



2010 | 2011

academic
catalog



KELLOGG COMMUNITY COLLEGE

Academic Catalog

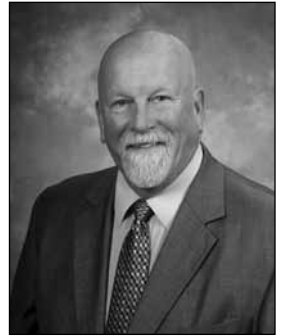
2010-2011

Effective Fall 2010, Spring 2011, Summer 2011

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

President's Message

I am delighted to welcome you to the 2010-2011 academic year at Kellogg Community College. All of us at KCC are committed to creating the best possible learning environment for you as you pursue your goals. We are excited about providing you unparalleled educational opportunities through classrooms, laboratories, clinical experiences and learning opportunities beyond the college campus. We continue to strive for ways to improve the physical and learning environments through the implementation of best practices in teaching and learning, improvements in technology to enhance learning, and renovation of facilities to create the best physical environments that support learning.



Dr. G. Edward Haring
President

Everyone at KCC is dedicated to assisting you in achieving your educational goals however comprehensive or focused those goals may be. I encourage you to take advantage of the myriad of services and learning opportunities both in and out of the classroom. The knowledge and skill you acquire through your experiences at KCC will remain with you for life and will pay many generous dividends in your future.

Have a fantastic year!

Warm Regards,

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

Dr. G. Edward Haring
President

Message from the Board of Trustees

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

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

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



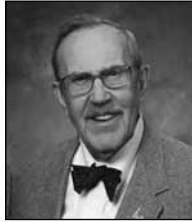
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Career Clusters Directory

Career Clusters Directory

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

Architecture and Construction

Computer-Aided Drafting and Design
Technology 68

Arts, Audio-Video Technology and Communication

Art Enrichment Certificate 64
Art and Design (transfer) 138
Communication (transfer) 139
English for Enrichment Certificate 93
Graphic Design 96
Music (transfer) 139
Music Enrichment Certificate 110
Photography and Multimedia Art 128
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Business, Management and Administration

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 MOS Master Certificate

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General Information

Mission

We are dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.

Institutional Goals

The following goals provide the context from which the College will fulfill its 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.

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

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

Diversity Initiative

Vision for Diversity Initiative

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

Mission for Diversity Initiative

KCC values a stable learning environment in all of its forms: classroom instruction,

independent learning, co-curricular learning, and the improvement of our own administrative and academic processes. Learning involves developing an appreciation for people of different backgrounds that exhibit diverse types of thinking.

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

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

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

Facilities

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

- Twelve major academic complexes containing classrooms, laboratories, and faculty and administrative offices
- A student center containing a cafeteria, dining rooms, bookstore, study area,

Academic Advising Center, Support Services, Financial Aid, Business Office, Enrollment Services, and College Life

- The 350-seat Elizabeth H. Binda Performing Arts Center
- A Learning Resource Center containing a library that offers individual and group work areas, and a computer commons.
- A Business and Industry Training Center
- Computer centers
- Tennis courts
- An olympic-sized swimming pool
- An international-sized soccer field
- A 650-seat fieldhouse
- Regional Manufacturing Technology Center at Fort Custer Industrial Park that provides skilled trades instruction
- Eastern Academic Center (Albion), Fehsenfeld Center (Hastings), and the Grahl Center (Coldwater) that provide transfer and applied degree courses during the days and evenings
- The Learning Place that provides para-professional assistance, tutoring, and advising

Disclaimer

Information contained in the 2010-2011 edition of the catalog was, to the best knowledge of Kellogg Community College staff, considered correct and complete when submitted to be published. However, this catalog should not be considered a contract between Kellogg Community College and any student. Kellogg Community College reserves the right to make changes in tuition, fees, admissions, regulations, and curricula without notice or obligation. Visit the College website at www.kellogg.edu/publications/catalog.html for the most current information.

Equal Opportunity

Kellogg Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services, or activities. Direct inquiries regarding the nondiscrimination policies can be made to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI, 49017-3397.

Certificate Curricula

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

- Accounting
- Administrative Assistant
- Apprenticeship
- Art for Enrichment
- Business Management
- Clerical Assistant
- Computer Programming
- Corrections
- Customer Energy Specialist
- Database Management
- Early Childhood Education
- EMT - Basic
- EMT - Paramedic
- English for Enrichment
- Entrepreneurship
- Fire Science
- Graphic Design
- Human Services Technician
- Industrial Electricity and Electronics
- Industrial Heating, Ventilation,
Air Conditioning and Refrigeration
- Industrial Machine Tool
- Industrial Pipefitting
- Industrial Robotics
- Industrial Trades
- Industrial Welding
- Legal Administrative Assistant

- Medical Administrative Assistant
- Microcomputer Applications
- MOS Master Preparation
- Music Enrichment
- Nursing-Practical
- Paralegal Post-Baccalaureate
- Sacred Music
- Word/Information Processing

Occupational Associate Degree Curricula

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

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

Law Enforcement
Legal Administrative Assistant
Management Information System
Medical Administrative Assistant
Medical Laboratory Technology
Microcomputer Application Specialist
Nursing
Occupational Education
Paralegal
Photography and Multimedia
Physical Therapist Assistant
Public Safety
Radiographer
Skilled Trades
Word/Information Processing

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

Dean, Charles Parker—ext. 2390

Health Careers

Allied Health/Radiography, Jan Karazim,
Director—ext. 2315
Dental Hygiene Program, Diana Bonfiglio,
Director and Supervising Dentist—
ext. 2304
Emergency Medical Services Education,
Chester Dalski, Director—ext. 2324
Medical Laboratory Technology Program,
Kathleen Paff, Coordinator—ext. 2316
Nursing Education, Theresa Dawson,
Director—ext. 2927
Associate Degree Nursing, Nurse
Assistant, Practical Nursing
Physical Therapist Assistant Program,
Julie Roberts, Coordinator—ext. 2270

Business, Trades, and Technology

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

Corporate and Community Services

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

Arts, Sciences, and Regional Education

Dean, Kevin Rabineau—ext. 2250
Arts and Communication Department,
Paula Westdorp, Chair—ext. 2207
Animation, Arabic, Art,
Composition, Creative Writing,
Communication, French,
Humanities, Journalism, Literature,
Music, Photography, Reading,
Spanish, Study Skills, Theater, and
Writing Improvement
Theatre, Gary Cuyler, Manager—ext. 2558
Criminal Justice and Physical Education
Department, Linda Lovchuk, Chair—
ext. 2210
Corrections, Criminal Justice, Law
Enforcement, Paralegal, Physical
Education

Law Enforcement Programs, Ron Ivey
Director—ext. 2748

Paralegal Program, Susan McCabe,
Coordinator—ext. 2520

The Learning Place, Karel Asbury,
Director—ext. 2651

Mathematics and Science Department,
Bob Westdorp, Chair—ext. 2353

Astronomy, Biology, Chemistry,
Geography, Mathematics, Physics,
Science

Social Science Department, John Dilworth,
Chair—ext. 2223

Anthropology, Education, History,
International Travel, Philosophy,
Political Science, Psychology, Social
Science, Sociology

Early Childhood Education, Dawn Larsen,
Director—ext. 2399

Human Services Program, Sheila Matthews,
Coordinator—ext. 2215

Academic Centers

Eastern Academic Center (Albion),
Colin McCaleb, Director—ext. 4453

Fehsenfeld Center (Hastings), Tim Sleevi,
Director—ext. 4501

Grahl Center (Coldwater), Colin McCaleb,
Director—ext. 4551

Suzanne Fillmore, Operations
Manager—ext. 4550

Becoming a KCC Student

Step 1

Apply to KCC

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

Admission Criteria

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

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

The admissions process includes documenting your home address which determines your residency status and tuition rate at KCC. You will submit one of the following documents to establish your residency status:

- Valid driver's license
- State ID card
- Voter registration card
- Lease agreement showing your name as an occupant
- Business mail received in your name at the address listed on your KCC application for admission

Step 2

Complete the New-Student Orientation

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

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

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

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

Orientation at a KCC Center

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

Step 3

Apply for Financial Aid and Scholarships

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

provide sufficient processing time for financial aid awarding. Go to the FAFSA website at www.fafsa.ed.gov to apply.

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

Step 4

Take the Assessment Test (COMPASS)

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

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

Step 5

Meet with an Academic Advisor

After you have applied for admission and completed both orientation and the COMPASS test you will meet with an academic advisor to discuss the degree or cer-

tificate you are pursuing at KCC. If you plan to transfer to a four-year institution, the advisor will help you identify which transfer curriculum to follow.

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

Step 6

Register and Pay for Classes

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

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

KRIS Registration Hours

Monday-Sunday, 1:00 am-12:00 am

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

Payment Information

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

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

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

Additional Information

Transferring Credit from Other Colleges to KCC

If you have attended other colleges you will want to have your official transcripts

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

KCC Web Portal

The KCC Web Portal provides a gateway to a suite of commonly-used services for students. From the Portal you can access:

- KCC E-mail Account
- KRIS (Kellogg Registration Information System)
- Blackboard
- Portal Password Management

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

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

Textbooks

Kellogg Community College Bookstore, located on the upper level of the Student Center, offers textbooks, supplies, and materials required for classes. Students at the Fehsenfeld and Grahl Centers may buy their books online at <http://bookstore.kellogg.edu>, or at the Battle Creek Campus Bookstore. Eastern Academic Center students may buy online at <http://bookstore.kellogg.edu>, or at the Eastern Academic Center Bookstore. The average cost of a new textbook is estimated at \$85; used books may also be available. Please be aware that some classes require more than one textbook. A detailed refund

policy is given with every purchase and is also posted in the store. The Bookstore will also ship textbooks within the continental United States for an additional shipping and handling fee.

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

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

General Admissions

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

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

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

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

Dual Enrollment Program

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

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

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

The student will return the above documents along with a picture ID to the Enrollment Services office for processing. The required picture ID should be a driver's license or Michigan ID card. If neither of these documents are available, please contact the Enrollment Services office.

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

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

Guest Student Application Process

Students who are currently enrolled at another college or university and wish to take a class 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 Enrollment Services office located in the Student Center of the main campus in Battle Creek.

Guest students are required to show that they meet all necessary prerequisites for the courses in which they would like to enroll.

Admission of International Students

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

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

1. Complete and sign the international student application for admission.
2. Provide official copies of your academic records, both high school and college, translated to English by an accredited service, such as WES (World Education Services) or ACEI (Academic Credentials Evaluation Institute). Brochures on these two services are available in the Enrollment Services 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 scores from the TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System) or the MELAB (Michigan Test of English Proficiency). Kellogg Community College requires a score of 500 on the written TOEFL (computer-based = 173; internet-based = 61), a minimum score of 5 on IELTS, or a minimum score of 75 on the Michigan test.
4. Provide evidence that sufficient financial resources are available to meet all expenses. You must submit proof of support in the form of a letter from a parent, guardian, relative, or sponsoring agency (government or private).

5. A bank statement certifying you have adequate funds for the cost of tuition, fees, and living expenses must also be submitted. The names on the letter of support and the bank statement must match. The statement must be official from the bank in a sealed envelope, must be converted into U.S. dollars, and less than 60 days old.

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

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

Admission to Allied Health Programs:

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

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

1. Individuals may apply for only one Allied Health or Nursing program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications will not be accepted until after August 1 of the year preceding the year in which the admission decision is made.

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- For example, applications for classes entering Fall 2012 (or later that academic year) will not be accepted until August 1, 2011.
2. 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 the Enrollment Services office of any and all changes in name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence during that year.
 3. Completed application packets contain all of the following information, and should be turned in to the Enrollments Services office as a packet:
 - a. Selective Admission application and checklist indicating the specific Allied Health program desired and previous colleges attended.
 - b. Evidence of high school performance and graduation.
 - i. For high school graduates: high school transcript(s) showing entire high school record, including graduation.
 - ii. For high school students anticipating graduation during the current year: prior to the closing date, applicants who are currently in high school need to submit an updated transcript from their completed first semester of their senior year. If admitted to an Allied Health program, an additional high school transcript showing graduation must be submitted prior to beginning the program.
 - iii. For GED recipients: successful GED results and high school transcript(s) (to document courses completed at high schools, if applicable).
 - c. ACT or SAT score (waived for applicants who provide official documentation of a degree from an accredited college).
 4. Official transcripts from other colleges attended. Applicants are responsible for sending updated copies of official transcripts from other colleges as they become available during the admission process.
 5. Completion of other admission requirements based on the program to which you are applying.
 - i. Dental Hygiene – COMPASS algebra assessment with a score of at least 40; or grade of “C” or higher in Chemistry 10, Mathematics 101, or other college-level mathematics course.
 - ii. Medical Laboratory Technology – COMPASS algebra assessment with a score of at least 40; or grade of “C” or higher in Mathematics 101, or other college-level mathematics course; or grade of “C” or higher in Chemistry 10 AND a grade of “C” or higher in Mathematics 100.
 - iii. Radiography – Grade of “C” or higher in BOTH Mathematics 121 and OIT 227.
 6. The application packet must be complete by the application closing date. Unless an insufficient number of applications are received, the application closing date for:
 - a. Radiography is February 1.
 - b. Physical Therapist Assistant is March 1.
 - c. Dental Hygiene is April 1.
 - d. Medical Laboratory Technology is May 15.
 7. 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 2011-2012 academic year.
 8. Each individual whose application was completed will be informed of the admis-

sion decision via U.S. Postal Service 30 days after closing date.

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

Selective Admission 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.

Admission Prerequisites

Radiography Program

The following courses are program prerequisites for the Radiography program. Prerequisites must be completed with a “C” (2.0) or better prior to application to the program:

- Mathematics 121
- Office Information Technology 227 (2 credit hours)

Dental Hygiene Program

In order to register for Chemistry 100, which must be completed in the fall semester of the first year, the students must achieve one of the following prior to application to the program:

- COMPASS algebra assessment with score of at least 40

OR

- Grade of “C” or higher in Chemistry 10

OR

- Grade of “C” or higher in Mathematics 101, or other college-level mathematics course.

Medical Laboratory Technology Program

Students must achieve one of the following prior to beginning the program:

- COMPASS algebra assessment with score of at least 40

OR

- Grade of “C” or better in Mathematics 101, or other college-level mathematics course

OR

- Grade of “C” or better in Chemistry 10, AND a grade of “C” or better in Mathematics 100.

Common Factors Weighed for Admission

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

1. High school grade point average or GED scores (if less than 12 college credits)
2. College grade point average (if more than 12 college credits)
3. ACT or SAT score
4. Specific college courses with a “C” (2.0) or better:
 - a. Biology 201
 - b. Biology 202
 - c. English 151
 - d. Psychology 201
 - e. Sociology 201

Dental Hygiene Program

These additional factors will be weighed in determining which applicants will be admitted to the Dental Hygiene Program:

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

Chemistry 100 or 110

Communication 101

Biology 205

Medical Laboratory Technology Program

These additional factors will be weighed in determining which applicants will be admitted to the Medical Laboratory Technology Program:

- Specific college courses with “C” (2.0) or better:
Chemistry 100 or 110
Chemistry 111 or 210
Communication 101 or 111

Physical Therapist Assistant Program

These additional factors will be weighed in determining which applicants will be admitted to the Physical Therapist Assistant Program:

- Specific college courses with “C” (2.0) or better:
Communication 101
Emergency Medical Technician 110
Psychology 220

Radiography Program

These additional factors will be weighed in determining which applicants will be admitted to the Radiography Program:

- Specific college courses with “C” (2.0) or better:
Emergency Medical Technician 110 or 120
Communication 101
Mathematics 121
Office Information Technology 227

Admission to Nursing Programs

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

1. Individuals may apply for only one Nursing or Allied Health program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a

different Allied Health or Nursing program for that admission period. New applications are not accepted for an entering class year until the admission criteria and prerequisites for that year are published in the College catalog. The catalog is published roughly a year before admission decisions to which it applies are made. For example, applications for classes entering Fall 2012 (or later that academic year) will not be accepted until after April 1, 2011.

2. At the time of application, applicants must supply all necessary documentation described in step three below. Incomplete applications will not be accepted. Applicants are responsible for notifying the Enrollment Services office of any and all changes in name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence until the student has corrected their information with Kellogg Community College.
3. Completed application packets contain all of the following information:
 - a. Selective Admission application and checklist indicating the specific nursing program desired and previous colleges attended.
 - b. High school transcript if the student requests evaluation by the College for equivalency to required courses.
 - c. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or COMPASS reading score of 78 or higher, (waived for applicants who provide official documentation of a degree from an accredited college).
 - d. Official college transcript(s) showing a grade point average of 2.5 or higher at each college attended (unofficial transcripts are not acceptable).
 - e. Official transcripts showing accomplishment of required college courses (unless taken at KCC).

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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 Enrollment Services office by the deadline on the letter indicating the semester for which the applicant desires to be next considered. If the applicant fails to return the letter, the applicant will be removed from the alternate list.

Admission to a nursing program will not be based on race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability. Admission to the Nursing Program is based on a completed application file. Program prerequisites and criteria for admission in this catalog apply to the 2011-2012 class.

Selective Admission applications 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.

2011-2012 admission requirements for both the full- and part-time options of the Nursing Laddered program are as follows:

1. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or COMPASS reading score of 78 or higher, (waived for applicants who provide official documentation of a degree from an accredited college).
2. Grade point average of 2.5 or higher at each institution.^o
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

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

Admission Requirements for Competitive Positions

The number of students admitted to the Nursing program has been expanded beginning in 2010. To be considered for these added positions, candidates must meet the minimum requirements listed above. The positions will be allocated to candidates based on the candidates' performance in these areas:

- TEAS test score
- Grades in prerequisite courses
- Grades in required general education courses

Advanced Placement Option

Admission Requirements

Selective Admission application packets will be accepted for the Advanced Placement option on April 1 for the following academic year (for example, April 1, 2011 a student can apply for the Fall 2012 and Spring 2013 classes).

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

1. Official college transcripts from all colleges or universities attended, showing a GPA of 2.0 or higher at each institution.
2. Successful completion of the following courses with a “C” (2.0) or higher:
 - Communication 101 or 111, or equivalent
 - English 151, or equivalent
 - Psychology 201, or equivalent
 - Psychology 220, or equivalent
3. Successful completion of the following courses with a “B-” (2.67) or higher:
 - Chemistry 100, or equivalent, or higher level chemistry course
 - Mathematics 101, or higher, or equivalent, or COMPASS algebra score of 40 or higher
 - Biology 201, or equivalent
 - Biology 202, or equivalent
4. Submission of current Michigan licensure as an LPN

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

Nursing and Allied Health Admission Appeals

Questions concerning Nursing and Allied Health selective admission decisions should be directed to the Enrollment Services office. If a satisfactory solution to the questions

cannot be reached, you may submit a written appeal to:

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

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

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

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

Registration and Schedule Adjustments

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

Drop/Add

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

Instructor Initiated Drop

An instructor may initiate a drop for any student who has not fulfilled the prerequisites for the course in which they have enrolled and does not have a prerequisite override form on file. For this purpose no course or grade entry will be made on the student's permanent academic record. Tuition and fees will be refunded.

An instructor initiated drop must be processed prior to the drop deadline for the course. It is the instructor's responsibility to inform the student of the course drop.

Course Cancellations

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

Auditing a Course

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

Withdrawals

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

You may process withdrawals either on the Kellogg Registration Information System (KRIS) or by submitting a withdrawal form to the Customer Service Center; the Eastern Academic, Grahl, or Fehsenfeld Centers; or 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 Customer Service Center at the Battle Creek campus or at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is a minimal charge per copy for each transcript. The College reserves the right to withhold transcripts of students who have outstanding financial accounts.

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

Enrollment Verification

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

Dean's List

A dean's list, which recognizes all full-time and part-time students who have earned a grade point average of 3.5 or higher, is published at the conclusion of the fall and spring

semesters. To be eligible for honors recognition as a full-time student, you must have completed 12 or more credit hours during the session and not have received any grades of "I" (incomplete) or "W" (withdrawn). Grades of "G," "X," and "P" are excluded when determining eligibility. To be eligible for honors recognition as a part-time student, you must currently be enrolled in 6 or more credit hours and have completed 18 or more cumulative credit hours and not have received any grades of "I" (incomplete) or "W" (withdrawn). Grades of "G," "X," and "P" are excluded when determining eligibility. Students will be recognized as follows:

3.50 - 3.89	High Honors
3.90 - 4.00	Highest Honors

MACRAO Transfer Agreement

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

English Composition6 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, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210; GEOG 100; MATH 111, 112, 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 requirements for MACRAO, you will be notified.

You are not required to complete an associate degree to request MACRAO. You are required to complete course work at KCC before the MACRAO statement will be applied to your transcript. Completed course work does not include grades of “W,” “I,” “N,” or Audit.

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

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

Repeated Courses

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

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

The course entry for each attempt of a course will remain on your academic record. When transferring to another college or university, you may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.

Credit by Examination

You may receive credit by examination by following this process:

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

Prior Experiential Learning

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

To initiate this process, you must:

1. Review the goal statements and objectives of the course outline to determine if the prior experiential learning is the equivalent of the College course.
2. Collect and assemble information which documents the experience(s).

3. Contact the chair of the department or coordinator of the program offering the course to schedule an appointment for an evaluation.
4. Request the evaluator to deliver a completed “Request for Prior Experiential Learning” form to the Registrar’s office.
5. Pay required fee of \$20 per credit hour or \$5 per industrial trades module. Payment may be made at the Customer Service Center; Grahl, Fehsenfeld, or Eastern Academic Center; or RMTTC office.
6. To have prior experiential learning credits recorded on your KCC transcript, you must have completed course work at KCC. Courses for which you received a grade of “W,” “I,” “N,” or Audit are not considered completed.

Credit for National Standardized Examinations

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

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

Transfer Evaluation Process

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

A maximum of 60% of a KCC degree or certificate may be completed using transfer

credits. Grades from other institutions are not calculated in your cumulative grade point average at KCC.

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

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

Evaluation of International Transcripts

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

Grading

GRADES	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	°
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 "G" (Progress)

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

- A "G" in STSK 98 = retake STSK 98
- A "G" in MATH 97 = retake MATH 97
- A "G" in MATH 98 = retake MATH 98

The Grade of "X" (Audit)

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

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

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

The Grade of “I” (Incomplete)

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 coursework 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” and “N” (Pass and Not Pass)

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

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

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

Calculating a Grade Point Average

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

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

Your grade report and academic record reflect the following semester and cumulative totals: credit hours attempted, credit

hours earned, credit hours used in calculating the grade point average, and grade point average.

Academic Fresh Start Policy

The Academic Fresh Start policy is designed to allow a student who has not performed well academically to have credits and grades excluded from the transcript calculations. The policy contains the following points:

1. The student determines the semester to begin their Academic Fresh Start. A period of two years or more must have passed since the Academic Fresh Start point.
2. All grades, favorable or unfavorable, received prior to the Academic Fresh Start point decided upon by the student, will be excluded from computation of grade requirements for transcript purposes.
3. While the affected grades and credits are excluded from transcript calculations, they remain as part of the official transcript.
4. The Academic Fresh Start policy is a Kellogg Community College policy and does not affect the considerations of transfer institutions.
5. This is a one-time request that cannot be reversed.
6. Courses for which grades have been excluded under this policy are not counted toward meeting graduation requirements for a KCC degree or certificate.
7. Semesters containing courses which have been applied to an awarded degree or certificate may not be excluded as part of this policy.

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

Academic Probation

Students whose cumulative grade point average (CGPA) is not within the Academic

Good Standing range (1.5 to 4.0 on a 4-point scale after attempting 12 credit hours) will be placed on Academic Probation I during the semester following receipt of the CGPA. During Academic Probation I, students are encouraged to request an academic mentor through the KCC Connections program by contacting The Learning Place.

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

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

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

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

Academic Appeals

Any questions concerning the receipt of a grade should be directed to the instructor. If 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; Customer Service Center; or the main desk at the Grahl, Fehsenfeld, and Eastern Academic Centers; 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 will be accepted as late applications and assessed a non-refund-

able 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 coursework 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.

Financial Information

Textbooks

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

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

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

Federal Refund/ Repayment Policy

If you officially withdraw from classes after school begins, but during a refund period, you may be eligible to receive a refund of tuition and fees. If you received Title IV federal awards, such as the Federal Pell Grant,

Federal SEOG, or Federal Direct Loans, this refund on tuition and fees is returned to the financial aid programs – not the student. Federal funds must be returned in the following order: unsubsidized Ford Direct Loan, subsidized Ford Direct Loan, Ford Direct PLUS Loans, Pell Grant, and SEOG. Students not receiving Title IV Federal Financial Aid who paid for all expenses out of pocket will receive the refund amount as computed based on institutional policy. The amount of federal funds returned to the federal programs will be determined by the amount of unearned financial aid based on the date of withdrawal or last date of attendance. If the date of withdrawal or last date of attendance is not available or known, the federal refund will be based on the 50% point of the semester.

Residency

Conditions

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

Acceptable documentation for establishing and proving your residency is as follows:

1. Valid driver’s license
2. Michigan ID card
3. Voter registration card
4. Lease agreement showing your name as an occupant
5. Business mail received in your name at the stated address

You should be prepared to prove your legal

residence at each registration.

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

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

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

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

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

Contact the Registrar’s office for questions regarding residency.

Determination of Residency for Tuition Purposes

Resident

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

Non-Resident

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

Out-of-State Resident

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

International Resident

An international resident is a non-citizen of the United States. If you are an alien who holds a valid Alien Registration Receipt Card (Permanent Resident Card), political asylum, or an “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.

The College District

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

Geographical areas within Calhoun County

CITY/TOWNSHIP	SCHOOL DISTRICT
City of Albion	Albion
City of Battle Creek . .	Battle Creek, Lakeview, Pennfield, Harper Creek
City of Marshall	Marshall
City of Springfield	Battle Creek
Albion Township	Albion, Homer
Athens Township	Athens, Union City
Bedford Township . .	Battle Creek, Pennfield
Burlington Township . .	Athens, Tekonsha, Union City
Clarence Township	Mar-Lee

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
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Geographical areas within Kalamazoo County

Wakeshma Township	Athens
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Geographical areas within St. Joseph County

Leonidas Township	Athens
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Tuition and Fees

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

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

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

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

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

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

current payment plan options available are published in each schedule of classes.

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

Tuition and fees are subject to change.

Tuition Refund Policy

1. If you officially drop a class, you will be granted a refund of paid tuition and fees. The drop period is through the first tenth (1/10) of the total number of calendar days over which the class meets. An adjustment fee of \$5 per course section dropped will be charged from the first day of the class through the end of the drop period.
2. Refund calculations are based upon the total tuition and fee obligations to the College and not upon the amount of partial payment made.
3. In order to drop a course and receive a refund, you must initiate an official course drop prior to the drop deadline. Deadline dates are available on KRIS, from your instructor or from the Customer Service Center. College staff members are not responsible to submit schedule adjustments on behalf of the student. You may process schedule adjustments on the Kellogg Registration Information System (KRIS). Schedule adjustments may also be submitted to the Customer Service Center; Eastern Academic, Fehsenfeld, and Grahl Centers; or RMTC office.
4. Cancelled classes will be granted a full refund of paid tuition and fees.
5. A refund will not be granted if you withdraw from classes or are administratively withdrawn from the College for disciplinary or attendance reasons.

Military Duty

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

Refund Appeals

A Refund Appeals Committee is in place to consider refund appeals from students. You may submit a 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 three years 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 have one, regardless of unmet financial need.

Scholarships

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

Criteria and Guidelines:

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

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

Financial Aid

Financial Aid Office Programs

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

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

Financial Aid Notification Online

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

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

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

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

How to Apply for Student Financial Assistance

You can submit the Free Application for

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

Preferred Deadlines for Applications

You should apply for financial aid 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 by the following deadlines:

Fall Semester	April 1
Spring Semester	October 1
Summer Semester	April 1

Financial Aid Return of Title IV Funds

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

Title IV Federal Financial Aid Programs

Federal Academic Competitiveness Grant

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Academic Competitiveness Grant

This program provides a maximum of \$750 for the first year and \$1,300 for the second year. To qualify, students must be U.S. citizens; be a Federal Pell Grant recipient; be a first or second academic year student; and

be enrolled full-time. In addition, the student must have graduated from high school after January 1, 2006, and while in high school completed a "rigorous secondary school program." The Department of Education and the State of Michigan determine "rigorous," and Kellogg Community College identifies students that meet the criteria.

Federal Work Study

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

William D. Ford Federal Direct Loan Program

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

Federal Direct Unsubsidized Loans are low interest loans made by the Department of Education, which allow you to borrow if you are not eligible or have reduced eligibility for a Federal Direct Subsidized Loan. The maximum amount you can borrow is the same as the Federal Direct Subsidized loan.

If you are 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 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 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 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 eli-

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

Michigan Merit Scholarship Program

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

Michigan Promise Scholarship

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

Michigan Educational Opportunity Grant

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

Michigan Nursing Scholarship

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

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

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

Michigan Work Study

This is a state-funded program used to promote part-time employment on campus. Employment opportunities are offered to full- and part-time students at a rate of \$7.40-\$8.00/hour. Employment opportunities are offered if you are enrolled at least half time

(minimum six credit hours) and demonstrate financial need. Positions are limited, and the number of hours a week you can work varies. You may earn up to your maximum financial need annually as determined by the Free Application for Federal Student Aid (FAFSA). All job placement is handled through Student Employment Services.

Michigan Adult Part-Time Grant

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

Michigan Tuition Incentive Program

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

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

Institutional Financial Aid Institutional Work Program

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

Scholarships

Kellogg Community College Gold Key Scholarships

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

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

Please visit www.kellogg.edu/foundation to print an application. For more information, contact the Foundation office at 269-965-4161.

Kellogg Community College Trustees Academic Scholarship

This award covers the cost of tuition and fees for four semesters, to a maximum of 64 credits, at Kellogg Community College. One scholarship will be awarded to graduating seniors at each of the high schools in the Kellogg Community College district. These schools are: Albion, Athens, Battle Creek Academy, Battle Creek Central, Harper Creek, Homer, Lakeview, Marshall, Pennfield, Tekonsha, St. Philip Catholic Central, Union City, and Calhoun Christian School. Applicants must have a GPA of 3.2 or higher. Application forms and information are available from the participating high schools.

KCC Foundation Scholarships

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

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

Support Services Programs

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

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

College Employment Program

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

proof of high school completion for student employment.

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

Cooperative Education Program

The Cooperative Education Program at Kellogg Community College offers you an opportunity to work in your career area while 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 400 colleges in the United States, you may be eligible for transfer scholarships. To access a list of current transfer scholarships, contact Phi Theta Kappa at www.ptk.org for more information.

Academic Standards and Progress Requirements for Recipients of Financial Assistance

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

Academic progress policies are published in the Student Handbook. Copies of this handbook are available upon request in various offices in the Student Services Division.

Student Services

Academic Advising

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

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

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

Athletics

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

College Life

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

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

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

The Bruin Newspaper

The Bruin newspaper is the College's student newspaper. It contains campus and community news, opinion pieces, and campus event

information. *The Bruin* is published nine times each calendar year.

Honors Program

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

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

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

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

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

Phi Theta Kappa

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

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

Psi Beta

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

Students who meet the following requirements are eligible for membership:

- Actively enrolled at an accredited two-year college with a Psi Beta chapter
- Rank in the top 35% or have an overall grade point average (GPA) of 3.0, whichever is higher, and have at least a 3.0 GPA average in psychology
- Completed at least two quarters or one

semester of a psychology or psychology-based course and 12 credit hours or the equivalent quarter hours total college credit

Student Leadership Institute

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

Student Organizations

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

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

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

Customer Service Center

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

Housing

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

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

Insurance

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

Students with Disabilities

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

The Support Services Department is responsible for the coordination of services for students with disabilities. Students must voluntarily identify themselves during the advising process as having a disability and make arrangements to supply the Department with appropriate

documentation. Students may contact the office at 269-965-4150 or e-mail supportservices@kellogg.edu. For additional information regarding disability assistance visit www.kellogg.edu/studserv/supportserv.html.

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

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

Americans With Disabilities Act

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

1. Section 202 of the 1990 Americans With Disabilities Act: "No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity."
2. Section 504 of the 1973 Rehabilitation Act: "No otherwise qualified individual, with a disability as defined (herein) shall solely, by reason of his disability, be

excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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

Student Employment Services

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

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

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

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

Student Handbook –Regulations

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

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

Support Services

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

Peer Mentoring

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

Tutoring

As a KCC student who is currently enrolled and attending class, you can receive tutoring assistance. Tutoring may be individual,

group, or drop in. We encourage you to visit our website at www.kellogg.edu/kccpages/acadservices/tutoring.html to locate the tutor request form.

Academic Assistance

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

Disability Services

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

Tools for Student Success

The Learning Place

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

Located in the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Some of the services we offer are available at other locations on campus and at the regional centers.

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

Reading, Writing and Study Skills

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

Mathematics and Science Skills

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

College Success Course

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

Testing and Assessment Center

The Testing and Assessment Center provides testing support for courses offered by the College and assessment testing for course placement. Services are offered to the community, as well as to Kellogg Community College students. Testing support includes make-up tests, distance learning, and tests

for placement. The COMPASS assessment is offered for placement into certain classes. In addition, the center offers national credit by exam tests, such as DANTES Subject Standardized Tests (DSSTs) and CLEP examinations. The ACT Assessment is offered on the specific national test dates. Other testing services, such as test proctoring for students attending other Michigan colleges, are offered.

Student Assessment and Course Placement (COMPASS)

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

Alternatives to the COMPASS test

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

National Standardized Credit by Examination Tests

The Testing and Assessment Center offers two college-level equivalency examination programs, CLEP and DANTES Subject Standardized Tests. If you have had prior learning that may be equivalent to college course work, or if you can study a subject

on your own, these programs may save some time and money in earning your degree. Both testing programs are available to Kellogg Community College students and to members of the community. You may apply the credit to your degree here or at any institution that participates in these programs.

College Level Examination Program (CLEP)

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

DANTES Subject Standardized Tests (DSST)

DSST examinations are computer-based examinations. There are 30 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.

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.

General Education Outcomes Assessment

During the spring semester of each academic year, randomly selected students will have one of their course assignments assessed for student achievement of our primary General Education outcomes. Students' identities will be protected and the results of these assessments will only be reported as aggregate information. Evaluation for the purpose of General Education assessments will not affect their course grade. The data gleaned from the results of these assessments assists

the administration and faculty of KCC in improving the quality of student learning.

Academic Discipline Procedure

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

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

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

Class Attendance

Regular class attendance is considered an

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

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

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

Consultation

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

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

Academic Assistance

The Learning Place

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

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

Reading, Writing, Mathematics and Study Skills

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

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

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

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

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

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

^oIf you have been admitted to the developmen-

tal program and are assessed below seventh grade reading level on two or more appropriate assessment tests, you will be administratively withdrawn by the center coordinator and referred back to the Academic Advising Center for other kinds of help.

Learning Opportunities

Customized Training for Business and Industry

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

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

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

Distance Learning

Online Courses

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

you are taking the course from another college, you still receive support services from and maintain your academic record at KCC.

Hybrid Courses

The goal of hybrid courses is to join and balance the best features of in-class teaching with the best features 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.

Interactive TV Courses

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

Independent Study

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

study agreement must be approved by the faculty and department chair.

Individualized Instruction

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

Learning Communities

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

Student-teacher interaction creates a 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. Academic classes with a service learning endorsement, as shown in the Academic Schedule. 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.

Contact the Service Learning Staff at Kellogg Community College for more details; servicelearning@kellogg.edu.

Short Courses, Seminars, and Workshops

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

Small Group Option

When a class has low enrollment, but an instructor is willing to teach it on the basis of meeting half or more of the designated time and develop additional independent work for students, the Small Group Option may be offered to those students enrolled in the

class. This option allows you the choices of dropping the class and re-enrolling in a different semester or taking the class in a "small group," which means the class will meet half or more of the scheduled time, and independent study projects will be required for the rest of the class time.

Work-Based Learning

Cooperative Education

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

Internship

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

Practicum

A practicum is a course of instruction aimed at closely relating knowledge or skill learned

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

Clinical

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

Field Experience

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

Library Services

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

Resources Available

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

The Learning Resource Center participates in the Online Computer Library Center (OCLC) and other interlibrary loan programs to obtain information that the College does not own. The Reference/Information Desk staff assist users in linking up with these external resources.

A statewide database of e-journals and e-books provides students with access to needed research materials. Students can use the materials in other Michigan libraries by participating in the State's MeLCat and MichiCard library access program, available in the Learning Resource Center.

Centers

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

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

Degree and Certificate Requirements

Requirements

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

1. An associate degree requires successful completion of a minimum of 62 credit hours with a cumulative grade point average of 2.0 or higher.
2. Certificates will be awarded to students who complete the required course work with a cumulative grade point average of 2.0 or higher.
3. To earn an associate degree, at least 24 credit hours must be successfully completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree or certificate may be documented and transferred to Kellogg Community College.
5. General Education Core: All students receiving a degree from Kellogg Community College will gain general education core outcomes. These outcomes will be met through the general education core courses required for your degree. Please see specific program guides on pages 55-137.

General Education Core Courses

Choose from the following courses to complete your general education requirements. General education core courses require a prerequisite COMPASS reading score of 70, or a "C" in Study Skills 98 or 99.° Be sure to check your transfer and program guides for more explicit directions concerning general education choices. Students seeking MACRAO should see pages 18-19 for MACRAO general education requirements.

°Physical Education Activity courses 150-161 do not have a COMPASS reading requirement.

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 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

	CREDITS
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 285 , Interdisciplinary Humanities	2-4
Music 130 , Music Theory I	3
Music 131 , Music Theory II	3
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
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 220 , Great Lives	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

	CREDITS
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
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
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 Activity 121 , Healthy Lifestyle Practices	2
Physical Education Activity 150 , Wellness Activity: Aquatic Exercise .	2
Physical Education Activity 151 , Wellness Activity: Aerobics	2
Physical Education Activity 152 , Wellness Activity: Weight Training . .	2
Physical Education Activity 153 , Wellness Activity: Sport Conditioning	2

Physical Education Activity 155 , Wellness Activity: Cross Country Skiing	2
Physical Education Activity 156 , Wellness Activity: Hiking	2
Physical Education Activity 159 , Wellness Activity: Walking/Jogging .	2
Physical Education Activity 160 , Wellness Activity: Tennis	2
Physical Education Activity 161 , Wellness Activity: Yoga Pilates Fusion	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 270 , Human Sexuality	3
Psychology 275 , Criminal Psychology . .	3
Psychology 290 , Social Psychology . . .	3
Science 100 , Environmental Science . . .	4
Science 103 , Field Investigation in Environmental Studies	4
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

CREDITS

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	3-4
Physics 111 , Introductory Physics I and higher PHYS courses	3-4
Science 102 , Physical Science	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 on page 44.

Requirements for the Degree

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

General Education Course Requirements

(minimum credits needed)

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 [°] ..	8

[°]For options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives, see pages 51-54.

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 18-19 for details.

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 44.

Requirements for the Degree

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

General Education Course Requirements

(minimum credits needed)

	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, see pages 51-54.

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 18-19 for details.

Associate in General Studies Degree

code 313

The purpose of the Associate in General Studies is to recognize completion of the requirements for a degree at Kellogg Community College. The requirements in this degree are designed to fulfill the general education core outcomes requirements described on page 44.

Requirements for the Degree

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

General Education Course Requirements

(minimum credits needed)

CREDITS

Communicating	6
English 151 , Freshman Composition	
AND	
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, see pages 51-54.

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 18-19 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
2. Cumulative grade point average at KCC of at least 2.0
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

General Education Course Requirements

	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, see pages 53-54.

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:

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
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

	CREDITS
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, see pages 53-54.

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, see pages 51-54.

Accounting Degree

code 203

CREDITS

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

Accounting Electives

Choose one or more courses from the following:

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

CREDITS

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

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

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

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

Accounting Certificate *code 104*

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

CREDITS

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

Apprenticeship

Career Cluster—Manufacturing

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

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

Programs

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

Many other programs are available. The specific topics and hours of related trade instruction may vary by employer and nature

of the job. Kellogg Community College will assist companies in developing a quality program or upgrading existing programs to meet today's changing industrial standards. For more information contact the Director of the Regional Manufacturing Technology Center.

Skilled Trades Degree code 261

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

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

OR

2. Completed an Industrial Trades certificate.

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

Required General Education Courses

CREDITS

Communications 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective [°]	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective [°]	3-4
Healthy Living Elective [°]	2-4
Mathematics and Science Elective [°] . .	3-4
	16-21

[°] For options to fulfill the Creativity, Global Awareness, Healthy Living and Mathematics and Science Electives, see pages 51-54.

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 RMTC prior to enrollment. For assistance outlining technical electives, contact the Director of the RMTC at (269) 965-4137, ext. 2800.

Journeyman's Card or Apprenticeship Certificate

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

Industrial Trades Certificate *code 136*

The Industrial Trades certificate is designed for students who are currently in an employer sponsored program not qualifying for a specific Industrial Trades certificate, in a registered apprenticeship program, or planning to enter an apprenticeship program. For this certificate, a student must take a minimum of 25 Industrial Trades credit hours. These credit hours may be selected from any of

the following Industrial Trades programs: Industrial Machine Tool (INMT); Industrial Robotics (INRO); Industrial Electricity and Electronics (INEL, WBEL); Industrial Welding (INWE); Industrial Pipefitting (INPF); Industrial Heating, Ventilation, Air Conditioning and Refrigeration (INHR); Industrial Tool and Die (INTD); and Industrial Instrumentation (INST). Other miscellaneous Industrial Trades credits may be applied to the Industrial Trades certificate with authorization from the Director of the RMTC. For assistance contact the Director of the RMTC at (269) 965-4137, ext. 2800.

Art

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

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

Art Enrichment Certificate *code 107*

CREDITS

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

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, see pages 51-54.

Required Business Courses for a Business Management Degree

code 213

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

CREDITS

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

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

Required Elective Courses for a Business Management Degree

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

Business Management-Elective Option 1

Required courses

	CREDITS
Office Information Technology 182 , Intermediate Excel	2
	2

Choose six or more credits from the following electives:

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

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

Required courses

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

Choose two or more credits from the following electives:

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

Marketing-Elective Option 3

Required courses

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

Choose two or more credits from the following electives:

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

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

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

Certificate in Business Management
code 164

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

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

19-20

Certificate in Entrepreneurship
code 132

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

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

Computer-Aided Drafting and Design Technology

Career Cluster—Architecture and Construction

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

Computer-Aided Drafting and Design Technology Degree

code 220

Required General Education Courses

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

CREDITS

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

°For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-53.

Required Career Courses

CREDITS

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

CREDITS

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

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

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

Summer

General Education Elective
General Education Elective

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

Computer Engineering Technology

Career Cluster—Information Technology

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

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

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

Required General Education Courses

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

CREDITS

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

[°]For options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-53.

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 208, Configuring Microsoft Windows Vista Client	3
Computer Engineering Technology 228, Supporting and Troubleshooting Applications on a Windows Vista Client for Enterprise Support Technicians	3
Computer Engineering Technology 235, Cisco Networking I	3
Computer Engineering Technology 236, Cisco Networking II.	3
Computer Engineering Technology 240, Windows Server 2008 Active Directory Configuration	3
Computer Engineering Technology 242, Configuring Windows Server 2008 Network Infrastructure	3
Computer Engineering Technology 246, Windows Server Administration	3

CREDITS

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

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

Fall	Spring
CET 208	CET 246
CET 228	CET 247
CET 240	CET 248
CET 242	CET 249
COMM 101 or 111	MATH 118

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

Computer Programming Degree

code 214

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

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

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

Required General Education Courses

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

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

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

^oFor options to fulfill the Creativity, Global Awareness, and Healthy Living Electives see pages 51-53.

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

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

Required Career Courses for a Computer Programming Degree

code 214

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

CREDITS

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

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

Computer Programming Elective Option 1 —Computer Programming

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

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

Office Information Technology 188,
Intermediate Access 2

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

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

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

*Computer Programming Elective Option
2—Game Design*

Required General Education Courses

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

^oFor options to fulfill the Global Awareness Electives see pages 52-53.

Required Career Courses

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

CREDITS

Graphic Design 161, Flash 4
Graphic Design 170, Photoshop 4
Office Information Technology 193,
 Beginning Project 2

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

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

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

**Computer Engineering Technology
Certificates**

Computer Programming Certificate
code 103

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

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

Required Career Courses

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

Choose thirteen credits from the following electives:

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

CREDITS

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

Computer Engineering Technology Certifications

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

Network+ Certification

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

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

Microsoft Certified IT Professional Certification (MCITP)

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

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

CREDITS

Computer Engineering Technology 208, (70-620) Configuring Microsoft Windows Vista Client	3
Computer Engineering Technology 228, (70-622) Supporting and Troubleshooting Applications on a Windows Vista Client for Enterprise Support Technician . . .	3
Computer Engineering Technology 240, (70-640) Windows Server 2008 Active Directory Configuration	3
Computer Engineering Technology 242, (70-642) Configuring Windows Server 2008 Network Infrastructure	3
Computer Engineering Technology 246, (70-646) Windows Server Administration	3
Computer Engineering Technology 247, (70-643) Configuring Windows Server 2008 Applications Infrastructure	3
Computer Engineering Technology 248, (70-647) Windows Server Enterprise Administration	3
Computer Engineering Technology 249, (70-351) Microsoft ISA Server	3

24

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

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

To obtain MCITP: Enterprise Administrator certification, students will need to pass: 70-642, 70-643, 70-620, 70-646 and 70-647.

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

A+ Certification

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

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

Security+ Certification

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

CREDITS

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

Cisco Certified Network Administrator Certification (CCNA)

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

CREDITS

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

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

Cisco Wireless LAN Support Specialist Certification

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

CREDITS

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

For current detailed information about this certification, see www.cisco.com.

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

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

CREDITS

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

For current detailed information about the voice and data network cabling certification exams, see www.panduit.com, cisco.netacad.net, or www.bicsi.org.

Corrections

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

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

Corrections Degree code 230

General Education

Students who graduate with an associate degree will have successfully completed the following general education core courses in communicating, global awareness, creativity, 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 see pages 51-54.

Professional Development Courses

CREDITS

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

CREDITS

Criminal Justice 108 , Client Relations in Corrections	4
	19

Choose twelve credits from the following electives:

CREDITS

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

Certificate in Corrections code 118

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

Certification requirements*

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

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

Local Correctional Academy

Prerequisites

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

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

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

	CREDITS
Criminal Justice 111 , Local Correctional Academy.	10

Local Correctional Re-Entry Academy

Prerequisites

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

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

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

Criminal Justice

code 314

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

The Associate in Criminal Justice is a program designed to prepare students for immediate entry into a career in Criminal Justice or to provide students with a degree that will meet the MACRAO for transfer to a bachelor degree program. Please carefully consider course requirements for chosen majors at your transfer institution and work with an academic advisor to select appropriate courses from the available transfer guides or from the courses that meet the MACRAO. See pages 19-20 for MACRAO information.

General Education

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

CREDITS

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

^oFor options to fulfill the Healthy Living and Mathematics and Science Electives, see pages 53-54.

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
	<hr/>
	9

Choose five courses from the following elective courses:

CREDITS

Criminal Justice 104 , Introduction to Corrections	3
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CREDITS

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

Defense Logistics

Career Cluster—Business, Management and Administration

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

Defense Logistics Degree *code 237*

General Education

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

	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, see pages 51-53.

Technical Core

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

CREDITS

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

Transfer Credit/Recognition for Prior Experiential Learning

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

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

Dental Hygiene

Career Cluster—Health Science

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

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

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

The KCC Department of Dental Hygiene Education will:

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

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

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

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

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

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

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

Admission to the Dental Hygiene Program is selective due to space and equipment limitations, and enrollment limitations imposed by regulatory bodies. Please refer to page 11 for more specific information related to the admission process for the Dental Hygiene Program.

Requirements for Taking Dental Hygiene Courses

Criminal Background Checks

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

Upon completion of the program, the applicant for dental hygiene licensure through the State of Michigan will be required to

complete a criminal background check. The Department of Community Health will review applications for licensure in matters regarding criminal convictions. Obtaining licensure for dental hygiene may be impeded or denied in certain cases, depending upon the conviction.

Health Assessment

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

Drug Screens

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

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

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*

CREDITS

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, see pages 51-52.

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 111 , Dental Hygiene Clinic I	3
Dental Hygiene 112 , Medical Emergencies in Dental Practice	2
Dental Hygiene 114 , Oral Anatomy	3
Dental Hygiene 121 , Dental Hygiene Clinic II	2

Dental Hygiene 123 , Radiography	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 231 , Dental Hygiene Clinic III	5
Dental Hygiene 232 , Community Dentistry II	2
Dental Hygiene 233 , Nutrition	2
Dental Hygiene 234 , Pharmacology	2
Dental Hygiene 241 , Dental Hygiene Clinic IV	5
Dental Hygiene 242 , Periodontics	2
Dental Hygiene 244 , Pain Control	2

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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 111
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 231	DEHY 244
DEHY 233	PSYC 201
DEHY 234	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

CREDITS

Career Cluster—Education and Training

The Early Childhood Education Program prepares individuals to work in the child care field as preschool teachers, child care providers, licensed home child care providers, early childhood paraprofessionals, program directors, and assistant teachers. Students learn how to design, manage, and apply age-appropriate programming for children ages birth to eight years. Some field work experience is required. This curriculum leads to an Associate in Applied Science and is designed for career entry and/or educational advancement. **All students are encouraged to meet with the Early Childhood Education Program Director before registering for classes. Students registered in Early Childhood Education courses are required to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. This form must be renewed every five years. For more information call (269) 965-3931, ext. 2399.**

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. All students are encouraged to contact the Early Childhood Program Director with questions. Students registering for Early Childhood Education courses will be asked to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. For more information, contact the Early Childhood Education Program Director.

General Education

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

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, see pages 51-54.

Early Childhood Education Degree

code 215

CREDITS

Early Childhood Education 201 , Early Childhood Health, Safety, and Nutrition	3
Early Childhood Education 210 , Child Growth and Development	3
Early Childhood Education 214 , Appropriate Assessment with Young Children	3
Early Childhood Education 215 , Positive Child Guidance	3
Early Childhood Education 218 , Anti-Bias Curriculum in Early Childhood Settings	3
Early Childhood Education 221 , Early Childhood Internship I	3
Early Childhood Education 224 , Introduction to Child Care	3
Early Childhood Education 231 , Early Childhood Literacy	3
Early Childhood Education 232 , Infant and Toddler Care	3
Early Childhood Education 233 , Early Childhood Environments	3
Early Childhood Education 237 , Young Children with Special Needs	3
Early Childhood Education 240 , Child Care Administration	3

	CREDITS
Early Childhood Education 250, Intentional Teaching in Early Childhood	3
	39

and five credits selected from the following electives:

	CREDITS
Early Childhood Education 209, Fundamentals of Early Childhood Education	3
Early Childhood Education 212, Selected Topics in Child Care	1-6
Early Childhood Education 217, School-Age Learning Environments	3
Early Childhood Education 219, Creative Arts and Movement for Young Children.	3
Early Childhood Education 220, Early Childhood Education Topics	1-6
Early Childhood Education 228, Early Childhood Curriculum Development.	1-4
Early Childhood Education 260, Positive Relationships with Families	3
Human Services 210, Child Psychology	3
Human Services 225, Culturally-Sensitive Practice in Social Work	3
Human Services 230, Nutrition	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 a licensed early childhood setting. Call the Early Childhood Education Program Director for more information at (269) 965-3931, ext. 2399.

Recommended Course Sequence

Students should work with the Early Childhood Education Program Director to

individualize their education plans for this program.

Certificate in Early Childhood Education *code 108*

This certificate program prepares students for positions in lead infant and toddler and preschool teachers, teacher assistants, program directors, nannies, school-age child care staff, and preschool teachers in early childhood and child care programs. This certificate is designed to meet the course training requirements according to the State of Michigan Child Care Licensing Regulations and Child Development Associate (CDA) national credentials. Students learn the skills and knowledge needed to design and implement quality, developmentally appropriate learning experiences for young children in a variety of settings.

Prerequisites

All students are encouraged to contact the Early Childhood Program Director with questions. Students registering for Early Childhood Education courses will be asked to submit an approved Child Abuse and Neglect Form (CA/NR) from the Michigan Department of Human Services. For more information, contact the Early Childhood Education Program Director.

Requirements for a Certificate in Early Childhood Education

	CREDITS
Early Childhood Education 210, Child Growth and Development	3
Early Childhood Education 215, Positive Child Guidance	3
Early Childhood Education 221, Early Childhood Internship I	3
Early Childhood Education 224, Introduction to Child Care	3
Early Childhood Education 232, Infant and Toddler Care	3
Early Childhood Education 233, Early Childhood Environments	3

	CREDITS
Early Childhood Education 240 , Child Care Administration	3
	21

Choose 3 or more credits from the following electives:

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

Recommended Course Sequence

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

Child Development Associate (CDA) Training

The Child Development Associate (CDA) is a credential awarded by the Council for Early Childhood Professional Recognition

headquartered in Washington, DC. The CDA recognizes skills of early care givers and education professionals. *It is designed for individuals who have work experience in early child care settings. The CDA represents a national effort to credential qualified caregivers who work with children ages birth to five.*

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

The Council for Early Childhood Professional Recognition sets CDA assessment procedures and candidate requirements. KCC offers training toward the completion of the Direct Assessment CDA credential procedure. **All interested students need to meet with the Early Childhood Education Program Director prior to registering for classes. For more information call (269) 965-3931, extension 2399.**

Recommended Courses for CDA Training

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

	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
Early Childhood Education 233 , Early Childhood Environments	3

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

Michigan School-Age Credential (MI SAC) Training

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

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

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

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

Recommended courses

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

^oThe elective course needs to be chosen with the help of the Early Childhood Education Program Director.

Emergency Medical Services

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

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

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

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

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

Listed here are the curriculums at the time of

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

Admission Requirements

Medical First Responder/ Basic EMT Programs

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

Advanced EMT Certificate/ Associate Degree Programs

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

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

Associate Degree Program

(if not part of above certificate)

The requirements for admission to the associate degree program are:

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

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

Guaranteed Admission Policy for Advanced EMT Program

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

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

Emergency Medical Services Degree code 239

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

Required General Education Courses

CREDITS

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

^oFor a list of options for the Creativity and Global Awareness Electives, see pages 51-53.

Required Emergency Medical Services Courses

CREDITS

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

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

Emergency Medical Services Certificates

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

Medical First Responder **code 160**
CREDITS

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

Basic Emergency Medical Technician
code 127
CREDITS

Emergency Medical Technician 120, Basic
Emergency Medical Technician
Didactic 8

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

Emergency Medical Technician 122,
Defensive Emergency Driving/
AllSafe 1

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

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

Biology 105, Essentials of Human
Anatomy and Physiology 4

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

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

Emergency Medical Technician 161C,
Paramedic Clinical Internship 5

Emergency Medical Technician 162A,
Pharmacology I 2

Emergency Medical Technician 162B,
Pharmacology II 2

Emergency Medical Technician 163A,
Skills Lab I 2

Emergency Medical Technician 163B,
Skills Lab II 2

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

Emergency Medical Technician 166A,
Cardiology I 2

Emergency Medical Technician 166B,
Cardiology II 2

Emergency Medical Technician 167A,
Advanced EMT I 4

Emergency Medical Technician 167B,
Advanced EMT II 4

Emergency Medical Technician 168,
Advanced Practice 4

42

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

The sequence of courses is:

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

English

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

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

English for Enrichment Certificate

code 130

CREDITS

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

Fire Science

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

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

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

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

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

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

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

General Education

CREDITS

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

Fire Science Degree code 245

CREDITS

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

CREDITS

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

Fire Science Certificate *code 137*

CREDITS

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

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

Graphic Design

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

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

Graphic Design Degree *code 244*

Required General Education Courses

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

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

^oFor a list of options for the Creativity, Global Awareness and Healthy Living Electives, see pages 51-53. Creativity Elective must be another course in addition to ART 103 or ART 110.

Required Graphic Design Courses

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

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

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

Certificate in Graphic Design code 142

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

Required Career Courses

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

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

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

Human Services

Career Cluster—Human Services

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

Human Services Degree code 242

Prerequisites

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

General Education

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

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

CREDITS

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

^oFor options to fulfill the Creativity Elective, see pages 51-52.

Core Courses

CREDITS

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

Choose a minimum of 14 credits from the following electives:

CREDITS

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

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

I	II
ENGL 151	ENGL 152
HUSE 101	HUSE 184
HUSE 220	HUSE 204
HUSE 251	HUSE 260
Elective	SOCI 201
III	IV
BIOL 101	HUSE 186
or MATH 135	HUSE 225
COMM 101	PSYC 201
HUSE 185	Creativity Elective
Elective (2)	Elective (2)

Human Services Technician Certificate
code 140

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

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

Choose a minimum of three credits from the following electives:

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

Industrial Trades

Career Cluster—Manufacturing

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

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

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

Industrial Trades Degree

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

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

Required General Education Courses

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
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CREDITS

Creativity Electives °	2-3
English 151 , Freshman Composition . .	3
Global Awareness Electives °	3-4
Healthy Living Electives °	2-4
Mathematics and Science Electives ° .	3-5
	<hr/> 16-22

°For options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives, see pages 51-54.

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 with-

in the following units:

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

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

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

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

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

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

Industrial Machine Tool (INMT)

code 252 and 151

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

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

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

Industrial Pipefitting (INPF)

code 250 and 153

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

- Plant Safety
- Mathematics for Pipefitting
- Introduction to Pipefitting
- Code and the Pipefitting Trade
- Piping Diagrams
- Thermodynamics and Heating Theory
- Fluid and Gas Properties
- Industrial Flow Control
- Boilers
- Steam
- Piping Applications
- Special Piping Applications
- Piping System Maintenance

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

Industrial Robotics (INRO)

code 260 and 157

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

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

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

Industrial Welding (INWE)

code 259 and 155

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

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

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

Non-Certificate Programs

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

Industrial Instrumentation (INST)

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

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

Industrial Millwright (INMW)

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

- Plant Safety
- Schematics and Symbols
- Hand and Power Tools
- Elements of Mechanics
- Drive Components
- Lubrication
- Bearings
- Rigging
- Troubleshooting
- Hydraulics
- Pneumatics

Industrial Tool and Die (INTD)

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

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

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

Integrated Manufacturing Technology

code 264
Career Cluster—Manufacturing

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

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

General Education

CREDITS

Communication 101 , Foundations of Interpersonal Communication or 111 , Business and Technical Communication	3
Creativity Elective ^o	2-3
English 151 , Freshman Composition . . .	3
Global Awareness Elective ^o	3
Healthy Living Elective ^o	2-3
Mathematics 122 , Trigonometry	3
	16-18

^oFor options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-53.

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

Arts and Sciences Electives

Choose a minimum of 20 credits from the following electives:

CREDITS

Chemistry 110 , General Chemistry I . . .	4
Communications 207 , Public Speaking .	3
Math 130 , Statistics	3
Math 140 , Pre-Calculus	4
Math 141 , Calculus I	5

CREDITS

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

Manufacturing Electives

Choose a minimum of 24 credits from the following electives:

CREDITS

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

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

Fall	Spring
COMM 101 or 111	MATH 140
ENGL 151	Creativity Elective
MATH 122	Global Awareness Elective
Manufacturing Elective(s)	Manufacturing Elective(s)
Fall	Spring
Arts and Sciences Elective(s)	Arts and Sciences Elective(s)
Healthy Living Elective	Manufacturing Elective(s)
Manufacturing Elective(s)	

Law Enforcement

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

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

Pre-service Police Academy Program Requirements

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

Law Enforcement Degree code 255

General Education

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

CREDITS

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

°For options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives, see page 50-53.

† 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

Medical Laboratory Technology

Career Cluster—Health Science

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

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

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

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

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

Technology 160, Applications Software, is recommended.

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

Requirements for Taking Medical Laboratory Technology Courses

Criminal Background Checks

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

Drug Screens

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

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

Additional Costs

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

Medical Laboratory Technology Degree code 273

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

Required General Education Courses

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

CREDITS

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

^oFor options to fulfill the Creativity, Global Awareness, and Healthy Living Electives, see pages 51-53.

Required Medical Laboratory Technology Courses

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

CREDITS

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

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

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

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

Summer
MELA 140
MELA 200

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

Fast-Track Option

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

Music

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

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

Music Enrichment Certificate

code 171

Required Courses

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

Complete an additional 12 credits from the following courses:

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

Sacred Music Certificate *code 180*

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

CREDITS

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

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

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

Nursing

Career Cluster—Health Science

Certificate in Practical Nursing (Level I)

Associate Degree in Nursing (Level II)

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

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

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

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

(Full- and Part-time Options)

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

Re-Admission

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

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

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

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

Requirements for Taking Nursing Courses

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

agency will result in withdrawal from nursing courses.

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

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

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

Additional Costs

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

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, see pages 50-51.

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, see pages 52-53.

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

	CREDITS
Nursing 150 , Chronic Physiologic Integrity	6
Nursing 155 , Family Processes	6
Nursing 160 , Pharmacologic Application in Nursing	3
	31

Additional Required Nursing Courses for Level II completion

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

Nursing Degree (PN/RN)

Full-Time Option **code 278**

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

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

Academic Year One (Level I)

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

Eligible for PN-NCLEX

Academic Year Two (Level II)

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

Global Awareness
Elective

Eligible for RN-NCLEX

Part-Time Option **code 279**

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

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

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

Calendar Year One (Level I)

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

III
NURS 155
PSYC 201
Eligible for PN-NCLEX

Calendar Year Two (Level II)

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

VI
NURS 280
Global Awareness
Elective

Calendar Year III (Level III)

VII

NURS 285

Eligible for RN-NCLEX

Advanced Placement Option code 281

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

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

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

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

^oComplete 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	II
NURS 271	NURS 280
NURS 276	NURS 285
Creativity Elective	Global Awareness Elective

Occupational Education

Career Cluster—Education and Training

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

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

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

Occupational Education Degree

code 284

General Education

Students must complete the general education requirements as outlined below.

Take all of the following:

	CREDITS
English 151 , Freshman Composition . . .	3
Communication 101 , Foundations of Interpersonal Communication	3

CREDITS

Humanities 205 , Ethical Dilemmas in Modern Society	3
Office Information Technology 160 , Applications Software	3
Physics 111 , Introductory Physics I	4
Mathematics 122 , Trigonometry or 124 , College Algebra	4

Take one of the following:

Physical Education 121 or 150-161 . . .	2
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Take three of the following:

History 103 , American Foundations or 104 , Modern America	3
Political Science 200 , American System of Government	3
Psychology 220 , Developmental Psychology	3
Sociology 201 , Introduction to Sociology	3
Sociology 250 , Multicultural Relations . .	3

31

Occupational/Technical Specialty

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

Business°	
Accounting	
Business Management	
Office Information Technology	
Computer-Aided Drafting and Design	
Computer Engineering Technology	
Graphic Design	
Law Enforcement	
Industrial Electricity and Electronics	
Industrial Heating, Ventilation,	
Air Conditioning and Refrigeration	
Industrial Machine Tool	
Industrial Millwright/Maintenance Mechanic	
Industrial Pipefitting	
Industrial Robotics	
Industrial Welding	

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

Additional Requirements

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

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

Office Information Technology

Career Cluster—Business, Management and Administration

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

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

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

Associate of Applied Science

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

Certificate Programs

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

Prerequisites

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

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

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

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

Office Information Technology Degrees

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

Required General Education Courses

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

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

°For options to fulfill the Creativity, Global Awareness, Healthy Living, and Mathematics and Science Electives see pages 51-54.

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
Required Administrative Assistant Courses	
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
OIT 112	IT 200
OIT 178	OIT 192
OIT 182	OIT 193
OIT 197	OIT 241
Mathematics and	Global Awareness
Science Elective	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	CREDITS
Accounting 101, General Accounting . . .	4
Business Administration 104, Business Correspondence	3

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

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

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

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

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

Word/Information Processing Degree

code 299

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

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

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

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

Office Information Technology Certificates

Administrative Assistant Certificate

code 105

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

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

Legal Administrative Assistant Certificate
code 182

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

Medical Administrative Assistant Certificate
code 183

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

Microcomputer Applications Certificate
code 163

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

MOS Master Certificate (Microsoft Office Specialist)

code 168

CREDITS

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

Word/Information Processing Certificate
code 195

CREDITS

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

CREDITS

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

Limited Electives

CREDITS

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

CREDITS

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

Paralegal

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

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

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

Transfer Policy

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

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

Program Outcomes

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

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

General Education

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

problem-solving and task-oriented situations. Students must complete a minimum of 18 credits of General Education Core Courses. Students seeking MACRAO approval should see page 19-20 for MACRAO General Education Course Requirements and should consult with an academic advisor.

CREDITS

Communication 101 , Foundations of Interpersonal Communication	3
Creativity Elective ^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, see pages 51-54.

Paralegal Degree **code 254**

CREDITS

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

CREDITS

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

Choose a minimum of six credits from the following electives:

CREDITS

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

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

Fall 2010	Spring 2011
PARA 250	PARA 232
Summer 2011	Fall 2011
PARA 251	PARA 252
Spring 2012	Summer 2012
PARA 245	PARA 250

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

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

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

Paralegal Post-Baccalaureate Certificate Program *code 167*

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

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

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

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

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

Choose six credits from the following electives:

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

Photography and Multimedia

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

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

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

Photography and Multimedia Degree code 274

Prerequisites

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

General Education

Students must complete the following general education requirements:

CREDITS

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

16-19

°For options to fulfill the Healthy Living and Mathematics and Science Electives, see pages 53-54.

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

Core Courses

CREDITS

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

35

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

Photography and Multimedia Option 1 – Photography

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

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

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

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

Photography and Multimedia Option 2 – Animation

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

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

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

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

Physical Therapist Assistant

Career Cluster—Health Science

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

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

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

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

Requirements for Taking Physical Therapist Assistant Courses

Criminal Background Checks

Some clinical sites require pre-placement criminal background checks on students.

Students assigned to these particular sites will be required to complete the appropriate paperwork allowing the background check to be done. Should there be a conviction noted, it will be left to the determination of the clinical site as to whether the student will be allowed to complete his/her clinical education at their facility.

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, see pages 51-52.

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

	CREDITS
Physical Therapist Assistant 122 , Pediatrics	1
Physical Therapist Assistant 218 , Focused Neurology	3
Physical Therapist Assistant 219 , Advanced Intervention Techniques . .	3
Physical Therapist Assistant 220 , Concepts in Physical Therapist Assisting	2
Physical Therapist Assistant 221 , Clinical Experience	1
Physical Therapist Assistant 223 , Seminar in Physical Therapist Assisting	2
Physical Therapist Assistant 224 , Coordinated Clinical Experience I . . .	4
Physical Therapist Assistant 225 , Coordinated Clinical Experience II . .	4
Physical Therapist Assistant 226 , Clinical Exploration	2
Psychology 220 , Developmental Psychology	3
	56

^oTransfer course must be exact equivalent.

Because of the sequential nature of the PTA course work, the program requires at least two academic years to complete, including an eight-week summer semester. One suggested sequence is:

Fall	Spring	Summer ^o
BIOL 201	BIOL 202	PTA 118
EMT 110	PSYC 220	PTA 119
ENGL 151	PTA 114	PTA 120
PSYC 201	PTA 116	PTA 121
PTA 110	PTA 117	PTA 122
PTA 112	Elective	
Fall	Spring	
COMM 101	PTA 223	
PTA 218	PTA 224	
PTA 219	PTA 225	
PTA 220	PTA 226	
PTA 221		
SOCI 201		

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

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

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

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

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

Public Safety

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

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

Public Safety Degree code 286

General Education

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

CREDITS

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

[°]For options to fulfill the Creativity, Global Awareness, Healthy Living and Mathematics and Science electives see pages 51-54.

Degree Required Courses

CREDITS

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

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

Firefighter Training

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

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

Registrars office to apply your training to this degree.

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

Police Academy

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

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

CREDITS

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

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

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

Summer
Mathematics and
Science Elective

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

Radiography

Career Cluster—Health Science

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

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

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

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

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

Requirements for Taking Radiography Courses

Age Requirement

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

Criminal Background Checks

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

Drug Screens

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

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

The Emergency Medical Technician 110 course must have been completed no more than three years prior to the beginning of the second semester of the Radiography Program, unless the student can provide a

current Michigan Medical First Responder's license.

Additional Costs

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

Radiography Degree

code 288

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

Required General Education Courses

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

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

^oFor options to fulfill the Creativity Elective, see pages 51-52.

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

CREDITS

Mathematics 121 , Intermediate Algebra*	4
Office Information Technology 227 , Medical Terminology*	2
Radiography 100 , Introduction to Radiology Science and Health Care	2.25
Radiography 111 , Patient Care in Radiologic Science	2.25
Radiography 112 , Introduction to Imaging Principles	1.5
Radiography 120 , Radiologic Positioning, Procedures and Pathology I	3.5
Radiography 121 , Radiologic Physics	3
Radiography 122 , Clinical Practice I	2.5
Radiography 130 , Radiologic Positioning, Procedures and Pathology II	3.5
Radiography 131 , Principles of Radiologic Imaging	3
Radiography 132 , Clinical Practice	2.5
Radiography 210 , Clinical Practicum	3
Radiography 220 , Radiologic Positioning, Procedures and Pathology III	1.25
Radiography 221 , Principles of Radiologic Imaging II	3
Radiography 222 , Comprehensive Clinical Experience I	3.75
Radiography 223 , Radiobiology and Protection	1
Radiography 230 , Cross Sectional Anatomy	2
Radiography 231 , Radiologic Technology Special Topics	3
Radiography 232 , Comprehensive Clinical Experience II	3.75
	61.75

*These courses are required prerequisites 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:

- select a transfer institution early
- select courses, with assistance from a KCC academic advisor, which meet the requirements of the transfer college
- check transfer courses on the MACRAO Transfer Network (www.michigantransfernetwork.org).

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 18-19.

Transfer Institutions

Kellogg Community College has articulation agreements and transfer guides available for transfer to the following institutions:

Central Michigan University
Davenport University
Eastern Michigan University
Ferris State University

Franklin University
Grand Valley State University
Lake Superior State University
Kettering University
Michigan State University
Michigan Technological University
Miller College
Northern Michigan University
Oakland University
Olivet College
Siena Heights University
Spring Arbor University
Trine University
University of Michigan
Walsh College
Wayne State University
Western Michigan University

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 MATH135 or BUAD 112).
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

Art
Biology
Business Administration
Chemistry
Computer Science
Dietetics
Electrical Engineering
Elementary Education
English
Industrial Technology
Interior Design
Journalism
Mathematics
Music
Physical Education - Secondary
Physical Therapy
Physics
Psychology
Secondary Education
Social Work
Special Education-Elementary Endorsement
Special Education-Secondary Endorsement
Sports Medicine

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
Finance
Health Information Management
Health Services Administration
Human Resource Management
Information Computer Security
International Business
Management
Marketing

Marketing II
Medical Case Management
Network Security
Nursing - BSN
Paralegal Studies
Professional Accountancy
Public Safety
Service Management Marketing
Sports Management
Strategic HR Management

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

Accounting
Business Administration
Clinical Laboratory Sciences
Elementary Education
Economics
Language and International Trade Management
Marketing
Nursing - BSN
Occupational Therapy
Secondary Education
Special Education

Ferris State University

Transfer Guides

Accounting
Biology
Business Administration
Chemistry
Computer Information Systems
Criminal Justice
Education
Forensic Biology
Information, Security and Intelligence
Mathematics
Optometry
Pharmacy
Pre-Dentistry
Political Science

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
Anthropology
Art and Design
Athletic Training
Biology
Business Administration
Cell and Molecular Biology
Chemistry
Clinical Laboratory Science
Computer Science
Criminal Justice
Elementary Education
Engineering
English
Geology
Health Professions
History
Information Systems
Foreign Languages
Mathematics
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

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

Business Administration
Chemistry and Biochemistry
Computer Science
Engineering
Mathematics
Physics

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

Accounting
Agricultural Economics
Business Administration
Chemistry
Communication
Criminal Justice
Dietetics
Education
Engineering

Kinesiology
Medical Technology
Nutritional Sciences
Nursing
Pre-Medicine
Political Science
Psychology
Public Administration
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

Biological Sciences
Business Administration
Chemistry
Communications, Scientific and Technical
(BA and BS)
Computer Science
Engineering, Biomedical
Engineering, Chemical
Engineering, Civil
Engineering, Computer
Engineering, Electrical
Engineering, Environmental
Engineering, Geological
Engineering, Mechanical
Forestry
Geology
Mathematics
Physics

Miller College

Miller College is a bachelor degree completion college designed for students who have already completed either an associate degree or a minimum of 60 credits from an accredited institution of higher learning. Miller College, based in Battle Creek, MI, is located on the Kellogg Community College campus

in the Mawby Center. Kellogg Community College and Miller College have an articulation agreement that allows for the seamless transfer of 60 credits and up to a maximum of 90 credits, depending on the program, toward completion of the following degree programs:

Transfer Guides

Bachelor of Science

- Business Administration
- Elementary Education
- Health Administration
- Liberal Studies
- MCOLES Basic Police Training
- Nursing
- Secondary Education

Bachelor of Applied Science

- General Studies
- Management

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
- Biology
- Business Chemistry
- Computer Science
- Criminal Justice
- Elementary Education
- English
- History
- Mathematics
- Political Science
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Psychology

- Public Relations
- Social Work
- Theatre
- 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 considered for admission. Oakland University will consider positive trends of most recent grades.

Transfer Guides

- Business Administration
- Computer
- Science
- Elementary Education
- Mechanical Engineering
- Occupational Health & Safety
- Medical Laboratory Science
- Nursing
- Physical Therapy

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

- Business Administration
- Elementary or Secondary Education majoring in:
 - English
 - Health, Physical Education and Recreation

History
Mathematics
Science
Social Studies
Visual Arts

Secondary Education majoring in:

Biology
Chemistry
Speech

Siena Heights University

1. An agreement between Siena Heights University and Kellogg Community College allows students to complete an undergraduate degree and a Master of Arts at the Battle Creek campus of KCC.
2. Students can transfer up to 90 credit hours into the Siena Heights program.

Transfer Guides

Accounting
Business Administration
Human Services Administration
Public Service Administration

Spring Arbor University

Transfer Guides

Early Childhood Education
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
Criminal Justice
Elementary Education
Engineering
Forensic Science
Golf Management
Management
Marketing
Pre-Medical
Psychology

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 you're academic credentials for successful transfer to U of M.

Transfer Guides

Architecture
Art
Biology
Business
Chemistry
Communications
Computer and Information Science
Dental Hygiene
Economics
Elementary Education
Engineering
English
Mathematics
Music
Nursing
Pharmacy
Physics
Political Science
Pre-Dentistry
Pre-Medicine

Psychology
Secondary Education
Sociology

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
Pre-Law
Pre-Medicine

Pre-Mortuary Science
Pre-Pharmacy

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

Aviation Flight Science
Aviation Maintenance Technology
Aviation Science and Administration
Biology/Biomedical Sciences
Business Administration
Chemical Engineering
Communication
Computer Science
Criminal Justice
Dietetics
Elementary Education
Engineering
English
Fine Arts
History
Imaging
Industrial Engineering
Mathematics
Music
Occupational Therapy
Photographic Imaging
Physical Education
Physician’s Assistant
Physics
Political Science
Psychology
Secondary Education
Sociology
Social Work
Special Education
Speech Pathology-Audiology
Visual Art

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 Joints 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 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 inter-

ested 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 Education office at 269/965-3931, extension 2368.

Early Childhood Education information can be found on pages 88-89.

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 II
Chemistry 110, General Chemistry I
Chemistry 111, General Chemistry II
Mathematics 141, Calculus I
Mathematics 142, Calculus II
Mathematics 241, Calculus III
Mathematics 242, Differential Equations and Linear Algebra
Physics 201, General Physics I
Physics 202, General Physics II

Courses of Instruction

Students should consult the curricular guides and the course equivalency guides located in the Academic Advising Center for specific transfer information.

Two digit numbers (11, 12) indicate courses found most frequently in the programs of students whose goals are self-improvement, job entry, and/or occupational upgrading. Students should consult the articulation agreements, curricular guides, and the course equivalency guides located in the Academic Advising Center to obtain transfer information.

Course Description Sample

BIOL 101 Biological Science 4 CR

A one-semester lecture and laboratory course which emphasizes the human organism as a representative living system. The course includes a study of the cell and energy flow; maintenance, coordination, and reproduction mechanisms of heredity and evolution; relationships of humans to their environment; and the impact new biological technologies may have on the future. (Does not count toward a biology major.) [48-32-80] Lab Fee

The specific amount of the lab fee will vary with current costs of materials and is published in each semester's schedule of classes.

The number at the end of the course description in brackets, e.g. [48-32-80] indicates the hours of instruction in the course. The actual number of hours of instruction and/or distribution may vary due to circumstances, but the typical pattern is shown in the following:

- a. In the example [48-32-80], the first figure, 48, designates the number of hours of teaching that are primarily lecture or directed group instruction.
- b. The second figure, 32, designates the number of hours of teaching that are primarily laboratory, clinic, or activity in nature.
- c. The third figure, 80, designates the total number of hours of teaching provided.

For a more comprehensive coverage of course content and requirements, students are invited to use the collection of course syllabi located in the respective departments' office area.

Certain course prerequisites can be overridden by the department chair or director responsible for the course.

Placement Score Equivalencies

Course descriptions may show a prerequisite COMPASS placement score. If you have an ASSET or ACT score, you can find the COMPASS correlation in the chart on the next page. Please note the different test names and use the appropriate chart section to find your COMPASS score. The fourth column lists the appropriate course placement based on the skill level indicated by your test score.

Placement Score Equivalencies Chart

COMPASS SCORES	ACT SCORES	ASSET SCORES	COURSE PLACEMENT
Writing	English	Writing Skills	
0-27	0-13	23-35	ENGL 97
28-37	14	36-37	ENGL 99
38-77	15-19	38-44	ENGL 120
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	STSK 98
61-69	14-15	36-37	STSK 99
70-72	16	38	NA
73+	17+	39+	NA
Pre-Algebra		Numerical Skills	
0-31	NA	23-36	MATH 97, 98
32-49	NA	37-41	MATH 99, 100
50-99	NA	42-55	MATH 101
Algebra		Elementary Algebra	
20-39	NA	31-45	MATH 101
40-70	NA	46-55	MATH 121, 111, 135
Algebra		Intermediate Algebra	
40-70	NA	38-47	MATH 121, 111, 135
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

ACCOUNTING (ACCO)

ACCO 101 General Accounting 4 CR

Prerequisite: an ASSET reading score (RE) of 36 or higher, or a COMPASS reading score of 65 or higher, or successful completion of STSK 99. An introductory course in accounting which includes the recording and reporting of business transactions, completing the accounting cycle, and preparation of financial statements. Through exercises and problems, the student gains an understanding of the accounting process and the steps that result in financial statements. 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" in STSK 98 or 99. Adapting to varied and changing environments is examined through the cross-cultural study of social institutions, technologies, and ideologies. The implications of different ways of life for the understanding of human behavior worldwide are also considered. It is recommended that the student's reading score on the COMPASS test fall within the 72-100 range.

ARABIC (ARAB)**ARAB 101 Elementary Arabic 4 CR**

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. Introduction to the phonology and script of Modern Standard Arabic and its basic vocabulary and fundamental structure. 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" in STSK 98 or 99. 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" in STSK 98 or 99. Concepts, trends, and ideas as expressed in contemporary visual arts, including architecture, fine arts, and the arts of commerce. Humanities credit.

ART 110 Drawing I 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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" in STSK 98 or 99. 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" in STSK 98 or 99. 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" in STSK 98 or 99. 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 210 History of Photography and Film 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. This course will explore photography and film from its early years to its present with emphasis on its esthetic, historical, technical, and social contexts.

ART 211 Art Appreciation 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. A survey of contemporary and traditional visual art themes. Emphasis is on current problems in communication through painting, sculpture, photography, film, and architecture. Recommended for Art majors prior to enrollment in Art 212 or 213. Humanities credit.

ART 212 Art History 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. Historical survey of art from prehistoric ages to the Renaissance. Humanities credit.

ART 213 Art History 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. Historical survey of art from the Renaissance to the present day. Humanities credit.

ART 215 Art Seminar I 3 CR

This studio art course will help students find personal voice through independent projects and research assignments. The course will be topically responsive to current issues and to the interests of students who will explore techniques relevant to individual assignments, different types of image-making processes, and their potential for meaning.

Students will progress through further work in specific areas of studio arts. [48-48-96]

Lab Fee

ART 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" in STSK 98 or 99. 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" in STSK 98 or 99. 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. This class may be combined with another course, such as PEC 122. [16-16-32]

Lab Fee

ART 227 Digital Color Photography 2-3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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]

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 cre-

ating 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 245 Introduction to Ceramics 2 CR
Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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 alterna-

tive 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. [48-48-96] 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” in STSK 98 or 99. The course is structured to introduce the student to many of the celestial objects appearing in our night skies. Methods, equipment, observations, and planetary relationships are introduced in a laboratory situation. [48-32-80] Lab Fee

BIOLOGY (BIOL)

BIOL 99 Preparation for Biology 3 CR

This course is designed for the student who does not possess an adequate chemistry and biology background to enroll in Biology 105, 111, or 201. This course will include selected inorganic chemical concepts, biological molecules and their reactions, cellular structure and function, and an overview of body systems. [32-32-64] Lab Fee

BIOL 101 Biological Science 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A lecture and laboratory course which emphasizes the human organism as a representative living system. The course includes a study of the cell and energy flow; maintenance, coordination, and reproduction mechanisms of heredity and evolution; relationship of humans to their environment; and the impact new biological technologies may have on the future. Does NOT count toward a biology major. [48-32-80] Lab Fee

BIOL 105 Essentials of

Human Anatomy and Physiology 4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” or better in one year of high school biology, BIOL 99, or other college-level biology course. An introduction to anatomy and physiology covering the basic structures and functions of the human body. This course is designed for students in the KCC Emergency Medical Services program. The course includes lecture and laboratory experiences. This course is not a substitute for BIOL 201. Other Allied Health stu-

dents should take BIOL 201 and BIOL 202. [48-32-80] Lab Fee

BIOL 109 Principles of Biology I 4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This is the first semester of a two semester, eight credit, lecture and lab sequence designed to introduce the major concepts of biology with particular emphasis on evidence of evolution, diversity of life, developmental biology, plant structure and function, animal structure and function, control systems in plants and animals, ecology and ecosystems. [48-32-80] Lab Fee

BIOL 110 Principles of Biology II 4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in CHEM 100 or other college-level chemistry course; and a “C” in BIOL 109. A lecture and lab introduction to the major concepts of biology with particular emphasis on cell structure and function. Includes cellular chemistry, cell ultra structure, energy transformation and flow, cellular reproductive mechanisms, Mendelian and molecular genetics, regulatory and development processes and cellular environments. [48-32-80] Lab Fee

BIOL 111 Botany 4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in BIOL 99, or other college level biology course. A lecture and laboratory course which includes the study of structures, physiology, and natural history of plants. Provides a background for more advanced courses and should be elected by pre-medicine students, as well as prospective biology majors. [48-48-96] Lab Fee

BIOL 112 Zoology 4 CR

Prerequisite: a “C” in BIOL 110. A lecture and laboratory course which surveys the major traditional animal groups. Topics included are classification methods, unique structural and functional characteristics of each group, representative life cycles (developmental and reproductive patterns) from

each group, natural history adaptations of each group, and evolutionary trends between groups. [48-48-96] Lab Fee

BIOL 116 Introduction to Ornithology 4 CR

A lecture-laboratory field course involving bird identification; song, courtship, nesting, and migration habits; anatomy and physiology; and the importance of birds to mankind. Open to all interested students. [16-48-64] Lab Fee

BIOL 140 Life Science for Elementary Educators 4 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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" in STSK 98 or 99. This course emphasizes observation and identification of materials found in different habitats, as well as the interrelations of plants and animals. Instruction is given in techniques of collection and preservation of materials. [32-32-64] Lab Fee

BIOL 201 Human Anatomy 4 CR

Prerequisites: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a "C" or better in one year of high school biology, or BIOL 99, or other college-level biology course. This course is a lecture and laboratory course which provides a detailed study of all human body systems. The primary emphasis is on anatomic structures with a fundamental understanding of physiology.

It is strongly recommended that the student have successfully completed one year of high school chemistry or CHEM 100 prior to enrollment. [48-32-80] Lab Fee

BIOL 202 Human Physiology 4 CR

Prerequisite: a "C" in BIOL 201. This course is a lecture and laboratory course that provides an introduction to the major concepts and homeostatic mechanisms necessary for a fundamental understanding of normal human physiology. General principles covered are cellular membrane function, electrophysiology, feedback mechanisms, and metabolism. Also included is an analysis of the properties and interrelationships of major organ systems and a brief introduction to selected disease processes. Strongly recommended is a grade of "C" or better in BIOL 99, or BIOL 110, or CHEM 100. [48-32-80] Lab Fee

BIOL 205 Microbiology 4 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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

A survey course analyzing business organization and management in the areas of marketing, finance, human resources, electronic commerce, and operations manage-

ment. 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: ENGL 120 or 151. Designed to give students a review of the mechanics of English applicable to business. A review of functional grammar, spelling, and letter layout is included. The primary emphasis is on business letter and report writing both for content and format. Lab Fee

BUAD 112 Business Statistics 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a COMPASS algebra score of 35, or "C" in MATH 101, 110, 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

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

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

An analysis and application of the basic principles of management. Subjects will include management by objectives, supervisory leadership styles, current managerial problems, motivational techniques, organizational problems, communications, planning techniques, and management control systems. Emphasis will be placed on individual and group involvement through case problems, group discussions, role playing, and other individual involvement methods. Lab Fee

BUAD 132 Human Resources Management 3 CR

An analysis of the management of personnel from the viewpoint of the individual supervisor and the personnel department. Subject content will include corrective discipline, grievance procedure, collective bargaining, job analysis, interviewing and placement techniques, performance evaluation, psychological testing of employees, and supervisory development and motivation. These subjects are presented through individual and group involvement techniques, such as case studies, discussions of current problems, and role playing. Lab Fee

BUAD 200A Cooperative

Education I

2-5 CR

Prerequisite: co-op coordinator approval. This cooperative education experience is for students in the Accounting, Business Administration, and Business Management Programs. The course is designed to provide each candidate with the necessary analytical, problem-solving, decision-making, supervisory and/or communication skills to be successful in a business environment. Students will practice the accounting, administrative, and/or supervisory duties in the existing marketplace. Students will meet as a class one hour per week. Topics in the workplace (including career selection and marketing, investing and retirement planning, professionalism and ethical practices) will be the focus of the weekly co-op series.

BUAD 200B Cooperative

Education II

2-5 CR

Prerequisite: co-op coordinator approval. This course is a continuation of BUAD 200A. This is a coordinated work experience for students taking accounting- or business-related programs. To be enrolled in this course, students must be in an accounting- or business-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

BUAD 200C Cooperative

Education III

2-5 CR

Prerequisite: co-op coordinator approval. This course is a continuation of the experiences of BUAD 200A and BUAD 200B. This is a coordinated work experience for students taking accounting- or business-related programs. To be enrolled in this course, students must be in an accounting- or business-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

BUAD 201 Business Law

3 CR

General overview of the U.S. legal system covering laws, court procedure, and selected current significant legal rulings. An analy-

sis 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

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

This course discusses the techniques that can be applied to personal financial management. Key components of this course include concepts and strategies associated with money management, taxation, savings and retirement planning, consumer credit and financing, insurance (auto, home, life, and liability), and investment strategies. Lab Fee

BUAD 226 E-Commerce

Management

3CR

Prerequisite: The Business Department strongly recommends that BUAD 101 or ACCO 101 be taken prior to or concurrently with this course. This course covers the design of Internet-based business models (i.e., e-commerce) in organizations. Topics include e-commerce management principles, management of different types of organizations, integration of human and information technology resources, training and development and use of information systems. Investigation also covers knowledge management strategies; the management of business units to implement technological marketing (or e-marketing); the creation of new roles and responsibilities for managers in the e-commerce environment of organizations; relationships among the Internet, government, and society; and future prospects of e-commerce. The successful student will develop the managerial fundamentals

for creating a successful online business. The course is suited for someone interested in learning how to take an existing "brick and mortar" business online or for starting a business from scratch, as a "Netpreneur". This course will examine the technologies of Electronic Commerce. The student will experience the setup process of a Web site for an E-business, becoming acquainted with Internet law and ethical business practices, reviewing the selection of Internet Service Providers (ISP) to host a website, marketing on the World Wide Web and addressing security issues. [32-16-48] Lab Fee

BUAD 251 Principles of Marketing 3 CR

The functions of the marketing mix are analyzed as to how they interact with each other, with other business functions through electronic commerce, and with several components of the business environment. Understanding of these marketing functions is developed through a study of a variety of applied marketing problems, exercises, Internet searches, and business case histories.

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 100 Introduction to Entrepreneurship 1 CR

This course is designed to provide an introduction to the process of turning an idea into a successful start-up business. A primary focus is for the student to explore the potential of being a successful entrepreneur. The course introduces the student to the processes for creating a potentially successful business plan. The student will use entrepreneurial discovery processes, assess opportunities for venture creation, and develop presentation skills to convince others of the potential success to implement the business entity.

BUEN 101 Entrepreneurship-Developing a Business Plan 2 CR

Prerequisite: BUEN 100 or concurrently. This course is a continuation of BUEN 100 and designed to assist the student in the processes for creating a potentially successful business plan, utilizing business plan software. Each student is expected to identify a feasible idea suited to their needs and interests for a business. The student will apply a design and development process to the idea, produce a solid business plan for implementation, and identify and establish an action plan for acquiring the resources (including funding) needed to implement their business plan.

**BUEN 102 Entrepreneurship-
Business Management 3 CR**

Prerequisite: BUEN 101 or concurrently. This course covers concepts, processes, and techniques for managing a small business. It focuses on aspects that are unique to small business management and small business ownership. An emphasis is placed on the use of quality improvement techniques and ethical management practices.

**BUEN 103 Applying Technology to
Business Needs 3 CR**

Prerequisite: BUEN 102 or concurrently. The application of specialized software is discussed as a method to integrate business problem-solving tools. Topics in this course include customization of software to fit your business needs, budgetary and expense control methods and analysis, analyzing cash flow patterns, and interpreting financial statements.

BUEN 104 Presentation Skills 2 CR

Prerequisite: BUEN 102 or concurrently. This course covers the basic aspects of selling adaptable to any product or potential customer. Persuasive sales presentations will be developed and delivered using the steps of the selling process. Analysis of sales reports and the use of technology to support the sales function and managing online sales processes are also included.

**BUEN 105 Entrepreneurship
Marketing/Advertising 2 CR**

Prerequisite: BUEN 102 or concurrently. This course is designed to explore marketing for small business, identification of a product and/or service potential, advertising plans, marketing strategy and budgeting, determining store location, purchasing procedures, and inventory control.

BUEN 106 The Marketing/Sales Plan 2 CR

Prerequisite: BUEN 105 or concurrently. This course is designed to provide you with the skills and knowledge necessary to develop, maintain, and evaluate a marketing plan using simulation software. In addition,

techniques are discussed to establish relationships with clients, determine their needs, and motivate customers to purchase products or services.

BUEN 107 Entrepreneurial Finance 3 CR

Prerequisite: BUEN 102 or concurrently. This course will provide a practical application of basic financial management principles that apply to entrepreneurs. Specifically, this will be accomplished by providing the tools necessary to maintain proper financial records to make budgetary decisions related to cash and financing needs, pricing of products or services, the payment of taxes and loans, and determining profitability to help you become a successful entrepreneur. This course is required in the Entrepreneurship Program and is available only to students enrolled in the program.

BUEN 108 Legal Issues and Ethics 1 CR

Prerequisite: BUEN 102 or concurrently. This course introduces future entrepreneurs to the legal requirements for forming and operating a business. Students will follow the progression of a start-up business and anticipate its legal concerns through the stages of growth up to an initial public offering. It presents the substantive and practical legal guidance necessary to excel in business. The course also includes a review of the ethical issues that small business owners frequently confront.

BUEN 109 Basic Economic Concepts 3 CR

Prerequisite: BUEN 102 or concurrently. This course is an introduction to the economic way of thinking and its applications to decision making in the business world. An emphasis is placed on understanding and applying economic concepts to small businesses. In addition, the impact of a global economy is discussed as it relates to economic concepts and its impact on small businesses. This course is a required course in the Entrepreneurship Program and is available only to students enrolled in the program.

BUEN 110 Risk Management

for Entrepreneurs

1 CR

Prerequisite: BUEN 102 or concurrently. This course provides a basic review of the nature of risk management and how to protect a business from preventable and insurable losses. Topics covered include liability and property insurance, data record security, protection of company assets from loss or theft, and establishing a safe working environment through the proactive use of risk management techniques.

CHEMISTRY (CHEM)

CHEM 10 Fundamental

Chemical Concepts

3 CR

Prerequisite: COMPASS pre-algebra assessment score of at least 32, or COMPASS algebra assessment of at least 20, or a “P” in MATH 97 or 98. A basic course for students planning to take more chemistry, but whose background is not adequate to start the regular chemistry series. The course introduces fundamental chemical concepts and the elementary mathematical principles needed to solve chemistry problems.

CHEM 100 Fundamentals of Chemistry I

4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” or better in CHEM 10, MATH 101, or other college-level mathematics course. This is an introductory course in basic chemistry covering chemical concepts and principles of inorganic chemistry. This course includes lecture and laboratory experiences. This course should not be taken by students in curricula requiring a chemistry major or minor. [48-48-96]

Lab Fee

CHEM 110 General Chemistry I

4 CR

Prerequisites: one year of high school chemistry or a “C” in CHEM 100; and a COMPASS algebra assessment score of at least 71 or a “C” in MATH 121. This course includes the following topics: atomic

and molecular structure, chemical bonding concepts, stoichiometric relationships, gas laws, periodic properties, acid-base relationships, some descriptive chemistry, oxidation-reduction, and an introduction to chemical equilibrium. This course includes lecture and laboratory experiences. [48-48-96] Lab Fee

CHEM 111 General Chemistry II

4 CR

Prerequisite: a “C” in CHEM 110. This course is a continuation of CHEM 110 and includes the following topics: chemical equilibrium, introduction to chemical thermodynamics, electrochemistry, some descriptive chemistry, nuclear chemistry, and organic chemistry. This course includes lecture and laboratory experiences. [48-48-96] Lab Fee

CHEM 201 Organic Chemistry I

4 CR

Prerequisite: a “C” in CHEM 111. This course provides a comprehensive study of the physical and chemical properties of aliphatic, aromatic, and cyclic compounds, including functional groups. Emphasis is placed upon mechanisms and theory of reactions of the basic classes of organic compounds. The course includes lecture and laboratory experiences. [48-48-96]

Lab Fee

CHEM 202 Organic Chemistry II

4 CR

Prerequisite: a “C” in CHEM 201. This course is a continuation of CHEM 201 and provides a comprehensive study of the preparations, synthesis, and mechanisms of reactions of the functional classes of organic compounds including selected topics in biochemistry. [48-48-96]

Lab Fee

CHEM 210 Introduction to Organic and Biochemistry

4 CR

Prerequisite: a “C” in CHEM 100 or 110. A brief introduction to organic chemistry as it applies to biochemistry. Organic topics include the structure, physical properties, and chemical behavior of the major classes of organic compounds. The structure, function, formation, and reactions of carbohydrates, fats, proteins, and nucleic acids are covered. The metabolism of the main classes of biochemical compounds will be

emphasized in conjunction with the role of vitamins, hormones, and related compounds. This course includes lecture and laboratory experiences [48-48-96] Lab Fee

COMMUNICATION (COMM)

COMM 101 Foundations of Interpersonal Communication 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. The course focuses on providing the student with an experience in human communication with emphasis placed on becoming an effective communicator in a variety of face-to-face communication situations.

COMM 101H Foundations of Interpersonal Communication-Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course has as its central focus the development of leadership and interpersonal skills. This course is designed to provide an understanding of leadership and group dynamics theory. The student will be assisted in developing a personal philosophy of leadership, an awareness of the ethical responsibilities of leadership, as well as an awareness of one's own style of leadership and interpersonal communication. In addition to a focus on the communication styles of leadership, the course will integrate readings from the humanities, classic works of literature, and contemporary multicultural writings and experiential learning exercises along with readings and discussions of additional leadership theories. This course is offered in the fall of odd years.

COMM 111 Business and Technical Communication 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. The course focuses on providing experience in both formal and informal communication situations encountered in the business and technical

world. Interpersonal relations, interviews, formal speeches, and group problem solving are stressed.

COMM 205 Introduction to Group Communication 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a COMPASS writing score of 38 or "C" in ENGL 97 or 99. Study of the basic processes of small group interaction. The course focuses on the group as a means of human encounter, problem solving, and creative thinking. Analysis of individuals as participators and of group discussion and effectiveness occurs. Become a better group member and leader of groups.

COMM 207 Public Speaking 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a COMPASS writing score of 38 or "C" in ENGL 97 or 99. Theories, techniques, and practice in creating and delivering various types of speeches. The course focuses on researching and organizing speeches, audience analysis, dealing with speech apprehension, and development of skills in delivering effective informal and formal speeches in business and professional situations.

COMM 210 Oral Interpretation 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a COMPASS writing score of 38 or "C" in ENGL 97 or 99. Training in analysis and basic skills of vocal interpretation of literature and drama. Practice in vocal discipline and communication from the printed page.

COMM 241 Foundations of Mass Communication 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. Theoretical and practical introduction to mass media, concentrating on electronic media (radio and television), the Internet, magazines, newspapers, and books. Students will learn the historical development, sociological impact, and current industry trends of mass media.

COMM 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 261 Manufacturing Design 3 CR

Prerequisite: DRAF 120. The application of design principles in solving problems related to the manufacturing of simple work pieces. Students will be involved in the design of jigs, fixtures, gauges, and other work-holding devices, along with the production of detail drawings of their designs. CAD technology will be used to complete lab assignments. [16-64-80] Lab Fee

COMPUTER ENGINEERING TECHNOLOGY (CET)

CET 110 Principles of Electricity and Electronics 3 CR

Prerequisite: COMPASS reading score of 70 and a COMPASS algebra assessment of 35; or MATH 101, 110, or 118. This course is a support course for students in technically-related programs. The course is designed to provide a background in electrical/electronic test equipment as basic principles are explored. The course includes basic circuit concepts, DC and AC fundamentals, and an introduction to solid state digital circuits. No prior electrical/electronic background is necessary. [32-48-80] Lab Fee

CET 125 Digital Logic I 3 CR

This course is designed for students with no electrical background to provide an understanding of digital logic and digital logic

systems. The characteristics of decision-making elements are presented along with appropriate applications. The use of the Boolean Algebra and Karnaugh Mapping is introduced and used throughout the course. [32-48-80] Lab Fee

CET 140 Introduction to Microcomputer Architecture 3 CR

Prerequisite: CP 100, CP 101 or CET 125. The architecture and instruction set of the Intel '86 series of microprocessors is introduced and compared to the other microprocessors and microcontrollers. Programs will be written with the aid of an editor and assembler and tested using basic interfacing techniques and I/O hardware. A microprocessor research project will be required for completion of this course. [32-48-80]

Lab Fee

CET 185 Workstation Operating System Administration 2 CR

Prerequisite: COMPASS reading score of 70 or a "C" in STSK 98 or 99. 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 208 Configuring Microsoft Windows Vista Client 3CR

This course prepares the student for the Microsoft Certified Technology Specialist examination, 70-620. It is a complete program that provides the beginning information and hands-on practice students need to build the knowledge and skills needed for IT Professional certifications as an Enterprise Support Technician or Network Systems Administrator using Windows Vista. [24-48-72]

Lab Fee

CET 228 Supporting and Troubleshooting Applications on a Windows Vista Client for Enterprise Support Techs 3 CR

Prerequisite: The department strongly recommends taking CET 208 prior to or concurrently with this course. This course covers the Windows Vista Client mapping to the Microsoft Certified IT Professional examination 70-622 for Enterprise Support Technicians. A Comprehensive program of textbook, lab manual and software, the course provides everything students need to build the knowledge and skills necessary to install, support, and troubleshoot the Windows Vista Operating system. [24-48-72]

Lab Fee

CET 230 Local Area Networking I - Network + 3 CR

Prerequisite: CET 185. This course introduces the student to Local Area Network concepts and topologies, as well as data communication principles. The emphasis in this course will be on the NET+ certification objectives, peer-to-peer networks, and cabling. [32-48-80]

Lab Fee

CET 235 Cisco Networking I 3 CR

Prerequisite: COMPASS reading score of 70 or a "C" in STSK 98 or 99. 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 228 prior to or concurrently with this course. Focusing on Active Directory in Windows Server 2008, this course covers configuring, managing, and supporting user and computer accounts, groups, Domain Name System zones and client settings; group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; backup and recovery; and communication security. This course maps to the Microsoft Certified IT Professional examination 70-640. [24-48-72] Lab Fee

CET 242 Configuring Windows Server 2008 Network Infrastructure 3CR

Prerequisite: The department strongly recommends taking CET 240 prior to or concurrently with this course. Focusing on Windows Server 2008 networking, this course covers configuring remote access, Network Access

Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services. This course maps to the Microsoft Certified IT Professional examination 70-642. [24-48-72] Lab Fee

CET 246 Windows Server Administration 3CR

Prerequisite: CET 242. Focusing on Windows Server 2008 administration, this course covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory replication; scheduling server deployments; and designing a rollback contingency plan. This course maps to the Microsoft Certified IT Professional examination 70-646. [24-48-72] Lab Fee

CET 247 Configuring Windows Server 2008 Applications Infrastructure 3CR

Prerequisite: The department strongly recommends taking CET 246 prior to or concurrently with this course. Focusing on Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows SharePoint Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol. This course maps to the Microsoft Certified IT Professional examination 70-643. [24-48-72] Lab Fee

CET 248 Windows Server Enterprise Administration 3CR

Prerequisite: The department strongly recommends taking CET 247 prior to or concurrently with this course. Focusing on Windows Server 2008 enterprise administration, topics include planning networks and application services; designing core identity and access management components; planning for migrating, upgrading, and restructuring

turing 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 3 CR

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

COMPUTER PROGRAMMING (CP)

CP 100 Introduction to the Programming and Systems Environment

2 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. This course is designed to give students in the programming area a general introduction to the system environment in which programs will execute. This includes the concepts of computer architecture, networking, and operating systems environments. This course prepares the programmer to write more efficient and effective codes for a variety of hardware and operating systems environments. [24-24-48] Lab Fee

CP 101 C++ Programming I

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and 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 I 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. This course is designed to introduce procedural and object-oriented/ event-driven programming fundamentals using the Visual Basic programming language. Topics include the VB IDE, GUI concepts, objects, properties, events, variables, constants, decision/repetition control structures, operators, functions, sub procedures, array processing, and OOP terminology. [32-32-64] Lab Fee

CP 201 C++ Programming II 3 CR

Prerequisite: CP 101. This course will continue to develop skills in procedural programming and Object Oriented design using the C++ programming language. Skills that will be developed in this course are the use of aggregate data types, storage of data by reference, dynamic data storage and objects (instances, inheritance polymorphism and overloading), resource interaction, as well as introduce exception handling. [32-32-64] Lab Fee

CP 202 Visual Basic II 3 CR

Prerequisite: CP 102. The second of two courses in the Visual Basic programming language using advanced procedural and object-oriented/event-driven techniques. Topics include multi-dimensional arrays, sequential and random file processing, database processing, drag and drop techniques, graphics, advanced OOP techniques, classes and collections, and user-defined types. Other advanced topics include ActiveX, DLL, OLE, VBA, and MDI. [32-32-64] Lab Fee

CP 210 Java Programming 3 CR

Prerequisite: CP 101 or 102. This course is designed to develop programming skills in the most current Java programming environment. These skills will include the use of Object Oriented programming techniques to write both application and applets. Programs will be written using simple event-driven windows, graphical interaction, objects (instances, inheritance poly-

morphism, and overloading), and resource interaction. [32-32-64] Lab Fee

CP 212 Java Programming II 3 CR

Prerequisite: CP 210. This course will build upon the basics of the previous course in Java. This course will further advance Java programming skills in developing enterprise applications incorporating Java Beans, discussion of security issues, as well as simple interaction with databases. This will introduce the nuisances of the various versions and the coding required. The emphasis is on programming. [32-32-64] Lab Fee

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, wit-

ness 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. [8-40-48] 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. [20-64-84] Lab Fee

CRJU 220 Management Principles for Criminal Justice Supervisors 3 CR

An analysis of the principles of management as they apply to public service agencies. Management by objectives, leadership styles, motivational techniques, communications, and management control systems will receive major emphasis. Individual and group involvement in exercises using case problems, group discussions, role playing, and simulation exercises will be utilized.

CRJU 221 Ethical Problem Solving in Policing 3 CR

This course is designed to provide the student with an understanding of problem-solving theories and practices. It will examine the concept and basic principles of community policing, analyze the problem-oriented policing model, and examine the most commonly used problem-solving processes. Students will examine and clarify their personal beliefs and values and will apply the law enforcement code of ethics in situational examples.

CRJU 222 Reserve Officer Training 3 CR

A 48-hour course designed to prepare police reserves and posse members for their responsibilities. Included will be topics on criminal law and procedure; juvenile law; criminal investigation; cultural diversity and the police response; civil and family dispute mediation; field note taking and report writing; interview and interrogation; narcotics investigation; patrol techniques; responding to crimes in progress; traffic stops, direction, and control; defensive tactics; handcuffing techniques; interpersonal skills; prisoner care and treatment; and firearms familiarity.

CRJU 297 Field Experience 1 CR

Prerequisite: 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 practi-

cal experience in employment interviews, prepare a portfolio, review study skills, participate in guided study sessions, take practice licensure exams, and take the academy final examination.

DATABASE ADMINISTRATOR (DBA)**DBA 110 Introduction to Relational Databases 3 CR**

Students will learn effective relational design and gain a general overview of relational database management systems. This course introduces students to the terminology and methods used to create and modify Database Management Systems (DBMS). Emphasis will be given to accessing large databases and developing methods for working with data on different DBMS. The course will concentrate on helping students gain confidence in using DBMS and understanding data structures. [32-32-64] Lab Fee

DENTAL HYGIENE (DEHY)**DEHY 110 Pre-Clinical Dental Hygiene 6CR**

Prerequisite: formal admission to the Dental Hygiene Program. This course is designed to prepare students for the clinical practice of dental hygiene. It is a combination of a dental hygiene theory class and an instrumentation lab. In theory class students are introduced to the dental hygiene process of care. They begin to learn the educational, preventive, and therapeutic skills associated with providing dental hygiene services. Students begin to develop the techniques and skills necessary for patient care by participating in instrumentation labs and working on student partners while under the supervision of clinical instructors. Successful completion of this course is mandatory for all other dental hygiene courses. [48-128-176] Lab Fee

DEHY 111 Dental Hygiene Clinic I 3 CR

Prerequisites: formal admission to the Dental Hygiene Program; and "C" or higher in DEHY 110, 112 and 114; and CPR certifica-

tion. This course is a combination of dental hygiene theory class and clinical practice. In the lecture part of the class, emphasis is placed on the dental health care of special needs patients. Emphasis is placed on the need for integration of these preventive education techniques into the dental hygiene treatment plan for special needs. Students participate in active learning by completing case studies which include written treatment plans for special needs patients. In the clinical aspect of the course, the student gains experience in the implementation of preventative and educational techniques through requirements in treating adult and child patients. [16-128-144] 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 121 Dental Hygiene Clinic II 2 CR

Prerequisite: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 111. This course is a combination of dental hygiene theory class and clinical practice. In the theory class students continue to refine their knowledge of the dental hygiene process of care by beginning to develop treatment plans for periodontally-involved patients. During instrumentation labs and using mannequins, students are introduced to advanced instrumentation techniques specifically for providing non-surgical periodontal therapies. Students then implement these treatment plans and advanced techniques with their patients in the clinical setting under the supervision of clinical instructors. Successful completion of this course is mandatory for continuing in the program. [08-96-104] Lab Fee

DEHY 123 Radiography 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 I 1 CR

Prerequisite: formal admission to the Dental Hygiene Program. This course provides first-year students with an introduction to dentistry, dental hygiene, and the role of the dental team and the health care delivery systems within the community. Students are exposed to concepts in ethics and professionalism and will keep an ethics journal. Additionally, students are introduced to basic research methodologies that will facilitate the learning process used in the Dental Hygiene Program. Students will identify a target population for a community health project that will be completed in Community Dentistry II. Successful completion of this course is mandatory for continuing in the program.

DEHY 135 Dental Materials 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 111 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 111. This course is a study of the origin and structure of tissues. Emphasis is placed on the histology and embryology of the teeth, face, and oral cavity. The histological origins of healthy and diseased tissues will be related to clinical assessments of

dental patients. Successful completion of this course is mandatory for continuing in the program.

DEHY 222 Oral Pathology 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 121, DEHY 123, and DEHY 143. This course provides fundamental instruction of the general pathological processes of inflammation and repair, immune response, neoplasia, developmental disturbances and systemic disease. Particular focus is on the etiology and clinical manifestations of pathology of the head and neck region. The course uses case studies to assist in identifying clinical entities and recognizing the relevance of findings to dental hygiene treatment planning. Successful completion of this course is mandatory for continuing the program.

DEHY 231 Dental Hygiene Clinic III 5 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 121. This course is a combination of dental hygiene theory and clinical practice. During theory class emphasis is placed on disease prevention and health promotion strategies. The course project includes designing a behavior modification plan, implementation of that plan and a written research component. Studies include cariology, the use of antimicrobials and chemotherapeutic agents, as well as tobacco cessation programs. During the clinical sessions students utilize their knowledge in developing and implementing comprehensive dental hygiene treatment plans, including taking radiographs using appropriate patient selection criteria. Successful completion of this course is mandatory for continuing in the program. [16-192-208] Lab Fee

DEHY 232 Community Dentistry II 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and “C” or better in DEHY 231. This course is a continuation of Community Dentistry I with more emphasis on community oral health educa-

tion, 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 I that will include assessing, planning, implementing and evaluating a program for a target population. Students will also learn the basic principles of biostatistics and research design. Successful completion of this course is mandatory for continuing in the program.

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 241 Clinical Dental Hygiene IV **5 CR**

Prerequisite: formal admission to the Dental Hygiene Program; and “C” or better in

DEHY 231. This course is a combination of dental hygiene theory and clinical practice. As students anticipate entering the work force, they become familiar with practice management issues and prepare cover letters and resumes that are acceptable for seeking employment. Students discuss the interviewing process, as well as traditional and non-traditional career opportunities. During clinical practice sessions, students continue to provide comprehensive dental hygiene services to all their patients. Students also learn the techniques needed to administer local anesthesia and nitrous oxide conscious sedation on students partners during a laboratory portion of this course. Once students demonstrate competency in the lab setting they are able to administer local anesthesia and nitrous oxide conscious sedation on appropriate patients in the clinical setting under the direct supervision of clinical instructors. Successful completion of this course is mandatory for continuing in the program. [16-192-208]

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 231 and DEHY 234. This course is a combination of class and lab that studies the physiology of pain and strategies for pain

control. Students learn pharmacological, topical, inhalation and local pain control methods. Additionally, students are instructed in the management of medical emergencies related to the administration of pain control agents. Students learn the techniques needed to administer local anesthesia and nitrous oxide conscious sedation. Students receive laboratory and clinical practice in these techniques in DEHY 241, offered concurrently.

Lab Fee

EARLY CHILDHOOD EDUCATION (ECE)

ECE 201 Early Childhood Health, Safety, and Nutrition

3 CR

This course introduces students to health, safety, and nutrition issues and practices in child care centers and homes (including universal health precautions, community health, and the respective legal implications). Students will study the eating practices and nutrition of young children and the implication they play in promoting healthy physical, social, language, and cognitive development. Emphasis will be placed on preventing communicable diseases and providing safe environments.

Lab Fee

ECE 209 Fundamentals of Early Childhood Education

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99, or ENGL 151. This course introduces students to various theories and philosophies of child-care, 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” in STSK 98 or 99, 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. New brain research is examined. Students acquire skills in observing, recording, and interpreting child behavior.

Lab Fee

ECE 212 Selected Topics in

Child Care

1-3 CR

This course broadens student knowledge through selected topics and issues pertaining to child care. Topics may include administration, nutrition, activities, or legal and ethical issues. Course may be repeated for credit toward graduation up to six credit hours.

Lab Fee

ECE 214 Appropriate Assessment with Young Children

3 CR

Students explore developmentally-appropriate assessment and observation techniques for children ages newborn to eight. Both standardized and non-standardized assessment tests are reviewed. Advanced behavior management, observation, and recording strategies are explored. Students learn about the Individual Education Plan (IEP) and the Individual Family Service Plan (IFSP) processes.

Lab Fee

ECE 215 Positive Child Guidance

3 CR

This course examines theoretical approaches to guidance, age-appropriate intervention strategies, observation techniques, and group management skills. Emphasis is on the positive development of a child's self-esteem, ages newborn to eight, and positive communications with families. Children's social relationships are examined.

ECE 216 CDA Advisor Seminar

2 CR

Prerequisite: departmental approval. This independent study course provides one-on-one instruction to CDA candidates in the preschool center-based and family day care settings who are completing the final CDA assessment process. A faculty member serves as a CDA advisor to the student who is required to complete 16 hours of field experience. [32-32-64]

ECE 217 School-Age Learning**Environments 3 CR**

This course introduces students to designing exciting, secure, and developmentally-appropriate school-age programs for children ages 5-12. Students explore the physical, social, cognitive, and emotional development of school-age children. Students gain skills in selecting equipment and individual and group management techniques.

ECE 218 Anti-Bias Curriculum in Early Childhood Settings 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99, 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

Students will have an opportunity to develop techniques in enhancing young children's fine and gross motor skills through hands-on activities incorporating the arts, music, language, space, materials, sound, and physical movement in early childhood learning environments. Lab Fee

ECE 220 Early Childhood Education Topics 1-3 CR

This course expands students' knowledge through exploration of early childhood education topics, including developmentally-appropriate practice, program quality assessment, inclusion of special needs children, positive child guidance, and curriculum development for young children. This course is repeatable for up to six credits. Lab Fee

ECE 221 Early Childhood Internship I 3 CR

Prerequisite: departmental approval. Students work in early childhood settings to gain professional work experience in the application of developmentally-appro-

priate practice. Students must complete a minimum of 275 clock hours of work experience and have program director's approval before registering. Lab Fee

ECE 224 Introduction to Child Care 3 CR

This course introduces students to developmentally-appropriate, high-quality child care programming for children ages birth to eight. Students will complete routines, scheduling, and activities that encourage children's healthy growth and development. Other topics include the state of Michigan Child Care Licensing Regulations, career opportunities in child care, and types of child care programs.

ECE 228 Early Childhood Curriculum Development 1-4 CR

This course focuses on specific curriculum development topics, such as literacy, math, science, music, learning centers, and the senses for children ages newborn to eight years of age. Students complete course objectives in modules. The course may be taken for one to four credit hours and is repeatable for up to six credits. Lab fee may be charged depending on topic.

ECE 231 Early Childhood Literacy 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99, 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. Lab Fee

ECE 232 Infant and Toddler Care 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99, 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 while implementing an infant and toddler rating scale to determine program quality. [48-16-64] Lab Fee

ECE 233 Early Childhood

Environments

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99 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 while implementing a preschool rating scale to determine program quality. [48-16-64] Lab Fee

ECE 237 Young Children with

Special Needs

3 CR

This course examines young children with disabilities and a variety of methods to help integrate them successfully into a program. Emphasis is on teaching modalities, curriculum, learning materials, environment, and personnel. The evaluation of an Individual Education Plan will be examined. Lab Fee

ECE 240 Child Care Administration

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99, or ENGL 151. Students examine the child care administrator's role in directing successful early childhood centers. Topics include safety, child care licensing laws, sound health and nutrition practices, business practices, communication skills, professionalism, personnel management, policy development, accreditation standards, and ethical decision making.

ECE 250 Intentional Teaching

in Early Childhood

3 CR

Prerequisite: "C" or higher in ECE 214. Students learn the components of intentional teaching to ensure all children reach their

full potential. Students learn how to use reflection and purposeful planning to ensure each child acquires the skills needed to be successful based on individual assessment. Students learn how to select the best teaching strategies to promote effective learning across developmental domains. Students will be introduced to coaching, mentoring, and service learning conceptual models in their respective relationships to early childhood education.

ECE 260 Positive Relationships with Families

3 CR

Students learn how to establish and maintain positive relationships with diverse families of young children. Effective communication strategies are emphasized encouraging equal partnerships with families. Advocacy for families is explored.

ECONOMICS (ECON)

ECON 201 Principles of

Economics-MACRO

3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. A study of the American economic system, including the basic tenets of the private enterprise system; national income accounting, economic instability, unemployment inflation; modern theory of income employment, employment and prices; fiscal and monetary policy; banking system (including the Federal Reserve); and related contemporary macroeconomic issues. 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 mac-

roeconomic 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” in STSK 98 or 99. A study of supply and demand analysis; costs of production; structure of American industry; resource pricing; and contemporary microeconomic issues that will include labor economics, urban and rural problems, income distribution, antitrust problems, and international economic issues. Lab Fee

EDUCATION (EDUC)

EDUC 200 Foundations of Education

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99, 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 8 to 10 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 Education of the

Exceptional Learner

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99, 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, Young Children with Special Needs; however, each course can be taken independently of the other. Students are required to com-

plete at least 6 clock hours of observations in K-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 Hot Topics in Education

1-4 CR

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 299 Field Experience 1 CR

Prerequisites: EDUC 200 and coordinator approval. This course provides an opportunity for the student interested in the profession of teaching to gain experience in a local school system.

EMERGENCY MEDICAL TECHNICIAN (EMT)

EMT 5C BLS for Healthcare Providers .50 CR

The American Heart Association BLS for Healthcare Providers course is designed to teach the skills of CPR for victims of all ages (including ventilation with barrier device, a bag-valve-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway 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 5F BCLS: AHA CPR Instructor Course 2 CR

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 THE 2001 GUIDELINES.

Lab Fee

EMT 110 Medical First Responder Training 3 CR

The Medical First Responder Course is designed to provide licensure for the student with the Michigan Department of Public Health as a medical first responder. This course is based on the 1997 Medical First Responder curriculum as established by the Michigan Department of Public Health EMS Division. Students who successfully 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 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 161B Paramedic Clinical Experience 2 3.5 CR

Prerequisites: Department approval. 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 20 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. [16-50-66] 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: Department 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: Department 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 290 UMBC Critical Care Emergency
Medical Transport Program** **5 CR**

Requirements for paramedics to participate: two years as a licensed paramedic, current certifications in CPR, ACLS, BTLs or

PHTLS, and PALS. Requirements for nurses to participate: two years as a licensed registered nurse, current certifications in CPR, ACLS, PALS, and BTLs/PHTLS or TNCC. This course is based on the nationally-accepted University of Maryland-Baltimore County Critical Care Emergency Medical Transport Program. This program is designed to prepare paramedics and nurses to function as members of a critical care transport team. Critical patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. Topics include: the critical care environment, breathing management, surgical airway management, hemodynamic management, cardiac management, pharmacological management; GI, GU, and renal management, neurological management, complications of transport, and special considerations.

Lab Fee

**EMT 291 UMBC Critical Care
Emergency Medical Transport
Program Clinical Internship** **1.25 CR**

Prerequisites: enrollment in EMT 290. Hepatitis B inoculation or declination form is required. This course compliments the didactic portion of the UMBC CCEMTP Program by providing clinical experiences as recommended by the State of Michigan EMS Division. Legislation is pending which may require clinical experiences to be authorized to function within the State of Michigan as a CCEMTP. This course meets those requirements. Students will participate in clinical experiences with a pre-hospital critical care provider and within the hospital emergency room, operating room, intensive care unit, cardiac catheterization unit and critical care unit. [0-20-20]

**EMT 295 UMBC Pediatric/Neonatal
Critical Care Transport Course 4 CR**

Required to participate: two years of documented experience in critical care environment. This intensive one-week course is designed to prepare experienced paramedics, nurses, and respiratory therapists to function as members of a pediatric and neonatal critical care support team. This course is based on the nationally-accepted University of Maryland-Baltimore County course in pediatric/neonatal care. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. In addition, this course may serve as a springboard for those institutions looking to expand into pediatric critical care.

**ENGINEERING TECHNOLOGY
(ENTE)****ENTE 160 Manufacturing Processes 3 CR**

A hands-on introduction to the processes used to measure, form, fabricate, machine, and finish materials. Laboratory experience in a variety of machining and welding processes will take place at the Regional Manufacturing Technology Center in the Fort Custer Industrial Park. This course will be self-paced instruction through a series of learning modules. Please see your advisor for more details. [0-64-64] Lab Fee

**ENTE 195 Cooperative Work
Experience 1-3 CR**

Prerequisite: departmental approval. A coordinated industrial work experience for selected students enrolled in the Drafting and Design and Computer Engineering Technology curricula. Enrollees will be under the supervision of the College and the participating company. Written reports will be required, and a performance appraisal of the student will be made by the College and

the employer. Students will meet as a class one hour per week.

ENTE 198 Independent Study 1-3 CR

Prerequisite: departmental approval. Courses may be repeated for additional credit. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the faculty. Subjects are chosen and arrangements made to suit the needs of individual students.

ENTE 215 Material Science 3 CR

This course is intended to introduce the student to the materials used in engineering/industry and their properties. The types of material studied will include ferrous and nonferrous metals, plastics, rubber, ceramics, glass, and cement. In addition, material inspection, testing, and the effects of heat treatment and corrosion will be studied. Laboratory experiences will include the testing and inspection of materials. [48-16-64] Lab Fee

**ENTE 220 Statics and
Strengths of Materials 3 CR**

Prerequisite: MATH 118 or TEMA 111. This course is a study of the force systems which act on an object at rest and the behavior of materials when placed under loads and restraints. Topics will include calculating centers of gravity and moments of inertia; predicting the effect of forces applied in tension, compression, shear, and torsion on riveted and welded joints; and developing bending moment diagrams for beams and columns. Laboratory experiences will focus on the methods of material testing. [48-16-64] Lab Fee

ENGLISH (ENGL)

English courses numbered 0 to 99 have options on content and variable credit aimed at meeting local area needs. Up to six hours of credit from these courses shall be applied toward the associate in general studies degree. Credit earned from these courses shall also be used toward other associate degrees or certificates when applicable

and will be evaluated upon admission to a specific program. Diagnostic testing in writing will be available prior to each semester and also during the semester. Contact an academic advisor or the Arts and Communication department chairperson for information.

ENGL 95 Spelling Improvement 1 CR

This class will concentrate on individual and group work to develop the skills students need to improve their spelling for college-level work.

ENGL 96 English as a Second Language 3 CR

Prerequisite: COMPASS writing score of 0-27. This course is designed for students whose primary language is not English. It provides foundations in English language structure, reading of English, and conversation. Course may be repeated up to three times.

ENGL 97 Writing Skills 3 CR

Prerequisite: COMPASS writing score of 0-27. Recommend STSK 98 be taken concurrently. Students will learn grammar, mechanics, sentence structure, and paragraph development in a traditional classroom and laboratory setting. Classroom experience will be group work, lecture, writing, and revision. Homework will require access to computer (on or off campus.) Instruction will be delivered through individualized programming and computerized exercises. Lab Fee

ENGL 99 Self-Paced Instruction in Writing Skills 1 CR

Prerequisite: COMPASS writing score of 28-37. Recommend STSK 99 be taken concurrently. This course will help students improve their spelling, vocabulary, grammar, and writing. It is self-paced, individualized, and benefits students in all disciplines. Computer-based instruction. [0-24-24] Lab Fee

ENGL 120 Writing Improvement 3 CR

Prerequisite: COMPASS writing range 38-77 or a "C" in ENGL 97. Recommend STSK 99 be taken concurrently with other courses that

require heavy reading and writing. Designed to improve basic writing skills. Writing assignments emphasize the paragraph and short compositions. Emphasis is on grammar, usage, punctuation, and writing.

ENGL 151 Freshman Composition 3 CR

Prerequisites: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and COMPASS writing score of 78, or "C" in ENGL 120. Writing expository prose with emphasis on the thesis sentence, idea development, unity, continuity, coherence, patterns of exposition, and educated usage. Lab Fee

ENGL 151H Freshman Composition-Honors 3 CR

Prerequisites: COMPASS writing score of 93-100, and student must meet one or more of the Honors Program's eligibility requirements. The intellectually-able student is permitted to pursue in-depth studies in expository writing. The student must be interested in developing excellence in writing. Lab Fee

ENGL 152 Freshman Composition 3 CR

Prerequisite: a "C" in ENGL 151. A continuation of ENGL 151, including research writing, examination, and discussion of selected readings. Lab Fee

ENGL 152H Freshman Composition-Honors 3 CR

Prerequisite: a "C" in ENGL 151H, or ENGL 151 with departmental or honors coordinator's approval. A continuation of ENGL 151 Honors with emphasis on preparation and writing of a research paper on a challenging topic. Analysis of fiction and nonfiction selections to refine critical thinking skills. Lab Fee

ENGL 153 Technical English 3 CR

Prerequisite: COMPASS reading score of 70 or a "C" in STSK 98 or 99; and a COMPASS writing score of 78 or a "C" in ENGL 120. Instruction and practice in writing for industry and technology. Emphasis is on meeting the written communication needs for the technical student. Lab Fee

ENGL 201 Advanced Composition 3 CR

Prerequisite: ENGL 152. Practice in expository writing to develop a mastery of clear, accurate style. This course is recommended for all students majoring in English or in pre-professional programs. Writing assignments are individually designed to relate to students' majors. Lab Fee

ENGL 203 Introduction to Creative Writing 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. ENGL 201 recommended prior to ENGL 203. Designed to introduce students to the basic elements that govern the creation of short fiction, poetry, and creative nonfiction. Emphasis is on development of creative style and the development of craft in handling poetic form.

ENGL 204 Advanced Creative Writing 3 CR

Prerequisite: a "C" in ENGL 203. Designed to facilitate students' understanding of the ways fiction, poetry, and drama work. Students will deal with theory and technique in traditional and contemporary works, emphasis on expanding creative scope, and developing students' own voice and style.

ENGL 205 Script Writing for the Media 3 CR

Prerequisite: a "C" in ENGL 120 or COMPASS writing score of at least 72. This course emphasizes writing for the media using current industry practices. Students will learn writing of script for radio and television broadcasting, audio and video production, and screen play for film style production.

ENGL 269 Writing for the Elementary Classroom 3 CR

Prerequisite: a "C" in ENGL 151. A lecture/workshop structured to develop the writing skills of prospective teachers and to explore the means by which the writing ability of elementary school children can be encouraged, developed, and evaluated. Lab Fee

ENGL 298 Independent Study 1-3 CR

Prerequisite: departmental approval only. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of the individual students. Course may be repeated for credit toward graduation up to three credit hours.

FIRE SCIENCE (FISC)**FISC 102 Firefighter I and II 12 CR**

This course includes basic fire fighting skills while utilizing tools and equipment commonly used by municipal fire departments. Hazardous materials operations (24-hour) level training is a required component.

NOTE: The current fire science curriculum is offered as a career advancement program for the already certified volunteer or career firefighter. The program can recognize a limited number of training certifications issued by the state of Michigan and the state of Indiana. This course is sanctioned by the Michigan Fire Fighters Training Council, the firefighter certification agency for the state of Michigan. Students possessing state certifications should contact Kalamazoo Valley Community College (KVCC) for transferability. Students in need of Firefighter II certification are encouraged to contact KVCC, 269-488-4202 or visit the KVCC web site at <www.kvcc.edu> for program updates.

FISC 110 Fire Prevention 3 CR

This course will introduce students to an important function of any progressive fire department—fire prevention. Major topics include fire prevention inspection techniques, the importance of code enforcement procedures, and developing public fire education programs.

FISC 111 Building Construction 3 CR

Students will explore the methods and materials used to construct buildings, how the design and engineering of a structure can influence smoke and fire travel, and how the structural integrity of a building is affected by fire. The safety of building occupants and firefighters is emphasized.

FISC 112 Fire Service Tactics 3 CR

This course will examine modern firefighting techniques used to effectively mitigate a variety of incidents. Students will review different tactics related to general and specific fire situations. It is designed to prepare firefighters and fire officers to successfully execute strategical assignments from incident managers.

FISC 210 Fire Cause Determination 3 CR

Firefighters and fire officers will learn how to determine the origin and cause of a fire. Identifying and preserving evidence, recognizing when the assistance of a more highly trained investigator is needed, and courtroom procedures will be discussed.

FISC 211 Instructional Techniques 3 CR

This course is a comprehensive approach to the basics of instructing and presenting. Students will study characteristics of adult learners, learn to identify training needs, develop outlines, and make presentations in class. The operation of audiovisual equipment will be demonstrated.

FISC 212 Incident Management 3 CR

The emphasis of this course is to provide firefighters and fire officers with the knowledge and skills necessary to manage incident operations. Classroom activities will focus on recognizing incident priorities and the ability to manage fire serve personnel, equipment, and other resources.

FRENCH (FREN)**FREN 101 Elementary French 4 CR**

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. Introductory course stressing pronunciation, comprehension, basic grammar structures, and French culture and civilization. Individual/small group session 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" in STSK 98 or 99. A one-semester lecture and laboratory course devoted to the study of man's environment on earth. Areas of consideration include earth-sun relationships, the earth's waters, tectonic and gradational processes, earth materials, the atmosphere, elements and controls of climate, soils, and vegetation. Man, as an active force within and upon this environment, is considered. [48-16-64] Lab Fee

GRAPHIC DESIGN (GRDE)**GRDE 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" in STSK 98 or 99. A survey of the political, economic, and social history of the United States from the colonial era to 1877.

HIST 104 Modern America 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. A survey of the political, economic, and social history of the United States from 1877 to the present.

HIST 104H Modern America—

Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. A survey of the political, economic, and social history of the United States from 1877 to the present. An honors course for superior students enrolled in HIST 104. Entry to honors status only by the invitation of the instructor. Emphasis on individual study and personal projects.

HIST 106 Religious History 2-4 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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” in STSK 98 or 99. This course is a survey of the major developments in European Civilization from the ancient Middle East, Greece and Rome, medieval period, Renaissance, and Reformation to early modern Europe (mid-1600s). Selected political, economic, social, religious, intellectual, and aesthetic elements that form present-day western civilization will be emphasized. The course will also emphasize the interchange of ideas between Asia, Africa, and the West, as well as an understanding of our cultural history as essential to the study of other cultures.

HIST 151H Western Civilization: Early Western World-Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course is a survey of the major developments in European Civilization from the ancient Middle East, Greece and Rome, medieval period, Renaissance, and Reformation to early modern Europe (mid-1600s). Selected political, economic, social, religious, intellectual, and aesthetic elements that form present-day western civilization will be emphasized. The course will also emphasize the interchange of ideas between Asia, Africa, and the West, as well as an understanding of our cultural history as essential to the study of other cultures. An honors course for superior students enrolled in HIST 151. Entry to honors status only on invitation of the instructor. Emphasis on individual study and personal projects.

HIST 152 Western Civilization: Modern Western World 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is a survey of the major developments in European Civilization from the mid-1600s to the present. Selected political, economic, social, religious, intellectual, and aesthetic elements from the scientific revolution to the contemporary world will be considered. The impact of revolution, nationalism, and world war upon recent world events will be emphasized. The course will also include the interchange of ideas between Asia, Africa, and the West.

HIST 152H Western Civilization: Modern Western World-Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course is a survey of the major developments in European Civilization from the mid-1600s to the present. Selected political, economic, social, religious, intellectual, and aesthetic elements from the scientific revolution to the contemporary world will be considered. The impact of revolution, nationalism, and world war upon recent world events will be emphasized. The course will also include the interchange of ideas between Asia, Africa, and the West. An honors course for superior students enrolled in HIST 152. Entry to honors status only upon invitation of the instructor. Emphasis on individual study and personal projects.

HIST 201 Global History to 1500 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An interdisciplinary study of various world civilizations in Africa, the Americas, Asia, and Europe from 10,000 B.C.E. (Before Common Era) to 1500 C.E. (Common Era). This course will use a comparative approach to study a variety of global themes and patterns over time. Humanities or social science credit.

HIST 202 Global History from 1500 to Present 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An interdisciplinary study of various world civilizations in Africa, the Americas, Asia, and Europe from 1500 C.E. (Common Era) to the present. This course will use a comparative approach to study a variety of global themes and patterns over time. Humanities or social science credit.

HIST 210 History of Michigan 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. 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” in STSK 98 or 99. This course will examine English history and its culture from the Roman invasions through the English Civil War and the Glorious Revolution. Students will study England’s cultural traditions (legal, religious, and philosophical, as well as artistic and literary) within the political, economic, and social context. Emphasis is placed on the origins and development of the institutions most affecting the heritage of the English-speaking world.

HIST 220 Great Lives 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Lives of key individuals who have helped shape the course of history along with description of the nature, method, problems, and impact of the biographical approach to history. The specific topic will change from semester to semester. For either humanities or social science credit. Course may be repeated for credit toward graduation up to six credit hours.

HIST 240 African American History 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. 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” in STSK 98 or 99. 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” in STSK 98 or 99. This course is a survey of the Middle East and North Africa from antiquity to the present. Major themes include the origin and evolution of monotheism; the rise and fall of various empires, such as the Persian and Ottoman, and the rise of their successor states; American and European influence; Arab nationalism; the Arab-Israeli conflict, and the emergence of radical Islamic movements such as Hamas and al Qaeda.

HIST 285 Theological Studies Internship 3 CR

Prerequisites: sophomore standing and coordinator approval only. This course is designed to give on-site field experience in line with the student’s professional objectives. Required are 248 hours of experience plus attendance at scheduled seminars. [16-240-256]

HIST 286 Theological Studies Internship 3 CR

Prerequisites: sophomore standing and coordinator approval only. This course is a continuation of HIST 285, although a different placement setting may be selected. [16-240-256]

HIST 297 Special Topics

in History

2-4 CR

This course concentrates on specific regions, themes, events, and eras in history. Particular emphasis may be placed on field experience and academic research, as well as evaluation of primary sources in history. Since topics change this course may be repeated for credit toward graduation up to six credits.

HIST 298 Independent Study

1-3 CR

Prerequisite: coordinator approval only. This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

HUMANITIES (HUMA)

HUMA 150 Encounter with the Arts

2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is designed to introduce students to the performing arts. Students must be able to attend specific exhibits and performances in art, theatre, music, dance, and cinema in the evening and on weekends. Classroom activities will be based on the lecture/discussion format. Humanities credit. Lab Fee

HUMA 150H Encounter with the Arts-Honors

2 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. This course is an introduction to the arts. Students will attend artistic performances and pursue in-depth studies of the arts; contribute to classroom discussion and discovery; and work independently to bring artistic discovery to the classroom. Lab Fee

HUMA 200 Honors Seminar

1 CR

This seminar is for Gold Key and Trustees Scholarships' recipients only. Students will

meet with faculty to discuss topics pertaining to their studies, the community, the arts, and other selected areas.

HUMA 205 Ethical Dilemmas in

Modern Society

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course will examine the roots of cultural values and how they affect decision making on social, political, and personal moral issues, as well as philosophical thought on ethical issues. It will also compare Western perspectives with those of the East, Mideast, Africa, and Native America. Students will be assigned readings in both ethical theory and practice and use historical and literary sources to analyze ethical issues. Themes to be discussed may range from euthanasia, poverty, people as property, to the environment. It is recommended that the student's reading score on the COMPASS test fall within the 72-100 range.

HUMA 241 Dance for

Elementary Educators

3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A lecture workshop designed to prepare students who plan to teach children in the elementary education classroom how to effectively utilize dance activities and movement as a vital component in the curriculum. Course stresses imaginative movement and the relationship between aesthetic experience and students' lives.

HUMAN RESOURCES (HURE)

HURE 100 Career Exploration:

Career Investigation

1 CR

Course work will clarify individual career interest and values. Students can then apply interest and values to career options. Students will explore areas of preference and personality characteristics that apply to the work environment. The process will include using self-scoring inventories and activities. The completion of this section prepares the student to outline educational goals that support career options. Lab Fee

HURE 110 Career Exploration:**Career Planning 1 CR**

The course will allow students to identify career descriptions, salaries, job outlooks, and educational requirements of career options. Assignments will include first-hand information from employers, career professionals, and career resources. The completion of this section prepares students to outline a 5- and 10-year career plan with goals and objectives. HURE 100 is recommended prior to enrollment.

HURE 120 Career Exploration:**Job Search Fundamentals 1 CR**

This course is designed to provide insight and direction for building job search strategies prior to graduation. Job Search Fundamentals will teach students how to gather critical documentation throughout their educational experience, as well as teach professional presentation strategies. Objectives include learning how to develop and maintain a job search network; conduct an informational interview; create and maintain a portfolio; and complete a resume. HURE 100 and 110 are recommended prior to enrollment.

HURE 200 Job Search Elementals:**Resume Writing 1 CR**

This course is designed to provide successful job search strategies for graduating students embarking on a job search in a new career field. Job Search Elementals will teach students how to take control of their job by using simple planning, organization, and sales techniques. Resume writing objectives include learning how to create a resume, write a cover letter, create a reference sheet, and write a follow-up letter. Lab Fee

HURE 210 Job Search Elementals:**Interviewing 1 CR**

This course is designed to provide successful job search strategies for graduating students embarking on a job search in a new career field. Job Search Elementals will teach students how to take control of their job by using simple planning, organization, and sales techniques. Interviewing objectives

include learning how to answer interview questions, generate interview questions, and conduct in an interview. HURE 200 is recommended prior to enrollment. Lab Fee

HURE 220 Job Search Elementals:**Job Development 1 CR**

This course is designed to provide successful job search strategies for graduating students embarking on a job search in a new career field. Job Search Elementals will teach students how to take control of their job by using simple planning, organization, and sales techniques. Job development objectives include learning how to create a list of suitable job leads, complete an employer profile, and plan and conduct a job search. HURE 210 is recommended prior to enrollment. Lab Fee

HUMAN SERVICES (HUSE)**HUSE 101 Introduction to****Human Services 3 CR**

This course introduces the student to the basic conceptual knowledge of social organizations and the role of the human service worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional helping careers.

HUSE 183 Practicum in**Human Services 3 CR**

Prerequisites: HUSE 101, 220, and instructor approval. Supervised practicum with the adolescent and adult populations. This course is designed to provide experience in the integration and application of the knowledge and skills of the human service worker. The student will be supervised in a reality-based work environment.

HUSE 184 Practicum in**Human Services 3 CR**

Prerequisites: HUSE 101, 220, and instructor approval. Supervised practicum with preschool and elementary-age children. This course is designed to provide experience in the integration and application of the knowledge and skills of the human service worker.

The student will be supervised in a reality-based work environment. [0-48-48]

HUSE 185 Human Service Internship 3 CR

Prerequisites: HUSE 101, 204, 220, 260, and coordinator approval. A course designed to give on-the-job field experiences commensurate with the student's career objectives. Required are 175 hours of on-the-job experience plus attendance at a two-hour scheduled seminar every other week. [32-175-209]

HUSE 186 Human Service Internship 3 CR

Prerequisites: HUSE 101, 204, 220, 260, and coordinator approval. Continuation of HUSE 185, although a different placement setting is generally selected. [32-175-209]

HUSE 200 Psychosocial Approach to Aging 3 CR

This course explores the social, psychological, economic, and physical aspects of aging. There is an emphasis on the concerns and social options of the aged in contemporary American society.

HUSE 203 Introduction to Substance Abuse 3 CR

This course provides a comprehensive overview of the history of drug use and abuse, explores the theoretical and practical issues, and surveys treatment modalities and current prevention strategies.

HUSE 204 An Introduction to Report Writing Techniques for the Human Service Worker 3 CR

Prerequisite: ENGL 151. This course provides an opportunity for students to learn record-keeping and report-writing techniques needed by human service workers. Because report writing requires critical professional judgment at all levels, emphasis will be placed on expanding the students' general information in the human service field.

HUSE 220 Communication Skills in Helping Relationships 3 CR

This course teaches the psychology of interviewing, as well as the skills for conducting

effective interviews. This involves the techniques for establishing rapport, developing counseling responses, identifying behavioral goals, and implementing strategies to bring about change or crisis intervention.

HUSE 225 Culturally Sensitive Practice 3 CR

This course will provide the student with the knowledge and strategies to work with the various life styles, needs, and problems of different racial and cultural groups. The content of the course incorporates important concepts and empirical findings that pertain to ethnic-sensitive practice.

HUSE 230 Nutrition 3 CR

Course includes the study of essential nutrients and their functions as they relate to normal health, as well as the selection of food to meet the identified nutrient requirements.

HUSE 240 Basic Concepts in Social Work 3 CR

This course introduces the student to the social work profession, its value base, and code of ethics. There is an emphasis on methods and skills with an overview of social issues and client needs relative to social work practice.

HUSE 250 Introduction to Group Techniques 3 CR

Prerequisite: HUSE 101 or consent of the human services coordinator. This course introduces the student to the theoretical concepts and principles of group work methodology. There is an emphasis on basic practice skills and intervention techniques.

HUSE 251 Human Services and Behavior Modification 3 CR

This course introduces the student to the theory and application of behavior modification. The focus is on how the behavioral theory works with agencies and other organizations in the community.

HUSE 260 Family Dynamics 3 CR

Prerequisite: HUSE 220. This course examines the family system as a basic social institution. Emphasis is placed on issues

that are important to the individual and the family. The student will also be introduced to theoretical viewpoints and conceptual frameworks that have been proven useful in intervention of marriage and family issues.

HUSE 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

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

This is a psychosocial examination of death and dying in contemporary American society, although other societies at other time periods are considered. Medical, ethical, legal, and religious issues will be discussed. Instruction includes lectures, films, tapes, and a student position paper.

HUSE 290 Social Welfare 3 CR

This course explores the social forces supporting the development of social welfare and social service policy. There is a focus on how people are affected by such problems as poverty, child abuse, alcoholism, crime, mental retardation, overpopulation, and emotional difficulties.

HUSE 298 Independent Study 1-3 CR

Prerequisite: consent of the human services coordinator. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the human services staff. Subjects are chosen

and arrangements are made to suit the needs of the individual student.

INDUSTRIAL TRADES

A number of Industrial Trades 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 Pipefitting; Industrial Robotics; Industrial Tool and Die; and Industrial Welding. For a program outline and list of modules see the Industrial Trades Schedule or the website at www.kellogg.edu/RMTC.

INDUSTRIAL WELDING (INWE)

INWE 297 Welding Art 2 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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 2-4 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course focuses on specific topics relevant to interna-

tional 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

INTL 211 International Travel—Science and Math 2-4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and COMPASS pre-algebra score of 50, or COMPASS algebra score of 20, or a “C” in MATH 99 or higher level mathematics course. This course integrates ecological, biological, chemical, mathematical, and/or geological principles in an international travel experience. It combines on-site observations, interviews, and tours with content and application. Lab Fee

JAPANESE (JAPA)**JAPA 101 Introductory Japanese 4 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. 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” in STSK 98 or 99. 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” in STSK 98 or 99. Students will plan, write, edit, and distribute publications for *The Bruin* (College newspaper), *Mosaic* (College literary magazine), and/or other campus publications. Instruction will include Associated Press style, journalistic ethics and practices along with guest lectures by local journalists and writers, and field trips to local newspapers. Students interested in writing for publication may enroll in JOUR 154 for up to three credit hours. This course may be repeated for credit up to six credit hours.

LITERATURE (LITE)

English 151 is recommended before enrolling in all literature courses.

LITE 100 Building Foundations through Literature 3 CR

Prerequisite: COMPASS reading score of 46. Reading, discussing, and writing about literature with emphasis on the essay and short story. Students will learn new approaches to comprehending vocabulary and written text.

LITE 105 Introduction to Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Studies in critical reading and appreciation of the major forms in fiction, poetry, and drama. Required course for English majors and minors.

LITE 205 World Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Using Western literature as a guide to explore the ideas we believe in and how we came by them, this course begins with the literature of Hebrew people and the Greeks and continues to the rebirth of humanism during the Renaissance.

LITE 206 World Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Using Western literature as a guide to explore the ideas we believe in and how we came by them, this course begins with the literature of humanism during the Renaissance and traces the changes in our beliefs up to the present day.

LITE 211 American Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of American literature to the early twentieth century.

LITE 212 American Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of American literature from the early twentieth century to the present.

LITE 213 Children's Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A general survey of the prose, poetry, and illustrated books suitable for the elementary grades. Enrollment for elementary education majors or others who meet the prerequisite.

LITE 216 Film Interpretation 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. ENGL 152 recommended prior to LITE 216. An introduction to film, including visual elements, meanings, and genre through study of outstanding examples of historical and contemporary feature films. May include foreign films. Lab Fee

LITE 222 British Literature II 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of

British literature from the Romantic Period until the present.

LITE 223 Shakespeare 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A study of selected Shakespearean plays designed to increase the reader's appreciation and understanding of Shakespeare's art.

LITE 230 Bible as Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey intended to identify the major literacy genres and themes contained in the Bible with an emphasis on the Old Testament.

LITE 240 African-American Literature 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A survey of African-American literature from 1600 to the present.

LITE 285 Interdisciplinary Humanities 2-4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Studies in the relationship of literature and literary study to a second discipline: science, philosophy, psychology, social science, or fine arts. The literary genre and period and the second area vary from semester to semester. Course may be repeated for credit toward graduation up to six credit hours.

LITE 298 Independent Study 1-3 CR

Prerequisite: departmental approval only. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students. Course may be repeated for credit toward graduation up to three credit hours.

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 97 Mathematics Clinic 3 CR

Prerequisite: COMPASS pre-algebra assessment score of at least 15. After diagnosis, through testing and/or consultation with the mathematics instructor in charge of the clinic, a study plan will be developed for the student's needs or problems. The clinic instructor is available to provide individual help for the students. Lab Fee

MATH 100 Pre-Algebra 3 CR

Prerequisite: COMPASS pre-algebra assessment score of at least 32 or a “P” in MATH 97 or 98. An introduction to integers and rational numbers; order of operations; variable and algebraic expressions; linear equations; graphing; application problems; proportions; geometric formulas; and basic computation of polynomials. Lab Fee

MATH 101 Beginning Algebra 4 CR

Prerequisite: COMPASS pre-algebra assessment score of at least 50, or COMPASS algebra assessment score of at least 20, or a “C” in MATH 99 or 100. 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

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” in MATH 101. This course is designed for students majoring in elementary education and to give mathematical understandings and skills necessary to teach in elementary schools. Logical developments and structure are emphasized throughout. Topics included are sets, natural numbers, integers, rational numbers, irrational numbers, numeration systems, calculator applications, and selected topics from number

theory. Students are recommended to have a scientific calculator. Specifications will be discussed by the instructor. 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 118 Applied Algebra/Trigonometry I 3 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 35, or a “C” in MATH 101 or 110. This course includes the following topics: scientific notation, review of basic algebra, solution of linear equations, graphing of algebraic functions, introduction to trigonometry, solution of right triangles, vectors, graphs of trigonometric functions, solution of oblique triangles. Laboratory experiences will be used in this course to show direct applications. Students are required to have a graphing calculator. Specifications will be made by the instructor. Designed for students in technical, occupational fields. [48-16-64] Lab Fee

MATH 119 Applied Algebra/Trigonometry II 3 CR

Prerequisite: a “C” in MATH 118. This course is a continuation of MATH 118 and includes the following topics: complex numbers, trigonometric identities, solution of trigonometric equations, solving systems of linear equations, rational expressions, solution of rational equations, solution of quadratic equations, logarithmic and exponential functions. Students are required to

have a graphing calculator. Specifications will be made by the instructor. Designed for students in technical, occupational fields. [48-16-64] Lab Fee

MATH 121 Intermediate Algebra 4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” in MATH 101. Topics included are subsets or the number system, the number line, relations and functions, graphs of linear equations and linear inequalities, linear systems of equations, polynomials, rational expressions and equations, exponents and radicals, complex numbers, polynomial equations, exponential and logarithmic functions and equations, and applications. Students are required to have a scientific calculator. Specifications will be made by the instructor.

MATH 122 Trigonometry 3 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. This course is a study of trigonometric functions, their inverses and graphs, identities, equations, radian measure, and solution of triangles. Students are required to have a graphing calculator. Specifications will be made by the instructor. [48-16-64] Lab Fee

MATH 124 College Algebra 4 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. This course is designed for those desiring a study of college algebra prior to studying trigonometry. A study of polynomial, rational, exponential, and logarithmic functions; inequalities; systems of equations; progressions; permutations and combinations; binomial theorem; probability; proportions and variation; mathematical induction; elementary theory of equations; elementary matrices and vectors; and introductory plane analytical geometry. Students planning to study calculus will need MATH 122 first.

Students are required to have a graphing calculator. Specifications will be made by the instructor. Lab Fee

MATH 128 Finite Mathematics with Applications **3 CR**

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. A study with applications of set theory, linear functions, matrices, systems of linear equations and inequalities, linear programming, counting principles, probability concepts, statistics, and probability distribution. Students planning to study calculus should elect MATH 140 in preference to MATH 128. Students are required to have a graphing calculator. Specifications will be made by the instructor. Lab Fee

MATH 130 Statistics **3 CR**

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 71, or a “C” in MATH 121. A study of basic descriptive statistics, introduction to probability, probability distributions, sampling theory, hypothesis testing, analysis distributions, sampling theory, hypothesis testing, analysis of variance, and linear correlation and regression. Students are required to have a graphing calculator. Specifications will be made by the instructor. Lab Fee

MATH 135 Math for Liberal Arts **4 CR**

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS algebra assessment score of 40, or a “C” in MATH 101. This is a liberal arts mathematics course primarily intended for students who are not majoring in business or science. Emphasis is on the communication of mathematical ideas, problem solving, applications, and the historical nature of mathematics. Specific topics for this course are selected from the following areas: logic and reasoning, set theory, numeration systems, probability and statistics, number theory, graph theory, algebra and

geometry, and the mathematics of finance and investment. Students are recommended to have a calculator capable of exponential and logarithmic computations. Specifications will be discussed by the instructor. Lab Fee

MATH 140 Preparation for Calculus **4 CR**

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS college algebra assessment score of 43, or a “C” in MATH 122. Topics in this course include: introductory plane geometry, algebraic functions and their graphs, introduction to theory of equations, combinations and binomial theorem, exponential and logarithmic functions, trigonometric functions, and arithmetic and geometric sequences. Students are required to have a graphing calculator. Specifications will be made by the instructor. Lab Fee

MATH 141 Calculus I **5 CR**

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a COMPASS college algebra assessment score of 60, or a “C” in MATH 140. Topics in this course include: limits, differentiation of algebraic and transcendental functions, the definite integral, fundamental theorem of calculus, and applications. Students are required to have a graphing calculator. Specifications will be made by the instructor. Lab Fee

MATH 142 Calculus II **5 CR**

Prerequisite: a “C” in MATH 141. A study of the techniques of integration, limits, series, and applications. Students are required to have a graphing calculator. Specifications will be made by the instructor. Lab Fee

MATH 241 Calculus III **4 CR**

Prerequisite: a “C” in MATH 142. Vector calculus, partial derivatives, multiple integrals, and applications. Lab Fee

MATH 242 Differential Equations and Linear Algebra **4 CR**

Prerequisite: a “C” in MATH 241. A study of elementary differential equations, including an introduction to LaPlace transforms and applications, and systems of linear equa-

tions, 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, identification 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 manipulation of data and the use of electronic biomedical equipment. Appropriate laboratory exercises are integrated throughout the course. [54-62-116] Lab Fee

MELA 220 Immunohematology 4 CR

This course covers the application of immunological techniques learned in MELA 140 to specific laboratory situations such as antibody identification, cross matching of blood, and the investigation of immunological problems of pregnancy. Appropriate laboratory exercises are integrated throughout the course. [42-46-88] Lab Fee

MELA 235 Advanced Clinical Microbiology 3 CR

Prerequisite: successful completion of MELA 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 specializes in repertoire written for advanced small ensemble singing. The group consists of singers who are selected through the annual choral audition process in the fall semester of each academic year. The group's repertoire focuses on madrigals, chanson, lied and a variety of vocal works from the musical theatre and show choir genre. The choir regularly performs on and off campus. Interested

students must be a registered member of the Kellogg Singers for audition/membership.

MUSI 112 Individualized

Voice Lessons I 1-2 CR

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

MUSI 113 Individualized

Voice Lessons II 1-2 CR

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

MUSI 114 Individualized

Voice Lessons III 1-2 CR

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

MUSI 115 Individualized

Voice Lessons IV 1-2 CR

Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. This performance-based course may be taken for one or two credits. Lab Fee

MUSI 120 Beginning Piano Class 2 CR

Emphasis is on the development of basic skills in music reading, simple transposition, chord and scale structure, and elementary accompaniment techniques. [0-48-48]

Lab Fee

MUSI 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 127E Individualized Lessons-Enrichment 0 CR

Open to all students. This non-credit course is designed for those students who wish to study music with a private teacher but do not need College credit. This course may be repeated. Lab Fee

MUSI 130 Music Theory I 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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" in STSK 98 or 99. 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 170 Youth Orchestra 0.5 CR

Prerequisite: audition required. The study of masterpieces of Western culture through performance in rehearsal hall and public concerts. Course may be repeated for credit up to a maximum of four semester hours. [0-48-48]

MUSI 211 Music Appreciation 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. This course is designed to give students the tools to listen to all types of music with greater understanding. The basic elements of music and their use in many different performance styles and cultures will be emphasized.

MUSI 227 Accompanying 1 CR

Prior keyboard experience is necessary. This course is for students who will be accompanists for the KCC Singers and/or Jazz Ensemble and may be repeated for credit not to exceed a total of two credit hours. Supervised experience in accompanying vocal and instrumental music, both solo and ensemble. [0-16-16]

MUSI 232 Music Theory III 3 CR

Prerequisites: MUSI 131 and 134. MUSI 232 must be taken concurrently with MUSI 235. A continuation of MUSI 131 with emphasis on diatonic and chromatic modulations, augmented sixth chords, neapolitan sixth chords, sixth and other altered chords. Additional emphasis on music analysis and original composition. 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" in STSK 98 or 99. Music from antiquity through the Baroque. Literature and theory of vocal and instrumental music leading up to the classical time period.

MUSI 251 Music History II 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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" in STSK 98 or 99; 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, or COMPASS reading assessment score of at least 62, or a grade of “C” or better in STSK 98; and TB test. The Nursing Assistant Training Program is an 80.5-hour course approved by the state of Michigan, Department of Public Health. The course consists of classroom, laboratory, and clinical instruction. The major emphasis is on long-term care with integration of concepts from acute care and home health care. Classroom hours will focus on theory, while laboratory hours will focus on attainment of skills that are necessary for the nursing assistant to possess. Clinical hours will focus on implementing skills obtained in the laboratory and will take place in a long-term care setting. [36-44.5-80.5]

NURS 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 clas-

sification. 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 LPN advanced placement admission. 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 LPN advanced placement admission. This course is designed to introduce the student to the therapeutic environment providing support to clients, throughout the life span, with various behavioral disorders. Emphasis will be on communication skills, caring, and providing a safe environment. Clinical experience is provided in various community mental health agencies. [48-96-144] Lab Fee

**NURS 280 Acute Physiologic
Integrity** **6 CR**

Prerequisite: Completion of Level I nursing courses. This course builds on the content of NURS 270 and continues to focus on nursing care of clients with altered health states of an increasingly complex nature. Emphasis will be on critical thinking and decision-making skills. The clinical focus in this course is complex care management with a variety of clinical sites utilized. [48-144-192] Lab Fee

**NURS 285 Management/
Leadership in Nursing** **6 CR**

Prerequisite: Completion of Level I nursing courses. This course is designed to introduce

the student to beginning leadership and management concepts. Focus is on delegation, prioritization and mentorship. Clinical experience will be gained in a variety of 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" in STSK 98 or 99. The principles of information technology relating to business are covered (including hardware, software, communications, networks, the Internet and information systems). Programming concepts, web page creation, navigation of the World Wide Web, and use of application software are introduced to assist the student in developing a technology learning plan. This course presents strategies for purchasing, installing, and maintaining a computer system. Students will be exposed to career planning and industry standard certifications to help achieve personal and professional goals involving information technology. Students are expected to spend time working online with a computer beyond the assigned activities. Discussions and class activities are designed to assist students, with no prior information technology experience, to be successful. Lab Fee

OIT 109 Keyboarding I **2 CR**

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. This open entry course is designed to present basic touch keyboarding skills and proper keyboarding techniques. Students will learn to type the alphabetic keys, numeric keys, symbol keys, and the numeric keyboard. Credit is not applicable toward the Office Information Technology certificate/degree programs. Minimum speed attainment of 20 words per minute on a two-minute timing with five or less errors is necessary for a "C." [0-32-32] Lab Fee

OIT 110 Keyboarding II **2 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to teach mastery of the keyboard, mechanics of the computer, accuracy and speed in typing, practice of basic office keyboarding skills, and production of office materials. Students will be introduced to basic document processing using Microsoft Word. Students will learn to create memorandums, modified block and block letters with envelopes, unbound and left-bound reports, and tables. Minimum speed attainment of 33 words per minute on a three-minute timing with five or less errors is necessary for the grade of “C.” Students enrolling in this course must know how to type using the touch method and be able to key for two minutes at 20 words per minutes with five or less errors. [0-32-32]

Lab Fee

OIT 111 Keyboarding III **2 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and OIT 110. This open entry course is designed to teach continued emphasis on keyboarding techniques and development of speed and accuracy. Students will review and build mastery in the creation of memorandums, letters, reports, and tables. Students will be introduced to creating documents with graphics, as well as advanced Microsoft Word techniques used to enhance keyboarding. Minimum speed attainment of 48 words per minutes on a three-minute timing with five or less errors is necessary for a “C.” [0-32-32]

Lab Fee

OIT 112 Keyboarding IV **2 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and OIT 111. This open entry course is designed for advanced keyboarding students. Students will be introduced to international keyboarding. They will learn to work with documents going to Canada, Mexico, France, Germany, and Japan. Students will also be introduced to typing both medical and legal docu-

ments. Emphasis will be placed on building keyboarding speed and accuracy. Students in this course will be simulating actual business-world activities with the creation and editing of their documents. Minimum speed attainment of 50 words per minute on a five-minutes timing with five or less errors is necessary for a “C.” [0-32-32] Lab Fee

OIT 116 Office Procedures **3 CR**

A lecture course designed to prepare the learner for working in the changing office of the twenty-first century. Office and clerical responsibilities will be studied and practiced that will emphasize technology, communication skills needed for working in today's office, the changing nature of work, and the changing organizational structures, as well as critical thinking skills. The learner will also obtain hands-on exposure to the Internet and an electronic calendar program. The learner should plan on spending time on the computer outside of class to complete the hands-on portion of the class. [24-24-48] Lab Fee

OIT 160 Applications Software **3 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. It is strongly recommended that students have keyboarding skills or have taken OIT 109. An introductory course surveying popular microcomputer software using hands-on instruction. Topics will include windows, word processing, spreadsheets, and databases. [16-32-48]

Lab Fee

OIT 176 Beginning Word **2 CR**

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic features of Word. Major topics will include creating and editing a document, creating a research paper, using a wizard to create a resume, creating a cover letter with a table, and creating web pages. [0-32-32]

Lab Fee

OIT 177 Intermediate Word **2 CR**

Prerequisite: OIT 176. This open entry course introduces students to the intermediate features of Word and prepares them for

the Microsoft Office Specialist Core examination. Major topics will include creating a document with a table, chart, and watermark; generating form letters, mailing labels, and envelopes; creating a professional newsletter; and integrating merged form letters to e-mail addresses using an Access table. [0-32-32] Lab Fee

OIT 178 Advanced Word 2 CR

Prerequisites: OIT 176, 177, or earned Microsoft MOS certification at the core level. This open entry course introduces students to the advanced features of Word and prepares them for the Microsoft Office Specialist Expert examination. Major topics will include working with a master document, an index, and a table of contents; creating an online form; using Visual Basic for applications with Word; and linking an Excel worksheet and charting its data in Word. [0-32-32] Lab Fee

OIT 181 Beginning Excel 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic features of Excel. Major topics will include: creating a worksheet and embedded chart; formulas, functions, formatting, and web queries; what-if analysis, charting, and working with large worksheets; and creating static and dynamic web pages using Excel. [0-32-32] Lab Fee

OIT 182 Intermediate Excel 2 CR

Prerequisite: OIT 181. This open entry course introduces students to the intermediate features of Excel and prepares students to take the Microsoft Office Specialist (MOS) Core Certification exam. Major topics will include: financial functions, data tables, amortization schedules, and hyperlinks; creating, sorting, and querying a worksheet database; creating templates and working with multiple worksheets and workbooks; and linking an Excel worksheet to a Word document. [0-32-32] Lab Fee

OIT 183 Advanced Excel 2 CR

Prerequisite: OIT 182. This open entry course introduces students to the advanced features of Excel and prepares students to take the Microsoft Office Specialist (MOS) Expert Certification exam. Major topics will include: creation and manipulation of business-formatted worksheets and charts using appropriate functions and formulas in Excel; creation of worksheets utilizing data tables, hyperlinks, databases, templates, and consolidated capabilities; integration of graphics, Word, Access, and Excel data into appropriate business reports, etc.; using Visual Basic for Applications code to create procedures for specific worksheets; using advanced techniques to audit and validate data, solve problems using Excel's Solver, Scenario Manager, and Pivot Table, Pivot Chart, and data Map utilities; importing and exporting data and collaborating on worksheets tracking data changes; and Microsoft Office Specialist (MOS) Expert Certificate exam objectives. [0-32-32] Lab Fee

OIT 184 Beginning PowerPoint 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic levels of Microsoft PowerPoint. Students will be introduced to selecting a template, starting and customizing a new slide show from an outline, saving and reviewing a presentation, viewing a web page using a browser, and publishing a presentation as a web page. Introductory information about Microsoft Office Specialist (MOS) will be presented. [0-32-32] Lab Fee

OIT 185 Intermediate PowerPoint 2 CR

Prerequisite: OIT 184. This open entry course introduces students to the intermediate levels of Microsoft PowerPoint. Students will be introduced to adding sound effects and hyperlinks to slides, printing speaker notes, and using the macro recorder to create a macro. Upon completion of this course, students will be ready to take the Microsoft

Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 187 Beginning Access 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to the basics of Microsoft Access. Students will be introduced to creating a database using design and datasheet views, querying a database using the select query window, and maintaining a database using the design and update features of Access. Introductory information about the Microsoft Office Specialist (MOS) certification exam program will be presented. [0-32-32] Lab Fee

OIT 188 Intermediate Access 2 CR

Prerequisite: OIT 187. This open entry lab course introduces students to the intermediate features of Microsoft Access. Students will be introduced to creating reports, forms, and combo boxes; enhancing forms with OLE fields, hyperlinks, and subforms; and creating an application system using macros, wizards, and the switchboard manager. Upon completion of this course students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 189 Advanced Access 2 CR

Prerequisite: OIT 188. This open entry lab course introduces students to the advanced features of Microsoft Access. Students will be introduced to advanced report techniques, advanced form techniques, advanced applications development techniques, integrating an Excel worksheet to an Access database, and Microsoft Office Specialist Expert examination requirements. Upon completion of this course students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 190 Microsoft Outlook 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basic and intermediate levels of Microsoft Outlook. Students will learn the capabilities of Outlook (such as attaching a file to a mes-

sage, replying to and forwarding messages, organizing tasks by using folders, printing a task list, and using advanced calendar features). Upon completion of this course, students will be ready to take the Microsoft Office Specialist (MOS) Certification exam. [0-48-48] Lab Fee

OIT 192 Beginning Publisher 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course introduces students to the basics of Microsoft Publisher. This software is part of the highly successful Microsoft Office Suite. Publisher provides the basics for Desktop Publishing. Students will learn to create and edit a publication, design a newsletter, prepare a tri-fold brochure, create business forms and tables, and integrate Publisher with other Office applications. Students will work with customizing content, graphics, design sets, and color schemes. [0-32-32] Lab Fee

OIT 193 Beginning Project 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to introduce students to planning a project. The Microsoft Project Program enables you to define the steps that are needed to complete your end-of-project goal. You will learn to use the software to help calculate dates, responsibilities, and costs plus clearly communicate the project information to all those involved. Students will learn to complete basic project management, which includes defining, organizing, tracking, and communicating information about a project in order to meet a project goal. [0-32-32] Lab Fee

OIT 195 Introduction to the Internet 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This is open entry lab course. Little known a few years ago, the Internet is one of the more popular and fastest growing areas in computing. Today the Internet can be used to carry out research, shop, converse

with people around the world, and in many other ways. In this course students will learn basics of using the Internet. Students will be able to move around, find, and retrieve information. Students will become familiar with search engines and master the art of communication using the Internet. [0-32-32] Lab Fee

OIT 196 Introduction to Windows 2 CR
COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to the latest Windows operating system. Students will be introduced to the Windows Desktop, learn to use menus and toolbars, and learn to manage files in a Windows environment. [0-32-32] Lab Fee

OIT 197 Proofreading 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry course is designed to teach students how to find and correct errors in written communication. Students will learn to concentrate, have patience, and pay attention to detail. Basic proofreading symbols will be introduced. Students will review formatting, spelling, and writing mechanics. Students will learn to use their proofreading skills on simulated real-world business documents. Lab Fee

OIT 200 Independent Study 1-3 CR
Prerequisite: departmental approval. Course may be repeated for additional credit. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the faculty. Subjects are chosen and arrangements made to suit the needs of individual students.

OIT 226 Legal Terminology 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to basic legal terminology. Students will be learning the meanings of over 1200 words and phrases. Paralegals, legal administrative assistants, court reporters, law students, and

others in the legal field will become more comfortable with their work after taking this course. Students will be using a self-directed CD which accompanies the book to help reinforce the terminology learned. [0-32-32] Lab Fee

OIT 227 Medical Terminology 2 CR
Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This open entry lab course introduces students to basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A self-paced computerized program allows the students to progress at their own rate. Emphasis is placed on spelling, definition, usage, and pronunciation. [0-32-32] Lab Fee

OIT 228 Medical Office Scheduling and Billing 3 CR
Prerequisite: OIT 227. This course introduces students to the basic features of using computers in the medical office. Students will learn to input patient information, schedule appointments, enter transactions, file insurance claims and bill patients, review and record payments, and balance accounts. The HIPAA Privacy and Security Rules will be presented. Students will learn how to use NDCMedisoft Advanced, widely-used medical administrative software. This software is only available in the KCC Open Entry labs. Students should be able to type 30 wpm before taking this course. Lab Fee

OIT 229 Medical Coding 2 CR
Prerequisites: OIT 227 and 228. This open entry course introduces students to the skills needed to be a successful physician practice medical coder. Students will learn to review patients' medical records and assign diagnosis and procedure codes. Proofreading skills and accuracy will be stressed because accurate coding is a critical part of ensuring that claims follow the legal and ethical requirements of government programs and other payers, as well as the federal HIPAA laws. Medical Coder Certification will be discussed. Lab Fee

OIT 241 General Machine

Transcription 3 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99; and a “C” in OIT 111. This open entry course is designed to provide an introduction to the operation of the machine transcriber, a review of basic English, spelling and transcription skills, and provide practice in applying the cognitive skills of spelling, punctuation, and grammar to the transcription of letters and memos. Machine transcription is a fusion of skills that combines the sub skills of keyboarding, oral and written communication, listening, and decision making. Lab Fee

OIT 243 Legal Machine

Transcription I 2 CR

Prerequisites: OIT 241 or departmental approval, PARA 110 or a legal terminology background, ENGL 120 or 151, keyboarding skills of at least 45 wpm, and familiarity with Microsoft Word. 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: OIT 241, 227 or medical terminology background, ENGL 120 or 151, keyboarding skills of at least 45 wpm, 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 110 Introduction to Paralegalism 3 CR

Prerequisite: COMPASS reading score of 70,

or a “C” in STSK 98 or 99; and a COMPASS writing score of 78, or a “C” in ENGL 120.

This course provides the student with an introduction to the general concepts and terminology of the legal and paralegal professions. Topics include the United States’ legal and court systems, legal analysis and research, legal ethics and professional responsibility, licensure and regulation, and a survey of the major procedural and substantive areas of law. The course includes a survey of paralegal employment and career options, and introduces the student to the skills required of paralegals—including preparing documents and pleadings, organizing and managing information, interviewing, and investigating. Lab Fee

PARA 120 Basic Legal Research and Writing 4 CR

Prerequisite: a “C” in PARA 110. This course introduces the student to the law library, legal sources, the process of conducting legal research, and the basic principles and techniques of legal writing. Topics include the study and use of legal research techniques and tools such as digests, case reporters, statutory compilations, loose-leaf services, legal encyclopedias, court rules, administrative codes, treatises, form books, jury instructions, and citators. The student will use finding tools and secondary sources to locate primary authority (Michigan and federal law), brief cases, analyze information and legal materials, review various types of legal documents, use proper citation form, shepardize, and use the Internet and computer-assisted legal research databases to conduct research and gather information. The student will access a computer-assisted legal research database and conduct research using a computer. This course includes the preparation of pleadings, agreements, memoranda, correspondence, forms, and legal documents. Lab Fee

PARA 201 Paralegal Internship 3 CR

Prerequisites: sophomore standing and coordinator approval. This course provides the student with a coordinated internship place-

ment 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: PARA 110 or departmental

approval. This course examines the law of real property and real estate transactions, including terminology and principles of substantive law and procedure. Topics include the role of the paralegal in real estate transactions, types of land ownership, title, property transactions, land contracts, leases, the landlord-tenant relationship, public regulation, encumbrances and liens, easements, financing and mortgages, types and preparation of deeds and documents of title, and real estate closings. This course includes the preparation of pleadings, agreements, contracts, leases, and other related forms and documents. Lab Fee

PARA 233 Wills, Trusts, and Probate Administration 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines the law of estate planning, wills, trusts, intestacy, and probate administration, including terminology and principles of substantive law and procedure. Topics include the paralegal's role in estate planning and probate administration, the probate court, strategies for working with clients and gathering information, forms of property ownership and title, intestacy, non-probate transfers, preparing estate planning documents (such as wills, advanced directives, powers of attorney, and trusts), taxation issues, and preparing documents required to probate an estate in Michigan. This course includes the preparation of pleadings, agreements, estate planning documents, court documents, and related forms. Lab Fee

PARA 234 Family Law 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines family law (domestic relations law), including terminology and principles of substantive law and procedure. Topics include the role of the paralegal in family law matters, the Michigan Family Code, marriage, cohabitation, common law marriage, marital agreements, annulments, legal separation, divorce, custody determinations, support obligations, property division, adoption, paternity, surrogacy, juvenile matters, personal protection orders, and

the role of the Family Court and Friend of the Court. This course includes the preparation of pleadings, agreements, forms, and other related documents. Lab Fee

PARA 236 Employment Law 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines laws pertaining to the employer-employee relationship from hiring through discharge, including terminology and principles of substantive law and procedure. Topics include the employment relationship, hiring, employment at will, workplace torts, agency relationships, workers' compensation, employee benefits and compensation, discrimination law, the Americans with Disabilities Act and other federal and state legislation, evaluating job performance, privacy issues, safety regulations, unemployment compensation, labor relations and collective bargaining, administrative agencies and procedures, arbitration and alternative dispute resolution, and the paralegal's role in the hearings and appeals process. This course includes the preparation of pleadings, court documents, agreements, forms, and other related documents. Lab Fee

PARA 237 Law Office Management 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines the operations of a law firm and introduces the student to the parameters and policies of the business of law, including terminology and procedure. Topics include timekeeping, billing and financial management, trust funds accounts, docket control systems, calendaring systems, records and file management, client relations, legal fees, technology in the legal setting, information management, personnel relations, law library organization and management, and law office systems. The student will use a variety of computer software applications including specialty legal software and will prepare documents and forms. Lab Fee

PARA 240 Litigation Procedures 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines the litigation process, including terminology and princi-

ples of substantive law and procedure. Topics include the paralegal's role in the litigation process, the structure and function of the U.S. courts, the Michigan State and Federal Rules of Court, the stages of a lawsuit, service of process, investigation and formal discovery procedures, evidence, managing the case file, case preparation for trial, litigation technology (including specialty software), alternative dispute resolution, and appellate proceedings. This course includes the preparation of summons, pleadings, motions, discovery requests, court documents, jury instructions, and related forms. Lab Fee

PARA 245 Trial Advocacy 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines the trial process, including terminology and principles of substantive law and procedure. Topics include the paralegal's role in the preparation and execution of effective trial advocacy, preparation of exhibits, assistance in jury selection, preparing material for trial, gathering evidence, working with both the Michigan and the Federal Rules of Evidence, trial objections, interviewing and investigation, and preparation of jury instructions and other court documents. The student will prepare and present opening and closing statements, and conduct direct and cross examinations. This course includes the preparation of a variety of court documents and forms. Lab Fee

PARA 250 Administrative Law 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines the relationship between federal and state governmental administrative agencies and private citizens, including terminology and principles of substantive law and procedure. Topics include the role of the paralegal in administrative matters; investigation and discovery; alternative dispute resolution; rule-making procedures; regulations and administrative codes including Michigan's Administrative Code; licensing; formal and informal actions; the administrative hearing process; and how law is created, enforced, and adjudicated by

administrative agencies. This course includes the preparation of a variety of pleadings, documents, and forms. Lab Fee

PARA 251 Advanced Legal Research and Writing 3 CR

Prerequisite: a “C” in PARA 120. This course is a continuation of PARA 120 and enhances the student's knowledge of the law library, legal sources, and the legal research process. This course also focuses on further development of the student's competence in the principles and techniques of technical writing, and emphasizes analysis and synthesis of legal information and sources. Topics include the study and use of legal research techniques and tools such as digests, case reporters, statutory compilations, loose-leaf services, legal encyclopedias, court rules, administrative codes, treatises, form books, jury instructions, and citators. The student will use finding tools and secondary sources to locate primary authority (Michigan and federal law), brief cases, analyze information and legal materials, review various types of legal documents, and use the Internet and computer-assisted legal research databases to conduct research and gather information. The student will access computer-assisted legal research databases (Westlaw and Lexis-Nexis) and conduct research using a computer. This course includes the preparation of pleadings, agreements, memoranda, correspondence, forms, legal documents, and an appellate brief. Lab Fee

PARA 252 Bankruptcy and Creditor-Debtor Law 3 CR

Prerequisite: PARA 110 or departmental approval. This course examines the law of bankruptcy and collections, including terminology and principles of substantive law and procedure. Topics include the Federal Bankruptcy Code and Bankruptcy Rules, the role of the paralegal in bankruptcy practice, gathering and managing information, document preparation, a comparison of the various chapters within the Bankruptcy Code, exemptions, preferences, bankruptcy legal

research and writing, bankruptcy litigation and appeals, the role of the trustee, the debtor's perspective, the creditor's perspective, Michigan collections law and procedure, and the use of technology including specialty software. This course includes the preparation of pleadings, court documents, agreements, forms, and other related documents. Lab Fee

PARA 290 Selected Topics in Paralegalism 1-3 CR

Prerequisite: PARA 110 or departmental approval. This course is designed to allow the student to explore current developments and emerging issues in paralegal studies and the legal profession. Lab Fee

PHILOSOPHY (PHIL)

PHIL 201 Introduction to Philosophy 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Philosophy is the rational study of the ultimate questions of human existence. These topics will be investigated: What is reality? Does God exist? What is a person? What is consciousness or mind? What is knowledge? What moral, political, and educational ideals should we seek? What roles should religion, science, and art have in our lives? Special emphasis will be made to explore how a selected group of great philosophers of different cultures of the past, as well as modern times, have attempted to answer those questions. Humanities credit.

PHIL 201H Introduction to Philosophy-Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. Philosophy is the rational study of the ultimate questions of human existence. These topics will be investigated: What is reality? Does God exist? What is a person? What is consciousness of mind? What is knowledge?

What moral, political, and educational ideals should we seek? What roles should religion, science, and art have in our lives? Special emphasis will be made to explore how a selected group of great philosophers of different cultures of the past, as well as modern times, have attempted to answer those questions. As an Honors section, the course will be based on a seminar format in which students will have an active role in discussing, analyzing, and presenting philosophical ideas with others in the class.

PHIL 202 Introduction to Ethics 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. Ethics is the philosophic study of moral values. These questions will be explored: What makes actions right or wrong? Can moral beliefs or values be proven or evaluated? What values of life should we strive for? Should we blame or punish people for their actions? Can rights be defined or justified? And is individual liberty more important than collective authority or societal needs? Practical applications to medicine, law, business, and world affairs will be made. Humanities credit.

PHIL 230 Philosophy of Religion 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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 philosophical subjects: systematic consistency, the nature of deity, the response to atheism, the role of religious experience, ethics, the problem of evil, the relationship between faith and reason, and others. Students will critically examine and compare many distinct world views in their analysis.

PHIL 250 Topics in Philosophy 2-4 CR

This course will discuss particular issues, topics, or authors in philosophy with a focus

on introducing students to a cross-cultural perspective. Since the specific topic to be studied will change from semester to semester, students may repeat the course for up to six credit hours.

PHIL 298 Independent Study 1-4 CR

Prerequisite: departmental approval only. This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

PHYSICAL EDUCATION ACTIVITY (PEC)

Courses may be repeated for credit toward graduation up to four credit hours.

PEC 103 Tennis 1-2 CR

This class will teach the basic strokes of tennis. Special emphasis will be placed on rules, singles and doubles strategy, and etiquette of the game. [0-16-16/0-32-32] Lab Fee

PEC 108 Intermediate Swimming 1-2 CR

Prerequisite: PEC 123. Intermediate swimming is for students who are comfortable in deep water. Students will progressively increase the distance they are capable of swimming and will expand their stroke proficiency by learning the freestyle/front crawl stroke, backstroke, sidestroke, breaststroke, and butterfly. The American Red Cross Water Safety course is also part of this course. [0-16-16] Lab Fee

PEC 109 Water Exercise 2 CR

Aquatic fitness activities (such as water exercises, aerobic movements, and use of resistance equipment to promote health-related fitness) are conducted in shallow and/or deep water so swimmers and non-swimmers can participate. [0-32-32] Lab Fee

PEC 113 Volleyball 1-2 CR

This course is designed to introduce the student to the enjoyable leisure-time activity of power volleyball. Instruction will emphasize

current rules and techniques for serving, spiking, forearm passing, setting, blocking, and team strategy. [0-32-32] Lab Fee

PEC 115 Golf 1-2 CR

The current grip, stance, body position, full swing, central shots, and putting techniques are emphasized. [0-16-16/0-32-32] Lab Fee

PEC 121 Healthy Lifestyle Practices 2 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course provides a solid foundation in fitness and wellness concepts that will enable the learner to make healthy behavioral changes and lifestyle choices. Key topics include nutrition; diet and weight control; stress management; and exercise prescription to improve flexibility, muscular strength, and cardio-respiratory fitness. Minimal exercise will be performed in accordance with each student’s physical capability. Lab Fee

PEC 122 National Park Adventure 2-5 CR

This course is designed to teach the basic concepts and best practices in camping, outdoor education, and wilderness survival. Participants will develop these skills through experiential learning in a National Park. Class will incorporate trip planning, camp setup and security, hiking, map reading, and navigation using current technologies. Lab Fee

PEC 123 Beginning Swimming 1 CR

The purpose of this class is designed to help individuals learn basic swimming and water safety skills in order to make them reasonably safe while in, on, or near the water. It is recommended for the non-swimmer and the self-taught swimmer who desires to learn the proper techniques of swimming. [0-16-16] Lab Fee

PEC 131 Self-Defense 2 CR

Beginning and advanced techniques of self-defense will be taught. Students will be introduced to a series of martial arts skills designed to improve their ability to defend themselves. In attaining an improved proficiency in self-defense techniques, the student’s level of self-confidence will also

improve. At the end of the course, the student should be able to demonstrate self-defense techniques against the following attacks: chokes (front and back), headlocks, bear hugs, hair pulls, floor techniques, block punches, basic kicks, and basic punches. [0-32-32] Lab Fee

PEC 133 Beginning Karate 2 CR

Primarily designed to assist the beginning student of karate in learning the basic technique of defense and attack; other forms of Karate and self defense will be touched upon. This course may be repeated for credit toward graduation up to four credit hours. [0-32-32] Lab Fee

PEC 134 Advanced Karate 2 CR

The techniques of defense and attack in Karate are incorporated in this course to bring the student up to a higher level of achievement. Free-fighting, self-defense, and Karate forms are emphasized. This course will include all techniques required for intermediate through Black Belt levels of performance. This course may be repeated for credit toward graduation up to four credit hours. [0-32-32] Lab Fee

PEC 136 Advanced Weightlifting 2 CR

Prerequisite: PEC 152. PEC 136 is a continuation of PEC 152. The emphasis is on more advanced methods of bodybuilding. This course may be repeated for credit toward graduation up to four credit hours. [0-32-32] Lab Fee

PEC 142 Scuba Diving 2 CR

An introduction to the area of scuba diving and mask and snorkeling techniques for students interested in becoming certified in NAUI methods. Safety factors, water physiology, aquatic ability, technical ability, marine environment, and emergency procedures will be emphasized. [0-32-32] Lab Fee

PEC 143 Aerobics 2 CR

A high-energy aerobic workout that emphasizes fun and personal results. Course participants will decrease body fat and increase cardiovascular fitness using continuous large

muscle movements. Workout choreography is structured to be simple to execute and contains basic athletic movements of varying degrees of impact. Participants are encouraged to exercise at their own fitness level with emphasis placed on achieving personal fitness gains. Workouts are set to popular music to increase enjoyment. Step platforms may be used for class variety. [0-32-32] Lab Fee

PEC 149 Bicycling 1-2 CR

This course is designed to expose the cyclist to the basic practices and concepts of leisure-time bicycling, which includes riding technique, adjusting the bike to the rider, selection and purchase of equipment, maintenance and repair, bicycle touring, and safety. Bicycle field trips will be taken locally, and there will be an option for an overnight bicycle tour to a camping area. Students must provide their own bicycle. [0-32-32] Lab Fee

PEC 150 Wellness Activity: Aquatic Exercise 2 CR

One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. Aquatic fitness activities such as water exercises, aerobic movements, and use of resistance equipment to promote health-related fitness are conducted in shallow water and/or deep water so swimmers and non-swimmers can participate. [0-32-32] Lab Fee

PEC 151 Wellness Activity: Aerobics 2 CR

One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. A variety of activities that improve the cardiovascular system such as walking, jogging, running, and aerobic exercises to popular music will be introduced. Participants are encouraged to exercise at their own fitness level with emphasis on achieving personal fitness goals. [0-32-32] Lab Fee

PEC 152 Wellness Activity: Weight Training 2 CR

One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. An individual exercise program

will be developed with and for each student for purposes of weight loss or gain, body building, general wellness, or for participation in athletics or recreational sports. [0-32-32] Lab Fee

PEC 153 Wellness Activity: Sport Conditioning 2 CR

One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. Course content will include health-related fitness concepts and practices, exercise principles, sports nutrition, weight training, and specific neuromuscular training, when appropriate. [0-32-32] Lab Fee

PEC 155 Wellness Activity: Cross Country Skiing 2 CR

One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. Cross country skiing techniques will be taught in order for the student to develop an individual exercise program to meet individual goals, such as general wellness, physical fitness, and/or weight loss or gain. [0-32-32] Lab Fee

PEC 156 Wellness Activity: Hiking 2 CR

One-third of the course is devoted to wellness concepts, such as health-related fitness components, nutrition, and exercise prescription. The other two-thirds are activity oriented. Students will be hiking on trail and off trail, and learn map and compass skills and nature interpretation. [16-16-32] Lab Fee

PEC 159 Wellness Activity: Walking/Jogging 2 CR

Part of the course is devoted to wellness concepts such as health-related fitness, nutrition, weight management, and exercise prescription. Students will learn the correct mechanics for walking, jogging, and running. Information such as proper attire for different environments and injury prevention will be included. [16-16-32] Lab Fee

PEC 160 Wellness Activity: Tennis 2 CR

Part of the course is devoted to wellness concepts such as health-related fitness, nutrition, weight management, and exercise. Students will learn tennis skills such as the serve, forehand, backhand, and volley. Rules, terminology, and game strategy in both singles and doubles are included. [0-32-32] Lab Fee

PEC 161 Wellness Activity:**Yoga Pilates Fusion 2 CR**

One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. The remainder of the course is activity based and will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. [10-22-32] Lab Fee

PEC 162 Yoga Pilates Fusion 1-2 CR

This course will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. Lab Fee

PEC 163 Zumba® Cardio Workout 1-2 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. Lab Fee

PHYSICAL EDUCATION PROFESSIONAL (PEP)**PEP 150 Introduction to Health, Physical Education, Recreation, and Wellness Professions 3 CR**

An orientation to the various health, wellness, sport, and physical education professions. Underlying principles, history, and disciplines of physical education and sport are emphasized. An overview of career opportunities in the allied fields of health and recreation are included. Required for all students majoring and/or minoring in health,

physical education, recreation, and exercise science. [0-48-48] Lab Fee

PEP 241 Basketball Officiating 1 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. Official state certification in basketball is available upon successful completion of the class. Employment opportunities for officials at local junior and senior high schools and city recreation departments are available. Lab Fee

PEP 243 Volleyball Officiating 1 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. Official state certification in volleyball is available upon successful completion of the class. Employment opportunities for officials at local junior and senior high schools and city recreation departments are available.

PEP 244 Baseball Officiating 2 CR

Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. Official state certification in baseball is available upon successful completion of the class. Employment opportunities for officials at local junior and senior high schools and city recreation departments are available. Lab Fee

PEP 245 Softball Officiating 2 CR

This course is designed to teach the rules and officiating techniques of slow and fast pitch softball. Practical application of officiating skills will be stressed. Official state certification is available upon completion. Lab Fee

PEP 280 Camping and Outdoor Education 2 CR

This course is designed for the education major or minor (elementary, junior, or senior high school) to help them develop the philosophy, knowledge, and practices of outdoor education. Students will participate in a one-week session at Clear Lake Outdoor Education Center. [0-32-32] Lab Fee

PEP 290 Preschool and Elementary Physical Education 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is designed for the prospective elementary physical education, classroom, preschool, or special education teacher and youth coaches. The students, while enhancing their own fitness levels and fundamental motor skills, will also learn to assess and teach basic skills and physical fitness concepts. Students will select and teach developmentally-appropriate physical activities for early and middle childhood. Lab Fee

PEP 298 Independent Study 1-3 CR

Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students. May be repeated up to a maximum of six credit hours.

PEP 299 Field Experience 1-3 CR

Prerequisites: a written outline of the student's project or work experience and departmental approval. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations. May be repeated up to a maximum of six credit hours.

PHYSICAL THERAPIST ASSISTANT (PTA)**PTA 110 Fundamentals of Physical Therapist Assisting 3 CR**

Prerequisite: admission to the Physical Therapist Assistant Program. This course provides an introduction to the fundamentals in physical therapist assisting. It incorporates traditional approaches to therapeutic exercise and techniques of rehabilitation, including units on positioning, tilt-table, wheelchair management, ambulation, and transfers. Throughout the course emphasis is placed on safe performance of skills through the

understanding, as well as the application, of good body mechanics. Units on vital signs, basic aseptic techniques, and wound care are taught, as well as general topics, such as legal and ethical considerations in physical therapy. Medical terminology is learned, practiced, and assessed throughout the semester. Students visit local physical therapy settings for observational experiences at which time the role of physical therapist assistant is emphasized. Satisfactory completion of this course required for continuation into the second semester of the PTA Program. [32-52-84] Lab Fee

PTA 112 Kinesiology I 2 CR

Prerequisite: admission to the Physical Therapist Assistant Program. This course provides an in-depth study of the skeletal system as it pertains to physical therapy. Emphasis is on the application of skeletal anatomy, including joints and their structures, providing a foundation for an understanding of human movement and posture. Learning and practicing palpation skills of bony landmarks prepares the student for applying the theory and technique of goniometry (joint measurement). Additional units include passive range of motion and testing and charting skills. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. Satisfactory completion of this course required for continuation into the second semester of the PTA Program. [24-36-60] Lab Fee

PTA 114 Physical Therapy Modalities 4 CR

Prerequisites: PTA 110, BIOL 201, and ENGL 151. In this course students learn and practice theory, principles, and technical skills of selected physical therapy modalities. Units include hydrotherapy; radiant, thermal and electrotherapy modalities; intermittent and sequential compression; and applications of sterile techniques and bandaging. Documentation skills are practiced and assessed throughout the semester. Students will prepare and present an analysis of a

research article to their peers using presentation software. [32-70-102] Lab Fee

PTA 116 Kinesiology II 3 CR

Prerequisites: PTA 112 and BIOL 201. This course will provide an in-depth study of the anatomy of the neuromuscular and respiratory systems as it relates to physical therapy. Emphasis is on the application of anatomy to an understanding of normal and abnormal human movement in exercise, locomotion, and other motor skills of daily living. Theory and techniques of manual muscle testing, stretching, and respiratory physical therapy techniques are topics included during the semester. Students take part in classroom laboratory practice sessions as they learn to apply the skills. [32-52-84] Lab Fee

PTA 117 Pathology I 1 CR

Prerequisites: PTA 110 and BIOL 201. This course provides study of the pathological conditions resulting from disease or injury to selected systems of the body, focusing on the musculoskeletal, respiratory, and immune systems. Each unit will emphasize the signs and symptoms, as well as the physical therapy measures commonly employed in the treatment of these conditions.

PTA 118 Pathology II 1 CR

Prerequisites: PTA 117 and BIOL 202. This course is a continuation of PTA 117, Pathology I. Emphasis will be placed on the study of pathological conditions, focusing on the cardiovascular and integumentary system, resulting from disease and/or injury. Signs and symptoms, as well as therapeutic measures related to physical therapy, will be a major focus. Course includes discussion of wellness and implementation of a personal wellness plan.

PTA 119 Orthopedics 3 CR

Prerequisites: PTA 116 and BIOL 202. In this course principles and techniques of basic therapeutic exercise and related treatments for the individual with orthopedic conditions are emphasized. Course covers signs and symptoms, surgical interventions, treatment

regimen, and implications for rehabilitation topics. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. [24-36-60] Lab Fee

PTA 120 Neurological Concepts 1 CR

Prerequisites: PTA 116 and BIOL 202. This in-depth study of the anatomy and physiology of the human nervous system includes the central, peripheral, and autonomic systems. Units on theory and treatment techniques of coordination, motor control, and neuromuscular re-education emphasize the application of anatomy into function. Students in classroom laboratory-supervised practice sessions apply the concepts learned. [20-10-30]

PTA 121 Functional Techniques 2 CR

Prerequisites: PTA 114 and 116. This course teaches the application of principles and basic treatment techniques for rehabilitation as they relate to functional skills. Students learn and practice techniques for performing and teaching skills in ambulation and activities of daily living, and participate in a community wheelchair experience to assist in the understanding of architectural barriers and accessibility. Additional topics include units on industrial rehabilitation and wheelchair maintenance, as well as limited clinical observation in local physical therapy facilities. [16-36-52] Lab Fee

PTA 122 Pediatrics 1 CR

Prerequisites: PTA 116 and 117. This course incorporates the study of reflex and child development as it sets the foundation for healthy adult movement patterns. Discussion will include various theory and treatment principles, including sensory integration, as they relate to pediatric physical therapy. Common pediatric diagnoses will be studied with emphasis on signs and symptoms, treatment regimen, and implementation strategies for rehabilitation. Students will travel to a local school to observe the pediatric physical therapy setting.

PTA 218 Focused Neurology 3 CR

Prerequisites: PTA 116 and 120. This course introduces more advanced techniques

of therapeutic exercise with emphasis on applications for patients with neurological disabilities. Course lecture component includes discussion of related neuropathology. This course also provides instruction on specific physical therapy techniques used with individuals who have spinal cord injuries and traumatic brain injuries. Basic and advanced massage theory and techniques will be presented. Students will learn the foundations of aquatic therapies and take part in an aquatic lab session at a local clinical facility. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. [32-34-66] Lab Fee

PTA 219 Advanced Intervention Techniques 3 CR

Prerequisites: PTA 118 and 121. This course introduces the student to many advanced treatment intervention utilized in a variety of physical therapy settings. The course includes units of study on exercise physiology, cardiac rehabilitation, isokinetics, orthotics, and prosthetics. Students will be introduced to selected manual techniques employed in the clinic. Students will take part in classroom laboratory practice sessions as they learn to apply the skills. [32-34-66] Lab Fee

PTA 220 Concepts in Physical Therapist Assisting 2 CR

Prerequisites: PTA 118 and 119. This course is an introduction to the methods of referral, reporting, recording, and record keeping in the clinical situation. The role of the physical therapy administrator and issues surrounding reimbursement are discussed. Students will be introduced to special equipment and procedures used in the hospital setting with special emphasis on the intensive care unit. Applications of first aid in the physical therapy field are included. Students have an opportunity to discuss the clinical experiences in which they are participating (PTA 221), particularly with emphasis on the physical therapist assistant interactions with staff and patients. Assignments involve consider-

able review, research, and writing related to clinical experiences. Students will prepare and present a case study to their peers using presentation software.

PTA 221 Clinical Experience 1 CR

Prerequisites: PTA 118, 121, 122, and EMT 110. (CPR certification must be current whenever the student is in the clinical setting.) Weekly sessions will be spent in area health settings where the student will have an opportunity to apply in the clinical setting those skills developed in earlier course work. Treatment and patient care will be carried out under the supervision of qualified physical therapists and/or physical therapist assistants. Emphasis will also be placed on observing and reporting patients' response to treatment. An ongoing journal of student clinical experiences is required. [0-16-16]

PTA 223 Seminar in Physical Therapist Assisting 2 CR

Prerequisites: PTA 219, 220, and 221. Corequisites: PTA 224, 225, and 226. A course designed to foster integration of concepts and skills from previous courses with those gained in the clinical setting. A forum for discussion of clinical experiences. The course includes units on employability skills; communication; geriatrics; cultural diversity and its effects on health care; and the relationship of law, the code of ethics for the profession, and standards of practice to the role of the physical therapist assistant. Current trends and issues in physical therapy are discussed along with the role of the professional organization for physical therapy. Assignments include considerable review, research, and writing related to clinical experiences with emphasis on the psychological and sociological aspects of illness and injury. A cumulative final exam covering the Physical Therapy Assistant Program content is included.

PTA 224 Coordinated Clinical Experience I 4 CR

Prerequisites: PTA 219, 220, and 221. Corequisite: PTA 223. (CPR certification

must be current whenever the student is in the clinical setting.) A coordinated six-week period of full-time involvement in the clinical setting providing the student an opportunity to work with a variety of patients and develop his/her technical competence. An ongoing journal of the student clinical experiences is required. [0-64-64]

PTA 225 Coordinated Clinical

Experience II 4 CR

Prerequisite: PTA 224. Corequisite: PTA 223. (CPR certification must be current whenever the student is in the clinical setting.) The student spends the second six weeks of the semester in a second clinical setting providing additional experience with a variety of patients, equipment, procedures, and personnel. An ongoing journal of student clinical experiences is required. [0-64-64]

PTA 226 Clinical Exploration 2 CR

Prerequisites: PTA 224 and 225. Corequisite: PTA 223. (CPR certification must be current whenever the student is in the clinical setting.) If the student has successfully completed requirements for and met the objectives of PTA 224 and 225, a final clinical site is selected; and four weeks are spent exploring a specific clinical interest and/or sharpening clinical skills. Objectives will be established by the student, clinical supervisor, and faculty. [0-32-32]

PHYSICS (PHYS)

PHYS 111 Introductory Physics I 4 CR

Prerequisites: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a "C" in MATH 119 or 122. A lecture and laboratory course dealing with the major areas of physics including measurement, mechanics, heat, and waves. The basic principles of these topics are studied in terms of their application. [48-48-96] Lab Fee

PHYS 112 Introductory Physics II 4 CR

Prerequisite: a "C" in PHYS 111. A lecture and laboratory course, which includes a study of electricity, magnetism, light, and modern physics. [48-48-96] Lab Fee

PHYS 201 General Physics I 4 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99; and a "C" in MATH 141. This course deals with mechanics, heat, waves, and their application and is required for engineers, as well as physics and chemistry majors. [48-64-112] Lab Fee

PHYS 202 General Physics II 4 CR

Prerequisite: a "C" in PHYS 201. A lecture laboratory course which includes a study of electricity, magnetism, light, and modern physics. [48-64-112] Lab Fee

PHYS 241 Statics 3 CR

Prerequisites: a "C" in MATH 142 and a "C" in PHYS 201. Forces and moments of acting upon structural bodies under static loads. Concepts of vectors, free-body diagrams, centroids, moments of inertia, and friction.

POLITICAL SCIENCE (POSC)

POSC 200 American System of Government 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. A survey of national, state, and local governments in theory and practice.

POSC 200H American System of Government-Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. A survey of national, state, and local governments in theory and practice. Designed primarily for students with a special interest in government, politics, or the social sciences. Entry to honors status only on invitation of the instructor. Emphasis on individual study and personal projects.

POSC 201 American Government (Federal) 3 CR

Prerequisite: COMPASS reading score of 70, or a "C" in STSK 98 or 99. 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” in STSK 98 or 99. A study of the common features of state and local governments in the United States under existing and ideal conditions. Some attention is given to Michigan and the Battle Creek metropolitan area. Designed primarily for students with special interest in government or the social sciences.

POSC 210 Introductory Comparative Politics 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course is a comparative study of the political systems, ideologies, and institutions of selected European, Latin American, Asian, and African states. In this course we will give special attention to the dynamics of political change (including contemporary “transition to democracy”) and their relationship to economic and social development.

POSC 211 International Relations 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An introduction to international politics and those forces which produce conflict and cooperation. Attention is given to the international political process with regard to economics, diplomacy, military power, international law, and the role of international organization.

PSYCHOLOGY (PSYC)

PSYC 201 Introduction to Psychology 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Psychology is the science of behavior. Topics investigated: biological foundations of behavior, learning, child development, sensation and perception, thinking, emotion, motivation, individual differences, personality, frustra-

tion and adjustment, abnormal behavior, and techniques of psychotherapy.

PSYC 201H Introduction to Psychology-Honors 3 CR

Prerequisite: COMPASS reading score of 93. Psychology is the science of behavior. Topics investigated include biological foundations of behavior, learning, child development, sensation and perception, thinking, emotion, motivation, individual differences, personality, frustration and adjustment, abnormal behavior, and techniques of psychotherapy. As an honors course students will design, implement, and assess activities utilizing the principles and practices of psychology.

PSYC 220 Developmental Psychology 3 CR

Prerequisite: PSYC 201. A survey of physical, cognitive, and psychosocial development through the total life span. Emphasis is on the normal changes in human behavior that result from continuous interaction of maturation and experience. Cross-cultural comparisons of developmental patterns are also considered.

PSYC 250 Abnormal Psychology 3 CR

Prerequisite: PSYC 201. The study of psychopathology in individuals from four current points of view: psychiatric (biophysical), intrapsychic, phenomenological, and behavioral. Special attention will be paid to describing psychopathology in terms of behaviors. The course will also include current approaches to assessment and treatment.

PSYC 260 Health Psychology 3 CR

Prerequisite: PSYC 201. Health Psychology is the study of how psychosocial factors relate to the promotion and maintenance of good health/wellness and with the causation, prevention and treatment of illness. A biopsychosocial approach is applied to this understanding.

PSYC 270 Human Sexuality 3 CR

Prerequisite: a “C” in PSYC 201. This course is an introduction to the biological,

psychological and social aspects of human sexuality. Topics to be covered include sexual beliefs and values, sexual development, male and female anatomy and physiology, the sexual response cycle, sexual health and wellness, pregnancy, contraception, sexual orientation issues, intimate relationships, sexual dysfunction, and sexual abuse. This course will allow the student an opportunity to build and/or examine their own set of sexual values. Since values are based upon knowledge, students will be required to demonstrate an understanding of information regarding the physiological, psychological and social aspects of human sexual behavior.

PSYC 275 Criminal Psychology 3 CR

Prerequisite: a "C" in PSYC 201. Students will explore current research and psychological and sociological theories regarding the effects of specific mental disorders, personality, biological influences, developmental issues, and social/environmental contributors to both general criminal behaviors, as well as specific crimes and criminal conduct. Also discussed/ explored will be the psychological effects of crime on the victim and society at large, as well as introduction to the profiling and prediction of criminal and violent behaviors.

PSYC 280 Special Topics in Psychology 3 CR

Prerequisite: PSYC 201. This course is the study of content areas in psychology which have a research or theoretical base, but are not offered as part of the regular curriculum. Topics may include conflict/aggression, creativity, self-management, and rehabilitation. Although topics vary, students may only take the course once.

PSYC 290 Social Psychology 3 CR

Prerequisite: PSYC 201. An empirical approach to understanding individual social behavior. Provides an understanding of how behavior, feelings, and thoughts of individuals are influenced and determined by characteristics of the situation. Topics include attitude formation, attraction, preju-

dice, social roles, aggression, person perception, and self-concept.

RADIOGRAPHY (RADI)

RADI 100 Introduction to Radiologic

Science and Health Care 2.25 CR

Prerequisite: admission to the Radiography Program. This 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.

RADI 112 Introduction to Imaging Principles 1.5 CR

Prerequisite: admission to the Radiography Program. The intent of this course is to pro-

vide 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 I 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.

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 II 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]

RADI 131 Principles of Radiologic Imaging I 3 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 120, RADI 121 and RADI 122. In this course, students will move beyond the physics of how the beam is created, to explore how the image is created. Students will study the many variables that affect the creation of the image, as well as study both film/screen and digital image acquisition and processing systems. In addition, image quality factors will be addressed.

RADI 132 Clinical Practice II 2.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 120, RADI 121, and RADI 122. The student will participate in clinical education two days a week in the imaging department of 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.

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.

RADI 220 Radiologic Positioning, Procedure and Pathology III 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 II 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.

RADI 222 Comprehensive Clinical Experience I 3.75 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 210. The student will participate in clinical education three days a week in the imaging department of 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.

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.

RADI 232 Comprehensive Clinical Experience II 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 compe-

tency 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.

SCIENCE (SCIE)

SCIE 100 Environmental Science 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. An interdisciplinary approach analyzing man's earthly environment from the vantage point of the biological and physical sciences. The course will focus upon such topics as life cycles, energy, pollution, population, and resource deterioration and depletion. Additionally, philosophic and ethical attitudes of man's relationship to his cultural and natural environment will be examined. Within this framework, man will be studied as a “Citizen of Earth.”

SCIE 102 Physical Science 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. A lecture and laboratory course that integrates the sciences of astronomy, physics, chemistry, and modern contemporary science. Emphasis is placed on applications and principles contributed by all the physical sciences. [48-32-80] Lab Fee

SCIE 103 Field Investigation in Environmental Studies 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course will provide the student with a multi-integrated education in environmental studies. The students will be investigating life systems in the environment, testing the life support systems, and analyzing the environment to see what

impact man's progress has had and will have on it. [16-48-64] Lab Fee

SERVICE LEARNING (SERV)

SERV 200 Service Learning 3 CR

Prerequisites: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course examines volunteerism from historical and contemporary perspectives. It provides students with an opportunity to study and experience volunteerism in the community and to discover how communities address issues with diverse populations. This course has as its major objective the encouragement of critical thinking and practical experiences with respect to the concepts of citizenship and social responsibility. The course requires students to participate in a community based service learning project and to complement their community work with written and oral reflections.

SOCIOLOGY (SOC)

SOCI 201 Introduction to Sociology 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Why do we behave the way we do? Why do people change? Why do people deviate? This course helps students to understand how they are influenced by group situations and relationships. The focus is on the study of cultures, institutions, and social groups. Basic principles for the study of society are explored.

SOCI 201H Introduction to Sociology-Honors 3 CR

Prerequisite: an ACT composite score of 20 or higher, or an ASSET reading or writing score of 51 or higher, or a COMPASS reading or writing score of 93 or higher, or the written approval of the honors coordinator. An honors course for highly-motivated students in SOCI 201. Entry to honors status only by department approval. Emphasis on individual study and personal and/or group projects.

SOCI 202 Social Problems 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. The sociological study of current social problems such as delinquent and criminal structures, substance abuse and addiction, the changing family, race and gender relations, issues in mental and physical health, the political system, the interrelation of population growth, environmental concerns, and the internationalization of the work force. SOCI 201 is recommended before enrolling in this course.

SOCI 203 Marriage and Family 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. This course analyzes from a cross-cultural perspective how individuals within the family structure are influenced by a society's culture, institutions, and social groups. Topics include love, marriage, divorce, parenting, sexuality, conflict resolution, and aging. Since we do not formally prepare people for their role in marriage and the family—this is a must course. SOCI 201 is recommended prior to taking this course.

SOCI 204 Race and Ethnic Relations 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Students will discover whether their ancestors experienced prejudice and discrimination, why they did or did not, and how individuals and a society can resolve racial and cultural issues. Group relations in different countries will be analyzed with a major emphasis on African Americans, Hispanics, Europeans, Asians, and Gypsies in the United States.

SPANISH (SPAN)

SPAN 101 Elementary Spanish 4 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. Introductory course stressing pronunciation, comprehension, basic grammar structures, and interesting cultural readings. Individual/small group sessions are important to modularized language and cultural development. Lab Fee

SPAN 102 Elementary Spanish 4 CR

Prerequisite: a “C” in SPAN 101. Review of elements of basic and advanced grammar, conversation, and comprehension practices. Reporting on cultural aspects and simple short stories in the language for individual credit. Lab Fee

SPAN 131 Conversational Spanish 3 CR

Students learn to communicate effectively in familiar, conversational Spanish. This course stresses listening and speaking rather than grammatical structures. Lab Fee

SPAN 201 Intermediate Spanish 4 CR

Prerequisite: a “C” in SPAN 102. Comprehensive oral and written reviews of grammatical structures through varied short stories, conversations, and presentations. Lab Fee

SPAN 202 Intermediate Spanish 4 CR

Prerequisite: a “C” in SPAN 201. Extensive reading to further develop vocabulary and mastery of the language. Advanced prose selections from varied masters of the Hispanic world as cultural appreciation. Lab Fee

SPAN 203 Advanced Conversational Spanish 3 CR

Prerequisite: a “C” in SPAN 202 or department approval. This course focuses on the development of oral and written fluency and the development of vocabulary and mastery of the language; to use the Spanish language strategically, to accomplish objectives, and resolve conflicts in culturally appropriate situations. Lab Fee

STUDY SKILLS (STSK)**STSK 98 College Reading 4 CR**

Prerequisite: COMPASS reading score of 46. Recommend taking no heavy reading courses. This course is designed to develop reading comprehension, speed of reading, vocabulary, and college reading skills. [48-16-64] Lab Fee

STSK 99 Applied Study Skills 1-3 CR

Prerequisite: COMPASS reading score of 61 or higher, or a “C” in STSK 98. Students

will utilize a textbook from another academic course and apply reading strategies for success. Students may pair this course with other courses for up to six credit hours in STSK 99.

STSK 111 College Success 1-3 CR

This course is designed to help students make the transition to college and become better prepared to handle the demands of college. Students will develop more effective methods to study in college including time management, lecture note taking, reading college textbooks and test taking strategies. Students will become more familiar with Kellogg Community College by learning about campus resources that will enrich and support their educational experience.

THEATRE (THEA)**THEA 121 Theatre Appreciation I 3 CR**

Prerequisite: COMPASS reading score of 70, or “C” in STSK 98 or 99. Humanities course in theatre as an art, stressing the universality of 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” in STSK 98 or 99. Humanities course in theatre as an art with special attention given to the development of musical comedy and to contemporary themes and productions. Open to all students as a humanities elective. Lab Fee

THEA 125 Stagecraft I 3 CR

Prerequisite: COMPASS reading score of 70, or a “C” in STSK 98 or 99. 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” in STSK 98 or 99. 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 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” in STSK 98 or 99. 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.

Administration and Faculty

Doug Adams, Industrial Trades - Welding
A.A.S., B.S., Ferris State University

Daniel Alt, Instrumental Music
B.A., B.S., M.A., Case Western Reserve
University

M.S., Yale University

Gene Andrews, Communication
A.A., Kellogg Community College

B.A., M.A., Western Michigan University

Kimberlee Andrews-Bingham, Manager,
Nonprofit Alliance

B.A., Michigan State University

M.S.W., University of Michigan

M.B.A., University of Phoenix

Karel Asbury, Director, The Learning Place

A.A., Kellogg Community College

B.S., M.A., Western Michigan University

Charles Bard, Assistant Manager, Bookstore

A.A., A.S., A.G.S., Kellogg Community
College

B.S., Grand Valley State University

Kevin Barnes, Industrial Electricity/
Electronics

Master Electrician License

Kimberly Barnes-Kalkowski, Nursing
Certificate, Kellogg Community College

B.S.N., Nazareth College

M.S., Andrews University

Kathy Barney, Academic Advisor

A.A.S., Kalamazoo Valley Community
College

B.A., Spring Arbor

Tracy Beatty, Director, Finance

B.A., Hillsdale College

C.P.A.

Kathleen Bess, Nursing

A.A.S., Kellogg Community College

B.S.N., Michigan State University

M.A., Western Michigan University

R.N.

Jamie Bishop, Early Childhood Education

B.S., Western Michigan University

M.S., Nova Southeastern University

Gerald Blanchard, Vocal Music

B.S., West Chester University of
Pennsylvania

M.M., Central Michigan University

Cynthia Boland, Nursing

A.G.S., A.D.N., Kellogg Community College
R.N.

B.S.N., Michigan State University

M.S.N., Grand Valley State University

Dennis J. Bona, Vice President for
Instruction

A.A.S., B.S., Ferris State University

M.A., Ed.D., Western Michigan University

Timothy Bond, Student Support Services
Specialist

A.A., Southwestern Michigan Community
College

B.A., M.A., Western Michigan University

Diana Bonfiglio, Director, Dental Hygiene
and Supervising Dentist

D.D.S., University of Michigan

Russell Bortell, Enrollment Services
Representative/Coach

B.A., Spring Arbor

Doug Borton, Graphic Design

B.F.A., Kendall College of Art and Design

M.A., Western Michigan University

Shanette Bowser, Program Specialist,
Legacy Scholars Program

Certificate, I.T.T. Technical Institute

A.G.S., Kellogg Community College

B.A., Sienna Heights University

Roberta Brawley, Manager, Student
Accounts

A.G.S., Kellogg Community College

B.A., Siena Heights University

Patrick Casey, Student Employment
Services Specialist

B.A., B.S., Michigan State University

William D. Childs, Chemistry

B.S., M.A., Western Michigan University

Angela R. Cochran, Director, Purchasing

A.A., Kellogg Community College

B.B.A., Western Michigan University

JJ Combs, Systems Manager
B.S., Michigan State University

Tamara Crooks
Recruiter/Job Developer, Employment Services
A.A., Kellogg Community College
B.A., Spring Arbor University

Kathy Cope, Nursing
A.A.S., Lansing Community College
B.S.N., Michigan State University
M.S.N., Grand Valley State University

Anna Cox, Mathematics
B.S., Purdue University
M.S., Ball State University

Ginger Cutsinger, Executive Director, KCC Foundation
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A.A.S., Kellogg Community College
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M.L.I.S., Wayne State University

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M.A., Michigan State University

Pam Feeney, English
B.A., M.Ed., Xavier University

Suzanne Fillmore, Operations Manager, Grahl Center
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B.F.A., Western Michigan University
M.F.A., Savannah College of Art and Design

Robert Fracassa, Academic Advisor
B.A., Lake Superior State University
M.S., University of Wisconsin
D.Min., American Christian College and Seminary

Susan Friedlund-Flees, Business Management
B.S., Michigan State University
M.A., Western Michigan University

Susan Fuchs, 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, Workforce Solutions
B.S.M.E., University of Toledo
Brian Goetz, Mathematics
B.S., Worcester Polytechnic Institute
M.S., Michigan State University
M.S., Western Michigan University
Mary Green, Director, Lifelong Learning
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B.A., Spring Arbor University
M.A., M.A., Western Michigan University
Vicki Harding, Manager, Facilities Scheduling
A.A.S., Kellogg Community College
G. Edward Haring, President
B.S., M.S., Indiana State University
Ph.D., University of Iowa
Catherine Hendler, Chief Information Officer
B.S., College of Mount Saint Vincent
M.S., Syracuse University
Cynthia Herbrandson, Human Anatomy and Botany
B.S., Michigan State University
M.A., Western Michigan University
Vicki Hillborg, Nursing
A.D.N., Kellogg Community College
B.S.N., University of Michigan
M.S.N., Grand Valley State University
Emily Horsman, Academic Advisor
A.A.B., Kellogg Community College
B.B.A., Nazareth College
M.A., Western Michigan University
Michael Houston, Academic Advisor
B.B.A., Eastern Michigan University
M.A., Western Michigan University
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M.A., Western Michigan University
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M.A., Ph.D., Western Michigan University
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B.A., Michigan State University
Gwyn James, Executive Assistant to the Vice President for Student Services
A.G.S., Kellogg Community College
Nicole Jewell, Assistant Director, Financial Aid and Scholarships
A.A., Kellogg Community College
B.S., Franklin University
John Jones, Director, Administrative Computing
A.A., A.G.S., Kellogg Community College
B.A., Siena Heights University
Rebecca Jordan, Senior Programmer Analyst
A.G.S., Kellogg Community College
B.S., Liberty University
Jan Karazim, Director, Allied Health
A.A.S., Jackson Community College
B.A., M.A., Spring Arbor University
RT (R) (M) (ARRT)
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B.A., University of Arkansas
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Carl Lawrence, Education Specialist,
Upward Bound
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B.A., M.A., Western Michigan University

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B.S., University of Michigan
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M.A., Western Michigan University

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M.A., M.A., Western Michigan University

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M.B.A., Central Michigan University
M.S., Capella University
Ph.D., Western Michigan University
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M.S., Indiana University
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R.N.
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M.S., Capella University
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M.A., Spring Arbor University
PGCE, University of Nottingham
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B.S., Western Michigan University
M.S., Indiana University
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B.A., Michigan State University
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B.A., Western Michigan University
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M.S.N., Wayne State University
R.N.
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B.A., Spring Arbor University

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M.A., Western Michigan University

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B.S., M.S., Andrews University

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A.A., Kellogg Community College
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R.D.H.

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C.P.A.

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B.A., Spring Arbor College
M.A., Olivet College

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M.Ed., George Mason University

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B.A., Hope College
M.A., Western Michigan University

Jason Smith, Anatomy and Physiology
B.A., University of New Orleans
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Ph.D., Tulane University

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B.S., M.S., Indiana State University

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B.A., Siena Heights University

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M.S.N., Grand Valley State University

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M.A., University of Iowa

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B.A., M.A., University of Connecticut

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M.A., Western Michigan University

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M.A., Eastern Michigan University

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B.S.N., Oral Roberts University
M.S.N., Michigan State University

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Chris Hollenbeck
Dan Wilson

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Jan Burland
Kathy Carlin
Barbara Frederick
Diane Housley
Stephen Jenkins
Brenda McPherson
Jack Miner
Julie Stratos

Computer-Aided Drafting and Design Technology

Bernie Brown
Doug Cook
Darren Hervey
Jeff Holt
Chris Huckfeldt
Dan Nelson
Jim Zuck

Computer Engineering Technology

Sheri Deevers
Paul Fedele
Dan Harrow
Craig Koch
Dean Miller

Corrections

Shane Gray
Dan Hawkins
Bonita Hoffner
Carol Howes
Marshall Weeks

Dental Hygiene

Judi Andrews
Dollie Black
Tim Chandler
Kip Etheridge
Renae Etheridge

McKenzie Holt Messenger
Rebecca Sommer
Angie Thorndyke

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Mark Burke
Larry Hausman
David Komasara
Jim Nofs
Ron Slagell
James Stevens
Marty Uldricks

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John McNees
Kurtis Phloen
Jeremy Strait
Darin Swan
Bill Wilson

Human Services

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Tim Bond
Michael Houston
Julie Hurley
Karen Mileski
Chuck Newman
Judy Reed
Amy Shreve
Diane Storey

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Steve Claywell
Chuck Crouch
Ted Douglas
Craig Furney
Bob Griffin
Mike Holcomb
Kelly Klopenstein
Dick Overton
Jim Perry
Fred Rowe
Tim Shirey
Ramond Wheaton

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Stacy Ashley
Greg Baker
Chris Bassage
Paul Berkimer
Troy Burke
Hank Cowell
Jim Eash
Mark Gothberg
Lanny Green
Mike Judd
Mark Laughlin
Jason Moore
Mike Stevens
Bill Stoffer
Jesse Vaughn
Mark Wallace
Bruce Willis
Ken Wilson

Industrial Pipefitting and Industrial Heating, Venti- lation, Air Conditioning, and Refrigeration

Grace Arnold
Scott Case
Nello L. Hoffman II
Greg Mott
John Reilly
Cheryl Thornton
Chuck Tuttle
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Industrial Robotics

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Cameron Johnson
Bob Ogden
Bob Paulson
Fred Rowe
Mike Sims
Brian Stannard
Steve Yurisich

Industrial Welding

Dennis Arnold
Warren Banaszewski
Jim DeBoer
Gary Edwards
Jeff Landers
Larry Loviska
John Reilly
George Stone

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Al Byam
Rob Coles
Jackie Hampton
Michael Leedy
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Susan Mladenoff
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Amber Dellar
Sara Desmond
Christopher Flynn
Paul Guthrie
Lisa Nabring
Joy Oglesby
Shari Pearce
Val Reed
Gary Roecker
Jeremy Spinney
Ken VandenBosch

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David Irvine
AJ Jones
Ann Neeld
Mary Rose
Susan Kay Ryan
Kristin Sims
Deb Smith
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Diana McGregor
R. Sylvia Rafels
Lauren Smith
Sarah Vincent

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Pam Bryson
Rene Bush
Cindy Cheyne
Rhonda Dean
David DeGraw
Samuel Durham
David Gilbert
John Holmes
Linda Hughley
Michael Rae
Jeann Stoneburner

**Photography and
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Bob Conway
Hollis Conway
Jim Hunter
Jerry Mackey
Dave Melges
Dee Seymour
Becky Turbin

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Assistant**

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Sara Desmarais
Barb Ebey
Candy Kane Habenicht
Sally Lyons
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Carrie Moran
Tim Obrig
Joanna Ross
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Dee Dailey
Chris Davison
Donna Ellis
Bruce Goethe
Pam Haines
Tony Horabin
Courtney Jacoby
Rick Johnson
Tom Mushett
Brook Ward
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					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					2		FL, J, L
Business Administration	4	1/2		1	1	1	1	1	1	1		3	2	2			Ty, FI
Business Management	4	1/2		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		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	2	2		L, FL, PA, 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		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, P, FL
Industrial Trades	4	1/2		1	1			1	1	1	1	1	1	1	1		D, EE, MS, W

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				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

Directory of Services

Kellogg Community College

450 North Avenue
Battle Creek, MI 49017-3397
269-965-3931

Academic Advising

Student Center
965-4124

Admissions Office

Student Center
965-4153

Apprenticeship

Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49015
965-4137

Athletics

Miller Building
965-4151

Elizabeth Binda Performing Arts Center

Extension 2577

Bookstore

Student Center
965-4128

College Life Office

Student Center
Extension 2634

Cultural Events

Davidson Building
965-4126

Customer Service Center

Ohm Information Technology Center
965-5522

Dental Clinic

Roll Building
Extension 2300

Eastern Academic Center

14055 26 Mile Road
Albion, MI 49224
517-630-8169

Fehsenfeld Center

2950 West M-179 Highway
Hastings, MI 49058
269-948-9500

Financial Aid Office

Student Center
965-4123

Grahl Center

125 Seeley Street
Coldwater, MI 49036
517-278-3300

Industrial Trades

Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49015
965-4137

Learning Resource Center

Emory W. Morris Learning Resource Center
965-4122

Lifelong Learning

Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
965-4134

Peer Advisor

Student Center
Extension 2631

Records and Registration

Ohm Information Technology Center
965-4129

Regional Manufacturing Technology Center

405 Hill Brady Road
Battle Creek, MI 49037
965-4137

Security

Student Walkway
Extension 2567
965-4147

Student Employment Services

Student Center
Extension 2637

Student Support Services

Student Center
965-4150

Testing and Assessment Center

Lane-Thomas Building
965-4136

The Learning Place

Ohm Information Technology Center
Extension 2296

Tutoring

Ohm Information Technology Center
Extension 2392

Workforce Solutions

Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
965-4137

Administration**Office of the President**

Roll Building, Room 301C
Extension 2204/2203

Vice President for**Administration and Finance**

Roll Building, Room 301D
Extension 2204/2251

Vice President for Instruction

Roll Building, Room 301G
Extension 2206/2357

Vice President for Student Services

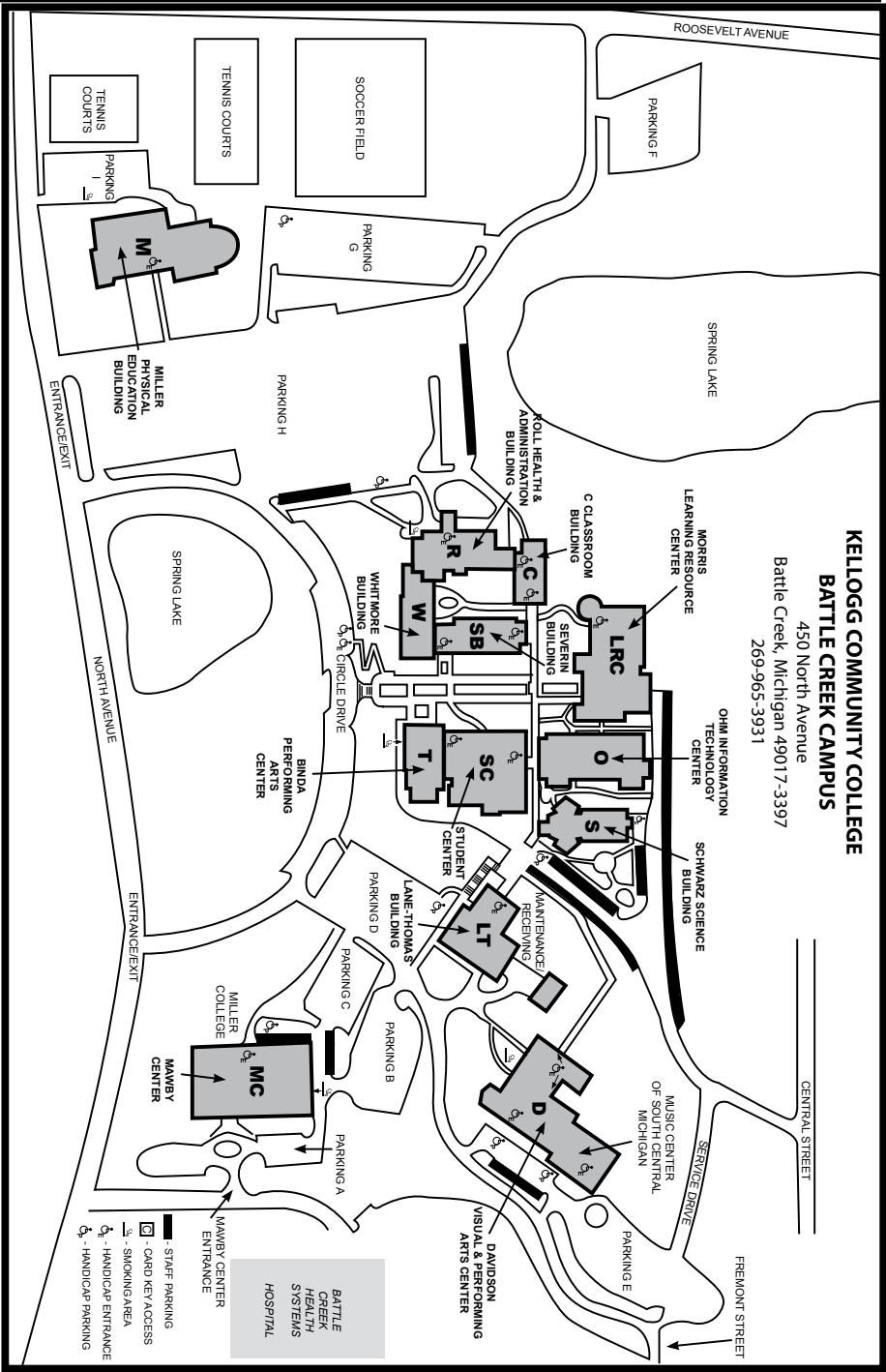
Student Center
Extension 2638/2627

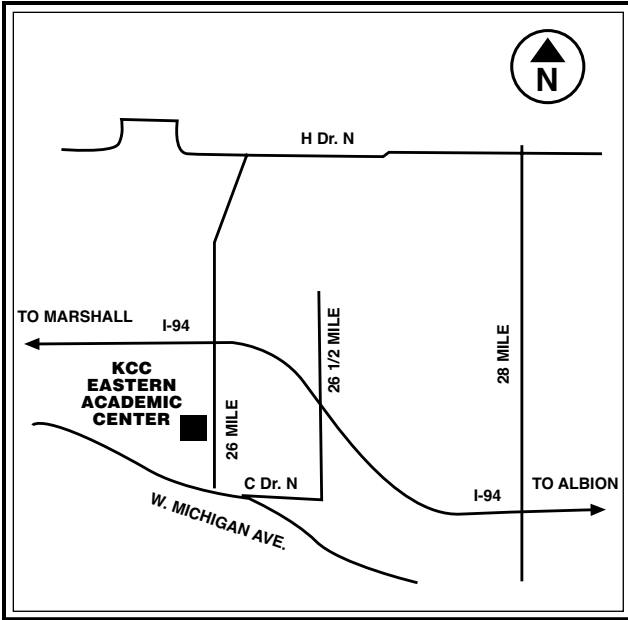
**Dean of Arts, Sciences, and
Regional Education**

Roll Building, Room 301J
Extension 2250/2365

**Dean of Career and
Occupational Education**

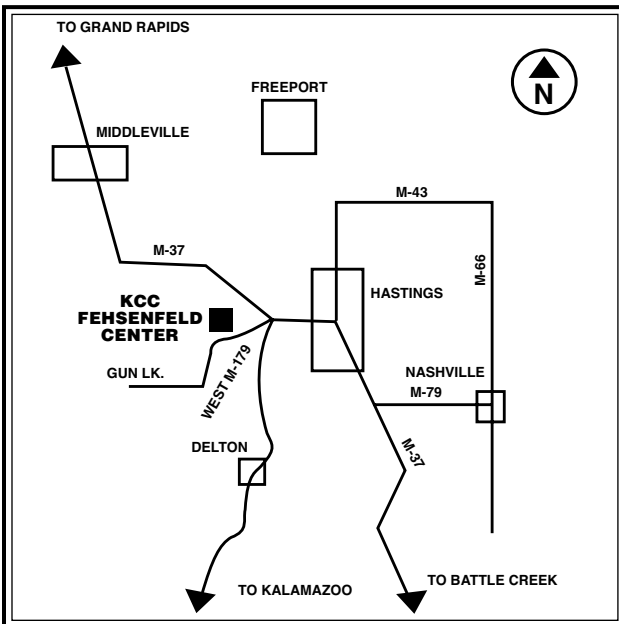
Roll Building, Room 301I
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Eastern Academic Center

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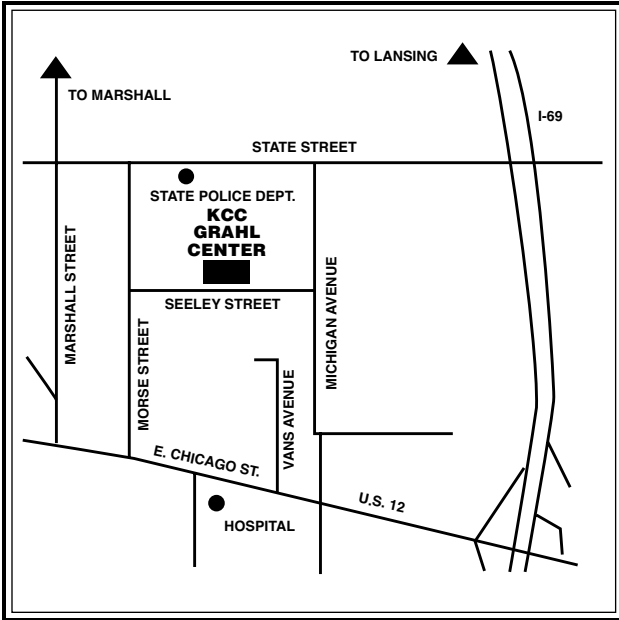


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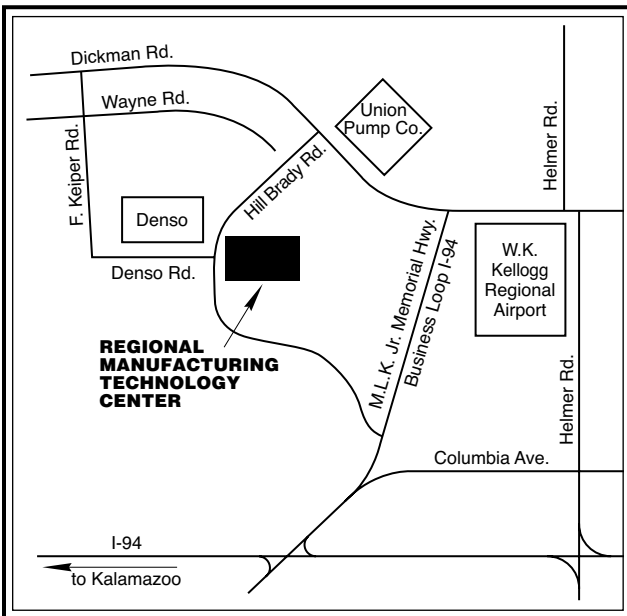
Grahl Center

125 Seeley Street
Coldwater, MI 49036
517-278-3300



Regional Manufacturing Technology Center

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Battle Creek, MI 49037
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