KELLOGG COMMUNITY COLLEGE

Academic Catalog

2016-2017

Effective Fall 2016, Spring 2017, Summer 2017

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

President's Message

Mark P. O'Connell
President

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

Your success as a KCC student is our primary goal, which is why we've designed our entire institution – from course options and class times to tuition rates and premier facilities – with you in mind. We are dedicated to your learning and we hope you will take full advantage of all we have to offer.

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

KCC serves many people in multiple locales and we take great pride in serving students individually with small class sizes, easy access to faculty, responsive customer service and scholarship opportunities.

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

Sincerely,

Mark P. O'Connell
President

Message from the Board of Trustees

Steven A. Claywell
Chair

The Kellogg Community College Board of Trustees welcomes you to KCC and wishes you the best as you choose a path to your next destination. Whether you pursue a degree, a certificate, a new career or expertise in a field of study, KCC will support and guide you on your journey.

As policymakers, trustees ensure that KCC remains financially and operationally stable. We also create partnerships in the many communities served by KCC and enable learning experiences that help students become employable and successful. You, the students, are at the heart of every decision we make and we are genuinely grateful you've chosen to become a Bruin and enroll at KCC.

Thank you for joining us at Kellogg Community College, an institution with a legacy of excellence in higher education for 60 years. Good luck in the new academic year!

Warmly,

Steven A. Claywell
Chair

Jill Booth
Vice Chair

Matthew A. Davis
Treasurer

Reba M. Harrington
Secretary

Jonathan D. Byrd
Trustee

Julie M. Camp Seifke
Trustee

Patrick A O'Donnell
Trustee

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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.

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General Information

Mission Statement

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

The following are the core components of our mission:

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

Vision Statement

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

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

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

Accreditation and Approvals

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

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

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

- Dental Hygiene Program—Commission on Dental Accreditation of the American Dental Association
- Early Childhood Education Program—National Association for the Education of Young Children
- Physical Therapist Assistant Program—Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association
- Radiography Program—Joint Review Committee on Education in Radiologic Technology
- Associate Degree Nursing Program/Practical Nursing Program—State of Michigan Board of Nursing
- Emergency Medical Services Program—Commission on Accreditation of Allied Health Education Programs and Michigan Department of Public Health—EMS Section

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

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

Diversity Initiative

Vision for Diversity Initiative

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

Mission for Diversity Initiative

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

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

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

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

Facilities

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

- Twelve major academic complexes containing classrooms, laboratories, and faculty and administrative offices
- A student center containing a cafeteria, dining rooms, study area, Academic Advising, Support Services, Financial Aid, Business Office, Admissions, and Student Life
- The 320-seat Elizabeth H. Binda Performing Arts Center
- A Learning Resource Center containing a library that offers individual and group work areas, and a computer commons.
- College Bookstore
- A Business and Industry Training Center
- Computer classrooms
- Tennis courts
- An international-sized soccer field

- A 650-seat fieldhouse
- Regional Manufacturing Technology Center at Fort Custer Industrial Park that provides skilled trades instruction
- Eastern Academic Center (Albion), Fehsenfeld Center (Hastings), and the Grahl Center (Coldwater) that provide transfer and applied degree courses during the days and evenings
- The Academic Support Department provides paraprofessional assistance, tutoring, and transitional courses in a variety of subject areas

Disclaimer

Information contained in the 2016-2017 edition of the catalog was, to the best knowledge of Kellogg Community College staff, considered correct and complete when submitted to be published. However, this catalog should not be considered a contract between Kellogg Community College and any student. Kellogg Community College reserves the right to make changes in tuition, fees, admissions, regulations, and curricula without notice or obligation.

Equal Opportunity

Kellogg Community College is an equal opportunity educator and employer and does not discriminate on the basis of national or ethnic origin, ethnicity, race, ancestry, color, sex (sex or gender, affiliation, expression or orientation), marital/family status, age, physical or mental ability or attributes, genetic information, political affiliation, veterans status, religion, or any other characteristic covered by law in its admission policy, educational programs, activities, or employment policies. 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
Computer Programming
Corrections
Customer Energy Specialist
EMT - Basic
EMT - Paramedic
English for Enrichment
Entrepreneurship
Graphic Design
Human Services Technician
Industrial Electricity and Electronics
Industrial Heating, Ventilation, Air Conditioning and Refrigeration
Industrial Machining Technology
Industrial Pipefitting
Industrial Renewable Energy
Industrial Technology
Industrial Trades
Industrial Welding
Legal Administrative Assistant
Medical Administrative Assistant
Microcomputer Applications
MOS Master Preparation
Music Enrichment
Nursing-Practical
Photography and Multimedia
Sacred Music
Word/Information Processing

Occupational Associate Degree Curricula

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

Accounting
Administrative Assistant
Business Management
Computer-Aided Drafting and Design Technology
Computer Engineering Technology
Computer Networking
Computer Programming
Corrections
Defense Logistics
Dental Hygiene
Early Childhood Education
Emergency Medical Services
Graphic Design
Human Services
Industrial Electricity and Electronics
Industrial Heating, Ventilation, Air Conditioning and Refrigeration
Industrial Machining Technology
Industrial Pipefitting
Industrial Technology
Industrial Welding
Law Enforcement
Legal Administrative Assistant
Magnetic Resonance Imaging
Medical Administrative Assistant
Nursing
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.

Workforce Education

Jan Karazim, Dean—ext. 2315

Health Careers

Allied Health, Christine VandenBerg, Director/Medical Imaging Director—ext. 2303
Dental Hygiene, vacant, Director—ext. 2325
Emergency Medical Services Education, Chester Dalski, Director—ext. 2324
Magnetic Resonance Imaging, Amy Lee, Educational Coordinator—ext. 2081
Nursing Education, Tonie McMaster, Director—ext. 2327
Associate Degree Laddered Nursing, Nurse Assistant
Physical Therapist Assistant Program, Julie Roberts, Coordinator—ext. 2270

Business, Trades, and Technology

Business and Information Technology Department, Mike Gagnon, Director—ext. 2269
Accounting, Business Management, Economics, Computer-Aided Drafting and Design Technology, Computer Engineering Technology, Graphic Design, Office Information Technology
Regional Manufacturing Technology Center, Thomas Longman, Director—ext. 2800
Apprenticeship Training; Electricity and Electronics; Industrial Technology; Instrumentation;

Heating, Ventilation, Air Conditioning and Refrigeration; Machining Technology; Tool and Die; Pipefitting; Renewable Energy, Welding

Law, Public Safety, Corrections and Security

Criminal Justice Department, Robert Miller, Director—ext. 2192
Corrections, Criminal Justice, Law Enforcement, Police Academy

Corporate and Community Services

Institute for Learning in Retirement, Kimberly Andrews-Bingham, Coordinator—ext. 2208
Lifelong Learning, Mary Green, Director—ext. 2835
Workforce Solutions, Levi Good, Director—ext. 2806
Casey Fairley, Intake and Retention Coordinator – ext. 2804
Roy Tooke, Career Coach
Lisa Larson, TAACCCT Coordinator—ext. 2833

Arts, Sciences, and Regional Education

Kevin Rabineau, Dean—ext. 2250

Academic Testing and Tutoring, Judy Reed, Manager—ext. 2635
Student Success Strategies, Amy Shreve, Manager—ext. 2669
Arts and Communication Department, Barbara Sudeikis, Chair—ext. 2663
Animation, Arabic, Art, Composition, Creative Writing, Communication, English, French, Humanities, Journalism, Literature, Music, Photography, Spanish, Theater, and Transitional Studies: English as a Second Language, Basic Writing, Writing Improvement, Basic College Reading, and Learning Strategies for College Success
Theatre, Bradford Poer, Coordinator—ext. 2558
Mathematics and Science Department, Carole Davis, Chair—ext. 2353
Astronomy, Biology, Chemistry, Geography, Mathematics, Physics, Science, and Transitional Studies: Basic Math, Pre-Algebra
Physical Education Department, Tom Shaw, Chair—ext. 2548
Service Learning, Kate DeGraaf, Manager— ext. 2211
Social Science Department, Dawn Larsen, Chair—ext. 2399
Anthropology, History, International Travel, Philosophy, Political Science, Psychology, Social Science, Sociology
Early Childhood and Teacher Education, Ann Miller, Education Program Specialist —ext. 2210
Human Services Program, Sheila Matthews, Coordinator—ext. 2215

Regional Education

Fehsenfeld Center (Hastings), Colin McCaleb, Chair/Director—ext. 4501
Eastern Academic Center (Albion), Shari Deevers, Manager—ext. 4471
Grahl Center (Coldwater), Roberta Gagnon, Director—ext. 4551

Becoming a KCC Student

Step 1

Apply to KCC

At Kellogg Community College your first step as a new student is to submit an admissions application. You may apply in person at the nearest campus or online at www.kellogg.edu. Admission to the College does not ensure entry into a specific curriculum or course section.

Admission Criteria

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

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

Once your Application for Admission has been processed, the Bruin Portal provides a gateway to a suite of commonly-used services for students. From the Portal you can access:

- KCC Email account
- Bruin Portal
- Online learning tools
- Portal Password Management

Your login to the Portal will be provided in your KCC admissions letter. Access to the Portal, instructions on use, and answers to frequently asked questions (FAQs) can be found at www.kellogg.edu, click on Bruin Portal.

Admissions Contact Information

Phone – 269-965-4153
Email – adm@kellogg.edu
Fax – 269-565-2085
Web – www.kellogg.edu/admissions

Step 2

Apply for Financial Aid and Scholarships

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

Submit the Free Application for Federal Student Aid (FAFSA) online at least two months prior to the semester you plan to begin attending KCC. This should provide sufficient processing time for financial aid awarding. Go to the FAFSA website at www.fafsa.ed.gov to apply.

- Once your FAFSA information is received, you will receive a letter in the U.S. mail from KCC. The letter will give you directions on how to access a KCC email account that has been set up for you.
- An email will be sent to your KCC email account requesting documentation with links to the documents provided.
- Once you have turned in all the documents we have requested, your file will be reviewed for awarding purposes.

Your KCC email is how you will receive communications from the financial aid office. It is your responsibility to periodically review financial aid information through the Bruin Portal and watch for emails providing information that is important to you.

Financial Aid & Scholarships Contact Information

Phone – 269-965-4123
Email – finaid@kellogg.edu
Web –www.kellogg.edu/admissions/financial-aid

Step 3

Complete Orientation

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

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

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

KCC Academic Centers
Eastern Academic Center – 517-630-8169
Fehsenfeld Center – 269-948-9500
Grahl Center – 517-278-3300
RMTC – 269-965-4137

Step 4

Take the Skills Assessment

Placement testing measures skills in reading, writing and mathematics. Placement scores are a prerequisite for many KCC courses. ACT English and reading scores may be used for placement instead of the placement testing writing skills and reading components.

- Students pursuing a degree or certificate should complete assessment prior to meeting with an academic advisor to schedule classes.
- You must have applied for admission to KCC in order to take the assessment test. A photo ID is required for verification purposes.
- You should allow at least two hours for three basic skills assessments.
- No personal items, such as purses or cell phones, will be allowed in the testing area. Lockers are available on campus.

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

Testing and Assessment Contact Information
Phone – 269-965-4136
Email – testing@kellogg.edu
Web – www.kellogg.edu/admissions/testing-assessment

Step 5

Academic Advising

Academic Advisors help students attain their educational goals by providing information, encouragement and the necessary tools to navigate the registration process. Students are expected to play an active role in their educational journey.

- Academic Advisors help students:
  - Interpret placement testing scores
  - Obtain information about academic programs at KCC
  - Select appropriate courses
  - Understand graduation requirements
  - Navigate the transfer process
  - Understand how to read and interpret an Academic Evaluation as a tool to select courses
  - Identify and access career resources
  - Seek appropriate college resources
- Advising services are offered on the Battle Creek North Avenue campus and on designated days at the Eastern

Academic, Fehsenfeld and Grahl Centers.
- Remember to disclose to your advisor any disability that may affect your performance. If you have not already supplied Support Services with documentation of the disability, do so at this time. You will be mailed a copy of the Instructor Notification each semester which is provided to your instructor(s) outlining the appropriate accommodations.
- Additional advising resources, including transfer guides are available on the advising website.

Academic Advising Contact Information
Phone – 269-965-4124
Email – advising@kellogg.edu
Web – www.kellogg.edu/services/academic-advising

Disability Services Contact Information
Phone – 269-965-4150
Email – advising@kellogg.edu
Web – www.kellogg.edu/services/student-support-services

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

Step 6

Register and Pay for Classes

Now that you have completed the first 5 steps as a new student, you may register for classes and complete the payment process.
- Establish Residency
  - Acceptable documentation for establishing and proving your residency can be found in the KCC college catalog under Residency.
- Registration is available through the Bruin Portal at www.kellogg.edu
- You may register in person (photo ID required) at the Battle Creek campus, Eastern Academic, Fehsenfeld, or Grahl Center, or at the RMTC. Contact the individual Center for in-person registration hours.

Payment Information
Students (including those with awarded financial aid) have two payment options:
- Payment in full when registering for classes
- Enrollment in the Nelnet/FACTS payment plan

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

Records and Registration Contact Information
Phone – 269-965-5522
Email – regoffice@kellogg.edu
Web – www.kellogg.edu/admissions/registrar

Business Office Contact Information
Phone – 269-965-4140
Email – busoffice@kellogg.edu

Additional Information

Photo Identification Requirements

Kellogg Community College requires photo identification to utilize facilities and to obtain student information. Acceptable forms of photo identification are:
- KCC ID card
- Driver's license
- State ID card
- U.S. military photo card
- State or federal government issued photo ID

Transferring Credit from Other Colleges to KCC

If you have attended other colleges you will want to have your official transcripts submitted to the Kellogg Community College

Registrar's office for evaluation and transfer of credits. Transcript evaluations are generally processed within two to four weeks, and you will receive an email to your KCC email account. For more information on transferring credits to KCC see the Transfer Evaluation Process section.

Bruin Portal

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

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

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

Access to the Bruin Portal is achieved by clicking the Bruin Portal Login button on the College home page, www.kellogg.edu. Instructions on the use of the Bruin Portal are available within the Bruin Portal.

Textbooks

Kellogg Community College Bookstore/ Bruin Bookstore is located on the first floor of the Lane Thomas Building. The Bruin Bookstore offers new and used textbooks, supplies, insignia items, clothing, software and snacks for students to purchase. Students at the Fehsenfeld, Grahl and Eastern Academic Centers may purchase their books online at bookstore.kellogg.edu or at the Battle Creek Bruin Bookstore. The average cost of a new textbook is estimated at approximately $175.00. Please be aware some classes may require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bruin Bookstore will ship textbooks within the continental United States for an additional shipping and handling fee.

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

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

Bruin Bookstore Contact Information

Phone – 269-965-4128
Email – kccbookstore@kellogg.edu
Web – bookstore.kellogg.edu

General Admissions

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

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

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

A lack of English language proficiency does not prevent admission to KCC; however, most college courses require basic proficiency in English. The ACCUPLACER® writing test can help you determine if improvement is needed. Please see an academic advisor for assistance.

Dual Enrollment Program

High school students who wish to complete college credit before high school graduation must meet with their high school guidance counselor to determine if they are eligible to become a dual enrolled student at Kellogg Community College. Students who are eligible to dual enroll must complete KCC's Dual Enrollment application. Students are required to meet all prerequisites of the courses in which they intend to enroll. All required signatures must be obtained before the student is able to register for classes.

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

Guest Student Application Process

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

This form can be submitted, along with a picture ID and residency documentation, to the Admissions office located in the Student Center on the Battle Creek campus.

Guest students are required to provide documentation indicating that they meet all prerequisites for the course(s) in which they would like to enroll.

Admission of International Students

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

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

1. Complete and sign the international student application for admission.
2. Provide official copies of your academic records, both high school and college, translated to English by an accredited service, such as WES (World Education Services) or ACEI (Academic Credentials Evaluation Institute). Brochures on these two services are available in the Admissions office.
3. Provide evidence of adequate proficiency in the English language if English is not your official native language. English proficiency means that you can speak, write, and read English fluently. Applicants from non-English speaking

countries must provide proof of written and oral English competency by submitting official copies of courses from the TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System) or MELAB (Michigan Test of English Proficiency). Kellogg Community College requires a score of 500 on the written TOEFL (computer-based=173; internet-based=61), a minimum score of 5 on the IELTS, or a minimum score of 75 on the MELAB.

4. Provide evidence that sufficient financial resources are available to meet all expenses. You must submit a signed proof of support in the form of a letter from a parent, guardian, relative, or sponsoring agency (government or private).
5. A bank statement certifying you have adequate funds for the cost of tuition, fees, and living expenses must also be submitted. The names on the letter of support and the bank statement must match. The statement must be official from the bank in a sealed envelope, converted into U.S. dollars, and less than 60 days old.

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

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

Admission to Allied Health Programs

Dental Hygiene, Magnetic Resonance Imaging, Physical Therapist Assistant, Radiography (Radiologic Technologist)

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

1. **Select a program**
   Individuals may apply for only one Allied Health or Nursing program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications for an Allied Health program will not be accepted until August 1 of the year preceding the admission decision.
2. **Gather Admission Requirements**
   At the time of application, applicants must supply all necessary documentation described in step three. Incomplete applications will not be accepted. Applicants are responsible for notifying Records and Registration of any and all changes to name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence during that year.
3. **Submit Completed Application Packet**
   Selective Admission application packets should only be submitted or re-submitted once the admission requirements are met. Applications and supporting documents will be returned to potential students if the admission requirements are not met. Completed application packets contain all of the following information and should be turned in to the Admissions office as a packet:
   - **Application and Checklist**
     Submit a Selective Admission application and checklist indicating the specific Allied Health program desired and all previous colleges attended.
   - **Proof of High School Graduation**
     Evidence of high school performance and graduation is required for those

applicants who do not have official documentation of a degree from an accredited post-secondary institution.
  - High School Graduates—submit high school transcript(s) showing entire high school record, including graduation date and final GPA.
  - Current High School Students—prior to the closing date, applicants who are currently in high school need to submit an updated transcript from their completed first semester of the senior year. If admitted to an Allied Health program, an additional high school transcript proving graduation and final GPA must be submitted prior to beginning the program.
  - GED Recipients—successful GED results and high school transcript(s) (to document courses completed at high schools, if applicable).

- **Proof of Post-Secondary Completion**
  Evidence of post-secondary performance and graduation is required for those applicants who have attended other institutions. Applicants are responsible for sending updated copies of official transcripts from other post-secondary institutions as they become available during the admission process. All post-secondary institutions attended must be indicated on the Selective Admission application, and transcripts for all institutions must be submitted. This includes coursework that may not be applicable specifically to the Allied Health program (a cumulative GPA for all post-secondary institutions is an admission requirement). Official transcripts are required. Course descriptions may be required for courses taken at out-of-state institutions.
- **Testing Scores**
  Certain assessment or testing scores may be required for admission and/or as prerequisites for required courses.
  - ACT or SAT scores—applicants are responsible for submitting updated copies of ACT or SAT scores. ACT or SAT scores printed on high school transcripts are considered valid and official. ACT or SAT scores are waived for applicants who provide official documentation of a degree from an accredited post-secondary institution.
  - Placement testing scores—certain placement testing scores are required for admission to Allied Health programs and are considered prerequisites for certain required courses. Placement testing scores taken at an accredited institution may be submitted to the Testing and Assessment Center for evaluation.
- **Additional Factors for Admission**
  Completion of other admission factors will be based on the program to which you are applying. Please see the specific program admission information for details.

4. **Review Submission Deadline Dates**
   The application packet must be complete by the application closing date. Unless an insufficient number of applications are received, the application closing date for:
   - Radiography is February 1.
   - Magnetic Resonance Imaging is February 15.
   - Physical Therapist Assistant is March 1.
   - Dental Hygiene is April 1.
5. **Review Current Catalog Requirements**
   Admission decisions will be made based on the specific criteria as stated for each program as described later in this section. Program prerequisites and criteria for admission in this catalog apply to classes admitted for the 2017-2018 academic year. Requirements for admission to Allied Health programs may be subject to

change in future academic years. Please see an Academic Advisor to discuss catalog requirements for any Allied Health program.

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

The admission to any Allied Health programs will not be based on race, religion, sexual orientation, color, national origin, gender, marital status, age, or disability. Academic experience will be considered in the selection process. Other factors may also be considered and may be prioritized and weighted differently by individual programs. You may obtain more specific information about the selection process from the Admissions office or the Academic Advising office.

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Common Factors Weighed for Admission

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

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

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

Additional Program Specific Requirements

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

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

Dental Hygiene Program

1. The following factors are required for admission to the Dental Hygiene program: prerequisite requirements for Chemistry 100 (Fundamentals of Chemistry) must be met prior to applying to the Dental Hygiene program. Applicants who have obtained a degree will need to show proof of meeting the prerequisite requirements for Chemistry 100 as described in the KCC Catalog per the academic year to which the student is applying.
2. In addition to the Common Factors, these courses are not required for admission, but will be weighed in determining which applicants will be admitted to the Dental Hygiene program—
   Specific college courses with a "C" (2.0) or better:
   - Biology 205 (Microbiology)
   - Chemistry 100 or 110 (Fundamentals of Chemistry or General Chemistry 1)
   - Communication 101 (Foundations of Interpersonal Communication)

Magnetic Resonance Imaging Program

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

1. The following factors are required for admission to the Magnetic Resonance Imaging program:
   - College grade point average
   - ACT or SAT score, or a documented degree from an accredited post-sec ondary institution (waived if there is proof of degree completion from an accredited post-secondary institution)
   - Creativity Elective (please refer to the Degree and Certificate Requirements section of the 2016-2017 catalog) with a "C" (2.0) or better
   - Office Information Technology 227 (Medical Terminology) with a "C" (2.0) or better
2. These additional factors are required for admission, and will be weighed in determining which applicants will be admitted to the Magnetic Resonance Imaging program—
   Specific college courses with a "C" (2.0) or better:
   - Biology 201 (Human Anatomy)
   - Biology 202 (Human Physiology)
   - Communication 101 (Foundations of Interpersonal Communication)
   - English 151 (Freshman Composition)
   - Mathematics 125 (College Algebra)
   - Physics 109 or Radiography 121 (Introduction to MRI Physics or Radiologic Physics)
   - Psychology 201 (Introduction to Psychology)
   - Sociology 201 (Introduction to Sociology)
3. Upon completion of all general education and occupational program preparation courses, or an associate degree in radiography, radiation therapy, nuclear medicine or sonography from an accredited institution, students are eligible to apply to be considered for the Magnetic Resonance Imaging program.

Physical Therapist Assistant Program

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

Radiography Program

1. The following factors are required for admission to the Radiography program:
   - Office Information Technology 227 (Medical Terminology) or another college Medical Terminology course of a minimum of one credit hour
   - Mathematics 125 (College Algebra)
2. In addition to the Common Factors, these courses are not required for admission, but will be weighed in determining which applicants will be admitted to the Radiography program—
   Specific college courses with a "C" (2.0) or better:
   - Emergency Medical Technician 110 or 120 (Medical First Responder Training or Emergency Medical Technician Didactic), from an accredited institution
   - Communication 101 (Foundations of Interpersonal Communication)

Admission to Nursing Programs

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

1. Individuals may apply for only one Nursing or Allied Health program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications are not accepted for an entering class year until the admission criteria and prerequisites for that year are published in the College Catalog. The Catalog is published roughly a year before admission decisions to which it applies are made.
2. At the time of application, applicants must supply all necessary documentation described in step three below. Incomplete applications will not be accepted. Applicants are responsible for filing an official change of name, address, or phone number with the Registrar's office, and notifying the Admissions office. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence until the student has corrected his/her information with Kellogg Community College.
3. Completed application packets contain all of the following information:
   - Selective Admission application and checklist indicating the specific nursing program desired and all previous colleges attended.
   - High school transcript if the student requests evaluation by the College for equivalency to required courses.
   - Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or ACCUPLACER® reading score of 68 or higher (waived for applicants who provide official documentation of a degree from an accredited post-secondary institution).
   - All official college transcript(s) showing a grade point average of 2.5 or higher at each post-secondary institution attended (unofficial transcripts are not acceptable).
   - Official transcripts showing accomplishment of required college courses (unless taken at KCC).
4. Only complete packets will be accepted. Applicants with ALL admission requirements 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 requirements satisfied are placed on an alternate list.
5. Individuals on the alternate list when classes begin will remain on the list. A

letter notifying the applicant of his or her alternate status will be mailed to the student by the College. The alternate letter must be returned to the Admissions office by the deadline on the letter indicating the semester for which the applicant desires to be next considered. If the applicant fails to return the letter, the applicant will be removed from the alternate list.

Admission to the Nursing program will not be based on race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability. Admission to the Nursing program is based on a completed application file.

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

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

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.

2016-2017 admission requirements for both the full- and part-time options of the Laddered Nursing program are as follows:

1. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or ACCUPLACER® reading score of 68 or higher (waived for applicants who provide official documentation of a degree from an accredited post-secondary institution).
2. All official college transcript(s) showing a grade point average of 2.5 or higher at each post-secondary institution attended (unofficial transcripts are not acceptable).
3. Admission requirements completed within six years prior to admittance to the program, with grades of "B-" or higher:
   - Chemistry 100 or equivalent, or higher level chemistry course
   - Mathematics 102 or equivalent, or higher, or ACCUPLACER® elementary algebra placement score of 85 or higher
   - Biology 201 or equivalent
   - Biology 202 or equivalent

Admission Requirements for Competitive Positions

Competitive seats will be filled based on competitive criteria. There will be seats available in both the full- and part-time program. Students wanting to be considered for a competitive seat, IN ADDITION TO being placed on the traditional list, must do the following:

- Complete the Competitive Admission course requirements
- Submit a complete Nursing Application packet
- Sign and submit the Competitive Admission form
- Complete the Nursing Admissions Exam.

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

- Nursing Admissions Exam scores – REQUIRED
- Grades in admission requirements – REQUIRED
- Grades in general education courses required for graduation – OPTIONAL

Advanced Placement Option

Admission Requirements

Advanced Placement is for students who already hold an LPN license, and seek to complete the program to be eligible to take the NCLEX test to become a Registered Nurse. Selective Admission application packets will be accepted for the Advanced Placement option on April 1 for the following academic year.

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

1. All official college transcript(s) showing a GPA of 2.0 or higher at each post-secondary institution attended (unofficial transcripts are not acceptable).
2. Successful completion of the following courses with a "C" (2.0) or higher:
   - Communication 101, 111, or 207
   - English 151, 152 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 102 or equivalent, or higher, or ACCUPLACER® elementary algebra placement score of 85 or higher
   - Biology 201, or equivalent
   - Biology 202, or equivalent
4. Submission of current Michigan licensure as an LPN

Nursing and Allied Health Admission Appeals

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

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

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

Records and Registration

Confidentiality of Records

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

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

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

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

Student Classification and Credit Hour Load

Freshman

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

Sophomore

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

Credit Hour Load

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

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

Definition of Credit

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

Registration and Schedule Adjustments

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

Drop/Add

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

Automated Drop

A student who has not fulfilled the prerequisites for the course in which they have enrolled and does not have a prerequisite override in the system will automatically be dropped from the enrolled course. 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 in the Bruin Portal or by submitting a withdrawal form to the Registrar's office, the Eastern Academic, Grahl, or Fehsenfeld Centers or RMTC office. If you need assistance to withdraw, contact an academic advisor.

Course Withdrawal

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

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

Withdrawal from College

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

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

Administratively Initiated Withdrawals

You may be administratively withdrawn from any course:

1. When excessive absences result in a grade below what is required for passing the course
2. When it has been determined by the Business Office that you have not fulfilled tuition and fee obligations to the College
3. As a sanction resulting from your violation of the Student Code of Conduct

A grade of "W" (withdrawal) will be recorded on your academic record for any course from which you were administratively withdrawn.

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.

Expectations for student conduct and the due process rights of students who might become

involved in disciplinary action are included in the Student Handbook.

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 Bruin Portal; www.kellogg.edu/admissions/registrar/transcripts or with a completed and signed transcript request form or other written and signed request submitted to the Registrar's office at the Battle Creek campus or at the Eastern Academic, Fehsenfeld and Grahl Centers. There is a minimal charge per copy for each transcript. The College reserves the right to withhold transcripts of students who have outstanding financial accounts.

An unofficial transcript, known as a course history, is also available via the Bruin Portal or in-person by showing a picture ID at the Registrar's office at the Battle Creek campus or at the Eastern Academic, Fehsenfeld and Grahl Centers.

Enrollment Verification

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

Dean's List

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

- Full-time student recognition–you must have completed 12 or more semester hours of credit during either the fall or the spring semesters to qualify. You must not have received any grades of "I" (incomplete) or "W" (withdrawn). There are no grade points associated with grades of "G", "X" and "P" and are not calculated in the cumulative grade point average.
- Part-time student recognition– you must have completed 6 or more semester hours of credit in either the fall or spring semesters, and have completed a total of 18 or more cumulative semester hours of credit and not received any grades of "I" (incomplete) or "W" (withdrawn). There are not grade points associated with grades of "G", "X" or "P" and are not calculated in the cumulative grade point average.
- Students will be recognized as follows:
  3.50-3.89 High Honors
  3.90-4.00 Highest Honors

Michigan Transfer Agreement

The Michigan Transfer Agreement (MTA) was designed to facilitate the transfer of general education requirements from one institution to another. Students may complete the Michigan Transfer Agreement as part of an associate's degree or as a stand alone transcript designation.

The agreement provides for transferability of up to 30 credit hours to meet General Education Requirements at participating Michigan colleges and universities. To fulfill the MTA requirements, students must successfully complete one course at the MTA awarding institution, and a minimum of 30* credits with at least a grade of 2.0 in each course under the six category requirements.

A. One course in English Composition:
   ENGL 151

B. A second course in English Composition OR one course in Communications:
ENGL 152, 153, 201, 205; COMM 101, 111, 205, 207, 210, 241; JOUR 112, 154

C. Two courses in Natural Sciences from two disciplines, including one with a laboratory experience:
ASTR 104; BIOL 105, 109, 110, 111, 112, 140, 200, 201, 202, 205; CHEM 100, 110, 111, 201, 202, 210 GEOG 100; PHYS 111, 112, 221, 222, 241, 243; SCIE 100, 102, 103 (SCIE 100 is a non-laboratory course)

D. One course in Mathematics from: College Algebra, Statistics, or Quantitative Reasoning:
MATH 125, 130, 132, 140, 141, 142, 241, 242

E. Two courses in Social Sciences from two disciplines:
ANTH 200; ECON 201, 202; HIST 103, 104, 106, 151, 152, 201, 202, 211, 212, 220, 240, 250, 260; PHIL 201, 202; POSC 201, 202, 210, 211; PSYC 201, 220, 240, 250, 265, 270, 275, 285, 290; SOCI 201, 202, 203, 204

F. Two courses in Humanities and Fine Arts from two disciplines, excluding Studio and Performance classes:
ARAB 101, 102; ART 105, 141, 210, 211, 212, 213; FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; HIST 221, 222, 245; HUMA 150, 205; INTL 210; JAPA 101, 102; LITE 105, 205, 206, 211, 212, 213, 216, 222, 223, 230, 240, 241, 285; MUSI 130, 131, 141, 211, 232, 233, 240, 250, 251; PHIL 230, 240; SERV 200; SPAN 101, 102, 201, 202; THEA 121, 122, 251, 285

**Additional coursework may be necessary to satisfy the 30 credit hour requirement.*
***Courses taken from above as honor courses will apply toward the transfer agreement.*

How to Request MTA at KCC

You can request to have MTA applied to your transcript at KCC by requesting a transcript or completing the application for graduation.

The KCC Records/Registration Office will audit your transcript for MTA requirements and enter the statement "MTA Satisfied" on your academic transcript. If after the audit you have not met the requirements for MTA, you will be notified.

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

MTA requirements are not to be confused with Kellogg Community College's general education learning outcomes core course.

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

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

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

Credit by Examination

You may receive credit by examination by following this process:

1. Contact the chair, director, or coordinator of the program offering the course and discuss the credit by examination options.
2. Complete a Request for Credit by Examination form.
3. Pay a $50 fee to the Registrar's office or at your Center office.
4. Present the receipt to the instructor administering the exam and complete the exam.
5. If a grade of "A," "B," or "C" is earned, course and grade information will be added to your academic record.
6. Grades of "D" and "F" are not satisfactory for credit by examination. If such grades are earned, no course entry will be made on your academic record.
7. To have credit by examination credits recorded on your KCC transcript, you must have completed coursework 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/director of the department or coordinator of the program offering the course to schedule an appointment for an evaluation.
4. Request the evaluator complete a "Request for Prior Experiential Learning" form.
5. Bring the form along with the required payment fee ($20 per credit hour or $5 per industrial trades module) to the Registrar's office. Accompanying the form must be the documentation that supports the request. Appropriate documentation would consist of the following:
   - College transcripts
   - Portfolio
   - Notes from in-depth interview
   - Resume
   - Examination results
6. To have prior experiential learning credits recorded on your KCC transcript, you must have completed coursework 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 coursework 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, an email will be sent to your KCC email account.

Evaluation of International Transcripts

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

Grading

GRADES		*GRADE POINTS*
A	Superior	4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D		1.00
D-		.67
F	Failure	0
G	Progress	°
X	Audit	°
I	Incomplete	°
W	Withdrawal	°
P	Pass ("C" grade or better)	°
N	No Pass	°

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

The Grade of "X" (Audit)

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

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

The Grade of "I" (Incomplete)

The grade of "I" may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent you from completing all course requirements. At a minimum, you must have completed a majority of the coursework and have a passing grade at the time you request the "I" from your instructor. The instructor may state in the course syllabus a higher requirement for the amount of 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" (pass), "G" (progress), and "N" (not pass)

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

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

Grades of "P" or "N" are earned in CRJU 110, 207, and 299; PTA 221, 227, 228, and 229; all Industrial Trades courses; all EMT courses with a course number less than 100; and EMT 121, 122, 123, 240, 245, 250, 255 and 260.

The grade of "P" or "N" is an option in certain courses using traditional grades. If you select the "P" or "N" option, you must notify the instructor before the midpoint of the course. You should be aware that an "N" grade on your academic record may jeopardize your ability to transfer, since many colleges and universities consider this grade a failure. The grade of "P" or "N" is an option for the following courses: ENGL 151, 152, and 153; HUSE 185 and 186; all physical education activity (PE) courses; and POSC 201, and 202.

Calculating a Grade Point Average

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

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

Your grade report and academic record reflect the following semester and cumulative totals: credit hours attempted, credit hours earned, credit hours used in calculating the grade point average and grade point average. For financial aid purposes all grades are considered when determining eligibility.

Academic Fresh Start Policy

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

1. Students requesting Academic Fresh Start must have shown academic success in their most recent semester at KCC.
2. 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.
3. 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.
4. While the affected grades and credits are excluded from transcript calculations, they remain as part of the official transcript.
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.

The Academic Fresh Start policy is a Kellogg Community College policy and does not affect the considerations of transfer institution. Application forms for Academic Fresh Start are available from the Registrar's office Eastern Academic, Fehsenfeld, and Grahl Centers and the RMTC office.

Academic Progress Standards

All students are expected to meet standards for academic progress while attending Kellogg Community College. Students will be monitored for academic progress at the end of each semester (fall, spring and summer) after a student has attempted at least 12 cumulative credit hours at KCC.

Students must achieve a required minimum cumulative GPA (Minimum Cumulative GPA Measure) and complete a specified percentage of cumulative credit hours attempted (Pace of Progression Measure) to indicate academic progress.

Students will be notified of their academic progress status through their Kellogg Community College email account if they do not meet the minimum standards for academic progress. (Students who are meeting the academic progress standards will not receive notification.)

The first time a student does not meet academic progress standards they will be placed on Warning. A student that continues to not meet minimum academic progress standards will be placed on Academic Monitoring that may result in Academic Probation. More information on expected academic progress standards can be found online at http://www.kellogg.edu.

Students in specific programs at KCC, and students receiving financial aid and/or veterans benefits must meet the specific academic

requirements that determine continuation in those programs. Students receiving financial aid should review additional information at www.kellogg.edu/admissions/financial-aid/sap-standards/.

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/director of the department, the manager of the program which offers the course and/or the dean of the division. 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 one year of the date when the grade was assigned. An academic appeals form is available at all registration sites and online on the Refund Policy page at www.kellogg.edu. 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, be sure you have the correct program code in the KCC student information system. You begin the process by verifying your program code in your Bruin Portal for each degree and/or certificate you are applying for. Under "Academic Profile," view the "Change Academic Program Code" option. If your program code(s) of study is not listed, please contact the Registrar's office at 269-965-4129 for assistance.

You must complete a separate Application for Graduation form for each degree or certificate you are applying for. You can apply online through the Bruin Potal, or in person to the Registrar's office, Eastern Academic, Grahl, Fehsenfeld Centers or RMTC office.

Applications for graduation are accepted during the following dates:

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

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

Graduation applications received after the application period closes may be accepted as late applications and assessed a non-re¬fundable 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. The audit results will be sent to your KCC email account.

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 five 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 coursework 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 coursework in the present curriculum has been completed.

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

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

Course Exemptions and Substitutions

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

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

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

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

Reverse Transfer Policy

Students who have completed a baccalaureate degree from an accredited institution may be considered for reverse transfer to meet the general education requirements for an Associate in Applied Science degree at KCC. The determination of which courses are to be considered in reverse transfer is at the discretion of the program director or coordinator for the student's program of study. This policy does not release the student from meeting program specific requirements or graduation requirements, and does not apply to the following KCC transfer degrees: Associate in Arts, Associate in Science, Associate in General Studies, Associate in Criminal Justice, Associate in International Studies, Associate in Elementary Education.

Financial Information

Textbooks

Kellogg Community College Bookstore/ Bruin Bookstore is located on the first floor of the Lane Thomas Building. The Bruin Bookstore offers new and used textbooks, supplies, insignia items, clothing, software, and snacks for students to purchase. Students at the Fehsenfeld, Grahl and Eastern Academic Centers may purchase their books online at bookstore.kellogg.edu or at the Battle Creek Bruin Bookstore. The average cost of a new textbook is estimated at approximately $175.00. Please be aware some classes may require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bruin Bookstore will ship textbooks within the continental United States for an additional shipping and handling fee.

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

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

Federal Refund/ Repayment Policy

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

Residency

Conditions

Your residency status is based on the taxing district in which you live, and the tuition you pay is based on your residency status. Residency is established at the end of the first "full" week of 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 timeline will affect your tuition rate for the upcoming semester.

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

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

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

Your residency must be established before you can access secure areas within the Bruin Portal.

A change in address may be submitted by email to regoffice@kellogg.edu; or in person to the Registrar's Office, Eastern Academic, Grahl, Fehsenfeld Centers or RMTC office. It is your responsibility to keep your address current on College records. An incorrect address will result in returned mail which will hinder your access to College services, programs, and pertinent information.

A change in residency requires documentation and may be submitted by email to regoffice@kellogg.edu; or in person to the Registrar's office, Eastern Academic, Grahl, Fehsenfeld Centers or RMTC office.

When residency discrepancies are found, your residency status will be flagged, and your tuition rate will automatically be adjusted.

Contact the Registrar's office for questions regarding residency.

Determination of Residency for Tuition Purposes

Resident

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

Non-Resident

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

Out-of-State Resident

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

International Resident

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

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

The College District

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

Geographical areas within Calhoun County

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

Clarence Township . . . . . .Mar Lee
Clarendon Township . . . . Homer, Tekonsha
Convis Township . . . . .Marshall, Pennfield
Eckford Township . . . . . Albion, Homer, Mar Lee, Marshall
Emmett Township . . . . . Battle Creek, Harper Creek
Fredonia Township . .Harper Creek, Homer, Marshall, Tekonsha, Union City
Fulton Township . . . . . Athens
Homer Township . . . . . Homer
Lee Township . . . . . Marshall, Mar Lee
Leroy Township . . . . Athens, Harper Creek
Marengo Township . . . . . Albion, Marshall, Mar Lee
Marshall Township . Harper Creek, Marshall
Newton Township . . Harper Creek, Marshall, Union City
Pennfield Township . . . . . Battle Creek, Harper Creek, Pennfield
Sheridan Township. . . . . Albion, Mar Lee
Tekonsha Township . . . . . Homer, Tekonsha, Union City

Geographical areas within Barry County
Assyria Township. . . . . Pennfield
Johnstown Township . . . . . Pennfield

Geographical areas within Branch County
Batavia Township. . . . . .Union City
Butler Township. . . . . Homer, Tekonsha
Girard Township . . . . Tekonsha, Union City
Matteson Township . . . . . .Union City
Sherwood Township. . . . Athens, Union City
Union Township. . . . . .Union City

Geographical areas within Hillsdale County
Litchfield Township. . . . . Homer

Geographical areas within Kalamazoo County
Wakeshma Township . . . . . Athens

Geographical areas within St. Joseph County
Leonidas Township . . . . . Athens

Tuition and Fees

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

A credit hour of tuition purchases sixteen hours of instruction. An additional tuition charge is assessed for courses providing instruction in excess of this ratio. Additionally, laboratory, materials, online fees, and health fees are charged for certain courses. These fees are listed in each semester schedule of classes.

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

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

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

1. Payment in full at time of registration.
2. Payment Plan – To qualify for a payment plan agreement, you must (1) have paid in full all prior outstanding balances, and (2) have an outstanding balance greater than $100, and (3) complete an enrollment application for the FACTS Payment Plan by registering an active bank account or credit card with Nelnet Business Solutions. The tuition agreement must be paid even if you withdraw

after the refund period. Late or delinquent payments may result in an administrative withdrawal from courses. Details on the current payment plan options available are published online on the Tuition and Fees page at www.kellogg.edu/.

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

Tuition and fees are subject to change.

Tuition Refund Policy

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

Military Duty

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

Refund Appeals

A Refund Appeals Committee is in place to consider refund appeals from students. You may submit a written refund appeal with supporting documentation to:

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

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

Foundation

KCC Foundation

In 1998 the Kellogg Community College Board of Trustees encouraged the College to establish a foundation to seek private funding to assist students with various needs. In keeping with that mandate, the Kellogg Community College Foundation manages a number of funds and initiatives to provide financial assistance to the students and programs of Kellogg Community College.

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

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

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

Scholarships

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

General Criteria and Guidelines:

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

The KCC Foundation Scholarship Booklet, a complete listing of all KCC Foundation scholarships and applicable deadlines for submissions, is available at the Foundation office located on the first floor of the C Classroom Building. Booklets are also available in Student Services, the Academic Advising Center, and the Financial Aid office on the Battle Creek campus. College offices at the Eastern Academic Center, Fehsenfeld Center, Grahl Center and the 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. 4161.

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. Bruin Portal user ID and password
2. KCC student email account

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

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

How to Apply for Student Financial Aid

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

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

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

Priority Processing Deadlines for Applications

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

Financial Aid Return of Title IV Funds

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

Title IV Federal Financial Aid Programs

Federal Pell Grant

This grant provides an annual award depending on the computed Expected Family Contribution from the Free Application for

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work Study

This program is a federally funded work program used to promote part-time employment on campus. 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 Career and Employment Services.

William D. Ford Federal Direct Loan Program

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

Federal Direct Unsubsidized Loans are low interest loans made by the Department of Education, which allow you to borrow if you are not eligible or have reduced eligibility for a Federal Direct Subsidized Loan. The maximum amount you can borrow is the same as the Federal Direct Subsidized loan. If you are a dependent student, you may borrow up to an additional $2,000, depending on eligibility. If you are an independent student, you may borrow up to an additional $6,000, depending on eligibility. The interest rate for the Federal Subsidized and Unsubsidized Loans is the same. The federal government does not pay the interest if you are receiving the Federal Unsubsidized Loan while you are in school, during the six-month grace period, and during all deferment periods. Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Federal Direct Parent Plus Loans for Undergraduate Students

These are government loans made to your parents if you are a dependent student. Your parents cannot have an adverse credit history to qualify. Maximum loan amounts cannot exceed the Cost of Attendance (COA) minus other financial aid. The interest rate on the Federal Direct Parent Loan is a variable rate not to exceed 9%. Payment begins 30 days after the first disbursement. Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

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

Michigan Financial Aid Programs

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

Michigan Competitive Scholarship

This is a state scholarship awarded to eligible Michigan high school graduates. You must be a Michigan resident with demonstrated financial need as determined by the Free Application for Federal Student Aid (FAFSA), as well as achieved the minimum qualifying ACT score required by the Michigan Higher Education Assistance Authority.

Michigan Tuition Incentive Program

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

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

Academic Standards and Progress Requirements for Recipients of Financial Assistance

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

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

Support Services Programs

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

Additional information and applications may be obtained by accessing the Support Services for Students page at www.kellogg.edu. Support Services may also be reached by email 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 a job, you should register with Career and Employment Services, where a list of current job openings is maintained. A Student Employment Authorization from the Financial Aid office is required prior to the start of employment.

Cooperative Education Program

The Cooperative Education Program at Kellogg Community College offers you an opportunity to work in your career area while attending classes to obtain a degree or certificate. Through the integration of academic study and work experience, you are able to enhance your academic knowledge, personal development, and professional preparation.

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

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

Financial Assistance for Transfer Students

Community College Scholarships

State Universities

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

Private Colleges

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

Phi Theta Kappa Scholarship

If you are a member of Phi Theta Kappa and transfer to any one of over 700 colleges in the United States, you may be eligible for transfer scholarships. To access a list of current transfer scholarships, contact Phi Theta Kappa at www.ptk.org for more information.

Student Services

Academic Advising

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

Academic Advisors assist students to:

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

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

Additional advising resources including transfer guides are available on the Transfer Information page of the website at www.kellogg.edu.

Athletics

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

Student Life

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

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

ext. 2634, email studentlife@kellogg.edu, or visit www.kellogg.edu/student-life.

Awards Banquet

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

The Bruin Newspaper

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

Honors Program

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

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

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

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

High School Students —
- High school GPA of 3.5 or higher and ACT composite of 24 or higher

Current KCC Students —
- Minimum, cumulative GPA of 3.5 and 12 completed credits

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

To fulfill the Honors Program requirements, students have the option of fulfilling an honors contract in most KCC courses. An honors contract is a mechanism for adding an "honors dimension" to any regular KCC course by contracting with the instructor to complete additional coursework and receive honors designation. Students interested in developing an honors contract should contact individual instructors at the start of the semester to discuss options.

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 and conferences.

Student Organizations

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

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

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

Records and Registration

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

Housing

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

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

Insurance

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

Students with Disabilities

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

Americans With Disabilities Act

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

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

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

Career and Employment Services

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

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

Students/alumni have access to CES resources which includes computer stations, printers,

copiers, scanners, fax machines, and phones. CES is available for walk-in guests and is self-directed. Additional information is available online at Career and Employment Services at www.kellogg.edu/services/ces.

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

Phone — 269-565-2637
Email — jobhelp@kellogg.edu
Website — www.kellogg.edu/services/ces
Job Board —
www.collegecentral.com/kellogg

Student Handbook –Regulations

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

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

Support Services

Support Services offers a variety of programs to assist students in successfully reaching their academic goals. Support Services may be reached by email at supportservices @kellogg.edu, by phone at 269-965-4150 or view the Support Services for Students page at www.kellogg.edu.

Tutoring and Academic Assistance

As a KCC student who is currently enrolled and regularly attending class, you may qualify to receive academic assistance. Assistance may include individual or group sessions with either a student or a professional. A variety of drop-in, subject specific sessions are offered each semester. To request a tutor for a specific subject, visit our website at www.kellogg.edu/acadservices/tutoring.

Disability Services

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

Counseling Services

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

Tools for Student Success

Academic Support

Academic Support is devoted to promoting, supporting, and enhancing student success, persistence and retention. The department provides opportunities to study with professional assistance, work with the Student Success Strategies Manager and develop the skills required for 21st century jobs and college success.

The Bridge

You can drop-in to The Bridge to receive help in most subject matter or program areas. Professional staff is available for English, mathematics, reading, science and learning strategies. Peer tutoring is also available for

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

Student Success Strategies

The Student Success Strategies Manager provides personalized support for students enrolled in a Transitional Studies course. This staff member works with students to develop a customizable student success plan based on individual student needs and desired outcomes. With various success techniques, students will have the necessary strategies to use in current and future semesters.

Transitional Studies

Transitional Studies courses are designed to help bridge the gap between a student's current skill level and being college-ready. Many of the general education courses require students to demonstrate college-level competency by meeting scoring requirements on a placement test or by completing a related transitional studies course. For some students, placement test scores will require enrollment in transitional studies courses prior to enrolling in other courses (see course prerequisites for a listing).

Courses include English (TSEN), mathematics (TSMA), reading (TSRE), and learning strategies (TSLS). Take the placement test and meet with an academic advisor who can help you determine which courses would help ensure your success.

Paraprofessional Tutoring Support

Paraprofessionals are available daily to assist you in mastering the competencies. Parapro schedules are posted each semester. Stop by The Bridge for more information.

Reading, Writing and Study Skills

You can receive help with a specific assignment or upgrade your grammar, vocabulary and composition skills. Paraprofessionals and computer-based learning programs are available to help you read faster and comprehend more, study better in less time, take great lecture notes, and generally build upon skills you already possess to make college writing, reading and learning easier.

Mathematics and Science Skills

Tutoring assistance with all levels of math is available in The Bridge. Paraprofessionals are available daily to assist you in mastering the competencies. Individual and small group tutoring is available for Biology 101, 201, 202, and Chemistry 100 as well. A variety of software programs are provided for independent study, and paraprofessionals are available to help at a variety of scheduled times throughout the week.

Testing and Assessment

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

Student Assessment and Course Placement (ACCUPLACER®)

If you are enrolling for the first time at Kellogg Community College, you may need to take one or more of the ACCUPLACER® assessments for writing, reading or math. ACCUPLACER® 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. ACCUPLACER® is offered at the Testing and Assessment Center in the Ohm Information Technology Center and at the Eastern Academic, Fehsenfeld and Grahl Centers. There is no fee for initial assessments. Assessment is required before you meet with an academic advisor to plan your initial class schedule.

Alternatives to the ACCUPLACER® Test

If you took the ACT assessment, you may choose to use your ACT writing and reading scores instead of taking those sections in ACCUPLACER®. 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.

Academic Testing

Academic testing, located at The Bridge, provides testing support for courses offered by the College. Testing support includes make-up, online and credit by department exam.

Michigan Community College Virtual Collaborative (MCCVLC) or Michigan Colleges Online (MCO)

Test services for Michigan Colleges Online, formerly the MCCVLC, are available through the Testing and Assessment Center and are offered for a fee. To make an appointment, please contact Testing and Assessment at 269-965-4136.

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

College Level Examination Program (CLEP)

CLEP examinations are computer-based examinations through the College Board. There are 33 different examinations in introductory-level subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.

DANTES Subject Standardized Tests (DSST)

DSST examinations are computer-based examinations. There are 38 test titles available covering a wide range of subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.

Instructional Information

General Education Core

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

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

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

Academic Discipline Procedure

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

Class Attendance

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

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

Faculty are required to report to the Financial Aid office students who have never attended class. Federal aid may be reduced if you do not begin attendance in all classes.

Consultation

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

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

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. 2802.

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 Michigan Colleges Online (MCO). Even though you are taking the course from another college, you still receive support services from and maintain your academic record at KCC.

The Online Learner Orientation (KCCS C100) is a prerequisite for all online courses at KCC. This one-time only, online Continuing Education Unit (CEU) takes approximately two hours to complete and is free of charge. The Online Learner Orientation may be completed at any time prior to registering for any online course.

Hybrid Courses

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

Independent Study

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

Individualized Instruction

The benefits of individualized instruction are flexibility and convenience. Students use this self-paced mode of learning primarily for skill building courses for the office or skilled trade fields. Students engage in the coursework independently and in small groups 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.

Accelerated Learning Program

Accelerated Learning Program (ALP) is an innovative classroom approach that advances students through two levels of coursework in one subject in one semester, and research has shown this to be a highly successful completion strategy. Eligible students test into the transitional course but are motivated to complete the freshman course concurrently. Students have the same instructor for both courses, and the transitional section is limited to 12 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 100, a one credit course where students gain leadership and career development skills through a service-learning experience.
2. SERV 200, a three credit class dedicated to the history, goals and a practical application of service-learning.
3. SERV 299, a field experience that integrates classroom learning with application of the learning in a realistic setting through a supervised experience.
4. Academic classes with a service-learning endorsement. Endorsed classes provide students with academic credits and service-learning experience which is recorded on academic transcripts.

5. Honors contracts with a service-learning focus.

Many four year institutions are requiring service-learning or civic engagement experience from students and the above options are intended to meet those requirements. Students are responsible for checking with their chosen four year institutions to confirm service-learning and civic engagement requirements.

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

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

Short Courses, Seminars, and Workshops

Kellogg Community College's Lifelong Learning department designs a variety of classes, workshops and short courses each semester based on national trends, local market needs and input from the community. These personal enrichment learning opportunities come without homework, tests or grades and are offered as Continuing Education Units (CEUs). The majority of classes are held in the evening at the Regional Manufacturing Technology Center (RMTC) and KCC's North Avenue campus. Lifelong Learning also provides a selection of online courses for personal development that can be taken at any time, day or night, weekday or weekend. Daytime classes are available through the Institute for Learning in Retirement (ILR), a membership-based organization that partners with the College. These courses are designed for students age 50 or better, and the program includes travel opportunities and social events for its members. Contact Lifelong Learning for more information about any of its programs or classes at 269-965-4134.

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 ebooks provides students with access to needed research materials. Students can use the materials in other Michigan libraries by participating in the State's program, available in the Learning Resource Center.

Regional Locations

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

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 coursework with a cumulative grade point average of 2.0 or higher.
3. To earn an associate degree, at least 24 credit hours must be successfully completed at KCC.
4. A maximum of 60% of the credit hours required for a degree or certificate may be documented and transferred to KCC.
5. All associate degrees require successful completion of a minimum of two courses from Communicating, one of which must be ENGL 151 or 152, or its equivalent; and a minimum of one course from Creativity, Global Awareness, Mathematics and Science, and Healthy Living. Students should refer to their degree program for specific course requirements.

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

General Education Core Courses

Choose from the following courses to complete your general education requirements. General education core courses require a prerequisite ACCUPLACER® reading score of 60, or a "C" in TSRE 55. It is strongly recommended that students take ENGL 151, Freshman Composition, early in their college-level coursework to prepare for writing throughout their college career. See your program of study pages for specific course requirements. Be sure to check your transfer and program guides for more explicit directions concerning general education choices. Students seeking MTA should see the Michigan Transfer Agreement section for MTA general education requirements.

Communicating

	CREDITS
Communication 101, Foundations of Interpersonal Communication	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	2

Creativity

CREDITS

Art 103, Two-Dimension Design 3
Art 105, Contemporary Art Survey. 2
Art 110, Drawing 1 3
Art 141, Art for Elementary Teachers. . . 3
Art 160, Painting and Illustration 1 2
Art 201, Painting and Illustration 2 2
Art 204, Three-Dimension Art 3
Art 209, Introduction to Studio Art. 3
Art 211, Art Appreciation 3
Art 212, Art History 3
Art 213, Art History 3
Art 218, Introduction to Photography. . . 2
Art 219, Digital Color Photography 2
Art 221, Photography Basics 2
Art 222, Introduction to Photography. . 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 2 . . 3
Art 245, Introduction to Ceramics 2
Art 246, Intermediate Ceramics 2
English 203, Introduction to Creative Writing 3
English 204, Advanced Creative Writing 3
Humanities 150, Encounter with the Arts 2
Humanities 241, Dance for Elementary Educators 3
Literature 105, Introduction to Literature 3
Literature 205, World Literature 1. 3
Literature 206, World Literature 2. 3
Literature 211, American Literature 1 . . 3
Literature 212, American Literature 2 . . 3
Literature 213, Children's Literature . . . 3
Literature 216, Film Interpretation 3
Literature 222, British Literature. 3
Literature 223, Shakespeare. 3
Literature 230, Bible as Literature. 3
Literature 240, African-American Literature 3
Literature 241, Science Fiction 3
Literature 285, Studies in the Novel . . . 3
Music 130, Music Theory 1 3
Music 131, Music Theory 2 3

CREDITS

Music 141, Fundamentals of Music for Teaching 3
Music 211, Music Appreciation 3
Music 232, Music Theory 3 3
Music 233, Music Theory 4 3
Music 250, Music History 1 3
Music 251, Music History 2 3
Music 270, Sacred Choral Literature . . . 3
Theatre 121, Theatre Appreciation 1 . . . 3
Theatre 122, Theatre Appreciation 2 . . . 3
Theatre 125, Stagecraft 1 3
Theatre 218, Acting 1 3
Theatre 223, Acting for the Camera. . . . 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 2 4
Art 210, History of Photography and Film. 3
Communication 241, Foundations of Mass Communication. 3
Early Childhood Education 210, Child Growth and Development 3
Economics 201, Principles of Economics —MACRO 3
Education 200, Foundations of Education 3
Education 240, Education Trends. 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 106, Religious History. 3
History 151, Western Civilization: Early Western World 3
History 152, Western Civilization: Modern Western World 3
History 201, Global History to 1500 . . . 3
History 202, Global History from 1500 to Present. 3

CREDITS

History 210, History of Michigan 3
History 211, History of England 3
History 212, History of England Continued 3
History 220, Great Lives 3
History 221, Architectural History— Late 19th Century to 1959 3
History 222, Architectural History— Post World War II to Present 3
History 240, African American History . 3
History 245, History of Rock and Roll . . 3
History 250, History of Africa 3
History 260, History of Middle East and North Africa 3
History 290, History of the Straits of Mackinac 3
International Travel 210, International Travel - Culture 3
Japanese 101, Introductory Japanese . . . 4
Japanese 102, Introductory Japanese . . . 4
Journalism 111, Mass Media Environment 3
Philosophy 201, Introduction to Philosophy 3
Philosophy 202, Introduction to Ethics . 3
Philosophy 230, World Religions 3
Philosophy 240, Survey of The Bible . . . 3
Philosophy 260, Cults and New Religious Movements 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

CREDITS

Spanish 203, Advanced Conversational Spanish 3

Healthy Living

CREDITS

Physical Education Healthy Lifestyle 101, Wellness Activity: Cardio Tone 2
Physical Education Healthy Lifestyle 107, Wellness Activity: Yoga Pilates Fusion . 2
Physical Education Healthy Lifestyle 113, Wellness Activity: Weight Training . . 2
Physical Education Healthy Lifestyle 119, Wellness Activity: Water Exercise . . . 2
Physical Education Healthy Lifestyle 125, Wellness Activity: Sports Conditioning . 2
Physical Education Healthy Lifestyle 131, Wellness Activity: Walking or Jogging . 2
Physical Education Healthy Lifestyle 140, Healthy Lifestyle Practices 2
Physical Education Professional 290, Preschool and Elementary Physical Education 3
Psychology 201, Introduction to Psychology 3
Psychology 220, Developmental Psychology 3
Psychology 240, Introduction to Applied Behavior Analysis 3
Psychology 250, Abnormal Psychology . 3
Psychology 265, Addiction and Human Behavior 3
Psychology 270, Human Sexuality 3
Psychology 275, Criminal Psychology . . 3
Psychology 285, Introduction to Neuropsychology 3
Psychology 290, Social Psychology 3
Sociology 202, Social Problems 3
Sociology 203, Marriage and Family . . . 3

Mathematics and Science

CREDITS

Astronomy 104, Introductory Astronomy 4
Biology 101, Biological Science 4
Biology 105, Essentials of Human Anatomy and Physiology 4

	CREDITS
Biology 109, Principles of Biology: Organismal	4
Biology 110, Principles of Biology: Cellular	4
Biology 111, Botany	4
Biology 140, Life Science for Elementary Educators	4
Biology 201, Human Anatomy	4
Biology 202, Human Physiology	4
Biology 205, Microbiology	4
Business Administration 213, Business Statistics	3
Chemistry 100, Fundamentals of Chemistry **and higher CHEM** courses	4
Geography 100, Physical Geography	4
Math 111, Mathematics for Elementary Teachers **and higher MATH** courses	3-5
Physics 111, College Physics 1 **and higher PHYS** courses	3-5
Science 100, Environmental Science	4
Science 102, Physical Science	4
Science 103, Field Investigation in Environmental Studies	4

Associate in Arts Degree

code 311

The Associate in Arts is designed for students preparing to transfer to a four-year institution. The requirements in this degree are designed to fulfill the general education core outcomes requirements described in the General Education Core Courses section of this Catalog.

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH, TSEN, TSMA, and TSRE courses with numbers less than 100; and LITE 100 and MUSI 100.
2. A cumulative grade point average at KCC of at least 2.0.
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

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

General Education Course Requirements

(minimum credits needed)

	CREDITS
Communicating	9
English 151, Freshman Composition AND **English 152**, Freshman Composition AND **Communication 101,** Foundations of Interpersonal Communication or **111,** Business and Technical Communication	
Creativity Electives˚	8
Global Awareness Electives˚	9
Healthy Living Electives˚	2
Mathematics and Science Electives˚	8

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

Additional Coursework

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 MTA, refer to pages 20-21 for details.

Associate in Criminal Justice

code 314

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

The Associate in Criminal Justice is a program designed to prepare students for a career in Criminal Justice or to provide students with a degree that will meet the MTA 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 MTA.

General Education

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

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

	CREDITS
Communication 101, Interpersonal Communication	3
English 151, Freshman Composition	3
English 152, Freshman Composition	3
Healthy Living Elective°	2
Humanities 150, Encounter with the Arts	2
Mathematics and Science Elective†	8
Philosophy 202, Introduction to Ethics	3

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

† Students must choose one course from Mathematics and one course from Natural Science.

Choose four credits in **Natural Sciences:**

ASTR 104; BIOL 105, 109, 110, 111, 140, 201, 202, 205; CHEM 100, 111, 201, 202, 210; GEOG 100; PHYS 111, 112, 221, 222, 241, 243; SCIE 102, 103

Choose four credits in **Mathematics** from:

MATH 125, 140, 141, 142, 241, 242

Students must also choose from the following:

Choose eight credits in **Social Sciences** from more than one discipline:

ANTH 200; ECON 201, 202; HIST 103, 104, 106, 151, 152, 201, 202, 211, 212, 220, 240, 250, 260; POSC 201, 202, 210, 211; PSYC 201, 220, 240, 250, 265, 270, 275, 285, 290 SOCI 201, 203, 204

Choose six credits in **Humanities and Fine Arts** from two disciplines, excluding studio and performance classes:

ARAB 101, 102; ART 105, 141, 210, 211, 212, 213; FREN 101, 102, 201, 202; HIST 221, 222, 245; HUMA 150, 205; INTL 210; JAPA 101, 102; LITE 105, 205, 206, 211, 212, 213, 216, 222, 223, 230, 240, 241, 285 MUSI 130, 131, 141, 211, 232, 233, 240, 250, 251; PHIL 230, 240; SPAN 101, 102, 201, 202; THEA 121, 122, 251, 285

Professional Development Courses

Required Courses

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

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

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

Associate in Elementary Education

code 331

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

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

The associate degree prepares graduates for entry-level education positions such as education paraprofessionals, lead preschool teachers, youth workers, family support specialists, and education teaching positions such as camp and after-school program teachers. Students desiring to work in education are encouraged to complete service-learning and field experience opportunities while earning the Associate Degree in Elementary Education. Any experience with children or young adults should be documented as they could potentially be used towards the completion of bachelor-level requirements. Note: Many KCC courses offer service-learning and field experience opportunities.

Prerequisites

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

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

Cooperative Partnership Information

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

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

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

Service-Learning Requirement

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

General Education

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

CREDITS

Art 141, Art for Elementary Teachers
or **Literature 213**, Children's Literature
or **Music 141**, Fundamentals of Music for Teaching 3

CREDITS

Art 211, Art Appreciation
or **Music 211**, Music Appreciation
or **Theater 121**, Theater Appreciation 1
or **122**, Theater Appreciation 2
or **251**, Introduction to Children's Theater 3

Astronomy 104, Introductory Astronomy
or **Chemistry 100**, Fundamentals of Chemistry
or **110** General Chemistry 1 4

Biology 101, Biological Science
or **110**, Principles of Biology: Cellular
or **202**, Human Physiology 4

Biology 140, Life Science for Elementary Educators 4

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

Early Childhood Education 210, Child Growth and Development
or **Psychology 220**, Developmental Psychology 3

English 151, Freshman Composition . . . 3

English 152, Freshman Composition . . . 3

History 103, American Foundations 3

History 104, Modern America 3

History 201, Global History to 1500
or **202** Global History from 1500 to Present 3

Literature 105, Introduction to Literature
or **206**, World Literature 2
or **240** African-American Literature . 3

Mathematics 111, Mathematics for Elementary Teachers 4

Mathematics 112, Mathematics for Elementary Teachers 2 4

Political Science 201, American System of Government (Federal) 3

Psychology 201, Introduction to Psychology 3

Sociology 201, Introduction to Sociology 3

Required Education Courses

	CREDITS
Education 200, Foundations of Education	3

Optional Inclusions Depending on Transfer Guide

Choose one 3 credit course based on transfer guide:

	CREDITS
Early Childhood Education 210, Child Growth and Development	3
Early Childhood Education 231, Early Childhood Literacy	3
Early Childhood Education 232, Infant and Toddler Care	3
Early Childhood Education 233, Early Childhood Environments	3
Early Childhood Education 237, Young Children with Special Needs	3
Early Childhood Education 240, Child Care Administration	3
Education 204, Exceptional Learner in School-Age Environments	3
Education 240, Education Trends	3
Education 241, Hot Topics in Education 1	1
Education 242, Hot Topics in Education 2	2
Education 270, Service-Learning in Schools	3
Humanities 241, Dance for Elementary Educators	3
Physical Education Professional 290, Preschool and Elementary Physical Education	3

Optional Field Experience

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

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

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

Fall – Semester I
EDUC 200
ENGL 151
HIST 103
MATH 111
PSYC 201

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

Fall – Semester III
ASTR 104 or CHEM 100 or 110
COMM 101 or 111
LITE 105, 206 or 240
SOCI 201
ECE 210 or PSYC 220
Optional field experience: EDUC 220, 252 or 253

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

Associate in General Studies Degree *code 313*

The purpose of the Associate in General Studies is to recognize completion of the requirements for a degree at Kellogg Community College. The requirements in this degree are designed to fulfill the general education core outcomes requirements described in the General Education Core Courses section of this Catalog.

Requirements for the Degree

1. A minimum of 62 credit hours earned, exlcuding BIOL, CHEM, ENGL, MATH, TSEN, TSMA, and TSRE courses with numbers less than 100 and LITE 100 and MUSI 100.
2. A cumulative grade point average at KCC of at least 2.0
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

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

General Education Course Requirements

(minimum credits needed)

	CREDITS
Communicating	6
English 151, Freshman Composition AND **Communication 101,** Foundations of Interpersonal Communication or **111,** Business and Technical Communication	
Creativity Electives˚	2
Global Awareness Electives˚	3
Healthy Living Electives˚	2
Mathematics and Science Electives˚	3

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

Additional Coursework

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 MTA, refer to pages 20-21 for details.

Associate in International Studies Degree *code 317*

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

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH TSEN, TSMA and TSRE courses with numbers less than 100, and LITE 100 and MUSI 100.
2. A cumulative grade point average at KCC of at least 2.0.
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

Students graduating under the 2012-2013 Catalog or thereafter, who obtain an Associate in Arts, Science, General Studies, International Studies, Elementary Education, or Criminal Justice, will be required to complete a Service-Learning experience. Students completing an Associate in Applied Science in the Industrial Trades are encouraged to complete a Service-Learning experience. Please ask your Academic Advisor which courses incorporate Service-Learning, or search in class schedules. The final grade in the course must qualify for academic credit in order to receive the Service-Learning endorsement.

General Education Course Requirements

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

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

International Studies Required Courses

	CREDITS
Geography 100, Physical Geography	4
International Travel 210, International Travel: Culture	3
Political Science 211, International Relations	3

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

	CREDITS
French 101, Elementary French	4
French 102, Elementary French	4
French 201, Intermediate French	4
French 202, Intermediate French	4
OR	
Spanish 101, Elementary Spanish	4
Spanish 102, Elementary Spanish	4
Spanish 201, Intermediate Spanish	4
Spanish 202, Intermediate Spanish	4

Additional Coursework

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 1	3
Literature 206, World Literature 2	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 1 . . . 3
Theater 122, Theater Appreciation 2 . . . 3

Choose 12 credits from the following electives:

CREDITS

Arabic 101, Elementary Arabic 4
Arabic102, Elementary Arabic 2 4
Anthropology 200, Introduction to Anthropology 3
Business Administration 115, Global Business 3
Communication 241, Foundations of Mass Communication 3
Economics 201, Principles of Economics – MACRO 3
History 106, Religious History 3
History 151, Early Western Civilizations 3
History 152, Modern Western Civilizations 3
History 201, Global History to 1500 . . . 3
History 202, Global History from 1500 to Present 3
History 211, History of England 1 3
History 212, History of England 2 3
History 250, History of Africa 3
History 260, History of the Middle East and North Africa 3
Literature 105, Introduction to Literature 3
Literature 213, Children's Literature . . 3
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

CREDITS

Sociology 204, Race and Ethnic Relations 3
Spanish 131, Conversational Spanish . . 3

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

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

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

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

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

Associate in Science Degree

code 312

The Associate in Science is designed for students preparing to transfer to a four-year institution. The requirements in this degree are designed to fulfill the general education core outcomes requirements described on page 52.

Requirements for the Degree

1. A minimum of 62 credit hours earned, excluding BIOL, CHEM, ENGL, MATH TSEN, TSMA and TSRE courses with numbers less than 100, and LITE 100 and MUSI 100.
2. A cumulative grade point average at KCC of at least 2.0.
3. A minimum of 24 credit hours must be completed at Kellogg Community College.
4. A maximum of 60% of the credit hours required for a degree may be documented and transferred to KCC.

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

General Education Course Requirements

(minimum credits needed)

	CREDITS
Communicating	9
English 151, Freshman Composition AND **English 152,** Freshman Composition AND **Communication 101,** Foundations of Interpersonal Communication **or 111,** Business and Technical Communication	
Creativity Electives˚	8
Global Awareness Electives˚	9
Healthy Living Electives˚	2
Mathematics and Science Electives˚	24

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

Additional Coursework

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 MTA, refer to pages 20-21 for details.

Occupational Associate Degree and Certificate Curricula

Accounting

Career Cluster—Business, Management, and Administration

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

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

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 or **207**, Public Speaking	3
Creativity Elective°	2-3
English 151, Freshman Composition	3
Mathematics and Science Elective°	3-4
Psychology 201, Introduction to Psychology	3
	14-16

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

Accounting Degree *code 203*

	CREDITS
Accounting 101, General Accounting	4
Accounting 102, General Accounting	4
Accounting 205, Computerized Accounting	4
Accounting 211, Intermediate Accounting	4
Accounting 251, Cost Accounting	4
Accounting 252, Income Taxation	4
Business Administration 101, Introduction to Business	3
Business Administration 201, Business Law	3
Business Administration 213, Business Statistics	3
Economics 201, Principles of Economics – MACRO	3
Office Information Technology 160, Applications Software	3
	39

Accounting Electives

Choose nine or more credits from the following:

	CREDITS
Business Administration 200A, Cooperative Education or **200B,** Cooperative Education or **200C,** Cooperative Education	3
Business Administration 104, Business Correspondence	3
Business Administration 115, Global Business	3
Business Administration 121, Principles of Advertising	3
Business Administration 131, Principles of Management	3
Business Administration 132, Human Resource Management	3
Business Administration 202, Business Law	3
Business Administration 212, Personal Finance	3

	CREDITS
Business Administration 251, Principles of Marketing	3
Business Administration 273, Labor Relations	3
Business Administration 274, Organizational Behavior	3
Economics 202, Principles of Economics – MICRO	3

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

Fall	**Spring**
ACCO 101	ACCO 102
BUAD 101	BUAD 213
ECON 201	OIT 160
ENGL 151	Accounting Elective
Creativity Elective	Accounting Elective

Fall	**Spring**
ACCO 211	ACCO 205
ACCO 251	ACCO 252
BUAD 201	Accounting Elective
COMM 101, 111 or 207	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
	24

For more information about our graduation rates, the median debt of students who completed the Accounting Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_Accounting.html

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.

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 1	3
Art 141, Art for Elementary Teachers	3
Art 160, Painting and Illustration 1	2
Art 201, Painting and Illustration 2	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 1	3
Art 216, 4-D Studio Art Seminar 2	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 2	3
Art 245, Introduction to Ceramics	2
Art 246, Intermediate Ceramics	2
Art 295, Photography and Multimedia Special Topics	3
Art 296, Internship and Career Development	3

A maximum of three credits from the following courses can be applied toward the 20 credit hour requirement for the Art Enrichment Certificate:

Art 280, Art Special Topics 1	1
Art 281, Art Special Topics 2	2
Art 282, Art Special Topics 3	3
Art 283, Independent Study 1	1
Art 284, Independent Study 2	2
Art 285, Independent Study 3	3

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, marketing, and human resources, may have an employment advantage. Additionally, individuals enter the Business Management Program with diverse goals.

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 Siena Heights University, Davenport University, Trine 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 or **111**, Business and Technical Communication or **207**, Public Speaking	3
Creativity Elective°	3
English 151, Freshman Composition	3
Mathematics and Science Elective°	3-4
Psychology 201, Introduction to Psychology	3
	15-16

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

Required Business Courses for a Business Management Degree

code 213

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

	CREDITS
Accounting 101, General Accounting	4
Accounting 102, General Accounting	4
Business Administration 101, Introduction to Business	3
Business Administration 104, Business Correspondence	3
Business Administration 115, Global Business	3
Business Administration 131, Principles of Management	3
Business Administration 132, Human Resources Management	3
Business Administration 201, Business Law or **202**, Business Law	3
Business Administration 213, Business Statistics	3

CREDITS

Business Administration 251, Principles of Marketing 3
Economics 201, Principles of Economics —MACRO
or **202**, Principles of Economics— MICRO 3
Office Information Technology 160, Applications Software 3

38

Business Management Electives

Choose nine credits from the following electives:

CREDITS

Business Administration 100, Employability – Interpersonal Skills Development. 3
Business Administration 121, Principles of Advertising* 3
Business Administration 201, Business Law or 202, Business Law° 3
Business Administration 212, Personal Finance 3
Business Administration 271, Consumer Behavior* 3
Business Administration 272, Marketing Management* 3
Business Administration 273, Labor Relations° 3
Business Administration 274, Organizational Behavior° 3
Economics 201, Principles of Economics – MACRO
or **202**, Principles of Economics – MICRO† 3

° *Human Resource Management Emphasis*
* *Marketing Emphasis*
† *Business Emphasis*

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

Fall	**Spring**
ACCO 101	ACCO 102
BUAD 101	BUAD 104
ECON 201 or 202	BUAD 131
ENGL 151	BUAD 201 or 202
OIT 160	BUAD 213

Fall	**Spring**
BUAD 251	BUAD 115
PSYC 201	COMM 101 or 101 or 207
Business Elective	Creativity Elective
Business Elective	Mathematics and Science Elective
	Business Elective

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. . . 4
Business Administration 101, Introduction to Business. 3
Business Administration 104, Business Correspondence 3
Business Administration 131, Principles of Management. 3
Business Administration 201, Business Law 3
Economics 201, Principles of Economics — MACRO
or **202**, Principles of Economics— MICRO 3
Office Information Technology 160, Applications Software 3

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For more information about our graduation rates, the median debt of students who completed the Business Management Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_BusManag.html

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

For more information about our graduation rates, the median debt of students who completed the Entrepreneurship Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_Entrepren.html

Computer-Aided Drafting and Design Technology

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

Computer-Aided Drafting and Design Technology Degree

code 220

Required General Education Courses

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

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

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

Required Career Courses

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

	CREDITS
Mathematics 118, Applied Algebra/ Trigonometry 1	3
Mathematics 119, Applied Algebra/ Trigonometry 2	3
Office Information Technology 160, Applications Software	3
Physics 111, College Physics 1	4
	53

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

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

Summer
General Education Elective
General Education Elective

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

Computer Engineering Technology

Career Cluster—Information Technology

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

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

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 in 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 1	3
	16-18

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

For an Associate in 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 in Applied Science in Computer Engineering Technology.

Required Career Courses for a Computer Engineering Technology Degree

code 221

CREDITS

Computer Engineering Technology 110, Principles of Electricity and Electronics 3
Computer Engineering Technology 125, Digital Logic 1 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 1—Network+. 3
Computer Engineering Technology 235, Cisco Networking 1 3
Computer Engineering Technology 250, Security+. 3
Computer Engineering Technology 260, A+ Computer Diagnostics and Repair . 3
Computer Engineering Technology 270, Local Area Networking 2—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 1 3
Information Technology 110, Information Technology and Project Management. . 3
Mathematics 119, Applied Algebra/ Trigonometry 2 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 207, Installing and Configuring Microsoft Server 2012. 3
Computer Engineering Technology 211, Administering Windows Server 2012. 3
Computer Engineering Technology 212, Configuring Advanced Windows Server 2012 Services 3
Computer Engineering Technology 231, Monitoring and Operating a Private Cloud with System Center 2012 3
Computer Engineering Technology 232, Configuring and Deploying a Private Cloud with System Center 2012 3
Computer Engineering Technology 235, Cisco Networking 1 3
Computer Engineering Technology 236, Cisco Networking 2 3

	CREDITS
Computer Engineering Technology 261, Windows Server Enterprise Administration	3
Computer Engineering Technology 262, Implementing an Advanced Server Infrastructure	3
Computer Engineering Technology 275, Cisco Networking 3	3
Computer Engineering Technology 276, Cisco Networking 4	3
Computer Engineering Technology 279, Network Wiring, Design, and Installation	3
Computer Engineering Technology 282, Operating Systems—UNIX	3
Computer Engineering Technology 287, Configuring Microsoft Windows 8	3
Information Technology 110, Information Technology and Project Management	3
Mathematics 119, Applied Algebra/ Trigonometry 2	3
	48

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

Fall	**Spring**
CET 287	CET 231
CET 207	CET 232
CET 211	CET 261
CET 212	CET 262
ENGL 151	MATH 118

Fall	**Spring**
CET 235	CET 275
CET 236	CET 276
CET 282	CET 279
COMM 101 or 111	IT 110
MATH 119	Global Awareness Elective
Creativity 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 in 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
Mathematics 118, Applied Algebra/ Trigonometry 1	3
Psychology 201, Introduction to Pwychology	3
	17-18

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

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

- 17-18 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 101, C++ Programming 1	3
Computer Programming 102, Visual Basic 1	3
Computer Programming 103, Introduction to Programming using Python	2
Computer Programming 201, C++ Programming 2	3
Computer Programming 210, Java Programming	3
Database Administration 110, Introduction to Relational Databases	3
Information Technology 110, Information Technology and Project Management	3
Mathematics 119, Applied Algebra/ Trigonometry 2	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 Networking 1	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 2	3
Computer Programming 213, Programming Mobile Applications	3
Computer Programming 214, Programming IOS Applications	2
Computer Programming 221, Advanced Uses of C# Programming	2
Information Technology 200, Cooperative Education 1	3
Office Information Technology 181, Beginning Excel	2

CREDITS

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:

Fall	**Spring**
CET 185	CP 102
CP 101	CP 201
CP 103	CP 210
IT 110	Creativity Elective
MATH 118	Global Awareness Elective

Fall	**Spring**
CP Elective	COMM 101 or 111
DBA 110	CP Elective
ENGL 151	PSYC 201
MATH 119	

Computer Programming Elective Option 2 —Game Design

The student who chooses Option 2 — Computer Programming – Game Design must take the following 21 credits in courses:

Required Career Courses

CREDITS

Animation 233, Introduction to 2-D Animation Techniques 3
Animation 234, Introduction to 3-D Animation Techniques 3
Drafting 101, Engineering Graphics. . . . 4
Drafting 234, SolidWorks® 3
Graphic Design 135, Digital Illustration and Layout 3
Graphic Design 145, Digital Imaging . . 3
Office Information Technology 193, Beginning Project 2

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

Fall	**Spring**
CET 185	ANIM 233
CP 101	CP 102
CP 103	CP 201
DRAF 101	DRAF 234
GRDE 145	GRDE 135
IT 110	MATH 118

Fall	**Spring**
ANIM 234	CP 210
COMM 101 or 111	ENGL 203
ENGL 151	PSYC 201
DBA 110	OIT 193
MATH 119	Global Awareness Elective

Computer Engineering Technology Certificate

Computer Programming Certificate

code 103

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

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

Required Career Courses

	CREDITS
Computer Engineering Technology 185, Workstation Operating Systems Administration	2
Computer Programming 101, C++ Programming 1	3
Computer Programming 102, Visual Basic 1	3
Computer Programming 103, Introduction to Programming using Python	2
Computer Programming 201, C++ Programming 2	3
Computer Programming 210, Java Programming	3
Database Administration 110, Introduction to Relational Databases	3
	19

Choose thirteen credits from the following electives:

	CREDITS
Business Administration 115, Global Business	3
Computer Engineering Technology 140, Introduction to Microcomputer Architecture	3
Computer Engineering Technology 235, Cisco Networking 1	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 2	3
Computer Programming 213, Programming Mobile Applications	3
Computer Programming 214, Programming IOS Applications	2
Computer Programming 221, Advanced Uses of C# Programming	3
Information Technology 200, Cooperative Education 1	3
Office Information Technology 181, Beginning Excel	2
Office Information Technology 182, Intermediate Excel	2
Office Information Technology 187, Beginning Access	2
Office Information Technology 188, Intermediate Access	2

For more information about our graduation rates, the median debt of students who completed the Computer Programming Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_CompProg.html

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 coursework for several industry-endorsed certifications.

Network+ Certification

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

The CET 230 class is suitable for students with medium to advanced computer hardware/software skills and knowledge.

For current detailed information on the Net+ certification, please see the www.comptia.com website.

Microsoft Certified Solutions Expert (MCSE)

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

	CREDITS
Computer Engineering Technology 207, Installing and Configuring Microsoft Server 2012	3
Computer Engineering Technology 211, Administering Windows Server 2012	3
Computer Engineering Technology 212, Configuring Advanced Windows Server 2012 Services	3
Computer Engineering Technology 231, Monitoring and Operating a Private Cloud with System Center 2012	3
Computer Engineering Technology 232, Configuring and Deploying a Private Cloud with System Center 2012	3
Computer Engineering Technology 261, Windows Server Enterprise Administration	3
Computer Engineering Technology 262, Implementing an Advanced Server Infrastructure	3
Computer Engineering Technology 287, Configuring Microsoft Windows 8	3
	24

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

A+ Certification

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

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

Security+ Certification

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

	CREDITS
Computer Engineering Technology 250, Security+	3

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

Cisco Certified Network Administrator Certification (CCNA)

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

	CREDITS
Computer Engineering Technology 235, Cisco Networking 1	3
Computer Engineering Technology 236, Cisco Networking 2	3
Computer Engineering Technology 275, Cisco Networking 3	3
Computer Engineering Technology 276, Cisco Networking 4	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°	2-3
English 151, Freshman Composition	3
English 152, Freshman Composition	3
Global Awareness Elective°	3
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-4
	19-22
Electives	12
Total credits	31-34

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

Professional Development Courses

	CREDITS
Criminal Justice 101, Introduction to Criminal Justice	3
Criminal Justice 104, Introduction to Corrections	3
Criminal Justice 105, Institutional Corrections	3
Criminal Justice 106, Correctional Law	3
Criminal Justice 107, Client Growth and Development	3
Criminal Justice 108, Client Relations in Corrections	4
	19

Choose twelve credits from the following electives:

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

Certificate in Corrections *code 118*

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

*Certification requirements**

CREDITS

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

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

For more information about our graduation rates, the median debt of students who completed the Corrections Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_Corrections.html

Local Correctional Academy

Prerequisites

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

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

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

CREDITS

Criminal Justice 111, Local Correctional Academy 10

Local Correctional Re-Entry Academy

Prerequisites

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

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

CREDITS

Criminal Justice 112, Local Correctional Re-entry Academy 6

Defense Logistics

Career Cluster—Business, Management and Administration

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

Defense Logistics Degree *code 237*

General Education

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

	CREDITS
Communication 207, Public Speaking	3
Creativity Elective°	3
English 151, Freshman Composition	3
Global Awareness Elective°	3
Healthy Living Elective°	2
Mathematics 125, College Algebra	4
	18

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

Technical Core

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

	CREDITS
Business Administration 213, Business Statistics 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 (DAU) 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 Admissions 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 Board Dental Hygiene Examination and the Commission on Dental Competency Assessments (ADEX) in their second clinical year. At the completion of the program, students receive the Associate in Applied Science.

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

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

Service-Learning

Kellogg Community College is committed to the development of students through service-learning and civic engagement and strongly encourages students to gain experience while enrolled at the college. The Dental Hygiene department incorporates several courses where service-learning opportunities are embedded within the course. Upon completion of the service requirements in those courses, students receive a service-learning endorsement on their academic transcript. The final grade in the service-learning course must qualify for academic credit in order to receive the service-learning endorsement and to receive credit toward the Associate in Applied Science.

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Requirements for Taking Dental Hygiene Courses

Criminal Background Checks

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

It should also be noted that misdemeanor or felony convictions could present issues with obtaining certification, licensure, or employment upon graduation from the program.

Students may contact the program coordinator, or visit the program website for direction to the appropriate certification or licensing agency for more information.

Health Assessment

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

Drug Screens

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

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

Additional Costs

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

Dental Hygiene Degree *code 228*

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

Required General Education Courses

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

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

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

Required Dental Hygiene Courses

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

	CREDITS
Biology 201, Human Anatomy	4
Biology 202, Human Physiology	4
Biology 205, Microbiology	4
Chemistry 100, Fundamentals of Chemistry	4
Dental Hygiene 110, Pre-Clinical Dental Hygiene	6
Dental Hygiene 112, Medical Emergencies in Dental Practice	2
Dental Hygiene 114, Oral Anatomy	3
Dental Hygiene 120, Dental Hygiene Clinic 1	3

	CREDITS
Dental Hygiene 121, Dental Hygiene Clinic 2	2
Dental Hygiene 123, Radiography	3
Dental Hygiene 130, Community Dentistry 1	1
Dental Hygiene 135, Dental Materials	2
Dental Hygiene 143, Histology	2
Dental Hygiene 222, Oral Pathology	2
Dental Hygiene 232, Community Dentistry 2	2
Dental Hygiene 233, Nutrition	2
Dental Hygiene 234, Pharmacology	2
Dental Hygiene 240, Dental Hygiene Clinic 3	5.5
Dental Hygiene 241, Dental Hygiene Clinic 4	5.5
Dental Hygiene 242, Periodontics	2
Dental Hygiene 244, Pain Control	2
	63

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

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

Summer
DEHY 121
DEHY 135
DEHY 143

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

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

Early Childhood Education

Career Cluster—Education and Training

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

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. All students are encouraged to contact the Early Childhood and Teacher Education Program Director with questions. Students registering for Early Childhood Education courses will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and Department policy. This CANR must be renewed every three years. Students with criminal histories are encouraged to speak with the Early Childhood and Teacher Education Director before registering for ECE courses. For more information, contact the Early Childhood and Teacher Education Office at 269-965-3931, extension 2109 or visit the Early Childhood Education page at www.kellogg.edu.

General Education

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

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

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

Early Childhood Education Degree

code 215

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

	CREDITS
Early Childhood Education 224, Introduction to Early Childhood Education	3
Early Childhood Education 231, Early Childhood Literacy	3
Early Childhood Education 232, Infant and Toddler Care	3
Early Childhood Education 233, Early Childhood Environments	3
Early Childhood Education 237, Young Children with Special Needs	3
Early Childhood Education 240, Child Care Administration	3
Early Childhood Education 250, Intentional Teaching in Early Childhood	3
	39

and five credits selected from the following electives:

	CREDITS
Early Childhood Education 209, Fundamentals of Early Childhood Education	3
Early Childhood Education 217, School-Age Learning Environments	3
Early Childhood Education 219, Creative Arts and Movement for Young Children	3
Early Childhood Education 220, Trends in Early Childhood Education	1
Early Childhood Education 260, Positive Relationships with Families	3
Early Childhood Education 261, Topics in Early Childhood 1	1
Early Childhood Education 262, Topics in Early Childhood 2	2
Early Childhood Education 263, Topics in Early Childhood 3	3
Early Childhood Education 270, Early Childhood Curriculum Development 1	1
Early Childhood Education 271, Early Childhood Curriculum Development 2	2
Early Childhood Education 272, Early Childhood Curriculum Development 3	3
Education 200, Foundations of Education	3
Education 204, Education of the Exceptional Learner	3
Education 240, Education Trends	3
Education 241, Hot Topics in Education 1	1
Education 242, Hot Topics in Education 2	2
Literature 213, Children's Literature	3
Physical Education Professional 290, Preschool and Elementary Physical Education	3
Service-Learning 200, Service-Learning	3

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

Recommended Course Sequence

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

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

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

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

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

Fall	Spring
ECE 210	ECE 201
ECE 224	ENGL 151

Fall	Spring
ECE 232	ECE 233
ECE 215	PSYC 201

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

Child Development Associate (CDA) Training

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

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

The Council for Early Childhood Professional Recognition sets CDA assessment procedures and candidate requirements. KCC offers training toward the completion of the Direct Assessment CDA credential procedure. All interested students need to meet with the Early Childhood and Teacher Education Director prior to registering for classes. For more information call (269) 965-3931, extension 2109.

Recommended Courses for CDA Training

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

Infant Toddler Setting

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

°**Optional Course Extension**

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

Preschool or Licensed Home Childcare Setting

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

†**Optional Course Extension**

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

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

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 Paramedic 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 the 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 for certification in First Responder; and certificates in Basic Emergency Medical Technician and Paramedic. Also available is the Associate in Applied Science in Emergency Medical Services.

IN ORDER TO BE ELIGIBLE FOR PROFESSIONAL CERTIFICATION, A CERTIFICATE OF PROGRAM COMPLETION, OR AN ASSOCIATE DEGREE IN APPLIED SCIENCE, STUDENTS MUST COMPLETE ALL COURSEWORK 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 certification/certificate programs allow a student to complete the training necessary to obtain licensure at the designated level of certification. The EMS program is approved by the Michigan Department of Public Health - EMS Section and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and peer reviewed by the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). The EMS Associate in Applied Science and the Paramedic Certificate are approved for federal occupational education funding with the Michigan Department of Education.

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Listed below is the curricula 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 Course/ Basic EMT Program

Both the Medical First Responder course and the Basic EMT program are open admissions. 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 taking the ACCUPLACER® placement test). No academic advisor or program director's signature is required to enroll.

Paramedic Certificate/ Associate Degree Programs

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

1. Application and acceptance to the College
2. Current Basic EMT license
3. Application to the Paramedic Program
4. ACCUPLACER® placement testing and minimum proficiency scores of 76 in writing, 63 in reading, and 85 in elementary algebra
5. Admission meeting with EMS Program director or designee

Associate Degree Program

(if not part of above certificate)
The requirements for admission to the associate degree program are:

1. Application and acceptance to the College
2. Current Paramedic license or department permission
3. Application to the program
4. Completion of a "credit evaluation" form in the Registrar's office for credits earned at other institutions
5. Placement testing. Depending on past coursework, this requirement may be waived
6. Admission meeting with EMS Program director or designee

Guaranteed Admission Policy for Paramedic Program

Students who apply to the Paramedic Program during the fall or spring semester in which they are completing their Basic EMT training at KCC are eligible for guaranteed admission. These students will have a place reserved in the fall Paramedic program based on the following conditions:

1. Successful completions of the MDCH BEMT licensure exam prior to the start of the Paramedic program.
2. Available positions within the Paramedic program (students will be admitted based on the order in which completed files are received).
3. Completion of the above admission requirements prior to the end of the 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 in 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°	2-3
English 151, Freshman Composition	3
Global Awareness Elective°	3
Psychology 201, Introduction to Psychology	3
	14-15

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

Required Emergency Medical Services Courses

	CREDITS
Biology 105, Essentials of Human Anatomy and Physiology	4
Emergency Medical Technician 120, Basic Emergency Medical Technician Didactic	8
Emergency Medical Technician 121, Basic Emergency Medical Skills Lab	2.25
Emergency Medical Technician 122, Defensive Emergency Driving/ All Safe	1
Emergency Medical Technician 123, Basic Medical Technician Clinical Internship	0.75
Emergency Medical Technician 200, Pharmacology 1	2
Emergency Medical Technician 205, Pharmacology 2	2
Emergency Medical Technician 210, Cardiology 1	3
Emergency Medical Technician 215, Cardiology 2	3
Emergency Medical Technician 220, Paramedic 1	4
Emergency Medical Technician 225, Paramedic 2	4
Emergency Medical Technician 230, Paramedic Advanced Practice	4
Emergency Medical Technician 235, Paramedic Pediatric Advanced Life Support	2
Emergency Medical Technician 240, Skills Lab 1	2
Emergency Medical Technician 245, Skills Lab 2	2
Emergency Medical Technician 250, Paramedic Clinical Experience 1	3.5
Emergency Medical Technician 255, Paramedic Clinical Experience 2	3.5
Emergency Medical Technician 260, Paramedic Clinical Internship	5
	56

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**
EMT 120	COM 101 or 111
EMT 121	ENGL 151
EMT 122	PSYC 201
EMT 123	Creativity Elective
	Global Awareness Elective

Fall	**Spring**	**Summer**
BIOL 105	EMT 205	EMT 260
EMT 200	EMT 215	
EMT 210	EMT 225	
EMT 220	EMT 230	
EMT 240	EMT 235	
EMT 250	EMT 245	
	EMT 255	

For more information about our graduation rates, the median debt of students who completed the EMT - Paramedic Certificate program, and other important information, please go to www.kellogg.edu/academics/Gedt_EMT.html.

Medical First Responder Certification

	CREDITS
Emergency Medical Technician 110, Medical First Responder Training	3

Emergency Medical Services Certificates

The EMT certificate programs allow a student to complete the training necessary to obtain licensure at the Basic and/or Paramedic certificate level.

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

	CREDITS
Emergency Medical Technician 123, Basic Emergency Medical Technician Clinical Internship	0.75
	12

Paramedic Certificate ***code 128***

	CREDITS
Biology 105, Essentials of Human Anatomy and Physiology	4
Emergency Medical Technician 200, Pharmacology 1	2
Emergency Medical Technician 205, Pharmacology 2	2
Emergency Medical Technician 210, Cardiology 1	3
Emergency Medical Technician 215, Cardiology 2	3
Emergency Medical Technician 220, Paramedic 1	4
Emergency Medical Technician 225, Paramedic 2	4
Emergency Medical Technician 230, Paramedic Advanced Practice	4
Emergency Medical Technician 235, Pediatric Advanced Life Support	2
Emergency Medical Technician 240, Skills Lab 1	2
Emergency Medical Technician 245, Skills Lab 2	2
Emergency Medical Technician 250, Paramedic Clinical Experience 1	3.5
Emergency Medical Technician 255, Paramedic Clinical Experience 2	3.5
Emergency Medical Technician 260, Paramedic Clinical Internship	5
	44

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 1	3
Literature 206, World Literature 2	3
Literature 211, American Literature 1	3
Literature 212, American Literature 2	3
Literature 213, Children's Literature	3
Literature 216, Film Interpretation	3
Literature 223, Shakespeare	3
Literature 240, African-American Literature	3
Literature 285, Studies in the Novel	3

Graphic Design

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

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

Graphic Design Degree *code 244*

Required General Education Courses

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

	CREDITS
Communication 101, Foundations of Interpersonal Communication or **111**, Business and Technical Communication	3
Art 110, Drawing 1	3
English 151, Freshman Composition	3
Global Awareness Elective°	3
Healthy Living Elective°	2-3
Mathematics 115, Math for Liberal Arts	4
	18-19

°For a list of options for the Global Awareness and Healthy Living Electives, refer to the Degree and Certificate Requirements section.

Required Graphic Design Courses

	CREDITS
Animation 103, Introduction to Video Art or **233**, Introduction to 2-D Animation Techniques	3
Art 103, Two-Dimension Design	3
Art 227, Digital Color Photography	3
Business Administration 121, Principles of Advertising or **251**, Principles of Marketing	3
Graphic Design 103, Introduction to Graphic Design	3
Graphic Design 135, Digital Illustration and Layout	3
Graphic Design 145, Digital Imaging	3
Graphic Design 204, Typography and Typesetting	3
Graphic Design 206, Graphic Design 1	3
Graphic Design 208, Graphic Design 2	3
Graphic Design 210, Design for the Web	3
Graphic Design 211, Design for New Media	3
Graphic Design 261, Graphic Design Practicum	3
Graphic Design 271, Graphic Design Internship	3
Graphic Design 296, Portfolio Review	3
	45

The four-semester sequence of courses recommended for the Graphic Design full-time student seeking an associate's degree is:

Fall	**Spring**
ART 103	ART 227
GRDE 103	GRDE 145
GRDE 135	GRDE 204
Global Awareness Elective	Healthy Living Elective
COMM 101 or 111	BUAD 121 or 251
	ENGL 151

Fall	Spring
ANIM 103 or 233	GRDE 208
ART 110	GRDE 211
GRDE 206	GRDE 271
GRDE 261	GRDE 296
GRDE 210	MATH 115

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
Animation 103, Introduction to Video Art or **233**, Introduction to 2-D Animation Techniques	3
Art 103, Two-Dimension Design	3
Art 227, Digital Color Photography	3
Graphic Design 103, Introduction to Graphic Design	3
Graphic Design 135, Digital Illustration and Layout	3
Graphic Design 145, Digital Imaging	3
Graphic Design 204, Typography and Typesetting	3
Graphic Design 206, Graphic Design 1	3
Graphic Design 208, Graphic Design 2	3
Graphic Design 210, Design for the Web	3
Graphic Design 261, Graphic Design Practicum	3
	33

The two-semester sequence of courses recommended for the Graphic Design full-time student seeking a certificate is:

Fall	Spring
ART 103	ART 227
GRDE 103	GRDE 208
GRDE 135	GRDE 210
GRDE 145	GRDE 261
GRDE 204	ANIM 103 or 233
GRDE 206	

For more information about our graduation rates, the median debt of students who completed the Graphic Design Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_GraphicDesign.html.

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

Students should see the individual course descriptions section of this catalog for specific prerequisite information. All students are encouraged to contact the Human Services Program Coordinator with questions. Students registering for Human Services Practicum and Internship courses will need to successfully pass a criminal background check and additional site requirements such as successful completion of a Michigan Department of Human Services Child Abuse and Neglect Registry (CANR), a health physical, and a TB check. Students with criminal histories are encouraged to speak with the Human Services Coordinator before registering for HUSE courses. For more information, contact the Social Science Department Office at 269-965-3931, extension 2230.

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 MTA option must meet with the program coordinator.

	CREDITS
Biology 101, Biological Science or **Mathematics 115,** Math for Liberal Arts	4
Communication 101, Foundations of Interpersonal Communication	3
Creativity Elective°	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

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

Core Courses

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

Choose a minimum of 14 credits from the following electives:

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

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

I	**II**
ENGL 151	ENGL 152
HUSE 101	HUSE 184
HUSE 220	HUSE 204
HUSE 251	HUSE 260
Elective	SOCI 201
III	**IV**
BIOL 101 or MATH 115	HUSE 186
COMM 101	HUSE 225
HUSE 185	PSYC 201
Elective (2)	Creativity Elective
	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 halfway house; correctional, mentally disabled, and community mental health centers; family, child, and youth service agencies; and programs concerned with alcoholism, drug abuse, family violence, and aging. Students will also have the opportunity for personal development and to assist in the personal development of others.

Prerequisites

Students should see the individual course descriptions section of this catalog for specific prerequisite information. All students are encouraged to contact the Human Services Program Coordinator with questions. Students registering for Human Services Practicum and Internship courses will need to successfully pass a criminal background check and additional site requirements such as successful completion of a Michigan Department of Human Services Child Abuse and Neglect Registry (CANR), a health physical, and a TB check. Students with criminal histories are encouraged to speak with the Human Services Coordinator before registering for HUSE courses. For more information, contact the Social Science Department Office at 269-965-3931, extension 2230.

	CREDITS
Human Services 101, Introduction to Human Services	3
Human Services 183, Practicum in Human Services or **184,** Practicum in Human Services	3
Human Services 185, Human Services Internship	3
Human Services 220, Communications Skills in Helping Relationships	3
Human Services 225, Culturally-Sensitive Practice	3
Human Services 251, Human Services and Behavior Modification	3
Human Services 260, Family Dynamics	3
	21

Choose a minimum of three credits from the following electives:

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

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

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

For more information about our graduation rates, the median debt of students who completed the Human Services Technician Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_HumanServ.html.

Industrial Trades

Career Cluster—Manufacturing

Kellogg Community College offers a variety of Industrial Trades curricula at the Regional Manufacturing Technology Center. Curricula areas include:

- Apprenticeship
- Electricity and Electronics
- Heating, Ventilation, Air Conditioning and Refrigeration
- Industrial Technology
- Instrumentation
- Machining Technology
- Pipefitting
- Renewable Energy
- Tool and Die
- Welding

All curricula except for Instrumentation and Tool and Die lead to certificate and/or associate in applied science degree opportunities.

Technology Recommendations

Students interested in taking Industrial Trades curricula should 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. Credits earned in OIT 160 may be applied toward an Associate in Applied Science degree (technical electives).

Industrial Trades curricula are taught in an online supported format in an equipment-based training lab. As such, students are encouraged to purchase a laptop computer. A list of minimum computer requirements is available at the Regional Manufacturing Technology Center.

Service-Learning

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 Industrial Trades Department participates with the Bruin Bots team activity which teaches industrial skills to younger students. This activity provides an opportunity for Industrial Trades students to obtain meaningful experiences that also meet the needs of their community. Upon completion of service requirements in designated courses, students receive a service-learning endorsement on their academic transcript.

Please consult with the Director of the RMTC on how to incorporate service-learning into your coursework. The final grade in the Service-Learning course must qualify for academic credit in order to receive the service learning endorsement and to receive credit toward the Associate in Applied Science in Industrial Technology as a technical elective.

Transfer and Prior Learning Credit

Students who are bringing in transfer credits or who have received prior experiential learning credit must take a minimum of 40% of their credits from KCC (in both the certificate and associates programs) in order to earn a credential from KCC.

Placement Testing and Course Prerequisites

Students are required to take the placement test prior to enrolling in general education courses, which are required for Industrial Trades associate degrees. Depending on the student's placement test scores, the student may need to take one or more Transitional Studies course. Transitional Studies courses are offered in:

- English (TSEN)
- Learning Strategies (TSLS)
- Math (TSMA or MATH)
- Reading (TSRE)

Modular Format

Industrial Trades curricula are offered in a non-traditional, modular format. Module descriptions are not listed in the Catalog. For a list of Industrial Trades modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

Industrial Trades Orientation

All students interested in taking Industrial Trades modules must complete one or more core curriculum orientation. The orientation is a core curriculum prerequisite. Students will not be able to register for modules until the orientation is completed.

Apprenticeship

Apprenticeship Core Curriculum

Industrial Trades curricula at Kellogg Community College are recognized by the U.S. Department of Labor Office of Apprenticeship for registered apprenticeship programs and are used by many regional companies for related training instruction. All Industrial Trades core curricula may be used to develop an apprenticeship program:

- Electricity and Electronics (INEL)
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)
- Instrumentation (INST)
- Industrial Technology (INT)
- Machining Technology (INMT)
- Pipefitting (INPF)
- Renewable Energy (INRE)
- Tool and Die (INTD)
- Welding (INWE)

Apprenticeship programs are registered by companies. Students enrolled in apprenticeship programs are employed and sponsored by the registering companies. These programs are generally four years long and consist of 8,000 hours of on-the-job training and 576 hours of related training instruction. Successful completion of these programs will result in an apprenticeship certificate from the Office of Apprenticeship.

Faculty at the Regional Manufacturing Technology Center will help companies develop apprenticeship programs or update existing apprenticeship programs to meet today's changing industrial standards.

Apprenticeship Transfer Course

Students who possess a journeyman's card, state license, or apprenticeship certificate from a labor organization in a qualifying trade/craft may receive 30 transfer credits from KCC. This credit will show on your transcript as an Apprenticeship Transfer Course (APPR 130) and may be used to meet the core curriculum requirement for the Associate in Applied Science in Skilled Trades. To determine whether a credential qualifies, contact the Director of the Regional Manufacturing Technology Center.

Industrial Trades Certificate

code 136

Students who have completed an apprenticeship program through the Regional Manufacturing Technology Center may use the credit to earn a Certificate in Industrial Trades. To earn the certificate, students must complete a minimum of 25 credits from any Industrial Trades core curricula. For a list of Industrial Trades curricula modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the Industrial Trades Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_IndTrades.html

Skilled Trades Degree ***code 261***

In order to earn an Associate in Applied Science in Skilled Trades students must complete 62 credits. These credits must be taken from three categories: core curricula, general education electives, and technical electives.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152**, Freshman Composition	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)
- Electricity/Electronics (INEL)
- Engineering Technology (ENTE)
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)
- Industrial Technology (INT)
- Instrumentation (INST)
- Machining Technology (INMT)
- OIT 160, Applications Software
- Pipefitting (INPF)
- Renewable Energy (INRE)
- Service-Learning (SERV)
- Tool and Die (INTD)
- Welding (INWE)

Technical electives for the Skilled Trades Degree should be approved by the Director of the Regional Manufacturing Technology.

Electricity and Electronics

Electricity and Electronics Core Curriculum

Complex electrical and electronic control systems which require sophisticated computer programming, monitoring, and diagnostics are an integral part of advanced manufacturing and renewable energy systems. The Electricity and Electronics core curriculum at Kellogg Community College prepares students to install, maintain, and repair these systems.

Students may pursue either a Certificate or an Associate in Applied Science in Industrial Electricity and Electronics.

Modules within the core curriculum cover:

- Control Logix
- Electrical Control Wiring
- Electrical Theory
- Facility Maintenance
- Industrial Electronics
- Mathematics
- Motor Controls
- National Electrical Code
- Panel View
- Power Distribution Systems
- Programmable Logic Controllers (PLCs)
- Rotating Electric Machines
- Safety

Industrial Electricity and Electronics Certificate **code 150**

To earn the certificate, students must complete 30 credits in the core Electricity and Electronics curriculum. For a list of core Electricity and Electronics modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the industrial Electricity and Electronics Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_IndElec.html

Industrial Electricity and Electronics Degree **code 251**

In order to earn an Associate in Applied Science in Industrial Electricity and Electronics students must complete 62 credits. These credits must be taken from three categories: core curriculum, general education electives, and technical electives.

Core Curriculum

Students must complete 30 credits in the Electricity and Electronics Core Curriculum.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152**, Freshman Composition	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical elective courses compliment the core curriculum and support general workplace competencies required in the field. Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)
- Engineering Technology (ENTE)
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)°
- Industrial Technology (INT)°
- Industrial Trades (INTR)°
- Instrumentation (INST)°
- Machining Technology (INMT)
- OIT 160, Applications Software°
- Pipefitting (INPF)
- Renewable Energy (INRE)°
- Service-Learning (SERV)°
- Tool and Die (INTD)
- Welding (INWE)

°These electives are highly recommended for the Industrial Electricity and Electronics Program.

°These electives are highly recommended for the Industrial Electricity and Electronics Program.

State Licensing Requirements

In the State of Michigan all practicing electricians must be licensed. Licensing requires participation in an approved electrical apprenticeship. Individuals participating in an electrical apprenticeship program are required to take 576 hours of related trade instruction. The Industrial Electricity Program is an accepted provider of related trade instruction.

Heating, Ventilation, Air Conditioning and Refrigeration

HVAC-R Core Curriculum

Heating and air-conditioning systems control the temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings while refrigeration systems make it possible to store perishable items. The Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) core curriculum at Kellogg Community College prepares students to install, maintain, and repair these systems. Students may pursue either a certificate or an Associate in Applied Science in Industrial HVAC-R. Modules within the curriculum cover:

- Air Distribution and Indoor Air Quality
- Heat Pumps and Troubleshooting
- Heating Systems and Troubleshooting
- Hydronic Systems
- HVAC Automation Controls
- HVAC Duct Systems

- HVAC Commissioning and Conservation
- HVAC Water Treatment
- HVACE Preventative Maintenance
- Refrigeration Fundamentals
- Refrigeration Systems and Components
- Refrigeration Tools and Plant Safety
- Steam Systems
- Supervisory Skills
- Writing for Employment

Industrial HVAC-R Certificate **code 156**

To earn the certificate, students must complete 25 credits in the core HVAC-R curriculum. For a list of Industrial HVAC-R modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the Industrial Heating, Ventilation, Air Conditioning and Refrigeration Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_HVAR.html.

Industrial HVAC-R Degree **code 248**

In order to earn an Associate in Applied Science in Industrial HVAC-R students must complete 62 credits. These credits must be taken from three categories: core curriculum, general education electives, and technical electives.

Core Curriculum

Students must complete 25 credits in the HVAC-R Core Curriculum.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152**, Freshman Composition	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical elective courses compliment the core curriculum and support general workplace competencies required in the field. Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)
- Electricity and Electronics (INEL)°
- Engineering Technology (ENTE)
- Industrial Trades (INTR)°
- Instrumentation (INST)
- Machining Technology (INMT)
- OIT 160, Applications Software°
- Pipefitting (INPF)°
- Renewable Energy (INRE)°
- Service Learning (SERV)°
- Technology (INT)
- Tool and Die (INTD)
- Welding (INWE)°

°These electives are highly recommended for the Industrial HVAC-R Program.

National Certifications

Selected modules within the Industrial HVAC-R core curriculum prepare students for nationally recognized certifications from the Environmental Protection Agency

Industrial Technology

Industrial Technology Core Curriculum

The Industrial Technology core curriculum will prepare people to install, maintain and repair manufacturing equipment found in a variety of industries (including, but

not limited to: metal, plastics, automotive, medical, pharmaceutical, and food processing). Graduates will have career pathways for continuing education in Manufacturing Engineering, Industrial Engineering Technology or Business Administration with a concentration in manufacturing. Students may pursue either a Certificate or an Associate in Applied Science in Industrial Technology. Modules within the curriculum cover:

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

Industrial Technology Certificate

code 181

To earn the certificate, students must complete 30 credits in the core Industrial Technology curriculum. For a list of Industrial Technology modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the Industrial Technology Certificate program, and other important information, please go to www.kellogg.edu/academics/Gedt_IndTech.html.

Industrial Technology Degree ***code 290***

In order to earn an Associate in Applied Science in Industrial Technology students must complete 62 credits. These credits must be taken from three categories: core curriculum, general education electives, and technical electives.

Core Curriculum

Students must complete 30 credits in the Industrial Technology Core Curriculum.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152**, Freshman Composition	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical elective courses compliment the core curriculum and support general workplace competencies required in the field. Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)°
- Electricity Electronics (INEL)°
- Engineering Technology (ENTE)°
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)
- Industrial Trades (INTR)°
- Instrumentation (INST)°
- Machining Technology (INMT)°
- OIT 160, Applications Software°
- Pipefitting (INPF)
- Renewable Energy (INRE)
- Service Learning (SERV)°
- Tool and Die (INTD)
- Welding (INWE)°

°These electives are highly recommended for the Industrial Technology Program.

National Certifications

Selected modules within the Industrial Technology core curriculum prepare students for nationally recognized certifications including:

- Manufacturing Skill Standard's Council Certified Production Technician
- American Society for Quality Certified Quality Technician
- The Society of Manufacturing Engineers Certified Manufacturing Technologist

Instrumentation°

Instrumentation Core Curriculum

The Instrumentation curriculum is an excellent career choice for people who already have a broad array of skills in the electrical area. The ability to calibrate, trouble shoot, and maintain instruments adds value to the skills an electrician can bring to their employer. Module units include:

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

For a list of Instrumentation modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

°*Students may not earn a certificate in Instrumentation, however, students may use credits earned in Instrumentation towards any Industrial Trades or Skilled Trades Associate in Applied Science degree.*

Machining Technology

Machining Technology Core Curriculum

Nearly every sector of the manufacturing industry is dependent upon people with specialized machining technology training including automotive, aerospace, medical supply, furniture, metals/metal products, plastics, machinery, and even the newly developing renewable energy sector. These people work with designers to make fixtures, dies, molds and other parts which support the manufacturing process.

The Machining Technology core curriculum at Kellogg Community College prepares students to make these parts. Students may pursue either a Certificate or an Associate in Applied Science in Industrial Machining Technology. Modules within the curriculum cover:

- Blueprint Reading
- CNC Programming and Machining
- Drill Press and Band Saws
- Electronic Discharge Machining Grinding
- Layout Tools
- Machinery's Handbook
- Machining Technology Projects
- Mathematics
- Precision Measurement
- Safety
- Surface, Cylindrical, and Tool and Cutter
- Turning on a Lathe
- Vertical/Horizontal Milling

Industrial Machining Technology Certificate **code 151**

To earn the certificate, students must complete 30 credits in the core Machining Technology curriculum.

For a list of Industrial Machining Technology modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the Machining Technology Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_IndMachTech.html.

Industrial Machining Technology Degree **code 252**

In order to earn an Associate in Applied Science in Industrial Machining Technology students must complete 62 credits. These credits must be taken from three categories: core curriculum, general education electives, and technical electives.

Core Curriculum

Students must complete 30 credits in the Machining Technology Core Curriculum.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152**, Freshman Composition	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical elective courses compliment the core curriculum and support general workplace competencies required in the field. Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)°
- Electricity Electronics (INEL)
- Engineering Technology (ENTE)°
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)
- Industrial Technology (INT)°
- Industrial Trades (INTR)°
- Instrumentation (INST)
- OIT 160, Applications Software°
- Pipefitting (INPF)
- Service Learning (SERV)°
- Tool and Die (INTD)°
- Welding (INWE)°

°These electives are highly recommended for the Industrial Machining Technology Program.

National Certifications

Selected modules within the Industrial Machining Technology core curriculum prepare students for nationally recognized certifications from the National Institute for Metalworking Skills.

Pipefitting

High-pressure and low-pressure piping systems are used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings. Many of these systems are regulated by automatic controls, which may be accessed remotely. The Industrial Pipefitting core curriculum at Kellogg Community College prepares students to install, maintain, and repair these systems. Students may pursue either a Certificate or an Associate in Applied Science in Industrial Pipefitting. Modules within the curriculum cover:

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

Industrial Pipefitting Certificate

code 153

To earn the certificate, students must complete 25 credits in the core Pipefitting curriculum. For a list of Industrial Pipefitting modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the Industrial Pipefitting Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_Pipefitting.html

Industrial Pipefitting Degree ***code 250***

In order to earn an Associate in Applied Science in Industrial Pipefitting students must complete 62 credits. These credits must be taken from three categories: core curriculum, general education electives, and technical electives.

Core Curriculum

Students must complete 25 credits in the Pipefitting Core Curriculum.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152, Freshman Composition**	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical elective courses compliment the core curriculum and support general workplace competencies required in the field. Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)
- Electricity Electronics (INEL)
- Engineering Technology (ENTE)
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)°
- Industrial Technology (INT)
- Industrial Trades (INTR)°
- Instrumentation (INST)
- Machining Technology (INMT)
- OIT 160, Applications Software°
- Renewable Energy (INRE)°
- Service Learning (SERV)°
- Tool and Die (INTD)
- Welding (INWE)°

°These electives are highly recommended for the Industrial Pipefitting Program.

Renewable Energy

Renewable Energy Core Curriculum

The Renewable Energy (INRE) core curriculum focuses on training electricians to install, monitor, and maintain small scale solar and wind energy systems in residential, commercial, and industrial facilities. The program will follow the Electronics Technicians Association (ETA) job training guides for photovoltaic and small scale wind installers. The Renewable Energy program is 14 credits and ends in a certificate from Kellogg Community College.

The Renewable Energy program is designed for electricians working in the trade or individuals seeking to work under a licensed electrician. In this program, students learn skills in energy conservation.

Students may use credits earned in Renewable Energy Program towards an Associate in Applied Science in Electricity and Electronics or Skilled Trades. Modules within the curriculum cover:

- Photovoltaic (PV) Theory
- PV System Components
- PV System Installation
- Renewable Energy and Energy Conservation
- Wind Energy Theory
- Wind System Components
- Wind System Installation

Renewable Energy Certificate **code 145**

To earn the certificate, students must complete 14 credits in the core Renewable Energy curriculum. For a list of Renewable Energy modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

National Certifications

Selected modules within the Renewable Energy core curriculum prepare students for nationally recognized certifications from the Electronics Technicians Association in:

- Photovoltaic Installer
- Small Wind Installer

For more information about our graduation rates, the median debt of students who completed the Renewable Energy Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_RenewEnergy.html

Tool and Die°

Tool and Die Core Curriculum

The Tool and Die curriculum is designed for apprentices, machinists and tool and die makers working in the trade. Students will learn advanced skills in designing and making various jigs, fixtures, dies, gages, and molds. Module units include:

- Design Dies
- Design Gages
- Design Jigs and Fixtures
- Design Molds
- Heat-Treating Steel
- Making Gages
- Making Jigs and Fixtures
- Making Molds

For a list of Industrial Tool and Die modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

°Students may not earn a certificate in Tool and Die, however, students may use credits earned in Tool and Die towards any Industrial Trades or Skilled Trades Associate in Applied Science degree.

Welding

Welding Core Curriculum

Welding is the most common way of permanently joining metal parts. Through welding, heat is applied to metal pieces, melting and fusing them to form a permanent bond. There are a variety of welding process including stick, MIG and TIG. The Welding core curriculum at Kellogg Community College prepares students to weld a variety of metals in various positions using each of these processes. Students may pursue either a Certificate or an Associate in Applied Science in Industrial Welding. Modules within the curriculum cover:

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

Industrial Welding Certificate **code 155**

To earn the certificate, students must complete 25 credits in core Welding curriculum. For a list of Industrial Welding modules go to the Industrial Trades Core Curricula page at www.kellogg.edu.

For more information about our graduation rates, the median debt of students who completed the Industrial Welding Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_welding.html

Industrial Welding Degree **code 259**

In order to earn an Associate in Applied Science in Industrial Welding students must complete 62 credits. These credits must be taken from three categories: core curriculum, general education electives, and technical electives.

Core Curriculum

Students must complete 25 credits in the Welding Core Curriculum.

General Education Core Courses

General Education Core courses help students develop into articulate, healthy, and informed citizens.

	CREDITS
Communicating Elective°	3
Creativity Electives°	2-3
English 151 or **152**, Freshman Composition	3
Global Awareness Elective°	3-4
Healthy Living Elective°	2-3
Mathematics and Science Elective°	3-5
	16-21

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

Technical Electives

Technical elective courses compliment the core curriculum and support general workplace competencies required in the field. Technical electives may be selected from:

- Accounting (ACCO)
- Business Administration (BUAD)
- Computer-Aided Drafting and Design Technology (DRAF)
- Electricity Electronics (INEL)
- Engineering Technology (ENTE)
- Heating, Ventilation, Air Conditioning and Refrigeration (INHR)
- Industrial Technology (INT)°
- Industrial Trades (INTR)°
- Instrumentation (INST)
- Machining Technology (INMT)
- OIT 160, Applications Software°
- Pipefitting (INPF)°
- Renewable Energy (INRE)
- Service Learning (SERV)°
- Tool and Die (INTD)

°*These electives are highly recommended for the Industrial Welding Program.*

National Certifications

Selected modules within the Industrial Welding core curriculum prepare students for nationally recognized certifications from the American Welding Society in:

- Gas Metal Arc Welding (GMAW)
- Gas Tungsten Arc Welding (GTAW)
- Pipe Welding up to 6G
- Shielded Metal Arc Welding (SMAW)

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 first week of March. Students are responsible for the cost of the application process (approximately $300). Each academy has limited capacity. Applications are due by the last Friday in July unless an insufficient number of applications are received and seats remain to be filled. Police Academy students are required to purchase and wear uniform clothing. They must adhere to rules of behavior above and beyond the student code and achieve state-mandated attendance and grade requirements.

Law Enforcement Degree *code 255*

General Education

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

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

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

†Students who have taken EMT 110 prior to the start of the academy must pass the National Registry exam and obtain their State of Michigan Medical First Responder License. Students who take EMT 110 during the academy session must complete and pass the course.

Police Academy

The following courses are open to any student who meets the course prerequisite: CRJU 201, 202, and 204. Please see the Criminal Justice Director 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 114, Physical Training 1	2
Criminal Justice 115, Physical Training 2	2
Criminal Justice 200, Police Operations 1	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 208, Police Operations 2	4
Criminal Justice 212, Emergency Driving	3
Criminal Justice 213, Firearms Training	4
Criminal Justice 214, PPCT Defensive Tactics 1	2
Criminal Justice 215, PPCT Defensive Tactics 2	2
Criminal Justice 296, Field Experience	3
Criminal Justice 299, MCOLES Review	1
	40

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

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

Fall	**Spring**
CRJU 114	CRJU 115
CRJU 200	CRJU 202
CRJU 201	CRJU 205
CRJU 204	CRJU 208
CRJU 212	CRJU 213
CRJU 214	CRJU 215
	CRJU 296
	CRJU 299

Magnetic Resonance Imaging (MRI)

Career Cluster – Health Science

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

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

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

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Admission to the MRI Program

Accreditation standards and the availability of clinical education assignments limit the number of students that can be admitted to the program. Admission is competitive and based on the applicant's academic performance. Due to the concentrated sequence of the MRI courses, completion of all required general education courses and occupational program preparation courses is necessary for an applicant to be considered for admission. Students must apply to the program by completing the Application Packet. Detailed information on the admission criteria and the application process can be found in the General Admissions section. It is important that any student interested in the MRI Program meet with an academic advisor.

Registered Technologist Admission Option

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

Occupational Program Preparation Courses

To encourage success in the MRI Program courses and safe practice in the clinical set-

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

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

Online Learning

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

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

Clinical Education Access Requirements for Students Accepted to the MRI Program

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

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

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

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

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

Additional Costs

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

Transferability to GVSU

Though the MRI Program is not designed as a transfer program, the inclusion of Grand Valley State University in the MiRIS Consortium provides baccalaureate-bound

students a transfer pathway to the GVSU Bachelor of Science Degree in Radiologic and Imaging Sciences. Students interested should meet with an academic advisor.

Magnetic Resonance Imaging Associate Degree *code 287*

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

Required General Education Courses

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

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

Required Occupational Program Preparation Courses

	CREDITS
Biology 201, Human Anatomy	4
Biology 202, Human Physiology	4
Mathematics 125, College Algebra	4
Physics 109, Introduction to MRI Physics	3
Office Information Technology 227, Medical Terminology	1-2
	30-32

Required MRI Program Courses

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

	CREDITS
Magnetic Resonance Imaging 200, Professional Prospectus	1
Magnetic Resonance Imaging 201, Computer Applications in Medical Imaging	3
Magnetic Resonance Imaging 220, MR Physics 1	3
Magnetic Resonance Imaging 222, MR Physics 2	3
Magnetic Resonance Imaging 230, MR Procedures and Pathophysiology 1	3
Magnetic Resonance Imaging 232, MR Procedures and Pathophysiology 2	3
Magnetic Resonance Imaging 240, MR Image Analysis	3
Magnetic Resonance Imaging 241, Applied Sectional Anatomy	3
Magnetic Resonance Imaging 260, Pre-Clinical Preparation	3
Magnetic Resonance Imaging 261, Clinical Practice 1	3
Magnetic Resonance Imaging 262, Clinical Practice 2	3
Magnetic Resonance Imaging 263, Clinical Practice 3	3
Magnetic Resonance Imaging 295, MRI Certification Exam Preparation	3
	37

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

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

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 1	3
Music 131, Music Theory 2	3
Music 132, Aural Comprehension/ Music Reading 1	1
Music 134, Aural Comprehension/ Music Reading 2	1
	8

Complete an additional 12 credits from the following courses:

	CREDITS
Music 105, Kellogg Singers	2
Music 106, Eclectic Chorale	1
Music 107, Voice Class	2
Music 112, Individualized Voice Lessons 1	2
Music 120, Beginning Piano Class	2
Music 121, Intermediate Piano Class	2
Music 122-125, Individualized Piano Lessons	2
Music 135-138, Individualized Instrumental Lessons	2
Music 141, Fundamentals of Music for Teaching	3
Music 160, Concert Band	1
Music 161, Jazz Band	1
Music 232, Music Theory 3	3
Music 233, Music Theory 4	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	1
Music 107, Voice Class	2
Music 112, Individualized Voice Lessons 1	2
Music 120, Beginning Piano Class	2
Music 121, Intermediate Piano Class	2
Music 122, Individualized Piano Lessons 1	2
Music 130, Music Theory 1	3
Music 131, Music Theory 2	3
Music 132, Aural Comprehension/Music Reading 1	1
Music 134, Aural Comprehension/Music Reading 2	1
Music 135, Individualized Instrumental Lessons 1	2
Music 260, Basic Conducting	2
Music 270, Sacred Choral Literature	3
Philosophy 230, World Religions	3
	32

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	

For more information about our graduation rates, the median debt of students who completed the Sacred Music Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_SacrMusic.html.

Nursing

Career Cluster—Health Science

Certificate in Practical Nursing (Level I)
Associate Degree in Nursing (Level II)

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

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

Students who wish to continue and successfully complete Level II courses will be awarded an Associate in 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.

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

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

(Full- and Part-time Options)

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

Re-Admission

Students who leave the Nursing Program and wish to re-enter the program must inform the Director of Nursing in a letter. Students who are re-admitted are expected to demonstrate knowledge of content and skills gained in previous nursing courses which were completed successfully. Criteria for re-admission will be determined individually, and acceptance will be on a space available basis. Re-admitted students will be notified by the Director of Nursing Education when they may register and which section is available. All first-time students will be given priority for admission over returning students and Advanced Placement students. A student not receiving a passing grade related to either a failure or withdrawal may repeat a nursing course only once. This allows for one re-admission only.

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

Students successfully completing the Level I program can continue into the Level II pro-

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

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

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

Requirements for Taking Nursing Courses

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

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

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

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

Additional Costs

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

Certificate and Degree Requirements

Required General Education Courses

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

Required General Education Courses for Level I completion

	CREDITS
Creativity Elective°	2-3
English 151, or **English 152** Freshman Composition	3
Psychology 201, Introduction to Psychology	3
	8-9

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

Required General Education Courses for Level II completion

	CREDITS
Communication 101, Foundations of Interpersonal Communication or **111**, Business and Technical Communication or **207** Public Speaking	3
Global Awareness Elective°	3
Psychology 220, Developmental Psychology	3
	9

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

Required Nursing Courses

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

Required Nursing Courses for Level I completion

	CREDITS
Biology 201, Human Anatomy (pre-requisite course)	4
Biology 202, Human Physiology (pre-requisite course)	4
Nursing 141, The Fundamentals of Nursing	6
Nursing 150, Chronic Physiologic Integrity	6
Nursing 155, Family Processes	6
Nursing 160, Pharmacologic Application in Nursing	3
	29

Additional Required Nursing Courses for Level II completion

	CREDITS
Nursing 272 Complex Physiologic Integrity 1	5
Nursing 276, Psychosocial Integrity	5
Nursing 281, Acute Physiologic Integrity 2	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 coursework. All Nursing coursework (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 or 152	NURS 150
NURS 141	NURS 155
NURS 160	PSYC 201
Creativity Elective	*Eligible for PN-NCLEX*

°*For more information about our graduation rates, the median debt of students who completed the Nursing PN (Level I) program, and other important information, please go to www.kellogg.edu/academic/Gedt_NursingPN.html.*

Academic Year Two (Level II)

III	IV
NURS 272	COMM 101,111 or 207
NURS 276	NURS 281
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 similar 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 coursework. All Nursing coursework (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 or 152	NURS 150
NURS 141	
NURS 160	
Creativity Elective	

III
NURS 155
PSYC 201
Eligible for PN-NCLEX

For more information about our graduation rates, the median debt of students who completed the Nursing PN (Level I) program, and other important information, please go to www.kellogg.edu/academic/Gedt_NursingPN.html.

Calendar Year Two (Level II)

IV	V
NURS 272	COMM 101,111 or 207
PSYC 220	NURS 276

VI
NURS 281
Global Awareness Elective

Calendar Year III (Level III)

VII
NURS 285
Eligible for RN-NCLEX

Advanced Placement Option **code 281**

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

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

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

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

re-admission will be determined individually, and acceptance will be on a space available basis.

°*Complete Transitional Nursing (NURS 136) prior to starting the remainder of the coursework.*

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

I	**II**
NURS 272	NURS 281
NURS 276	NURS 285
Creativity Elective	Global Awareness Elective

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

I	**II**
NURS 272	NURS 276
Creativity Elective Elective	Global Awareness
III	**IV**
NURS 281	NURS 285

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 in Applied Science degrees and certificates in the Office Information Technology area. The degrees and certificates offered are:

Associate in Applied Science
- Administrative Assistant
- Legal Administrative Assistant
- Medical Administrative Assistant
- Microcomputer Applications Specialist
- Word/Information Processing

Certificate Programs
- Administrative Assistant
- Legal Administrative Assistant
- Medical Administrative Assistant
- Microcomputer Applications
- MOS Master Preparation
- Word/Information 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, refer to the Degree and Certificate Requirements section.

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

Administrative Assistant Degree

code 206

Required 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 1	3
Office Information Technology 100, Introduction to Computer Information Systems	3
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	2
Office Information Technology 112, Keyboarding 4	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
Office Information Technology 181, Beginning Excel	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 193, Beginning Project	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
COMM 101	OIT 100
ENGL 151	OIT 111
OIT 110	OIT 177
OIT 176	OIT 181
OIT 187	Creativity Elective
	Healthy Living Elective

Fall	**Spring**
OIT 112	BUAD 131 or IT 200
OIT 116	OIT 192
OIT 178	OIT 193
OIT 182	OIT 241
OIT 197	GlobalAwareness Elective
Mathematics and Science Elective	OIT Limited Elective

Legal Administrative Assistant Degree

code 266

Required Legal Administrative Assistant Courses

	CREDITS
Accounting 101, General Accounting	4
Business Administration 104, Business Correspondence	3
Business Administration 131, Principles of Management, or **Information Technology 200**, Cooperative Education 1	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 2	2
Office Information Technology 111, Keyboarding 3	2
Office Information Technology 112, Keyboarding 4	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 193, Beginning Project	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
COMM 101	OIT 100
ENGL 151	OIT 111
OIT 110	OIT 177
OIT 176	OIT 181

Fall	**Spring**
OIT 112	BUAD 131 or IT 200
OIT 197	OIT 116
OIT 226	OIT 193
OIT 241	OIT 243
Mathematics and Science Elective	Creativity Elective
Healthy Living 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 1	3
Office Information Technology 100, Introduction to Computer Information Systems	3
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	2
Office Information Technology 112, Keyboarding 4	2
Office Information Technology 116, Office Procedures	3
Office Information Technology 176, Beginning Word	2
Office Information Technology 177, Intermediate Word	2

	CREDITS
Office Information Technology 181, Beginning Excel	2
Office Information Technology 182, Intermediate Excel	2
Office Information Technology 193, Beginning Project	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 229, Medical Coding	2
Office Information Technology 241, General Machine Transcription	3
Office Information Technology 245, Medical Machine Transcription	2
	46

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

Fall	**Spring**
ACCO 101	BUAD 104
COMM 101	OIT 100
ENGL 151	OIT 111
OIT 110	OIT 177
OIT 176	OIT 181
OIT 227	OIT 197
	OIT 228

Fall	**Spring**
OIT 112	BUAD 131 or IT 200
OIT 116	OIT 193
OIT 182	OIT 245
OIT 229	Creativity Elective
OIT 241	Global Awareness Elective
Mathematics and Science 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
Computer Programming 103, Introduction to Programming using Python	2
Computer Programming 102, Visual Basic	3
Office Information Technology 100, Introduction to Computer Information Systems	3
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	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 182, Intermediate Excel	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 185, Intermediate PowerPoint	2
Office Information Technology 188, Intermediate Access	2
Office Information Technology 192, Beginning Publisher	2
Office Information Technology 193, Beginning Project	2
Office Information Technology 198, Microsoft Outlook/One Note	3
	45

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

Fall	Spring
COMM 101	BUAD 104
ENGL 151	OIT 111
OIT 100	OIT 177
OIT 110	OIT 182
OIT 176	OIT 187
OIT 181	Mathematics and Science Elective

Fall	Spring
CP 103	ACCO 101
OIT 116	CP 102
OIT 184	OIT 185
OIT 188	OIT 192
OIT 193	Global Awareness Elective
OIT 198	Healthy Living Elective
Creativity Elective	

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 1	3
Office Information Technology 100, Introduction to Computer Information Systems	3
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	2
Office Information Technology 112, Keyboarding 4	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
Office Information Technology 181, Beginning Excel	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 192, Beginning Publisher	2
Office Information Technology 193, Beginning Project	2
Office Information Technology 197, Proofreading	2
Office Information Technology 241, General Machine Transcription	3
Limited Electives (See end of OIT section)	4
	45

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

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

Fall	Spring
OIT 112	BUAD 131 or IT 200
OIT 116	OIT 192
OIT 178	OIT 193
OIT 184	OIT 241
OIT 197	Global Awareness Elective
Mathematics and Science Elective	OIT Limited Elective
OIT Limited Elective	

Office Information Technology Certificates

Administrative Assistant Certificate

code 105

	CREDITS
Accounting 101, General Accounting	4
Business Administration 104, Business Correspondence	3
Business Administration 131, Business Management or **Information Technology 200,** Cooperative Education 1	3
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	2
Office Information Technology 112, Keyboarding 4	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

For more information about our graduation rates, the median debt of students who completed the Administrative Assistant Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_AdminAssis.html.

Legal Administrative Assistant Certificate

code 182

	CREDITS
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	2
Office Information Technology 112, Keyboarding 4	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	2
	22

For more information about our graduation rates, the median debt of students who completed the Legal Administrative Assistant Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_LegalAdminAssis.html.

Medical Administrative Assistant Certificate

code 183

	CREDITS
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	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	2
	23

For more information about our graduation rates, the median debt of students who completed the Medical Administrative Assistant Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_MedAdminAssis.html.

Microcomputer Applications Certificate

code 163

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

MOS Master Certificate (Microsoft Office Specialist)°

code 168

	CREDITS
Office Information Technology 176, Beginning Word	2
Office Information Technology 177, Intermediate Word	2
Office Information Technology 178, Advanced Word	2
Office Information Technology 181, Beginning Excel	2
Office Information Technology 182, Intermediate Excel	2
Office Information Technology 183, Advanced Excel	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 185, Intermediate PowerPoint	2
Office Information Technology 196, Introduction to Windows	2

Students must select one of the options below:

	CREDITS
Office Information Technology 198, Microsoft Outlook/One Note	3
OR	
Office Information Technology 187, Beginning Access	2
and	
Office Information Technology 188, Intermediate Access	2
	21-22

°*For more information about our graduation rates, the median debt of students who completed the MOS Master Preparation Certificate program, and other important information, please go to http://www.kellogg.edu/academic/Gedt_MOS.html*

Word/Information Processing Certificate °

code 195

	CREDITS
Accounting 101, General Accounting	4
Business Administration 104, Business Correspondence	3
Office Information Technology 110, Keyboarding 2	2
Office Information Technology 111, Keyboarding 3	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
Office Information Technology 197, Proofreading	2
Office Information Technology 241, General Machine Transcription	3
Limited Electives (See end of OIT section)	4
	29

°*For more information about our graduation rates, the median debt of students who completed the Word/Information Processing Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_WordProc.html.*

Limited Electives

	CREDITS
Office Information Technology 177, Intermediate Word	2
Office Information Technology 178, Advanced Word	2
Office Information Technology 182, Intermediate Excel	2
Office Information Technology 183, Advanced Excel	2
Office Information Technology 184, Beginning PowerPoint	2
Office Information Technology 185, Intermediate PowerPoint	2
Office Information Technology 187, Beginning Access	2
Office Information Technology 188, Intermediate Access	2
Office Information Technology 189, Advanced Access	2
Office Information Technology 192, Beginning Publisher	2
Office Information Technology 193, Beginning Project	2
Office Information Technology 195, Introduction to the Internet	2
Office Information Technology 196, Introduction to Windows	2
Office Information Technology 197, Proofreading	2
Office Information Technology 198, Microsoft Outlook/One Note	3
Office Information Technology 200, Independent Study	3
Office Information Technology 226, Legal Terminology	2
Office Information Technology 227, Medical Terminology	2
Office Information Technology 228, Medical Scheduling and Billing	2
Office Information Technology 229, Medical Coding	2
Office Information Technology 241, General Machine Transcription	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.

Photography and Multimedia Degree *code 274*

Students must complete the following general education and core course requirements:

General Education Courses

	CREDITS
Art 105, Contemporary Art Survey	2
Art 210, History of Photography and Film	3
English 151, Freshman Composition	3
Communicating Elective°	3
Healthy Living Elective°	2-3
Mathematics & Science Elective°	3-4
	16-18

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

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

Core Courses

	CREDITS
Art 103, Two-Dimension Design	3
Art 110, Drawing 1	3
Art 215, Art Seminar 1	3
Art 222, Introduction to Photography	3
Art 227, Digital Color Photography	3
Art 229, Studio Photography	3
Art 295, Photography & Multimedia Special Topics	3
Art 296, Internship & Career Development	3
Graphic Design 135, Digital Illustration and Layout	3
Graphic Design 145, Digital Imaging	3
Graphic Design 210, Design for the Web	3
	33

Complete 15 credits from the following limited elective options:

	CREDITS
Art 216, 4-D Studio Art Seminar 2	3
Art 220, Landscape Photography	3
Art 223, Intermediate Photography	3
Art 224, Advanced Photography	3
Art 230, Digital Color Photography 2	3
Art 239, Studio Photography 2	3

Animation 103, Introduction to Video Art 3
Animation 203, Intermediate Video Art . 3
Animation 233, Intro to 2-D Animation Techniques 3
Animation 234, Intro to 3-D Animation Techniques 3
Animation 235, Intermediate Animation 3

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

I	**II**
ART 103	ART 110
ART 210	ART 227
ART 222	GRDE 145
ENGL 151	Communicating Elective
GRDE 135	Limited Elective
	Limited Elective

III	**IV**
ART 105	ART 215
ART 229	ART 296
ART 295	GRDE 210
Mathematics and Science Elective	Healthy Living Elective
Limited Elective	Limited Elective
Limited Elective	

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

Photography and Multimedia Certificate° *code 194*

The Photography and Multimedia Certificate is designed for individuals either working or seeking employment in the varied photography and multimedia fields. The certificate provides a well-rounded curriculum concentrating on specific skill requirements. The courses provide an industry standard of technical training in a relatively short period of time. These courses can be applied to the Associate in Applied Science in Photography and Multimedia degree program. Students should possess basic Macintosh operation skills or take GRDE 103.

°For more information about our graduation rates, the median debt of students who completed the Photography and Multimedia Certificate program, and other important information, please go to www.kellogg.edu/academic/Gedt_PhotoMm.html.

Required Photography and Multimedia Courses

CREDITS

Animation 103, Introduction to Video Art 3
Art 103, Two-Dimension Design 3
Art 110, Drawing 1 3
Art 222, Introduction to Photography . . . 3
Art 223, Intermediate Photography 3
Art 227, Digital Color Photography 3
Art 229, Studio Photography 1 3
Graphic Design 135, Digital Illustration and Layout 3
Graphic Design 145, Digital Imaging . . 3
Graphic Design 210, Design for the Web 3
30

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

I	**II**
ART 103	ANIM 103
ART 110	ART 229
ART 222	ART 223
ART 227	GRDE 135
GRDE 145	GRDE 210

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 for Higher Education Accreditation and the United States Department of Education. The program prepares the graduate to take the national licensure examination used by those states which require licensure. The Associate in Applied Science is awarded upon program completion.

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

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

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Requirements for Taking Physical Therapist Assistant Courses

Criminal Background Checks

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

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

Drug Screens

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

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

Additional Costs

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

Physical Therapist Assistant Degree

code 283

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

Required General Education Courses

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

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

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

Required Physical Therapist Assistant Courses

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

	CREDITS
Biology 201, Human Anatomy	4
Biology 202, Human Physiology	4
Emergency Medical Technician 110°, Medical First Responder	3
Physical Therapist Assistant 110, Fundamentals of Physical Therapist Assisting	3
Physical Therapist Assistant 112, Kinesiology 1	2
Physical Therapist Assistant 114, Physical Therapy Modalities	4
Physical Therapist Assistant 116, Kinesiology 2	3
Physical Therapist Assistant 117, Pathology 1	1
Physical Therapist Assistant 118, Pathology 2	1
Physical Therapist Assistant 119, Orthopedics	3
Physical Therapist Assistant 120, Neurological Concepts	1
Physical Therapist Assistant 121, Functional Techniques	2
Physical Therapist Assistant 122, Pediatrics	1
Physical Therapist Assistant 218, Focused Neurology	3
Physical Therapist Assistant 219, Advanced Intervention Techniques	3
Physical Therapist Assistant 220, Concepts in Physical Therapist Assisting	2

	CREDITS
Physical Therapist Assistant 221, Clinical Experience	1
Physical Therapist Assistant 223, Seminar in Physical Therapist Assisting	2
Physical Therapist Assistant 227, Coordinated Clinical Experience 1	3.75
Physical Therapist Assistant 228, Coordinated Clinical Experience 2	3
Physical Therapist Assistant 229, Clinical Exploration	2.5
Psychology 220, Developmental Psychology	3
	55.25

°*Transfer course must be exact equivalent.*

Because of the sequential nature of the PTA coursework, the program requires at least two academic years to complete, including an eight-week summer semester. One suggested sequence is:

Fall	**Spring**	**Summer°**
BIOL 201	BIOL 202	PSYC 220
ENGL 151	PSYC 201	PTA 119
EMT 110	SOCI 201	PTA 120
PTA 110	PTA 114	PTA 121
PTA 112	PTA 116	PTA 122
PTA 117	PTA 118	

Fall	**Spring**
COMM 101	PTA 223
PTA 218	PTA 227
PTA 219	PTA 228
PTA 220	PTA 229
PTA 221	
Creativity Elective	

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 program. The PTA courses will still require two academic years to complete.

°The eight (8) week summer semester and the final fifteen (15) 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 a 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 Fire fighter Training Council (MFFTC) approved Fire fighter I and II course. Public safety combines the responsibilities of a law enforcement officer and a fire fighter. 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 timelines 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°	3-4
	16-19

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

Degree Required Courses

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

†Students who have taken EMT 110 prior to the start of the academy must pass the National Registry exam and obtain their State of Michigan Medical First Responder License. Students who take EMT 110 during the academy session must complete and pass the course.

Fire Fighter Training

Students who are pursuing a degree in Public Safety must possess their State certification for Fire Fighter I and II. This certification can be obtained through any Michigan Fire Fighter Training Council approved course. Students may contact Kalamazoo Valley Community College (KVCC) if they are in need of Fire Fighter I and II certification. The contact number for KVCC is 269-488-4202 or visit the KVCC website at www.kvcc.edu. Students must obtain approval from the Criminal Justice Director in order to verify the Fire Fighter I and II certifications. Students will be required to show proof of completion and certification.

Students who already possess Fire Fighter I and II certification through the Michigan Fire Fighters Training Council do **not** need to retake the course. Documentation of certification must be provided to the KCC Registrar's Office to apply your training to this degree.

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 114, Physical Training 1	2
Criminal Justice 115, Physical Training 2	2
Criminal Justice 200, Police Operations 1	4
Criminal Justice 201, Criminal Investigation 1	3
Criminal Justice 202, Criminal Law 1	3
Criminal Justice 204, Criminal Procedures	3
Criminal Justice 205, Traffic Control	4
Criminal Justice 208, Police Operations 2	4
Criminal Justice 212, Emergency Driving	3
Criminal Justice 213, Firearms Training	4
Criminal Justice 214, PPCT Defensive Tactics 1	2
Criminal Justice 215, PPCT Defensive Tactics 2	2
Criminal Justice 296, Field Experience	3
Criminal Justice 299, MCOLES Review	1
	40

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

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

Fall	**Spring**
CRJU 114	CRJU 115
CRJU 200	CRJU 202
CRJU 201	CRJU 205
CRJU 204	CRJU 208
CRJU 212	CRJU 213
CRJU 214	CRJU 215
	CRJU 296
	CRJU 299

For the student who does not currently have the Fire Fighter I & II Certification the following five-semester sequence of courses suggested for the full-time Public Safety student is:

Fall	**Spring**
COMM 101	EMT 110
CRJU 101	Healthy Living Elective
CRJU 221	Fire Fighter I & II°
ENGL 151	
Creativity Elective	
Global Awareness Elective	

Summer
Mathematics and Science Elective

Fall	**Spring**
CRJU 114	CRJU 115
CRJU 200	CRJU 202
CRJU 201	CRJU 205
CRJU 204	CRJU 208
CRJU 212	CRJU 213
CRJU 214	CRJU 215
	CRJU 296
	CRJU 299

°See Fire Fighter Training on previous page for information on how to obtain Fire Fighter I & II certification.

Radiography

Career Cluster—Health Science

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

The Radiography Program is a two-year program consisting of four academic semesters and two summer sessions. All semesters and sessions consist of classroom lecture and supervised clinical experience in one of our 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, please refer to the Admission to Allied Health Program section.

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

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

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the Nursing Assistant Training Program, Dental Hygiene, Magnetic Resonance Imaging (MRI), Nursing, Paramedic/EMS, Physical Therapist Assistant (PTA), and Radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Requirements for Taking Radiography Courses

Age Requirement

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

Criminal Background Checks

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

It should also be noted that misdemeanor or felony convictions could present issues with obtaining certification, licensure, or employment upon graduation from the program.

Students may contact the program director, or visit the program website for direction to the appropriate certification or licensing agency for more information.

Drug Screens

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

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

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

Additional Costs

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

Radiography Degree

code 288

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

Required General Education Courses

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

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

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

Required Radiography Courses

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

	CREDITS
Biology 201, Human Anatomy	4
Biology 202, Human Physiology	4
Emergency Medical Technician 110, Medical First Responder	3
Mathematics 125°, College Algebra	4
Radiography 100, Introduction to Radiology Science and Health Care	2.25
Radiography 111, Patient Care in Radiologic Science	2.25
Radiography 112, Introduction to Imaging Principles	1.5
Radiography 120, Radiologic Positioning, Procedures and Pathology 1	3.5
Radiography 121, Radiologic Physics	3
Radiography 122, Clinical Practice 1	2.5
Radiography 130, Radiologic Positioning, Procedures and Pathology 2	3.5

	CREDITS
Radiography 131, Principles of Radiologic Imaging	3
Radiography 132, Clinical Practice 2	2.5
Radiography 211, Clinical Practicum	2.75
Radiography 220, Radiologic Positioning, Procedures and Pathology 3	1.25
Radiography 221, Principles of Radiologic Imaging 2	3
Radiography 222, Comprehensive Clinical Experience 1	3.75
Radiography 223, Radiobiology and Protection	1
Radiography 230, Cross Sectional Anatomy	2
Radiography 231, Radiologic Technology Special Topics	3
Radiography 232, Comprehensive Clinical Experience 2	3.75
	59.25

°This course is the required prerequisite for admittance to the program.

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

I	II	III
EMT 110	BIOL 201	BIOL 202
RADI 100	ENGL 151	PSYC 201
RADI 111	RADI 120	RADI 130
RADI 112	RADI 121	RADI 131
	RADI 122	RADI 132

IV	V	VI
RADI 211	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. Students who enroll at Kellogg Community College with the intention of transferring to a baccalaureate college or university need to:

- Meet with a KCC Academic Advisor: discuss your intended major including associate degree requirements, general education, and transferability of courses
- Obtain a Transfer Guide: transfer guides are developed by the transfer institutions to help assist students through the transfer process
- Learn to use the Michigan Transfer Network: verify transferability of your KCC courses by using the Michigan Transfer Network (www.michigantransfernetwork.org)
- Evaluate transfer institutions and decide early: investigate entrance and degree requirements for your intended transfer institution
- Seek advising at your intended transfer institution: contact the advising department at the institution you plan to transfer to and ask to meet with an advisor who is specialized in the field you plan to major in
- Visit your transfer institution: call the transfer institution's admissions office and schedule a visit
- Apply early and meet deadlines: determine deadlines for financial aid, including scholarships and admissions application deadlines as well as any necessary housing application deadlines
- Request to have your KCC transcripts sent: have your official KCC transcripts sent directly to your transfer institution (see the Transcripts page at www.kellogg.edu)

An earned associate degree is recommended by most transfer institutions before transferring. Many transfer scholarships are only available to associate degree holders.

Transfer Information

Michigan Transfer Agreement

This transfer agreement is established by the Michigan Association of Collegiate Registrars and Admission 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 the general education requirements at participating Michigan colleges and universities.

For details regarding courses eligible for MTA and how to receive designation, see pages 20-21 of the KCC college catalog.

Transfer Institutions

Kellogg Community College has articulation agreements, transfer guides, and/or transfer equivalency information for the following institutions:

Albion College
Baker College
Central Michigan University
Davenport University
Eastern Michigan University
Ferris State University
Franklin University
Grand Valley State University
Hope College
Lake Superior State University
Lawrence Technological University
Kettering University
Michigan State University
Michigan Technological University
Northern Michigan University
Oakland University
Olivet College
Saginaw Valley State University
Siena Heights University
Spring Arbor University
Trine University
University of Michigan
University of Michigan - Dearborn
University of Michigan - Flint
Walsh College
Wayne State University
Western Michigan University

Transfer institutions not listed above may be individually developed with an academic advisor.

College/University Transfer Curricula

Associate degree curricula representing the first two years of a four-year program have been designed for successful transfer to senior colleges and universities. Transfer programs not listed below can be individually developed with an academic advisor.

Accounting
Aeronautical Engineering
Agricultural Sciences
Anthropology
Architecture
Art
Art and Design
Athletic Training
Aviation Flight Science
Aviation Maintenance Technology
Aviation Science and Administration
Biology
Biology/Biomedical Sciences
Botany
Business Administration
Chemical Engineering
Chemistry
Clinical Laboratory Science
Communication
Communication, Scientific and Technical
Communication, Speech
Computer Science
Criminal Justice
Dental Hygiene
Dietetics

Early Childhood Education
Economics
Education: Elementary and Secondary
Engineering
English
Fine Arts
Foreign Languages
Forensics
Forestry
Geology
Golf Management
Health Science
History
Human Services Administration
Industrial Design
Industrial Engineering
Industrial Technology
Information Systems
Interior Design
Journalism
Language and International Trade
Liberal Arts
Management
Marketing
Mathematical Sciences
Mathematics
Medical Laboratory Science
Music
Natural Resource Management
Nursing - BSN
Occupational Safety and Health
Occupational Therapy
Optometry
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 Transfer Information page at www.kellogg.edu.

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 125 or higher.
2. MATH 130 satisfies the statistics course at CMU.
3. The distribution of courses on the following transfer guides fulfills the Michigan Transfer Agreement and will satisfy the University Program portion of your degree at CMU.

Transfer Guides

Business Administration
Education: Elementary (Grades K-8)
Education: Secondary (Grades 7-12)
Education: Special Education (Elementary

Endorsement)
Education: Special Education (Secondary Endorsement)
General Education/Liberal Arts
Music
Physical Therapy

Davenport University

Students with 15 or more transferable semester credits with a grade of "C" or better will be admitted.

Transfer Guides

Accounting Fraud
Accounting Information Management
Applied Business
Biometric Security
Business Professional Studies
Computer Gaming Simulation
Computer Information Systems
Computer Networking
Computer Security
Database Management
Finance
Global Information Technology Management
Health Information Management
Health Services Administration
Human Resource Management
International Business
Management
Marketing
Medical Case Management
Network Security
Nursing - BSN
Professional Accountantcy
Public Safety
Sports Management
Strategic HR Management
Web Design and Development

Eastern Michigan University

Students must earn a grade of "C" or better in order for a course to be eligible for transfer credit.

Transfer Guides

Business
Business, Management, Marketing and Technology
Communication Technology
Elementary Education
General Education
Michigan Transfer Agreement
Legal Assistant
Secondary Education

Ferris State University

Transfer Guides

Accounting
Biology
Business Administration
Criminal Justice
English
English BA
English Education
Forensic Biology
History
History BA
History Education
Pharmacy
Political Science
Political Science Education
Product Design Engineering
Psychology
Technical Education

Franklin University

The Community College Alliance is a relationship between Franklin University and Kellogg Community College. The Alliance offers Bachelor of Science completion programs online. The program accepts your entire associate degree (or 60 semester hours of transferable credit) and then allows you to take bridge courses at KCC in combination with online coursework 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 coursework online, and students are supported in their studies with access to computers, advising, and libraries from both KCC and Franklin. For more information contact Franklin University at 1-888-341-6237 or visit www.alliance.franklin.edu.

Degree Completion Programs Available Online

Accounting
Business Administration
Business Forensics
Computer Science
Health Care Management
Human Resources Management
Information Technology
Management
Management Information Sciences
Marketing
Public Relations
Public Safety Management
Web Development

Grand Valley State University

A transfer applicant with a 2.5 cumulative GPA or above with a minimum of 30 semester hours (or 45 quarter hours) and eligible to re-enroll at the former institution will normally be admitted. Students seeking a BA degree must demonstrate third semester proficiency in a foreign language.

Transfer Guides

Advertising and Public Relations
Allied Health Science
Anthropology
Art and Design
Athletic Training
Biology
Biomedical Science
Biopsychology
Business
Cell and Molecular Biology
Chemistry
Computer Science
Criminal Justice
Elementary Education
Engineering
English
Exercise Science -
    Clinical Excercise Science
Exercise Science -
    Health Fitness Instruction
General Education
Geology
History
Hospitality and Tourism Management
Information Systems
International Relations
Mathematics
Medical Laboratory Science
Modern Languages
Music
Natural Resource Management
Nursing
Occupational Safety and Health
Occupational Therapy
Philosophy
Physical Education
Physical Therapy
Physician Assistant Studies
Physics
Political Science
Pre-Dental
Pre-Medical
Psychology
Public Administration
Radiologic and Imaging Sciences
Secondary Education
Social Work
Sociology
Special Education
Statistics
Therapeutic Recreation
Writing

Kettering University

1. A “2 + 3” agreement between Kettering University and Kellogg Community College allows students to take a combination of coursework from both institutions.
2. Work experience is part of the five-year program.

Transfer Guides

Applied Mathematics
Business Administration
Computer Science
Chemistry and Biochemistry
Engineering
Physics

Lake Superior State University

Transfer Guides

Fisheries and Wildlife
Legal Studies Specialties
Legal Studies

Lawrence Technological University

Transfer Guides

Architecture
Architectural Engineering
Biomedical Engineering
Business Administration
Chemical Biology
Chemistry
Civil Engineering
Computer Engineering
Computer Science
Construction Management
Electrical Engineering
English and Communication Arts
Environmental Chemistry
Graphic Design
Humanities
Industrial Design
Industrial Operations Engineering
Information Technology
Interior Design
Mathematics and Computer Science
Mechanical Engineering
Medical Communications
Molecular and Cell Biology
Physics
Physics and Computer Science
Psychology
Robotics Engineering
Transportation Design

Michigan State University

1. Students transferring to MSU should complete the Lower Level Integrative Studies courses (available from a KCC academic advisor).
2. When applying to MSU your cumulative grade point average will be recalculated to include all courses, all attempts, and all colleges.
3. Coursework assigned a grade of "C" or higher will be eligible for transfer.
4. Grades of "N," Withdrawal, Audit, and Incomplete will be computed as "F" grades for admission purposes.
5. Grades in each prerequisite course must be above a 2.0, and overall GPA must be above a 2.5 for consideration.
6. A student may transfer a maximum of 60 credit hours.

Transfer Guides

Business Administration
Communication
Education
Engineering
Integrative Studies
Kinesiology
Nutritional Sciences
Nursing
Pre-Medicine
Political Science
Social Work
Veterinary Medicine
Veterinary Technology

Michigan Technological University

All recommended courses on the following program guides will transfer and apply toward degree requirements provided grades of "C" (2.0 on a 4.0 scale) or better are earned.

Transfer Guides

Anthropology
Applied Ecology and Environmental Sciences
Applied Geophysics

Audio Production and Technology
Biomedical Engineering
Biochemistry and Molecular Biology
Bioinformatics
Biological Sciences
Business Administration
Chemical Engineering
Cheminformatics
Chemistry
Civil Engineering
Clinical Laboratory Sciences
Communication and Culture Studies
Computer Engineering
Computer Network and Systems Administration
Computer Science
Computer Systems Science
Construction Management
Economics
Electrical Engineering
Electrical Engineering Technology
Engineering (general/undecided)
Environmental Engineering
Excercise Science
Forestry
Geological Engineering
Geology
Industrial Technology
Law and Society (Pre-Law)
Liberal Arts
Materials Science and Engineering
Mathematics
Mechanical Engineering
Mechanical Engineering Technology
Pharmaceutical Chemistry
Physics/Applied Physics
Pre-Professional Health Programs
Psychology
Scientific and Technical Communications
Secondary Teacher Education
Social Sciences
Software Engineering
Sound Design
Surveying Engineering
Theatre and Entertainment Technology
Wildlife Ecology and Management

Northern Michigan University

Applicants are admitted in good standing if they have a 2.0 overall grade point average on a 4.0 scale for college level courses taken at all post-secondary institutions attended and are eligible to return to the last institution attended. Academic departments may have additional requirements for admission to specific programs.

Transfer Guides

Accounting
Accounting – CIS
Accounting - Corporate Finance
Accounting - Personal Finance
Art and Design
Art and Design Education
Athletic Training
Biology
Business
Chemistry - ACS Certified
Clinical Laboratory Science
Communication Studies
Computer Science
Construction Management
Criminal Justice
Earth Science
Electronic Journalism
Elementary Education
English
English – Secondary Education
English – Writing
Entertainment and Sports Promotion
Entrepreneurship
Environmental Science
Environment Studies and Sustainability
Finance
Fisheries and Wildlife Managment
Forensic Biochemistry
History
History – Secondary Education
Hospitality Management
International Studies
Management
Marketing
Mathematics

Media Production and New Technology
Music
Music Education
Network Computing
Nursing
Outdoor Recreation - Leadership and Management
Philosophy
Physical Education – Coaching
Physical Education – Secondary Education
Physics
Pre-Dentistry
Pre-Law
Pre-Medicine
Pre-Veterinary Medicine
Psychology – Behavior Analysis
Psychology – General
Psychology – Graduate School Preparation
Public Relations
Secondary Education – Undeclared
Social Work
Special Education
Special Education – Elementary Education
Speech - Language and Hearing Sciences
Sports Science
Theatre
Veterinary Medicine
Zoology

Oakland University

Transfer students with a minimum of 24 college credit hours at the time of application and a grade point average of at least 2.5 will be considered for admission. Oakland University will consider positive trends of most recent grades.

Transfer Guides

Accounting
Anthropology
Applied Statistics
Art History
Biochemistry
Biology
Biology - Secondary Education
Biomedical Diagnostic and Therapeutic Science
Business Economics
Chemistry
Chemistry - Secondary Education
Communication
Computer Engineering
Computer Science
Dance BA/BFA
Economics BA
Economics BS
Electrical and Mechanical Engineering
Elementary Education
Engineering Biology
Engineering Chemistry
Engineering Physics
English
English - Secondary Education
Environmental Science
Finance
General Management
Health Sciences
History
History - Secondary Education
Human Resource Management
Human Resource Development
Industrial and Systems Engineering
Information Technology
International Relations
International Studies
Journalism
Linguistics
Management Information Systems
Marketing
Mathematics
Mathematics - Secondary Education
Medical Physics
Modern Languages
Musical Theatre
Nursing
Occupational Safety and Health
Operations Management
Philosophy
Physics
Physics - Secondary Education
Political Science
Psychology
Public Administration and Public Policy
Sociology

Studio Art
Studio Art K-12 Education
Theatre Design and Technology
Wellness, Health Promotion, and Injury Prevention
Women and Gender Studies
Writing and Rhetoric

Olivet College

Kellogg Community College and Olivet College signed a dual degree agreement in November 1997. The agreement provides that students completing the academic requirements of the two cooperating institutions will be awarded an Associate in Arts or Associate in Sciences from KCC and a Bachelor of Arts from Olivet College. Students in this dual degree program may be concurrently enrolled at both institutions while working toward their educational goals. Additionally, in January 1998, both institutions signed a financial aid consortium agreement.

Transfer Guides

Biology
Business Administration
Criminal Justice
Elementary or Secondary Education majoring in:
- English
- Health, Physical Education and Recreation
- History
- Mathematics
- Science
- Social Studies
- Visual Arts

Journalism
Secondary Education majoring in:
- Biology
- Chemistry
- Speech

Siena Heights University

1. An agreement between Siena Heights University and Kellogg Community College allows students to complete an undergraduate degree and a Master of Arts at the Battle Creek campus of KCC.
2. Students can transfer up to 90 credit hours into the Siena Heights program.

Transfer Guides

Accounting
Business Administration
Human Services Administration

Spring Arbor University

Transfer Guides

Family Life Education
General Studies
Social Work

Trine University

1. A "3 + 1" agreement between Trine University and Kellogg Community College allows students majoring in business or criminal justice to transfer up to three years of credit to Trine University.
2. An Associate in Science or Associate in Arts at KCC meets all general education requirements at Trine University.
3. Pursuing the approved three-year curriculum at KCC, a student can earn a BS in Business Administration after one year of study at Trine University.
4. Transfer students must have a 2.0 or greater cumulative grade point average to be accepted to Trine with senior status.
5. A portion of the Trine courses may be offered at the KCC Grahl Center in Coldwater.

Transfer Guides

Accounting
Biology
Business Administration
Chemistry
Communication
Criminal Justice
Design Engineering Technology
Elementary Education
Entrepreneurship
Exercise Science

Finance
General Studies - Pre-Legal
Golf Management
Health and Physical Education
Informatics
Management
Marketing
Mathematics
Psychology
Sport Management

University of Michigan

Transfer admission is specific to one of the eleven undergraduate schools or colleges. Each school/college has unique deadlines and requirements for admission and policies for transfer credit. Go to www.admissions.umich.edu/transfers to prepare your academic credentials for successful transfer to U of M.

Transfer Guides

Engineering
Literature, Science, and the Arts (LSA)
Nursing

Walsh College

To be admitted 60 semester credit hours must be successfully completed, including 30 semester credit hours in Liberal Arts coursework and a course in English composition or written communication at an approved, accredited college or university. Courses must be completed with a minimum grade of 2.0 on a 4.0 scale.

The four components to earning a bachelor degree are transfer credit hours (up to 82 eligible credits), professional core classes (required of all students), program core classes, and specialization or major classes.

All specific degree requirements as listed in the online Walsh College catalog under "Graduation Requirements" must be satisfied. A minimum of 127 semester credit hours must be completed, with 45 semester credit hours taken in residence at Walsh College within 5 years of enrolling.

To maximize transfer credits, credits successfully completed at the 100 level or above are accepted. Since a maximum of 82 eligible credits may transfer, most associate degree requirements will transfer.

Wayne State University

Applicants that have 12 or more transferable academic credit hours and have a minimum cumulative 2.0 grade point average are eligible for transfer.

Transfer Guides

Business
Education
Engineering
General Education for Fine, Performing, and Communication Arts
General Education for Liberal Arts and Sciences
Nursing
Physician's Assistant Studies
Social Work

Western Michigan University

1. Western Michigan University's Kendall Center in downtown Battle Creek provides advising and courses for students taking upper division and graduate courses.
2. Freshman-sophomore requirements are satisfied for KCC students transferring with the Michigan Transfer Agreement satisfied.

Transfer Guides

Athletic Training
Aviation Flight Science
Aviation Maintenance Technology
Aviation Science and Administration
Biology/Biomedical Sciences
Business Administration
Child and Family Development
Communication

Computer Science Theory and Analysis
Criminal Justice
Dietetics
Education - Elementary
Education - Secondary
Education - Special Education
Engineering
English
Fine Arts
Global International Studies
History
Imaging - Business Option
Interior Design
Journalism
Mathematics
Nursing - BSN
Nursing - Pre-License
Occupational Education Studies
Occupational Therapy
Physical Education
Physician's Assistant
Physics
Political Science
Pre-Dentistry
Psychology
Social Work
Speech Pathology
Textile Apparel Studies

Kellogg Community College/ Western Michigan University Joint Admission Programs

KCC and WMU have teamed together to provide students with a unique path to a bachelor's degree in Aviation, Engineering or Engineering Technology. Prospective engineering students who are accepted by both institutions develop a Personal Program Plan (PPP) for an associate's degree at KCC and a bachelor's degree at WMU over the course of their degree programs. The PPP outlines the entire sequence of courses at both institutions.

The Joint Admissions Program differs from a conventional transfer by allowing students to take advantage of academic support and facilities at both institutions immediately.

To participate in the Joint Admissions Program students should:

- Explore WMU Engineering and Engineering Technology programs and careers at www.wmich.edu/engineer; or Aviation programs and careers at www.wmich.edu/aviation/about.html.
- 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, 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:

- **Michigan 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 MTA. Each transfer guide will identify whether or not a university or college requires MTA.
- **Associate of Elementary Education Degree:** The two-year Associate Degree in Elementary Education allows students to earn approximately half the credits towards a bachelor's degree (4 years) at KCC and complete the remaining courses required through a university. Students access a clearly defined degree path by following an articulation guide specializing in the bachelor granting institution of choice.
- **Associate of Arts Degree:** There are many benefits to earning an Associate of Arts degree while students are in the process of completing a bachelor's degree. Benefits include more job opportunity, increased income earning potential, and the opportunity to work in an education setting to gain valuable experience while completing training requirements to become a state-licensed teacher.

Kellogg Community College students interested in pursuing a bachelor degree in elementary or secondary education are recommended to do the following:

1. Go to the KCC Academic Advising office and meet with an academic advisor who can help design an individualized academic plan. The academic advisor will review the transfer agreement with each student.
2. Students should contact their transfer institution early in their freshman year to determine specific transfer requirements.

Note that some transfer schools require a dual application process: one for admission into the institution and a second into a specific school of education.

Transfer guides are available, see the Transfer Information page at www.kellogg.edu.

For more information contact the Early Childhood and Teacher Education office at 269-965-3931, extension 2109.

Engineering Curricula

KCC offers a number of courses that transfer to engineering programs throughout the state and provide a firm foundation necessary for success. Check with KCC academic advisors to ensure following your chosen transfer institution credit guidelines. Typical courses may include:

Biology 110, Principles of Biology: Cellular
Chemistry 110, General Chemistry 1
Chemistry 111, General Chemistry 2
Mathematics 141, Calculus 1
Mathematics 142, Calculus 2
Mathematics 241, Calculus 3
Mathematics 242, Differential Equations and Linear Algebra
Physics 221, Physics for Scientists and Engineers 1
Physics 222, Physics for Scientists and Engineers 2

NOTES

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 ACCUPLACER® placement score. If you have an ASSET, COMPASS, ACT or SAT score, you can find the ACCUPLACER® correlation in the chart on the next page. Please note the different test names and use the appropriate chart section to find your ACCUPLACER® score. The fourth column lists the appropriate course placement based on the on the skill level indicated by your test score.

Placement Score Equivalencies Chart

ACCUPLACER® SCORES	COMPASS SCORES	ACT SCORES	SAT SCORES	COURSE PLACEMENT
Sentence Skills	**Writing**	**English**	**Writing**	
20-54	0-37	0-14	200-370	TSEN 65
55-74	38-77	15-18	380-440	TSEN 95
75-91	78-99	19-36	450-800	ENGL 151
92+	93+	26+	600+	ENGL 151 H
Reading	**Reading**	**Reading**	**Critical Reading**	
20-33	0-45	5-10	NA	Take additional diagnostic test
34-59	46-69	11-15	NA	TSRE 55
60+	70+	16+	NA	College Level Coursework
Arithmetic	**Pre-Algebra**			
0-48	0-31	NA	NA	TSMA 25
49-99	32-49	NA	NA	TSMA 45
100+	50-99	NA	NA	MATH 102,105
Elementary Algebra	**Algebra**			
35-84	20-39	NA	NA	MATH 102,105
85+	40-70	NA	NA	MATH 111, 115, 118, 125, 130
NA	71-99	NA	NA	MATH 132
College Algebra	**College Algebra**			
50-64	NA	NA	NA	MATH 132
65-84	43-59	NA	NA	MATH 140
85+	60-99	NA	NA	MATH 141

ACCOUNTING (ACCO)

ACCO 101 General Accounting 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Students will learn about financial accounting procedures with emphasis on the accounting cycle. Apply internal controls to an accounting system, account for cash, accounts receivable, bad debts, inventories, long lived assets, current liabilities and payroll. Generally Accepted Accounting Principles (GAAP) will be applied. Lab Fee

ACCO 102 General Accounting 4 CR
Prerequisite: ACCO 101. This accounting class will expand the student's knowledge of financial accounting. They will prepare a cash flow statement and be introduced to managerial and cost accounting while learning how they are used in management decision making. Students will be introduced to analyzing and interpreting financial statements. 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 video art course, students will learn basic video operation, cinematography, and non-linear editing with Apple Macintosh computers and industry standard video editing software programs. Emphasis will be on comprehensive understanding in the art of the moving image. Students will be challenged to develop their own ideas and showcase skills and techniques. Lab Fee

ANIM 104 Introduction to Sound, Recording, and Editing 3 CR
This sound, recording, and editing class will teach basic studio sound recording, on-site sound recording, composing sound, and digital sound editing. Lab Fee

ANIM 203 Intermediate Video Art 3 CR
Prerequisite: a "C" in ANIM 103. In this video art course, students will further expand

their knowledge of video operation, cinematography, and non-linear editing with Apple Macintosh computers and industry standard video editing software programs. Emphasis will be on comprehensive understanding in the art of the moving image. Students will be challenged to develop their own ideas and showcase skills and techniques. [48-48-96] 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: a "C" in ANIM 235. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 ACCUPLACER® test fall within the 60-120 range.

ARABIC (ARAB)

ARAB 101 Elementary Arabic 1 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Introduction to the phonology and script of Modern Standard Arabic and its basic vocabulary and fundamental structure. Lab Fee

ARAB 102 Elementary Arabic 2 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Two dimensional composition explored through hands-on projects using a variety of media. Assignments stress problem solving using art elements and principles. Course includes an introduction to color theory. Some prior art experience recommended. [48-48-96] Lab Fee

ART 105 Contemporary Art Survey 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Concepts, trends, and ideas as expressed in contemporary visual arts, including architecture, fine arts, and the arts of commerce. Humanities credit.

ART 110 Drawing 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 1 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 2 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course focuses on three-dimensional problem solving, conceptualization, and implementation through exposure to a variety of media and basis-building techniques. An emphasis will be placed on critical thinking to achieve communication of content, visual expression, and aesthetic value. [48-48-96] Lab Fee

ART 209 Introduction to Studio Art 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A studio course designed as an introduction to the art making experience in creation of a variety of 2-D and 3-D projects. Drawing, painting, sculpture and mixed-media fundamentals are explored. Lab Fee

ART 210 History of Photography and Film 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Historical survey of art from prehistoric ages to the Renaissance. Humanities credit.

ART 213 Art History 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Historical survey of art from the Renaissance to the present day. Humanities credit.

ART 215 Art Seminar 1 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 2 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 218 Introduction to Photography 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is designed for non-photography majors and 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. [16-48-64] Lab Fee

ART 219 Digital Color Photography 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is designed for non-photography majors and 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 220 Landscape Photography 3 CR
Learn the fundamentals of landscape photography through a photographic experience built around an extended field trip. Lectures deal with concepts, tools and techniques of landscape photography. Students will produce a professional portfolio of landscape prints for review and gallery exhibition. This class may be combined with another interdisciplinary course. [48-48-96] Lab Fee

ART 221 Photography Basics 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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. [48-48-96] Lab Fee

ART 223 Intermediate Photography 3 CR
Prerequisite: completion of ART 218 or 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 227 Digital Color Photography 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is intended to develop an understanding of technical and aesthetic foundation in color photography through the latest digital technology. Students will explore basic color photography with the use of film and digital photographic equipment: image scanning, color digital printing, digital camera, and Adobe Photoshop. [48-48-96] Lab Fee

ART 229 Studio Photography 3 CR
Prerequisite: a "C" in ART 218, 221 or 222. This advanced photography course will instruct the student in fundamental concepts and techniques of studio photography, including aesthetics and technical aspects as a basis for creating a photographic image using professional studio lighting for both commercial illustration and personal artistic explorations. Demonstrations include location lighting, portraiture, fashion, and product photography using multiple-light strobe, digital capture workflow, discontinuous lighting techniques and light modification equipment, as well as presentations on historical and contemporary photographic work. [48-48-96] Lab Fee

ART 230 Digital Color Photography 2 3 CR
Prerequisite: a "C" in ART 219 or 227. This advanced course is intended to further refine the technical and aesthetic foundations in color photography through explorations of digital technology. Emphasis will be given to fields of photographic study including fine art and professional practices such as commercial illustration, documentary, portraiture, and photojournalism. Students will take their own digital photographs and then utilize various photographic techniques including digital capture workflow, large-scale color digital printing, and advanced image editing software. [48-48-96] Lab Fee

ART 239 Studio Photography 2 3 CR
Prerequisite: a "C" in ART 229. This second-level advanced studio photography course will further instruct the student in the mastery of fundamental concepts and techniques of professional studio photography, including aesthetics and technical aspects as a basis for creating a photographic image using specialized lighting in studio or on location. Topics may include advertising, commercial, editorial, food, and glamour photography. [48-48-96] Lab Fee

ART 245 Introduction to Ceramics 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 throw-

ing techniques in the development of functional and creative problems. Experimental problems in glazing and clay decoration are developed. [16-48-64] Lab Fee

ART 280 Art Special Topics 1 1 CR
This course is designed to allow the student to explore focus areas in art, such as cartoon drawing and illustration, 3-D design and sculpture, and printmaking. [16-16-32] Lab Fee

ART 281 Art Special Topics 2 2 CR
This course is designed to allow the student to explore focus areas in art, such as cartoon drawing and illustration, 3-D design and sculpture, and printmaking. [16-32-48] Lab Fee

ART 282 Art Special Topics 3 3 CR
This course is designed to allow the student to explore focus areas in art, such as cartoon drawing and illustration, 3-D design and sculpture, and printmaking. [16-48-64] Lab Fee

ART 283 Independent Study 1 1 CR
Prerequisite: department 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. Lab Fee

ART 284 Independent Study 2 2 CR
Prerequisite: department 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. Lab Fee

ART 285 Independent Study 3 3 CR
Prerequisite: department 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. Lab Fee

ART 295 Photography and Multimedia Special Topics 3 CR
This course is designed to allow the student to explore the following focus areas: photography/multimedia, such as alternative photographic printmaking; documentary, commercial or portrait photography; time-based, installation or performance art; photography/multimedia professional practices. [48-48-96]

ART 296 Internship and Career Development 3 CR
This course provides supervision within a seminar setting for the Photography and Multimedia Internship and Career Development student. Activities may include reports on assigned readings, peer discussions of internship experiences, self-assessment activities, guest lectures, field trips, professional portfolio, art business analysis, and promotional materials (resume, business card, postcard, etc.) development. This course is meant to provide a supportive environment in which to examine issues, address concerns, develop skills, and receive the necessary guidance pertinent to the internship experience and process. Participation in all classes is mandatory. It is recommended that students take this course in their last semester of study. Lab Fee

ASTRONOMY (ASTR)

ASTR 104 Introductory Astronomy 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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

AVIATION (AVIA)

AVIA 100 Introduction to Aviation 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course surveys the major topics in the aviation industry.

Components of the course include history, regulations, air space, fundamentals of flight, propulsion, and navigation. Basic crew concepts are introduced and various career paths are investigated. Corporate, airline and airport operations are discussed.

AVIA 110 Aerodynamics and Performance 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Theory of flight, aircraft structure and control, propulsion, performance, and weight and balance. Restricted to majors in Aviation Flight Science, Aviation Management and Operations, or Aviation Maintenance Technology.

AVIA 115 Introduction to Airframes and Systems 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course introduces students to light aircraft construction styles, materials and systems. Students become familiar with system function, operation, cockpit controls and indications. Safety around aircraft is emphasized. Restricted to majors in Aviation Flight Science, Aviation Management and Operations or Aviation Maintenance Technology.

AVIA 130 Introduction to Aircraft Powerplants 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course introduces students to typical aircraft engines including reciprocating and gas turbine engines. Operating cycles, power generation, operating parameters and engine specifics are studied. Typical systems found on these powerplants are studied with an emphasis on nomenclature, function, operation and safety.

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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This is a one semester lecture and laboratory course designed for non-science majors to overview the commonalities of life on earth. This course includes a study of the cell and energy flow; maintenance, coordination, and reproductive mechanisms of heredity and evolution; relationship of humans to their environment; and the impact new biological technologies may have on the future. Does NOT count toward a science or biology major. [48-32-80] Lab Fee

BIOL 105 Essentials of Human Anatomy and Physiology 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a "C" or better in one year of high school biology, BIOL 99, or other college-level biology course. An introduction to anatomy and physiology covering the basic structures and functions of the human body. This course is designed for students in the KCC Emergency Medical Services program. The course includes lecture and laboratory experiences. This course is not a substitute for BIOL 201. Other Allied Health students should take BIOL 201 and 202. [48-32-80] Lab Fee

BIOL 109 Principles of Biology: Organismal 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This is one semester of a two semester, eight credit lecture and laboratory sequence designed to introduce the major concepts of biology for science majors with particular emphasis on diversity of life, developmental biology, plant structure and function, animal structure and function, control systems in plant and animals, ecology and ecosystems. [48-32-80] Lab Fee

BIOL 110 Principles of Biology: Cellular **4 CR**

Prerequisites: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This is one semester of a two semester, eight credit lecture and laboratory sequence designed to introduce the major concepts of biology for science majors with particular emphasis on molecular biology. This course includes cellular chemistry, cell structure and function, cellular energetics, mechanisms of mitosis and meiosis, Mendelian and molecular genetics, regulatory and development processes and evidence of evolution.
[48-32-80] Lab Fee

BIOL 111 Botany **4 CR**

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; 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 140 Life Science for Elementary Educators **4 CR**

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 201 Human Anatomy **4 CR**

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a "C" or better in one year of high school biology, BIOL 99, or other college-level biology course. This course is a lecture and laboratory course which provides a detailed study of all human body systems. The primary emphasis is on anatomic structures with a fundamental understanding of physiology. It is strongly recommended that the student have successfully completed one year of high school chemistry or CHEM 100 prior to enrollment.
[48-32-80] Lab Fee

BIOL 202 Human Physiology **4 CR**

Prerequisite: a "C" in BIOL 201. This course is a lecture and laboratory course that provides an introduction to the major concepts and homeostatic mechanisms necessary for a fundamental understanding of normal human physiology. General principles covered are cellular membrane function, electrophysiology, feedback mechanisms, and metabolism. Also included is an analysis of the properties and interrelationships of major organ systems and a brief introduction to selected disease processes. Strongly recommended is a grade of "C" or better in BIOL 99, or BIOL 110, or CHEM 100.
[48-32-80] Lab Fee

BIOL 205 Microbiology **4 CR**

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 **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 prac-

tice developing job-related emotional intelligence and impression management skills.

BUAD 101 Introduction to Business 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey course analyzing business organization and management in the areas of marketing, finance, human resources, electronic commerce, and operations management. Emphasis is placed upon developing a vocabulary of business terminology and acquainting the student with careers and opportunities in business. Cases and current events related to business practices are utilized. Lab Fee

BUAD 104 Business Correspondence 3 CR
Prerequisite: a "C" in ENGL 151 or TSEN 95; and a "C" in BUAD 101. Designed to give students a review of the mechanics of English applicable to business. A review of functional grammar, spelling, and letter layout is included. The primary emphasis is on business letter and report writing both for content and format. Lab Fee

BUAD 115 Global Business 3 CR
Prerequisite: a "C" in BUAD 101. This course consists of an overview of global business today. It is designed to provide the student with the basic concepts and theories pertaining to global business. Included are import and export strategies, global trade, global electronic commerce, economic and political trade issues, cultural aspects, and developing and developed countries. The basic function of global business, including managing, marketing, financing, producing, electronic commerce, and transporting will be discussed on a limited basis. Lab Fee

BUAD 121 Principles of Advertising 3 CR
Prerequisite: a "C" in BUAD 101. An analysis of advertising's role in modern marketing and how it helps sell goods, services, and ideas. The principles of layout design, copy, media structure, media analysis and selection, budgeting, and campaign strategies are covered. These are applied through numerous projects which emphasize advertising practice in addition to theory. A study is made of the behavioral sciences and their relationship to effective advertising practice. Lab Fee

BUAD 131 Principles of Management 3 CR
Prerequisite: a "C" in BUAD 101. 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
Prerequisite: a "C" in BUAD 101. An analysis of the management of personnel from the viewpoint of the individual supervisor and the personnel department. Subject content will include corrective discipline, grievance procedure, collective bargaining, job analysis, interviewing and placement techniques, performance evaluation, psychological testing of employees, and supervisory development and motivation. These subjects are presented through individual and group involvement techniques, such as case studies, discussions of current problems, and role playing. Lab Fee

BUAD 200A Cooperative Education 3 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 3 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 3 CR
Prerequisite: co-op coordinator approval. This course is a continuation of the experiences of BUAD 200A and BUAD 200B. This is a coordinated work experience for students taking accounting- or business-related programs. To be enrolled in this course, students must be in an accounting- or business-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

BUAD 201 Business Law 3 CR
Prerequisite: a "C" in BUAD 101. General overview of the U.S. legal system covering laws, court procedure, and selected current significant legal rulings. An analysis and application (through the case study approach) of the concepts and rules of law with particular emphasis on the "Uniform Commercial Code." Contracts, torts, commercial papers, and electronic commerce will be covered. Lab Fee

BUAD 202 Business Law 3 CR
Prerequisite: a "C" in BUAD 101. Secured transactions, business organizations, partnerships, corporations, electronic commerce, bankruptcy, trusts, bailments, estates, wills, property, leases and mortgages, and insurance will be covered. The case method will be employed, and selected current significant legal rulings will be discussed. Lab Fee

BUAD 212 Personal Finance 3CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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, taxa¬tion, savings and retirement planning, con¬sumer credit and financing, insurance (auto, home, life, and liability), and investment strategies. Lab Fee

BUAD 213 Business Statistics 3CR
Prerequisite: a "C" or better in BUAD 101; and an ACCUPLACER® elementary algebra score of 74 or a "C" in MATH 101 or 118. A basic principles course emphasizing statistical techniques, particularly their application to business and economics. The study of descriptive statistics leads to an understanding of measures of dispersion and central tendency. With this background the student progresses to probability and sampling 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 will be introduced throughout the course. [24-24-48] Lab Fee

BUAD 251 Principles of Marketing 3 CR
Prerequisite: a "C" in BUAD 101. The functions of the marketing mix are analyzed as to how they interact with each other, with other business functions through electronic commerce, and with several components of the business environment. Understanding of these marketing functions is developed through a study of a variety of applied marketing problems, exercises, internet searches, and business case histories. Lab Fee

BUAD 271 Consumer Behavior 3 CR
Prerequisite: BUAD 251. A treatment of the processes of consumer motivation, perception and learning, the nature and influence

of individual predispositions in relation to the buying processes, exogenous influence, consumer decision-making, and aggregate behavior. Emphasis will be placed on behavior models and quantification methods.

BUAD 272 Marketing Management 3 CR
Prerequisites: BUAD 251 and 271. Through case problems and other learning methods, the student will address the marketing decision-making and planning processes employed by middle and top managers. Using advanced marketing concepts, the student will develop tactics and strategies for satisfying consumer and industrial consumer needs.

BUAD 273 Labor Relations 3 CR
Prerequisite: BUAD 131. The purpose of the course is to present the rights and duties of management in dealing with labor and the economic consequences of union and management policies and practices. The course also deals with administrative activity in terms of human relationships involved.

BUAD 274 Organizational Behavior 3 CR
Prerequisite: a "C" in BUAD 101. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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.

BUEN 111 Entrepreneurship Mindset 3 CR
The student will learn about and apply a growth entrepreneurial mindset to a process that generates business/enterprise ideas in alignment with current market opportunities and your skills, experience and goals. You also will be encouraged to test those ideas for a business or enterprise by conducting basic market research designed to evaluate the feasibility of your ideas. An important part of that process will be to investigate how other entrepreneurs identified and implemented their business/enterprise ideas as they made decisions about launching their own organizations. Lab Fee

CHEMISTRY (CHEM)

CHEM 100 Fundamentals of Chemistry 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an

ACCUPLACER® elementary algebra score of 85, or a "C" in MATH 102 or higher. 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 1 4 CR
Prerequisites: one year of high school chemistry or a "C" in CHEM 100; and an ACCUPLACER® college algebra score of 50, or a "C" in MATH 125 or higher. 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 2 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 1 4 CR
Prerequisite: a "C" in CHEM 111. This course provides a comprehensive study of the physical and chemical properties of alphatic, 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 2 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 111 Business and Technical Communication 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skills score of 55, or a "C" in TSEN 65. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skills score of 55, or a "C" in TSEN 65. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skills score of 55, or a "C" in TSEN 65. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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, multiview 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 continu-

ation 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 3 CR

Prerequisite: departmental approval. 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 252 Advanced SolidWorks® 3 CR

Prerequisite: DRAF 234. A study of advanced modeling, assembly, and drawing techniques using SolidWorks®. Sweeps, lofts, surfaces, 3D sketches, sheet metal parts, weldments and assemblies will be created, models will be analyzed using simulation tools, and physical parts will be produced using the rapid prototyping machine. [16-64-80] Lab Fee

DRAF 262 Engineering Design 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and DRAF 252. A course in creative problem solving and its uses in the design and development of new products and tools. Topics will include creative thinking, problem identification, ideation, product development, design refinement, product design, tool design, documentation, and communication of design ideas. [32-48-80] Lab Fee

COMPUTER ENGINEERING TECHNOLOGY (CET)

CET 110 Principles of Electricity and Electronics 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C"in TSRE 55; and an ACCUPLACER® elementary algebra score of 74, or a "C" in MATH 102 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 back ground is necessary. [32-48-80] Lab Fee

CET 125 Digital Logic 1 3 CR
This course is designed for students with no electrical background to provide an understanding of digital logic and digital logic systems. The characteristics of decision-making elements are presented along with appropriate applications. The use of the Boolean Algebra and Karnaugh Mapping is introduced and used throughout the course. [32-48-80] Lab Fee

CET 140 Introduction to Microcomputer Architecture 3 CR
Prerequisite: CP 101, CP 103 or CET 125. The architecture and instruction set of the Intel '86 series of microprocessors is introduced and compared to the other microprocessors and microcontrollers. Programs will be written with the aid of an editor and assembler and tested using basic interfacing techniques and I/O hardware. A microprocessor research project will be required for completion of this course. [32-48-80] Lab Fee

CET 185 Workstation Operating System Administration 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 207 Installing and Configuring Microsoft Server 2013 3 CR
Prerequisite: CET 287. Focusing on Windows Server 2012, this course covers deploying, managing and maintaining servers, configuring file and print services, configuring network services and access, configuring a network policy server infrastructure, configuring and managing active directory, configuring and managing group policy. This course maps to the Microsoft Certified Solutions Expert (MCSE) examination 70-410. [24-48-72] Lab Fee

CET 211 Administering Windows Server 2012 3 CR
Prerequisite: CET 207. Focusing on Windows Server 2012 this course covers managing user and service accounts, maintaining active directory domain services, configuring and troubleshooting DNS, configuring and troubleshooting remote access, installing and configuring the network policy server role, optimizing file services, increasing file system security and implementing update management. This course maps to the Microsoft Certified Solutions Expert (MCSE) examination 70-411. [24-48-72] Lab Fee

CET 212 Configuring Advanced Windows Server 2012 3 CR

Prerequisite: CET 211. Focusing on Windows Server 2012, this course covers configuring and managing high availability, configuring file and storage solutions, implementing business continuity and disaster recovery, configuring network services, configuring the active directory infrastructure, configure identity and access solutions. This course maps to the Microsoft Certified Solutions Expert (MCSE) examination 70-412. [24-48-72] Lab Fee

CET 230 Local Area Networking 1 - 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 231 Monitoring and Operating a Private Cloud with System Center 2012 3 CR

Prerequisite: CET 262. This class covers monitoring and operating a private cloud with Microsoft System Center 2012. Topics include configuring data center process automation, deploying and monitoring resources, configuring and maintaining service management and protection. This course maps to the Microsoft Certified System Expert (MCSE) examination 70-246. [24-48-72] Lab Fee

CET 232 Configuring and Deploying a Private Cloud with System Center 2012 3 CR

Prerequisite: CET 231. This class covers configuring and deploying a private cloud with Microsoft System Center 2012. Topics include designing and deploying System Center, configuring a System Center infrastructure, configuring system center integration, and configuration and deployment of virtual machines and services. This course maps to the Microsoft Certified System Expert (MCSE) examination 70-246. [24-48-72] Lab Fee

CET 235 Cisco Networking 1 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 2 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 250 Security + 3 CR
Prerequisite: CET 185, 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 or 185. 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 261 Windows Server Enterprise Administration 3 CR
Prerequisite: CET 212. Focusing on Windows Server 2012 enterprise administration, topics include planning and deploying a server infrastructure, designing and implementing network infrastructure services, designing and implementing network access services, designing and implementing an Active Directory infrastructure (logical) and designing and implementing an Active Directory infrastructure (physical). This course maps to the Microsoft Certified System Expert (MCSE) examination 70-413. [24-48-72] Lab Fee

CET 262 Implementing an Advanced Server Infrastructure 3 CR
Prerequisite: CET 261. Focusing on Windows Server 2012 enterprise administration, topics include managing and maintaining a server infrastructure, planning and implementing a highly available enterprise infrastructure, planning and implementing a server virtualization infrastructure and designing and implementing identity and access solutions. This course maps to the Microsoft Certified System Expert (MCSE) examination 70-414. [24-48-72] Lab Fee

CET 270 Local Area Networking 2 - 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 3 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. [22-42-64] Lab Fee

CET 276 Cisco Networking 4 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 devic-

es 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 235. This course is designed to develop skills in using the UNIX operating system. Various UNIX-like operating systems and their operations will be introduced. Students will construct and implement a UNIX-based network. [32-32-64] Lab Fee

CET 287 Configuring Microsoft Windows 8 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Focusing on Windows 8, this course covers installing and upgrading to Windows 8, configuring hardware and applications, configuring network connectivity, configuring access to resources, configuring remote access and mobility, monitoring and maintaining windows clients, configuring backup and recovery options. This course maps to the Microsoft Certified Solutions Expert (MCSE) examination 70-687. [24-48-72] Lab Fee

COMPUTER PROGRAMMING (CP)

CP 101 C++ Programming 1 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® elementary algebra score of 63, or "C" in MATH 102 or MATH 118. This course is designed to introduce pro-

cedural programming fundamentals using the C/C++ programming environment. The student will learn to write programs involving variable storage, formatted input/output, use of control structures, program repetition, logical operations, file interaction, and structured programming. [32-32-64] Lab Fee

CP 102 Visual Basic 1 3 CR
Prerequisite: a "C" in CP 101 or 103. This course is designed to introduce procedural and object-oriented/ event-driven programming fundamentals using the Visual Basic programming language. Topics include the VB IDE, GUI concepts, objects, properties, events, variables, constants, decision/repetition control structures, operators, functions, sub procedures, array processing, and OOP terminology. [32-32-64] Lab Fee

CP 103 Introduction to Programming using Python 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is designed to give students the fundamentals of programming logic using the language Python. This includes the concepts of program design and development, digital data representations. Representing designs using diagrams as well as Unified Modeling Language (UML). Introduce the concepts of programming life cycle management, the limitations of computing including discussions of implications on society. [24-24-48] Lab Fee

CP 201 C++ Programming 2 3 CR
Prerequisite: CP 101. This course will continue to develop skills in procedural programming and Object Oriented design using the C++ programming language. Skills that will be developed in this course are the use of aggregate data types, storage of data by reference, dynamic data storage and objects (instances, inheritance polymorphism and overloading), resource interaction, as well as introduce exception handling. [32-32-64] Lab Fee

CP 210 Java Programming 3 CR
Prerequisite: CP 101 or 102. This course is designed to develop programming skills in the most current Java programming environment. These skills will include the use of Object Oriented programming techniques to write both application and applets. Programs will be written using simple event-driven windows, graphical interaction, objects (instances, inheritance polymorphism, and overloading), and resource interaction. [32-32-64] Lab Fee

CP 212 Java Programming 2 3 CR
Prerequisite: CP 210. This course will build upon the basics of the previous course CP 210. This course will further advance Java programming skills in developing enterprise applications, discussion of security issues, as well as simple interaction with databases. This will introduce the nuances of the various versions and the coding required. The emphasis is on programming. [32-32-64] Lab Fee

CP 213 Programming Mobile Applications 3 CR
Prerequisite: a "C" in CP 102 and CP 210. This course will develop mobile applications across multiple platforms using both native and Web apps. These applications will be developed with appropriate user interfaces, using features both common and unique to these platforms. The emphasis will be on incorporating the student's previous skill and knowledge to program apps in these new environments. [32-32-64] Lab Fee

CP 214 Programming IOS Applications 2 CR
Prerequisite: CP 213. The student will develop native mobile applications specifically for the Apple IOS mobile environments. These applications will be developed with appropriate user interfaces, using the features unique to these platforms. The emphasis will be on incorporating the student's previous skill and knowledge to program apps in these environments. [24-24-48] Lab Fee

CP 221 Advanced Uses of C# Programming **2 CR**

Prerequisite: a "C" in CP 102 and CP 201. This course will build upon the previous courses to provide students with the syntax and languages differences from C++ and Visual Basic such that they can develop similar applications using C# for the Microsoft .NET platform. These applications will involve graphics, data management, exception handling and using different data file types while providing appropriate user interfaces. [16-32-48] Lab Fee

CRIMINAL JUSTICE (CRJU)

CRJU 101 Introduction to Criminal Justice **3 CR**

The processes, institutions, and administration of criminal justice in the United States. The crime problem and criminal law, law enforcement, criminal prosecution, bail, diversion, the jury trial and sentencing, the correctional system (including probation, prisons, inmates' rights, and parole), and introduction to the juvenile justice process will be examined.

CRJU 104 Introduction to Corrections **3 CR**

The historical development and philosophy of corrections, the development of corrections in the United States, current reforms and approaches in modern corrections (including the concepts of probation, parole, minimum security, and maximum security), and the work of related social agencies will be examined.

CRJU 105 Institutional Corrections **3 CR**

A survey of the history and philosophy of correctional institutions focusing on the use of imprisonment as a mechanism of social control, custody versus treatment, rights of prisoners, prison and jail management, institutional training programs, examination of contemporary correctional institutions, penological and criminological theory, prison and jail architecture, and prisoner society.

CRJU 106 Correctional Law **3 CR**

Survey of substantive and procedural correctional law (including sentencing, probation, parole, imprisonment, fines and restitutions, and prisoner's rights). Students will analyze the complex legal issues concerning American corrections.

CRJU 107 Client Growth and Development **3 CR**

An analysis of the correctional client. Specific attention will be directed to the comparison of normal and criminal behaviors; etiologies of delinquent and criminal offenders; identification of mentally disordered, substance and sexual abusers, and predatory and property offenders. Correctional institutional and community-based intervention strategies, referral agencies, and treatment programs will be identified and evaluated.

CRJU 108 Client Relations in Corrections **4 CR**

A study of social and psychological factors and processes in criminal behavior, including the social concepts of culture, socialization, attitude formation, personal and group alienation, discrimination, and affirmative action programs. Specific attention will be directed to the effect of these social concepts on race and ethnic groups and various methods by which correctional officers may promote diplomacy and conflict resolution. Topics, both directly and indirectly, related to effective client relations (such as stress management, health and wellness, effective communication strategies, professional behavioral standards, and effective and objective documentation) will also be explored.

CRJU 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: Program Director 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 114 Physical Training 1 2 CR

Prerequisite: passing score on the MCOLES Fitness Test and Program Director approval. This course is designed to teach students the information and skills necessary to stay fit for duty and 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.

CRJU 115 Physical Training 2 2 CR

Prerequisite: a "P" in CRJU 114 and Program Director approval. This course is designed to expound on the information and skills that were developed in Physical Training 1. 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. At the conclusion of Physical Training 2, the student will be required to pass the Michigan Commission On Law Enforcement Standards (MCOLES) physical fitness exit standard.

CRJU 200 Police Operations 1 4 CR

A study of the basic knowledge and skills required for a police officer to safely, effectively, and ethically carry out the patrol function of a law enforcement agency.

CRJU 201 Criminal Investigation 3 CR

This course will provide instruction in the techniques of discovering, collecting, recording, processing, and preserving evidence. Included will be instruction on evidentiary considerations in the investigative functions, preliminary investigation techniques, witness interviewing, death investigation, suspect identification procedures, crime scene research, recording the crime scene, collection and preservation of evidence, fingerprinting, child abuse and sexual assault investigation, narcotics investigation, utilizing informants, surveillance techniques, and special tactical operations. Lab Fee

CRJU 202 Criminal Law 3 CR

The study of substantive criminal law as a means of defining and preserving social order. Sources of criminal law; classification crimes against persons, property, and public welfare; principles of criminal liability; elements necessary to establish crime and criminal intent; specific crimes and defenses; and constitutional limitations are examined.

CRJU 203 Crime and Delinquency 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skills score of 75, or "C" in TSEN 95. 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 issue 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 208 Police Operations 2 4 CR
Prerequisite: a "C" in CRJU 200. A continuation of Police Operations 1 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 Program Director 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: a "C" in CRJU 210 and Program Director approval. A continuation of CRJU 210. [16-96-112] Lab Fee

CRJU 212 Emergency Vehicle Operations 3 CR
Prerequisite: Program Director approval. This course is designed to teach students the information and skills necessary to safely operate a vehicle, conduct vehicle stops, and appropriately control vehicle occupants. Emphasis will be placed on legal and liability issues, policies and procedures, and vehicle dynamics. Students will demonstrate their driving and decision-making skills in realistic situations. [16-32-48] Lab Fee

CRJU 213 Firearms Training 4 CR
Prerequisite: Program Director approval. This course will emphasize the skill development and legal applications of firearms as a law enforcement function. Participants will be required to successfully complete the Commission on Law Enforcement Standards firearms course. [20-72-92] Lab Fee

CRJU 214 PPCT Defensive Tactics 1 2 CR
Prerequisite: Program Director approval. 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.

CRJU 215 PPCT Defensive Tactics 2 2 CR
Prerequisite: a "P" in CRJU 214 and Program Director approval. This course will build on the skills developed in PPCT Defensive Tactics 1 with emphasis placed on defensive counterstrikes, use of non-lethal weapons, ground defense, and weapon retention will be developed. Appropriate de-escalation/escalation of force tactics will again receive major attention, as will Use of Force under the 4th Amendment.

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; crimi-

nal 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 296 Field Experience 3 CR
Prerequisite: Program Director approval. This course provides an opportunity for students to gain experience while interacting with various agencies in the Criminal Justice System. The students will also attend and participate in 16 hours of instruction in traffic related training – high risk traffic stops and felony stops. Students will also participate in several scenarios pertaining to criminal investigations, traffic stops, collecting and processing evidence, and Use of Force.

CRJU 299 MCOLES Review 1 CR
In preparation for attaining state licensure, students will develop a resume, gain practical experience in employment interviews, prepare a portfolio, review study skills, participate in guided study sessions, take practice licensure exams, and take the academy final examination.

DATABASE ADMINISTRATOR (DBA)

DBA 110 Introduction to Relational Databases 3 CR
Students will learn effective relational design and gain a general overview of relational database management systems. This course introduces students to the terminology and methods used to create and modify Database Management Systems (DBMS). Emphasis will be given to accessing large databases and developing methods for working with data on different DBMS. The course will concentrate on helping students gain confidence in using DBMS and understanding data structures. [32-32-64] Lab Fee

DENTAL HYGIENE (DEHY)

DEHY 110 Pre-Clinical Dental Hygiene 6 CR
Prerequisite: formal admission to the Dental Hygiene Program. This course is designed to prepare students for the clinical practice of dental hygiene. It is a combination of a dental hygiene theory class and an instrumentation lab. In theory class students are introduced to the dental hygiene process of care. They begin to learn the educational, preventive, and therapeutic skills associated with providing dental hygiene services. Students begin to develop the techniques and skills necessary for patient care by participating in instrumentation labs and working on student partners while under the supervision of clinical instructors. Successful completion of this course is mandatory for all other dental hygiene courses. 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. 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. Lab Fee

DEHY 120 Dental Hygiene Clinic 1 3
Prerequisite: formal admission to the Dental Hygiene Program; and a "C" in DEHY 110, 112 and 114; and current CPR certification. This course is a combination of dental hygiene theory and clinical practice. During theory class emphasis is placed on disease prevention and health promotion strategies. The course project includes designing a behavior modification plan, implementation of that plan and a written research component. Studies include cariology, the use of antimicrobials and chemotherapeutic agents, as well as tobacco cessation programs. In the clinical aspect of the course, the student gains experience in the implementation of preventative and educational techniques through requirements in treating adult and child patients. Lab Fee

DEHY 121 Dental Hygiene Clinic 2 2 CR
Prerequisite: formal admission to the Dental Hygiene Program; and "C" in DEHY 120. This course is a combination of dental hygiene theory class and clinical practice. In the theory class students continue to refine their knowledge of the dental hygiene process of care by beginning to develop treatment plans for periodontally-involved patients. During instrumentation labs and using mannequins, students are introduced to advanced instrumentation techniques specifically for providing non-surgical periodontal therapies. Students then implement these treatment plans and advanced techniques with their patients in the clinical setting under the supervision of clinical instructors. Successful completion of this course is mandatory for continuing in the program. Lab Fee

DEHY 123 Radiography 3 CR
Prerequisites: formal admission to the Dental Hygiene Program; and "C" in DEHY 110 and 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. Lab Fee

DEHY 130 Community Dentistry 1 1 CR
Prerequisite: formal admission to the Dental Hygiene Program. This course provides first-year students with an introduction to dentistry, dental hygiene, and the role of the dental team and the health care delivery systems within the community. Students are exposed to concepts in ethics and professionalism and will keep an ethics journal. Additionally, students are introduced to basic research methodologies that will facilitate the learning process used in the Dental Hygiene Program. Students will identify a target population for a community health project that will be completed in Community Dentistry 2. 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" in DEHY 120 and 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. Lab Fee

DEHY 143 Histology 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and "C" in DEHY 120. This course is a study of the origin and structure of tissues. Emphasis is placed on the histology and embryology of the teeth, face, and oral cavity. The histological origins of healthy and diseased tissues will be related to clinical assessments of dental patients. Successful completion of this course is mandatory for continuing in the program.

DEHY 222 Oral Pathology 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and "C" in DEHY 121, 123, and 143. This course provides fundamental instruction of the general pathological processes of inflammation and repair, immune response, neoplasia, developmental disturbances and systemic disease. Particular focus is on the etiology and clinical manifestations of pathology of the head and neck region. The course uses case studies to assist in identifying clinical entities and recognizing the relevance of findings to dental hygiene treatment planning. Successful completion of this course is mandatory for continuing the program.

DEHY 232 Community Dentistry 2 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and "C" in DEHY 240. This course is a continuation of Community Dentistry 1 with more emphasis on community oral health education, epidemiology, and disease prevention. This course is designed to prepare students to meet specific oral health needs of community groups as distinct from the traditional clinical approach that is designed to meet the needs of individual patients. Students will complete a community health project identified in Community Dentistry 1 that will include assessing, planning, implementing and evaluating a program for a target population. Students will also learn the basic principles of biostatistics and research design. Successful completion of this course is mandatory for continuing in the program. Lab Fee

DEHY 233 Nutrition 2 CR
Prerequisites: formal admission to the Dental Hygiene Program; and "C" 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" in DEHY 121. This course is a study of drugs with special emphasis on those used in dentistry. It focuses on the physical and chemical properties of drugs by groups, dosages, therapeutic effects, and the use of local anesthetics and nitrous oxide pain control modalities. The course also includes the management of medical emergencies relative to the administration of local anesthetics. Successful completion of this course is mandatory for continuing in the program.

DEHY 240 Dental Hygiene Clinic 3 5.5 CR
Prerequisites: formal admission to the Dental Hygiene Program; and "C" in DEHY 121. This course is a combination of dental hygiene theory and clinical practice. In the

lecture part of the class, emphasis is placed on the dental health care of special needs patients. Emphasis is placed on the need for integration of these preventative education techniques into the dental hygiene treatment plan for special needs. Students participate in active learning by completing case studies which include written treatment plans for special needs patients. During the clinical sessions students utilize their knowledge in developing and implementing comprehensive dental hygiene treatment plans, including taking radiographs using appropriate patient selection criteria. Successful completion of this course is mandatory for continuing in the program.

Lab Fee

DEHY 241 Dental Hygiene Clinic 4 5.5 CR

Prerequisite: formal admission to the Dental Hygiene Program; and "C" in DEHY 240. This course is a combination of dental hygiene theory and clinical practice. In theory class emphasis is placed on the continuation of managing special needs patients in the dental practice setting. The focus is on case based learning. During clinical practice sessions, students continue to provide comprehensive dental hygiene services to all their patients. Students also learn the techniques needed to administer local anesthesia and nitrous oxide conscious sedation on student partners during a laboratory portion of this course. Once the students demonstrate competency in the lab setting, they are able to administer local anesthesia and nitrous oxide conscious sedation on appropriate patients in the clinical setting under the direct supervision of clinical instructors and supervising dentist. Successful completion of this course is mandatory for continuing in the program.

Lab Fee

DEHY 242 Periodontics 2 CR

Prerequisites: formal admission to the Dental Hygiene Program; and "C" 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" in DEHY 234 and 240. This course is a combination of class and lab that studies the physiology of pain and strategies for pain control. Students learn pharmacological, topical, inhalation and local pain control methods. Additionally, students are instructed in the management of medical emergencies related to the administration of pain control agents. Students learn the techniques needed to administer local anesthesia and nitrous oxide conscious sedation. Students receive laboratory and clinical practice in these techniques in DEHY 241, offered concurrently. Lab Fee

EARLY CHILDHOOD EDUCATION (ECE)

Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse/Neglect Central Registry (CANR) according to College and department policy The CANR must be submitted to the Early Childhood and Teacher Education Office within the first four weeks of starting any Early Childhood Education (ECE) course. As of September 2015 the CANR is a free process. For more information contact the Early Childhood and Teacher Education office at 269-965-3931, extension 2109.

ECE 201 Early Childhood Health, Safety, and Nutrition 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course introduces students to health,

safety, and nutrition issues and practices in child care centers and homes (including universal health precautions, community health, and the respective legal implications). Students will study the eating practices and nutrition of young children and the implication they play in promoting healthy physical, social, language, and cognitive development. Emphasis will be placed on preventing communicable diseases and providing safe environments. This course is based on NAEYC standards of child development practices. Each student will be required to spend two to four clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 209 Fundamentals of Early Childhood Education 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course introduces students to various theories and philosophies of childcare, developmentally-appropriate practice, and the CDA functional areas. The critical periods of growth and development for children ages newborn to eight are emphasized.

ECE 210 Child Growth and Development 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course examines the social, emotional, cognitive, physical, and language development of children ages newborn through adolescence, including the genetic and prenatal influences on the child, the importance of play and consistent routines, the role of the family, and how nutrition and health issues affect a child's development. This course is based on NAEYC standards of child development practices. Students acquire skills in observing, recording, and interpreting child behavior. Each student will be required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 214 Appropriate Assessment with Young Children 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. Students explore developmentally-appropriate assessment and observation techniques for children ages newborn to eight based on NAEYC standards. Both standardized and non-standardized assessment tests are reviewed. Advanced behavior management, observation, and recording strategies are explored. Students learn about the Individual Education Plan (IEP) and the Individual Family Service Plan (IFSP) processes. Each student is required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 215 Positive Child Guidance 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course examines theoretical approaches to guidance, positive intervention strategies, observation techniques, and group management skills. Emphasis is on the positive development of a child's self-esteem, ages newborn to eight, and positive communications with families. Children's social relationships are examined as are cultural influences. This course is based on NAEYC standards of child development practices. Each student may be required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals.

ECE 217 School-Age Learning Environments 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course introduces students to designing exciting, secure, and developmentally-appropriate school-age programs for children ages 5-12. Students explore the physical, social,

cognitive, and emotional development of school-age children. Students gain skills in selecting equipment and individual and group management techniques. This course is based on NAEYC standards of child development practices.

ECE 218 Anti-Bias Curriculum in Early Childhood Settings 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55 or ENGL 151. This course teaches strategies for effectively managing prejudice, gender, and racial differences within early childhood settings. Focus is on cultural respect and disability awareness through the development and application of anti-bias curricula. Students gain skills in ethical decision making relating to a bias-free environment. Lab Fee

ECE 219 Creative Arts and Movement for Young Children 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. Students will have an opportunity to develop techniques in enhancing young children's fine and gross motor skills through hands-on activities incorporating the arts, music, language, space, materials, sound, and physical movement in early childhood learning environments. This course is based on NAEYC standards of child development practices. Lab Fee

ECE 220 Trends in Early Childhood Education 1 CR

This course expands student's knowledge through exploration of early childhood education topics including developmentally appropriate practice, program quality assessment, and inclusion of special needs children, positive child guidance and curriculum development for young children. Lab Fee

ECE 221 Early Childhood Internship 3 CR

Prerequisite: a "C" in ECE 201, 210, 215, 224, 232, 233, and ENGL 151; and must have department approval based on successful completion of internship application. Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and Department policy. Students work in early childhood settings to gain professional work experience in the application of competencies based on the NAEYC standards for associate degree programs. Students must be able to meet site requirements which may include a health physical and a TB check. Students must complete a minimum of 275 clock hours of work experience and must file and receive an approved internship application with the Early Childhood Education office prior to registering. Lab Fee

ECE 224 Introduction to Early Childhood Education 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55 or ENGL 151. This course introduces students to developmentally-appropriate, high-quality child care programming for children ages birth to eight. Students will complete routines, scheduling, and activities that encourage children's healthy growth and development. Topics include the state of Michigan Child Care Licensing Regulations, career opportunities in child care, and types of child care programs. This course is based on NAEYC standards of child development practices. A four clock hour observation outside of the course in an approved setting is required.

ECE 231 Early Childhood Literacy 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55 or ENGL 151. This course will examine early literacy development and how early childhood providers can support children's literacy development. Emphasis is on functional and meaningful literacy activities that will help to build the necessary foundation for young children to learn to read and write. Each student is required to spend at least 30 minutes reading with young children outside of scheduled class times. Lab Fee

ECE 232 Infant and Toddler Care 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course provides students with experience in programming, designing, and sequencing learning experiences for children ages newborn to three including providing secure learning environments, and how space and equipment influence children. Students learn how culture affects young children's development, and how the state of Michigan licensing regulations may pertain to infant and toddler. Students are required to complete 16 hours of field experience outside of scheduled class times. Lab Fee

ECE 233 Early Childhood Environments 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course provides hands-on experience in selecting, preparing, and presenting appropriate curriculum for children in licensed preschool and before-and-after school care settings. Specific areas of study include the development of appropriate learning experiences using music, art, dramatic play, outdoor play, fine and gross motor skills, and literacy. Students learn how to plan appropriate routines. Students are required to complete 16 hours of field experience outside of scheduled class times. Lab Fee

ECE 237 Young Children with Special Needs 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course examines young children with disabilities and a variety of methods to help integrate them successfully into a program. Emphasis is on teaching modalities, curriculum, learning materials, environment, and personnel. The evaluation of an Individual Education Plan will be examined. This course is based on NAEYC standards for early childhood associate degree programs. Each student will be required to spend four to six clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals. Lab Fee

ECE 240 Child Care Administration 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course is based on NAEYC standards for administration of child care centers. Students examine the child care administrator's role in directing successful early childhood centers. Topics include safety, child care licensing laws, sound health and nutrition practices, business practices, communication skills, professionalism, personnel management, policy development, accreditation standards, and ethical decision making. Each student will be required to spend one to two clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals.

ECE 250 Intentional Teaching in Early Childhood 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55 or ENGL 151. Students learn the components of intentional teaching to ensure all children reach their full potential and are school-ready. Students learn how to use reflection and purposeful planning to ensure each child acquires the skills needed to be successful based on individual assessment. Students learn how to balance child and adult-guided experiences to promote effective learning across developmental domains. Students will be introduced to NAEYC ethical standards, coaching, mentoring, and service learning conceptual models in their respective relationships to early childhood education. Each student is required to spend 4-6 clock hours completing field experience outside of scheduled class times which may include working with young children, families, and early childhood professionals.

ECE 260 Positive Relationships with Families 3 CR
Prerequisite: ACCUPLACER® reading score

of 60, or a "C" in TSRE 55, or ENGL 151. Students learn how to establish and maintain positive relationships with diverse families of young children. Effective communication strategies are emphasized encouraging equal partnerships with families. Advocacy for families is explored. This course is based on NAEYC standards of child development practices.

ECE 261 Topics in Early Childhood 1 1 CR
This course broadens student knowledge through selected topics and issues pertaining to early childhood. Topics may include administration, nutrition, activities, or legal and ethical issues. Each student may be required to spend one to three clock hours observing and working with young children outside of scheduled class times. Lab Fee

ECE 262 Topics in Early Childhood 2 2 CR
This course broadens student knowledge through selected topics and issues pertaining to early childhood. Topics may include administration, nutrition, activities, or legal and ethical issues. Each student may be required to spend one to three clock hours observing and working with young children outside of scheduled class times. Lab Fee

ECE 263 Topics in Early Childhood 3 3CR
This course broadens student knowledge through selected topics and issues pertaining to early childhood. Topics may include administration, nutrition, activities, or legal and ethical issues. Each student may be required to spend one to three clock hours observing and working with young children outside of scheduled class times. Lab Fee

ECE 270 Early Childhood Curriculum Development 1 1 CR
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. Lab fee may be charged depending on topic.

ECE 271 Early Childhood Curriculum Development 2 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course focuses on specific curriculum development topics, such as literacy, math, science, music, learning centers, and the senses for children ages newborn to eight years of age. Students complete course objectives in modules. The course may be taken twice. Lab fee may be charged depending on topic.

ECE 272 Early Childhood Curriculum Development 3 3 CR
Prerequisite: Accuplacer reading score of 60, or a "C" in TSRE 55. This course focuses on specific curriculum development topics, such as literacy, math, science, music, learning centers, and the senses for children ages newborn to eight years of age. Students complete course objectives in modules. The course may be taken twice. Lab fee may be charged depending on topic.

ECONOMICS (ECON)

ECON 201 Principles of Economics-MACRO 3 CR
Prerequisite: Accuplacer reading score of 60, or a "C" in TSRE 55. 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 202 Principles of Economics-MICRO 3 CR
Prerequisite: Accuplacer reading score of 60, or a "C" in TSRE 55. 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)

Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse/ Neglect Central Registry (CANR) according to College and department policy The CANR must be submitted to the Early Childhood and Teacher Education Office. As of June 2013 the CANR is a free process. For more information contact the Early Childhood and Teacher Education office at 269- 965-3931, extension 2109.

EDUC 200 Foundations of Education 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course introduces students to the historical, sociological, philosophical, and legal foundations of American education with a focus on educational issues and cross-cultural comparison. Special emphasis is placed on the professional responsibilities of teachers. Students are required to complete eight to ten clock hours of field experiences comprised of classroom observations in pre-K through 12th grade settings in public and private schools. Lab Fee

EDUC 204 Exceptional Learner in School-Age Environments 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. Students learn how to support school-age children and adolescents who are exceptional learners in academic environments focusing on kindergarten through 12th grade. Topics include: historical, psychological, social and academic perspectives. Individualization, assessment, and intervention programming is studied. This course builds upon ECE 237; however, each course can be taken independently of the other. Students are required to complete at least six clock hours of observations in kindergarten through 12th grade classroom settings. Lab Fee

EDUC 220 Education Internship 3 CR
Prerequisite: departmental approval. Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and department policy. 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. Each student must intern a minimum of 175 clock hours over the course of the semester. This class meets as a cohort group on a regular basis. [16-32-48] Lab Fee

EDUC 240 Education Trends 3 CR
Prerequisites: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course evaluates the American educational systems historical and global education issues and how they impact society. The focus is on the study of social issues related to educational trends. Special emphasis is placed on addressing community needs and producing civically-engaged students. Students learn how to reflect on personal views regarding critical trends in education explaining how these views relate to the world around them.

EDUC 241 Hot Topics in Education 1 1 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course broadens student knowledge through selected topics and issues pertaining to education. Topics may include: learning experiences, legal and ethical issues, literacy, special needs, trends in education, and new practices. Lab Fee

EDUC 242 Hot Topics in Education 2 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 1 3 CR

Prerequisite: EDUC 220. Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and Department policy. 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 2 3 CR

Prerequisite: EDUC 250. Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and department policy. This unpaid internship intends to continue the student's experience from EDUC 250 and will include activities such as videotaping of a class demonstration; being able to distinguish between the roles of adjuncts and full-time faculty; technology training (including distant learning); attendance at an external college board meeting; rotations in academic advising; open entry/open exit modalities; and learning about effective instruction.

EDUC 252 Field Experience 1 1 CR

Prerequisites: EDUC 200 and director approval. Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and department policy. This course provides an opportunity for the student interested in the profession of teaching to gain experience in a local school system.

EDUC 253 Field Experience 2 2 CR

Prerequisites: EDUC 200 and director approval. Students will need to successfully pass a criminal background check and a State of Michigan Department of Human Services Child Abuse and Neglect Registry (CANR) according to College and Department policy. This course provides an opportunity for the student interested in the profession of teaching to gain experience in a local school system.

EDUC 270 Service Learning in Schools 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55, or ENGL 151. This course broadens student knowledge pertaining to service-learning in K-12 schools. Students investigate trends and historical perspectives of service-learning and evaluate best practices in support of state education benchmarks. Each student prepares a service learning plan.

EMERGENCY MEDICAL TECHNICIAN (EMT)

EMT C300 AHA BLS Healthcare Providers Course .5 CEU

The American Heart Association BLS for Healthcare Providers course is designed to teach the skills of CPR for victims of all ages (including ventilation with barrier device, a bag-valve-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. These health care providers may include (but are not limited to) physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician assistants, and other allied health personnel. Students who successfully complete this program will receive certification from the American Heart Association. Lab Fee

EMT C350 AHA BLS Instructor Course 3.2 CEU

Prerequisite: current (within 1 year) certification in Course C (CPR) from the American Heart Association. The American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) Instructor Course is a 32-hour program designed to provide the student with the training necessary to conduct any of the American Heart Association Basic Cardiac Life Support (BCLS) CPR courses which are offered. This course includes: an overview to BCLS instruction, teaching strategies, safety/health concerns, teaching outlines, organizational strategies, mannequin maintenance/troubleshooting/repair, and criteria for evaluating the CPR student. Students taking this course will be required to take a written and practical skills test. Students will be required to present a mini-lecture on a BCLS skill (cognitive or psychomotor). Certification will be given to students after they complete a practicum. This course is based on 2010 guidelines. Lab Fee

EMT 110 Medical First Responder Training 3 CR

The Medical First Responder Course is designed to provide licensure for the student with the Michigan Department of Public Health as a medical first responder. This course is based on the 1997 Medical First Responder curriculum as established by the Michigan Department of Public Health EMS Division. Students who successfully complete the requirements of this course will be licensed as medical first responders with the Michigan Department of Public Health EMS Division. This course is designed to provide the student with the knowledge of what to do for a patient prior to the arrival of an ambulance. This course is designed for anyone who may be required to provide care for a sick or injured individual prior to the arrival of an ambulance. This includes (but is not limited to) firefighters, police officers, and first response team members. The course includes training in CPR; bleeding control; airway management; splinting; extrication; oxygen therapy; and medical, environmental, and other emergencies. [32-32-64] Lab Fee

EMT 120 Basic Emergency Medical Technician Didactic 8 CR

Prerequisites: current AHA Healthcare Providers CPR card and ASSET test. This course is designed to prepare the student for licensure as a Basic Emergency Medical Technician in the State of Michigan. This course involves medical procedures and use of equipment as prescribed by the American Academy of Orthopedic Surgeons, U.S. Department of Transportation, and the Michigan Department of Consumer and Industrial Services. Topics include: legal responsibilities, anatomy, physiology, patient assessment, management of various emergency situations, extrication, and current standards for BEMTs in the field. This course is based on the 1996 updated requirements for Emergency Medical Technician training.

EMT 121 Basic Emergency Medical Technician Skills Lab 2.25 CR

Prerequisite: current enrollment in EMT 120. This course is designed to compliment the didactic material learned in the EMT 120 course with the hands-on skills required to perform as a Basic EMT. Students will learn and practice skills such as CPR, patient assessment, splinting, airway management, automatic defibrillation, bleeding management, medical antishock trouser application, and IV maintenance. Students will also participate in scenario-based education and computer-based testing and scenarios to reinforce skills learned within this area. [0-72-72] Lab Fee

EMT 122 Defensive Emergency Driving/ AllSafe 1 CR

Prerequisite: candidates who enroll in this course will have their driving record checked by KCC. The College reserves the right to refuse the driving component to any individual whose driving record does not meet standards of the institution where the driving

component is practiced. A course to prepare the licensed EMT (any level) with the defensive driving skills required by the EMS profession. Included in this course is information on AllSafe, defensive driving, tactics, laws regarding operation of an emergency vehicle, and practice in driving. This course includes an eight-hour practice driving component. [12-8-20] Lab Fee

EMT 123 Basic Emergency Medical Technician Clinical Internship .75 CR
Prerequisites: current enrollment in EMT 120, 121, 122; 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 200 Pharmacology 1 2 CR
Prerequisite: departmental permission. This course is designed to provide the paramedic 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 205 Pharmacology 2 2 CR
Prerequisites: a "C-" in EMT 200 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 Public Health.

EMT 210 Cardiology 1 3 CR
Prerequisite: departmental permission. This is a course designed to provide knowledge in cardiology to fulfill the needs of the 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 215 Cardiology 2 3 CR
Prerequisites: a "C-" or better in EMT 210 and departmental permission. This course is designed to provide knowledge in cardiology to fulfill the needs of the 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, Multi-lead EKG interpretation, and therapeutic modalities.

EMT 220 Paramedic 1 4 CR
Prerequisite: departmental permission. This course is designed to prepare the student for licensure as a 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. Lab Fee

EMT 225 Paramedic 2 **4 CR**
Prerequisite: departmental permission. This course is designed to prepare the student for licensure as a Paramedic 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, emergency management, gastrointestinal emergencies, lab test analysis, and other medical emergencies.

EMT 230 Paramedic Advanced Practice **4 CR**
Prerequisite: departmental permission. This course provides the paramedic student the knowledge in the transport of patients with special considerations and advanced EMT operations as prescribed in the U.S. Department of Transportation's Paramedic Curriculum. Student will take a comprehensive exam at the conclusion of this course for certification by Kellogg Community College. This certification can be used as evidence of completion for the National Registry Exam (passage of which leads to licensing in most U.S. states).

EMT 235 Paramedic Pediatric Advance Life Support **2 CR**
Prerequisite: 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. Lab Fee

EMT 240 Skills Lab 1 **2 CR**
Prerequisite: departmental permission. This course is designed to provide the Paramedic student with the skills as prescribed by the Michigan Department of Public Health (MDPH) for the paramedic curriculum. This course includes skill practice and scenarios (computer, simulation, and classroom). This course is part of the paramedic curriculum and must be taken with EMT 245 within the same year of instruction. Lab Fee

EMT 245 Skills Lab 2 **2 CR**
Prerequisite: departmental permission. This course is designed to provide the Paramedic student with the skills as prescribed by the Michigan Department of Public Health (MDPH) for the paramedic curriculum. This course includes skill practice and scenarios (computer, simulation, and classroom). This course is part of the paramedic curriculum and must be taken with EMT 240 within the same year of instruction. Lab Fee

EMT 250 Paramedic Clinical Experience 1 **3.5 CR**
Prerequisite: departmental permission. 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 16 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. Lab Fee

EMT 255 Paramedic Clinical Experience 2 **3.5 CR**
Prerequisite: departmental permission. This course is designed to provide the second semester clinical hours necessary to meet the requirements of the Michigan Department of Public Health Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. Included in this course is 7 hours of meeting and lecture time with the clinical coordinator, 28 hours of simulation time to aid the students in meeting their required clinical competencies, and 140 hours of time in the clinical environment. Classroom time is scheduled to review clinical procedures and review progress of the students. Lab Fee

EMT 260 Paramedic Internship 5 CR
Prerequisites: EMT 205, 210, 215, 220, 225, 230, 235, 240, 245, 250, 255, and departmental permission. 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 at least eight hours of medical simulation to help achieve any missing Paramedic competencies. Lab Fee

EMT 270 EMS System Management 4 CR
Prerequisites: 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 coursework 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 permission. 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 permission. The EMS Instructor/Coordinator Practicum course is designed to provide the student with guided student teaching within an EMS course or courses. The student will be assigned a site(s) for student teaching. Within this site(s) the student will follow MDPH guidelines in didactic and lab skills lecture. The course instructor and site instructor will periodically meet with the student to review their performance. Following successful completion of this course, the student will be recommended for MDPH licensure as an EMS Instructor/Coordinator. [72-32-104]

EMT 291 UMBC Critical Care Emergency Medical Transport Program Clinical Internship 1.25 CR
Prerequisites: enrollment in EMT 292. Hepatitis B inoculation or declination form

is required. This course compliments the didactic portion of the UMBC CCEMTP Program by providing clinical experiences as recommended by the State of Michigan EMS Division. Legislation is pending which may require clinical experiences to be authorized to function within the State of Michigan as a CCEMTP. This course meets those requirements. Students will participate in clinical experiences with a pre-hospital critical care provider and within the hospital emergency room, operating room, intensive care unit, cardiac catheterization unit and critical care unit. [0-20-20]

EMT 292 UMBC Critical Care Emergency Medical Transport 7 CR

This course is the nationally accepted University of Maryland-Baltimore County Critical Care Emergency Transport Program. This program is designed to prepare paramedics and nurses to function as members of a critical care transport team. Critical patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. Topics include; The Critical Care Environment, Breathing Management, Surgical Airway Management, Hemodynamic Management, Cardiac Management, Pharmacological Management, GI, GU and Renal Management, Neurological Management, Complications of Transport and Special Considerations. This course is based on the updated 2011 curriculum as prescribed by the UMBC. It is highly recommended that students who take this course are current licensed as a Paramedic or Registered Nurse, have BLS, ACLS, ITLS/TNCC/PhTLS, PALS certifications and at least two years field experience. Lab fee

EMT 295 UMBC Pediatric/Neonatal Critical Care Transport Course 4.25 CR

Required to participate: two years of documented experience in critical care environment. This intensive one-week course is designed to prepare experienced paramedics, nurses, and respiratory therapists to function as members of a pediatric and neonatal critical care support team. This course is based on the nationally-accepted University of Maryland-Baltimore County course in pediatric/neonatal care. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. In addition, this course may serve as a springboard for those institutions looking to expand into pediatric critical care.

ENGINEERING TECHNOLOGY (ENTE)

ENTE 160 Manufacturing Processes 3 CR

A hands-on introduction to the processes used to measure, form, fabricate, machine, and finish materials. Laboratory experience in a variety of machining and welding processes will take place at the Regional Manufacturing Technology Center in the Fort Custer Industrial Park. This course will be self-paced instruction through a series of learning modules. Please see your advisor for more details. [0-72-72] Lab Fee

ENTE 170 Introduction to CAM and CNC 3 CR

Prerequisite: a "C" in ENTE 160. An introduction to Computer-Aided Manufacturing (CAM) processes and the use of Computer Numerical Control (CNC) programming for machining operations. Course topics will include safety, machinery used for CAM, machinery setup and operation, manual programing, creating geometry and tool paths

using MasterCAM, and importing CAD data. [16-64-80] Lab Fee

ENTE 195 Cooperative Work Experience 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 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: a "C" or better in Math 119, 132 or 140. This course is a study of the force systems which act on an object at rest and the behavior of materials when placed under loads and restraints. Topics will include calculating centers of gravity and moments of inertia; predicting the effect of forces applied in tension, compression, shear, and torsion on riveted and welded joints; and developing bending moment diagrams for beams and columns. Laboratory experiences will focus on the methods of material testing. [48-16-64] Lab Fee

ENGLISH (ENGL)

ENGL 106 Critical Reading 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Using content area text (e.g. Psychology, Early Childhood Education) students will explore the process of critical reading (and making sense of the text); how to better engage with texts and improve comprehension of academic material. Students will be apprenticed in the cognitive and linguistic skills necessary to participate in the content area discipline. Lab Fee

ENGL 151 Freshman Composition 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skillsg score of 75, or "C" in TSEN 95. Writing expository prose with emphasis on the thesis sentence, idea development, unity, continuity, coherence, patterns of exposition, and educated usage. Lab Fee

ENGL 151H Freshman Composition-Honors 3 CR
Prerequisites: ACCUPLACER® sentence skills score of 92-120, 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 coordina-

tor'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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skills score of 75, or "C" in TSEN 95. Instruction and practice in writing for industry and technology. Emphasis is on meeting the written communication needs for the technical student. Lab Fee

ENGL 201 Advanced Composition 3 CR
Prerequisite: a "C" in 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® sentence skills score of 75 or a "C" in TSEN 95. This course emphasizes writing for the media using current industry practices. Students will learn writing of script for radio and television broadcasting, audio and video production, and screen play for film style production.

ENGL 269 Writing for the Elementary Classroom 3 CR
Prerequisite: a "C" in ENGL 151. A lecture/workshop structured to develop the writing skills of prospective teachers and to explore the means by which the writing ability of elementary school children can be encouraged, developed, and evaluated. Lab Fee

ENGL 298 Independent Study 3 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of the individual student.

FRENCH (FREN)

FREN 101 Elementary French 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Introductory course stressing pronunciation, comprehension, basic grammar structures, and French culture and civilization. Individual/small group sessions to practice grammar and pronunciation are used. [32-32-64] Lab Fee

FREN 102 Elementary French 4 CR
Prerequisite: a "C" in FREN 101. Aimed at developing communicative ability, this course is based on a series of "real-life" themes, situations, and speech. Vocabulary and grammatical structures are presented within an appropriate thematic or situational context. Emphasis is on vocabulary and syntax. [32-32-64] Lab Fee

FREN 201 Intermediate French 4 CR
Prerequisite: a "C" in FREN 102. Comprehensive oral and written reviews of

grammatical structures through varied reading selections, conversations, and presentations. [32-32-64] Lab Fee

FREN 202 Intermediate French 4 CR
Prerequisite: a "C" in FREN 201. Extensive reading to further develop vocabulary and mastery of the language. Advanced prose selections from varied French writers. [32-32-64] Lab Fee

GEOGRAPHY (GEOG)

GEOG 100 Physical Geography 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 103 Introduction to Graphic Design 3 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 and animation, and software and hardware. In addition, preliminary training will be provided on the Macintosh computers, printers and network. [24-24-48] Lab Fee

GRDE 135 Digital Illustration and Layout 3 CR
This course provides an overview of the functionality and use of technology for creating digital illustrations and page layout design. Through hands-on lectures, demonstrations, and projects the student will learn the fundamental tools and techniques of current industry-standard vector software used in digital design. Emphasis is given to creating professional-looking design work utilizing the computer as a tool. [32-32-64] Lab Fee

GRDE 145 Digital Imaging 3 CR
This course provides an overview of the functionality and use of technology for creating and editing digital images. Through hands-on lectures, demonstration, and projects the student will learn the fundamental tools and techniques of current industry-standard raster software used for digital images. Emphasis is given to creating professional-looking art and graphics work utilizing the computer as a tool. [32–32-64] Lab Fee

GRDE 156 HTML/XML 2 CR
This course explores the components, terminology, features and uses of HTML/XML. Emphasis is given to creating professional looking web pages utilizing HTML/XML as the layout vehicle. Through hands-on lectures, demonstrations and projects, the student will learn the essential techniques and functions of the language, while understanding some of the more complex issues that designers face when using HTML/XML. [16-32-48] Lab Fee

GRDE 204 Typography and Typesetting 3 CR
Prerequisites: a "C" in GRDE 103 and 135. This course involves the study of typography and typesetting as an integral element of graphic design. The principles of typography will be examined through the topics of history, fonts and their classifications, and type as an image and design element. Layout and typesetting projects will involve various types of documents and publishing with the purpose to achieve successful, informative and expressive visual communication. [32-32-64] Lab Fee

GRDE 206 Graphic Design 1 3 CR
Prerequisites: a "C" in GRDE 145. This course involves understanding the various stages of developing layouts in graphic

design. A focus on the organization of type and imagery will be emphasized including the basic rules of creativity and brainstorming, applying the principles of design to layout, concept and graphic design project process development, color, grid structure, and beginning application of campaign design. [32-32-64] Lab Fee

GRDE 208 Graphic Design 2 3 CR
Prerequisites: a "C" in GRDE 206. This course continues the direction established in Graphic Design 1 and further develops the design and marketing abilities of students. It focuses on preparing the student to effectively communicate ideas and information to business and consumer audiences using design. Subjects covered will include target markets, budget and client interaction, logo and identity, branding, advertising and marketing. Students will develop strategies and ideas from concept to completion. [32-32-64] Lab Fee

GRDE 210 Design for the Web 3 CR
Prerequisites: a "C" in GRDE 145. This course is an introduction to the fundamentals of web design using relevant design and marketing strategies. Through hands-on exercises, students will design and construct webpages from concept to active, using industry-standard development environments. [32-32-64] Lab Fee

GRDE 211 Design for New Media 3 CR
Prerequisite: a "C" in GRDE 210. This course takes what is learned in Design for the Web and expands beyond it. Through hands-on assignments the student will create and develop projects focusing on the design for web, multimedia and interactive environments. [32-32-64] Lab Fee

GRDE 261 Graphic Design Practicum 3 CR
Prerequisite: a "C" in GRDE 135 and 145. 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 in a job-like environment. [16-80-96] Lab Fee

GRDE 271 Graphic Design Internship 3 CR
Prerequisite: a "C" in GRDE 261. This course provides the opportunity for the student to gain relevant career experience by being placed in a non-classroom environment that exposes them to modern business 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.

GRDE 296 Portfolio Review 3 CR
Prerequisite: a "C" in GRDE 206. This course focuses on students developing their design portfolio. It will provide the student the opportunity to apply the combined understanding gained from earlier courses and projects to more fully realized work for a portfolio of designs which will prepare them for future design endeavors. 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. [32–32–64] Lab Fee

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 3 CR
Prerequisite: departmental approval. An opportunity for the interested student to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Problems are designed and arrangements made to meet the needs of the individual students.

HISTORY (HIST)

HIST 103 American Foundations 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of the political, economic, and social history of the United States from 1877 to the present.

HIST 106 Religious History 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 152 Western Civilization: Modern Western World 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 201 Global History to 1500 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course will

examine English history and its culture from the Roman invasions through the English Civil War and the Glorious Revolution. Students will study England's cultural traditions (legal, religious, and philosophical, as well as artistic and literary) within the political, economic, and social context. Emphasis is placed on the origins and development of the institutions most affecting the heritage of the English-speaking world.

HIST 212 History of England Continued 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Beginning with 1689, this course continues the analysis of political, social, and cultural trends in England to the present time. Emphasis is placed on the recent period of imperial development, breakdown, and resultant problems. Lectures, readings, and individual research comprise course requirements.

HIST 220 Great Lives 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Lives of key individuals who have helped shape the course of history along with description of the nature, method, problems, and impact of the biographical approach to history. The specific topic will change from semester to semester. For either humanities or social science credit. Course may be repeated for credit toward graduation up to six credit hours.

HIST 221 Architectural History – Late 19th Century to 1959 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. The styles and developments in architecture are chronicled from the late 1800s until 1959, paralleling the life of American architect Frank Lloyd Wright. His works will be compared and contrasted with the work of other architects of the same time period, both nationally and internationally. Lab Fee

HIST 222 Architectural History – Post World War II to Present 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. The styles and developments in architecture are chronicled from the period of time just prior to World War II until the present time. Modern American architects and their architecture will be compared and contrasted to those of the same time period internationally. Lab Fee

HIST 240 African American History 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 245 History of Rock and Roll 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course explores modern history through the examination and analysis of rock and roll music. Particular emphasis will be placed on the role of race, gender, class, economic conditions and politics in rock and roll music as a reflection of, and influence on, the wider issues and movements in American society.

HIST 250 History of Africa 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 290 History of the Straits of Mackinac 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course will explore the history of the Straits of Mackinac from the mid-18th century through the Antebellum Era. Specific emphasis will be placed on the application of historical knowledge through travel to the region.

HIST 297 Special Topics in History 3 CR
This course concentrates on specific regions, themes, events, and eras in history. Particular emphasis may be placed on field experience and academic research, as well as evaluation of primary sources in history. Since topics change this course may be repeated for credit toward graduation up to six credits.

HIST 298 Independent Study 1 CR
Prerequisite: coordinator approval only. This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

HIST 299 Independent Study 3 CR
This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

HUMANITIES (HUMA)

HUMA 150 Encounter with the Arts 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 200 Honors Seminar 1 CR
This seminar is for Honors Program members only. Students will meet with faculty to discuss topics pertaining to their studies, the community, the arts, and other selected areas.

HUMA 241 Dance for Elementary Educators 3 CR
ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A lecture workshop designed to prepare students who plan to teach children in the elementary education classroom how to effectively utilize dance activities and movement as a vital component in the curriculum. Course stresses imaginative movement and the relationship between aesthetic experience and students' lives.

HUMAN SERVICES (HUSE)

HUSE 101 Introduction to Human Services 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course introduces the student to the basic conceptual knowledge of social organizations and the role of the human service worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional helping careers.

HUSE 183 Practicum in Human Services 3 CR
Prerequisite: a "C" in HUSE 101 and 220, departmental approval, and pass a criminal background check. 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. Students

must also be able to meet site requirements which may include additional criminal background checks, a health physical and a TB check.

HUSE 184 Practicum in Human Services 3 CR

Prerequisite: a "C" in HUSE 101 and 220, departmental approval, and pass a criminal background check. 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. Students must also be able to meet site requirements which may include additional criminal background checks, a health physical and a TB check. [0-48-48]

HUSE 185 Human Service Internship 3 CR

Prerequisite: a "C" in HUSE 101 and 220, departmental approval, and pass a criminal background check. 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. Students must be able to meet site requirements which may include criminal background checks, a health physical and a TB check.

HUSE 186 Human Service Internship 3 CR

Prerequisite: a "C" in HUSE 185, 204 and 260, departmental approval, and pass a criminal background check. A continuation of HUSE 185, although a different placement setting is generally selected. Students must be able to meet site requirements which may include criminal background checks, a health physical and a TB check.

HUSE 200 Psychosocial Approach to Aging 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course explores the social, psychological, economic, and physical aspects of aging. There is an emphasis on the concerns and social options of the aged in contemporary American society.

HUSE 203 Introduction to Substance Abuse 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course provides a comprehensive overview of the history of drug use and abuse, explores the theoretical and practical issues, and surveys treatment modalities and current prevention strategies.

HUSE 204 An Introduction to Report Writing Techniques for the Human Service Worker 3 CR

Prerequisite: ENGL 151. This course provides an opportunity for students to learn record-keeping and report-writing techniques needed by human service workers. Because report writing requires critical professional judgment at all levels, emphasis will be placed on expanding the students' general information in the human service field.

HUSE 220 Communication Skills in Helping Relationships 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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. Lab Fee

HUSE 225 Culturally Sensitive Practice 3 CR

Prerequisite: a "C" in HUSE 220. This course will provide the student with the knowledge and strategies to work with the various life styles, needs, and problems of different racial and cultural groups. The content of the course incorporates important concepts and empirical findings that pertain to ethnic-sensitive practice.

HUSE 230 Nutrition 3 CR
Prerequisite: ACCUPLACER® reading scor of 60, or a "C" in TSRE 55. Course includes the study of essential nutrients and their functions as they relate to normal health, as well as the selection of food to meet the identified nutrient requirements.

HUSE 240 Basic Concepts in Social Work 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course introduces the student to the social work profession, its value base, and code of ethics. There is an emphasis on methods and skills with an overview of social issues and client needs relative to social work practice.

HUSE 250 Introduction to Group Techniques 3 CR
Prerequisite: a "C" in HUSE 101. This course introduces the student to the theoretical concepts and principles of group work methodology. There is an emphasis on basic practice skills and intervention techniques. Students must be able to meet site requirements which may include criminal background checks, a health physical and a TB check.

HUSE 251 Human Services and Behavior Modification 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course introduces the student to the theory and application of behavior modification. The focus is on how the behavioral theory works with agencies and other organizations in the community.

HUSE 260 Family Dynamics 3 CR
Prerequisite: HUSE 220. This course examines the family system as a basic social institution. Emphasis is placed on issues that are important to the individual and the family. The student will also be introduced to theoretical viewpoints and conceptual frameworks that have been proven useful in intervention of marriage and family issues.

HUSE 270 Selected Topics in Human Services 3 CR
This course will be offered to cover topics in response to the special interests of students. Topics may include family communication, programming, legal and ethical issues, cross-cultural practice, foster care, burn out, problem assessment, or sign language. Since topics change, students may take this course for up to six credit hours toward graduation.

HUSE 272 Substance Abuse, Co-Dependency, and the Family 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course provides students an opportunity to understand the relationship between substance abuse, co-dependency, and the family. The focus is on the unique problems facing the families of substance abusers and how they attempt to cope.

HUSE 280 Death and Dying 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This is a psychosocial examination of death and dying in contemporary American society, although other societies at other time periods are considered. Medical, ethical, legal, and religious issues will be discussed. Instruction includes lectures, films, tapes, and a student position paper.

HUSE 290 Social Welfare 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course explores the social forces supporting the development of social welfare and social service policy. There is a focus on how people are affected by such problems as poverty, child abuse, alcoholism, crime, mental retardation, overpopulation, and emotional difficulties.

HUSE 298 Independent Study 3 CR
Prerequisite: consent of the human services coordinator. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of

the human services staff. Subjects are chosen and arrangements are made to suit the needs of the individual student. Students must be able to meet site requirements which may include criminal background checks, a health physical and a TB check.

INDUSTRIAL TRADES

Kellogg Community College offers a variety of Industrial Trades curricula at the Regional Manufacturing Technology Center. Curricula areas include Apprenticeship, Electricity and Electronics, Heating, Ventilation, Air Conditioning and Refrigeration, Industrial Technology, Instrumentation, Machining Technology, Pipefitting, Renewable Energy, Tool and Die, and Welding. Industrial Trades curricula are offered in a non-traditional, modular format. Module descriptions are not listed in the Catalog. For a list of Industrial Trades modules go to www.kellogg.edu/rmtc/details.html.

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 1 3 CR
Prerequisite: co-op coordinator approval. 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 ethical practices in the workplace) will be a focus for the weekly co-op sections.

IT 201 Cooperative Education 2 3 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 3 3 CR
Prerequisite: co-op coordinator approval. This is a coordinated work experience for students taking technology-related programs. It is a continuation of IT 201. To be enrolled in this course, students must be in a technology-related position providing new career-related experiences in the workplace. Students will meet as a class one hour per week.

INTERNATIONAL TRAVEL (INTL)

INTL 210 International Travel—Culture 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course focuses on specific topics relevant to international culture. International travel is required. Since the specific topic to be studied may change from semester to semester, students may repeat the course for up to six credits.
Lab Fee

JAPANESE (JAPA)

JAPA 101 Introductory Japanese 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: a "C" in 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Students will explore the role of mass media in society and the fundamental aspects of careers associated with newspapers, magazines, radio, television, motion pictures, social media, entertainment and public relations. Some story assignments will be published in *The Bruin*, the campus newspaper at Kellogg Community College.

JOUR 112 News Writing 3 CR
Prerequisite: a "C" in ENGL 151. Students will study and practice the fundamental principles of gathering and writing news for online, newspaper and broadcast media. The emphasis is on accurate observation, ethical reporting techniques and the writing and editing of news for common understanding by mass audiences. Some story assignments will be published in *The Bruin*, the campus newspaper at Kellogg Community College. Lab Fee

JOUR 154 Writing for Student Publications 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 34. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55.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 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of world literature from the beginning of civilization to 1600.

LITE 206 World Literature 2 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of world literature from 1600 to present.

LITE 211 American Literature 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of American literature to the early twentieth century.

LITE 212 American Literature 2 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of American literature from the early twentieth century to the present.

LITE 213 Children's Literature 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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. Lab Fee

LITE 216 Film Interpretation 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of British literature from the Romantic Period until the present.

LITE 223 Shakespeare 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course offers a critical study of the Hebrew Bible, the Apocrypha, and the Christian Bible as distinct but related literary and theological traditions.

LITE 240 African-American Literature 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. A survey of African-American literature from 1600 to the present.

LITE 241 Science Fiction 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. An exploration of the background major themes and types, authors, and influences of science fiction. The goal is to become acquainted with the inter-relationship between science fiction as an art form and the cultures from which it develops as a mode of perceiving and defining reality.

LITE 285 Studies in the Novel 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 296 Independent Study 1 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students. Course may be repeated for credit toward graduation up to three credit hours.

LITE 297 Independent Study 2 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some 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.

LITE 298 Independent Study 3 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some subject under the direction of a member(s) of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students. Course may be repeated for credit toward graduation up to three credit hours.

MAGNETIC RESONANCE IMAGING (MRI)

MRI 200 Professional Prospectus 1CR
Prerequisites: admission to the MRI Program. This course serves to orientate the MRI student to the profession of medical imaging. Students will explore the integration of MRI within the encompassing health care system. The evolution of MRI as a profession will be investigated with students classifying various organizations and agencies that drive the

development and continuing education of the MRI technologist's role and responsibilities.

MRI 201 Computer Applications in Medical Imaging 3 CR

Prerequisites: admission to the MRI Program or academic program approval and completion of MRI 200, 260, and 241 with a grade of a "C" or better. This course serves to provide the MRI student with a basic understanding of computer applications. Students will explore the components, principles, and operation of digital imaging systems, image data management, and data manipulation as it relates to the imaging department. Students will also explore the basic concepts of patient information management including medical record concerns, patient privacy, and regulatory issues.

MRI 220 MR Physics 1 3 CR

Prerequisites: admission to the MRI Program or academic program approval and completion of MRI 200, 260, and 241 with a grade of a "C" or better. This is the first in a series of two courses that provide the MRI student with a basic foundation of MRI physics. Students will explore the properties of atoms and their interactions within the magnetic field. Emphasis will be placed on the basic principles of MRI, data acquisition, and tissues characteristics in image formation.

MRI 222 MR Physics 2 3 CR

Prerequisites: admission into the MRI program or academic program approval and completion of MRI 220, 230, 201, and 261 with a grade of a "C" or better. This is the final physics course in a series of two. The course content is a continuation of Physics 1 concepts including pulse sequencing, applications, coil selection as it relates to scan selection, calculation of scan times, scan parameters and imaging factors. Emphasis will be placed on the topics of gradient echoes, cardiac imaging, magnetic resonance angiography, diffusion, perfusion, and spectroscopy.

MRI 230 MR Procedures and Pathophysiology 1 3 CR

Prerequisites: admission to the MRI Program or academic program approval and completion of MRI 200, 260 and 241 with a grade of "C" or better. This is the first in a series of two courses that will provide the student with considerations related to routine imaging techniques of the central nervous system (CNS) and musculoskeletal system (MSK). Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations.

MRI 232 MR Procedures and Pathophysiology 2 3 CR

Prerequisites: admission to the MRI program or academic program approval and completion of MRI 220, 230, 201, and 261 with a grade of a "C" or better. This is the final procedures and pathophysiology course in a series of two that will provide the student with considerations related to routine imaging techniques related to the abdomen and pelvis and special imaging techniques. Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations.

MRI 240 Image Analysis 3 CR

Prerequisites: admission into the MRI program or academic program approval and completion of MRI 220, 230, 201, and 261 with a grade of "C" or better. This course provides the MRI student with the critical assessment skills necessary to recognize and identify pathology and artifacts. Students will explore the necessary parameter adjustments for differential diagnosis. Emphasis will be placed on quality control procedures, image post-processing, and image archiving.

MRI 241 Applied Sectional Anatomy 3 CR

Prerequisites: admission to the MRI Program. This course is a study of human anatomy as

seen in multiple planes. Students will review the gross anatomy of the entire body and identify anatomic structures in the axial, sagittal, coronal, and orthogonal planes. Emphasis will be applied to the appearance characteristics of each structure as seen on illustrations and photographic images correlated with magnetic resonance (MR) and computed tomography (CT).

MRI 260 Pre-Clinical Preparation 3 CR
Prerequisite: admission to the MRI Program. This course prepares the MRI student for safe participation in clinical education within the MRI environment. Students will explore and discuss the importance of MRI safety and patient assessment. While most of the course is delivered online, students will practice and master various safety procedures in a face-to-face workshop setting. [40-8-48]
Lab Fee.

MRI 261 MRI Clinical Practice 1 3 CR
Prerequisites: admission to the MRI Program or academic program approval and completion of MRI 200, 260, and 241 with a grade of a "C" or better. This is the first in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

MRI 262 MRI Clinical Practice 2 3 CR
Prerequisites: admission to the MRI Program or academic program approval and completion of MRI 220, 230, 201, and 261 with a grade of a "C" or better. This is the second in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

MRI 263 MRI Clinical Practice 3 3 CR
Prerequisites: admission to the MRI Program or academic program approval and completion of MRI 222, 232, 240, and 262 with a grade of a "C" or better. This is the final clinical course in a series of three that provides the necessary supervised clinical education needed to complete all remaining competencies required by the American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

MRI 295 MRI Certification Exam Preparation 3 CR
Prerequisites: admission to the MRI program or academic approval and completion of MRI 222, 232, 240, and 262 with a grade of a "C" or better. This course provides the student with instructional review and a self-examination process as preparation for the certification exam in MRI. Discussions will focus on the four content specifications for examination in magnetic resonance as outlined in the American Registry of Radiologic Technology (ARRT) primary pathway certification handbook. Students will have the opportunity to participate in an 8 hour registry review seminar.

MATHEMATICS (MATH)

In courses numbered 125 and higher, students are expected to have a calculator capable of exponential, logarithmic, and trigonometric computations. In courses numbered 132 and higher, meaningful computer activities using or illustrating principles from these courses will be included.

MATH 102 Practical Algebra 4 CR
Prerequisite: ACCUPLACER® arithmetic score of 100, or ACCUPLACER® elementary algebra score of 35, or a "C" in TSMA 45. This course is designed for students pur-

suing a field of study outside of mathematics, science and engineering. Mathematical application will be an emphasis and real-life applications will be presented in disciplinary and career context when appropriate. Topics include: a review of operations with integers and rational numbers, ratios and proportions, percent, solutions of linear and quadratic equations, graphs of linear and exponential functions, linear and exponential models, intro to data and measures of central tendency. Lab Fee

MATH 105 Beginning Algebra 4 CR
Prerequisite: ACCUPLACER® arithmetic score of 100, or ACCUPLACER® elementary algebra score of 35, or a "C" in TSMA 45. Course content includes operations on integers and rational numbers; geometric formulas; algebraic expressions; solutions of linear equations and inequalities; graphs of linear equations and linear systems; systems of linear equations in two variables; polynomials and factoring; rational expressions and equations; and radical expressions and equations. Lab Fee

MATH 111 Mathematics for Elementary Teachers 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® elementary algebra score of 85, or a "C" in MATH 105 or higher. 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. Lab Fee

MATH 112 Mathematics for Elementary Teachers 2 4 CR
Prerequisite: a "C" in MATH 111. This course is the second of a two-course sequence that is designed to develop the mathematical understandings and skills required to teach effectively in elementary schools. Logic, formal reasoning, and the use of mathematics software are emphasized throughout. Topics include statistics, probability, geometric shapes, congruence, geometric construction, and measurement. Students are recommended to have a scientific calculator. Specifications will be discussed by the instructor. Lab Fee

MATH 115 Math for Liberal Arts 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® elementary algebra score of 85, or a "C" in MATH 102 or higher. This is a liberal arts mathematics course designed primarily for students whose programs of study have no further mathematics requirements. Its purpose is to develop an awareness of the use of mathematics in the world around us. Emphasis will be on the communication of mathematical ideas, problem solving, applications, and the historical nature of mathematics. Specific topics for this course include: logic and reasoning, mathematics of finance and investment, probability, statistics, graph theory, and geometry.

MATH 118 Applied Algebra/ Trigonometry 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® elementary algebra score of 85, or a "C" in MATH 102 or higher. 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 2 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 125 College Algebra 4 CR
Prerequisite: ACCUPLACER® elementary algebra score of 85, or a "C" in MATH 105 or higher. Topics included are subsets of the number system, relations and functions, linear systems of equations, polynomials, rational expressions and equations, exponents and radicals, complex numbers, polynomial equations, exponential and logarithmic functions and equations, applications, conic sections, matrices, binomial expansion, and families of functions of graphs.

MATH 130 Statistics 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® elementary algebra score of 85, or a "C" in MATH 102 or higher. 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 132 Trigonometry 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® college algebra score of 50, or a "C" in MATH 125. This course is a study of trigonometric functions, their inverses and graphs, identities, equations, radian measure, and solution of triangles. Students are required to have a graphing calculator. Specifications will be made by the instructor.

MATH 140 Preparation for Calculus 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® college algebra score of 65, and a "C" in one full semester of high school trigonometry, or a "C" in MATH 132. 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 1 5 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® college algebra score of 85, or a "C" in MATH 140 or higher. 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 2 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 3 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

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 experiences 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 1 2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. Lab Fee

MUSI 113 Individualized Voice Lessons 2 2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College. Lab Fee

MUSI 114 Individualized Voice Lessons 3 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 115 Individualized Voice Lessons 4 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
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 1 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 123 Individualized Piano Lessons 2 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 124 Individualized Piano Lessons 3 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 125 Individualized Piano Lessons 4 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 130 Music Theory 1 **3 CR**
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 2 **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 1 **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 2 **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 1 **2 CR**
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 136 Individualized Instrumental Lessons 2 2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 137 Individualized Instrumental Lessons 3 2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 138 Individualized Instrumental Lessons 4 2 CR
Open to all students. Credit is given to students for individualized lessons with private music teachers employed by the College.
Lab Fee

MUSI 141 Fundamentals of Music for Teaching 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Designed to prepare the student to use the rudiments of music through singing and playing informal instruments. Includes a survey of elementary school music texts, music listening activities, skills of music reading, and creative work in music. Lab Fee

MUSI 160 Concert Band 1 CR
Concert band is an all-campus organization dedicated to the performance of fine literature. The aesthetic aspect of the music is stressed and special emphasis is placed on musical style. This ensemble presents concerts on campus and in the surrounding community. Students participating in the ensemble are expected to practice outside of rehearsal time to ensure maximum benefit from the rehearsals. May be repeated up to four credit hours. [0-48-48]

MUSI 161 Jazz Band 1 CR
Jazz Band affords students the opportunity to develop performance skills in contemporary and traditional jazz music. This ensemble presents concerts on campus and in the surrounding community, and will include music from various jazz and rock idioms. Students participating in the ensemble are expected to practice outside of rehearsal time to ensure maximum benefit from the rehearsals. May be repeated up to four credit hours. [0-48-48]

MUSI 211 Music Appreciation 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 3 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 4 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 3 1 CR
Corequisite: MUSI 232. A continuation of MUSI 134. The course develops dictation, error detection, and sight-reading applied to chro-

matic materials, irregular meters, and improvisation as applied to jazz harmonies. Lab Fee

MUSI 236 Aural Comprehension 4 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 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 2 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; 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 2 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: ACCUPLACER® reading score of 53, or a "C" in TSRE 55; and a high school diploma or GED; and a TB test. The Nursing Assistant Training Program is an 80.5-hour course approved by the State of Michigan, Department of Licensing and Regulatory Affairs. 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 141 The Fundamentals of Nursing **6 CR**

Prerequisite: admission to the Nursing Program. This course is designed to introduce the student to the nature, art and science of nursing through the use of the nursing process. Core concepts include the characteristics and behaviors of professional nursing, critical thinking, evidence-based practice, caring, and communication. The clinical portion of the course includes learning activities related to the core concepts in a lab or clinical setting. The lab and clinical setting will include the practice and demonstration of fundamental nursing skills. [64-96-160]

Lab Fee

NURS 150 Chronic Physiologic Integrity **6 CR**

Prerequisite: a "C" in NURS 141. 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 141. This course is designed to introduce the student to the concepts of health and illness throughout the life span. The nursing process, growth and development, and the family are integrated in both the theory and clinical setting. The clinical portion will consist of obstetric, pediatric, community health agencies, and school systems. Simulated experiences in the nursing lab will enhance the critical thinking skills of the clinical sessions. [64-96-160]

Lab Fee

NURS 160 Pharmacology Application in Nursing Practice **3 CR**

Prerequisite: admission to the Nursing Program. This course is designed to provide the student with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process. The course is organized by medication classification. It explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. Concepts from this course will be utilized throughout the nursing clinical experiences.

NURS 272 Complex Physiologic Integrity 1 **5 CR**

Prerequisite: successful completion of Level I nursing courses or a "C" or higher in NURS 136. This course is designed to focus on the nursing care of clients with acute to complex alterations in health. This course builds on the content of NURS 150. Emphasis is placed on providing and managing nursing care utilizing clinical decision making skills. Students will apply the nursing process, function as a member of a multidisciplinary team, and provide comprehensive care to clients experiencing health concerns in a variety of clinical settings, including acute care and community.

NURS 276 Psychosocial Integrity **5 CR**

Prerequisite: successful completion of Level I nursing courses or a "C" or higher in NURS 136. This course is designed to introduce the student to the therapeutic environment providing support to clients, throughout the life span, with various behavioral disorders. Emphasis will be on communication skills, caring, and providing a safe environment. Clinical experience is provided in various community mental health agencies. [48-96-144] Lab Fee

NURS 281 Complex Physiologic Integrity 2 **6 CR**

Prerequisite: successful completion of level I nursing courses and a "C" in NURS 272 and 276. This course building on the content of NURS 272 and 276, and continues to focus on nursing care of clients with altered health states of an increasingly complex nature. Emphasis will be on critical thinking and decision-making skills. The clinical focus in this course is complex care management with a variety of clinical sites utilized.

NURS 285 Management/ Leadership in Nursing 6 CR
Prerequisite: successful completion of Level I nursing courses and a "C" in NURS 272 and 276. 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 099 Basic Computer Literacy 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. The Basic Computer Literacy course is designed to provide students with an introduction to computer application skills regarding computer concepts, operating systems, internet research, keyboarding, Microsoft Word, Excel, PowerPoint, and Outlook. [16-32-48] Lab Fee

OIT 100 Introduction to Computer Information Systems 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 1 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction 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 2 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a "C" in OIT 109. This individualized instruction 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 3 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a "C" in OIT 110. This individualized instruction 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 4 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a "C" in OIT 111. This individualized instruction course is designed for advanced keyboarding students. Students will be introduced to international keyboarding. They will learn to work with documents going to Canada, Mexico, France, Germany, and Japan. Students will also be introduced to typing both medical and legal documents. Emphasis will be placed on building keyboarding speed and accuracy. Students in this course will be simulating actual business-world activities with the creation and editing of their documents. Minimum speed attainment of 50 words per minute on a five-minutes timing with five or less errors is necessary for a "C." [0-32-32] Lab Fee

OIT 116 Office Procedures 3 CR
Prerequisite: a "C" in OIT 111. A lecture/lab course designed to prepare the learner for working in the changing office of the 21st century. Office and clerical responsibilities will be studied and practiced that will emphasize technology and communication skills that are needed for working in today's office environment due to the changing nature of work, organizational structures and need for 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71 or a "C" in OIT 099, 109, 116, 160, 176, 181, 184, 187, 192, 193, 195, 196, 197, 198, 226 or 227. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction 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: a "C" in OIT 176. This individualized instruction 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: a "C" in OIT 177 or earned Microsoft MOS certification at the core level. This individualized instruction 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C"

in OIT 099. This individualized instruction 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: a "C" in OIT 181. This individualized instruction 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: a "C" in OIT 182. This individualized instruction 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction 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 2CR
Prerequisite: a "C" in OIT 184. This individualized instruction 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction course introduces students to the basics of Microsoft Access. Students will be introduced to creating a database using design and datasheet views; creating queries, forms, reports, labels, and relationships; and using conditional formatting, aggregate functions, and filters/sorts within Microsoft Access. Introductory information about the Microsoft Office Specialist (MOS) certification exam program will be presented. [0-32-32] Lab Fee

OIT 188 Intermediate Access 2 CR
Prerequisite: a "C" in OIT 187. This individualized instruction course introduces students to the intermediate features of Microsoft Access. Students will be introduced to com-

pacting and repairing databases; saving database objects in PDF format; importing and exporting Access data between Excel and Word; importing and linking data to new tables; customizing tables, forms, reports, and queries; normalizing databases; creating and editing one-to-many , one-to-one, and many-to-many relationships; advanced query techniques, and creating single-field and multiple-field indexes. Students will be briefed in the benefits of taking the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 189 Advanced Access 2 CR
Prerequisite: a "C" in OIT 188. This individualized instruction course introduces students to the advanced features of Microsoft Access. Students will be introduced to creating macros, converting Macros to Visual Basic, creating ACCDE database files, pivot tables and pivot charts, importing and linking information between databases, and creating advanced reports. Upon completion of this course, students will be briefed in the benefits of taking the Microsoft Office Specialist (MOS) Certification exam. [0-32-32] Lab Fee

OIT 192 Beginning Publisher 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction course is designed to introduce students to planning a project using Microsoft Project. Students will be introduced to the basic features of Microsoft Project, establishing resources within Microsoft Project, the fundamentals of resource and task assignments, and refining Project schedules, tasks, and resources. [0-32-32] Lab Fee

OIT 195 Introduction to the Internet 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This is individualized instruction course. Little known a few years ago, the Internet is one of the more popular and fastest growing areas in computing. Today the Internet can be used to carry out research, shop, converse with people around the world, and in many other ways. In this course students will learn basics of using the Internet. Students will be able to move around, find, and retrieve information. Students will become familiar with search engines and master the art of communication using the Internet. [0-32-32] Lab Fee

OIT 196 Introduction to Windows 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® writing score of 75, or a "C" in TSEN 95; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction course is designed to teach students how to find and correct errors in written communica-

tion. Students will learn to concentrate, have patience, and pay attention to detail. Basic proofreading symbols will be introduced. Students will review formatting, spelling, and writing mechanics. Students will learn to use their proofreading skills on simulated real-world business documents. Lab Fee

OIT 198 Microsoft Outlook/ OneNote 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction course introduces students to the basic and intermediate levels of Microsoft Outlook and Microsoft OneNote. Students will learn the capabilities of Outlook such as attaching a file to a message, replying to and forwarding massages, organizing tasks by using folders, printing a task list, and using advanced calendar features. Students will learn the capabilities of OneNote such as creating a notebook, integrating Excel, PowerPoint, and Internet files, insert side notes, and searching content. This course along with other Microsoft courses will prepare students to take the Microsoft Office Specialist (MOS) Certification exam.

OIT 200 Independent Study 3 CR

Prerequisite: departmental approval. This course is intended to provide the opportunity for a motivated student with a strong academic record and the ability for self-directed learning to pursue a course of study under the direction of a faculty member. The course content, objectives, activities and assessments are determined or approved by the faculty member to meet the learning needs of the individual student.

OIT 226 Legal Terminology 2 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a Computer Literacy Assessment score of 71, or a "C" in OIT 099. This individualized instruction course introduces students to basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. This course uses computer software to assist students in studying the terminology and in assessing their mastery of the material. Exams are also taken via the computer. Emphasis is placed on spelling, definition, usage and pronunciation. [0-32-32] Lab Fee

OIT 228 Medical Office Scheduling and Billing 3 CR

Prerequisite: a "C" in OIT 227. This course introduces students to basic functions of computers in the medical office. Students will learn to input patient information, schedule appointments, enter transactions, file insurance claims and bill patients, review and record payments, and balance accounts. The HIPAA Privacy and Security Rules will be presented. Students will learn how to use Medisoft Advanced, a widely-used medical administrative software. Students should be able to type 30 wpm before taking this course. [48-0-48] Lab Fee

OIT 229 Medical Coding 2 CR

Prerequisites: a "C" in OIT 228. This individualized instruction 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: a "C" in OIT 111 and 197. This individualized instruction 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 2 CR

Prerequisites: a "C" in OIT 226 and 241. It is recommended that students have keyboarding skills of at least 45 wpm and familiarity with Microsoft Word. This individualized instruction 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 2 CR

Prerequisites: a "C" in OIT 241 and 227. It is recommended that students have keyboarding skills of at least 45 wpm, and familiarity with Microsoft Word. This individualized instruction 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

PHILOSOPHY (PHIL)

PHIL 201 Introduction to Philosophy 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 202 Introduction to Ethics 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 World Religions 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Students will develop an understanding of the basic tenets of major theistic systems, such as Hinduism, Buddhism, Taoism, Judaism, Islam, and Christianity. Students will explore how they approach these philosophic subjects: systematic consistency, the nature of deity, the response to atheism, the role of religious experience, ethics, the problem of evil, the relationship between faith and reason, and others. Students will critically examine and compare many distinct world views in their analysis.

PHIL 240 Survey of The Bible 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. The Bible is the most widely distributed and most widely read book in the world. We will analyze the Hebrew Bible and the New Testaments in the areas of philosophy, theology, ethics, and spirituality, including its varying impact on ancient to contemporary thought. We will consider society in biblical times, culture, history, and archeology in discussing and interpreting the writings. We will make connections to world history as we critically examine how The Bible came to be and compare different methods of interpretation.

PHIL 250 Topics in Philosophy 3 CR
This course will discuss particular issues, topics, or authors in philosophy with a focus on introducing students to a cross-cultural perspective. Topics to be studied will change from semester to semester.

PHIL 260 Cults and New Religious Movements 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® sentence skills score of 75, or a "C" TSEN 65. Countless groups, old and new, mark the religious landscape in our culture. Students will critically examine the characteristics of a cult, and compare different types of cults and movements in our study. Analysis for each religious group will focus on its history and development, primary theological doctrines, ethical issues, and apologetics in terms of how mainstream traditions have responded. The goal is to expand understanding of philosophic and religious concepts, and equip students to evaluate them.

PHIL 298 Independent Study 2 CR
Prerequisite: departmental approval only. This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

PHIL 299 Independent Study 3 CR
This course is an opportunity for the interested student with a good scholastic record to pursue independently the study of a subject while under the direction of a member of the professional staff. Subjects are chosen and arrangements are made to meet the needs of individual students.

PHYSICAL EDUCATION ACTIVITY (PE)

Courses may be taken twice for credit toward graduation.

PE 100 Tennis 1 CR
This class will teach the basic strokes of tennis. Special emphasis will be placed on rules, singles and doubles strategy, and etiquette of the game. [0-16-16] Lab Fee

PE 101 Tennis 2 CR
This class will teach the basic strokes of tennis. Special emphasis will be placed on rules, singles and doubles strategy, and etiquette of the game. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 106 Swimming 1 CR
The purpose of this class is designed to help individuals learn basic swimming and water safety skills in order to make them reasonably safe while in, on, or near the water. It is recommended for the non-swimmer and the self-taught swimmer who desires to learn the proper techniques of swimming. [0-16-16] Lab Fee

PE 107 Swimming 2 CR
The purpose of this class is designed to help individuals learn basic swimming and water safety skills in order to make them reasonably safe while in, on, or near the water. It is recommended for the non-swimmer and the self-taught swimmer who desires to learn the proper techniques of swimming.

Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 112 Cross Country Skiing 1 CR
Cross Country Skiing techniques will be taught in order for the student to develop an individual exercise program to meet individual goals, such as general wellness, physical fitness, and/or weight loss or gain. [0-16-16] Lab Fee

PE 113 Cross Country Skiing 2 CR
Cross Country Skiing techniques will be taught in order for the student to develop an individual exercise program to meet individual goals, such as general wellness, physical fitness, and/or weight loss or gain. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 118 Golf 1 CR
Provides the student with knowledge concerning the golf swing, rules, and etiquette. Students develop basic skills in the grip, chipping, full swing, and putting. [0-16-16] Lab Fee

PE 119 Golf 2 CR
Provides the student with knowledge concerning the golf swing, rules, and etiquette. Students develop basic skills in the grip, chipping, full swing, and putting. Additional skill development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 124 Bicycling 1 CR
This course is designed to expose the cyclist to the basic practices and concepts of leisure-time bicycling, which includes riding technique, adjusting the bike to the rider, selection and purchase of equipment, maintenance and repair, bicycle touring, and safety. Bicycle field trips will be taken locally. Students must provide their own bicycle. [0-16-16] Lab Fee

PE 125 Bicycling 2 CR
This course is designed to expose the cyclist to the basic practices and concepts of leisure-time bicycling, which includes riding technique, adjusting the bike to the rider, selection and purchase of equipment, maintenance and repair, bicycle touring, and safety. Bicycle field trips will be taken locally. Students must provide their own bicycle. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 130 Beginning Weight Training 1 CR
An individual exercise program will be developed with and for each student for purposes of weight loss or gain, body building, general wellness, or for participation in athletics or recreational sports. [0-16-16] Lab Fee

PE 131 Beginning Weight Training 2 CR
An individual exercise program will be developed with and for each student for purposes of weight loss or gain, body building, general wellness, or for participation in athletics or recreational sports. Additional skill development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 134 Advanced Weight Training 1 CR
Prerequisite: PE 130, 131 or PEHL 113. PE 134 is a continuation of PE 130, PE 131 or PEHL 113. The emphasis is on more advanced methods of bodybuilding. Lab Fee

PE 135 Advanced Weight Training 2 CR
Prerequisite: PE 130, 131 or PEHL 113. PE 135 is a continuation of PE 130, PE 131 or PEHL 113. The Emphasis is on more advanced methods of bodybuilding. Additional skill development obtained within the two (2) credit section of this course. Lab Fee

PE 140 Basketball 1 CR
This class is designed for any student interested in learning and improving their skills in basketball. Emphasis will be placed on the basic fundamentals of the game. Drills in such areas as passing, dribbling, shooting, rebounding, man-to-man defense and zone defense will be covered. [0-16-16] Lab Fee

PE 141 Basketball **2 CR**
This class is designed for any student interested in learning and improving their skills in basketball. Emphasis will be placed on the basic fundamentals of the game. Drills in such areas as passing, dribbling, shooting, rebounding, man-to-man defense and zone defense will be covered. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 142 Soccer **1 CR**
Soccer techniques, skills and tactics are taught through game related experiences. [0-16-16] Lab Fee

PE 143 Soccer **2 CR**
Soccer techniques, skills and tactics are taught through game related experiences. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 144 Baseball **1 CR**
This course is designed to cover the basic fundamental skills, rules and strategies of baseball. [0-16-16] Lab Fee

PE 145 Baseball **2 CR**
This course is designed to cover the basic fundamental skills, rules and strategies of baseball. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 146 Softball **1 CR**
This course is designed to cover the basic fundamental skills, rules and strategies of softball. [0-16-16] Lab Fee

PE 147 Softball **2 CR**
This course is designed to cover the basic fundamental skills, rules and strategies of softball. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 148 Volleyball **1 CR**
Volleyball techniques, skills and tactics are taught through game related experiences. Instruction will emphasize current rules and techniques for serving, spiking, forearm passing, setting, blocking, and team strategy. [0-16-16] Lab Fee

PE 149 Volleyball **2 CR**
Volleyball techniques, skills and tactics are taught through game related experiences. Instruction will emphasize current rules and techniques for serving, spiking, forearm passing, setting, blocking, and team strategy. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 154 Beginning Karate **1 CR**
Primarily designed to assist the beginning student of karate in learning the basic technique of defense and attack; other forms of Karate and self-defense will be touched upon. [0-16-16] Lab Fee

PE 155 Beginning Karate **2 CR**
Primarily designed to assist the beginning student of karate in learning the basic technique of defense and attack; other forms of Karate and self-defense will be touched upon. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 158 Advanced Karate **1 CR**
Prerequisite: PE 154 or 155. PE 158 is a continuation of PE 154 and 155. The techniques of defense and attack in Karate are incorporated in this course to bring the student up to a higher level of achievement. Free-fighting, self-defense, and Karate forms are emphasized. This course will include all techniques required for intermediate through Black Belt levels of performance. [0-16-16] Lab Fee

PE 159 Advanced Karate **2 CR**
Prerequisite: PE 154 or 155. PE 159 is a continuation of PE 154 and 155. The techniques of defense and attack in Karate are incorporated in this course to bring the student up to a higher level of achievement. Free-fighting, self-defense, and Karate forms are emphasized. This course will include all techniques required for intermediate through Black Belt

levels of performance. Additional skill and fundamental development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 164 Cardio Tone 1 CR
A high-energy aerobic workout that emphasizes fun and personal results. Course participants will decrease body fat and increase cardiovascular fitness using continuous large muscle movements. Workout choreography is structured to be simple to execute and contains basic athletic movements of varying degrees of impact. Participants are encourages to exercise at their own fitness level with emphasis placed on achieving personal fitness gains. Workouts are set to popular music to increase enjoyment. Step platforms maybe used for class variety. [0-16-16] Lab Fee

PE 165 Cardio Tone 2 CR
A high-energy aerobic workout that emphasizes fun and personal results. Course participants will decrease body fat and increase cardiovascular fitness using continuous large muscle movements. Workout choreography is structured to be simple to execute and contains basic athletic movements of varying degrees of impact. Participants are encourages to exercise at their own fitness level with emphasis placed on achieving personal fitness gains. Workouts are set to popular music to increase enjoyment. Step platforms maybe used for class variety. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 170 Yoga Pilates Fusion 1 CR
This course will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. [0-16-16] Lab Fee

PE 171 Yoga Pilates Fusion 2 CR
This course will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 176 Zumba® Cardio Workout 1 CR
Zumba® fuses hypnotic Latin rhythms and easy to follow moves to create an exhilarating cardio workout. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Latin dance moves will be introduced, but no previous dance experience is required. [0-16-16] Lab Fee

PE 177 Zumba® Cardio Workout 2 CR
Zumba® fuses hypnotic Latin rhythms and easy to follow moves to create an exhilarating cardio workout. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Latin dance moves will be introduced, but no previous dance experience is required. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 182 Water Exercise 1 CR
Aquatic fitness activities (such as water exercises, aerobic movements, and the use of resistance equipment to promote health-related fitness) are conducted in shallow and/or deep water so swimmers and non-swimmers can participate. [0-16-16] Lab Fee

PE 183 Water Exercise 2 CR
Aquatic fitness activities (such as water exercises, aerobic movements, and the use of resistance equipment to promote health-related fitness) are conducted in shallow and/or deep water so swimmers and non-swimmers can participate. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 188 Sports Conditioning 1 CR
The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. [0-16-16] Lab Fee

PE 189 Sports Conditioning 2 CR
The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PE 194 Walking or Jogging 1 CR
Students will learn the correct mechanics for walking, jogging, and running. Information such as proper attire for different environments and injury prevention will be included. [0-16-16] Lab Fee

PE 195 Walking or Jogging 2 CR
Students will learn the correct mechanics for walking, jogging, and running. Information such as proper attire for different environments and injury prevention will be included. Additional skill and cardiovascular development obtained within the two (2) credit section of this course. [0-32-32] Lab Fee

PHYSICAL EDUCATION HEALTHY LIFESTYLE (PEHL)

This section of classes will fulfill the Healthy Living requirement for graduation. Courses may be taken twice for credit toward graduation.

PEHL 101 Wellness Activity: Cardio Tone 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. A variety of activities that improve the cardiovascular system such as walking, jogging, running, and aerobic exercises to popular music will be introduced. Participants are encouraged to exercise at their own fitness level with emphasis on achieving personal fitness goals. [10-22-32] Lab Fee

PEHL 107 Wellness Activity: Yoga Pilates Fusion 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. The remainder of the course is activity based and will fuse the Pilates method of body conditioning with the basic postures, breathing techniques, and other practices of Yoga. [10-22-32] Lab Fee

PEHL 113 Wellness Activity: Weight Training 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. An individual exercise program will be developed with and for each student for purposes of weight loss or gain, body building, general wellness, or for participation in athletics or recreational sports. [10-22-32] Lab Fee

PEHL 119 Wellness Activity: Water Exercise 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. Aquatic fitness activities such as water exercises, aerobic movements, and use of resistance equipment to promote health-related fitness are conducted in shallow water and/or deep water so swimmers and non-swimmers can participate. [10-22-32] Lab Fee

PEHL 125 Wellness Activity: Sports Conditioning 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. One-third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. The purpose of this class is to design a sports-specific training program for students interested in recreational or competitive sports participation. Course content will include health-related fitness concepts and practices, exercise principles, sports nutrition, weight training, and specific neuromuscular training, when appropriate. [10-22-32] Lab Fee

PEHL 131 Wellness Activity: Walking or Jogging 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. One-

third of the course is devoted to fitness and wellness concepts to promote healthy lifestyles. Students will learn the correct mechanics for walking, jogging, and running. Information such as proper attire for different environments and injury prevention will be included. [10-22-32] Lab Fee

PEHL 140 Healthy Lifestyle Practices 2 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course provides a solid foundation in fitness and wellness concepts that will enable the learner to make healthy behavioral changes and lifestyle choices. Key topics include nutrition; diet and weight control; stress management; and exercise prescription to improve flexibility, muscular strength, and cardio-respiratory fitness. Minimal exercise will be performed in accordance with each student's physical capability. [32-0-32] Lab Fee

PHYSICAL EDUCATION PROFESSIONAL (PEP)

PEP 260 Lifeguard Training 2 CR
Prerequisite: departmental approval; must be 15 years old on or before the final scheduled session of this course; swim 300 yards continuously demonstrating breath control and rhythmic breathing; tread water for 2 minutes using only the legs; and complete a timed event within 1 minute, 40 seconds. The primary purpose of this course is to provide entry-level lifeguard candidates with the skills and knowledge to prevent, recognize, and respond to emergencies and to provide care for injuries and sudden illnesses until advanced medical personnel arrive and take over. Successful completion qualifies students for American Red Cross Lifeguard Training Certification, Automated External Defibrillation (AED) Certification, First Aid, CPR for the Professional Rescuer, and an optional Waterfront Lifeguard Certification. [22-10-32] Lab Fee

PEP 261 Water Safety Instruction 2 CR
Prerequisite: departmental approval; must be 16 years old on or before the final scheduled session of this course; able to swim the front crawl (freestyle), back crawl (backstroke), elementary backstroke, sidestroke, breaststroke, and butterfly at Level 4 proficiency; and able to tread water and float on the back for 1 minute each. This is a course designed for the swimmer who wants to teach infants, children, or adults. The course is taught in three phases: (1) Fundamentals of Instructor Training (FIT) which is required to teach any American Red Cross course; (2) review of swimming and water safety skills; (3) methods of teaching swimming and water safety skills, organizing classes, and evaluating skills. Course standards qualify successful students for certification as American Red Cross Water Safety Instructors. [22-10-32] Lab Fee

PEP 262 Scuba Diving 2 CR
Prerequisite: departmental approval; and must be 15 years old on or before the final scheduled session of this course and be able to demonstrate satisfactory swimming skills. An introduction to the area of scuba diving and mask and snorkeling techniques for students interested in becoming certified in NAUI methods. Safety factors, water physiology, aquatic ability, technical ability, marine environment, and emergency procedures will be emphasized. [22-10-32] Lab Fee

PEP 271 Basketball Officiating 2 CR
Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 272 Volleyball Officiating 2 CR
Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 273 Baseball Officiating 2 CR
Course designed to teach the rules and officiating techniques. Practical application of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 274 Softball Officiating 2 CR
Course designed to teach the rules and officiating techniques. Practical applica-

tion of officiating skills will be stressed. [22-10-32] Lab Fee

PEP 290 Preschool and Elementary Physical Education 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is designed for the prospective elementary physical education, classroom, preschool, or special education teacher and youth coaches. The students, while enhancing their own fitness levels and fundamental motor skills, will also learn to assess and teach basic skills and physical fitness concepts. Students will select and teach developmentally-appropriate physical activities for early and middle childhood.

PEP 292 Independent Study 1 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some physical educational subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students.

PEP 293 Independent Study 2 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some physical educational subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students.

PEP 294 Independent Study 3 CR
Prerequisite: departmental approval. An opportunity for the interested student with a good scholastic record to pursue independently the study of some physical educational subject under the direction of a member of the professional staff. Subjects are chosen and arrangements made to suit the needs of individual students.

PEP 295 Field Experience 1 CR
Prerequisite: departmental approval; and a written outline of the student's project or work experience. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

PEP 296 Field Experience 2 CR
Prerequisite: departmental approval; and a written outline of the student's project or work experience. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

PEP 297 Field Experience 3 CR
Prerequisite: departmental approval; and a written outline of the student's project or work experience. An opportunity for the interested student to gain experience with regional employers through practicums and/or observations.

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 110 Fundamentals of Physical Therapist Assisting 3 CR
Prerequisite: formal 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, 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 general topics such as legal and ethical considerations in physical therapy are included. 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 the physical therapist assistant is emphasized. Criminal background check and CPR certification must be current anytime the student is in the clinical setting. Satisfactory completion of this course required for continuation into the second semester of the PTA Program. Lab Fee

PTA 112 Kinesiology 1 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. Lab Fee

PTA 114 Physical Therapy Modalities 4 CR
Prerequisite: PTA 110, 117, 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 application of sterile techniques and bandaging. Students learn the foundations of aquatic therapies and take part in an aquatic lab session at a local clinical facility. 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. Lab Fee

PTA 116 Kinesiology 2 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. Lab Fee

PTA 117 Pathology 1 1 CR
Prerequisite: formal admission to the Physical Therapist Assistant Program. 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. Lab Fee

PTA 118 Pathology 2 1 CR
Prerequisite: PTA 117 and BIOL 201. This course is a continuation of PTA 117, Pathology 1. 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. Lab Fee

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. Lab Fee

PTA 120 Neurological Concepts 1 CR
Prerequisite: PTA 116, 118, 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 empha-

size the application of anatomy into function. Students in classroom laboratory-supervised practice sessions apply the concepts learned. Lab Fee

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. Lab Fee

PTA 122 Pediatrics 1 CR
Prerequisite: PTA 116 and 118. 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. Lab Fee

PTA 218 Focused Neurology 3 CR
Prerequisite: 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. The course also provides instruction on specific physical therapy techniques used with individuals who have spinal cord injuries and traumatic brain injuries. The student will take part in classroom laboratory practice sessions as they learn to apply the skills. Lab Fee

PTA 219 Advanced Intervention Techniques 3 CR
Prerequisite: PTA 118 and 121. This course introduces the student to many advanced treatment interventions utilized in a variety of physical therapy settings. The course includes units of study on exercise physiology, cardiac rehabilitation, orthotics and prosthetics. Basic and advanced soft tissue mobilization theory and techniques will be presented. The students will be introduced to select manual therapy techniques employed in the clinic. The students will take part in classroom laboratory practice sessions as they learn to apply the skills.

PTA 220 Concepts in Physical Therapist Assisting 2 CR
Prerequisite: PTA 118 and 119. Co-requisite: PTA 221. 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 critical/intensive care unit. Applications of first aid in the physical therapy field are discussed. Students have an opportunity to discuss the clinical experiences in which they are participating (PTA 221), particularly with emphasis on the physical therapist assistant interactions with staff and patients. Assignments involve considerable review, research and writing related to clinical experiences. Lab Fee

PTA 221 Clinical Experience 1 CR
Prerequisite: PTA 120, 121, 122 and EMT 110. Co-requisite: PTA 220. Weekly sessions will be spent in area health settings where the student will have an opportunity to apply in the clinical setting the skills developed in earlier coursework. 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' responses to treatment. An ongoing journal of student clinical experiences is required. Criminal background check and CPR certification must be current anytime the student is in the clinical setting. Lab Fee

PTA 223 Seminar in Physical Therapy Assisting 2 CR

Prerequisite: PTA 218, 219, 220 and 221. Co-requisites: PTA 227, 228 and 229. A course designed to foster integration of concepts and skills from previous courses with those gained in the clinical setting including 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 and evidenced based practice with emphasis on the psychological and sociological aspects of illness and injury. A cumulative final exam covering the Physical Therapist Assistant program content is included. Lab Fee

PTA 227 Coordinated Clinical Experience 1 3.75 CR

Prerequisite: a "C" in PTA 218, 219, 220 and 221. Co-requisite: PTA 223. Note: criminal background check and CPR certification must be current anytime 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 the skills developed in earlier coursework. Treatment and patient care will be carried out under the supervisor 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 experience is required. Lab Fee

PTA 228 Coordinated Clinical Experience 2 3 CR

Prerequisite: a "P" in PTA 227. Co-requisite: PTA 223. Note: criminal background check and CPR certification must be current anytime 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 the skills developed in earlier coursework. Treatment and patient care will be carried out under the supervisor 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 experience is required. Lab Fee

PTA 229 Clinical Exploration 2.5 CR

Prerequisite: a "P" in PTA 227 and 228. Co-requisite: PTA 223. Note: criminal background check and CPR certification must be current anytime 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 the skills developed in earlier coursework. 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 experience is required. Lab Fee

PHYSICS (PHYS)

PHYS 109 Introduction to MRI Physics 3 CR

Prerequisite: "C" in MATH 119 or higher, or current certification by the American Registry of Radiologic Technologists (ARRT) in Radiography, Radiation Therapy, Sonography (registration through ARDMS is also accepted) or Nuclear Medicine (registration through NMTCB is also accepted). Registered Technologists see MRI Program Director for approval to enroll. This course is designed to prepare students interested

in the Magnetic Resonance Imaging (MRI) Program. The course is intended to provide students with a basic understanding of the principles of physics. Topics will include mechanics, thermodynamics, atomic structure, electric and magnetic fields, and radiation. Emphasis will be on the fundamentals necessary to understand methods of Magnetic Resonance Imaging.

PHYS 111 College Physics 1 4 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and an ACCUPLACER® college algebra score of 50, or a "C" in MATH 119, 125 or 132 or higher. This is a non-calculus based 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 applications. Experience in trigonometry is recommended but not required. [48-48-96] Lab Fee

PHYS 112 College Physics 2 4 CR
Prerequisite: a "C" in PHYS 111. This a trigonometry-based, lecture and laboratory course that includes a study of electricity, magnetism, light and modern physics.

PHYS 221 Physics for Scientists and Engineers 1 5 CR
Prerequisites: a "C" in MATH 141 or higher. This calculus-based, lecture-laboratory course deals with mechanics, heat, waves and their applications. [64-48-112] Lab Fee

PHYS 222 Physics for Scientists and Engineers 2 5 CR
Prerequisites: a "C" in PHYS 201 or 221. This calculus-based, lecture-laboratory course includes a study of electricity, magnetism, light and modern physics. [64-48-112] Lab Fee

PHYS 241 Statics 3 CR
Prerequisite: a "C" in MATH 141 or higher and a recommended co-requisite of PHYS 221. Forces and moments of acting upon structural bodies under static loads. Concepts of vectors, free-body diagrams, centroids, moments of inertia and friction.

PHYS 243 Dynamics 3 CR
Prerequisite: a "C" in PHYS 241, or a "C" or better in PHYS 221 and MATH 142 or higher. This course will cover the kinetics and kinematics of particles and rigid bodies in translation, rotation, and planer motion. Methods of vector analysis, work-energy, and Newton's Laws will be used to analyze these systems. This course will include an introduction to vibrations.

POLITICAL SCIENCE (POSC)

POSC 201 American Government (Federal) 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is designed to empower the student by offering an understanding of the Federal System of their American Government, how it works, and where students might inject themselves into the process to gain better control over their government. Heavy emphasis is placed upon the U.S. Constitution and the limits placed upon the government by it and the protections afforded to the citizens through this historic legal document. In addition to the federal government, this course covers the form and functions of our state government and of counties, cities and villages and incorporates the rights and responsibilities of citizenship. Practical applications to medicine, law and business will be made. POSC 202 satisfies Michigan Compiled Law (MCL) 388.372, Sec. 2, regarding the granting of baccalaureate degrees.

POSC 202 American Government (State and Local) 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course is designed to empower the student by offering an understanding of the state and local system of their American Government, how those systems work, and where students might inject themselves into the process to

gain better control over their government. Heavy emphasis is placed upon the Michigan Legislature and the State Institutions. In addition to gaining an understanding of our state and local systems of government, this course covers the form and functions of our national government and incorporates the rights and responsibilities of citizenship. Practical applications to medicine, law and business will be made. POSC 201 satisfies Michigan Compiled Law (MCL) 388.372, Sec. 2, regarding the granting of baccalaureate degrees.

POSC 210 Introductory Comparative Politics 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Psychology is the science of behavior. Topics investigated: biological foundations of behavior, learning, child development, sensation and perception, thinking, emotion, motivation, individual differences, personality, frustration and adjustment, abnormal behavior, and techniques of psychotherapy.

PSYC 220 Developmental Psychology 3 CR

Prerequisite: a "C" in PSYC 201. A survey of physical, cognitive, and psychosocial development through the total life span. Emphasis is on the normal changes in human behavior that result from continuous interaction of maturation and experience. Cross-cultural comparisons of developmental patterns are also considered.

PSYC 240 Introduction to Applied Behavior Analysis 3 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and a "C" in PSYC 201 or 250. This course provides the foundation for many other courses in the Psychology and Education major by introducing students to the principles of conditioning and learning, and behavior analysis concepts. Basic concepts and skills assist students in the development and implementation of evidence-based interventions in a variety of applied settings.

PSYC 250 Abnormal Psychology 3 CR

Prerequisite: a "C" in PSYC 201. The study of psychopathology in individuals from four current points of view: psychiatric (biophysical), intrapsychic, phenomenological, and behavioral. Special attention will be paid to describing psychopathology in terms of behaviors. The course will also include current approaches to assessment and treatment.

PSYC 260 Health Psychology 3 CR

Prerequisite: a "C" in PSYC 201. Health Psychology is the study of how psychosocial factors relate to the promotion and maintenance of good health/wellness and with the causation, prevention and treatment of illness. A biopsychosocial approach is applied to this understanding.

PSYC 265 Addiction and Human Behavior 3 CR

Prerequisite: a "C" in PSYC 201. This course is designed as an overview and introduction of some common drugs and the subsequent behaviors/ outcomes related to their use

(e.g. addictions, abuse, and dependence). The societal impact, as well as the affects drugs have on the individual (psychologically and physiologically) will be explored. In addition, the issues of treatment and prevention will be investigated and identified.

PSYC 270 Human Sexuality 3 CR
Prerequisite: a "C" in PSYC 201. This course is an introduction to the biological, psychological and social aspects of human sexuality. Topics to be covered include sexual beliefs and values, sexual development, male and female anatomy and physiology, the sexual response cycle, sexual health and wellness, pregnancy, contraception, sexual orientation issues, intimate relationships, sexual dysfunction, and sexual abuse. This course will allow the student an opportunity to build and/or examine their own set of sexual values. Since values are based upon knowledge, students will be required to demonstrate an understanding of information regarding the physiological, psychological and social aspects of human sexual behavior.

PSYC 275 Criminal Psychology 3 CR
Prerequisite: a "C" in PSYC 201. Students will explore current research and psychological and sociological theories regarding the effects of specific mental disorders, personality, biological influences, developmental issues, and social/environmental contributors to both general criminal behaviors, as well as specific crimes and criminal conduct. Also discussed/explored will be the psychological effects of crime on the victim and society at large, as well as introduction to the profiling and prediction of criminal and violent behaviors.

PSYC 280 Special Topics in Psychology 3 CR
Prerequisite: a "C" in PSYC 201. This course is the study of content areas in psychology which have a research or theoretical base, but are not offered as part of the regular curriculum. Topics may include conflict/aggression, creativity, self-management, and rehabilitation. Although topics vary, students may only take the course once.

PSYC 285 Introduction to Neuropsychology 3 CR
Prerequisite: a "C" in PSYC 201. Neuropsychology is the study of the relationship between behaviors, memory, emotions, perceptions and human brain function. Brain dysfunction, disease and mental illness are also examined in relationship to the normal and abnormal functioning of the brain. A biopsychosocial approach is applied to this understanding.

PSYC 290 Social Psychology 3 CR
Prerequisite: a "C" in PSYC 201. Social Psychology is the scientific study of how people's thoughts, feelings and behaviors are influenced by the actual or imagined presence of other people. The course helps students understand their own thoughts, feelings and actions, and the social contexts that influence them. They learn how applied research in social psychology can help improve physical and psychological health, how it can be used in different professions, and to help address a variety of social problems.

RADIOGRAPHY (RADI)

RADI 100 Introduction to Radiologic Science and Health Care 2.25 CR
Prerequisite: admission to the Radiography Program. This entry course is intended to provide necessary information to encourage student success in the radiography program, as well as in their chosen career. Values, attitudes, and behaviors conducive to professional growth are conveyed as students investigate the role of the radiologic technologist within the medical imaging profession and, within the health care delivery system as a whole. Principles, practices and policies of health care organizations are examined in addition to the professional responsibilities of the radiologic technologist. A study of the historical and philosophical bases of ethics and the elements of ethical behavior are discussed, as well as an introduction to legal terminology, concepts, and principles and how they relate to the role of the radiologic technologist.

RADI 111 Patient Care in Radiologic Science 2.25 CR

Prerequisite: admission to the Radiography Program. The focus of this course is to provide the student with the knowledge and skills necessary for providing safe and compassionate patient care. Addressing the needs of a diverse population presenting for care in a hospital setting will be explored. Effective communication methods will be emphasized. Students will examine several patient care skill sets required of the radiologic technologist within their daily responsibilities. Basic pharmacology as it relates to the medical imaging department will be presented. Lab Fee

RADI 112 Introduction to Imaging Principles 1.5 CR

Prerequisite: admission to the Radiography Program. The intent of this course is to provide some basic imaging concepts and information in an effort to prepare the student for entry into the first clinical course of the fall semester. Focus is placed on radiation safety as dose reduction methods are presented and demonstrated. Other areas of emphasis are the common features of radiographic equipment, and image quality characteristics. Students will also explore terminology unique to medical imaging.

RADI 120 Radiologic Positioning, Procedures and Pathology 1 3.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 112. Students will learn radiographic imaging procedures of the chest, abdomen, and extremities. Focus on anatomical positioning with attention to various patient needs and abilities will be emphasized. Students will learn to critique images for diagnostic quality, as well as develop the ability to identify normal anatomical structures from common abnormal pathological processes. Students will participate in small group skill-building lab activities. Lab Fee

RADI 121 Radiologic Physics 3 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 112. In this course, students will explore how the diagnostic x-ray beam is created. Emphasis is made on the production of x-rays and their interaction with matter as it pertains to medical imaging. Relevant physics concepts will include but not be limited to, mechanics, electricity, magnetism, radiation, and atomic structure.

RADI 122 Clinical Practice 1 2.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 112. The student will participate in clinical education two days a week in the imaging department of one of the affiliating hospitals. Under direct supervision of a radiologic technologist and/or physician, it is expected the student will begin to learn and achieve competency in the most basic radiologic exams and procedures, such as those of the abdomen, chest and extremities. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated.

Lab Fee

RADI 130 Radiologic Positioning, Procedures and Pathology 2 3.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 120, 121 and 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. Lab Fee

RADI 131 Principles of Radiologic Imaging 1 3 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 120, 121 and 122. In this course, students will move

beyond the physics of how the beam is created, to explore how the image is created. Students will study the many variables that affect the creation of the image, as well as study both film/screen and digital image acquisition and processing systems. In addition, image quality factors will be addressed.

RADI 132 Clinical Practice 2 2.5 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 120, 121, and 122. The student will participate in clinical education two days a week in the imaging department of an affiliating hospital. Under direct supervision of a radiologic technologist and/or physician, it is expected the student will learn and achieve competency on the more advanced radiologic exams and procedures such as those of the spine and skull, those requiring contrast media enhancement, and those performed via mobile imaging methods. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated.

Lab Fee

RADI 211 Clinical Practicum 2.75 CR

Prerequisite: admission to the Radiography Program and a "C" in RADI 130, 131, and 132. The student will participate in clinical education four days a week in the imaging department of an affiliating hospital. With the intensive four-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 may 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 3 1.25 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 211. This course explores pathologic indications and imaging methods for trauma, mobile and surgical examinations. Critical thinking skills are encouraged as students analyze challenges often presented and determine safe and effective approaches to this type of imaging. Also provided is an introduction to computed tomography (CT) imaging. Students will examine basic CT concepts, compare CT to other imaging modalities as a means of diagnosis, and study exams most commonly performed. Also presented in the course is a brief overview of some less commonly performed exams in the imaging department such as arthrography, myelography, endoscopic retrograde cholangiopancreatography (ERCP), and others.

RADI 221 Principles of Radiologic Imaging 2 3 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 211. In this course, students will focus on image quality through an in-depth study of influencing factors. A diagnostic problem-solving approach to image analysis will be presented with emphasis on forming accurate and predictable corrective action plans. In addition, students will compare and contrast basic features and functions of specialized imaging equipment with those of the conventional x-ray unit.

Lab Fee

RADI 222 Comprehensive Clinical Experience 1 3.75 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 211. 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 continu-

ing to learn and achieve competency in more advanced radiologic exams and procedures. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are facilitated. Lab Fee

RADI 223 Radiobiology and Protection 1 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 211. This course in 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, 221, 222, 223, BIOL 201 and 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, 221, 222 and 223. This course is the capstone course for the program. It includes student projects, guest speaker presentations, and preparation for the certification exam administered by the American Registry of Radiologic Technologists (ARRT) completed upon graduation. Lab Fee

RADI 232 Comprehensive Clinical Experience 2 3.75 CR

Prerequisites: admission to the Radiography Program and a "C" in RADI 220, 221, 222, and 223. The student will participate in clinical education three days a week in the imaging department of an affiliating hospital. As the final clinical course of the program, students will concentrate on learning and achieving competency on any remaining exams as required by the American Registry of Radiologic Technologists (ARRT). Students will be encouraged to use this final clinical course to identify and address areas for improvement. For those students who have completed the required competencies, an opportunity to explore advanced imaging modalities may be arranged. As students complete the final clinical requirements of the program, they will remain under the supervision of a radiologic technologist and/or physician, with emphasis placed on patient safety and comfort and professional values, attitudes, and behaviors are facilitated.

Lab Fee

SCIENCE (SCIE)

SCIE 100 Environmental Science 4 CR

Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 100 Introduction to Service-Learning 1 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course examines service in the local community and its connection to diverse disciplines. The major objective of this class is the practical application of concepts being learned in college disciplines. Students practice and apply concepts, while developing citizenship, social responsibility skills, and an understanding of working with diverse populations. The course requires students to participate in a 15 hour community based service-learning project, related to a discipline(s) they are studying in a college class and to complement their community work with written and oral reflections.

SERV 200 Service-Learning 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course examines volunteerism from historical and contemporary perspectives. It provides students with an opportunity to study and experience volunteerism in the community and to discover how communities address issues with diverse populations. This course has as its major objective the encouragement of critical thinking and practical experiences with respect to the concepts of citizenship and social responsibility. The course requires students to participate in a community based service-learning project and to complement their community work with written and oral reflections.

SERV 299 Field Experience 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55; and department approval. This course integrates classroom learning with the application of the learning in a realistic setting through a supervised experience of not less than 96 hours. May be repeated up to a maximum of six credit hours.

SOCIOLOGY (SOCI)

SOCI 201 Introduction to Sociology 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 202 Social Problems 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. This course examines social problems through the lens of sociological theories, builds social awareness, and addresses strategies for action to address social problems. Topics vary, but generally include delinquent and criminal structures, substance abuse and addiction, the changing family, race and gender relations, issues in mental and physical health, the political system, the interrelation of population growth, environmental concerns, and the internationalization of the work force. SOCI 201 is recommended before enrolling in this course.

SOCI 203 Marriage and Family 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. Introductory course stressing pronunciation, comprehension, basic grammar structures, and interesting cultural readings. Individual/small group sessions are important to modularized language and cultural development. Lab Fee

SPAN 102 Elementary Spanish 4 CR
Prerequisite: a "C" in SPAN 101. Review of elements of basic and advanced grammar, conversation, and comprehension practices. Reporting on cultural aspects and simple short stories in the language for individual credit. Lab Fee

SPAN 131 Conversational Spanish 3 CR
Students learn to communicate effectively in familiar, conversational Spanish. This course stresses listening and speaking rather than grammatical structures. Lab Fee

SPAN 201 Intermediate Spanish 4 CR
Prerequisite: a "C" in SPAN 102. Comprehensive oral and written reviews of grammatical structures through varied short stories, conversations, and presentations. Lab Fee

SPAN 202 Intermediate Spanish 4 CR
Prerequisite: a "C" in SPAN 201. Extensive reading to further develop vocabulary and mastery of the language. Advanced prose selections from varied masters of the Hispanic world as cultural appreciation. Lab Fee

SPAN 203 Advanced Conversational Spanish 3 CR
Prerequisite: a "C" in SPAN 202 or department approval. This course focuses on the development of oral and written fluency and the development of vocabulary and mastery of the language; to use the Spanish language strategically, to accomplish objectives, and resolve conflicts in culturally appropriate situations. Lab Fee

THEATRE (THEA)

THEA 121 Theatre Appreciation 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 2 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 1 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 2 3 CR
Prerequisite: a "C" in THEA 218. A continuation of THEA 218 which involves intensive study of problems in acting style, as well as the exten¬sion of the performer's range in the areas of characterization and physical interpretation of a role.

THEA 223 Acting for the Camera 3 CR
Prerequisite: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. An introduction to acting techniques and thought processes used in video and film production with an emphasis on the language of cinema and hands-on, student-driven projects.

THEA 225 Stagecraft 2 3 CR
Prerequisite: a "C" in THEA 125. An advanced course in technical production with emphasis on scenery design and construction, scene painting, costume design and construction, makeup design and execution. Students will have opportunities for individualized instruction. Practical experience in conjunction with College productions.

THEA 230 Script Analysis 3 CR
Prerequisite: a "C" in 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: ACCUPLACER® reading score of 60, or a "C" in TSRE 55. 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 280 Theatre Practicum 1 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.

THEA 281 Theatre Practicum 3 CR
This course is required to participate in all KCC theatrical productions, as well as students who have an interest in transferring to a theatrical collegiate program. Students will gain practical experience in all phases of the theatrical art. Includes acting, lighting, makeup, scenery construction, publicity, box office, costuming, stage managing, and properties. Specific duties and academic instruction will be arranged with the director of theatre. Course may be repeated for credit toward graduation up to six credit hours per area of discipline. Lab Fee

THEA 285 Arts Management 3 CR
An introductory course in the techniques of arts management, including personnel management and theatre organization, financial planning, grant writing, publicity, graphics, and public relations.

THEA 297 Theatre Special Topics 3 CR
This course is designed to allow the students to explore focus areas in theatre such as directing, screening of plays, costumes, makeup, etc. Course may be repeated for credit toward graduation up to six credit hours.

TRANSITIONAL STUDIES – ENGLISH (TSEN)

TSEN 45 English as a Second Language **3 CR**

Prerequisite: ACCUPLACER® sentence skills score of 20-54. This course is designed for students whose primary language is not English. It provides foundations in English language structure, reading of English, and conversation. Lab Fee

TSEN 65 Basic Writing **3 CR**

Students will learn grammar, mechanics, sentence structure, and paragraph development. Classroom experience will be group work, lecture, writing, and revision. Homework will require access to computer (on or off campus). Recommend TSRE 55 be taken concurrently. Lab Fee

TSEN 95 Writing Improvement **3 CR**

Prerequisite: ACCUPLACER® sentence skills score of 55, or a "C" in TSEN 65. This course is designed to improve basic writing skills. Writing assignments emphasize the paragraph and short compositions. Emphasis is on grammar, usage, punctuation, and writing. Recommend ENGL 106 be taken concurrently if taking other courses that require heavy reading and writing. Lab Fee

TRANSITIONAL STUDIES – LEARNING STRATEGIES (TSLS)

TSLS 105 Learning Strategies for College Success **3 CR**

This course will help students gain the skills necessary to obtain greater success in college and in life. By exploring resources and mastering proven strategies, students will define and create greater academic, professional, and personal achievement. Instruction will be delivered in either traditional, lecture format or a learning-community format when co-enrolled with TSRE 55. Lab Fee

TRANSITIONAL STUDIES – MATHEMATICS (TSMA)

TSMA 25 Basic Math **3 CR**

Students in this course will develop the basic math skills needed to be successful in Pre-Algebra and Algebra. After diagnosis, through testing and/or consultation, the instructor will provide a schedule of learning activities and testing for each topic in the student's program of study. The instructor is available to provide individual help for the students. Lab Fee

TSMA 45 Pre-Algebra **3 CR**

Prerequisite: ACCUPLACER® arithmetic score of 49, or a "C" in TSMA 25. Students will learn the skills they need to be successful in a beginning algebra course. The course includes an introduction to integers and rational numbers, order of operations, variable and algebraic expressions, linear equations, graphing, application problems, proportions, geometric formulas, and basic computation of polynomials. Lab Fee

TRANSITIONAL STUDIES – READING (TSRE)

TSRE 55 Basic College Reading **3 CR**

Prerequisite: ACCUPLACER® reading score of 34. This course is designed to develop reading comprehension, vocabulary, fluency and critical reading skills. Students scoring less than 60 on the ACCUPLACER® reading assessment are advised to take no heavy reading courses until successful completion of this course. This course can also be taken in a learning-community format with TSLS 105, Learning Strategies for College Success. Lab Fee

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M.F.A., Savannah College of Art and Design
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B.S., Western Michigan University
M.S.N., Michigan State University
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M.L.S., Queens College City University of New York
Andrea Grant-Friedman, Instructor, Social Science
B.A., Rutgers University
M.A., Ph.D., University of California, Los Angeles
Cynthia Herbrandson, Professor, Human Anatomy and Botany
B.S., Michigan State University
M.A., Western Michigan University
John Hoye, Professor, CET/Networking
B.S., Michigan State University
M.A., Western Michigan University
Ph.D., Western Michigan University

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A.G.S., Kellogg Community College
B.B.A., Siena Heights University
M.A., Western Michigan University
Clark Imus, Instructor, Emergency Medical Services
A.A.S., Kellogg Community College
B.A.S. Siena Heights University
EMT-P EMS I/C
Chris Jakway, Professor, Philosophy
B.A., Spring Arbor College
M.A., Ph.D., Western Michigan University
David Johnson, Instructor, Transitional Studies-English
B.A., Eastern Michigan University
M.A., Mississippi State University
M.F.A., Western Michigan University
Elyse Jozlin, Instructor, English
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B.A., Western Michigan University
Patricia Kopf, Professor, Mathematics
B.M.E., GMI Engineering & Management Institute
M.B.A., University of Michigan, Flint
M.E., Nazareth College
Bridget Korpela, Professor, Dental Hygiene
B.S.D.H., M.S., University of Michigan
R.D.H.
Timothy Krueger, Professor, Industrial Trades, Industrial Electricity/Electronics
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B.S., Lake Superior State University
M.S., M.S., Western Michigan University
Karen Kulhanek, Professor, Nursing
B.S.N., Northern Michigan University
M.A., East Carolina University
Eric Laskovy, Professor, Physical Education/Coach
B.A., University of Arkansas
M.A., Western Michigan University
Craig Mack, Professor, English
B.F.A., Bowling Green State University
M.A., Mississippi State University
Kimberly Madsen, Professor, Office Information and Technology
A.G.S., Kellogg Community College
B.B.A., National University
M.A., Western Michigan University
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A.A.S., Lansing Community College
B.A., Spring Arbor University
Douglas Mann, Professor, Computer-Aided Drafting and Design
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B.S., M. Arch., University of Michigan
Kathy Mann, Professor, Human Anatomy/Physiology/Biology/Physical Education
B.S., Oakland University
M.A., M.A., Western Michigan University
Lin Marklin, Professor, English
B.A., Michigan State University
M.S., Michigan Technological University
M.A., M.A., Western Michigan University
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Susan McCabe, Professor, Business Management
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M.A., Spring Arbor University
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B.S., M.A., Western Michigan University
Kimberly K. Montney, Professor, Business Administration
B.S., M.S., Ferris State University
M.S., Capella University
Jason Moore, Instructor, Machining Technology
A.A.S., Kellogg Community College

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B.A., Hatfield Polytechnic
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.S.N., University of Michigan
M.S.N., Wayne State University
R.N.
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B.S., Tri-State University
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B.A., M.A., Western Michigan University
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M.A., University of East Anglia
Ph.D., University of Houston
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M.F.A., University of Montana
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A.S., Northwestern Michigan College
B.S., M.A., M.S., Western Michigan University
Julie Roberts, Professor, Physical Therapist Assistant/ Program Coordinator
B.S., University of Michigan
B.S., M.S., Andrews University
Jennifer Rodriguez, Instructor, Nursing
A.A.S., College of Lake County
B.S.N., Western Michigan University
M.S.N., South University
R.N.
Penny Rose, Instructor, Graphic Design
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A.G.S., Kellogg Community College
B.A.S., Miller College
M.A., Siena Heights University
Saeed Sabouni, Professor, Mathematics
B.S., Saginaw Valley State University
M.S., M.S., Michigan State University
Matthew Samra, Professor, English
B.A., M.A., Western Michigan University
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B.S., B.S., M.S., Michigan State University
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A.A., Washtenaw Community College
A.A.S. Kellogg Community College
B.A.S. Siena Heights University
M.S., University of Texas Health Science Center at San Antonio
Ruth Schultz, Professor, Computer Engineering Technology
B.S., M.S., Michigan State University
Graham Smith, Professor, Mathematics
B.A., Hope College
M.A., Western Michigan University
Jason R. Smith, Professor, Anatomy and Physiology
B.A., University of New Orleans
M.S., Rutgers University
Ph.D., Tulane University
Jennifer Smith, Professor, Chemistry
B.S., North Carolina State University
Ph.D., Michigan State University
Ronald A. Smith, Professor, Physical Science
B.S., M.S., Indiana State University
Lynn Smolarkiewicz, Professor, Nursing
B.S.N., Nazareth College
M.S.N., Grand Valley State University
Mindi Snyder, Professor/Coordinator, Radiography Program
A.A.S., Baker College
B.S., Western Michigan University
R.T.(R) (ARRT)
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B.S., Michigan Technological University
M.A., University of Iowa
M.S., South Dakota State University
Susan Stetler, Professor, Mathematics
B.A., Michigan State University
M.A., Western Michigan University

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M.A., Eastern Michigan University
Temple Stovall, Professor, Nursing
B.S.N., Oral Roberts University
M.S.N., Michigan State University
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B.G.S., University of Michigan
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Ph.D., Northcentral University
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M.S.N., Michigan State University
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Cert. Holistic Healthcare
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M.S., National University
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M.S., Eastern Michigan University
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EMT-P, EMS I/C
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B.B.A., Western Michigan University
D.B.A., George Fox University
M.A., Spring Arbor University
Tom Webster, Professor, English
B.A., Grand Valley State University
M.F.A., Western Michigan University
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M.E., Eastern Illinois University
Ph.D., University of Illinois
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B.L.S., Hillsdale College
M.F.A., Florida State University
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Cert., A.A.S., Kellogg Community College
B.A.S., Miller College
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Lisa Zimmer, Instructor, Simulation Coordinator, Nursing (temporary)
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Jazmine Arms, Clerk, Academic Support
A.A.S., Kellogg Community College
B.B.A., Siena Heights University
Kari Barton, Clerk, Bookstore
A.A.S., ITT Technical Institute
Chad Bertelson, Technician, User Support
Jacqueline Braman, Secretary, EMS
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Teresa Brayton, Secretary, Grahl Center
B.A., Michigan State University
Abbie Brennan, Secretary, Lifelong Learning
Dayton Buhs, Utility II
Barbara Burdick, Secretary, Human Resources
Word Processing Cert.,
Medical Secretary Diploma, Argubright Business College
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B.A., Olivet College
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B.A., Siena Heights University

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MQC credentials
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B.A., Warner Southern College
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B.A., Siena Heights University
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B.A., Western Michigan University
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A.B.S., Delta College
Karolyn Roberts, Secretary, Grahl Center
A.A.S., Kellogg Community College
Rachel Roelof, Staff Assistant, Media Design
B.F.A., Michigan State University
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A.A.S., Kellogg Community College
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B.B.A., Western Michigan University
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A.G.S., Kellogg Community College
Kristen Stolz, Secretary, Public Information and Marketing
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B.S., Michigan State University
Ph.D., University of Kentucky
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Linda Younglove, Learning Systems Analyst
A.A., Huntington College

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Wendy Crawford
Kevin Henning
Chris Hollenbeck
Dan Wilson

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Harold Adamson
Jan Burland
Kathy Carlin
Barbara Frederick
Diane Housley
Stephen Jenkins
Julie Stratos

Computer-Aided Drafting and Design Technology
Will Childs
Doug Cook
Kelly Cowell
James Davis
Ed Domke
Darren Hervey
Matt Hozberger
Marguerite Johnson
John Moffett
Dan Nelson
Chris Reniger

Computer Engineering Technology
Richard Bowser
Andy Dixon
Paul Fedele
Diop Harris
Dan Harrow
Dean Miller
Walt Mills
Michael Nofs
Chuck Norton
Brian Potter
Kandy Slack

Dental Hygiene
Michelle Bauman
Tim Chandler
Kip Etheridge
Renae Etheridge
Thomas Goodsell
Todd Halonen
McKenzie Holt Messenger
Holly Schaeffer
Tera Wilson
Krista Winchel

Early Childhood Education
Sandy Allen
Courtney Berger
Sheley Bess
Meredith Dodson
Linda Dove
Tonya Everhart
Ella Fabel-Ryder
Justina Franklin
Mark Gothberg
Michele Lloyd
Nicole Losey
Pattie Walter
Ashley Zuehlke

Emergency Medical Technology
Dirk Borton
Mark Burke
David Schmaltz
Michael Shoesmith
Ron Slagell
Jim Stevens
Dan Stewart
Jeff Troyer

Graphic Design
Ayesha Amin
Eric Greene
Bruce Kreps
Heidi LaGrow
Kyle Maurer
Mark Meszaros
Ed Quinones
Christopher Rabineau
Pete Wafford
Nancy Weaver
Alexander Wedel
Bill Wilson

Human Services
Linda Barlow
Christopher Bitgood
Tammy Burbey
Laura Daugherty
Lisa Foley
Doreen Harrison
Nichole Way

Industrial Electricity and Electronics
Brian Byler
Steve Claywell
Chuck Crouch
Ted Douglas
Randy Francis
Craig Furney
Mike Holcomb
Don Orton
Jim Perry
Phil Reese
Fred Rowe
Tim Shirey
Rick Spencer
Ramond Wheaton

Industrial Machining Technologies/Tool and Die
Brad Adams
Stacy Ashley
Chris Austin
Dave Ball
Paul Berkimer
Jason Boarts
Jack Carlson
John Evankovich
Ted Finch
Mark Gothberg
Lanny Green
Marvin Herman
Rex Hook
Mike Judd
Mark Laughlin
Jeremy Mills
Curt Orr
Don Pierce
Justin Soule

Mike Stevens
Bill Stoffer
Terry Thweatt
Mark Wallace
Nick Wight-Garfield
Ken Wilson

Industrial Pipefitting and Industrial Heating, Ventilation, Air Conditioning, and Refrigeration
David Cape
Nick Carter
Walt Collins
Mark Czopek
Matt Dunham
Joe Michilizzi
Ross Porter
Andy Redlon
Jack Warner
Chad Watson
Alex Witt

Industrial Technology
Matt Arnett
Patricia Bey
Kerry Boulter
Ryan Burkey
Doug Casebeer
Michael Collins
Randy Crusciel
John Evankovich
Paul Fronsman
Lisa Gavranovic
Lanny Green
Ed Hammock
Robert Hampton
Tim Henry
Timothy Hogan
Dan Piechnik
Les Raymond
Randy Roth
Fred Rowe
Mark Rushford
Don Smith
Chris Withers
Ken Wilson
Tom Worthington

Industrial Welding
Warren Banaszewski
Tony Bitz
Steve Casselman
Rich Freiberg
Stephanie Gilbert
Jeff Landers
Joe Michilizzi
Randy Norris

Law Enforcement
Robert Baker
James Blocker
Martin Brown
David Gilbert
Timothy Hurtt
Matthew Saxton
James Schwartz

Nursing Education
Jack Boehmer
Susan Kay Clark-Ryan
Patti Ernst
Jonathan Everett
Khristina Grimm
Lyndi Henry
David Irvine
AJ Jones
Amy Kleinfelt
Charlotte Pavilanis
Stephanie Priest
Ladd Reinhold
Gloria Robertson
Mary Rose
Tim Staffen
Diane Tramel
Kathleen Walsh
Susan Watson

Office Information Technology
Chris Bowhuis
Bob Dakin
Chris Kanouse
Diana MacGregor
Cathy Marvin
Tracy Miller
Beatrice Orns
Rachel Roach
Megan Russell
Susan Sobeske
Mike Tarn
Jan Walton
Krista Winchel
Leslie Zalner

Photography and Multimedia
Doug Allen
Bob Conway
Hollis Conway
Jim Hunter
Jerry Mackey
Dave Melges
Becky Turbin

Physical Therapist Assistant
Barry Buchanan
Barb Eby
Candy Kane Habenicht
Sally Lyons
Michelle McBride
Charles Middleton
Lisa Middleton
Kim Millin
Carrie Moran
Tim Obrig
Carla Pejakovich
John Pidcock
Joanna Ross
Gregg Tharge
Jenny Weitting

Radiography
Sarah Desmond
Chris Davison
Tom Mushett
Donna Ellis
Joshua Scheller
Courtney Jacoby
Bruce Goethe
Eric Payne
Donald Graham
Chris Wetzel
Gerry Turowski
Krista Winchel

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	½		1	1	1		½	1	1			1	1	2	Ac,Ty
Administrative Assistant	4	½		1				½	1	1			1	1	2	Ty,Ac
Anthropology	4	½		1	1	1	1	1	1	1	1	1	1	1	1	FL,Ge,P,So
Art	4	½		1	1			½	1	1				1	2	A,D,GA
Biology	4	½		1	1	1	1	½	1	1	1	1		2	2	FL,L,M
Broadcast Communications	4	1		1	1			½	1	1				1	2	FL,J,L
Business Administration	4	½		1	1	1	1	1	1	1			3	2	2	Ty,FI
Business Management	4	½		1	1	1	1	1	1	1			1	2	2	Ac,Ty
Chemistry	4	½		1	1	1	1	½	1	1	1	1		2	2	FL,L,M
Computer Engineering Technology	4	½		1	1			1	1	1		1		1	1	D
Criminal Justice	4	½		1	1	1	1	1	1	1	1	1		2	2	FL,Ty
Dental Hygiene	4	½		1	1			½	1	1	1			1	2	Ty
Early Childhood Education	4	½	1	1				1	1	1			1		2	Ac, Hsc, L, P, M, So
Education	4	½		1	1	1	1	½	1	1	1	1	1	2	2	FI,Ty
EMT (Paramedic)	4	½		1				1		1	1					Hsc
Engineering	4	½		1	1	1	1	½	1	1	1	1		1	1	A,FL,L,M
English	4	½		1	1			½	1	1			1	1	2	L, FL,P,A,Ty
Fire Science	4	½		1	1			½	1	1	1	1		1	2	EE,MS,So
Foreign Language	4	½		1	1			½	1	1			1	1	1	L,P,Ge,FL
History	4	½		1	1			1	1	1				1	1	FL,Ge,L,P,So
Human Services Technician	4	1		1				1	1	1				1	2	Sp,E,P,FL
Industrial Trades	4	½		1	1			1	1	1		1		1	1	D,EE,MS,W

Journalism	4	½		1	1			½	1	1			1	1	2	FL,Ty,L,P
Legal Assistant	4	½		1	1			1	1	1			1	1	2	Ty,Ac
Legal Secretary	4	½		1				½	1	1			1	1	2	Ty,Ac
Liberal Arts	4	½		1	1			½	1	1			1	1	2	FL,Ty,L,P,So,M
Mathematics	4	½		1	1	1	1	½	1	1	1	1		2	2	FL,L,M
Mechanical Technology	4	½		1	1			1	1	1		1		1	1	MS
Medical Laboratory Tech.	4	½		1	1	1		½	1	1	1		1	1	2	Ty
Medical Secretary	4	½		1				½	1	1			1	1	2	Ty,Ac
Medicine	4	½		1	1	1	1	½	1	1	1	1		1	1	A,FL,M,L
Music	4	½		1	1			½	1	1				1	2	M
Nursing, ADN	4	½		1	1	1		½	1	1	1			1	2	Ty
Pharmacy	4	½		1	1	1	1	½	1	1	1	1		1	1	A,FL,L,M
Philosophy	4	½		1	1	1	1	½	1	1	1	1	1	1	1	Ty
Physics	4	½		1	1	1	1	½	1	1	1	1		2	2	FL,L,M
Physical Education	4	1		1	1			½	1	1			1	1	1	Anat & Phys
Physical Therapist Asst.	4	½		1	1			½	1	1	1	1		1	2	Anat & Phys
Political Science	4	1		1	1	1	1	1	1	1			1	1	1	FL,Ge,P,So
Pre-Law	4	½		1	1	1		½	1	1			1	1	2	FL,P,Ty,L
Production Technology	4	½		1	1			1	1	1		1		1	1	FL,L,M
Psychology	4	1		1	1	1	1	1	1	1			1	1	1	Ge,P,So
Public Relations	4	1		1	1			½	1	1				1	2	FL,J,L
Radiography	4	½		1	1			½	1	1	1	1	1	1	2	Ty
Social Work	4	1		1	1			1	1	1			1	1	1	FL,Ge,L,P,So
Sociology	4	1		1	1	1	1	1	1	1			1	1	1	FL,Ge,L,P,So
Speech Communication	4	1		1	1			½	1	1				1	2	FL,J,L
Theatre Arts	4	1		1	1				1	1					2	L,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	
Veterinary Medicine	4	½		1	1	1	1	½	1	1	1	1		1	1	A,FL,L,M
Word/Information Proc.	4	½		1				½	1	1			1	1	2	Ty,Ac
CERTIFICATES																
Accounting	4	½		1	1	1		½	1	1			1	1	2	Ty,Ac
Early Childhood Education	4	½	1	1				1	1	1			1	2	2	Ac, Hsc, L, P, M, So
Clerical Assistant	4	½	2					½	1	1			1	1	2	Ty,Ac
Graphic Design	4	1		1	1			½	1	1				1	2	A,GA,Ty
Fire Science	4	½		1	1			½	1	1	1	1		1	2	EE,MS,So
Gerontology	4	1		1				1	1	1				1	2	E,FL,P,So
Management	4	½		1	1			½	1	1			1	1	2	Ac,Ty
Nursing, Practical	4	½		1				½	1	1				1	2	
Radio/Television Broadcasting	4	1		1	1			½	1	1				1	2	J, Ty
Video Production	4	1		1	1			½						1	2	Ty
Word Processing	4	½	2					½	1	1			1	1	2	Ty,Ac

Directory of Services

Kellogg Community College

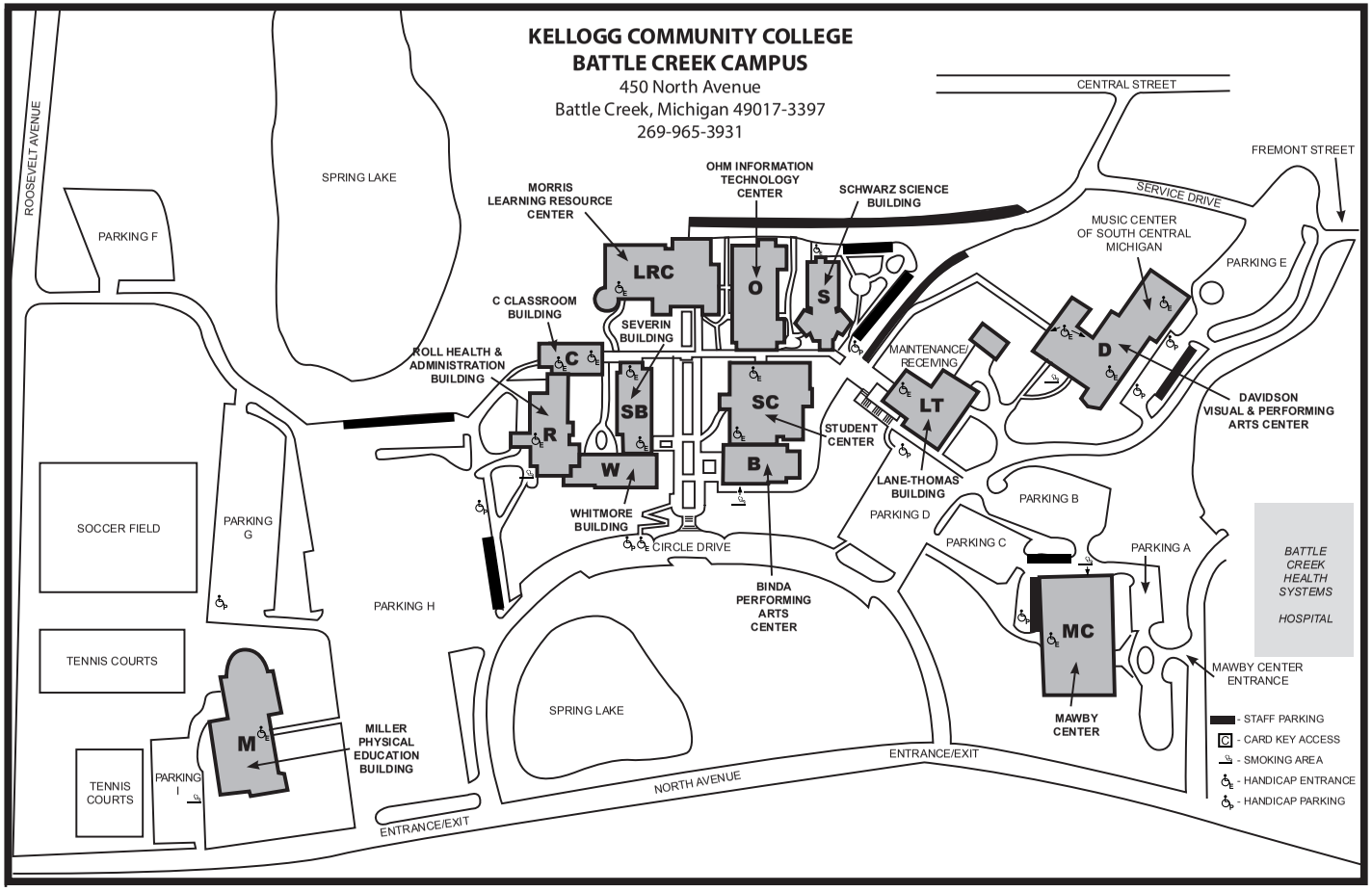
450 North Avenue
Battle Creek, MI 49017-3397
269-965-3931

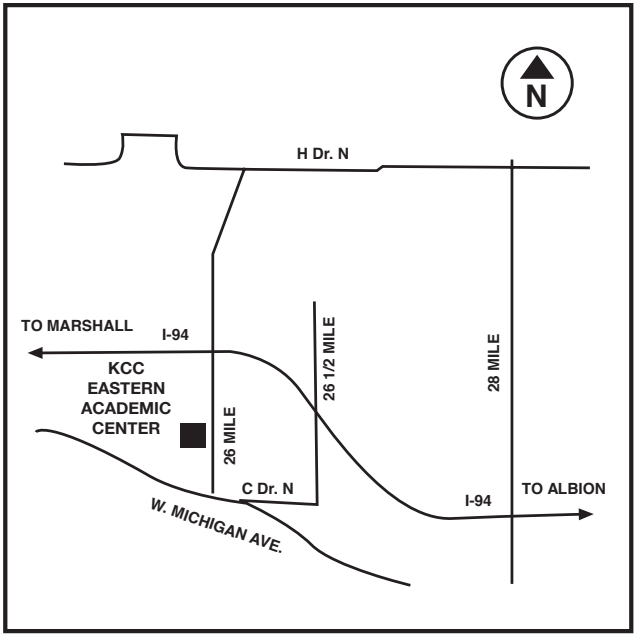
Academic Advising
Student Center
965-4124
Academic Support Department
Ohm Information Technology Center
Extension 2296
Admissions
Student Center
965-4153
Apprenticeship
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49015
965-4137
Athletics
Miller Building
965-4151
Elizabeth Binda Performing Arts Center
Extension 2577
KCC Bruin Bookstore
Lane-Thomas Building
965-4128
Cultural Events
Davidson Building
965-4126
Dental Clinic
Roll Building
Extension 2300
Eastern Academic Center
14055 26 Mile Road
Albion, MI 49224
517-630-8169
Fehsenfeld Center
2950 West M-179 Highway
Hastings, MI 49058
269-948-9500
Financial Aid
Ohm Information Technology Center
965-4123
Grahl Center
125 Seeley Street
Coldwater, MI 49036
517-278-3300
Industrial Trades
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49015
965-4137
Learning Resource Center
Emory W. Morris Learning Resource Center
965-4122
Lifelong Learning
Ohm Information Technology Center
Extension 4134
Records and Registration
Student Center
965-5522
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
965-4137
Security
Student Walkway
Extension 2567
965-4147
Career and Employment Services
Student Center
565-2637
Student Life
Student Center
565-2634
Support Services
Student Center
965-4150
Testing and Assessment Center
Ohm Information Technology Center
965-4136
Tutoring
Ohm Information Technology Center
Extension 2392

Workforce Solutions
Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
965-4137

Administration

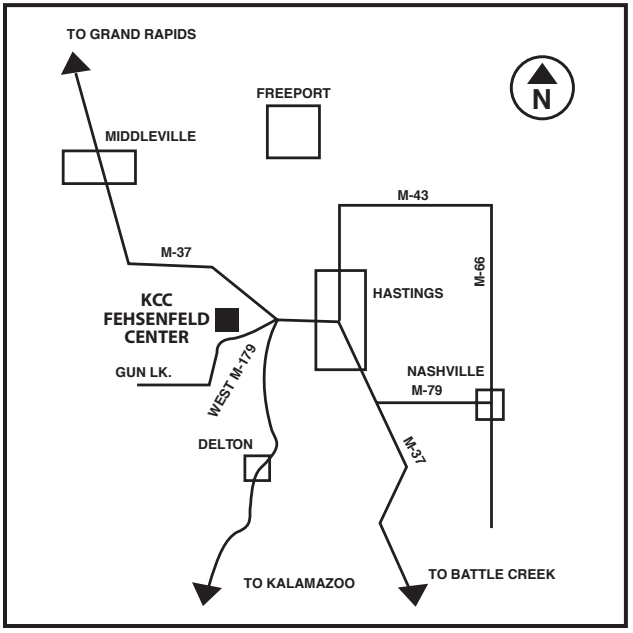
Office of the President
Roll Building, Room 301C
Extension 2204/2357
Vice President for Administration and Finance
Roll Building, Room 301D
Extension 2234/2251
Vice President for Instruction
Roll Building, Room 301G
Extension 2654/2065
Vice President for Student and Community Services
Roll Building, Room 301F
Extension 2241/2611
Dean of Arts, Sciences, and Regional Education
Roll Building, Room 301J
Extension 2364/2250
Dean of Workforce Development
Roll Building, Room 301I
Extension 2364/2315


KELLOGG COMMUNITY COLLEGE
BATTLE CREEK CAMPUS
450 North Avenue
Battle Creek, Michigan 49017-3397
269-965-3931
ROOSEVELT AVENUE
CENTRAL STREET
FREMONT STREET
SERVICE DRIVE
SPRING LAKE
PARKING F
MORRIS LEARNING RESOURCE CENTER
OHM INFORMATION TECHNOLOGY CENTER
SCHWARZ SCIENCE BUILDING
MUSIC CENTER OF SOUTH CENTRAL MICHIGAN
PARKING E
LRC
O
S
C CLASSROOM BUILDING
SEVERIN BUILDING
ROLL HEALTH & ADMINISTRATION BUILDING
C
SB
R
W
SC
B
MAINTENANCE/ RECEIVING
LT
D
DAVIDSON VISUAL & PERFORMING ARTS CENTER
STUDENT CENTER
LANE-THOMAS BUILDING
WHITMORE BUILDING
CIRCLE DRIVE
PARKING B
PARKING D
PARKING C
PARKING A
SOCCER FIELD
PARKING G
PARKING H
BINDA PERFORMING ARTS CENTER
BATTLE CREEK HEALTH SYSTEMS
HOSPITAL
TENNIS COURTS
MC
MAWBY CENTER ENTRANCE
MAWBY CENTER
M
MILLER PHYSICAL EDUCATION BUILDING
SPRING LAKE
TENNIS COURTS
PARKING I
NORTH AVENUE
ENTRANCE/EXIT
ENTRANCE/EXIT
- STAFF PARKING
C - CARD KEY ACCESS
- SMOKING AREA
- HANDICAP ENTRANCE
- HANDICAP PARKING



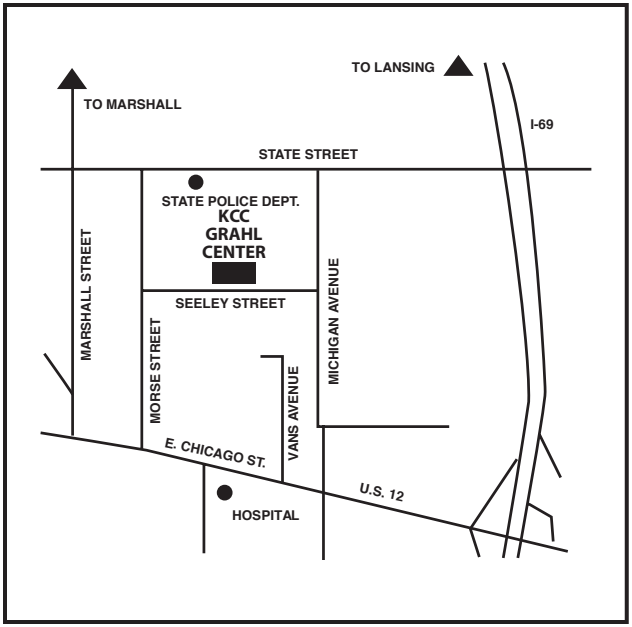
Eastern Academic Center

14055 26 Mile Road
Albion, MI 49224
517-630-8169



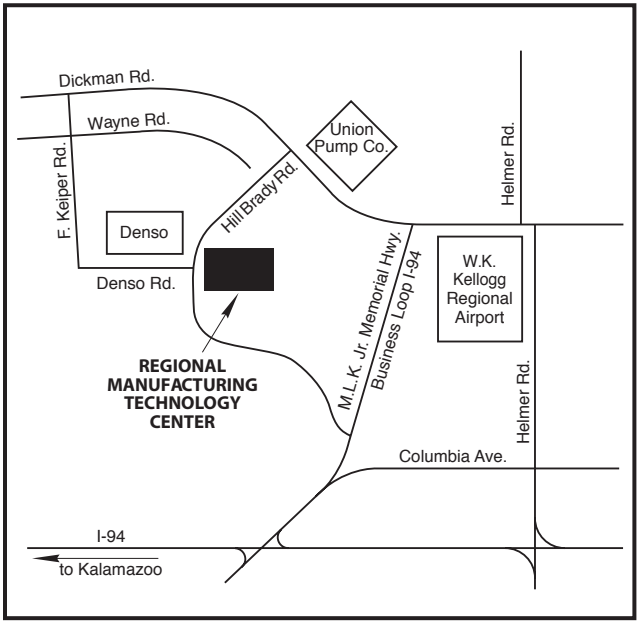
Fehsenfeld Center

2950 West M-179 Highway
Hastings, MI 49058
269-948-9500



Grahl Center

125 Seeley Street
Coldwater, MI 49036
517-278-3300



Regional Manufacturing Technology Center

405 Hill Brady Road
Battle Creek, MI 49037
269-965-4137

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