering Windows Server 2012 | 3 |
| Computer Engineering Technology 212, (70-412) Configuring Advanced Windows Server 2012 Services | 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 |

CREDITS

Computer Engineering Technology 242,
 Configuring Windows Server 2008
 Network Infrastructure 3

Computer Engineering Technology 246,
 Windows Server Administration 3

Computer Engineering Technology 275,
 Cisco Networking III 3

Computer Engineering Technology 276,
 Cisco Networking IV 3

Computer Engineering Technology 279,
 Network Wiring, Design, and
 Installation 3

Computer Engineering Technology 282,
 Operating Systems—UNIX 3

Computer Engineering Technology 287,
 (70-687) Configuring Microsoft
 Windows 8 3

Information Technology 110, Information
 Technology and Project Management. . . 3

Mathematics 119, Applied Algebra/
 Trigonometry II 3

48

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

| Fall | Spring |
|---------------------|------------------|
| CET 206 | CET 207 |
| CET 240 | CET 211 |
| CET 242 | CET 212 |
| CET 287 | CET 246 |
| COMM 101 or 111 | MATH 118 |
| | |
| Fall | Spring |
| CET 235 | CET 275 |
| CET 236 | CET 276 |
| CET 282 | CET 279 |
| ENGL 151 | IT 110 |
| MATH 119 | Global Awareness |
| Creativity Elective | Elective |
| | Healthy Living |
| | Elective |

Computer Programming Degree

code 214

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

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

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

Required General Education Courses

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

| | CREDITS |
|--|---------|
| Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication | 3 |
| Creativity Elective ° | 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, refer to the Degree and Certificate Requirements section.

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

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

Required Career Courses for a Computer Programming Degree
code 214

| | CREDITS |
|---|---------|
| Computer Engineering Technology 185 , Workstation Operating Systems Administration | 2 |
| Computer Programming 103 , Introduction to Programming using Python | 2 |
| Computer Programming 101 , C++ Programming I | 3 |
| Computer Programming 102 , Visual Basic I | 3 |
| Computer Programming 201 , C++ Programming II | 3 |
| Computer Programming 210 , Java Programming | 3 |
| Database Administration 110 , Introduction to Relational Databases . . . | 3 |
| Information Technology 110 , Information Technology and Project Management. | 3 |

| | CREDITS |
|--|---------|
| Mathematics 119 , Applied Algebra/Trigonometry II | 3 |
| | 25 |

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

Computer Programming Elective Option 1—Computer Programming

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

| | CREDITS |
|---|---------|
| Accounting 101 , General Accounting . . . | 4 |
| Business Administration 115 , Global Business | 3 |
| Computer Engineering Technology 140 , Introduction to Microcomputer Architecture | 3 |
| Computer Engineering Technology 235 , Cisco I | 3 |
| Computer Engineering Technology 260 , A+ Computer Diagnostics and Repair. | 3 |
| Computer Engineering Technology 281 , Operating Systems—Windows Systems Administration | 3 |
| Computer Engineering Technology 282 , Operating Systems—UNIX | 3 |
| Computer Programming 212 , Java Programming II | 3 |
| Computer Programming 213 , Programming Mobile Applications . . . | 3 |
| Computer Programming 221 , Advanced Uses of C# Programming . . . | 2 |
| Information Technology 200 , Cooperative Education I | 3 |
| Office Information Technology 181 , Beginning Excel | 2 |
| Office Information Technology 182 , Intermediate Excel | 2 |
| Office Information Technology 187 , Introduction to Access | 2 |

| | CREDITS |
|---|---------|
| Office Information Technology 188, | |
| Intermediate Access | 2 |

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

| I | II |
|----------|------------------------------|
| CET 185 | CP 102 |
| CP 101 | CP 201 |
| CP 103 | CP 210 |
| IT 100 | Creativity Elective |
| MATH 118 | Global Awareness Elective |

| III | IV |
|----------------------------|-----------------|
| CP Elective (4) | COMM 101 or 111 |
| DBA 110 | CP Elective (4) |
| ENGL 151 | |
| MATH 119 | |
| Healthy Living Elective | |

*Computer Programming Elective Option
2—Game Design*

Required General Education Courses

| | CREDITS |
|---|---------|
| Communication 101, Foundations of Interpersonal Communication or 111, Business and Technical Communication | 3 |
| English 151, Freshman Composition . . . | 3 |
| English 203, Introduction to Creative Writing | 3 |
| Global Awareness Elective ° | 3 |
| Mathematics 118, Applied Algebra/ Trigonometry I | 3 |
| Psychology 201, Introduction to Psychology | 3 |
| | 18 |

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

Required Career Courses

| | CREDITS |
|---|---------|
| Animation 234, Introduction to 3-D Animation Techniques | 3 |

| | CREDITS |
|--|---------|
| 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:

| I | II |
|----------|----------|
| CET 185 | CP 102 |
| CP 101 | CP 201 |
| CP 103 | DRAF 234 |
| DRAF 101 | MATH 118 |
| GRDE 170 | OIT 193 |
| IT 110 | |

| III | IV |
|-----------------|------------------------------|
| ANIM 234 | CP 210 |
| COMM 101 or 111 | ENGL 203 |
| ENGL 151 | PSYC 201 |
| DBA 110 | Global Awareness Elective |
| GRDE 161 | Healthy Living Elective |
| MATH 119 | |

**Computer Engineering Technology
Certificates**

Computer Programming Certificate
code 103

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

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

Required Career Courses

| | CREDITS |
|--|---------|
| Computer Engineering Technology 185, Workstation Operating Systems Administration | 2 |
| Computer Programming 103, Introduction to Programming using Python | 2 |
| Computer Programming 101, C++ Programming I | 3 |
| Computer Programming 102, Visual Basic I | 3 |
| Computer Programming 201, C++ Programming II | 3 |
| Computer Programming 210, Java Programming | 3 |
| Database Administration 110, Introduction to Relational Databases. | 3 |
| | 19 |

Choose thirteen credits from the following electives:

| | CREDITS |
|---|---------|
| Business Administration 115, Global Business | 3 |
| Computer Engineering Technology 140, Introduction to Microcomputer Architecture | 3 |
| Computer Engineering Technology 235, Cisco Networking I | 3 |
| Computer Engineering Technology 260, A+ Computer Diagnostics and Repair | 3 |
| Computer Engineering Technology 281, Operating Systems — Windows System Administration | 3 |
| Computer Engineering Technology 282, Operating Systems—UNIX | 3 |
| Computer Programming 212, Java Programming II | 3 |
| Computer Programming 213, Programming Mobile Applications | 3 |
| Computer Programming 221, Advanced Uses of C# Programming | 3 |
| Information Technology 200, Cooperative Education I | 3 |
| Office Information Technology 181, Beginning Excel | 2 |
| Office Information Technology 182, Intermediate Excel | 2 |

CREDITS

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

Computer Engineering Technology Certifications

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

Network+ Certification

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

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

Microsoft Certified Solutions Associate (MCSA)

Microsoft's certifications for Windows Server 2012 demonstrate an IT professional's in-depth current skills on topics such as

Active Directory, network infrastructure, and applications infrastructure. With Windows Server 2012 you can develop, deliver, and manage rich user experiences and applications, help provide a highly secure network infrastructure, and increase technological efficiency and value within your organization. New web tools, virtualization technologies, security enhancements and management utilities help save time, reduce costs and provide a solid foundation for your information technology infrastructure. These courses will provide an industry standard of technical training in a relatively short period of time.

CREDITS

| | |
|---|---|
| Computer Engineering Technology 206, (70-630) Configuring Microsoft Windows Vista Client | 3 |
| Computer Engineering Technology 207, (70-410) Installing and Configuring Microsoft Server 2012 | 3 |
| Computer Engineering Technology 211, (70-411) Administering Windows Server 2012 | 3 |
| Computer Engineering Technology 212, (70-412) Configuring Advanced Windows Server 2012 Services | 3 |
| Computer Engineering Technology 240, (70-640) Windows Server 2008 Active Directory Configuration | 3 |
| Computer Engineering Technology 242, (70-642) Configuring Windows Server 2008 Network Infrastructure | 3 |
| Computer Engineering Technology 246, (70-646) Windows Server Administration | 3 |
| Computer Engineering Technology 287, (70-687) Configuring Microsoft Windows 8 | 3 |

24

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.

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

Security+ Certification

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

CREDITS

| | |
|--|---|
| Computer Engineering Technology 250, Security+ | 3 |
|--|---|

For current detailed information about this certification, see www.comptia.org.

Cisco Certified Network Administrator Certification (CCNA)

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

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

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

Cisco Wireless LAN Support Specialist Certification

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

CREDITS

| | |
|--|---|
| Computer Engineering Technology 278, Fundamentals of Wireless LANs | 3 |
|--|---|

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 1 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, mathematics and science, and healthy living. Students must complete a minimum of 62 credit hours to qualify for a degree.

CREDITS

| | |
|--|-------|
| Communication 101 , Interpersonal Communication | 3 |
| Creativity Elective ^o | 2-3 |
| English 151 , Freshman Composition . . . | 3 |
| English 152 , Freshman Composition . . . | 3 |
| Global Awareness Elective ^o | 3 |
| Healthy Living Elective ^o | 2-3 |
| Mathematics and Science Elective ^o . . . | 3-4 |
| | 19-22 |

Electives 12

Total credits 31-34

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

Professional Development Courses

CREDITS

| | |
|--|---|
| Criminal Justice 101 , Introduction to Criminal Justice | 3 |
| Criminal Justice 104 , Introduction to Corrections | 3 |
| Criminal Justice 105 , Institutional Corrections | 3 |

CREDITS

| | |
|---|----|
| Criminal Justice 106 , Correctional Law . . . | 3 |
| Criminal Justice 107 , Client Growth and Development | 3 |
| Criminal Justice 108 , Client Relations in Corrections | 4 |
| | 19 |

Choose twelve credits from the following electives:

CREDITS

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

Certificate in Corrections code 118

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

*Certification requirements**

| | CREDITS |
|---|---------|
| Criminal Justice 104 , Introduction to Corrections | 3 |
| Criminal Justice 105 , Institutional Corrections | 3 |
| Criminal Justice 106 , Correctional Law | 3 |
| Criminal Justice 107 , Client Growth and Development. | 3 |
| Criminal Justice 108 , Client Relations in Corrections | 4 |
| | 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 Director.

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

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

| | CREDITS |
|---|---------|
| Criminal Justice 111 , Local Correctional Academy. | 10 |

Local Correctional Re-Entry Academy

Prerequisites

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

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

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

Defense Logistics

Career Cluster—Business, Management and Administration

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

Defense Logistics Degree *code 237*

General Education

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

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

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

Technical Core

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

CREDITS

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

Transfer Credit/Recognition for Prior Experiential Learning

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

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

Dental Hygiene

Career Cluster—Health Science

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

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

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

The KCC Department of Dental Hygiene Education will:

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

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

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

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

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

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

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

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

Requirements for Taking Dental Hygiene Courses

Criminal Background Checks

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

criminal conviction, the student may be withdrawn from the program.

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

Health Assessment

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

Drug Screens

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

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

Additional Costs

In addition to the cost of tuition, fees, and books, there are other costs associated with the program that may include professional

uniforms, individual equipment, medical examinations and immunizations.

Dental Hygiene Degree *code 228*

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

Required General Education Courses

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

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

14-15

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

Required Dental Hygiene Courses

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

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

CREDITS

| | |
|---|-----|
| Dental Hygiene 114 , Oral Anatomy | 3 |
| Dental Hygiene 120 , Dental Hygiene Clinic I | 3 |
| Dental Hygiene 121 , Dental Hygiene Clinic II | 2 |
| Dental Hygiene 123 , Radiography | 3 |
| Dental Hygiene 130 , Community Dentistry I | 1 |
| Dental Hygiene 135 , Dental Materials . . | 2 |
| Dental Hygiene 143 , Histology | 2 |
| Dental Hygiene 222 , Oral Pathology . . . | 2 |
| Dental Hygiene 232 , Community Dentistry II | 2 |
| Dental Hygiene 233 , Nutrition | 2 |
| Dental Hygiene 234 , Pharmacology | 2 |
| Dental Hygiene 240 , Dental Hygiene Clinic III | 5.5 |
| Dental Hygiene 241 , Dental Hygiene Clinic IV | 5.5 |
| Dental Hygiene 242 , Periodontics | 2 |
| Dental Hygiene 244 , Pain Control | 2 |
| | 63 |

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

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

| Summer |
|----------|
| DEHY 121 |
| DEHY 135 |
| DEHY 143 |

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

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

Early Childhood Education

Career Cluster—Education and Training

The Early Childhood Education Program prepares individuals to work in the early childhood education field as preschool teachers, lead infant/toddler teachers, child care providers, home child care providers, early childhood paraprofessionals, program directors, and assistant teachers. The program is competency-based teaching students how to design, manage, and apply developmentally appropriate programming for children ages birth to eight years based on the National Association for the Education of Young Children (NAEYC) standards of quality for associate degree programs. Some of the potential work settings may include: schools, preschools, Head Start, and non-profit organizations. Some field work experience is required. This curriculum leads to an Associate in Applied Science and is designed for career entry and/or educational advancement. For more information visit the Early Childhood Education website at www.kellogg.edu/ece or call 269-965-3931, ext. 2109.

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. All students are encouraged to contact the Early Childhood and Teacher Education Program Director with questions. Students registering for Early Childhood Education courses will be asked to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. This form must be renewed every five years. Students with criminal histories are encouraged to speak with the Early Childhood and Teacher Education Director before registering for ECE courses. For more information, contact the Early Childhood and Teacher Education Office at 269-965-3931, extension 2109 or visit the Early Childhood Education website at www.kellogg.edu/ece.

General Education

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

CREDITS

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

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

Early Childhood Education Degree

code 215

CREDITS

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

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

and five credits selected from the following electives:

| | CREDITS |
|---|---------|
| Early Childhood Education 209 , Fundamentals of Early Childhood Education | 3 |
| Early Childhood Education 217 , School-Age Learning Environments | 3 |
| Early Childhood Education 219 , Creative Arts and Movement for Young Children. | 3 |
| Early Childhood Education 220 , Trends in Early Childhood Education | 1 |
| Early Childhood Education 260 , Positive Relationships with Families | 3 |
| Early Childhood Education 261 , Topics in Early Childhood 1 | 1 |
| Early Childhood Education 262 , Topics in Early Childhood 2 | 2 |
| Early Childhood Education 263 , Topics in Early Childhood 3 | 3 |
| Early Childhood Education 270 , Early Childhood Curriculum Development 1 | 1 |
| Early Childhood Education 271 , Early Childhood Curriculum Development 2 | 2 |
| Early Childhood Education 272 , Early Childhood Curriculum Development 3 | 3 |
| Education 200 , Foundations of Education | 3 |
| Education 204 , Education of the Exceptional Learner | 3 |

| | CREDITS |
|--|---------|
| Education 240 , Education Trends. | 3 |
| Education 241 , Hot Topics in Education 1 | 1 |
| Education 242 , Hot Topics in Education 2 | 2 |
| Human Services 210 , Child Psychology | 3 |
| Literature 213 , Children's Literature | 3 |
| Physical Education Professional 290 , Preschool and Elementary Physical Education | 3 |
| Service Learning 200 , Service Learning. | 3 |

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

Recommended Course Sequence

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

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

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

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

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

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

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

Certificate in Early Childhood Education *code 108*

This certificate program prepares students for positions in lead infant and toddler and pre-school teachers, teacher assistants, program directors, nannies, school-age child care staff, and preschool teachers in early childhood and child care programs. This certificate is competency-based and designed to meet the course training requirements according to the State of Michigan Child Care Licensing Regulations and Child Development Associate (CDA) national credentials. Competencies are based on the National Association of the Education of Young Children (NAEYC) standards. Students learn the skills and knowledge needed to design and implement quality, developmentally appropriate learning experiences for young children in a variety of settings including: Head Start, preschools, and schools. Some field work is required in an approved setting.

Prerequisites

Student should see the individual course descriptions of this catalog for specific prerequisite information. All students are encouraged to contact the Early Childhood and Teacher Education Director with questions. Students registering for Early Childhood Education courses will be asked to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. Students with criminal histories are encouraged to speak with the Early Childhood and Teacher Education Director before registering for Early Childhood Education courses. For more information, contact the Early Childhood and Teacher Education office at 269-965-3931, ext. 2109 or visit the Early Childhood Education website at www.kellogg.edu/ece.

Requirements for a Certificate in Early Childhood Education

| | CREDITS |
|---|---------|
| Early Childhood Education 210 ^o , Child Growth and Development | 3 |
| Early Childhood Education 215 ^o , Positive Child Guidance | 3 |
| Early Childhood Education 221 , Early Childhood Internship | 3 |
| Early Childhood Education 224 ^o , Introduction to Early Childhood Education | 3 |
| Early Childhood Education 232 ^o , Infant and Toddler Care | 3 |
| Early Childhood Education 233 ^o , Early Childhood Environments | 3 |
| Early Childhood Education 240 , Child Care Administration | 3 |
| | 21 |

^oCourse must be completed successfully prior to requesting enrollment for internship.

Choose three or more credits from the following electives:

| | CREDITS |
|---|---------|
| Early Childhood Education 201 , Early Childhood Health, Safety, and Nutrition | 3 |
| Early Childhood Education 214 , Appropriate Assessment with Young Children | 3 |
| Early Childhood Education 217 , School-Age Learning Environments | 3 |
| Early Childhood Education 218 , Anti-Bias Curriculum in Early Childhood Settings | 3 |
| Early Childhood Education 219 , Creative Arts and Movement for Young Children | 3 |
| Early Childhood Education 220 , Trends in Early Childhood Education | 1 |
| Early Childhood Education 231 , Early Childhood Literacy | 3 |
| Early Childhood Education 237 , Young Children with Special Needs | 3 |

| | CREDITS |
|---|---------|
| Early Childhood Education 250, Intentional Teaching in Early Childhood | 3 |
| Early Childhood Education 260, Positive Relations with Families | 3 |
| Early Childhood Education 261, Topics in Early Childhood 1 | 1 |
| Early Childhood Education 262, Topics in Early Childhood 2 | 2 |
| Early Childhood Education 263, Topics in Early Childhood 3 | 3 |

Recommended Course Sequence

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

Child Development Associate (CDA) Training

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

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

The Council for Early Childhood Professional Recognition sets CDA assessment procedures and candidate requirements. KCC offers training toward the completion of the Direct Assessment CDA credential procedure. **All interested students need to meet with the Early Childhood and Teacher Education Director prior to registering for**

classes. For more information call (269) 965-3931, extension 2109.

Recommended Courses for CDA Training

These courses are recommendations. Other early childhood courses may apply toward the completion of CDA training requirements. To extend your preparation for the CDA, it is recommended that CDA candidates take ECE 224 along with ECE 232 or ECE 233, depending on the CDA setting of your choice.

Infant Toddler Setting

| | CREDITS |
|---|---------|
| Early Childhood Education 209, Fundamentals of Early Childhood Education | 3 |
| Early Childhood Education 210, Child Growth and Development | 3 |
| Early Childhood Education 215, Positive Child Guidance | 3 |
| Early Childhood Education 232, Infant and Toddler Care | 3 |
| | 12° |

°Optional Course Extension

| | CREDITS |
|---|---------|
| Early Childhood Education 224, Introduction to Early Childhood Education | 3 |
| Early Childhood Education 233, Early Childhood Environments | 3 |

Preschool or Licensed Home Childcare Setting

| | CREDITS |
|---|---------|
| Early Childhood Education 209, Fundamentals of Early Childhood Education | 3 |
| Early Childhood Education 210, Child Growth and Development | 3 |
| Early Childhood Education 215, Positive Child Guidance | 3 |
| Early Childhood Education 233, Early Childhood Environments | 3 |
| | 12† |

†Optional Course Extension

CREDITS

| | |
|---|---|
| Early Childhood Education 224, Introduction to Early Childhood Education | 3 |
| Early Childhood Education 232, Infant and Toddler Care | 3 |

To qualify for Program Director requirements, CDA candidates may consider taking ECE 240.

Michigan School-Age Youth Credential (MI SAYC) Training

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

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

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

Emergency Medical Services

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

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

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

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

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

Listed here are the curriculums at the time of this catalog printing. For more information

on any of the programs, contact the EMS Education Director or an academic advisor.

Admission Requirements

Medical First Responder/ Basic EMT Programs

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

Paramedic Certificate/ Associate Degree Programs

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

1. Application and acceptance to the College
2. Current Basic EMT license
3. Application to the 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 Paramedic 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 Paramedic Program

If you apply to the Paramedic 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 Paramedic 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 Paramedic program (you will be admitted based on the order in which completed files are received).
3. You complete the above admission requirements prior to the end of your first year spring semester.
4. Admission priority will be given to students who successfully complete BIOL 105 or 202.

Emergency Medical Services Degree code 239

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

Required General Education Courses

CREDITS

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

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

Required Emergency Medical Services Courses

CREDITS

| | |
|--|------|
| Biology 105 , Essentials of Human Anatomy and Physiology | 4 |
| Emergency Medical Technician 120 , Basic Emergency Medical Technician Didactic. | 8 |
| Emergency Medical Technician 121 , Basic Emergency Medical Skills Lab . . . | 2.25 |
| Emergency Medical Technician 122 , Defensive Emergency Driving/All Safe. | 1 |
| Emergency Medical Technician 123 , Basic Medical Technician Clinical Internship | 0.75 |
| Emergency Medical Technician 152 , Paramedic Clinical Experience 2 . . | 3.5 |
| Emergency Medical Technician 161A , Paramedic Clinical Experience 1 . . | 3.5 |
| Emergency Medical Technician 161C , Paramedic Clinical Internship | 5 |
| Emergency Medical Technician 162A , Pharmacology I | 2 |
| Emergency Medical Technician 162B , Pharmacology II | 2 |
| Emergency Medical Technician 163A , Skills Lab I | 2 |
| Emergency Medical Technician 163B , Skills Lab II | 2 |

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

Emergency Medical Services Certificates

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

Medical First Responder **code 160**
CREDITS

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

Basic Emergency Medical Technician
code 127
CREDITS

Emergency Medical Technician 120, Basic
Emergency Medical Technician
Didactic 8

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

Emergency Medical Technician 122,
Defensive Emergency Driving/
AllSafe 1

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

12

| <i>Paramedic Certificate</i> | code 128 | CREDITS |
|--|-----------------|---------|
| Biology 105, Essentials of Human Anatomy and Physiology | | 4 |
| Emergency Medical Technician 152, Paramedic Clinical Experience 2 . . . | 3.5 | |
| Emergency Medical Technician 161A, Paramedic Clinical Experience 1 . . . | 3.5 | |
| Emergency Medical Technician 161C, Paramedic Clinical Internship | 5 | |
| Emergency Medical Technician 162A, Pharmacology I | 2 | |
| Emergency Medical Technician 162B, Pharmacology II | 2 | |
| Emergency Medical Technician 163A, Skills Lab I | 2 | |
| Emergency Medical Technician 163B, Skills Lab II | 2 | |
| Emergency Medical Technician 165, Pediatric Advanced Life Support | 2 | |
| Emergency Medical Technician 166A, Cardiology I | 2 | |
| Emergency Medical Technician 166B, Cardiology II | 2 | |
| Emergency Medical Technician 167A, Advanced EMT I | 4 | |
| Emergency Medical Technician 167B, Advanced EMT II | 4 | |
| Emergency Medical Technician 168, Advanced Practice | 4 | |
| | | 42 |

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

The sequence of courses is:

| Fall | Spring | Summer |
|----------|----------|----------|
| BIOL 105 | EMT 122 | EMT 161C |
| EMT 122 | EMT 152 | |
| EMT 161A | EMT 162B | |
| EMT 162A | EMT 163B | |
| EMT 163A | EMT 165 | |
| EMT 166A | EMT 166B | |
| EMT 167A | EMT 167B | |
| | EMT 168 | |

English

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

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

English for Enrichment Certificate

code 130

CREDITS

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

Graphic Design

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

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

Graphic Design Degree *code 244*

Required General Education Courses

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

| | CREDITS |
|---|---------|
| Communication 111 , Business and Technical Communication | 3 |
| Creativity Elective ^o | 2-3 |
| English 151 , Freshman Composition . . . | 3 |
| Global Awareness Elective ^o | 3 |
| Healthy Living Elective ^o | 2-3 |
| Mathematics 115 , Math for Liberal Arts . | 4 |
| | 17-19 |

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

Required Graphic Design Courses

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

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

| Fall | Spring |
|---------------------------|-------------------------|
| ART 103 | ART 110 |
| BUAD 121 or 251 | GRDE 167 |
| ENGL 151 | GRDE 170 |
| GRDE 102 | COMM 111 |
| GRDE 130 | Creativity Elective |
| GRDE 140 | |
| Fall | Spring |
| Global Awareness Elective | GRDE 203 |
| GRDE 202 | GRDE 270 |
| GRDE 260 | GRDE 299 |
| GRDE 297 | MATH 115 |
| | Healthy Living Elective |

Certificate in Graphic Design *code 142*

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

Required Career Courses

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

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

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

Human Services

Career Cluster—Human Services

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

Human Services Degree code 242

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 115 , Math for Liberal Arts | 4 |
| Communication 101 , Foundations of Interpersonal Communication | 3 |
| Creativity Elective ^o | 2-3 |
| English 151 , Freshman Composition . . . | 3 |
| English 152 , Freshman Composition . . . | 3 |
| Psychology 201 , Introduction to Psychology | 3 |
| Sociology 201 , Introduction to Sociology | 3 |
| | 21-22 |

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

Core Courses

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

Choose a minimum of 14 credits from the following electives:

| | CREDITS |
|---|---------|
| Human Services 183 , Practicum in Human Services | 3 |
| 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 115 | HUSE 225 |
| COMM 101 | PSYC 201 |
| HUSE 185 | Creativity Elective |
| Elective (2) | Elective (2) |

Human Services Technician Certificate
code 140

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

CREDITS

| | |
|---|---|
| Human Services 101 , Introduction to Human Services | 3 |
| Human Services 183 , Practicum in Human Services or 184 , Practicum in Human Services | 3 |
| Human Services 185 , Human Services Internship | 3 |
| Human Services 220 , Communications Skills in Helping Relationships | 3 |

CREDITS

| | |
|--|----------|
| Human Services 225 , Culturally-Sensitive Practice | 3 |
| Human Services 251 , Human Services and Behavior Modification | 3 |
| Human Services 260 , Family Dynamics | 3 |
| | <hr/> 27 |

Choose a minimum of three credits from the following electives:

CREDITS

| | |
|---|-----|
| Human Services 200 , Psychosocial Approach to Aging | 3 |
| Human Services 203 , Introduction to Substance Abuse. | 3 |
| Human Services 204 , An Introduction to Report Writing Techniques for the Human Services Worker. | 3 |
| Human Services 230 , Nutrition | 3 |
| Human Services 240 , Basic Concepts in Social Work | 3 |
| Human Services 250 , Introduction to Group Techniques. | 3 |
| Human Services 270 , Selected Topics in Human Services | 1-3 |
| Human Services 272 , Substance Abuse, Co-Dependency and the Family | 3 |
| Human Services 273 , Youth and Substance Abuse | 3 |
| Human Services 280 , Death and Dying. | 3 |
| Human Services 290 , Social Welfare | 3 |

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

| | |
|-----------------|------------------------|
| I (Fall) | II (Spring) |
| HUSE 101 | HUSE 183 or 184 |
| HUSE 183 or 184 | (if not already taken) |
| HUSE 220 | HUSE 185 |
| HUSE 251 | HUSE 225 |
| HUSE Elective | HUSE 260 |
| | HUSE Elective |
| | (if not already taken) |

Industrial Trades

Career Cluster—Manufacturing

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

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

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

Industrial Trades Degree

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

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

Required General Education Courses

| | CREDITS |
|---|---------|
| Communicating Elective † | 3 |
| Creativity Elective ° | 2-3 |
| English 151 , Freshman Composition or 152 , Freshman Composition | 3 |

CREDITS

| | |
|---|-------|
| Global Awareness Elective ° | 3-4 |
| Healthy Living Elective ° | 2-4 |
| Mathematics and Science Elective ° | 3-5 |
| | 16-22 |

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

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

Technical Electives

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

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

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

Certificate Programs

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

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

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

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

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

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

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

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

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

Industrial Machining Technologies (INMT)
code 252 and 151

A minimum of 30 credit hours must be completed in order to be awarded a certificate in the Industrial Machining Technologies 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 Machining Technologies 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 Technology (INT)

code 181 and 290

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

- Mathematics
- Applied Science and Materials
- Product Design Elements
- Standards and Regulations
- Process Applications and Operations
- Electro-Mechanical Devices, Equipment, and Safety
- Maintenance Systems Design and Development
- Quality and Lean Manufacturing

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

Industrial Welding (INWE)

code 259 and 155

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

- Basics of Welding
- Oxyacetylene Welding

- Cutting Processes
- Brazing and Soldering
- Shielded Metal Arc Welding
- Advanced Arc Welding
- Welding Metallurgy
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding
- Pipe Welding
- Special Applications

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

Non-Certificate Programs

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

Industrial Instrumentation (INST)

The Instrumentation Program is a good complement for the Electricity and Electronics Program. 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 Machining Technologies Program. Students interested in taking Tool and Die modules must either complete the Machining Technologies 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

Law Enforcement

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

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

Pre-service Police Academy Program Requirements

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

Law Enforcement Degree code 255

General Education

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

CREDITS

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

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

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

Police Academy

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

CREDITS

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

CREDITS

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

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

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

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

Magnetic Resonance Imaging (MRI)

Career Cluster – Health Science

The MRI Program is offered through a partnership of Kellogg Community College, Lansing Community College, Mid Michigan Community College, Grand Rapids Community College, Lake Michigan College, and Grand Valley State University. The six colleges established the Michigan Radiologic and Imaging Science (MiRIS) Consortium for the purpose of sharing instructional resources to offer the MRI program. Each college enrolls students in the program under that college's admission criteria and each awards the degree or certificate according to that college's completion requirements.

Students complete MRI didactic courses offered online by one of the MiRIS colleges through the Michigan Community College Virtual Learning Collaborative (MCCVLC). Clinical education courses are arranged through the MiRIS Consortium's Educational Coordinator in the magnetic resonance imaging (MRI) department of affiliating hospitals, clinics or other MRI provider facilities.

Upon successful completion of all program requirements, Kellogg Community College students will be awarded an Associate Degree of Applied Science in MRI and are eligible to take the MRI certification exam administered by the American Registry of Radiologic Technologists (ARRT) earning nationally recognized professional credentials.

Admission to the MRI Program

Accreditation standards and the availability of clinical education assignments limit the number of students that can be admitted to the program. Admission is competitive and based on the applicant's academic performance. Due to the concentrated sequence of the MRI courses, completion of all required

general education courses and occupational program preparation courses is necessary for an applicant to be considered for admission. Students must apply to the program by completing the Application Packet. Detailed information on the admission criteria and the application process can be found in the General Admissions section. It is important that any student interested in the MRI Program meet with an academic advisor.

Registered Technologist Admission Option

To be considered for this option you must have graduated from an accredited institution, be registered through the American Registry of Radiologic Technology in Radiography, Radiation Therapy, Nuclear Medicine (registrations through NMTCB is also considered) or Sonography (registration through ARMDS also considered) and hold current Healthcare Provider CPR certification. These technologists should contact the Medical Imaging Program Director for advising prior to applying for the program.

Occupational Program Preparation Courses

To encourage success in the MRI Program courses and safe practice in the clinical setting, students completing BIOL 201, Human Anatomy, and BIOL 202, Human Physiology, more than five years prior to starting the MRI Program may be required to repeat the courses. Determination will be made by the MiRIS Educational Coordinator and KCC Director of Medical Imaging Programs.

For technologists interested in applying to the program, completion of PHYS 109, Introduction to MRI Physics, is strongly encouraged if a foundational understanding of physics principles has lapsed. PHYS 109 is intended to prepare the student for success in the MRI Program physics courses.

Online Learning

The Michigan Community College Virtual Learning Collaborative (MCCVLC) provides students the ability to enroll in courses offered by other Michigan community colleges while receiving the support of their home college. Kellogg Community College students enrolled in the MRI Program will be completing MRI courses through the MCCVLC offered by any one of the six MiRIS Consortium colleges while maintaining their KCC student status and all associated services.

Because of the flexibility inherent to online learning, the successful student is highly self-motivated, organized, and practices self-discipline to stay current with course requirements. Students must also have access to a computer and internet connection to support participation in courses. For more information on online learning and computer and internet specifications, please visit the MCCVLC website at <http://vcampus.mccvlc.org/> or see a KCC academic advisor.

Clinical Education Access Requirements for Students Accepted to the MRI Program

Students will be required to undergo a physical examination, immunizations, a drug screen and criminal background check prior to, and potentially during clinical placement according to MiRIS Consortium policies as required by affiliating clinical education providers.

In addition to the required criminal background check, students who have a misdemeanor or felony conviction will be required to submit a pre-application to the American Registry of Radiologic Technology (ARRT) to determine eligibility to complete the MRI certification exam earning nationally recognized professional credentials. For more information, visit the ARRT website at www.arrt.org.

Students will be required to maintain certification in Healthcare Provider CPR according to MiRIS Consortium policies as required by affiliating clinical education providers during enrollment in the clinical education courses.

Students will be required to maintain professional liability insurance according to MiRIS Consortium policies as required by affiliating clinical education providers during enrollment in the clinical education courses.

Students will be required to adhere to the uniform and personal appearance code according to MiRIS Consortium policies as required by affiliating clinical education providers during enrollment in the clinical education courses.

Additional Costs

In addition to tuition and textbooks, students will encounter costs associated with clinical access requirements and fees for course materials and supplies.

Transferability to GVSU

Though the MRI Program is not designed as a transfer program, the inclusion of Grand Valley State University in the MiRIS Consortium provides baccalaureate-bound students a transfer pathway to the GVSU Bachelor of Science Degree in Radiologic and Imaging Sciences. Students interested should meet with an academic advisor.

MRI Associate Degree *code 287*

Upon completion of all general education and occupational program preparation courses or an associate degree in radiography, radiation therapy, nuclear medicine or sonography from an accredited institution, students are eligible to apply and be considered for the MRI Program.

Required General Education Courses

| | 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 |

**For options to fulfill the Creativity Elective, refer to the Degree and Certificate Requirements section.*

Required Occupational Program Preparation Courses

| | CREDITS |
|---|---------|
| Biology 201 , Human Anatomy | 4 |
| Biology 202 , Human Physiology | 4 |
| Mathematics 121 , Intermediate Algebra | 4 |
| Physics 109 , Introduction to MRI Physics | 3 |
| Emergency Medical Technician 110 , Medical First Responders Training . . | 3 |
| Office Information Technology 227 , Medical Terminology | 1-2 |
| | 33-35 |

Required MRI Program Courses

Students must apply and be accepted to the MRI Program to enroll in the following MRI courses:

| | CREDITS |
|---|---------|
| MRI 200 , Professional Prospectus | 3 |
| MRI 201 , Computer Applications in Medical Imaging | 3 |
| MRI 220 , MR Physics I | 3 |
| MRI 222 , MR Physics II | 3 |
| MRI 230 , MR Procedures and Pathophysiology I | 3 |
| MRI 232 , MR Procedures and Pathophysiology II | 3 |
| MRI 240 , MR Image Analysis | 3 |
| MRI 241 , Applied Sectional Anatomy . . | 3 |
| MRI 260 , Pre-Clinical Preparation | 3 |
| MRI 261 , Clinical Practice I | 3 |
| MRI 262 , Clinical Practice II | 3 |

| | CREDITS |
|---|---------|
| MRI 263 , Clinical Practice III | 3 |
| MRI 295 , MRI Certification Exam Preparation | 3 |
| | 37 |

Required Magnetic Resonance Imaging courses are only offered in the following sequence and must be taken in the following semesters:

| Summer I | Fall |
|-----------------|------------------|
| MRI 200 | MRI 201 |
| MRI 260 | MRI 220 |
| MRI 241 | MRI 230 |
| | MRI 261 |
| Spring | Summer II |
| MRI 222 | MRI 263 |
| MRI 232 | MRI 295 |
| MRI 240 | |
| MRI 262 | |

Medical Laboratory Technology

Career Cluster—Health Science

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

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

Admission to the Medical Laboratory Technology Program is selective. Refer to the Admission to Allied Health Programs section for the admission process.

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

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

Technology 160, Applications Software, is recommended.

Requirements for Taking Medical Laboratory Technology Courses

Criminal Background Checks

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

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

Drug Screens

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

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the

clinical site has defined. A student referred to a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The program director will advise the student where and when to have the drug screen completed to ensure compliance.

Additional Costs

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

Medical Laboratory Technology Degree

code 273

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

Required General Education Courses

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

CREDITS

| | |
|---|-----|
| Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication or English 152 , Freshman Composition | 3 |
| Creativity Elective ° | 2-3 |

CREDITS

| | |
|---|-------|
| English 151 , Freshman Composition | 3 |
| Global Awareness Elective ° | 3 |
| Healthy Living Elective ° | 2-3 |
| | 13-15 |

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

Required Medical Laboratory Technology Courses

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

CREDITS

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

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

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

Fall

BIOL 201
CHEM 100 or 110
ENGL 151
MELA 100
Global Awareness
Elective

Spring

BIOL 202
CHEM 111 or 210
COMM 101 or 111
or ENGL 152
MELA 120
Healthy Living
Elective

Summer

MELA 140
MELA 200

Fall

MELA 210
MELA 220
MELA 235
Creativity Elective

Spring

MELA 250
MELA 260 or 265

Music

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

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

Music Enrichment Certificate

code 171

Required Courses

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

Complete an additional 12 credits from the following courses:

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

Sacred Music Certificate *code 180*

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

CREDITS

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

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

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

Nursing

Career Cluster—Health Science

Certificate in Practical Nursing (Level I)

Associate Degree in Nursing (Level II)

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

The laddered Associate Degree Nursing Program consists of Level I (Practical Nursing Program) and Level II (Associate Degree Nursing Program) for advancing students and current Licensed Practical Nurses (LPNs). Upon successful completion of Level I, a Practical Nursing Certificate is awarded and graduates are eligible to take the PN-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

the Admission to Nursing Programs section 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. Re-admitted students will be notified by the Director of Nursing Education when they may register and which section is available. All first-time students will be given priority for admission over returning students and Advanced Placement students. 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 the Admission to Nursing Programs section for more specific information related to the admission process for nursing programs.

Advanced Placement students may identify their preference for full-time or part-time level two nursing course work. Advanced Placement students are notified by the Director of Nursing Education if seats are available for the full-time or part-time options near the end of Transitional Nursing (NURS 136). Students may register for level two nursing courses following notification by the Director of Nursing Education.

Requirements for Taking Nursing Courses

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

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

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

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

Additional Costs

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

Certificate and Degree Requirements

Required General Education Courses

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

Required General Education Courses for Level I completion

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

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

Required General Education Courses for Level II completion

| | CREDITS |
|--|---------|
| Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication | 3 |
| Global Awareness Elective [°] | 3 |
| Psychology 220 , Developmental Psychology | 3 |
| | 9 |

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

Required Nursing Courses

The Nursing courses must be taken in sequence since each course builds on the

knowledge and clinical skills developed in prior Nursing major courses. The Nursing courses focus on development of knowledge, understanding and skills necessary for clinical nursing practice of both the Licensed Practical Nurse and the Registered Nurse.

Required Nursing Courses for Level I completion

| | CREDITS |
|---|---------|
| Biology 201 , Human Anatomy (pre-requisite course) | 4 |
| Biology 202 , Human Physiology (pre-requisite course) | 4 |
| Nursing 140 , The Nature/Art of Nursing . | 2 |
| Nursing 145 , The Science of Nursing . . | 6 |
| Nursing 150 , Chronic Physiologic Integrity | 6 |
| Nursing 155 , Family Processes | 6 |
| Nursing 160 , Pharmacologic Application in Nursing | 3 |
| | 31 |

Additional Required Nursing Courses for Level II completion

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

Nursing Degree (PN/RN)

Full-Time Option **code 278**

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

progress in the subsequent Nursing courses and to meet graduation requirements.

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

Academic Year One (Level I)

| I | II |
|------------------------------|---------------------|
| ENGL 151 | NURS 150 |
| NURS 140 | NURS 155 |
| NURS 145 | PSYC 201 |
| NURS 160 | Creativity Elective |
| <i>Eligible for PN-NCLEX</i> | |

Academic Year Two (Level II)

| III | IV |
|------------------------------|-----------------|
| NURS 271 | COMM 101 or 111 |
| NURS 276 | NURS 280 |
| PSYC 220 | NURS 285 |
| Global Awareness Elective | |
| <i>Eligible for RN-NCLEX</i> | |

Part-Time Option **code 279**

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

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

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

Calendar Year One (Level I)

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

III

NURS 155

PSYC 201

Eligible for PN-NCLEX

Calendar Year Two (Level II)

IV

NURS 271

PSYC 220

V

COMM 101 or 111

NURS 276

VI

NURS 280

Global Awareness

Elective

Calendar Year III (Level III)

VII

NURS 285

Eligible for RN-NCLEX

Advanced Placement Option **code 281**

The LPN advanced placement option for an Associate Degree in Nursing requires completion of five courses which may be taken in a full-time pace (one calendar year) or a part-time pace (six semesters). Admitted students begin Nursing course work with Transitional Nursing (NURS 136)^o.

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

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

All Nursing course work (general education and Nursing courses) must be completed with grades of “C” (2.0) or better to progress in the subsequent Nursing courses and to meet graduation requirements. Students who leave the Advanced Placement program (due

to failure or withdrawal) and wish to re-enter the program must inform the Director of Nursing Education in a letter. All first-time students will be given priority for admission prior to returning students. Criteria for re-admission will be determined individually, and acceptance will be on a space available basis.

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

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

I

NURS 271

NURS 276

Creativity Elective

II

NURS 280

NURS 285

Global Awareness
Elective

Office Information Technology

Career Cluster—Business, Management and Administration

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

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

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

Associate of Applied Science

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

Certificate Programs

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

Prerequisites

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

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

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

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

Office Information Technology Degrees

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

Required General Education Courses

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

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

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

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

Administrative Assistant Degree code 206

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

CREDITS

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

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

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

Legal Administrative Assistant Degree

code 266

Required Legal Administrative Assistant Courses

CREDITS

| | |
|---|---|
| Accounting 101 , General Accounting . . . | 4 |
| Business Administration 104 , Business Correspondence | 3 |
| Business Administration 131 , Principles of Management or Information Technology 200 , Cooperative Education I. | 3 |
| Business Administration 201 , Business Law | 3 |
| Business Administration 202 , Business Law | 3 |
| Office Information Technology 100 , Introduction to Computer Information Systems. | 3 |
| Office Information Technology 110 , Keyboarding II | 2 |
| Office Information Technology 111 , Keyboarding III | 2 |
| Office Information Technology 116 , Office Procedures | 3 |
| Office Information Technology 176 , Beginning Word | 2 |
| Office Information Technology 181 , Beginning Excel | 2 |
| Office Information Technology 193 , Beginning Project | 2 |
| Office Information Technology 112 , Keyboarding IV | 2 |
| Office Information Technology 177 , Intermediate Word | 2 |
| Office Information Technology 197 , Proofreading | 2 |
| Office Information Technology 226 , Legal Terminology | 2 |
| Office Information Technology 241 , General Machine Transcription | 3 |
| Office Information Technology 243 , Legal Machine Transcription | 2 |

45

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

| | |
|-------------|---------------|
| Fall | Spring |
| ACCO 101 | BUAD 104 |
| BUAD 201 | BUAD 202 |
| ENGL 151 | OIT 100 |
| OIT 110 | OIT 111 |
| OIT 116 | OIT 177 |
| OIT 176 | OIT 181 |

| | |
|----------------------------------|---------------------------|
| Fall | Spring |
| OIT 112 | BUAD 131 |
| OIT 197 | or IT 200 |
| OIT 226 | COMM 101 |
| OIT 241 | OIT 193 |
| Mathematics and Science Elective | OIT 243 |
| Health Living Elective | Creativity Elective |
| | Global Awareness Elective |

Medical Administrative Assistant Degree
code 267

Required Medical Administrative Assistant Courses

CREDITS

| | |
|---|---|
| Accounting 101 , General Accounting. . . | 4 |
| Business Administration 104 , Business Correspondence | 3 |
| Business Administration 131 , Principles of Management or Information Technology 200 , Cooperative Education I. | 3 |
| Office Information Technology 100 , Introduction to Computer Information Systems. | 3 |
| Office Information Technology 110 , Keyboarding II | 2 |
| Office Information Technology 111 , Keyboarding III | 2 |
| Office Information Technology 116 , Office Procedures | 2 |
| Office Information Technology 176 , Beginning Word | 2 |
| Office Information Technology 181 , Beginning Excel | 2 |
| Office Information Technology 193 , Beginning Project | 2 |
| Office Information Technology 112 , Keyboarding IV | 2 |
| Office Information Technology 177 , Intermediate Word | 2 |

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

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

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

Microcomputer Applications Specialist Degree **code 275**

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

| | CREDITS |
|--|---------|
| Computer Programming 100, | |
| Introduction to Programming | 2 |
| Computer Programming 102, | |
| Visual Basic I | 3 |
| Office Information Technology 100, | |
| Introduction to Computer Information Systems | 3 |
| Office Information Technology 110, | |
| Keyboarding II | 2 |
| Office Information Technology 111, | |
| Keyboarding III | 2 |
| Office Information Technology 116, | |
| Office Procedures | 3 |
| Office Information Technology 176, | |
| Beginning Word | 2 |
| Office Information Technology 181, | |
| Beginning Excel | 2 |
| Office Information Technology 193, | |
| Beginning Project | 2 |
| Office Information Technology 177, | |
| Intermediate Word | 2 |
| Office Information Technology 182, | |
| Intermediate Excel | 2 |
| Office Information Technology 184, | |
| Beginning PowerPoint | 2 |
| Office Information Technology 185, | |
| Intermediate PowerPoint | 2 |
| Office Information Technology 187, | |
| Beginning Access | 2 |
| Office Information Technology 188, | |
| Intermediate Access | 2 |
| Office Information Technology 192, | |
| Beginning Publisher | 2 |
| Office Information Technology 198, | |
| Microsoft Outlook/One Note | 3 |
| | 45 |

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

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

| Fall | Spring |
|---------------------|------------------|
| COMM 101 | ACCO 101 |
| CP 100 | CP 102 |
| OIT 184 | OIT 185 |
| OIT 188 | OIT 192 |
| OIT 193 | Global Awareness |
| OIT 198 | Elective |
| Creativity Elective | Healthy Living |
| | Elective |

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

Word/Information Processing Degree

code 299

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

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

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

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

Office Information Technology Certificates

Administrative Assistant Certificate

code 105

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

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

Legal Administrative Assistant Certificate

code 182

CREDITS

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

Medical Administrative Assistant Certificate

code 183

CREDITS

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

Microcomputer Applications Certificate

code 163

CREDITS

| | |
|---|----|
| Office Information Technology 100, | |
| Introduction to Computers | 3 |
| Office Information Technology 176, | |
| Beginning Word | 2 |
| Office Information Technology 181, | |
| Beginning Excel | 2 |
| Office Information Technology 184, | |
| Beginning PowerPoint | 2 |
| Office Information Technology 187, | |
| Beginning Access | 2 |
| Office Information Technology 192, | |
| Beginning Publisher | 2 |
| Office Information Technology 196, | |
| Introduction to Windows | 2 |
| Office Information Technology 198, | |
| Microsoft Outlook/One Note | 3 |
| | 18 |

MOS Master Certificate (Microsoft Office Specialist)

code 168

CREDITS

| | |
|---|----------|
| Office Information Technology 176, Beginning Word | 2 |
| Office Information Technology 177, Intermediate Word | 2 |
| Office Information Technology 178, Advanced Word | 2 |
| Office Information Technology 181, Beginning Excel | 2 |
| Office Information Technology 182, Intermediate Excel | 2 |
| Office Information Technology 183, Advanced Excel | 2 |
| Office Information Technology 184, Beginning PowerPoint | 2 |
| Office Information Technology 185, Intermediate PowerPoint | 2 |
| Office Information Technology 187, Beginning Access | 2 |
| Office Information Technology 188, Intermediate Access | 2 |
| Office Information Technology 196, Introduction to Windows | 2 |
| Office Information Technology 198, Microsoft Outlook/One Note | 3 |
| Office Information Technology 199, SharePoint Designer | 2 |
| | <hr/> 27 |

Word/Information Processing Certificate

code 195

CREDITS

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

CREDITS

| | |
|--|----------|
| Office Information Technology 178, Advanced Word | 2 |
| Office Information Technology 197, Proofreading | 2 |
| Office Information Technology 241, General Machine Transcription I | 3 |
| Limited Electives (See end of OIT section) | 4 |
| | <hr/> 29 |

Limited Electives

CREDITS

| | |
|---|-----|
| Office Information Technology 177, Intermediate Word | 2 |
| Office Information Technology 178, Advanced Word | 2 |
| Office Information Technology 182, Intermediate Excel | 2 |
| Office Information Technology 183, Advanced Excel | 2 |
| Office Information Technology 184, Beginning PowerPoint | 2 |
| Office Information Technology 185, Intermediate PowerPoint | 2 |
| Office Information Technology 187, Beginning Access | 2 |
| Office Information Technology 188, Intermediate Access | 2 |
| Office Information Technology 189, Advanced Access | 2 |
| Office Information Technology 192, Beginning Publisher | 2 |
| Office Information Technology 193, Beginning Project | 2 |
| Office Information Technology 195, Introduction to the Internet | 2 |
| Office Information Technology 196, Introduction to Windows | 2 |
| Office Information Technology 197, Proofreading | 2 |
| Office Information Technology 198, Microsoft Outlook/One Note | 3 |
| Office Information Technology 199, SharePoint Designer | 2 |
| Office Information Technology 200, Independent Study | 1-3 |

CREDITS

Office Information Technology 226,
 Legal Terminology 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 I 3

Paralegal

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

This program is approved by the American Bar Association. A paralegal (legal assistant) applies his or her knowledge of law and legal procedures to: assist attorneys and/or other legal personnel; conduct legal research; prepare and interpret legal documents and correspondence; locate, compile, and use technical information; conduct investigations; organize and manage information and documents; analyze and resolve procedural problems; interview clients and witnesses; calendar deadlines and dates; and manage work flow. Paralegals must possess the following competencies: knowledge of substantive areas of law and legal procedure; a mastery of legal terminology and concepts; critical thinking skills; organizational skills; communication skills; legal research skills; legal writing skills; computer and information management skills; interviewing and investigation skills; and must adhere to high ethical and professional standards of conduct. The paralegal profession is one of the fastest growing and most dynamic professions in the United States. The United States Bureau of Labor Statistics predicts that the paralegal profession will continue to grow at a much faster than average rate, at least through the year 2016. 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 the Transfer Agreement section and How to Request MACRAO at KCC section and should also consult with an academic advisor.

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

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

Paralegal Degree code 254

CREDITS

| | |
|--|---|
| Accounting 101 , General Accounting . . . | 4 |
| Business Administration 201 , Business Law | 3 |
| Business Administration 202 , Business Law | 3 |
| Criminal Justice 202 , Criminal Law . . | 3 |
| Office Information Technology 160 , Applications Software | 3 |
| Paralegal 110 , Introduction to Paralegalism | 3 |

CREDITS

| | |
|--|---|
| 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 |
| 38 | |

Choose a minimum of six credits from the following electives:

CREDITS

| | |
|--|---|
| Paralegal 201 , Paralegal Internship | 3 |
| Paralegal 202 , Paralegal Internship | 3 |
| Paralegal 220 , Cooperative Education . . | 3 |
| Paralegal 221 , Cooperative Education . . | 3 |
| Paralegal 232 , Real Estate Law and Property Transactions | 3 |
| Paralegal 245 , Trial Advocacy | 3 |
| Paralegal 250 , Administrative Law | 3 |
| Paralegal 251 , Advanced Legal Research and Writing | 3 |
| Paralegal 252 , Bankruptcy and Creditor-Debtor Law | 3 |
| Paralegal 253 , Environmental Law | 3 |
| Paralegal 254 , Elder Law | 3 |
| Paralegal 255 , Intellectual Property | 3 |
| Paralegal 256 , Immigration Law | 3 |
| Paralegal 290 , Selected Topics in Paralegalism | 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:

| | |
|--------------------------------|--------------------------------|
| Summer 2013 PARA 252 | Fall 2013 PARA 245 |
| Spring 2014 PARA 250 | Summer 2014 PARA 232 |
| Fall 2014 PARA 251 | Spring 2015 PARA 252 |

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

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

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

Paralegal Post-Baccalaureate Certificate Program *code 167*

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

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

31

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 |
| | CREDITS |
| Paralegal 251 , Advanced Legal Research and Writing | 3 |
| Paralegal 252 , Bankruptcy and Creditor-Debtor Law | 3 |
| Paralegal 253 , Environmental Law | 3 |
| Paralegal 254 , Elder Law | 3 |
| Paralegal 255 , Intellectual Property | 3 |
| Paralegal 256 , Immigration Law | 3 |
| Paralegal 290 , Selected Topics in Paralegalism | 3 |

The four-semester sequence of courses recommended for the part-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

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 listed the MACRAO Transfer Agreement section.

Photography and Multimedia Degree code 274

Prerequisites

Students should possess basic Macintosh operation skills or take GRDE 102.

General Education

Students must complete the following general education requirements:

| | CREDITS |
|--|---------|
| Art 105 , Contemporary Art Survey. | 2 |
| Art 210 , History of Photography and Film | 3 |

CREDITS

| | |
|--|-------|
| English 151 , Freshman Composition . . . | 3 |
| Communicating Elective ^o | 3 |
| Healthy Living Elective ^o | 2-3 |
| Mathematics and Science Elective ^o . . | 3-4 |
| | 16-19 |

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

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

Core Courses

| | CREDITS |
|--|---------|
| Art 103 , Two-Dimension Design. | 3 |
| Art 110 , Drawing I | 3 |
| Art 215 , Art Seminar I | 3 |
| Art 222 , Introduction to Photography . . . | 3 |
| Art 227 , Digital Color Photography | 3 |
| Art 229 , Studio Photography | 3 |
| Art 295 , Photography and Multimedia Special Topics. | 3 |
| Art 296 , Internship and Career Development. | 3 |
| Graphic Design 140 , Vector Drawing . . . | 4 |
| Graphic Design 167 , Dreamweaver | 4 |
| Graphic Design 170 , Photoshop. | 4 |
| | 36 |

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 230 , Digital Color Photography II . . . | 3 |
| Art 239 , Studio Photography II. | 3 |
| | 12 |

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

| I | II |
|----------|---------------------------|
| ART 103 | ART 110 |
| ART 210 | ART 223 |
| ART 222 | ART 295 |
| ENGL 151 | GRDE 167 |
| GRDE 170 | Communicating Elective |

| III | IV |
|-------------------------------------|---------------------------------------|
| ART 105 | ART 215 |
| ART 227 | ART 224 |
| ART 229 | ART 230 |
| GRDE 140 | ART 239 |
| Mathematics and Science Elective | ART 296 Healthy Living Elective |

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

**Photography and Multimedia Option 2 –
Animation**

| | CREDITS |
|--|---------|
| Animation 103 , Introduction to Video Art | 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 |
| ART 103 | ART 222 |
| ART 110 | ART 227 |
| ENGL 151 | GRDE 167 |
| GRDE 170 | Communicating Elective |

| III | IV |
|-------------------------------------|---------------------------------------|
| ANIM 234 | ANIM 235 |
| ART 210 | ART 105 |
| ART 229 | ART 215 |
| GRDE 140 | ART 295 |
| Mathematics and Science Elective | ART 296 Healthy Living Elective |

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

**Photography and Multimedia
Certificate code 194**

The Photography and Multimedia Certificate is designed for individuals either working or seeking employment in the varied Photography and Multimedia fields. The certificate provides a well-rounded curriculum concentrating on specific skill requirements. The courses provide an industry standard of technical training in a relatively short period of time. These courses can be applied to the Associate in Applied Science in Photography and Multimedia degree program.

Students should possess basic Macintosh operation skills or take GRDE 102.

*Required Photography and
Multimedia Courses*

CREDITS

| | |
|---|-------|
| Animation 103 , Introduction to Video Art | 3 |
| Art 103 , Two-Dimensional Design | 3 |
| Art 110 , Drawing I | 3 |
| Art 222 , Introduction to Photography . . | 3 |
| Art 223 , Intermediate Photography | 3 |
| Art 227 , Digital Color Photography | 3 |
| Art 229 , Studio Photography I | 3 |
| Graphic Design 140 , Vector Drawing . . | 4 |
| Graphic Design 167 , Dreamweaver | 4 |
| Graphic Design 170 , Photoshop | 4 |
| | <hr/> |
| | 33 |

A suggested two-semester sequence of courses recommended for the full-time photography and multimedia student is:

| I | II |
|----------|-----------|
| ART 103 | ANIM 103 |
| ART 110 | ART 229 |
| ART 222 | ART 223 |
| ART 227 | GRDE 140 |
| GRDE 170 | GRDE 167 |

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 the Admission to Allied Health Programs section for more specific information related to the admission process for the Physical Therapist Assistant Program.

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

Requirements for Taking Physical Therapist Assistant Courses

Criminal Background Checks

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

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

Drug Screens

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

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

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

Additional Costs

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

Physical Therapist Assistant Degree code 283

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

Required General Education Courses

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

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

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

Required Physical Therapist Assistant Courses

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

| | CREDITS |
|--|---------|
| Biology 201 , Human Anatomy | 4 |
| Biology 202 , Human Physiology | 4 |
| Emergency Medical Technician 110 ^o , Medical First Responder | 3 |
| Physical Therapist Assistant 110 , Fundamentals of Physical Therapist Assisting | 3 |
| Physical Therapist Assistant 112 , Kinesiology I | 2 |
| Physical Therapist Assistant 114 , Physical Therapy Modalities | 4 |
| Physical Therapist Assistant 116 , Kinesiology II | 3 |
| Physical Therapist Assistant 117 , Pathology I | 1 |
| Physical Therapist Assistant 118 , Pathology II | 1 |
| Physical Therapist Assistant 119 , Orthopedics | 3 |
| Physical Therapist Assistant 120 , Neurological Concepts | 1 |
| Physical Therapist Assistant 121 , Functional Techniques | 2 |
| Physical Therapist Assistant 122 , Pediatrics | 1 |
| Physical Therapist Assistant 218 , Focused Neurology | 3 |
| Physical Therapist Assistant 219 , Advanced Intervention Techniques . . | 3 |
| Physical Therapist Assistant 220 , Concepts in Physical Therapist Assisting | 2 |
| Physical Therapist Assistant 221 , Clinical Experience | 1 |
| Physical Therapist Assistant 223 , Seminar in Physical Therapist Assisting | 2 |
| Physical Therapist Assistant 224 , Coordinated Clinical Experience I . . . | 4 |
| Physical Therapist Assistant 225 , Coordinated Clinical Experience II . . | 4 |
| Physical Therapist Assistant 226 , Clinical Exploration | 2 |
| Psychology 220 , Developmental Psychology | 3 |
| | 56 |

^oTransfer course must be exact equivalent.

Because of the sequential nature of the PTA course work, the program requires at least two academic years to complete, including an eight-week summer semester. One suggested sequence is:

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

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

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

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

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

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

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

Public Safety

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

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

Public Safety Degree code 286

General Education

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

CREDITS

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

16-19

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

Degree Required Courses

CREDITS

| | |
|--|---|
| Criminal Justice 101 , Introduction to Criminal Justice | 3 |
| Criminal Justice 221 , Ethical Problem Solving in Policing | 3 |
| Emergency Medical Technician 110 [†] , Medical First Responder | 3 |
| | 9 |

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

Firefighter Training

Students who are pursuing a degree in Public Safety must possess their state certification for Firefighter I and II. This certification can be obtained through any Michigan Firefighter Training Council approved course. Students may contact Kalamazoo Valley Community College (KVCC) if they are in need of Firefighter I and II certification. The contact number for KVCC is 269-488-4202 or visit the KVCC website at www.kvcc.edu. Students must obtain approval from the Criminal Justice Director in order to verify the Firefighter I and II certifications. Students will be required to show proof of completion and certification.

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 110, Physical Training | 3 |
| Criminal Justice 200, Police Operations I | 4 |
| Criminal Justice 201, Criminal Investigation | 3 |
| Criminal Justice 202, Criminal Law . . . | 3 |
| Criminal Justice 204, Criminal Procedures | 3 |
| Criminal Justice 205, Traffic Control . . | 4 |
| Criminal Justice 207, PPCT Defensive Tactics | 4 |
| Criminal Justice 208, Police Operations II | 4 |
| Criminal Justice 212, Emergency Driving | 3 |
| Criminal Justice 213, Firearms Training | 4 |
| Criminal Justice 297, Field Experience | 1 |
| Criminal Justice 299, MCOLES Review | 1 |
| | 37 |

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

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

Summer
Mathematics and
Science Elective

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

For the student who does not currently have the Firefighter I & II Certification the following five-semester sequence of courses is suggested for the full-time Public Safety student is:

| Fall | Spring |
|---------------------|---------------------|
| COMM 101 | EMT 110 |
| CRJU 101 | Healthy Living |
| CRJU 221 | Elective |
| ENGL 151 | Firefighter I & II* |
| Creativity Elective | |
| Global Awareness | |
| Elective | |

Summer
Mathematics and
Science Elective

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

*See *Firefighter Training* on previous page for information on how to obtain Firefighter I & II certification.

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 affiliated 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, please refer to the Admission to Allied Health Program section.

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

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

Requirements for Taking Radiography Courses

Age Requirement

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

Criminal Background Checks

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

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

Drug Screens

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

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

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

Additional Costs

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

Radiography Degree

code 288

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

Required General Education Courses

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

CREDITS

| | |
|---|-----|
| Communication 101 , Foundations of Interpersonal Communication | 3 |
| Creativity Elective ^o | 2-3 |
| English 151 , Freshman Composition . . . | 3 |

CREDITS

| | |
|--|-------|
| Psychology 201 , Introduction to Psychology | 3 |
| Sociology 201 , Introduction to Sociology | 3 |
| | 14-15 |

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

Required Radiography Courses

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

CREDITS

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

CREDITS

| | |
|--|-------------|
| Radiography 231 , Radiologic Technology Special Topics | 3 |
| Radiography 232 , Comprehensive Clinical Experience 2 | 3.75 |
| | <hr/> 59.75 |

°This course is the required prerequisite for admittance to the program.

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

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

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

Transfer Information

Students who enroll at Kellogg Community College with the intention of transferring to a baccalaureate college or university need to:

- Meet with a KCC Academic Advisor: discuss your intended major including associate degree requirements, general education, and transferability of courses
- Obtain a Transfer Guide: transfer guides are developed by the transfer institutions to help assist students through the transfer process
- Learn to use the Michigan Transfer Network: verify transferability of your KCC courses by using the Michigan Transfer Network (www.michigantransfernetwork.org)
- Evaluate transfer institutions and decide early: investigate entrance and degree requirements for your intended transfer institution
- Seek advising at your intended transfer institution: contact the advising department at the institution you plan to transfer to and ask to meet with an advisor who is specialized in the field you plan to major in
- Visit your transfer institution: call the transfer institution's admissions office and schedule a visit
- Apply early and meet deadlines: determine deadlines for financial aid, including scholarships and admissions application deadlines as well as any necessary housing application deadlines
- Request to have your KCC transcripts sent: have your official KCC transcripts sent directly to your transfer institution (www.kellogg.edu/registrar/transcript.html)

An earned associate degree is recommended by most transfer institutions before transferring. Many transfer scholarships are only available to associate degree holders.

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. Ask an advisor at KCC or at the transfer school if they participate.

For details regarding courses eligible for MACRAO and how to receive MACRAO at KCC, see pages 21-22.

Transfer Institutions

Kellogg Community College has articulation agreements, Transfer Guides, and/or transfer equivalency information for the following institutions:

Albion College
Baker College
Central Michigan University
Davenport University
Eastern Michigan University
Ferris State University
Franklin University
Grand Valley State University
Hope College
Lake Superior State University
Lawrence Technological University
Kettering University
Michigan State University
Michigan Technological University
Miller College
Northern Michigan University
Oakland University
Olivet College
Saginaw Valley State University
Siena Heights University
Spring Arbor University

Trine University
University of Michigan
University of Michigan - Dearborn
University of Michigan - Flint
Walsh College
Wayne State University
Western Michigan University

Transfer institutions not listed above may be individually developed with an academic advisor.

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
Aeronautical Engineering
Agricultural Sciences
Anthropology
Architecture
Art
Art and Design
Athletic Training
Aviation Flight Science
Aviation Maintenance Technology
Aviation Science and Administration
Biology
Biology/Biomedical Sciences
Botany
Business Administration
Chemical Engineering
Chemistry
Clinical Laboratory Science
Communication
Communication, Scientific and Technical
Communication, Speech
Computer Science
Criminal Justice
Dental Hygiene
Dietetics
Early Childhood Education
Economics

Education: Elementary and Secondary
Engineering
English
Fine Arts
Foreign Languages
Forensics
Forestry
Geology
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
Music
Natural Resource Management
Nursing - BSN
Occupational Safety and Health
Occupational Therapy
Optometry
(Para) Legal Studies
Pharmacy
Philosophy
Photography
Physical Education
Physical Therapy
Physician Assistant Studies
Physics
Political Science
Pre-Dentistry
Pre-Engineering
Pre-Law
Pre-Medical
Pre-Medicine
Pre-Pharmacy
Psychology
Public Administration

Public Relations
Public Services Administration
Social Work
Sociology
Special Education
Speech Pathology and Audiology
Sports Medicine
Statistics
Theatre
Therapeutic Recreation
Veterinary Medicine
Visual Arts
Zoology

Transfer Institution Information and Program Guides

Transfer guides for the following universities are available from the Academic Advising office at Kellogg Community College or on the academic advising website www.kellogg.edu/advising/colleges.html.

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 135).
2. MATH 130 satisfies the statistics course at CMU.
3. The distribution of courses on the following transfer guides fulfills the MACRAO agreement and will satisfy the University Program portion of your degree at CMU.

Transfer Guides

Business Administration
Education: Elementary (Grades K-8)
Education: Secondary (Grades 7-12)
Education: Special Education (Elementary Endorsement)
Education: Special Education (Secondary Endorsement)

General Education/Liberal Arts
Music
Physical Therapy

Davenport University

Students with 15 or more transferable semester credits with a grade of "C" or better will be admitted.

Transfer Guides

Accounting Fraud
Accounting Information Management
Applied Business
Biometric Security
Business Professional Studies
Computer Gaming Simulation
Computer Information Systems
Computer Networking
Computer Security
Database Management
Finance
Global Information Technology Management
Health Information Management
Health Services Administration
Human Resource Management
International Business
Management
Marketing
Medical Case Management
Network Security
Nursing - BSN
Paralegal Studies
Professional Accountancy
Public Safety
Sports Management
Strategic HR Management
Web Design and Development

Eastern Michigan University

Students must earn a grade of "C" or better in order for a course to be eligible for transfer credit.

Transfer Guides

Business
Business, Management, Marketing and
Technology
Communication Technology

Elementary Education
General Education
MACRAO Transfer
Paralegal - Legal Assistant
Secondary Education

Ferris State University

Transfer Guides

Accounting
Biology
Business Administration
Criminal Justice
English
English BA
English Education
Forensic Biology
History
History BA
History Education
Pharmacy
Political Science
Political Science Education
Product Design Engineering
Psychology
Technical Education

Franklin University

The Community College Alliance is a relationship between Franklin University and Kellogg Community College. The Alliance offers Bachelor of Science completion programs online. The program accepts your entire associate degree (or 60 semester hours of transferable credit) 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. 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 1-888-341-6237 or visit www.alliance.franklin.edu.

Degree Completion Programs Available Online

Accounting
Business Administration
Business Forensics
Computer Science
Health Care Management
Human Resources Management
Information Technology
Management
Management Information Sciences
Marketing
Public Relations
Public Safety Management
Web Development

Grand Valley State University

A transfer applicant with a 2.5 cumulative GPA or above with a minimum of 30 semester hours (or 45 quarter hours) and eligible to re-enroll at the former institution will normally be admitted. Students seeking a BA degree must demonstrate third semester proficiency in a foreign language.

Transfer Guides

Advertising and Public Relations
Allied Health Science
Anthropology
Art and Design
Athletic Training
Biology
Biomedical Science
Biopsychology
Business
Cell and Molecular Biology
Chemistry
Computer Science
Criminal Justice
Elementary Education
Engineering
English
Exercise Science -
 Clinical Exercise Science
Exercise Science -
 Health Fitness Instruction
General Education
Geology

History
Hospitality and Tourism Management
Information Systems
International Relations
Mathematics
Medical Laboratory Science
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 Administration
Radiologic and Imaging Sciences
Secondary Education
Social Work
Sociology
Special Education
Statistics
Therapeutic Recreation
Writing

Kettering University

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.

Transfer Guides

Applied Mathematics
Business Administration
Computer Science
Chemistry and Biochemistry
Engineering
Physics

Lake Superior State University

Transfer Guides

Fisheries and Wildlife
Legal Studies Specialties
Legal Studies

Lawrence Technological University

Transfer Guides

Architecture
Architectural Engineering
Biomedical Engineering
Business Administration
Chemical Biology
Chemistry
Civil Engineering
Computer Engineering
Computer Science
Construction Management
Electrical Engineering
English and Communication Arts
Environmental Chemistry
Graphic Design
Humanities
Industrial Design
Industrial Operations Engineering
Information Technology
Interior Design
Mathematics and Computer Science
Mechanical Engineering
Medical Communications
Molecular and Cell Biology
Physics
Physics and Computer Science
Psychology
Robotics Engineering
Transportation Design

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. Course work assigned a grade of “C” or higher will be eligible for transfer.
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.
6. A student may transfer a maximum of 60 credit hours.

Transfer Guides

Business Administration
 Communication
 Education
 Engineering
 Integrative Studies
 Kinesiology
 Nutritional Sciences
 Nursing
 Pre-Medicine
 Political Science
 Social Work
 Veterinary Medicine
 Veterinary Technology

Michigan Technological University

All recommended courses on the following program guides will transfer and apply toward degree requirements provided grades of “C” (2.0 on a 4.0 scale) or better are earned.

Transfer Guides

Anthropology
 Applied Ecology and Environmental Sciences
 Applied Geophysics
 Audio Production and Technology
 Biomedical Engineering
 Biochemistry and Molecular Biology
 Bioinformatics
 Biological Sciences
 Business Administration
 Chemical Engineering
 Cheminformatics
 Chemistry
 Civil Engineering
 Clinical Laboratory Sciences

Communication and Culture Studies
 Computer Engineering
 Computer Network and Systems Administration
 Computer Science
 Computer Systems Science
 Construction Management
 Economics
 Electrical Engineering
 Electrical Engineering Technology
 Engineering (general/undecided)
 Environmental Engineering
 Exercise Science
 Forestry
 Geological Engineering
 Geology
 Industrial Technology
 Law and Society (Pre-Law)
 Liberal Arts
 Materials Science and Engineering
 Mathematics
 Mechanical Engineering
 Mechanical Engineering Technology
 Pharmaceutical Chemistry
 Physics/Applied Physics
 Pre-Professional Health Programs
 Psychology
 Scientific and Technical Communications
 Secondary Teacher Education
 Social Sciences
 Software Engineering
 Sound Design
 Surveying Engineering
 Theatre and Entertainment Technology
 Wildlife Ecology and Management

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 30 credits from an accredited institution of higher learning. Miller College, based in Battle Creek, Michigan, 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 30 credits and up to a maximum of 90 credits, depending on the program, toward

completion of the following degree programs:

Transfer Guides

Business Administration
Business Administration - Concentration
 Health Administration
Elementary Education - Option 1
Elementary Education - Option 2
General Studies
Liberal Studies
Liberal Studies - Concentration Law
 Enforcement
Liberal Studies - Concentration Human
 Services
Management
Nursing - RN/BSN and Nurse Applicant

Northern Michigan University

Applicants are admitted in good standing if they have a 2.0 overall grade point average on a 4.0 scale for college level courses taken at all post-secondary institutions attended and are eligible to return to the last institution attended. Academic departments may have additional requirements for admission to specific programs.

Transfer Guides

Accounting
Accounting – CIS
Accounting - Corporate Finance
Accounting - Personal Finance
Art and Design
Art and Design Education
Athletic Training
Biology
Business
Chemistry - ACS Certified
Clinical Laboratory Science
Communication Studies
Computer Science
Construction Management
Criminal Justice
Earth Science
Electronic Journalism
Elementary Education
English
English – Secondary Education

English – Writing
Entertainment and Sports Promotion
Entrepreneurship
Environmental Science
Environment Studies and Sustainability
Finance
Fisheries and Wildlife Management
Forensic Biochemistry
History
History – Secondary Education
Hospitality Management
International Studies
Management
Marketing
Mathematics
Media Production and New Technology
Music
Music Education
Network Computing
Nursing
Outdoor Recreation - Leadership and
 Management
Philosophy
Physical Education – Coaching
Physical Education – Secondary Education
Physics
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Veterinary Medicine
Psychology – Behavior Analysis
Psychology – General
Psychology – Graduate School Preparation
Public Relations
Secondary Education – Undeclared
Social Work
Special Education
Special Education – Elementary Education
Speech - Language and Hearing Sciences
Sports Science
Theatre
Veterinary Medicine
Zoology

Oakland University

Transfer students with a minimum of 24 college credit hours at the time of application and a grade point average of at least 2.5 will be con-

sidered for admission. Oakland University will consider positive trends of most recent grades.

Transfer Guides

Accounting
Anthropology
Applied Statistics
Art History
Biochemistry
Biology
Biology - Secondary Education
Biomedical Diagnostic and Therapeutic Science
Business Economics
Chemistry
Chemistry - Secondary Education
Communication
Computer Engineering
Computer Science
Dance BA/BFA
Economics BA
Economics BS
Electrical and Mechanical Engineering
Elementary Education
Engineering Biology
Engineering Chemistry
Engineering Physics
English
English - Secondary Education
Environmental Science
Finance
General Management
Health Sciences
History
History - Secondary Education
Human Resource Management
Human Resource Development
Industrial and Systems Engineering
Information Technology
International Relations
International Studies
Journalism
Linguistics
Management Information Systems
Marketing
Mathematics
Mathematics - Secondary Education
Medical Physics
Modern Languages

Musical Theatre
Nursing
Occupational Safety and Health
Operations Management
Philosophy
Physics
Physics - Secondary Education
Political Science
Psychology
Public Administration and Public Policy
Sociology
Studio Art
Studio Art K-12 Education
Theatre Design and Technology
Wellness, Health Promotion, and Injury Prevention
Women and Gender Studies
Writing and Rhetoric

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.

Transfer Guides

Biology
Business Administration
Criminal Justice
Elementary or Secondary Education majoring in:
 English
 Health, Physical Education and Recreation
 History
 Mathematics
 Science
 Social Studies
 Visual Arts

Journalism

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.

Transfer Guides

Accounting

Business Administration

Human Services Administration

Spring Arbor University

Transfer Guides

Family Life Education

General Studies

Social Work

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.

Transfer Guides

Accounting

Biology

Business Administration

Chemistry

Communication

Criminal Justice

Design Engineering Technology

Elementary Education

Entrepreneurship

Exercise Science

Finance

General Studies - Pre-Legal

Golf Management

Health and Physical Education

Informatics

Management

Marketing

Mathematics

Psychology

Sport Management

University of Michigan

Transfer admission is specific to one of the eleven undergraduate schools or colleges. Each school/college has unique deadlines and requirements for admission and policies for transfer credit. Go to www.admissions.umich.edu/transfers to prepare your academic credentials for successful transfer to U of M.

Transfer Guides

Engineering

Literature, Science, and the Arts (LSA)

Nursing

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.

Wayne State University

Applicants that have 12 or more transferable academic credit hours and have a minimum cumulative 2.0 grade point average are eligible for transfer.

Transfer Guides

Business
Education
Engineering
General Education for Fine, Performing, and Communication Arts
General Education for Liberal Arts and Sciences
Nursing
Physician’s Assistant Studies
Social Work

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.

Transfer Guides

Athletic Training
Aviation Flight Science
Aviation Maintenance Technology
Aviation Science and Administration
Biology/Biomedical Sciences
Business Administration
Child and Family Development
Communication
Computer Science Theory and Analysis
Criminal Justice
Dietetics
Education - Elementary
Education - Secondary
Education - Special Education
Engineering
English
Fine Arts
Global International Studies
History
Imaging - Business Option
Interior Design
Journalism
Mathematics
Nursing - BSN
Nursing - Pre-License
Occupational Education Studies
Occupational Therapy
Physical Education
Physician’s Assistant
Physics
Political Science
Pre-Dentistry
Psychology
Social Work
Speech Pathology
Textile Apparel Studies

Kellogg Community College/ Western Michigan University Joint Admission Programs

KCC and WMU have teamed together to provide students with a unique path to a bachelor’s degree in Aviation, Engineering or Engineering Technology. Prospective engineering students who are accepted by both institutions develop a Personal Program

Plan (PPP) for an associate's degree at KCC and a bachelor's degree at WMU over the course of their degree programs. The PPP outlines the entire sequence of courses at both institutions.

The Joint Admissions Program differs from a conventional transfer by allowing students to take advantage of academic support and facilities at both institutions immediately. To participate in the Joint Admissions Program students should:

- Explore WMU Engineering and Engineering Technology programs and careers at <http://www.wmich.edu/engineer/prospective-students.htm>; or Aviation programs and careers at <http://www.wmich.edu/aviation/about.php>.
- Apply to both KCC and WMU
- Meet with academic advisors at both institutions to minimize the time to degree completion
- Complete the financial aid processes for both institutions to maximize financial support
- Complete a Personal Program Plan with academic advisors

Elementary and Secondary Education Curricula

The choice to enter a career in education is rewarding and demanding. Educators teach people throughout the life span. The demand for qualified educators is ongoing. Today's educators facilitate in group settings, use technology in instruction, and model for students. Teachers work with diverse families and need highly developed communication skills. Experts believe that the education profession will continue to grow as it changes to include careers well beyond the traditional classroom teacher. Specializations and education careers include:

- **Teachers:** preschool, elementary, secondary, and post-secondary teachers; home visitors, infant and toddler

caregivers, parent educators

- **Administrators:** principals, special project coordinators, college and university deans, department chairpersons, program directors, administration specialists
- **Literacy Specialists:** librarians, multimedia specialists, research assistants, literacy coordinators
- **Corporate Trainers and Mentors:** technology designers, specialty mentors, personal coaches

Educators work in environments that include: public and private schools, child care centers, education and human service programs, non-profit organizations, and community-based organizations.

Public school teachers must have at least a bachelor's degree, complete an approved teacher education program, and be licensed by the State of Michigan. Students pursuing degrees in education will be selecting majors and/or minors for the degree at the bachelor level. *All students pursuing teacher certification should plan to take the Michigan Test for Teacher Certification: Basic Skills, during the first semester of their sophomore year.*

Student teaching candidates seeking certification in secondary education from the State of Michigan must obtain a bachelor's degree; pass the Michigan Test for Teacher Certification: Basic Skills, and pass the Michigan Content Test in their major and minor areas prior to graduating with a bachelor's degree.

Each bachelor granting institution will vary in program requirements. It is very critical that community college students seek out program requirements for entry and for graduation from bachelor granting institutions as soon as possible, even as early as the freshman year at Kellogg Community College.

Kellogg Community College has partnered with several bachelor granting degree

institutions such as Western Michigan University, Miller College, and Central Michigan University to facilitate a smooth transition for students. At the community college level, students interested in earning a bachelor's degree in either elementary or secondary education should follow the transfer guide for the institution they intend to enter at the junior class level.

Students will also want to work closely with an academic advisor to set up a program that will enable the transfer requirements to be earned while completing the requirements for:

1. **MACRAO Transfer Agreement.** This is a transfer agreement established by the Michigan Association of Collegiate Registrars and Admissions Officers. Students may find transferring to bachelor granting institutions easier with the completion of MACRAO. Each transfer guide will identify whether or not a university or college requires MACRAO.
2. **Associate of Elementary Education Degree.** The two-year Associate Degree in Elementary Education allows students to earn approximately half the credits towards a bachelor's degree (4 years) at KCC and complete the remaining courses required through a university. Students access a clearly defined degree path by following an articulation guide specializing in the bachelor granting institution of choice.
3. **Associate of Arts Degree.** There are many benefits to earning an Associate of Arts degree while students are in the process of completing a bachelor's degree. Benefits include more job opportunity, increased income earning potential, and the opportunity to work in an education setting to gain valuable experience while completing training requirements to become a state-licensed teacher.

Kellogg Community College students interested in pursuing a bachelor degree in elementary or secondary education are recommended to do the following:

1. Go to the KCC Academic Advising office and meet with an academic advisor who can help design an individualized academic plan. The academic advisor will review the transfer agreement with each student.
2. Students should contact their transfer institution early in their freshman year to determine specific transfer requirements. Note that some transfer schools require a dual application process: one for admission into the institution and a second into a specific school of education.

Transfer guides are available at:
www.kellogg.edu/advising/colleges.html

For more information contact the Early Childhood and Teacher Education office at 269-965-3931, extension 2109.

Engineering Curricula

KCC offers a number of courses that transfer to engineering programs throughout the state and provide a firm foundation necessary for success. Check with KCC academic advisors to ensure following your chosen transfer institution credit guidelines. Typical courses may include:

Biology 110, Principles of Biology: Cellular
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

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 in KRIS.

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 Chart

| COMPASS SCORES | ACT SCORES | ASSET SCORES | COURSE PLACEMENT |
|------------------------|----------------|-----------------------------|--------------------|
| Writing | English | Writing Skills | |
| 0-27 | 0-13 | 23-35 | TSEN 50, 65 |
| 28-37 | 14 | 36-37 | TSEN 75 |
| 38-77 | 15-19 | 38-44 | TSEN 80, 95 |
| 72-77 | 18-19 | 42-44 | Decision Zone |
| 78-99 | 19-36 | 45-55 | ENGL 151 |
| 93+ | 26+ | 51+ | ENGL 151 H |
| Reading | Reading | Reading Skills | |
| 0-45 | 5-10 | 23-31 | Take COMPASS DX |
| 46-60 | 11-13 | 32-35 | TSRE 40, 55* |
| 61-69 | 14-15 | 36-37 | TSRE 75 |
| 70+ | 16+ | 38+ | NA |
| Pre-Algebra | | Numerical Skills | |
| 0-31 | NA | 23-36 | TSMA 10, 25 |
| 32-49 | NA | 37-41 | TSMA 45 |
| 50-99 | NA | 42-55 | MATH 101 |
| Algebra | | Elementary Algebra | |
| 20-39 | NA | 31-45 | MATH 101 |
| 40-70 | NA | 46-55 | MATH 111, 115, 121 |
| Algebra | | Intermediate Algebra | |
| 40-70 | NA | 38-47 | MATH 111, 115, 121 |
| 71-99 | NA | 48-55 | MATH 122, 124, 128 |
| College Algebra | | College Algebra | |
| 43-59 | NA | 37-45 | MATH 140 |
| 60-99 | NA | 46-55 | MATH 141 |

*Student may elect to take COMPASS DX for potential placement in TSRE 75.

ACCOUNTING (ACCO)

ACCO 101 General Accounting 4 CR

Prerequisite: an ASSET reading score (RE) of 36, or a COMPASS reading score of 65, or successful completion of TSRE 75. 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. Lab Fee

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. Lab Fee

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. Lab Fee

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)

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. [48-48-96] 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 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 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 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

ANTHROPOLOGY (ANTH)**ANTH 200 Introduction to Anthropology 3 CR**

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. 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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. Introduction to the phonology and script of Modern Standard Arabic and its basic vocabulary and fundamental structure. Lab Fee

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. Lab Fee

ART (ART)

ART 103 Two-Dimension Design 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 105 Contemporary Art Survey 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 141 Art for Elementary Teachers 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 201 Painting and Illustration II 2 CR

Prerequisite: ART 160. Development of painting techniques, concepts, and skills through a variety of painting problems.

ART 204 Three-Dimension Art 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 209 Introduction to Studio Art 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. A studio course designed as an introduction to the art making experience in creation of a variety of 2-D and 3-D projects. Drawing, painting, sculpture and mixed-media fundamentals are explored. Lab Fee

ART 210 History of Photography and Film 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 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 221 Photography Basics 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 222 Introduction to Photography 2-3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 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 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 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. [16-16-32] Lab Fee

ART 227 Digital Color Photography 2-3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50,

55 or 75. 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.

[16-48-64/48-48-96]

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 239 Studio Photography 2 3 CR

Prerequisite: a “C” in ART 229. This second-level advanced studio photography course will further instruct the student in the mastery of fundamental concepts and techniques of professional studio photography, including aesthetics and technical aspects as a basis for

creating a photographic image using specialized lighting in studio or on location. Topics may include advertising, commercial, editorial, food, and glamour photography. Lab Fee

ART 245 Introduction to Ceramics 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 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 295 Photography and Multimedia Special Topics 3 CR

This course is designed to allow the student to explore the following focus areas: photography/multimedia, such as alternative photographic printmaking; documentary, commercial or portrait photography; time-based, installation or performance art; photography/multimedia professional practices. [48-48-96]

ART 296 Internship and Career Development 3 CR

This course provides supervision within a seminar setting for the Photography and Multimedia Internship and Career Development student. Activities may include reports on assigned readings, peer discussions of internship experiences, self-assessment activities, guest lectures, field trips, professional portfolio, art business analysis, and promotional materials (resume, business card, postcard, etc.) development. This course is meant to provide a supportive environment in which to examine issues, address concerns, develop skills, and receive the necessary guidance pertinent to the internship experience and process. Participation in

all classes is mandatory. It is recommended that students take this course in their last semester of study. Lab Fee

ART 297 Art Special Topics 1-3 CR

This course is designed to allow the student to explore focus areas in art, such as cartoon drawing and illustration, portrait painting and drawing, 3-D design and sculpture, and printmaking. Since topics change this course may be repeated for credit toward graduation up to six credits. [16-16-32/16-32-48/16-48-64] Lab Fee

ART 298 Independent Study 1-4 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This is a one semester lecture and

laboratory course designed for non-science majors to overview the commonalities of life on earth. This course includes a study of the cell and energy flow; maintenance, coordination, and reproductive 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 science or biology major. [48-32-80] Lab Fee

BIOL 105 Essentials of Human Anatomy and Physiology 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; 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: Organismal 4 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This is one semester of a two semester, eight credit lecture and laboratory sequence designed to introduce the major concepts of biology for science majors with particular emphasis on diversity of life, developmental biology, plant structure and function, animal structure and function, control systems in plant and animals, ecology and ecosystems. [48-32-80] Lab Fee

BIOL 110 Principles of Biology: Cellular 4 CR

Prerequisites: COMPASS reading score of 70; or a grade of “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This is one semester of a two semester, eight credit lecture and laboratory sequence designed to introduce

the major concepts of biology for science majors with particular emphasis on molecular biology. This course includes cellular chemistry, cell structure and function, cellular energetics, mechanisms of mitosis and meiosis, Mendelian and molecular genetics, regulatory and development processes and evidence of evolution. [48-32-80] Lab Fee.

BIOL 111 Botany 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a “C” in BIOL 99 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

Prerequisites: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a “C” in BIOL 99 or other college-level biology course. 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 adaptations of each group, and evolutionary trends between groups. [48-48-96] Lab fee

BIOL 140 Life Science for Elementary Educators 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a “C” or better in one year of high school biology, 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99,

TSRE 50, 55 or 75. 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 2-3 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. Lab Fee

BUAD 104 Business Correspondence 3 CR

Prerequisite: a “C” or “P” in ENGL 120, 151 or TSEN 90 or 95; and a “C” in BUAD 101. 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. Lab Fee

BUAD 112 Business Statistics 3 CR

Prerequisite: a “C” in BUAD 101; and a COMPASS Algebra score of 35 or a “C” in MATH 101 or 118. 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. It is strongly recommended that students have a working knowledge of Microsoft Excel.

BUAD 115 Global Business 3 CR

Prerequisite: a “C” in BUAD 101. 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. Lab Fee

BUAD 121 Principles of Advertising 3 CR

Prerequisite: a “C” in BUAD 101. 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. Lab Fee

BUAD 131 Principles of Management 1-3 CR

Prerequisite: a “C” in BUAD 101. An analysis and application of the basic princi-

ples 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

Prerequisite: a “C” in BUAD 101. 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.

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

Prerequisite: a “C” in BUAD 101. 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. Lab Fee

BUAD 202 Business Law 3 CR

Prerequisite: a “C” in BUAD 101. 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. Lab Fee

BUAD 212 Personal Finance 3CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75. The Business Department strongly recommends that ACCO 101 be taken prior to or concurrently with this course. 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: a "C" in BUAD 101. Additionally, the Business Department strongly recommends that 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. [32-16-48] Lab Fee

BUAD 251 Principles of Marketing 3 CR

Prerequisite: a "C" in BUAD 101. 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. Lab Fee

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 95 Entrepreneurship Mindset 3 CR

When it comes to entrepreneurship education and training, there is no precise formula that guarantees success. Yet there is a common thread—that a mindset guides the decisions enabling entrepreneurs to succeed. For the purposes of this course, the term “entrepreneurial mindset” is defined as the underlying beliefs and assumptions that drive the behavior enabling entrepreneurs to succeed. This course also takes the approach that anyone (not just those who want to start businesses or enterprises) can benefit from understanding and applying an entrepreneurial mindset to any situation that demands change in their life. This course is designed to immerse you in learning about the fundamental aspects of an entrepreneurial mindset and the unlimited opportunities it can provide (The Entrepreneurial Learning Initiative, 2011). You then will take that knowledge and apply it to the creation, implementation and evaluation of a self-directed project with a topic of your choosing. Lab Fee

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, 98, TSMA 20 or 25. 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 1 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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 prop-

erties, 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 38 or a “C” in ENGL 97, 99, TSEN 65 or 75. 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 reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 38 or a “C” in ENGL 97, 99, TSEN 65 or 75. 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 reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 38 or a “C” in ENGL 97, 99, TSEN 65 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 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. [16-80-96] 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 252 Advanced SolidWorks 3 CR

Prerequisite: DRAF 234. A study of advanced modeling, assembly, and drawing techniques using SolidWorks. Sweeps, lofts, surfaces, 3D sketches, sheet metal parts, weldments and assemblies will be created, models will be analyzed using simulation tools, and physical parts will be produced using the rapid prototyping machine. [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

DRAF 262 Engineering Design 3 CR

Prerequisite: COMPASS reading score of 70 or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and DRAF 252. A course in creative problem solving and its uses in

the design and development of new products and tools. Topics will include creative thinking, problem identification, ideation, product development, design refinement, product design, tool design, documentation, and communication of design ideas. [32-48-80] 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 Introduction to Microcomputer Architecture 3 CR

Prerequisite: CP 101 or CP 103 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 Workstation Operating System Administration **2 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This course is designed to introduce the fundamentals of administering workstation or client based operating systems. It will develop skills in the administration of both the current Microsoft Windows based environment as well as the Linux operating system. Administration skills will be developed from both the graphical user interface (GUI) as well as the command line. [24-24-48] Lab Fee

CET 206 Configuring Microsoft Windows 7 Client **3CR**

Prerequisites: department approval. This course is intended for the IT Professional who wants to become a technology specialist. A Windows 7 Technology specialist is defined as a technology specialist interested in learning about, assessing skills, using reference products, or taking exams to prove his or her knowledge/skills or experience related to Microsoft’s Windows 7 technologies. 70-680. [24-48-72] Lab Fee

CET 207 Installing and Configuring Microsoft Server 2012 **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a “C” in CET 287. Focusing on Windows Server 2012, this course covers deploying, managing and maintaining servers, configuring file and print services, configuring network services and access, configuring a network policy server infrastructure, configuring and managing active directory, configuring and managing group policy. This course maps to the Microsoft Certified Solutions Associate (MCSA) examination 70-410. [24-48-72] Lab Fee

CET 211 Administering Windows Server 2012 **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and CET 207. Focusing on Windows Server 2012, this course covers managing

user and service accounts, maintaining active directory domain services, configuring and troubleshooting DNS, configuring and troubleshooting remote access, installing and configuring the network policy server role, optimizing file services, increasing file system security and implementing update management. This course maps to the Microsoft Certified Solutions Associate (MCSA) examination 70-411. [24-48-72] Lab Fee

CET 212 Configuring Advanced Windows Server 2012 **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a “C” in CET 211. Focusing on Windows Server 2012, this course covers configuring and managing high availability, configuring file and storage solutions, implementing business continuity and disaster recovery, configuring network services, configuring the active directory infrastructure, configure identity and access solutions. This course maps to the Microsoft Certified Solutions Associate (MCSA) examination 70-412. [24-48-72] Lab Fee

CET 226 Supporting and Troubleshooting Applications on a Windows 7 Client for Enterprise Support Techs **3 CR**

Prerequisite: department approval. The department strongly recommends taking CET 206 prior to or concurrently with this course. This course covers the Windows 7 Client mapping to the Microsoft Certified IT Professional examination 70-685 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 7 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. Networking Fundamentals - This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a “model Internet” to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. [22-42-64] Lab Fee

CET 236 Cisco Networking II 3 CR

Prerequisite: CET 235. Routing Protocols and Concepts - This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. [24-42-64] Lab Fee

CET 240 Windows Server 2008 Active Directory Configuration 3CR

Prerequisite: The department strongly recommends taking CET 226 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. [24-40-64] Lab Fee

**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. [32-48-80] Lab Fee

**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. [32-48-80] Lab Fee

CET 275 Cisco Networking III 3 CR

Prerequisite: CET 236. LAN Switching and Wireless - This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the

hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. [24-42-64] Lab Fee

CET 276 Cisco Networking IV 3 CR

Prerequisite: CET 275. Accessing the WAN - This course discusses the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. [22-42-64] Lab Fee

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. [24-56-80] Lab Fee

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

CET 287 Configuring Microsoft Windows 8 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and a "C" in CET 206. Focusing on

Windows 8, this course covers installing and upgrading to Windows 8, configuring hardware and applications, configuring network connectivity, configuring access to resources, configuring remote access and mobility, monitoring and maintaining windows clients, configuring backup and recovery options. This course maps to the Microsoft Certified Solutions Associate (MCSA) examination 70-687. [24-48-72] Lab Fee

COMPUTER PROGRAMMING (CP)

CP 101 C++ Programming I 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra score of 33, or “C” in MATH 101 or 110. 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 1 3 CR

Prerequisite: a “C” in CP 101 or 103. 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 103 Introduction to Programming using Python 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This course is designed to give students the fundamentals of programming logic using the language Python. This includes the concepts of program design and

development, digital data representations. Representing designs using diagrams as well as Unified Modeling Language (UML). Introduce the concepts of programming life cycle management, the limitations of computing including discussions of implications on society. [24-24-48] 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 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 CP 210. This course will further advance Java programming skills in developing enterprise applications, discussion of security issues, as well as simple interaction with databases. This will introduce the nuances of the various versions and the coding required. The emphasis is on programming. [32-32-64] Lab Fee

CP 213 Programming Mobile Applications 3 CR

Prerequisite: a “C” in CP 102 and CP 210. This course will develop mobile applications across multiple platforms using both native

and Web apps. These applications will be developed with appropriate user interfaces, using features both common and unique to these platforms. The emphasis will be on incorporating the student's previous skill and knowledge to program apps in these new environments. [32-32-64] Lab Fee

CP 221 Advanced Uses of C# Programming 2 CR

Prerequisite: a "C" in CP 102 and CP 201. This course will build upon the previous courses to provide students with the syntax and languages differences from C++ and Visual Basic such that they can develop similar applications using C# for the Microsoft .NET platform. These applications will involve graphics, data management, exception handling and using different data file types while providing appropriate user interfaces. [16-32-48] 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: Program Director 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. [16-32-48] Lab Fee

CRJU 213 Firearms Training 4 CR

Prerequisite: Program Director 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. [20-72-92] Lab Fee

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: Program Director 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 **6 CR**

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 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. Successful students will receive a certificate from the American Heart Association in BLS for Healthcare Providers (CPR and AED). 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 120 Dental Hygiene Clinic 1 **3**

Prerequisite: formal admission to the Dental Hygiene Program; and a "C" in DEHY 110, 112 and 114; and current CPR certification. 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. 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. [16-128-144] Lab Fee

DEHY 121 Dental Hygiene Clinic 2 2 CR

Prerequisite: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 120. 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 3 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 110 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. [32-48-80] Lab Fee

DEHY 130 Community Dentistry 1 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 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 120 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. [16-48-64] Lab Fee

DEHY 143 Histology 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 120. 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 232 Community Dentistry 2 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 240. This course is a continuation of Community Dentistry 1 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 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 1 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. Lab Fee

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 240 Dental Hygiene Clinic 3 5.5 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. 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 preventative 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. 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.

[24-192-216] Lab Fee

DEHY 241 Dental Hygiene Clinic 4 5.5 CR

Prerequisite: formal admission to the Dental Hygiene Program; and “C” in DEHY 240. This course is a combination of dental hygiene theory and clinical practice. In theory class emphasis is placed on the continuation of managing special needs patients in the dental practice setting. The focus is on case

based learning. 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 student partners during a laboratory portion of this course. Once the 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 and supervising dentist. Successful completion of this course is mandatory for continuing in the program. [24-192-216] Lab Fee

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 234 and 240. 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 labora-

tory and clinical practice in these techniques in DEHY 241, offered concurrently. Lab Fee

EARLY CHILDHOOD EDUCATION (ECE)

A current Child Abuse/Neglect Central Registry (CA/NR) clearance must be obtained from the Michigan Department of Human Services within the first eight weeks of starting any Early Childhood Education (ECE) course. As of September 2010, this is a free process. For more information contact the Early Childhood Education office at 269-965-3931, extension 2368.

ECE 201 Early Childhood Health, Safety, and Nutrition 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. This course is based on NAEYC standards of child development practices. Each student will be required to spend two to four clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 209 Fundamentals of Early Childhood Education 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75, or ENGL 151. 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.

ECE 210 Child Growth and

Development

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75, or ENGL 151. 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. This course is based on NAEYC standards of child development practices. Students acquire skills in observing, recording, and interpreting child behavior. Each student will be required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 214 Appropriate Assessment with Young Children

3 CR

Prerequisite: COMPASS reading score of 70, or a “P” or “C” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. Students explore developmentally-appropriate assessment and observation techniques for children ages newborn to eight based on NAEYC standards. 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. Each student is required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 215 Positive Child Guidance

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. This course examines theoretical approaches to guidance, positive 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 as are cultural influences. This course is based on NAEYC standards of child development practices. Each student may be required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals.

ECE 217 School-Age Learning Environments

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. This course is based on NAEYC standards of child development practices.

ECE 218 Anti-Bias Curriculum in Early Childhood Settings

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. This course is based on NAEYC standards of child development practices. Lab Fee

ECE 220 Topics in Early Childhood Education 1 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. Lab Fee

ECE 221 Early Childhood Internship 3 CR

Prerequisite: a "C" or better in ECE 201, 210, 215, 224, 232, 233, and ENGL 151; and must have department approval based on successful completion of internship application. Students work in early childhood settings to gain professional work experience in the application of competencies based on the NAEYC standards for associate degree programs. Students must be able to meet site requirements which may include criminal background checks, a health physical, and a TB check. Students must complete a minimum of 275 clock hours of work experience and must file and receive an approved internship application with the Early Childhood Education office prior to registering. Lab Fee

ECE 224 Introduction to Early Childhood Education 3 CR

Prerequisite: COMPASS reading score of 70; or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. This course introduces students to developmentally-appropriate, high-quality child care programming for children ages birth to eight. Students will complete routines, scheduling, and activities that encourage children's healthy growth and development. Topics include the state of Michigan Child Care Licensing Regulations, career opportunities in child care, and types of child care programs. This course is based on NAEYC standards of child development practices. A four clock hour observation

outside of the course in an approved setting is required.

ECE 231 Early Childhood Literacy 3 CR

Prerequisite: COMPASS reading score of 70; or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. Each student is required to spend at least 30 minutes reading with young children outside of scheduled class times. Lab Fee

ECE 232 Infant and Toddler Care 3 CR

Prerequisite: COMPASS reading score of 70; or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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 outside of scheduled class times. Lab Fee

ECE 233 Early Childhood Environments 3 CR

Prerequisite: COMPASS reading score of 70; or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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 outside of scheduled class times. Lab Fee

ECE 237 Young Children with**Special Needs****3 CR**

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. This course is based on NAEYC standards for early childhood associate degree programs. Each student will be required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 240 Child Care Administration 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151; and a “C” in ECE 210 and ECE 224. This course is based on NAEYC standards for administration of child care centers. 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. Each student will be required to spend one to two clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals.

**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 and are school-ready. 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 balance child and adult-guided experiences to promote effective learning across developmental domains. Students will be introduced to NAEYC ethical standards, coaching, mentoring, and service learning conceptual models in their respective relationships to early childhood education. Each student is required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals.

**ECE 260 Positive Relationships
with Families****3 CR**

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. This course is based on NAEYC standards of child development practices.

ECE 261 Topics in Early Childhood 1 1 CR

This course broadens student knowledge through selected topics and issues pertaining to early childhood. Topics may include administration, nutrition, activities, or legal and ethical issues. Each student may be required to spend one to three clock hours observing and working with young children outside of scheduled class times. Lab Fee

ECE 262 Topics in Early Childhood 2 2 CR

This course broadens student knowledge through selected topics and issues pertaining to early childhood. Topics may include administration, nutrition, activities, or legal and ethical issues. Each student may be required to spend one to three clock hours observing and working with young children outside of scheduled class times. Lab Fee

ECE 263 Topics in Early Childhood 3 3CR

This course broadens student knowledge through selected topics and issues pertaining to early childhood. Topics may include

administration, nutrition, activities, or legal and ethical issues. Each student may be required to spend one to three clock hours observing and working with young children outside of scheduled class times. Lab Fee

ECE 270 Early Childhood

Curriculum Development 1 1 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 twice. Lab fee may be charged depending on topic.

ECE 271 Early Childhood

Curriculum Development 2 2 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 twice. Lab fee may be charged depending on topic.

ECE 272 Early Childhood

Curriculum Development 3 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 twice. Lab fee may be charged depending on topic.

ECONOMICS (ECON)

ECON 201 Principles of Economics-MACRO

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75. 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. Lab Fee

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 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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, anti-trust problems, and international economic issues. Lab Fee

EDUCATION (EDUC)

EDUC 200 Foundations of Education 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. 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. Students are required to complete eight to ten clock hours of field experiences comprised of classroom observations in pre-K through 12th grade settings in public and private schools. Lab Fee

EDUC 204 Exceptional Learner in School-Age Environments 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, 75; or ENGL 151. Students learn how to support school-age children and adolescents who are exceptional learners in academic environments focusing on kindergarten through 12th grade. Topics include: historical, psychological, social and academic perspectives. Individualization, assessment, and intervention programming is studied. This course builds upon ECE 237; however, each course can be taken independently of the other. Students are required to complete at least six clock hours of observations in kindergarten through 12th grade classroom settings. Lab Fee

EDUC 220 Education Internship 3 CR

Prerequisite: Department approval. This internship provides students with active professional work experience in the field of education. Settings include: Pre-K through 12th grade and encompass administrative, support, and teaching positions. Students may be able to use current paid work experience with approval from Department. Each student must intern a minimum of 175 clock hours over the course of the semester. This class meets as a cohort group on a regular basis. [16-32-48] Lab Fee

EDUC 240 Education Trends 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; or ENGL 151. This course broadens student knowledge through selected topics and issues pertaining to education. Topics may include: learning experiences, legal and

ethical issues, literacy, special needs, trends in education, and new practices. Lab Fee

EDUC 241 Hot Topics in Education 1 1 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This course broadens student knowledge through selected topics and issues pertaining to education. Topics may include: learning experiences, legal and ethical issues, literacy, special needs, trends in education, and new practices. Lab Fee

EDUC 242 Hot Topics in Education 2 2 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This course broadens student knowledge through selected topics and issues pertaining to education. Topics may include: learning experiences, legal and ethical issues, literacy, special needs, trends in education, and new practices. Lab Fee

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 252 Field Experience 1 **1 CR**

Prerequisites: EDUC 200 and director approval. This course provides an opportunity for the student interested in the profession of teaching to gain experience in a local school system.

EDUC 253 Field Experience 2 **2 CR**

Prerequisite: EDUC 200 and director 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 C300 AHA BLS Healthcare Providers Course** **.5 CEU**

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 obstruction. 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, physician assistants, and other allied health personnel. Students who successfully complete this program will receive certification from the American Heart Association. Lab Fee

EMT C350 AHA BLS Instructor Course **3.2 CEU**

Prerequisite: current (within 1 year) certification 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 strategies, safety/health concerns, teaching outlines, organizational strategies, mannequin maintenance/troubleshooting/repair, and criteria 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 2010 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 complete 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; oxygen 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 emergency 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 152 Paramedic Clinical Experience 2 **3.5 CR**

Prerequisites: EMT 161A with a "C". This course is designed to provide the second semester clinical hours necessary to meet the requirements of the Michigan Department of Public Health Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. Included in this course is 7 hours of meeting and lecture time with the clinical coordinator, 28 hours of simulation time to aid the students in meeting their required clinical competencies, and 140 hours of time in the clinical environment. Classroom time is scheduled to review clinical procedures and review progress of the students.

EMT 161A Paramedic Clinical Experience 1 **3.5 CR**

Prerequisites: department approval. This course is designed to provide the first semester clinical hours necessary to meet the requirements of the Michigan Department of Public Health Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. Included in this course is 12 hours of simulation time to aid the students in meeting their required clinical competencies. In addition, classroom time is scheduled to review clinical procedures and review progress of the students.[20-42-62] Lab Fee

EMT 161C Paramedic Clinical Internship **5 CR**

Prerequisites: EMT 161B, EMT 162B, EMT 163B, EMT 165, EMT 166B, EMT 167B, and EMT 168. This course is designed to provide the Field Internship as prescribed by

Michigan Department of Transportation and the requirements of the Michigan Department of Public Health paramedic curriculum. This course is the last course taken as part of the Paramedic Program. This course includes clinical rotations at ambulance services as the lead Paramedic under the supervision of a field Paramedic. Students are expected to complete their clinical competencies during this class. In addition, classroom time is scheduled to review clinical procedures and review progress of the students. This course includes up to eight hours of medical simulation to help achieve any missing Paramedic competencies. [16-68-84] 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

Prerequisite: department permission and registration in EMT 161A, 162A, 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: department permission and registration in EMT 161B, 162B, 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 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-systems 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: departmental permission, BIOL 105, EMT 161A, 162A, 163A, 166A, and 167A. 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, gastrointestinal emergencies, lab test analysis, and other medical emergencies.

EMT 168 Advanced Practice **4 CR**

Prerequisites: departmental permission, BIOL 105, EMT 161A, 162A, 163A, 166A and 167A. 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 work place.

**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 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 292 UMBC Critical Care Emergency
Medical Transport** **7 CR**

This course is the nationally accepted University of Maryland-Baltimore County Critical Care Emergency 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. This course is based on the updated 2011 curriculum as prescribed by the UMBC. It is highly recommended that students who take this

course are current licensed as a Paramedic or Registered Nurse, have BLS, ACLS, ITLS/TNCC/PhTLS, PALS certifications and at least two years field experience. Lab fee

EMT 295 UMBC Pediatric/Neonatal

Critical Care Transport Course 4.25 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 170 Introduction to CAM and CNC

3 CR

Prerequisite: a "C" in ENTE 160. An introduction to Computer-Aided Manufacturing (CAM) processes and the use of Computer Numerical Control (CNC) programming for machining operations. Course topics will

include safety, machinery used for CAM, machinery setup and operation, manual programming, creating geometry and tool paths using MasterCAM, and importing CAD data. [16-64-80] 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)

ENGL 151 Freshman Composition 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or “C” in ENGL 120, TSEN 90 or 95. 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 reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or “C” in ENGL 120, TSEN 90 or 95.

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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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: COMPASS writing score of at least 72 or a “C” in ENGL 120, TSEN 90 or 95. 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 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 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 of the professional staff. Subjects are chosen and arrangements made to suit the needs of the individual student.

FRENCH (FREN)

FREN 101 Elementary French 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. Introductory course stressing pronunciation, comprehension, basic grammar structures, and French culture and civilization. Individual/small group sessions to 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 102 Introduction to Graphic Design 1.5 CR

This course is an orientation to the graphic design field and a preparation for success in the Graphic Design Program. The course will introduce areas inherent to the field, including history, contemporary design, work-related occupations, marketing, typography, printing, web design, software and hardware. In addition, preliminary training will be provided on the Macintosh computers, printers and network. [16-16-32] Lab Fee

GRDE 130 Page Layout 4 CR

Prerequisite: It is strongly recommended that students take GRDE 102 prior to or concurrently with this course. 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

Prerequisite: It is strongly recommended that students take GRDE 102 prior to or concurrently with this course. 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 is given to creating professional-looking animations for web pages utilizing Flash 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 167 Dreamweaver 4 CR

Prerequisite: It is strongly recommended that students take GRDE 102 prior to or concurrently with this course. 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 web designers face when using this software. [32-32-64] Lab Fee

GRDE 170 Photoshop 4 CR

Prerequisite: It is strongly recommended that students take GRDE 102 prior to or concurrently with this course. 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 202 Graphic Design 1 4 CR

Prerequisites: GRDE 102 and “C” or better in GRDE 130, 140, and 170. This course focuses on preparing students to effectively communicate ideas and information to business and consumer audiences using design. Both the fundamental and advanced elements of Graphic Design will be studied including the basic rules of creativity, concepts, color, typography, brainstorming, media, target markets, budget and client interaction. The instructor will guide and manage the students in a professional lab environment through a series of projects while developing speed and proficiency through the process. [48-32-80] Lab Fee

GRDE 203 Graphic Design 2 4 CR

Prerequisite: “C” or better in GRDE 202. This course continues the direction established in Graphic Design 1 and further develops the design and marketing abilities of students. The course 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 while working on comprehensive advertising campaigns. [48-32-80] 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.

**GRDE 299 Portfolio Review
Practicum** **2 CR**

Prerequisite: “C” or better in GRDE 202. This course is a practicum that focuses on students developing their design portfolio. Students will work in professional lab environment throughout the semester with the instructor guiding them in the development of their final portfolio. A final portfolio review will be held at the end of the semester to provide a full evaluation of the student’s portfolio in preparation of entering the job market.

HISTORY (HIST)

HIST 103 American Foundations **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. A survey of the political, eco-

nomie, 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 **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 up to 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 212 History of England Continued 3 CR

Prerequisite: COMPASS reading score of 70, or a “P” or “C” in STSK 96, 98, 99, TSRE 50, 55, or 75. Beginning with 1689, this course continues the analysis of political, social, and cultural trends in England to the present time. Emphasis is placed on the recent period of imperial development, breakdown, and resultant problems. Lectures, readings, and individual research comprise course requirements.

HIST 220 Great Lives 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 221 Architectural History – Late 19th Century to 1959 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. The styles and developments in architecture are chronicled from the late 1800s until 1959, paralleling the life of American architect Frank Lloyd Wright. His works will be compared and contrasted with the work of

other architects of the same time period, both nationally and internationally. Lab Fee

HIST 222 Architectural History – Post World War II to Present 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. The styles and developments in architecture are chronicled from the period of time just prior to World War II until the present time. Modern American architects and their architecture will be compared and contrasted to those of the same time period internationally. Lab Fee

HIST 240 African American History 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 250 History of Africa 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This course is a study of the historical, geographic, economic, political and social institutions of the various African countries and territories. This course examines and analyzes factors contributing to unique conditions of African society, past and present.

HIST 260 History of Middle East and North Africa 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 297 Special Topics

in History

3 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 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.

HIST 299 Independent Study

3 CR

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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 SERVICES (HUSE)

HUSE 101 Introduction to Human Services

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: a “C-” in HUSE 101 and a “C” in HUSE 220. 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

Prerequisite: a “C-” in HUSE 101 and a “C” in HUSE 220. 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

Prerequisite: a “C-” in HUSE 101 and a “C” in HUSE 220. 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

Prerequisite: a “C” in HUSE 185, 204, and 260. Continuation of HUSE 185, although

a different placement setting is generally selected. [32-175-209]

HUSE 200 Psychosocial Approach to Aging

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 220 Communication Skills in Helping Relationships

3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: a “C” in HUSE 220. 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

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 250 Introduction to Group Techniques 3 CR

Prerequisite: a “C-” in HUSE 101. 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

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 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 272 Substance Abuse, Co-Dependency, and the Family 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 280 Death and Dying 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 298 Independent Study 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 programs are available at the Regional Manufacturing Technology Center including Industrial Electricity and Electronics; Industrial Heating, Ventilation, Air Conditioning and Refrigeration; Industrial Instrumentation; Industrial Machine Tool; Industrial Pipe-fitting; 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 conceptualize 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—Culture 3 CR

Prerequisite: COMPASS reading score of 70,

or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. Lab Fee

JAPANESE (JAPA)

JAPA 101 Introductory Japanese 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. Lab Fee

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. Lab Fee

JOURNALISM (JOUR)

JOUR 111 Mass Media Environment 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. 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. Lab Fee

JOUR 154 Writing for

Student Publications

1-3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 grade of “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, or 75. This course offers a critical study of the Hebrew Bible, the Apocrypha, and the Christian Bible as distinct but related literary and theological traditions.

LITE 240 African-American Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. A survey of African-American literature from 1600 to the present.

LITE 241 Science Fiction 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. An exploration of the background major themes and types, authors, and influences of science fiction. The goal is to become acquainted with the inter-relationship between science fiction as an art form and the cultures from which it develops as a mode of perceiving and defining reality.

LITE 285 Studies in the Novel 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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.

MAGNETIC RESONANCE IMAGING (MRI)

MRI 200 Professional Prospectus 1 CR

Prerequisites: department approval. This course serves to orientate the magnetic resonance imaging (MRI) student to the profession of medical imaging. Students will explore the integration of MRI within the encompassing health care system with emphasis on the interrelating roles of the various healthcare professionals. The evolution of MRI as a profession will be investigated with students classifying various organizations and agencies that drive the development and continuing education of the MRI technologist's role and responsibilities. Discussion will surround such topics as educational requirements, program accreditation, professional credentialing and continuing education.

The course concludes with exploration and discussion surrounding potential legal and ethical implications associated with providing healthcare services. Effective and appropriate communication methods and processes as a means to provide exceptional patient care and reduce risk are emphasized. With the MRI-focused content, and updated professional requirements offered, technologists registered in other imaging modalities should find value in this course.

MRI 201 Computer Applications in Medical Imaging 3 CR

Prerequisites: admission to the MRI Program or academic program approval. This course explores computer applications in the radiologic sciences related to image capture, display, storage and distribution. Specific to MR, the content imparts an understanding of the components, principles and operation of digital imaging systems, image data management and data manipulation (post processing). Additional content provides the

foundational concepts of patient information management including electronic medical records privacy and regulatory issues.

MRI 220 MR Physics I 3 CR

Prerequisites: admission to the MRI Program or academic program approval. This, the first of two MR physics courses, will cover the essential principles of magnetic resonance imaging to include data acquisition and tissue characteristics (proton spin, relaxation times, and phasing/de T phasing) as related to image formation.

MRI 222 MR Physics II 3 CR

Prerequisites: MRI 220 with a grade of "C" or higher, or academic program approval. This, the second of two MR physics courses, builds on the concepts of MRI 220 facilitating learning of comprehensive MRI pulse sequences, imaging parameters and quality control.

MRI 230 MR Procedures and Pathophysiology I 3 CR

Prerequisites: admission to the MRI Program or academic program approval. This, the first of two courses, studies the MR imaging techniques related to the CNS (brain and spine), and MSK (musculoskeletal) systems. Students will explore specific clinical applications, use and availability of various coils, scan sequence implications, protocol selection, and anatomical positioning criteria. Images will be critiqued as a means of identifying the anatomical plane to best represent structures, and a comparison of normal anatomy versus abnormal pathology will be made.

MRI 232 MR Procedures and Pathophysiology II 3 CR

Prerequisites: MRI 230 with a grade of "C" or higher or academic program approval. This, the second of two courses, studies the MR imaging techniques related to the abdomen/pelvis and breast. Special procedures such as functional MRI, spectroscopy, diffusion weighted and cardiac imaging will be studied. Students will explore specific clinical applications, use and availability of

various coils, scan sequence implications, protocol selection, and anatomical positioning criteria. Images will be critiqued as a means of identifying the anatomical plane to best represent structures, and a comparison of normal anatomy versus abnormal pathology will be made.

MRI 240 Image Analysis 3 CR

Prerequisites: a “C” in MRI 222, 232, 241, and 262, or academic program approval. In this course, students will learn to assess MR images and procedures for diagnostic value. Critical assessment will include principles of quality image formation, and through identification of anatomy and pathology, students will gain an understanding of the parameter adjustments that result in differential diagnosis. Additional discussion will focus quality control procedures, PACS image display, image post processing, and image archiving.

MRI 241 Applied Sectional Anatomy 3 CR

Prerequisites: admission to the MRI program or academic program approval. Upon completion of this course, students will be able to identify normal human anatomy in the transverse, coronal, and sagittal planes. Students will study the head/brain, thorax, abdomen/pelvis, shoulder, elbow, hip and knee through correlations of cadaver cross-sections, computed tomography (CT), MR and radiographic images.

MRI 260 Pre-Clinical Preparation 3 CR

Prerequisites: admission to the MRI Program. This course prepares the MRI student for safe participation in clinical education within the MRI environment. Students will explore and discuss the importance of MRI safety and patient assessment. The ability to critically think will be emphasized as students investigate various patient-related considerations requiring adaptation to successfully execute the MRI procedure. Basic pharmacology as it relates to the MRI patient will be explored and discussed, as will infection control practices and procedures. Students will be introduced to MRI equipment,

quality control, and MRI procedures. While most of the course is delivered online, students will practice and master various safety procedures in a face-to-face workshop setting.

MRI 261 MRI Clinical Practice I 3 CR

Prerequisite: admission to the MRI Program, and MRI 260 with a “C” or better or academic program approval. All clinical access requirements must be met for participation. This is the first in a series of three progressive clinical courses allowing the student an opportunity to observe, practice and master procedures in the magnetic resonance imaging (MRI) department of affiliating hospitals, clinics, or other MRI provider facilities. Students remain under the direct supervision of a technologist and/or physician while in the clinical education setting. Students will gather knowledge and learn skills related to MRI safety, equipment, patient care, and basic imaging procedures and protocols, with emphasis on fostering the professional values, attitudes, and behaviors necessary to be successful in the healthcare environment. Students are expected to achieve a minimum of 6 competencies as listed by The American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. An online component will accompany the hands-on clinical practice aspect of the course to further advance learning within a learning community.

MRI 262 MRI Clinical Practice II 3 CR

Prerequisites: admission to the MRI program, completion of MRI 261 with a “C” or higher or academic program approval. This is the second in a series of three progressive clinical courses allowing the student an opportunity to observe, practice, and master procedures in the magnetic resonance imaging (MRI) department of affiliating hospitals, clinics, or other MRI provider facilities. Students remain under the direct supervision of a technologist and/or physician while in the clinical education setting. Students will advance the skills and knowledge they gathered in MRI

261, Clinical Practice I, while engaging in more complex procedures and protocols. Emphasis will be placed on patient safety and comfort while fostering growth in the professional values, attitudes, and behaviors necessary in the healthcare environment. Students completing this course are expected to achieve a minimum of 12 competencies as listed by the American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. An online component will accompany the hands-on clinical practices aspect of the course to further advance learning within a learning community.

MRI 263 MRI Clinical Practice III 3 CR

Prerequisites: admission to the MRI program, completion of MRI 262 with a “C” or higher or academic program approval. This is the final clinical course in the series of three allowing the student an opportunity to observe, practice and master procedures in the magnetic resonance imaging (MRI) department of affiliating hospitals, clinics, or other MRI provider facilities. Students remain under the direct supervision of a technologist and/or physician while in the clinical education setting. This final clinical course focuses on assuring students have the opportunity to complete all remaining competencies required by the American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. Upon completion of all required competencies, efforts will be made to enrich the student’s clinical education experience by arranging for participation in non-routine advanced procedures and protocols or to participate in MRI clinically relevant special projects. These assignments will be determined and arranged by the Educational Coordinator in collaboration with the Clinical Education Provider based on availability and clinical relevance. Emphasis will be placed on patient safety and comfort while mastery of the professional values, attitudes, and behaviors necessary to be successful in the healthcare environment are expected. An online

component will accompany the hands-on clinical practices aspect of the course to further advance learning within a learning community.

MRI 295 MRI Certification Exam

Preparation 3 CR

Prerequisites: MRI 260, 241, 222, 232, 201 and 262 with a grade of “C” or higher, or academic program approval. This course serves as a preparation for the nationally recognized certification exam in magnetic resonance imaging (MRI) administered through the American Registry of Radiologic Technologists (ARRT).

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.

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 “C” in MATH 99, 100 or TSMA 45. 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 111 Mathematics for

Elementary Teachers 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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. Lab Fee

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. Lab Fee

MATH 115 Math for Liberal Arts **4 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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. Lab Fee

MATH 118 Applied Algebra/Trigonometry I **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75; and a COMPASS algebra 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. [48-16-64] Lab Fee

MATH 124 College Algebra 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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. Lab Fee

MATH 128 Finite Mathematics with Applications 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS algebra 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. Lab Fee

MATH 130 Statistics 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75; and a COMPASS algebra 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. Lab Fee

MATH 140 Preparation for Calculus 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS college algebra 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS college algebra 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 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 200 Microbiology of Infectious Disease **3 CR**

Prerequisite: admission to Medical Laboratory Technology Program. Introduction to the microorganisms affecting humans. Theoretical concepts, identifica-

tion schemas, 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 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 interpretation 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 200. A continuation of concepts and principles of MELA 200. 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**

Corequisite: must be taken concurrently with MELA 260 or 265. 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)

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 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.

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 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 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 109 Concentus Vocal Ensemble 1 CR

Concentus Vocal Ensemble is a small vocal group of four to eight voices which special-

izes 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 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 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 130 Music Theory I 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [16-16-32] Lab Fee

**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. Lab Fee

**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. Lab Fee

**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. Lab Fee

**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. Lab Fee

**MUSI 141 Fundamentals of Music
for Teaching** **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. Lab Fee

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. [0-48-48]

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 [0-48-48]

MUSI 211 Music Appreciation **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75. 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. Lab Fee

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. Lab Fee

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. Lab Fee

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. Lab Fee

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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. 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: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and 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.

NURSING (NURS)

NURS 105 Nursing Assistant

Training Program

3 CR

Prerequisites: high school diploma or GED, and COMPASS reading score of 62, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a 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 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 271 Health Promotion/
Maintenance** **5 CR**

Prerequisites: completion of Level I nursing courses or NURS 136. 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 or NURS 136. 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 271 and 276, 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 setting. [48-144-192] Lab Fee

**OFFICE INFORMATION
TECHNOLOGY (OIT)**

**OIT 100 Introduction to Computer
Information Systems** **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99,

TSRE 50, 55 or 75. 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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; 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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; 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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. 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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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; creating queries, forms, reports, labels, and relationships; and using conditional formatting, aggregate functions, and filters/sorts within Microsoft Access. Introductory information about the Microsoft Office Specialist (MOS) certification exam program will be presented. [0-32-32] Lab Fee

OIT 188 Intermediate Access 2 CR

Prerequisite: a “C” in OIT 187. This open entry lab course introduces students to the intermediate features of Microsoft Access. Students will be introduced to compacting and repairing databases; saving database objects in PDF format; importing and exporting Access data between Excel and Word; importing and linking data to new tables; customizing tables, forms, reports, and queries; normalizing databases; creating and editing one-to-many, one-to-one, and many-to-many relationships; advanced query techniques, and creating single-field and multiple-field indexes. Students will be briefed in the benefits of taking the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 189 Advanced Access 2 CR

Prerequisite: a “C” in OIT 188. This open entry lab course introduces students to the advanced features of Microsoft Access. Students will be introduced to creating macros, converting Macros to Visual Basic, creating ACCDE database files, pivot tables and pivot charts, importing and linking information between databases, and creating advanced reports. Upon completion of this course, students will be briefed in the benefits of taking the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 192 Beginning Publisher 2 CR

Prerequisite: COMPASS reading score of 70,

or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. This open entry course is designed to introduce students to planning a project using Microsoft Project. Students will be introduced to the basic features of Microsoft Project, establishing resources within Microsoft Project, the fundamentals of resource and task assignments, and refining Project schedules, tasks, and resources. [0-32-32] Lab Fee

OIT 195 Introduction to the Internet 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or a “C” in ENGL 120, TSEN 90 or 95. 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 198 Microsoft Outlook/

OneNote 3 CR

Prerequisites: Compass reading score of 70, or a “P” or “C” in STSK 96, 98, 99, TSRE 50, 55, or 75. This open entry course introduces students to the basic and intermediate levels of Microsoft Outlook and Microsoft OneNote. 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. Students will learn the capabilities of OneNote such as creating a notebook, integrating Excel, PowerPoint, and Internet files, insert side notes, and searching content. This course along with other Microsoft courses will prepare students to take the Microsoft Office Specialist (MOS) Certification exam.

OIT 199 SharePoint Designer 2 CR

Prerequisites: COMPASS reading score of 70, or a “P” or “C” in STSK 96, 98, 99, TSRE 50, 55, or 75. This open entry course introduces students to the design and application of SharePoint Designer. Students will be able to follow quick steps with color screenshots and clear instructions on how

to use a SharePoint site, add pages and web parts, create and manage lists and libraries, and integrate with and collaborating using Microsoft Office applications. Students will also learn how to customize pages with SharePoint Designer, use SharePoint Workspace to work offline on SharePoint content, handle permissions and security.

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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [0-32-32] Lab Fee

OIT 227 Medical Terminology 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. This course uses computer software to assist students in studying the terminology and in assessing their mastery of the material. Exams are also taken via the computer. Emphasis is placed on spelling, definition, usage and pronunciation. [0-32-32] Lab Fee

OIT 228 Medical Office Scheduling and Billing

3 CR

Prerequisite: OIT 227. This course introduces students to basic functions of 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 Medisoft Advanced, a widely-used medical administrative software. Students should be able to type 30 wpm before taking this course. [48-0-48] 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 I

3 CR

Prerequisites: a "C" in OIT 111 and a "C" in OIT 197. 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. Lab Fee

OIT 243 Legal Machine

Transcription I

2 CR

Prerequisites: OIT 241, and OIT 226 or PARA 110. It is recommended that students have keyboarding skills of at least 45 wpm

and familiarity with Microsoft Word. 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 245 Medical Machine

Transcription I

2 CR

Prerequisites: a "C" in OIT 241 and OIT 227. It is recommended that students have keyboarding skills of at least 45 wpm, and familiarity with Microsoft Word. 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 100 Law and the

United States Legal System

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a "C" or "P" in ENGL 120, 151, TSEN 90 or 95; and OIT 160 concurrently. This course introduces students to the study of law and the organization of the U.S. legal system. It covers topics including sources of the law, the ways in which law is classified, and the stages of the litigation process. This course introduces students to basic concepts and terminology used in substantive areas of the law, explores the process of legal reasoning and the basic steps of the legal research process, and examines the ethical dilemmas faced by legal professionals in our adversarial legal system. Students will develop critical thinking skills as they read and interpret statutes and court opinions, analyze legal materials, and explore underlying principles of the law. Lab Fee

PARA 110 Introduction to

Paralegalism

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and OIT 160 concurrently. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55, or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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 required related seminars (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 required related seminars (16 hours of classroom instruction).

PARA 220 Cooperative Education

3 CR

Prerequisites: sophomore standing and 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 (16 hours of classroom instruction).

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 (16 hours of classroom instruction).

PARA 232 Real Estate Law and Property Transactions **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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 Court. This course includes the preparation of pleadings, agreements, forms, and other related documents. Lab Fee

PARA 236 Employment Law **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” OIT 160. 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: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a “C” or “P” in ENGL 120, 151, TSEN 90 or 95; and a “C” in OIT 160. 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: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and COMPASS writing score of 78, or a "C" or "P" in ENGL 120, 151, TSEN 90 or 95; and a "C" in OIT 160. 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 perspec-

tive, 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 253 Environmental Law

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or a "C" or "P" in ENGL 120, 151, TSEN 90 or 95; and a "C" in OIT 160. This course provides the student with an introduction to the general concepts and terminology of environmental law practice in the United States. Topics include the history, development, role, and philosophy of American environmental law, the role of administrative agencies and the courts in environmental law, the role of federal, state, and local authorities, federal and state Constitutional issues, protection of the environment from the local to the international levels, and an in-depth review of federal and State of Michigan legislation enacted to protect air, water, and land in the United States. The course provides students with both substantive knowledge of the law, documents, and procedures found in environmental law, as well as the opportunity to develop practical skills such as document preparation and organization, legal drafting and form preparation, interviewing and investigation, conducting legal and factual research, and managing information and client matters. Lab Fee

PARA 254 Elder Law

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or a "C" or "P" in ENGL 120, 151, TSEN 90 or 95; and a "C" in OIT 160. This course provides the student with an introduction to the general concepts and terminology of elder law practice in the United States. Topics include disability planning, conservatorships and guardianships, health care planning, physical and financial elder

abuse, grandparents' rights, funeral planning, estate planning and probate administration, financial planning and trusts, Social Security, advanced directives, Medicare and Medicaid, veterans' benefits, age discrimination, and medical, financial, family, and housing issues faced by America's growing elderly population. The course provides students with both substantive knowledge of the law, documents, and procedures found in elder law, as well as the opportunity to develop practical skills such as document preparation and organization, legal drafting and form preparation, interviewing and investigation, and managing information and client matters. Lab fee.

PARA 255 Intellectual Property 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or a "C" or "P" in ENGL 120, 151, TSEN 90 or 95; and a "C" in OIT 160. This course provides the student with an introduction to the general concepts and terminology used in the four fields of intellectual property law – trademarks, copyright, patents, and trade secrets. Topics include the history, development, role, and philosophy of intellectual property law in the United States, the role of the federal government, administrative agencies and the courts in intellectual property law, federal and state Constitutional issues, intellectual property law searches and application procedures, international issues in intellectual property law, the rights and protections offered by intellectual property law, the distinction between common law and statutory law, intellectual property law ownership and transfer of rights, protection from infringement, and the challenges facing intellectual property law due to changes in technology, business practices, regulations, and international trends and developments. The course provides students with both substantive knowledge of the law, documents, and procedures found in intellectual property

law, as well as the opportunity to develop practical skills such as application and document preparation and filing, information organization and analysis, legal drafting of court pleadings and preparing forms, interviewing and investigation including researching technical and proprietary information, conducting legal and factual research, conducting intellectual property searches, handling client matters, and an opportunity to use specialty legal software. Lab fee.

PARA 256 Immigration Law 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; and a COMPASS writing score of 78, or a "C" or "P" in ENGL 120, 151, TSEN 90 or 95; and a "C" in OIT 160. This course provides the student with an introduction to the general concepts and terminology of immigration law in the United States. Topics include the history, development, role, and philosophy of American immigration law policy, the role of federal, state, and local authorities, administrative agencies, and the courts in immigration law, federal and state Constitutional issues, the various immigration statuses, American citizenship, refugees and asylum, immigration law and employment issues, and an in-depth review of federal and State of Michigan immigration legislation. The course provides students with both substantive knowledge of the law, documents, and procedures found in immigration law, as well as the opportunity to develop practical skills such as document preparation and organization, legal drafting and form preparation, interviewing and investigation, conducting legal and factual research, and managing information and client matters. Lab fee.

PARA 290 Selected Topics in Paralegalism 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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 240 Survey of The Bible

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. The Bible is the most widely distributed and most widely read book in the world. We will analyze the Hebrew Bible and the New Testaments in the areas of philosophy, theology, ethics, and spirituality, including its varying impact on ancient to contemporary thought. We will consider society in biblical times, culture, history, and archeology in discussing and interpreting the writings. We will make connections to world history as we critically examine how The Bible came to be and compare different methods of interpretation.

PHIL 250 Topics in Philosophy 3 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 2 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.

PHIL 299 Independent Study 3 CR

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 (PE)**

Courses may be taken twice for credit toward graduation.

PE 100 Tennis 1 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] Lab Fee

PE 101 Tennis 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. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 106 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

PE 107 Swimming 2 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. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 112 Cross Country Skiing 1 CR

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. [0-16-16] Lab Fee

PE 113 Cross Country Skiing 2 CR

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. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 118 Golf 1 CR

Provides the student with knowledge concerning the golf swing, rules, and etiquette. Students develop basic skills in the grip, chipping, full swing, and putting. [0-16-16] Lab Fee

PE 119 Golf 2 CR

Provides the student with knowledge concerning the golf swing, rules, and etiquette. Students develop basic skills in the grip, chipping, full swing, and putting. Additional skill development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 124 Bicycling 1 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. Students must provide their own bicycle. [0-16-16] Lab Fee

PE 125 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. Students must provide their own bicycle. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 130 Beginning Weight Training 1 CR

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. [0-16-16] Lab Fee

PE 131 Beginning Weight Training 2 CR

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. Additional skill development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 134 Advanced Weight Training 1 CR

Prerequisite: PE 130 or PE 131. PE 134 is a continuation of PE 130 and PE 131. The emphasis is on more advanced methods of bodybuilding. [0-16-16] Lab Fee

PE 135 Advanced Weight Training 2 CR

Prerequisite: PE 130 or 131. PE 135 is a continuation of PE 130 and PE 131. The

emphasis is on more advanced methods of bodybuilding. Additional skill development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 140 Basketball 1 CR

This class is designed for any student interested in learning and improving their skills in basketball. Emphasis will be placed on the basic fundamentals of the game. Drills in such areas as passing, dribbling, shooting, rebounding, man-to-man defense and zone defense will be covered. [0-16-16] Lab Fee

PE 141 Basketball 2 CR

This class is designed for any student interested in learning and improving their skills in basketball. Emphasis will be placed on the basic fundamentals of the game. Drills in such areas as passing, dribbling, shooting, rebounding, man-to-man defense and zone defense will be covered. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 142 Soccer 1 CR

Soccer techniques, skills and tactics are taught through game related experiences. [0-16-16] Lab Fee

PE 143 Soccer 2 CR

Soccer techniques, skills and tactics are taught through game related experiences. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 144 Baseball 1 CR

This course is designed to cover the basic fundamental skills, rules and strategies of baseball. [0-16-16] Lab Fee

PE 145 Baseball 2 CR

This course is designed to cover the basic fundamental skills, rules and strategies of baseball. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 146 Softball 1 CR

This course is designed to cover the basic

fundamental skills, rules and strategies of softball. [0-16-16] Lab Fee

PE 147 Softball 2 CR

This course is designed to cover the basic fundamental skills, rules and strategies of softball. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 148 Volleyball 1 CR

Volleyball techniques, skills and tactics are taught through game related experiences. Instruction will emphasize current rules and techniques for serving, spiking, forearm passing, setting, blocking, and team strategy. [0-16-16] Lab Fee

PE 149 Volleyball 2 CR

Volleyball techniques, skills and tactics are taught through game related experiences. Instruction will emphasize current rules and techniques for serving, spiking, forearm passing, setting, blocking, and team strategy. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 154 Beginning Karate 1 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. [0-16-16] Lab Fee

PE 155 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. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 158 Advanced Karate 1 CR

Prerequisite: PE 154 or PE 155. PE 158 is a continuation of PE 154 and PE 155. 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. [0-16-16] Lab Fee

PE 159 Advanced Karate 2 CR

Prerequisite: PE 154 or PE 155. PE 159 is a continuation of PE 154 and PE 155. 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. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 164 Cardio Tone 1 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 maybe used for class variety. [0-16-16] Lab Fee

PE 165 Cardio Tone 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 maybe used for class variety. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 170 Yoga Pilates Fusion 1 CR

This course will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. [0-16-16] Lab Fee

PE 171 Yoga Pilates Fusion 2 CR

This course will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 176 Zumba® Cardio Workout 1 CR

Zumba® fuses hypnotic Latin rhythms and easy to follow moves to create an exhilarating cardio workout. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Latin dance moves will be introduced, but no previous dance experience is required. [0-16-16] Lab Fee

PE 177 Zumba® Cardio Workout 2 CR

Zumba® fuses hypnotic Latin rhythms and easy to follow moves to create an exhilarating cardio workout. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Latin dance moves will be introduced, but no previous dance experience is required. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 182 Water Exercise 1 CR

Aquatic fitness activities (such as water exercises, aerobic movements, and the use of resistance equipment to promote health-related fitness) are conducted in shallow and/or deep water so swimmers and non-swimmers can participate. [0-16-16] Lab Fee

PE 183 Water Exercise 2 CR

Aquatic fitness activities (such as water exercises, aerobic movements, and the use of resistance equipment to promote health-

related fitness) are conducted in shallow and/or deep water so swimmers and non-swimmers can participate. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 188 Sports Conditioning 1 CR

The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. [0-16-16] Lab Fee

PE 189 Sports Conditioning 2 CR

The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 194 Walking or Jogging 1 CR

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. [0-16-16] Lab Fee

PE 195 Walking or Jogging 2 CR

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. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PHYSICAL EDUCATION HEALTHY LIFESTYLE (PEHL)

This section of classes will fulfill the Healthy Living requirement for graduation. Courses may be taken twice for credit toward graduation.

**PEHL 101 Wellness Activity:
Cardio Tone 2 CR**

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [10-22-32] Lab Fee

PEHL 107 Wellness Activity:

Yoga Pilates Fusion 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

PEHL 113 Wellness Activity:

Weight Training 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [10-22-32] Lab Fee

PEHL 119 Wellness Activity:

Water Exercise 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [10-22-32] Lab Fee

PEHL 125 Wellness Activity:

Sports Conditioning 2 CR

Prerequisite: COMPASS reading score of 70,

or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [10-22-32] Lab Fee

PEHL 131 Wellness Activity:

Walking or Jogging 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. 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. [10-22-32] Lab Fee

PEHL 140 Healthy Lifestyle Practices 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [32-0-32] Lab Fee

PHYSICAL EDUCATION PROFESSIONAL (PEP)

PEP 260 Lifeguard Training 2 CR

Prerequisite: departmental approval; must be 15 years old on or before the final scheduled session of this course; swim 300 yards continuously demonstrating breath control and rhythmic breathing; tread water for 2 minutes using only the legs; and complete

a timed event within 1 minute, 40 seconds. The primary purpose of this course is to provide entry-level lifeguard candidates with the skills and knowledge to prevent, recognize, and respond to emergencies and to provide care for injuries and sudden illnesses until advanced medical personnel arrive and take over. Successful completion qualifies students for American Red Cross Lifeguard Training Certification, Automated External Defibrillation (AED) Certification, First Aid, CPR for the Professional Rescuer, and an optional Waterfront Lifeguard Certification. [22-10-32] Lab Fee

PEP 261 Water Safety Instruction 2 CR

Prerequisite: departmental approval; must be 16 years old on or before the final scheduled session of this course; able to swim the front crawl (freestyle), back crawl (backstroke), elementary backstroke, sidestroke, breaststroke, and butterfly at Level 4 proficiency; and able to tread water and float on the back for 1 minute each. This is a course designed for the swimmer who wants to teach infants, children, or adults. The course is taught in three phases: (1) Fundamentals of Instructor Training (FIT) which is required to teach any American Red Cross course; (2) review of swimming and water safety skills; (3) methods of teaching swimming and water safety skills, organizing classes, and evaluating skills. Course standards qualify successful students for certification as American Red Cross Water Safety Instructors. [22-10-32] Lab Fee

PEP 262 Scuba Diving 2 CR

Prerequisite: departmental approval; and must be 15 years old on or before the final scheduled session of this course and be able to demonstrate satisfactory swimming skills. 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. [22-10-32] Lab Fee

PEP 271 Basketball Officiating 2 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 272 Volleyball Officiating 2 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 273 Baseball Officiating 2 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 274 Softball Officiating 2 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 290 Preschool and Elementary Physical Education 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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.

PEP 292 Independent Study 1 CR

Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some physical educational subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students.

PEP 293 Independent Study 2 CR

Prerequisite: departmental approval. An opportunity for the interested student with

a good scholastic record to pursue independently the study of some physical educational subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students.

PEP 294 Independent Study 3 CR

Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some physical educational subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students.

PEP 295 Field Experience 1 CR

Prerequisite: departmental approval and a written outline of the student's project or work experience. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

PEP 296 Field Experience 2 CR

Prerequisite: departmental approval and a written outline of the student's project or work experience. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

PEP 297 Field Experience 3 CR

Prerequisite: departmental approval and a written outline of the student's project or work experience. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

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 positioning, 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. [32-79-111] 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. [24-48-72] 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 applica-

tions 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. [32-96-128] 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. [32-85-117] 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. [24-60-84] 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. [16-56-72] 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. [32-45-77] 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 109 Introduction to MRI****Physics 3 CR**

Prerequisite: "C" in MATH 119 or higher or current certification by the American Registry of Radiologic Technologists (ARRT) in Radiography, Radiation Therapy, Sonography (registration through ARDMS is also accepted) or Nuclear Medicine (registration through NMTCB is also accepted).

Registered Technologists see MRI Program Director for approval to enroll. This course is designed to prepare students interested in the Magnetic Resonance Imaging (MRI) Program. The course is intended to provide students with a basic understanding of the principles of physics. Topics will include mechanics, thermodynamics, atomic structure, electric and magnetic fields, and radiation. Emphasis will be on the fundamentals necessary to understand methods of Magnetic Resonance Imaging.

PHYS 111 Introductory Physics I 4 CR

Prerequisites: COMPASS reading score of 70, or a "C" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; 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" or "P" in STSK 96, 98, 99, TSRE 50, 55 or 75; 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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: a “C” in 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: a “C” in 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: a “C” in 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 265 Addiction and Human Behavior**3 CR**

Prerequisite: a “C” in PSYC 201. This course is designed as an overview and introduction of some common drugs and the subsequent behaviors/ outcomes related to their use (e.g. addictions, abuse, and dependence). The societal impact, as well as the affects drugs have on the individual (psychologically and physiologically) will be explored. In addition, the issues of treatment and prevention will be investigated and identified.

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: a “C” in 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: a “C” in PSYC 201. Psychology is the science of behavior and mental processes. Social psychology therefore attempts to understand and explore how the physical, cognitive, and behavioral aspects of humans are influenced by the actual, implied or imagined presence of others or the subsequent beliefs and expectations of the society as a whole. Emphasis is placed upon the practical application of the information and understanding gained from this exploration. Topics will be covered from an interdisciplinary approach within four primary areas:

Social Thinking (e.g. beliefs, judgments, behaviors and attitudes), Social Influence (e.g. physiological, individual, and group influences), Social Relations (e.g. prejudices, aggression, attraction and peacemaking), and Practical Application.

RADIOGRAPHY (RADI)

RADI 100 Introduction to Radiologic Science and Health Care 2.25 CR

Prerequisite: admission to the Radiography Program. This entry course is intended to provide necessary information to encourage student success in the radiography program, as well as in their chosen career. Values, attitudes, and behaviors conducive to professional growth are conveyed as students investigate the role of the radiologic technologist within the medical imaging profession and, within the health care delivery system as a whole. Principles, practices and policies of health care organizations are examined in addition to the professional responsibilities of the radiologic technologist. A study of the historical and philosophical bases of ethics and the elements of ethical behavior are discussed, as well as an introduction to legal terminology, concepts, and principles and how they relate to the role of the radiologic technologist.

RADI 111 Patient Care in Radiologic Science 2.25 CR

Prerequisite: admission to the Radiography Program. The focus of this course is to provide the student with the knowledge and skills necessary for providing safe and compassionate patient care. Addressing the needs of a diverse population presenting for care in a hospital setting will be explored. Effective communication methods will be emphasized. Students will examine several patient care skill sets required of the radiologic technologist within their daily responsibilities. Basic pharmacology as it relates to the medical imaging department will be presented. Lab Fee

RADI 112 Introduction to Imaging Principles 1.5 CR

Prerequisite: admission to the Radiography Program. The intent of this course is to provide some basic imaging concepts and information in an effort to prepare the student for entry into the first clinical course of the fall semester. Focus is placed on radiation safety as dose reduction methods are presented and demonstrated. Other areas of emphasis are the common features of radiographic equipment, and image quality characteristics. Students will also explore terminology unique to medical imaging.

RADI 120 Radiologic Positioning, Procedures and Pathology 1 3.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 112. Students will learn radiographic imaging procedures of the chest, abdomen, and extremities. Focus on anatomical positioning with attention to various patient needs and abilities will be emphasized. Students will learn to critique images for diagnostic quality, as well as develop the ability to identify normal anatomical structures from common abnormal pathological processes. Students will participate in small group skill-building lab activities. [48-16-64] Lab Fee

RADI 121 Radiologic Physics 3 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 112. In this course, students will explore how the diagnostic x-ray beam is created. Emphasis is made on the production of x-rays and their interaction with matter as it pertains to medical imaging. Relevant physics concepts will include but not be limited to, mechanics, electricity, magnetism, radiation, and atomic structure.

RADI 122 Clinical Practice 1 2.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 112. The student will participate in clinical education two days a week in the imaging department of one of the affiliating hospitals. Under direct supervision of a radiologic technologist and/

or physician, it is expected the student will begin to learn and achieve competency in the most basic radiologic exams and procedures, such as those of the abdomen, chest and extremities. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated. Lab Fee

RADI 130 Radiologic Positioning, Procedures and Pathology 2 3.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 120, RADI 121 and RADI 122. Students will learn radiographic imaging procedures of the thorax, and head, as well as the contrast enhanced procedures of the gastrointestinal and urinary systems. Focus on anatomical positioning with attention to various patient needs and abilities will be emphasized. The indications, contraindication, and safe administration of contrast media will be presented. Students will learn to critique images for diagnostic quality, as well as develop the ability to identify normal anatomical structures from common abnormal pathological processes. Students will participate in small group skill-building lab activities. [48-16-64] Lab Fee

RADI 131 Principles of Radiologic Imaging 1 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.

RADI 132 Clinical Practice 2 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 an affiliating hospital. Under direct supervision of a radiologic technologist and/or physician, it is expected

the student will learn and achieve competency on the more advanced radiologic exams and procedures such as those of the spine and skull, those requiring contrast media enhancement, and those performed via mobile imaging methods. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated. Lab Fee

RADI 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 an affiliating hospital. With the intensive five-day schedule, it is expected that under direct supervision of a radiologic technologist and/or physician, the student will have an opportunity to learn and achieve competency on exams and procedures they have yet to experience in the program, while continuing to practice and "fine-tune" already established skills. Computed tomography (CT) observation opportunity will be provided. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated. Lab Fee

RADI 220 Radiologic Positioning, Procedure and Pathology 3 1.25 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 210. This course explores pathologic indications and imaging methods for trauma, mobile and surgical examinations. Critical thinking skills are encouraged as students analyze challenges often presented and determine safe and effective approaches to this type of imaging. Also provided is an introduction to computed tomography (CT) imaging. Students will examine basic CT concepts, compare CT to other imaging modalities as a means of diagnosis, and study exams most commonly performed. Also presented in the course is a brief overview of some less commonly performed exams in the imaging department

such as arthrography, myelography, endoscopic retrograde cholangiopancreatography (ERCP), and others.

RADI 221 Principles of Radiologic

Imaging 2

3 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 210. In this course, students will focus on image quality through an in-depth study of influencing factors. A diagnostic problem-solving approach to image analysis will be presented with emphasis on forming accurate and predictable corrective action plans. In addition, students will compare and contrast basic features and functions of specialized imaging equipment with those of the conventional x-ray unit.

Lab Fee

RADI 222 Comprehensive Clinical

Experience 1

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 an affiliating hospital different from the hospital they have been assigned to thus far in the program. This change in clinical assignment will allow the student to learn in a new environment resulting in an opportunity to increase clinical skills, critical thinking ability, and self-confidence. Under direct supervision of a radiologic technologist and/or physician, it is expected the student will learn new ways to accomplish exams already mastered, while continuing to learn and achieve competency in more advanced radiologic exams and procedures. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated.

Lab Fee

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 220, 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

3CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 220, RADI 221, RADI 222 and RADI 223. This course is the capstone course for the program. It includes student projects, guest speaker presentations, and preparation for the certification exam administered by the American Registry of Radiologic Technologists (ARRT) completed upon graduation.

Lab Fee

RADI 232 Comprehensive

Clinical Experience 2

3.75 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 220, RADI 221, RADI 222, and RADI 223. The student will participate in clinical education three days a week in the imaging department of an affiliating hospital. As the final clinical

course of the program, students will concentrate on learning and achieving competency on any remaining exams as required by the American Registry of Radiologic Technologists (ARRT). Students will be encouraged to use this final clinical course to identify and address areas for improvement. For those students who have completed the required competencies, an opportunity to explore advanced imaging modalities may be arranged. As students complete the final clinical requirements of the program, they will remain under the supervision of a radiologic technologist and/or physician, with emphasis placed on patient safety and comfort and professional values, attitudes, and behaviors are facilitated. Lab Fee

SCIENCE (SCIE)

SCIE 100 Environmental Science 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE

50, 55 or 75. 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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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.

SERV 299 Field Experience 3 CR

Prerequisite: COMPASS reading score of 70; or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75 and department approval. This course integrates classroom learning with the application of the learning in a realistic setting through a supervised experience of not less than 96 hours. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55, or 75. This course examines social problems through the lens of sociological theories, builds social awareness, and addresses strategies for action to address social problems. Topics vary, but generally include 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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
Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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

THEATRE (THEA)

THEA 121 Theatre Appreciation I 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. Humanities course in theatre as an art, stressing the universality of mans 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. Lab Fee

THEA 122 Theatre Appreciation II 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. Lab Fee

THEA 125 Stagecraft I 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [16-32-48] Lab Fee

THEA 218 Acting I 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [16-32-48] Lab Fee

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. [16-32-48] Lab Fee

THEA 223 Acting for the Camera 3 CR

Prerequisite: a “C” in THEA 218. An introduction to acting techniques and thought processes used in video and film production with an emphasis on the language of cinema and hands-on, student-driven projects.

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. [16-32-48] Lab Fee

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

Prerequisite: COMPASS reading score of 70, or a “C” or “P” in STSK 96, 98, 99, TSRE 50, 55 or 75. 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. [16-32-48] Lab Fee

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. Lab Fee

THEA 285 Arts Management 3 CR

An introductory course in the techniques of arts management, including personnel management 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.

TRANSITIONAL STUDIES – ENGLISH (TSEN)**TSEN 45 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. Lab Fee

TSEN 50 Basic Writing 1 1 CR

Prerequisite: COMPASS Writing score of 0 - 37. This course provides the first one-third of TSEN 65 course content in modular format. TSEN 50 is a self-paced course. Students in this course will develop the basic writing skills and familiarity with parts of speech they need to be effective writers. After diagnosis, through testing and/or consultation with the instructor, students will receive a

schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSEN 55 Basic Writing 2 1 CR

Prerequisite: a “P” in TSEN 50 or ENGL 88. This course provides the second one-third of TSEN 65 course content in modular format. TSEN 55 is a self-paced course. Students in this course will develop the basic writing skills and familiarity with sentence structure they need to be effective writers. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSEN 60 Basic Writing 3 1 CR

Prerequisite: a “P” in TSEN 55 or ENGL 90. This course provides the final one-third of TSEN 65 course content in modular format. TSEN 60 is a self-paced course. Students in this course will develop the basic writing skills and familiarity with sentence structure they need to be effective writers. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSEN 65 Basic Writing 3 CR

Students will learn grammar, mechanics, sentence structure, and paragraph development. 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. Recommend TSRE 55 be taken concurrently. Lab Fee

TSEN 75 Applied Writing 2 CR

Prerequisite: COMPASS writing score of at least 28. 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. Recommend TSRE 75 be taken concurrently. Lab Fee

TSEN 80 Writing Improvement 1 1 CR

Prerequisite: COMPASS writing score of at least 38, or a “P” in TSEN 60, or a “C” in TSEN 65 or ENGL 97. This course provides the first one-third of TSEN 95 course content in modular format. TSEN 80 is a self-paced course. Students in this course will write thesis paragraphs using the structure they need to be effective writers. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSEN 85 Writing Improvement 2 1 CR

Prerequisite: a “P” in TSEN 80 or ENGL 92. This course provides the second one-third of TSEN 95 course content in modular format. TSEN 85 is a self-paced course. Students in this course will write thesis paragraphs using the structure they need to be effective writers. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSEN 90 Writing Improvement 3 1 CR

Prerequisite: a “P” in TSEN 85 or ENGL 93. This course provides the final one-third of TSEN 95 course content in modular format. TSEN 90 is a self-paced course. Students in this course will write essays using effective writing structure. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

Lab Fee

TSEN 95 Writing Improvement 3 CR

Prerequisite: COMPASS writing score of at least 38, or a “P” in TSEN 60, or a “C” in TSEN 65 or ENGL 97. This course is designed to improve basic writing skills. Writing assignments emphasize the paragraph and short compositions. Emphasis is on grammar, punctuation, and writing. Recommend TSRE 75 be taken concurrently if taking other courses that require heavy reading and writing. Lab Fee

TRANSITIONAL STUDIES – LEARNING STRATEGIES (TSLs)

TSLs 105 Learning Strategies for

College Success

3 CR

This course will help students gain the skills necessary to obtain greater success in college and in life. By exploring resources and mastering proven strategies, students will define and create greater academic, professional, and personal achievement. Lab Fee

TRANSITIONAL STUDIES – MATHEMATICS (TSMA)

TSMA 10 Basic Math 1

1 CR

Prerequisite: COMPASS pre-algebra assessment score of 0 - 49. This course provides the first one-third of TSMA 25 course content in a modular, self-paced format. Students in this course will develop the basic math skills and number sense needed to be successful in Pre-Algebra and Algebra. After diagnosis, through testing and/or consultation, the instructor will provide a schedule of learning activities and testing for each topic in the student’s program of study. The instructor is available to provide individual help for the students. Lab Fee

TSMA 15 Basic Math 2

1 CR

Prerequisite: a “P” in TSMA 10 or MATH 91. This course provides the second one-third of TSMA 25 course content in a modular, self-paced format. Students in this course will develop the basic math skills and number sense they need to be successful in Pre-Algebra and Algebra. After diagnosis,

through testing and/or consultation, the instructor will provide a schedule of learning activities and testing for each topic in the student's program of study. The instructor is available to provide individual help for the students. Lab Fee

TSMA 20 Basic Math 3 1 CR

Prerequisite: a "P" in TSMA 15 or MATH 92. This course provides the final one-third of TSMA 25 course content in a modular, self-paced format. Students in this course will develop the basic math skills and number sense needed to be successful in Pre-Algebra and Algebra. After diagnosis, through testing and/or consultation, the instructor will provide a schedule of learning activities and testing for each topic in the student's program of study. The instructor is available to provide individual help for the students. Lab Fee

TSMA 25 Basic Math 3 CR

Students in this course will develop the basic math skills needed to be successful in Pre-Algebra and Algebra. After diagnosis, through testing and/or consultation, the instructor will provide a schedule of learning activities and testing for each topic in the student's program of study. The instructor is available to provide individual help for the students. Lab Fee

TSMA 45 Pre-Algebra 3 CR

Prerequisite: COMPASS Pre-algebra score of 32 or higher, or a "P" in Math 93, 97, or 98 or TSMA 20 or 25. Students will learn the skills they need to be successful in a beginning algebra course. The course includes 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

TRANSITIONAL STUDIES – READING (TSRE)

TSRE 40 Basic College Reading 1 1 CR

Prerequisite: COMPASS reading score of 46 - 69. This course provides the first one-third of TSRE 55 course content in modular format. TSRE 40 is a self-paced course. Students in this course will read passages and be assessed on the ability to determine the main ideas. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSRE 45 Basic College Reading 2 1 CR

Prerequisite: a "P" in TSRE 40 or STSK 94. This course provides the second one-third of TSRE 55 course content in modular format. TSRE 45 is a self-paced course. Students in this course will read passages and be assessed on the ability to determine the main ideas. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSRE 50 Basic College Reading 3 1 CR

Prerequisite: Grade of "P" in TSRE 45 or STSK 95. This course provides the final one-third of TSRE 55 course content in modular format. TSRE 50 is a self-paced course. Students in this course will read passages and be assessed on the ability to determine the main ideas. After diagnosis, through testing and/or consultation with the instructor, students will receive a schedule of learning activities and testing for each topic in the program of study. The instructor is available to provide individual help for the students. Lab Fee

TSRE 55 Basic College Reading 3 CR

Prerequisite: COMPASS reading score of 46. This course is designed to develop reading comprehension, speed of reading, vocabulary, and college reading skills. Students scoring less than 70 on the COMPASS reading assessment are advised to take no heavy reading courses until successful completion of this course. Lab Fee

TSRE 75 Applied College Reading 3 CR

Prerequisite: COMPASS reading score of 61; or "P" in TSRE 50; or "C" in STSK 98 or TSRE 55. 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 TSRE 75. Lab Fee

Administration and Faculty

Doug Adams, Professor, Industrial Trades
- Welding

A.A.S., B.S., Ferris State University

Marcus Anderson, Instructor, Mathematics

A.A., Kellogg Community College

B.A., Western Michigan University

M.A., Michigan State University

Gene Andrews, Professor, Communication

A.A., Kellogg Community College

B.A., M.A., Western Michigan University

Kimberlee Andrews-Bingham, Program

Coordinator, Lifelong Learning

B.A., Michigan State University

M.S.W., University of Michigan

M.B.A., University of Phoenix

Karel Asbury, Director, Academic Inquiry
and Analysis

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, Professor, Industrial

Electricity/Electronics

Master Electrician License

Kimberly Barnes-Kalkowski, Professor,
Nursing

Certificate, Kellogg Community College

B.S.N., Nazareth College

M.S., Andrews University

FNP (Family Nurse Practitioner)

Kathy Barney, Academic Advisor

A.A.S., Kalamazoo Valley Community
College

B.A., Spring Arbor

Jamie Beale, Co-Director, Dental Hygiene
Education

B.S., Ohio State University

Tracy Beatty, Director, Finance

B.A., Hillsdale College

C.P.A.

Kathleen Bess, Professor, Nursing

A.A.S., Kellogg Community College

B.S.N., Michigan State University

M.A., Western Michigan University

R.N.

Jamie M. Bishop, Professor, Early
Childhood Education

B.S., Western Michigan University

M.S., Nova Southeastern University

Gerald J. Blanchard, Professor, Vocal

Music

B.S., West Chester University of

Pennsylvania

M.M., Central Michigan University

D.M.A., Michigan State University

Dennis J. Bona, President

A.A.S., B.S., Ferris State University

M.A., Ed.D., Western Michigan University

Timothy Bond, Counselor

A.A., Southwestern Michigan Community
College

B.A., M.A., Western Michigan University

Russell Bortell, Admissions Representative

B.A., Spring Arbor

Doug Borton, Professor, Graphic Design

B.F.A., Kendall College of Art and Design

M.A., Western Michigan University

Roberta Brawley, Manager, Business

Office

A.G.S., Kellogg Community College

B.A., Siena Heights University

Shane Bresson, Instructor, Heating,

Ventilation, Air Conditioning and

Refrigeration

Patrick Casey, Director, Career and

Employment Services

B.A., B.S., Michigan State University

Angela R. Cleveland, Director, Purchasing

A.A., Kellogg Community College

B.B.A., Western Michigan University

Ron Collier, Manager, User Support Services

A.A.S., A.G.S., Kellogg Community
College

JJ Combs, Director, Applications and User
Support Systems

B.S., Michigan State University

Anna Cox, Professor, Mathematics
B.S., Purdue University
M.S., Ball State University

Laura Criddle, Instructor, Emergency
Medical Services

Ginger Cutsinger, Executive Director,
KCC Foundation
B.A., Nazareth College

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
M.A., Siena Heights University
RN-P, EMS I/C

Carole Davis, Chair, Mathematics and
Science
B.S., M.A., Michigan State University

Ronald Davis, Professor, English
B.A., Spring Arbor University
M.A., Eastern Michigan University

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, Professor, History
B.S., Central Michigan University
M.A., Eastern Michigan University
Ph.D., Western Michigan University

Kathryn DeGraaf, Manager, Service
Learning
B.A., Cornerstone University
M.E., Grand Valley State University

John Di Piero, Director, Institutional
Facilities and Public Safety
B.S., Duquesne University
M.A., Central Michigan University
C.E.C.M., Columbia Southern University

Earl R. Douglas, Instructor, Transitional
Math
B.S., Tennessee Technological University
M.A., University of Northern Colorado

Tammy Douglas, Director, Learning
Technologies
B.F.A., Central Michigan University
M.A., Western Michigan University

Kathryn Dunham, Librarian, Electronic
Resources/Systems
A.A., A.G.S., Kellogg Community College
B.A., Siena Heights University
M.L.I.S., Wayne State University

Pamela Edwards-Foy, Coordinator, Nurse
Aide Training Program
A.A.S., R.N. Kalamazoo Valley Community
College

Mary Faggan, Professor, English
B.A., Western Michigan University
M.A., Michigan State University

Pam Feeney, Professor, English
B.A., M.Ed., Xavier University

Ryan Flathau, Professor, Art
A.A., Kellogg Community College
B.F.A., Western Michigan University
M.F.A., Savannah College of Art and
Design

Elizabeth T. Fluty, Professor, Nursing
A.A.S., Southwestern Michigan College
B.S., Western Michigan University
M.S.N., Michigan State University

Robert Fracassa, Academic Advisor
B.A., Lake Superior State University
M.S., University of Wisconsin
D.Min., American Christian College and
Seminary

Kelly Frost, Librarian, User Education/
Experience
B.A., Wittenberg University
M.L.S., Queens College City University of
New York

Susan Fuchs, Professor, English
B.S., University of Illinois
M.Ed., Northern Illinois University

Bradley Fuller, Manager, Network
Infrastructure

Michael Gagnon, Director, Business and
Information Technology Department
B.S., Michigan State University
M.A., Central Michigan University

Roberta Gagnon, Director, Grahl Center
B.S.M.E., University of Toledo

Mary Green, Director, Lifelong Learning
A.A., Cert., Kellogg Community College
B.A., Spring Arbor University
M.A., M.A., Western Michigan University

Eric Greene, Director, Public Information
and Marketing
B.S., Central Michigan University

Robert Griffin, Instructor, Automation
and Process Technology, Regional
Manufacturing Technology Center
A.A.S., Kellogg Community College
M.S., Western Michigan University

Vicki Harding, Manager, Facilities
Scheduling
A.A.S., Kellogg Community College

Catherine Henderl, Vice President for
Instruction
B.S., College of Mount Saint Vincent
M.S., Syracuse University

Cynthia Herbrandson, Professor, Human
Anatomy and Botany
B.S., Michigan State University
M.A., Western Michigan University

Vicki Hillborg, Professor, Nursing
A.D.N., Kellogg Community College
B.S.N., University of Michigan
M.S.N., Grand Valley State University

Michael Houston, Academic Advisor
B.B.A., Eastern Michigan University
M.A., Western Michigan University

John Hoye, Professor, CET/Networking
B.S., Michigan State University
M.A., Western Michigan University

Sara Hubbard, Director, Workforce
Solutions
M.A., Western Michigan University
M.B.A., Western Michigan University

Robin Hunter, Professor, Office
Information Technology, Open Entry
A.G.S., Kellogg Community College
B.B.A., Siena Heights University
M.A., Western Michigan University

Ron Ivey, Director, Criminal Justice
A.A., Kellogg Community College
B.S., Siena Heights University
M.A., Eastern Michigan University

Chris Jakway, Professor, 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
A.G.S., Kellogg Community College
B.A., Spring Arbor University

Nicole Jewell, Director, Financial Aid
A.A., Kellogg Community College
B.S., Franklin University

John Jones, Application Analyst
A.A., A.G.S., Kellogg Community College
B.A., Siena Heights University

Jan Karazim, Dean, Career and
Occupational Education
A.A.S., Jackson Community College
B.A., M.A., Spring Arbor University
RT (R) (M) (ARRT)

Kay L. Keck, Vice President for Student
Services
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
A.A., Kellogg Community College
B.A., Siena Heights University

Elizabeth Kerlikowske, Professor, English
B.A., Western Michigan University
M.A., University of Colorado
Ph.D., Western Michigan University

Sabrina Klepsteen, Professor, Nursing
B.S.N., University of Michigan
M.S., Andrews University

Cynthia L. Klingel, Instructor, Office
Information Technology
B.S., M.S., Western Michigan University

Jamie Kline, Executive Assistant to the
President
A.A.S., Ferris State University

Patricia Kopf, Professor, Mathematics
B.M.E., GMI Engineering & Management
Institute
M.B.A., University of Michigan, Flint
M.E., Nazareth College

Randall L. Kopf, Professor, Computer-Aided Drafting and Design
A.A.S., Kellogg Community College
B.S., Western Michigan University

Bridget Korpela, Professor, Dental Hygiene
B.S.D.H., M.S., University of Michigan
R.D.H.

Roderick Kosmick, Professor, Computer Engineering Technology
B.E.S., University of Western Ontario
M.A., Central Michigan University

Beth Krauskopf, Professor, Nursing
B.S.N., Saginaw Valley State University
M.S.N., Michigan State University

Timothy Krueger, Professor, Industrial Trades, Industrial Electricity/Electronics
A.S., Kellogg Community College
B.S., Lake Superior State University
M.S., Western Michigan University

Karen Kulhanek, Professor, Nursing
B.S.N., Northern Michigan University
M.A., East Carolina University

Dawn Larsen, Director, Early Childhood and Teacher Education
A.A., Kellogg Community College
B.A., M.A., Western Michigan University

Eric Laskovy, Professor, 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

Amy Lee, Educational Coordinator, MiRIS Consortium
A.A.S., Kellogg Community College
B.B.A., Siena Heights University
M.A., University of Phoenix

Doris L. Lewis, Director, Institutional Research
B.S., Central Michigan University
M.A.T., Western Michigan University

Naomi Livengood, Executive Assistant to the Vice President for Instruction
A.A.S., Kellogg Community College

Thomas Longman, Professor, Industrial Trades, Industrial Machine Tool, Tool and Die
A.A.S., Kellogg Community College
B.S., Siena Heights University

Linda Lovchuk, Chair, Social Science
B.S., Northern Michigan University
M.S., Aquinas College

Craig Mack, Professor, English
B.F.A., Bowling Green State University
M.A., Mississippi State University

Kimberly Madsen, Instructor, Office Information and Technology
A.G.S., Kellogg Community College
B.B.A., National University

Mark Malcuit, Instructor, Emergency Medical Services
A.A.S., Lansing Community College
B.A., Spring Arbor University

Douglas Mann, Professor, Computer-Aided Drafting and Design
A.S., Kellogg Community College
B.S., University of Michigan
M. Arch., University of Michigan

Kathy Mann, Professor, Human Anatomy/Physiology/Biology/Physical Education
B.S., Oakland University
M.A., M.A., Western Michigan University

Janet Manske, Professor, Nursing
B.S.N., Nazareth College
M.A., Western Michigan University

Lin Marklin, Professor, English
B.A., Michigan State University
M.S., Michigan Technological University
M.A., M.A., Western Michigan University

Cindy Masters, Assistant Director, Financial Aid
A.G.S., Kellogg Community College
B.A., Spring Arbor University

Sheila Matthews, Professor/Coordinator, Human Services Program
A.G.S., Jackson Community College
B.S., M.A., M.A., Ed.D., Western Michigan University

Susan McCabe, Professor, Paralegal
B.A., J.D., University of Wisconsin-Madison

Colin McCaleb, Director, Eastern Academic Center
B.A., M.A., Michigan State University
Ph.D., Western Michigan University

Laura McGuire, Director, Regional Manufacturing Technology Center
B.A., University of Michigan
M.A., Western Michigan University

Eugene McKay, Professor, 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
M.S.N., Grand Valley State University

Renee Mielke, Instructor, Nursing
M.S., Michigan State University

Laura Miller, Financial Aid Officer
A.G.S., Kellogg Community College
B.B.A., Siena Heights University

Robert Miller, Manager, Police Academy
B.S., Northern Michigan University

Natala (TJ) Mohl, Counselor
A.A., Kellogg Community College
B.A., Spring Arbor College
M.A., Western Michigan University

James Momeyer, Application Analyst
B.S., M.A., Grace College and Seminary

Donald Montgomery, Professor, Psychology
B.S., M.A., Western Michigan University

Kimberly K. Montney, Professor, Business Administration
B.S., M.S., Ferris State University
M.S., Capella University

Glenda Morling, Professor, Social Science
B.A., Hatfield Polytechnic
M.A., Spring Arbor University
PGCE, University of Nottingham

Robert Mulligan, Professor, Spanish/Foreign Language
B.S., Western Michigan University
M.S., Indiana University

Brian Murphy, Manager, Accounting and Accounts Receivable
B.A., Michigan State University

Kathy S. Newton, Professor, Nursing
B.S.N., University of Michigan
M.S.N., Wayne State University
R.N.

Mark O'Connell, Vice President for Administration and Finance
B.S., M.A., Western Michigan University

Mark Olmstead, Manager, Institutional Facilities, Environmental Health and Safety
A.A., A.G.S., Kellogg Community College

Michael Papke, Professor, Accounting
B.S., Tri-State University
M.B.A., Western Michigan University

TaNisha Parker, Manager, Student Life
M.E., Grand Valley State University

Teresa Peet, Coordinator, Binda Theatre

Bradford Poer, Instructor/Program Coordinator, Theatre
B.A., Valdosta State University
M.A., University of Montana

Sharon Powell, Miller Building Coordinator

Rod Price, Professor, Physics/Physical Science
A.S., Northwestern Michigan College
B.S., M.A., M.S., Western Michigan 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, Manager, Academic Support
A.A., Kellogg Community College
B.A., Spring Arbor University
M.A., Western Michigan University

Robert Reynolds, Chief Information Officer
A.G.S., Kellogg Community College
B.A.S., Siena Heights University

Vicki Rivera, Manager, Human Resources Information System
B.B.A., Western Michigan University

Julie Roberts, Professor, Physical Therapist Assistant/ Program Coordinator
B.S., University of Michigan
B.S., M.S., Andrews University

Ali Robertson, Director, Human Resources
A.A., Kellogg Community College
B.S., M.A., Western Michigan University

Rebecca A. Ropp, Instructor, Office Information Technology
B.S., Ferris State University
M.B.A., Central Michigan University

Penny Rose, Manager, Publications
B.F.A., Western Michigan University

Thomas R. Rose, Instructor, Office Information Technology, Open Entry
A.G.S., Kellogg Community College
B.A.S., Miller College
M.A., Siena Heights University

Saeed Sabouni, Professor, Mathematics
B.S., Saginaw Valley State University
M.S., M.S., Michigan State University

Matthew Samra, Professor, English
B.A., M.A., Western Michigan University

Susan Sawyer, Professor, Biology/
Chemistry
B.S., B.S., M.S., Michigan State University

Laura Saye, Professor, Dental Hygiene
A.A., Shawnee State College
B.S., M.A., M.A., Western Michigan University
R.D.H.

Ruth Schultz, Professor, 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, Director, Athletics and Physical Education
B.A., Olivet College
M.A., Western Michigan University

Amy Shreve, Manager, Access 2 Success
B.S., Western Michigan University
M.A., Western Michigan University

Barbara Simmons, Professor/Coordinator
Clinical Education Physical Therapy Assistant Program
A.A.S., Kellogg Community College
B.A., Spring Arbor College
M.A., Olivet College

Roderick Simmons, Manager, Recruitment and Student Outreach
B.S., Wayne State University

Jerry Singleterry, Instructor/Coordinator
Medical Laboratory Technology
A.A.S., Air University Community College
B.A., Michigan State University
M.B.A., Davenport University

Timothy Sleevi, Director, Fehsenfeld Center
B.A., Wheeling College
M.Ed., George Mason University

Graham Smith, Professor, Mathematics
B.A., Hope College
M.A., Western Michigan University

Jason R. Smith, Professor, Anatomy and Physiology
B.A., University of New Orleans
M.S., Rutgers University
Ph.D., Tulane University

Jennifer Smith, Instructor, Chemistry
B.S., North Carolina State University
Ph.D., Michigan State University

Ronald A. Smith, Professor, Physical Science
B.S., M.S., Indiana State University

Terry Smith, Manager, Materials Handling
A.S., Kellogg Community College
B.A., Siena Heights University

Lynn Smolarkiewicz, Professor, Nursing
B.S.N., Nazareth College
M.S.N., Grand Valley State University

Mindi Snyder, Instructor/Coordinator, Radiography Program
A.A.S., Baker College
B.S., Western Michigan University
R.T.(R) (ARRT)

Sonja Stampfler, Professor, Biology/
Chemistry
B.S., Michigan Technological University
M.A., University of Iowa

Margaret Stapleton, Professor, Sociology
B.A., M.A., University of Connecticut

Susan Stetler, Professor, Mathematics
B.A., Michigan State University
M.A., Western Michigan University

Martha Stilwell, Director, Library Services
B.A., M.L.S., Western Michigan University

Sarah L. Stout, Professor, Communication
B.A., Oakland University
M.A., Eastern Michigan University

Temple Stovall, Professor, Nursing
B.S.N., Oral Roberts University
M.S.N., Michigan State University

Meredith Stravers, Director, Admissions,
Testing and Assessment
A.A., Kellogg Community College
B.A., Spring Arbor University

Barbara Sudeikis, Chair, Arts and
Communication
B.M., Western Michigan University
M.A., Siena Heights University

Shawn Talbot, Professor, Psychology
B.G.S., University of Michigan
M.A., Western Michigan University
Ph.D., Northcentral 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

Simon Thalmann, Digital Marketer/Writer
A.A., Kalamazoo Valley Community
College
B.A., Western Michigan University

Liia Thatcher, Professor, Nursing
B.S.N., Grand Valley State University
M.S.N., Michigan State University
CNE (Certified Nurse Educator)

Christine VandenBerg, Director, Allied
Health
A.A.S., Kellogg Community College
B.S., Western Michigan University
R.T. (R)(MR), (ARRT)

Faith M. Vrugink, Professor, Biological
Sciences
B.S., Grand Valley State University
M.S., Eastern Michigan University

Larry Wagner, Professor, Emergency
Medical Services
A.A.S., Kellogg Community College
B.A.S., Siena Heights University
EMT-P, EMS I/C

Bradley Ward, Instructor, Business
Management
B.B.A., Western Michigan University
M.A., Spring Arbor University

Tom Webster, Professor, English
B.A., Grand Valley State University
M.F.A., Western Michigan University

Kenneth Weimer, Professor, Business
Administration, Economics, and Information
Technology
A.A.S., Kellogg Community College
B.S., M.A., Western Michigan University

Harold West, Chief of Police/Director of
Student Relations

Paula Westdorp, Instructor, Reading and
Learning Strategies
B.S., Illinois State University
M.E., Eastern Illinois University
Ph.D., University of Illinois

Tracy White, Manager, Registration and
Records
A.A.S., Kellogg Community College
B.B.A., Siena Heights

Grindl Williams, Director, Upward Bound
B.B.A., Nazareth College
M.A., Spring Arbor University

Jonathan Williams, Professor, Political
Science
A.A., Jackson Community College
B.A., Michigan State University
M.P.A., Western Michigan University

Peter Williams, Professor, Art
B.L.S., Hillsdale College
M.F.A., Florida State University

Michelle Wilson, Executive Assistant,
Administration and Finance
A.A., Kellogg Community College
B.A., Grand Valley State University

Tracy A. Wood, Professor, Physical
Therapist Assistant
Cert., A.A.S., Kellogg Community College
B.A.S., Miller College

John A. Wooten, Professor, Business
Administration
B.S., Culver-Stockton College
M.B.A., University of Missouri
C.P.A.

Colleen Wright, Registrar
A.G.S., Kellogg Community College
B.A., Spring Arbor University

Michelle Wright, Professor, History
B.S., M.A., Western Michigan University

Terah Zaremba, Director, Academic
Advising and Student Life
B.S., Grand Valley State University
M.Ed., Grand Valley State University

Melinda Zabawa, Financial Aid Specialist,
A.I.T., Kellogg Community College
B.A.S., Siena Heights University.

Adjunct faculty information is available
through the Human Resources Department.

Support Personnel

Dana Angeletti, Accounting Clerk
A.A.S., ITT Technical Institute

Kari Barton, Bookstore Clerk
A.A.S., ITT Technical Institute

Jacqueline Braman, Secretary, EMS
A.A., A.G.S., Kellogg Community College

Barbara Burdick, Secretary, Human Resources

Marcia Campbell, Technician, Records and Registration
A.A.S., Certificate, A.G.S., Kellogg Community College
B.B.A., Siena Heights University

Tonya Chase, Secretary, Testing and Assessment
A.A.S., A.G.S., Kellogg Community College

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

Carrie Cruce, Secretary, Fehsenfeld Center
A.A., Grand Rapids Community College
B.A., University of Michigan

Robert Day, Paraprofessional, RMTC

Shari Deevers, Technician, Computer Lab
B.A.S., Robert B. Miller College

Tricia Drake, Secretary, Fehsenfeld Center
A.A., Kellogg Community College
B.S., Western Michigan University

Rose Dulaney, Secretary, Student Life
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 Echtenaw, Paraprofessional, Math
B.A., University of Western Ontario
M.M., Aquinas College

Julia Faist, Secretary, Admissions
B.A., Western Michigan University

Yanira Flores, Staff Assistant, Registrar's Office
A.A., Kalamazoo Valley Community College
B.B.A., Siena Heights University

Rebecca Gallimore, Staff Assistant, Regional Manufacturing Technology Center
A.A.C., Kellogg Community College

Pernell Gibson, Secretary, Financial Aid
A.A.S., A.A., A.G.S., Kellogg Community College

Courtney Gibbons, Attendant, Resource Center, Regional Manufacturing Technology Center
B.A., Western Michigan University

Francine S. Giguere, Secretary, Allied Health/Dental Clinic
Cert., Kellogg Community College
B.S., M.A., Western Michigan University

Becky Goodwin, Technical Records Coordinator, Upward Bound
A.A., Ferris State University

Marsha Grafft, Secretary, Academic Support

Patricia Halder, Technician, Library Technical Services
A.A., Kellogg Community College
B.A., Siena Heights University

Melinda Hall, Secretary, Workforce Solutions
Certificate, A.A., Kellogg Community College
B.A., Olivet College

Jacqueline Hallahan, Clerk, Registration and Records
A.A., A.S., A.G.S., Kellogg Community College

Natalie Hammond, Paraprofessional, The Learning Place
B.A., Western Michigan University

Kim Hayes, Secretary, Nursing
A.A.S., Kellogg Community College

Jeffrey Houldsworth, Paraprofessional,
The Learning Place
A.A., Kellogg Community College
B.A., Western Michigan University

Linda Iriel, Secretary, Early Childhood
Education
A.A.S., A.A.S., Kellogg Community
College

Kathryn Jarvie, Staff Assistant, Publications
B.S., Western Michigan University

David Johnson, Paraprofessional,
Transitional Studies
B.A., Eastern Michigan University
M.A., Mississippi State University
M.F.A., 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

Beth Kuhn, Secretary, Eastern Academic
Center
A.G.S., A.A., Kellogg Community College

Susan Leask, Secretary, Nursing

June Lewis, Staff Assistant, Institutional
Facilities
MQC credentials

Tim Lewis, Utility II

Cindy Lingbeek, Staff Assistant, Support
Services
A.A.S., Kellogg Community College
B.A., Spring Arbor University

Michael Loader, Duplication-Distribution
Operator
A.A.S., Ferris State College

Lola Long, Technician, Financial Aid
B.B.A., Western Michigan University

Michael Luna, Utility II

Nancy McDonald, Secretary, Mathematics
and Science Department
A.A., Kellogg Community College

Sandra McGuire, Technician, Computer
Lab
B.A., University of Iowa

Jayme McHale, Scholarship Technician,
KCC Foundation
B.A., Albion College

Connie McKnight, Secretary, Grahl Center
A.A.B., Hocking College

Pearl McNutt, Secretary, Career and
Employment Services
A.A.S., A.G.S., Kellogg Community
College

Valerie Miller, Secretary, Information
Technology Department

Kevin Moody, Utility II
A.A., Kellogg Community College

Jason Moore, Tool Crib Attendant, RMT
A.A.S., Kellogg Community College

Pamela Newman, Clerk, Registration and
Records
A.S., Brevard Community College
B.A., Warner Southern College

Abbie Newton, Secretary, Lifelong
Learning

Charin Nichols, Equipment Resource
Center Clerk
A.A.S., A.A.S., Kellogg Community
College

Deborah Paul, Help Desk Analyst,
Information Services

Nicholas Phares, Technician, Information
Services

Patricia Ralph, Technician, Library Access
Services
A.A.S., Kellogg Community College
B.A.S., Siena Heights University

Sara Reed, Secretary, Support Services
B.S., Grand Valley State University

Timeaka Reese, Clerk, Business Office
B.B.A., Eastern Michigan University

Lisa Rench, Secretary, Selective
Admissions
A.A., A.G.S., Kellogg Community College
B.B.A., Siena Heights University

Jean Rice, Secretary, Eastern Academic
Center
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
A.A.S., Kellogg Community College

Sue Rogers, Staff Assistant, Student Accounts
B.A., Spring Arbor College

Karen I. Rutenber, Secretary, Human Resources

Linda Sarver, Secretary, Fehsenfeld Center
A.A.S., Kellogg Community College

Matonya Seuell, Technician, Support Services
A.A.S., Kellogg Community College

Lisa Shanks, Staff Assistant, Human Resources
B.B.A., Western Michigan University

Richard Shea, Utility

April Shelton, Staff Assistant, Accounts Payable

Catherine Slaughter, Secretary, Athletics and Physical Education Program
A.A.S., Kellogg Community College

Valerie Sloan, Secretary, Learning Resource Center
A.G.S., Kellogg Community College

Andrea Stacy, Clerk, Institutional Facilities

Brigitta Staley, Paraprofessional, The Learning Place
B.A., Indiana University
M.F.A., Pennsylvania State University

Mary Louise Stefanski, Secretary, Academic Deans
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

Kristen Stolz, Secretary, Public Information and Marketing
A.A., Kellogg Community College

Sarah Stout, Bookstore Clerk
B.A., Alma College

Holly Van Dam, Secretary, Academic Advising
B.A., Western Michigan University

Teresa Washburn, Secretary, Business Department
A.G.S., Kellogg Community College

Ed Williams, Paraprofessional, Davidson Building
B.S., Ohio State University
M.A., Webster College

Thomas Wood, Paraprofessional, Science
A.S., Kellogg Community College
B.S., Michigan State University
Ph.D., University of Kentucky

Brooke Woodstock, Clerk, Registration and Records
B.A., Western Michigan University

Anne Yerby, Secretary, Arts and Communication Department
A.A., A.G.S., Kellogg Community College

John Younglove, Jr., Utility II
A.G.S., Kellogg Community College

Linda Younglove, Learning Systems Analyst
A.A., Huntington College

Advisory Committees

Accounting

Wendy Crawford
Kevin Henning
Chris Hollenbeck
Dan Wilson

Business Management

Harold Adamson
Jan Burland
Kathy Carlin
Barbara Frederick
Diane Housley
Stephen Jenkins
Brenda McPherson
Julie Stratos

Computer-Aided Drafting and Design Technology

Bernard Brown
Douglas Cook
Darren Hervey
John Moffett
Dan Nelson
Jim Zuck

Computer Engineering Technology

Shari Deevers
Keith Duckett
Paul Fedele
Dan Harrow
Craig Koch
Dean Miller
Chuck Norton

Corrections

Shane Gray
Dan Hawkins
Bonita Hoffner
Holly Thomas

Dental Hygiene

Judi Andrews
Michelle Bauman
Tim Chandler
Kip Etheridge
Renae Etheridge
Thomas Goodsell

Heather Larsen
McKenzie Holt Messenger
Holly Schaeffer
Rebecca Sommer

Early Childhood Education

Sandy Allen
Courtney Berger
Sheley Bess
Deb Bidard
Renate Brenneke
Deb Cole
Eileen Conor
Yvonne Cooper
Laura DeVore
Debbie Diget
Linda Dove
Tonya Everhart
Ella Fabel-Ryder
Justina Franklin
Judi Hetzel
Rosaland Jones
Sean Kottke
Suzanne Nielsen

Emergency Medical Technology

Mark Burke
Larry Hausman
David Komasara
Jim Nofs
Ron Slagell
James Stevens
Marty Uldricks

Graphic Design

Jennifer Andrews
John McNees
Kurtis Phloen
Jeremy Strait
Bill Wilson

Human Services

Linda Barlow
Christopher Bitgood
Tammy Burbey

Laura Daugherty
John Dilworth
Lisa Foley
Doreen Harrison
Craig Reed
Nichole Way

Industrial Electricity and Electronics

Brian Byler
Steve Claywell
Chuck Crouch
Ted Douglas
Craig Furney
Bob Griffin
Mike Holcomb
Dick Overton
Jim Perry
Fred Rowe
Tim Shirey
Ramond Wheaton

Industrial Machining Technologies/Tool and Die

Brad Adams
Stacy Ashley
Greg Baker
Chris Bassage
Paul Berkimer
Troy Burke
Hank Cowell
Jim Eash
Mark Gothberg
Lanny Green
Nile Hanchet
Mike Judd
John Maloney
Jason Moore
Curt Orr
Mike Stevens
Bill Stoffer
Jesse Vaughn
Mark Wallace
Bruce Willis
Ken Wilson

Industrial Pipefitting and Industrial Heating, Ventilation, Air Conditioning, and Refrigeration

Grace Arnold
Scott Case
Nello L. Hoffman II
Greg Mott
John Reilly
Cheryl Thornton
Chuck Tuttle
Mike Walden

Industrial Robotics

Charles Lewis
Cameron Johnson
Bob Ogden
Bob Paulson
Fred Rowe
Mike Sims
Brian Stannard
Steve Yurisch

Industrial Welding

Dennis Arnold
Warren Banaszewski
Jim DeBoer
Gary Edwards
Jeff Landers
Larry Loviska
John Reilly
George Stone

Law Enforcement

Al Byam
Rob Coles
Jackie Hampton
Susan Mladenoff
James Schwartz

Medical Laboratory Technology

Tim Acker
Diane Branch
Amber Dellar
Sara Desmond
Christopher Flynn
Michael Hiltunen
Leslie Mars
Lisa Nabring

Beth Beak
Shari Pearce
Val Reed

Nursing Education

Amy Davis
David Irvine
AJ Jones
Stephanie Priest
Mary Rose
Susan Kay Ryan
Kristin Sims
Kathleen Walsh
Susan Watson

Office Information Technology

Kris Bivens
Amy Cassada
Michelle Hill

Paralegal

Cindy Cheyne
Rhonda Harmon
David DeGraw
Samuel Durham
David Gilbert
John Holmes
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
Barb Eby
Candy Kane Habenicht
Sally Lyons
Michelle McBride
Charles Middleton

Kim Millin
Carrie Moran
Tim Obrig
Carla Pejakovich
Joanna Ross
Gregg Tharge
Jenny Weitting

Radiography

Mike Ancil
Chris Davison
Donna Ellis
Bruce Goethe
Courtney Jacoby
Rick Johnson
Tom Mushett
Krista Winchel
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 |

| Kellogg Community College Areas of Study | Communi- cations | | Mathematics | | | | | | P.E. | | Science | | | | Social Science | | Other Subjects |
|--|------------------|--------|--------------|---------|----------|------------------|--------------|------------------|--------------|---------|-----------|---------|-----------|---------|----------------|--|----------------------|
| | English | Speech | General Math | Algebra | Geometry | Advanced Algebra | Trigonometry | Computer Science | Physical Ed. | Biology | Chemistry | Physics | Electives | History | Social Science | | |
| Accounting | 4 | 1/2 | | 1 | 1 | 1 | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ac, Ty |
| Administrative Assistant | 4 | 1/2 | | 1 | | | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ty, Ac |
| Anthropology | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | FL, Ge, P, So |
| Art | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | | | 1 | 2 | 2 | | A, D, GA |
| Biology | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1/2 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | | FL, L, M |
| Broadcast Communications | 4 | 1 | | 1 | 1 | | | 1/2 | 1 | 1 | | | 1 | 2 | 2 | | FL, J, L |
| Business Administration | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 3 | 2 | 2 | 2 | | Ty, FI |
| Business Management | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | 1 | 2 | 2 | | Ac, Ty |
| Chemistry | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1/2 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | | FL, L, M |
| Computer Engineering Technology | 4 | 1/2 | | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | D |
| Criminal Justice | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | | FL, Ty |
| Dental Hygiene | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | 1 | | 1 | 2 | 2 | | Ty |
| Early Childhood Education | 4 | 1/2 | 1 | 1 | | | | 1 | 1 | 1 | | 1 | 1 | 2 | 2 | | Ac, Hsc, L, P, M, So |
| Education | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1/2 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | | FI, Ty |
| EMT (Paramedic) | 4 | 1/2 | | 1 | | | | 1 | 1 | 1 | 1 | | | | | | Hsc |
| Engineering | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1/2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | A, FL, L, M |
| English | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | | 1 | 1 | 2 | 2 | | L, FL, P, A, Ty |
| Fire Science | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | | EE, MS, So |
| Foreign Language | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | | 1 | 1 | 1 | 1 | | L, P, Ge, FL |
| History | 4 | 1/2 | | 1 | 1 | | | 1 | 1 | 1 | | | 1 | 1 | 1 | | FL, Ge, L, P, So |
| Human Services Technician | 4 | 1 | | 1 | | | | 1 | 1 | 1 | | | 1 | 2 | 2 | | Sp, E, P, FL |
| Industrial Trades | 4 | 1/2 | | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | D, EE, MS, W |

Directory of Services

Kellogg Community College

450 North Avenue
Battle Creek, MI 49017-3397
269-965-3931

Academic Advising

Student Center
965-4124

Academic Support Department

Ohm Information Technology Center
Extension 2296

Admissions

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

KCC Bruin Bookstore

Lane-Thomas Building
965-4128

Cultural Events

Davidson Building
965-4126

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

Ohm Information Technology 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

Records and Registration

Student Center
965-5522

Regional Manufacturing Technology Center

405 Hill Brady Road
Battle Creek, MI 49037
965-4137

Security

Student Walkway
Extension 2567
965-4147

Career and Employment Services

Student Center
565-2637

Student Life

Student Center
565-2634

Support Services

Student Center
965-4150

Testing and Assessment Center

Ohm Information Technology Center
965-4136

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 2204/2357

Vice President for**Administration and Finance**

Roll Building, Room 301D
Extension 2234/2251

Vice President for Instruction

Roll Building, Room 301G
Extension 2206/2065

Vice President for Student Services

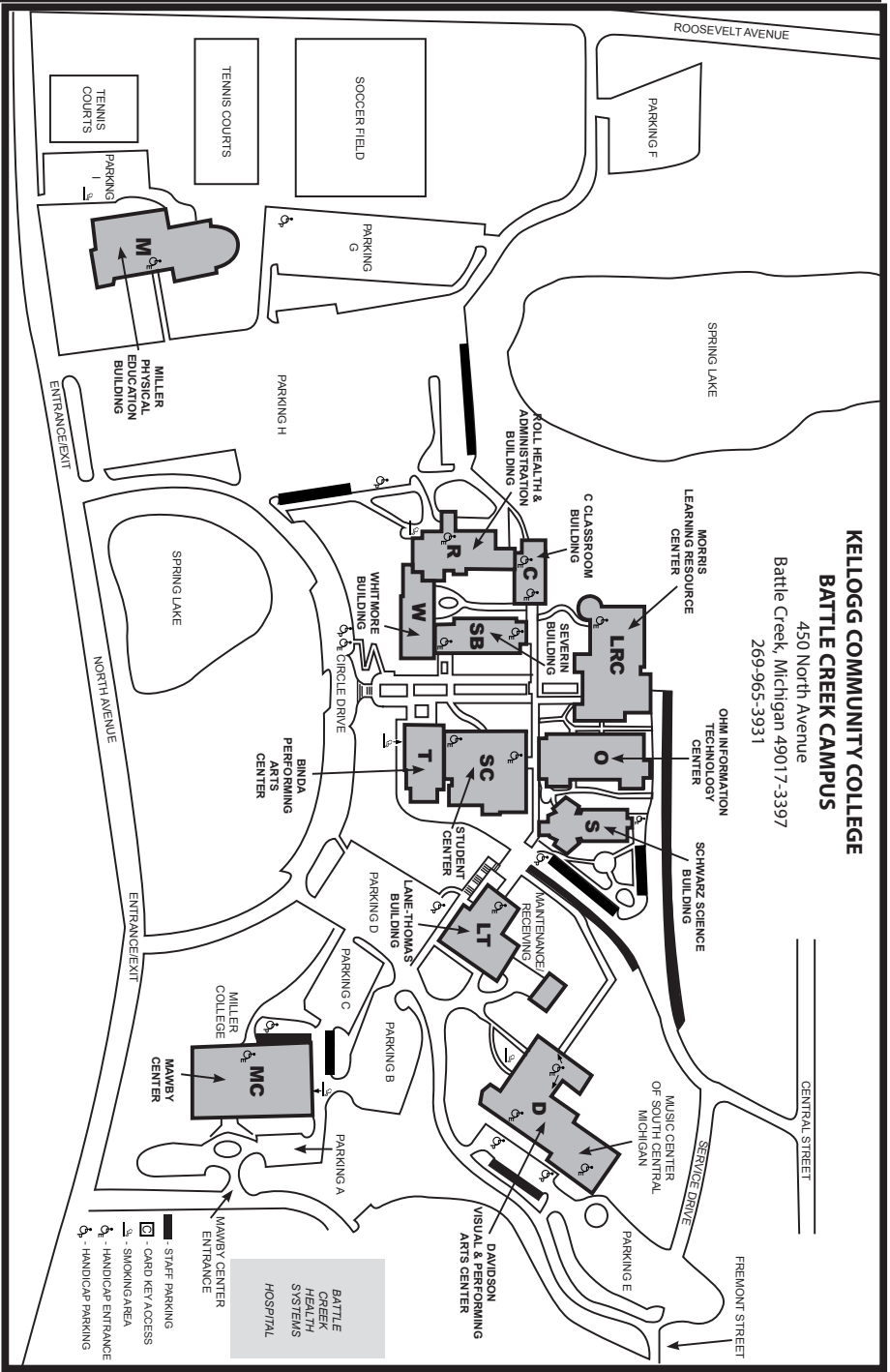
Roll Building, Room 301F
Extension 2241/2611

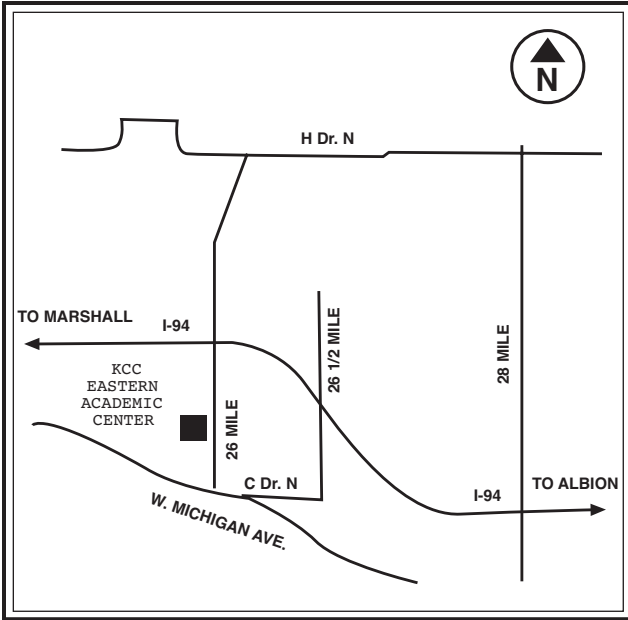
Dean of Arts, Sciences, and**Regional Education**

Roll Building, Room 301J
Extension 2364/2250

Dean of Career and**Occupational Education**

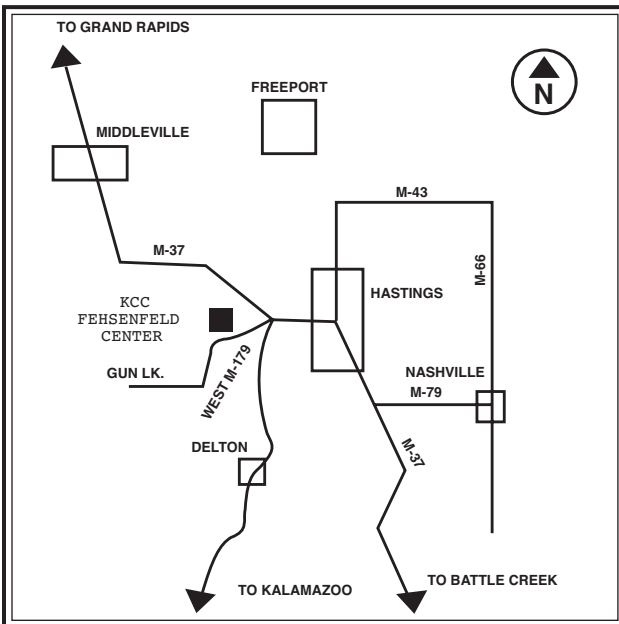
Roll Building, Room 301I
Extension 2364/2315





Eastern Academic Center

14055 26 Mile Road
 Albion, MI 49224
 517-630-8169

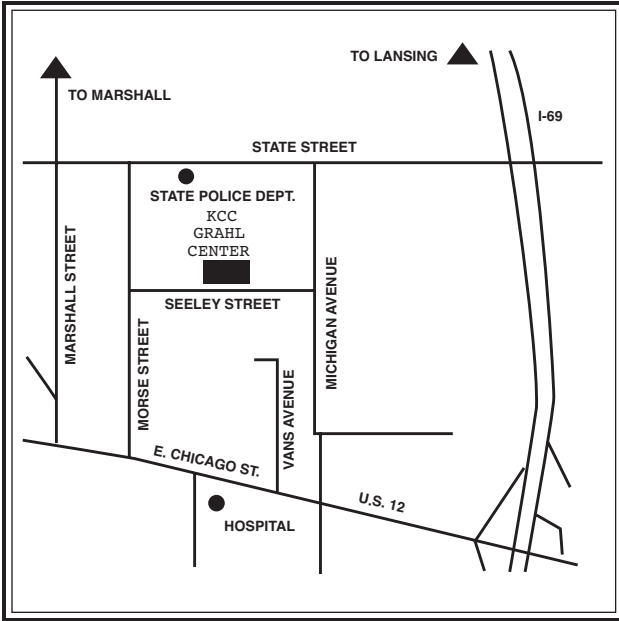


Fehsenfeld Center

2950 West M-179 Highway
 Hastings, MI 49058
 269-948-9500

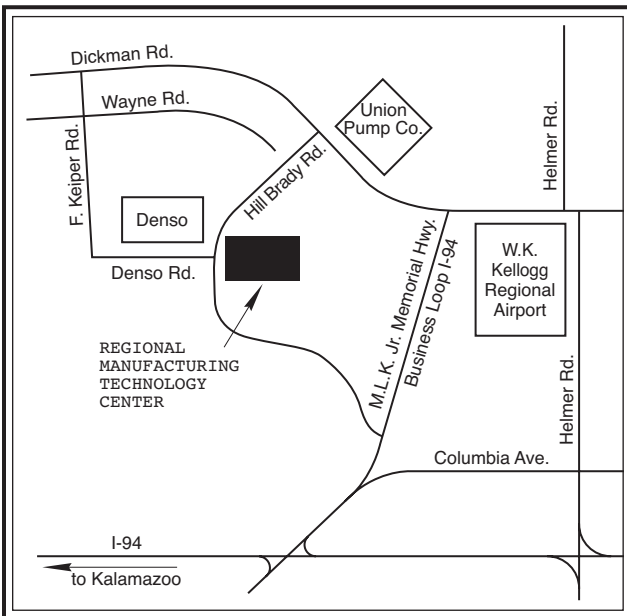
Grahl Center

125 Seeley Street
Coldwater, MI 49036
517-278-3300



Regional Manufacturing Technology Center

405 Hill Brady Road
Battle Creek, MI 49037
269-965-4137



| Kellogg Community College Areas of Study | Communications | | Mathematics | | | | | | P.E. | | Science | | | | Social Science | | Other Subjects |
|--|----------------|--------|--------------|---------|----------|------------------|--------------|------------------|--------------|---------|-----------|---------|-----------|---------|----------------|--|----------------------|
| | English | Speech | General Math | Algebra | Geometry | Advanced Algebra | Trigonometry | Computer Science | Physical Ed. | Biology | Chemistry | Physics | Electives | History | Social Science | | |
| Veterinary Medicine | 4 | 1/2 | | 1 | 1 | 1 | 1 | 1/2 | 1 | 1 | 1 | 1 | | 1 | 1 | | A, F, L, L, M |
| Word/Information Proc. | 4 | 1/2 | | 1 | | | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ty, Ac |
| CERTIFICATES | | | | | | | | | | | | | | | | | |
| Accounting | 4 | 1/2 | | 1 | 1 | 1 | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ty, Ac |
| Early Childhood Education | 4 | 1/2 | 1 | 1 | | | | 1 | 1 | 1 | | | 1 | 2 | 2 | | Ac, Hsc, L, P, M, So |
| Clerical Assistant | 4 | 1/2 | 2 | | | | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ty, Ac |
| Graphic Design | 4 | 1 | | 1 | 1 | | | 1/2 | 1 | 1 | | | | 1 | 2 | | A, GA, Ty |
| Fire Science | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | 1 | | 1 | 2 | 2 | | EE, MS, So |
| Gerontology | 4 | 1 | | 1 | | | | 1 | 1 | 1 | | | | 1 | 2 | | E, FL, P, So |
| Management | 4 | 1/2 | | 1 | 1 | | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ac, Ty |
| Nursing, Practical | 4 | 1/2 | | 1 | | | | 1/2 | 1 | 1 | | | | 1 | 2 | | |
| Radio/Television Broadcasting | 4 | 1 | | 1 | 1 | | | 1/2 | 1 | 1 | | | | 1 | 2 | | J, Ty |
| Video Production | 4 | 1 | | 1 | 1 | | | 1/2 | | | | | | 1 | 2 | | Ty |
| Word Processing | 4 | 1/2 | 2 | | | | | 1/2 | 1 | 1 | | | 1 | 1 | 2 | | Ty, Ac |

Index

- A**
A+ Certification 83
Academic
 Advising 7, 39
 Appeals 27
 Assistance 43, 46
 Discipline Procedure 46
 Forgiveness Policy 28
 Fresh Start Policy 26
 Probation 26
 Program Contact Information 4
 Record 21
 Standards and Progress
 Requirements for Recipients of
 Financial Assistance 37
 Support 46
 Department 44
 Courses 47
 Transcript 21
Accounting 66
 Degree 66
 Certificate 67
 Course descriptions 156
Accreditation and Approvals 1
Administration and Faculty 252
Administrative Assistant
 Certificate 124
 Degree 121
Administratively Initiated Withdrawals . . 20
Admission 10
 Dual Enrollment Program 10
 of International Students 10
 to Allied Health Programs 11
 to Nursing Programs 15
Advisory Committees 263
Allied Health Programs
 Additional Program Specific
 Requirements 13
 Admission to 11
 Admission Appeals 17
 Common Factors Weighed for
 Admission 13
Americans with Disabilities Act 42
Animation course descriptions 156
Anthropology course descriptions 157
Application
 for Graduation 27
Apply
 for Financial Aid and Scholarships 6
 for Student Financial Aid 35
 to KCC 6
Apprenticeship 68
 Certificates 69
Arabic course descriptions 157
Art 70
 Enrichment Certificate 70
 Course descriptions 158
Arts, Sciences, and Regional Education . . . 5
Assessment Test 7
Associate
 in Arts 56
 in Criminal Justice 57
 in Elementary Education 59
 in General Studies 62
 in International Studies 63
 in Science 65
Astronomy course descriptions 161
Attendance, Class 46
Athletics 39
Auditing a Course 20
 Grade 24
Awards Banquet 40
- B**
Basic Emergency Medical Technician . . . 95
 Certificate 97
BICSI Level 1 Installer Certifications . . . 83
Biology course descriptions 161
Bruin Newspaper, The 40
Business Administration
 Course descriptions 163
Business Entrepreneurship
 Course descriptions 166
Business Management 71
 Certificate 73
 Degree 71

| | |
|---|------------|
| C | |
| Calculating Grade Point Average | 25 |
| Campus Maps | 271 |
| Career and Employment Services | 43 |
| Career and Occupational Education | 4 |
| Career Clusters Directory | vi |
| Centers | 51 |
| Maps | 271 |
| Central Michigan University | |
| transfer guides | 144 |
| Certificate Curricula | 3 |
| Chemistry course descriptions | 167 |
| Child Development Associate (CDA) | |
| Training | 93 |
| Cisco | |
| Certified Network Administrator | |
| Certification (CCNA) | 82 |
| Wireless LAN Support Specialist | |
| Certification | 83 |
| Class Attendance | 46 |
| Clinical | 50 |
| College | |
| District (The) | 31 |
| Employment Program | 37 |
| Level Examination Program (CLEP) | 45 |
| College/University Transfer Curricula | 143 |
| Communicating, General Education | |
| Core | 52 |
| Communication course descriptions | 168 |
| Community College Scholarships | 38 |
| COMPASS | 7, 45, 155 |
| Alternatives to | 45 |
| Computer-Aided Drafting and | |
| Design Technology | 74 |
| Course descriptions | 169 |
| Degree | 74 |
| Computer Engineering Technology | 76 |
| Certificates | 80 |
| Certifications | 81 |
| Course descriptions | 171 |
| Degree | 77 |
| Computer Networking Degree | 77 |
| Computer Programming | |
| Course descriptions | 176 |
| Degree | 78 |
| Confidentiality of Records | 19 |
| Consultation | 46 |
| Cooperative Education Program | 38, 50 |
| Corrections | 84 |
| Degree | 84 |
| Certificate | 84 |
| Local Correctional Academy | 85 |
| Local Correctional Re-entry Academy | 85 |
| Counseling Services | 44 |
| Course(s) | |
| Academic Support | 47 |
| Auditing | 20 |
| Cancellations | 20 |
| Description Sample | 154 |
| Exemptions | 28 |
| General Education Core | 52 |
| Hybrid | 48 |
| Instruction, of | 154 |
| Online | 47 |
| Repeated | 22 |
| Substitutions | 28 |
| Withdrawal | 20 |
| Creativity, General Education Core | 52 |
| Credit | |
| Definition | 19 |
| by Examination, National | |
| Standardized Tests | 23, 45 |
| Hour Load | 19 |
| Criminal Justice, Associate in | 57 |
| Course descriptions | 177 |
| Customized Training for | |
| Business and Industry | 47 |
| D | |
| DANTES Subject Standardized Tests | |
| (DSST) | 45 |
| Database Administrator | |
| Course descriptions | 180 |
| Davenport University transfer guide | 144 |
| Dean's List | 21 |
| Defense Logistics Degree | 86 |
| Degree and Certificate Requirements | 52 |
| Dental Hygiene | 87 |
| Admission | 11 |
| Course descriptions | 180 |
| Degree | 89 |
| Factors Weighed for Admission | 13 |
| Program Specific Requirements | 14 |
| Requirements for Taking Courses | 88 |
| Directory of Services | 269 |
| Disability Services | 44 |

| | |
|-----------------------------|----|
| Disclaimer | 3 |
| Distance Learning | 47 |
| District | 31 |
| Diversity Initiative | |
| Vision | 2 |
| Mission | 2 |
| Drop/Add | 19 |
| Dual Enrollment | 10 |

E

| | |
|---|-----|
| Early Childhood Education | 90 |
| Degree | 90 |
| Certificate | 92 |
| Course descriptions | 183 |
| Eastern Michigan University transfer | |
| guide | 144 |
| Economics course descriptions | 187 |
| Education course descriptions | 187 |
| Electricity/Electronics | 104 |
| Elementary and Secondary Education | |
| Transfer Curricula (KCC) | 152 |
| Emergency Medical Services | 95 |
| Certificates | 97 |
| Degree | 96 |
| Emergency Medical Technician | |
| Course descriptions | 189 |
| Employment | |
| Program, College | 37 |
| Services, Career and | 43 |
| Engineering Technology | |
| Course descriptions | 194 |
| Engineering Transfer Curricula (KCC) | 153 |
| English | 98 |
| Course descriptions | 195 |
| for Enrichment Certificate | 98 |
| Transitional Studies | |
| course descriptions | 248 |
| Enrollment Verification | 21 |
| Entrepreneurship, Certificate | 73 |
| Equal Opportunity Statement | 3 |
| Evaluation of International Transcripts | 24 |

F

| | |
|--|----|
| Facilities | 2 |
| Federal | |
| Direct Loan Program | 36 |
| Financial Aid Programs, Title IV | 35 |

| | |
|--|-----|
| Parent Plus Loans for Undergraduate | |
| Students | 36 |
| Pell Grant | 35 |
| Refund/Repayment Policy | 30 |
| Supplemental Education | |
| Opportunity Grant (FSEOG) | 36 |
| Work Study | 36 |
| Fees | 32 |
| Ferris State University transfer guide | 145 |
| Field Experience | 50 |
| Financial Aid | 35 |
| How to Apply | 35 |
| Michigan Programs | 37 |
| Notification Online | 35 |
| Office Programs | 35 |
| Priority Process Deadlines | 35 |
| Return of Title IV Funds | 35 |
| Title IV Federal Programs | 35 |
| Financial | |
| Assistance for Transfer Students | 38 |
| Information | 30 |
| Firefighter Training | 137 |
| Foundation (Kellogg Community | |
| College) | 34 |
| Scholarships | 34 |
| Franklin University transfer guides | 145 |
| French course descriptions | 196 |
| Freshman | 19 |

G

| | |
|---|-----|
| Game Design, Computer Programming | 80 |
| General | |
| Education Core | 46 |
| Courses | 52 |
| Geography course descriptions | 196 |
| Global Awareness, General Education | |
| Core | 53 |
| Grade Point Average, calculating | 25 |
| Grading | |
| Scale | 24 |
| “X” Audit | 24 |
| “I” Incomplete | 24 |
| “W” Withdrawal | 25 |
| “P” (Pass), “G” (Progress) and | |
| “N” (Not Pass) | 25 |
| Graduation | |

| | | | |
|--|-----|--|--------|
| Application | 27 | Instructional Information | 46 |
| Audit | 27 | Instructor Initiated Drop | 19 |
| with Honors | 28 | Instrumentation | 105 |
| Grand Valley State University transfer guide | 145 | Insurance | 42 |
| Graphic Design | 99 | International Resident | 31 |
| Certificate | 100 | Students, Admission of | 10 |
| Course descriptions | 196 | Transcripts, Evaluation of | 24 |
| Degree | 99 | International Travel course descriptions | 204 |
| Guest Student Application Process | 10 | Internship | 50 |
| H | | | |
| Healthy Living, General Education Core | 54 | J Japanese course descriptions | 205 |
| Heating/Ventilation/ Air Conditioning/Refrigeration | 104 | Journalism course descriptions | 205 |
| History course descriptions | 198 | Journeyman's Card | 69 |
| Honors Program | 40 | K Kellogg Community College Foundation | 34 |
| Housing | 42 | Scholarships | 34 |
| Humanities course descriptions | 201 | Kettering University transfer guide | 146 |
| Human Services | 101 | L Laddered Nursing Program | 16 |
| Course descriptions | 202 | Lake Superior State University transfer guide | 146 |
| Degree | 101 | Lambda Epsilon Chi | 41 |
| Technician Certificate | 102 | Law Enforcement | 107 |
| Hybrid Courses | 48 | Degree | 107 |
| I Incomplete, grade | 24 | Lawrence Technological University transfer guide | 146 |
| Independent Study | 48 | Learning Communities | 48 |
| Individualized Instruction | 48 | Place, The | 44, 47 |
| Industrial Electricity/Electronics | 104 | Learning Strategies Transitional Studies course descriptions | 249 |
| Heating/Ventilation/ Air Conditioning/Refrigeration | 104 | Lecture-Based Learning | 48 |
| Instrumentation | 105 | Legal Administrative Assistant Certificate | 125 |
| Machining Technologies | 104 | Degree | 122 |
| Non-certificate Programs | 105 | Library Services | 51 |
| Pipefitting | 104 | Literature course descriptions | 205 |
| Tool and Die | 105 | Local Correctional Academy | 85 |
| Technologies | 105 | Local Correctional Re-entry Academy | 85 |
| Trades | 103 | | |
| Certificate | 69 | | |
| Certificate Programs | 103 | | |
| Degree | 103 | | |
| Welding | 105 | | |
| Course description | 204 | | |
| Information Technology Course descriptions | 204 | | |

| | |
|--|---------|
| M | |
| MACRAO | |
| Agreement | 142 |
| How to Request | 22 |
| Transfer Agreement | 21, 142 |
| Machining Technologies | 104 |
| Magnetic Resonance Imaging (MRI) | 109 |
| Admission | 11 |
| Course descriptions | 207 |
| Degree | 110 |
| Program Specific Requirements | 14 |
| Maps | 271 |
| Marketing | 72 |
| Mathematics | |
| Course descriptions | 209 |
| Transitional Studies | |
| Course descriptions | 249 |
| Mathematics and Science, | |
| Skills | 44 |
| General Education Core | 55 |
| Medical First Responder | 95 |
| Certificate | 97 |
| Medical Laboratory Technology | 112 |
| Admission | 11 |
| Course descriptions | 212 |
| Degree | 113 |
| Factors Weighed for Admission | 14 |
| Program Specific Requirements | 14 |
| Medical Administrative Assistant | |
| Degree | 122 |
| Certificate | 125 |
| Message | |
| from the Board of Trustees | ii |
| from the President | i |
| Michigan | |
| Competitive Scholarships | 37 |
| Financial Aid Programs | 37 |
| School-Age Credential Training | 94 |
| Tuition Incentive Program | 37 |
| Michigan State University | |
| transfer guide | 146 |
| Michigan Technological University | |
| transfer guide | 147 |
| Microcomputer Applications | |
| Certificate | 125 |
| Specialist Degree | 123 |
| Microsoft | |
| Certified Solutions Associate (MCSA) | 81 |
| Office Specialist Master Certificate | 126 |
| Military Duty | 33 |
| Miller College transfer guide | 147 |
| Mission Statement | 1 |
| Multimedia, Photography and | 131 |
| Music | 115 |
| Course descriptions | 213 |
| Enrichment Certificate | 115 |
| Sacred Music Certificate | 115 |
| N | |
| National Standardized Credit by | |
| Examination | 23, 45 |
| New Student Orientation | 7 |
| Network+ Certification | 81 |
| Northern Michigan University | |
| transfer guide | 148 |
| Nursing | 116 |
| Admission Appeals | 17 |
| Admission to | 15 |
| Advanced Placement Option | 17, 119 |
| Certificate and degree requirements | 117 |
| Course descriptions | 217 |
| Degree (RN/PN) | 118 |
| Full-time Option | 118 |
| Part-time Option | 118 |
| Laddered Program | 116 |
| Admission Requirements | 16 |
| for Competitive Positions | 17 |
| Re-Admission | 116 |
| O | |
| Oakland University transfer guide | 148 |
| Occupational | |
| Associate Degree Curricula | |
| and Certificate Curricula | 3, 66 |
| Office Information Technology | 120 |
| Degrees | 120 |
| Certificates | 124 |
| Course descriptions | 218 |
| Limited Electives | 126 |
| Olivet College transfer guide | 149 |
| Online | |
| Courses | 47 |
| Financial Aid Notification | 35 |
| Organizations, Student | 41 |

| | | | |
|---|----------|---|--------|
| Orientation | 7 | Psychology course descriptions | 240 |
| Out-of-State Resident | 31 | | |
| P | | | |
| Panduit Authorized Installer (PAI) and BICSI Level 1 Installer Certifications | 83 | R | |
| Paralegal | 128 | Radiography | 139 |
| Course descriptions | 223 | Admission | 11 |
| Degree | 129 | Course descriptions | 242 |
| Post-baccalaureate Certificate | 130 | Degree | 140 |
| Paremedic Program | 95 | Factors Weighed for Admission | 13 |
| Admission | 96 | Program Specific Requirements | 15 |
| Certificate | 97 | Radiologic Technologists | 11 |
| Pass, Progress and Not Pass, grade | 25 | Reading | |
| Philosophy course descriptions | 229 | Skills | 44 |
| Phi Theta Kappa | 40 | Transitional Studies Course descriptions | 250 |
| Scholarship | 38 | Recommended High School Units of Study | 265 |
| Photography and Multimedia | 131 | Records and Registration | 19, 42 |
| Certificate | 132 | Refund Appeals | 33 |
| Degree | 131 | Regional Locations | 51 |
| Option 1, Photography | 132 | Maps | 271 |
| Option 2, Animation | 132 | Register and Pay for Classes | 8 |
| Photo Identification Requirements | 8 | Registration | 19 |
| Physical Education Activity | | Repeated Courses | 22 |
| Course descriptions | 230 | Requirements, Degree and Certificates | 52 |
| Physical Education Healthy Lifestyle | | Residency | |
| Course descriptions | 233 | Conditions | 30 |
| Physical Education Professional | | Determination of for tuition | 31 |
| Course descriptions | 234 | Resources Available, Library Services | 51 |
| Physical Therapist Assistant | 134 | Reverse Transfer Policy | 28 |
| Admission | 11 | | |
| Course descriptions | 236 | S | |
| Degree | 135 | Sacred Music Certificate | 115 |
| Factors Weighed for Admission | 13 | Schedule Adjustments | 19 |
| Program Specific Requirements | 15 | Scholarships | 34 |
| Physics course descriptions | 239 | KCC Foundation | 34 |
| Pipefitting | 104 | Community College | 38 |
| Placement Score Equivalencies | 154 | Michigan Competitive | 37 |
| Chart | 155 | Phi Theta Kappa | 38 |
| Police Academy | 107, 137 | Science | |
| Political Science course descriptions | 240 | Course descriptions | 245 |
| Practical Nursing Certificate | 116 | Skills | 44 |
| Practicum | 50 | Security+ Certification | 82 |
| Prior Experiential Learning | 23 | Seminars | 49 |
| Progress, grade | 25 | Service Learning | |
| Psi Beta | 41 | and Civic Engagement | 48 |
| Public Safety Degree | 137 | Course descriptions | 245 |
| | | Short Courses | 49 |
| | | Siena Heights University transfer guide | 150 |

| | | | |
|---|---------|---|--------|
| Skilled Trades Degree | 68 | Reverse, Policy | 28 |
| Skills Assessment | 7 | Transitional Studies | 44, 47 |
| Small Group Option | 49 | English course descriptions | 248 |
| Sociology course descriptions | 245 | Learning Strategies | |
| Sophomore | 19 | course descriptions | 249 |
| Spanish course descriptions | 246 | Mathematics course descriptions | 249 |
| Spring Arbor University transfer guide | 150 | Reading course descriptions | 250 |
| Student | | Trine University transfer guide | 150 |
| Assessment and Course | | Tuition | |
| Placement Test (COMPASS) | 45 | and Fees | 32 |
| Classification and Credit Hour load | 19 | Refund Policy | 33 |
| Financial Aid | 35 | Tutoring and Academic Assistance | 43 |
| Handbook – Regulations | 43 | | |
| Leadership Institute | 41 | U | |
| Life | 39 | University of Michigan transfer guide | 150 |
| Organizations | 41 | University Transfer Curricula | 143 |
| Services | 39 | | |
| Success, Tools for | 44 | V | |
| Students with Disabilities | 42 | Vision Statement | 1 |
| Study Skills | 44 | | |
| Support | | W | |
| Personnel | 260 | Walsh College transfer guide | 150 |
| Services | 37, 43 | Wayne State University transfer guide | 151 |
| Services Programs | 37 | Web Portal | 9 |
| | | Welding | 105 |
| T | | Western Michigan University transfer | |
| Testing and Assessment Center | 44 | guide | 151 |
| Textbooks | 9, 30 | Joint Admission Programs | 151 |
| Theatre course descriptions | 247 | Withdrawal(s) | 20 |
| Title IV Federal Financial Aid Programs | 35 | Administratively Initiated | 20 |
| Return of Funds | 35 | Course | 20 |
| Tool and Die | 105 | from College | 20 |
| Tools for Student Success | 44 | Grade | 25 |
| Transcript(s) | | William D. Ford Federal Direct Loan | |
| Academic | 21 | Program | 36 |
| International, Evaluation of | 24 | Word/Information Processing | |
| Requesting a | 21 | Certificate | 126 |
| Transfer | | Degree | 124 |
| Agreement, MACRAO | 21, 142 | Work-Based Learning | 50 |
| Credit from Other Colleges | 9 | Workshops | 49 |
| Curricula | 143 | Work Study | |
| Evaluation Process | 23 | Federal | 36 |
| Information | 142 | Writing Skills | 44 |
| Institutions | 142 | | |
| Institution Information and | | | |
| Program Guides | 144 | | |