

# **Kirtland Community College**

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# WELCOME

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## A MESSAGE FROM THE PRESIDENT

Kirtland Community College welcomes you as a member of the college family and as a participant in its programs and services. We in the faculty, administration, and staff wish to assure you that you are the reason for our being here. The extent to which your plans and dreams are realized here at Kirtland is a direct measure of the college's success.

At Kirtland Community College we strive to create an atmosphere of understanding and trust as well as an environment conducive to your educational development. It is with this attitude that we serve you and the community, and welcome you to the college.

Sincerely,

Dorothy N. Franke, Ph.D.  
President

## BOARD OF TRUSTEES

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Chairman

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Trustee

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Controller

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Director Learning Resources

**Katherine Nemeth**  
Vice President for Operations

**Paul Durbin**  
Dean of Instruction

**Richard Silverman**  
Vice President for Instruction

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## CATALOG INDEX .....

The Student Handbook is the first section of this catalog, pages 1-46.  
 The Financial Aid Handbook is included in this section, pages 11-19.

The contents of the catalog are subject to change. Check the class schedule for the most current information.  
 The catalog cannot be considered as a contract or agreement between  
 the individual student and Kirtland Community College or its administrators.

Kirtland Community College is an equal opportunity institution, encourages diversity, and does not discriminate against race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, disability, or other protected category under Michigan and federal law. Compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) is a priority of the college. Katherine Nemeth, Vice President for Operations, is the 504 Coordinator. Carole Chilton, Director of Special Populations, is the ADA Compliance Officer.

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# VISION AND VALUES

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## MISSION

The purpose of Kirtland Community College is to improve the quality of life in the Kirtland region by providing educational programs and services.

## GUIDING PRINCIPLES

Kirtland's mission stems from a commitment to the development of the individual and is guided by the underlying belief that learning is a lifelong process, which must consider an individual's life experiences, motivation, and readiness to learn. Through this process, people can become more independent and sound in their thinking, make better decisions, grow in self-esteem and gain greater control over their lives.

Education is a responsibility shared by the college, the individual, and the community. Education should stimulate creative, productive participation; instill the abilities to think critically and communicate effectively; foster change in attitude and behavior; encourage exploration and instill desire to seek further knowledge; and foster a commitment to improving the quality of life in the community.

The community is defined as a region served, as well as a climate created. Kirtland's role within the community is to establish and build partnerships based upon shared values and common goals. Through these partnerships, Kirtland becomes a source of educational, civic, and cultural renewal.

The content of programs and types of services, the methods through which they are delivered, the way the members of the college family work with one another, and the relationship between the college and the community reflect these guiding principles.

## How Kirtland Accomplishes Its Mission

Kirtland Community College accomplishes its mission by offering programs that prepare students for employment, that prepare students for transfer to four-year colleges, and that provide the region with a variety of academic, vocational, and cultural opportunities. The college does this by offering associate degree programs, certificate programs, developmental courses, and continuing education courses. To complement its educational programs, Kirtland also provides support services such as orientation, academic placement testing, advising, financial assistance, remediation, tutoring, counseling, career planning, and job placement services, all of which increase the likelihood of student success.

The college also serves the people and communities of the region by:

1. Serving as an information center/clearinghouse
2. Making its physical facilities and human resources available to citizens and community groups
3. Serving as a cultural and entertainment center that provides citizens with the opportunity for enriching experiences not normally available to rural communities
4. Participating with groups, individuals and agencies in the economic growth and development of the Kirtland region
5. Working cooperatively with local educational and community agencies to broaden and improve the educational opportunities for all residents of the region

## KEY SUCCESS FACTORS

As a provider of personal and career enhancement options, carving a visible niche in an overly competitive environment is no small challenge. There is an almost compulsive tendency to strive to be all things to all people. To set out in this direction would quickly deplete the institution's valuable resources, or so fragment the mission and purpose of the college that it would severely limit Kirtland's ability to serve the needs of its constituents.

Within this context, four key factors have been deemed essential to the fulfillment of Kirtland's mission and purpose. These are:

### Quality of Educational Experience

Regardless of the reason for which learners come to Kirtland to meet their educational and personal enrichment needs, the quality of their learning experience(s) and association with the institution will be a critical determinant of long-range success for the college. Issues of quality are not limited to the usual focus on assessment of teaching; rather, there are several additional attributes that uniquely contribute to degrees of excellence in the learning process:

#### Spirit of Partnership

Education is held to be a mature partnership process between the learner and the institution (in each and all of its many facets). Each partner shares the responsibility for contributing to meaningful educational and personal enrichment outcomes. The student assumes the responsibility for commitment to learning; the institution, through its faculty and staff, is accountable for creating and maintaining an effective quality learning environment.

### Education as "Guided Learning"

Rather than the limited, traditional concept of teachers as gatekeepers of knowledge, Kirtland faculty exercise their role as "managers of learning environments," which assumes the spirit of partnership in the educational process.

### **Learner Maturity**

The life experiences of learners are recognized and valued as integral components of the educational process. The outcome engenders self-esteem as an inherent part of the educational process.

### **Professional Integrity**

The mission and purpose of Kirtland demands the highest degree of integrity in the exercise of responsibilities, regardless of one's role and/or affiliation with the institution, be it faculty, student, administrator, support staff member, or individual within the community at large within the Kirtland region. Success and survival of Kirtland as a viable force correlates directly to a collective dedication to use to the fullest: the expertise, knowledge, skill and experience available to support the institution in the achievement of its mission.

### **Joy**

What makes Kirtland truly unique is that those who are associated with the institution find a deeply personal satisfaction in that association. There is a sense of joy in the relationships and of accomplishment in the work. A faculty member's observation typifies the feelings of those who have an affiliation with the college, regardless of status, function or role: "I love what I teach because I respect who I teach. I love what I do because I am doing what I love."

## **External and Internal Support Networks**

Kirtland is comprised of more than groups of students and faculty. There is a complex network of interdependent entities each with varied levels of expertise, knowledge, training and experience that exists within the context of both the institutions and the larger community served. The challenge is to bring about and maintain a harmonious balance in which the functioning of these interrelated networks supports the institution's mission and purpose.

### **Financial Stability**

Proper fiscal planning and management are imperative in today's economy. Kirtland is impacted by federal, state, and local economies. Two ongoing programs of operations are warranted: (1) financial planning that promotes income for the institution coupled with (2) sound budgeting and expense allocations in day-to-day operations.

### **Responsive Leadership**

Marshaling the resources necessary to establish, monitor, and manage programs and activities to foster success and effectiveness in the three critical areas noted above will require exemplary leadership. To lay a solid foundation for progress and movement into the future, a committed and visionary leadership group of highly skilled and respected professionals should be called to action. Working in various capacities but dedicated toward the common mission, the leadership team will ensure the fulfillment of the college's objectives.

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## **ASSURANCE OF QUALITY**

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Kirtland Community College is committed to graduating students of high quality, fully capable of performing the skills specified in the student's major, and in the area of the college's general degree requirements. Kirtland Community college offers assurance to its students, prospective employers, and to transferring institutions, that individuals holding degrees or certificates are fully capable of competent performance.

1. Transferring students, who meet the admission criteria of the four-year college or university, should be able to perform at a level equal to or better than those students who were admitted as freshman at the transferring institution.

The college will, upon recommendation from the institution to which the student transferred, allow the student to retake any course or courses previously completed at Kirtland in areas deemed deficient. This retake shall result in no tuition or fee charges for the student. If a retake at Kirtland is not preferred and the student shows proof of enrollment

in an equivalent course at another college, the college will refund the tuition and fees paid by the student for the Kirtland course or courses in question.

2. Non-transferring students, who earn a degree or certificate, can be expected to perform competently in the area in which they were instructed. Any employer who views a Kirtland Community College graduate as not possessing appropriate entry level skills, and can specify such deficiencies, may request remediation. The student will be allowed to retake a specified course or courses without an additional tuition or fee charge. If a retake at Kirtland is not preferred and the student shows proof of enrollment in an equivalent course at another college, the college will refund the tuition and fees previously paid by the student for the Kirtland course or courses in question. The college recognizes that unused skills decay rapidly. The assurances offered herein are made for individuals who transfer or gain employment within a year of receiving a degree or certificate and are limited to courses numbered 100 or above completed at Kirtland Community College

with a 'C' grade or better. Furthermore, this assurance does not apply toward performance on licensing or civil service examinations. Finally, Kirtland Community College graduates must have initiated their program of study after May 1989.

Kirtland Community College graduates, who are eligible to apply for compensation in accordance with Kirtland's Assurance of Quality policy, must have their employer or transferring institution submit a completed Assurance of Quality Compensation Request Form to the student services office.

### GENERAL EDUCATION CORE PROJECT

Kirtland Community College is committed to the belief that all graduates should possess the skills and breadth of knowledge necessary to realize their potential to live full and productive lives. This belief forms the foundation of Kirtland's commitment to the process and goals of general education.

General education is the heart of the educational experience at Kirtland. General education seeks to make people intellectually well-rounded, whole, and complete. It comprises that core of knowledge and skills that educated people need regardless of what career or vocation they enter. The pursuit of general education provides learners with the broad intellectual foundation necessary for continuing growth to achieve their potential and become successful lifelong learners in a changing world. General education provides the common knowledge and skills which enable us to understand one another, interact, collaborate to solve problems, and build an effective community.

Kirtland Community College seeks to achieve the aims of general education in three ways:

1. **The General Education Core**  
Every degree-seeking student completes a core of courses which nurture foundational competencies in critical reasoning, writing and communication, scientific inquiry, mathematical reasoning, computer literacy, and other areas.

2. **General Education Across the Curriculum**  
All of Kirtland's degree courses, regardless of discipline, are designed to build upon, apply, and continue to nurture the development of the knowledge and skills acquired in the general education core.

3. **Extracurricular Programs and Events**  
Kirtland seeks to extend, foster, and enrich the general education experience for its students through a variety of extracurricular programs and events, such as:

- Kirtland Art Gallery
- Brown Bag Lunch Series
- Center for the Performing Arts
- Continuing Education Program
- Controlled Burn Reading Series
- Cultural Events
- Global Awareness Program
- Kirtland Youth Theatre
- Performing Artists Series
- Service Learning Program
- Student Writing and Art Competitions
- Volunteer Center
- Kirtland's Warbler Festival

These and other cultural activities and programs at Kirtland help to foster intellectual curiosity, cultural enrichment, communication, critical thinking, diversity, lifelong learning, social and cultural awareness, and other general education goals.

For further information about Kirtland's continuing effort to implement the goals of general education and to assess its effectiveness in achieving them, visit the web site of the college's General Education Core Project at:  
<http://www.kirtland.cc.mi.us/gened/>

## COLLEGE OVERVIEW

### ESTABLISHMENT OF THE COLLEGE

On March 7, 1966, in accordance with provisions of Public Act 188 of the Michigan Public Acts of 1955, Kirtland Community College was created by a vote of the electorate from six local K-12 school districts (Crawford-AuSable, Fairview Area, Gerrish-Higgins, Houghton Lake, Mio-AuSable and West Branch-Rose City). With this approval, the largest Michigan community college district was formed. The college's district totals 2,500 square miles and consists of all or part of nine counties. Approximately 65,000 people reside within the college's district.

### LOCATION

Kirtland Community College, located close to the geographic

center of the college's district, is accessible by F-97 from the north and south and by M-18 to County Road 603 from the west.

The location is very rural and is approximately 170 miles north of Detroit, Michigan. Kirtland is surrounded by the following communities (approximate distances from the college are listed):

Grayling . . . . .	30 miles
Fairview . . . . .	40 miles
Frederic . . . . .	35 miles
Houghton Lake . . . . .	30 miles
Mio . . . . .	30 miles
Roscommon . . . . .	11 miles
Rose City . . . . .	35 miles

St. Helen . . . . . 8 miles  
 West Branch . . . . . 25 miles

**ACCREDITATION**

Kirtland Community College is accredited by the Michigan Commission on College Accreditation and the North Central Association of College and Secondary Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; 800-621-7440. The college also holds membership in the Michigan Community College Association and the American Association of Community and Junior Colleges.

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools granted Kirtland Community College status as candidate for accreditation in 1972, and the college has been accredited as an associate degree-granting institution since 1975.

Students wishing to view documents pertaining to the accreditation and licensing of Kirtland Community College should submit their request in writing to the President's office.

The request will be processed within five (5) business days of receipt. Any request requiring the copying of more than 50 pages will be assessed a copy fee of 10 cents per page.

**CALENDAR**

Kirtland operates on a semester calendar. There are two 15-week semesters, starting in late August and mid-January. A shorter session is offered during the summer and begins in June.

**DEGREES AND CERTIFICATES**

Kirtland offers fifty vocational (technical career oriented) certificate and degree programs and five transfer degree programs. Transfer programs are designed for students planning to complete up to half of a bachelor's degree prior to enrollment at a university. Last year, 290 students graduated from Kirtland with a degree or certificate.

**ENROLLMENT**

Approximately 2,650 students are served annually by Kirtland through college level and community service classes. While 44 percent of Kirtland's students are under the age of 24, the average age is 31. Approximately two-thirds of the students attend on a part-time basis. Most are at least part-time employed.

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**STUDENT PROFILE (1998 Fall Semester)**

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**Total enrollment (end of semester): 1262**

**Student Gender:**

Males . . . . . 36%  
 Females . . . . . 64%

**Student Age Distribution:**

24 and under . . . . . 44%  
 25 to 39 . . . . . 32%  
 40 to 59 . . . . . 17%  
 60 and older . . . . . 7%

**Average Age: 31**

**County of Residence:**

Crawford . . . . . 15%  
 Ogemaw . . . . . 18%  
 Oscoda . . . . . 9%  
 Roscommon . . . . . 27%  
 Other . . . . . 31%

**Student Status:**

FTIAC (first time in any college) . . . . . 25%  
 Returning to KCC . . . . . 61%  
 First-time Transfer . . . . . 8%  
 Guest . . . . . 1%  
 Unknown . . . . . 5%

**Student Program Areas:**

Automotive . . . . . 3%  
 Business . . . . . 9%  
 Contracting with Business & Industry . . . . . 2%  
 Cosmetology . . . . . 2%  
 Criminal Justice . . . . . 6%  
 Health Occupations . . . . . 18%  
 Industrial Technology . . . . . 7%  
 Secretarial . . . . . 6%  
 Transfer . . . . . 24%

**Student Credit Hour Load:**

Non-Credit . . . . . 4%  
 Part-Time: 1-11 cr. hrs . . . . . 59%  
 Full-Time: 12 & over cr. hrs. . . . . 37%

**Average Student Cr. Hr. Load: 9.3 Credit Hours**

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# 1999-2000 COLLEGE CALENDAR

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Approved by Board of Trustees February 11, 1999 **Dates are subject to change. Please check the current class schedule.**

## FALL 1999 SEMESTER

Early Fall 1999 Registration ..... Monday & Wednesday  
July 12, 14, 19, 21, 1999

Nursing Begins ..... Monday, August 23, 1999

Fall Registration ..... Wednesday-Friday  
August 25, 26, 27, 1999

Fall '99 Semester Begins ..... Monday, August 30, 1999

Late Registration ..... Monday & Tuesday  
August 30, 31, 1999

Labor Day Break ..... Monday & Tuesday  
September 6-7, 1999

Thanksgiving Break ..... Thursday-Sunday  
November 24-28, 1999

Last Day of Fall '99 Semester ..... Saturday  
December 18, 1999

## WINTER 2000 SEMESTER

Nursing Begins ..... Friday, January 14, 2000

Winter Semester Registration ..... Wednesday-Thursday  
January 19-20, 2000

Winter Semester Begins ..... Friday, January 21, 2000

Late Registration ..... Friday & Monday  
January 21 & 24, 25, 2000

Spring Break ..... Sunday-Sunday  
March 19-26, 2000

Good Friday/Easter Break ..... Friday-Sunday  
April 21-23, 2000

Graduation ..... Friday, May 12, 2000

Final Day of Winter Semester ..... Saturday, May 13, 2000

## SUMMER 2000 SESSION

LPN/ADN Begins ..... Monday, May 15, 2000

Registration ..... Thursday & Friday  
June 1 & 2, 2000

Summer Session Begins ..... Monday, June 5, 2000

Late Registration ..... Monday & Tuesday  
June 5 & 6, 2000

ADN Session Ends ..... Friday, June 9, 2000

Independence Day Break ..... Monday & Tuesday  
July 3 & 4, 2000

LPN Graduation ..... Friday, July 7, 2000

Summer Session Ends ..... Tuesday, August 1, 2000

## FALL 2000 SEMESTER

Nursing Begins ..... Monday, August 21, 2000

Registration ..... Wednesday-Friday  
August 23-25, 2000

Fall 2000 Semester Begins ..... Monday, August 28, 2000

Late Registration ..... Monday & Tuesday  
August 28 & 29, 2000

Labor Day Break ..... Monday & Tuesday  
September 4 & 5, 2000

Thanksgiving Break ..... Wednesday-Sunday  
November 22-26, 2000

Fall 2000 Semester Ends ..... Saturday, December 16, 2000

**Note: Dates are subject to change. Please check the current class schedule.**

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## DIRECTORY OF SERVICES

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**MAIN SWITCHBOARD** 517- 275-5000  
Telecommunication Device  
for the Deaf(TDD) 517-275-6721

**Offices** **Extension Numbers**

**ADMISSIONS** 284  
This office is responsible for admission of all new students, new student recruitment activities, and admissions advising.

**BOOKSTORE** 273  
Located in the student center, the bookstore provides textbooks, reference books, fiction and nonfiction paperback books, classroom supplies, clothing, gift items and souvenirs.

**CAFETERIA** 268  
The cafeteria is located in the student center and is open Monday through Friday. Hours and daily specials are posted in the Student Bulletin.

**CAREER & EMPLOYMENT SERVICES 450**

This office helps students research specific careers and career opportunities. Assistance with job search strategies, resume writing, and interviewing techniques are also provided.

**COUNSELING OFFICE 231**

This office assists students in making personal, educational, vocational, and social adjustments by providing counseling and testing services.

**FINANCIAL AID 257**

This office helps students apply for financial assistance including grants, loans, scholarships and student employment.

**DEPT. OF PUBLIC SAFETY 283**

The Department of Public Safety is located at #45 College Drive. Office hours are 8 a.m. to 10 p.m., Monday through Friday. Public Safety services include:

- After dark escort service from buildings to vehicles
- Responding to criminal behavior complaints
- Preventative workshops/seminars on drug/alcohol awareness, rape awareness, use of weapons, etc.
- Addressing parking and traffic violations
- Providing vehicle emergency assistance (keys locked inside vehicle, jump-starting vehicle, etc.)

**LIBRARY 246**

The library is open to the general community as well as all students. A variety of services are available, including full reference service, term paper counseling, inter-library loan, and on-line search service. See page 26 for library hours and more information.

**SERVICES FOR STUDENTS WITH DISABILITIES 218**

This office assists students who need supportive services (e.g., scribes, notetakers, readers, textbooks on tape, mobility assistants, etc.) to succeed in their vocational program because of physical, mental or emotional disabilities.

**INSTRUCTION OFFICE 270**

This office is located in the academic building and is responsible for instructional matters that include the class schedule, cancellation of classes, selection and supervision of faculty, and grade appeals.

**REGISTRAR'S OFFICE 291**

The responsibilities of this office include course registrations, processing student progress reports, grade reporting, maintaining permanent academic records, issuing academic transcripts upon student request, and transfer credit evaluations.

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**OTHER NUMBERS TO KNOW**

Accounting	262, 337, 238	Courtesy Phone-Student Center	269	KCC Chronicle	229
Admissions	284	Criminal Justice	283	KCC Foundation	253
Assessment Office	388	Data Processing (Admin)	282	KCPA	311
Audio-Visual Equipment	327	Day Care	232	Law Enforcement	283
Auditorium	402, 261	Employment Services	440	Library	246
Automotive Lab	215	<b>Emergency-Sheriff's Dept.</b>	<b>911</b>	Literary Magazine	315
Boardroom	314	Faculty Office	279	Mailroom	227
Bookstore	273, 342	Faculty Lounge	319	Maintenance	249, 214, 223
Box Office	(275-6777)777	Financial Aid	257, 310, 271	Massage Therapy	224
Business Conference Rm	292	First Aid Room	263	MCCVLC	700
Business Office	239	Game Room	289	Media Services	327
Cafeteria	268, 343	Health Occupations	281	Nursing	281
Career & Employm. Svc.	440, 450	Hearing Impaired (LTD)	1-800-649-3777	Off-Campus Classes	270
Ceramics Lab	258	Honors Program	359	Payroll	244
Children's Learning Center	232	Institutional Research	388	Performing Arts	311
Community Services	210, 220	Instruction Office	270	Personnel Office	239
Computer Lab	353	Instructional Technology	423, 327, 276	Photo Lab	275-3040
Continuing Ed. Ctr.	393, 224	InterVarsity Office	250	Placement	440
COOR	286	Journalism Office	229	President's Office	253
Cosmetology Lab	274			Printshop	243
Counseling	280, 231			Public Relations	242
Courtesy Phone-Academic Bldg	317			Records, Registrar	291, 248
Courtesy Phone-Admin. Bldg	400				
Courtesy Phone-Continuing Ed	224				
Courtesy Phone-Library	373				

Receivables	238	TDD	721 (275-6721)	Warbler Festival Office	347,	253
Secretarial Lab	237,	345	Telephone Equipment Rm.	399	Welding Lab	294
Security	355,	0, 283	Theatre Arts	311	Writing Center	338
Single Parent/Disp.Hom.	252,	299	Tutoring	252211		
Special Needs	252,	218	Veteran's Office	252218		
Student Senate Office		288	Vocational Education	270		
Student Services	280	51	Volunteer Office	275-7023		
Switchboard	0,	227				

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## COLLEGE MAPS

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# GETTING STARTED

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## ADMISSIONS POLICY

Kirtland Community College adheres to the "open door" policy of granting general admission primarily to all persons above the twelfth-grade age level. Depending upon the applicant's situation, either "regular" or "special" admission status will be granted.

### Regular Admission

Regular admission will be granted to high school graduates and successful completers of the General Education Development (GED) test. Individuals who do not meet this requirement may also be granted regular admission by meeting "ability to benefit," as defined by federal regulations.

Foreign students may be granted regular admission provided they meet certain English proficiency and financial requirements, as determined by the designated school official in the student services office.

### Special Admission

Special admission will be granted to anyone who does not qualify for general admission. Persons admitted under this category will be restricted to non-degree/certificate seeking status. The special admission category includes the following two groups:

1. Dual-Enrolled Student:

A dual-enrolled student is a K-12 student who is also attending college. However, if a high school senior's graduating class has graduated prior to the student completing all requirements for a diploma, the student is recognized as a non-high school completer.

Dual-enrolled students are required to submit a Dual-Enrollment Form for each semester or session of enrollment. All dual-enrolled students must have written authorization to attend Kirtland from their school's principal or counselor.

2. Non-High School Completer:

A non-high school completer is a person who has withdrawn from high school, has not earned a GED certificate, and has not met the ability-to-benefit requirement.

Any person who desires either special or regular admission to Kirtland must complete an Application for Admission form. All students under the age of 18 must have parental or legal guardian consent.

Students being granted regular admission are encouraged to provide one of the following: (1) a high school transcript (with graduation date indicated); or (2) an official report of GED test results, verified by the college, showing test scores achieved by the applicant.

If regular admission was granted on the basis of the "ability to benefit" requirement, an official report showing test scores achieved by the applicant must be received and verified by the college.

### Admission of Home Schooled Students

Most students attending college have earned a diploma from a public or private high school. Some students, however, have completed their high-school-level studies through a home school program. Although parents of home school children are not required to register their program with the State of Michigan's Department of Education, the college encourages this practice.

When a student attends a public or private high school, an official transcript (list of courses completed and grades earned by a student) is kept by the high school and made available to colleges upon a student's written request. In lieu of an official transcript, home schooled students are expected to provide a list of high school level courses completed and the grades earned in each course. If a home school diploma was awarded, a copy should also be sent to Kirtland's admissions office.

Kirtland's "open door" admissions policy allows all applicants the opportunity to attend the college. However, some programs have admission requirements that must be met prior to program entry. These requirements may include the completion of a high school diploma or GED equivalent. Generally, programs such as nursing, law enforcement, and others that culminate in the student taking a state certification test include this requirement. Therefore, if a program's admission requirement includes a high school diploma or GED equivalent, a student who has earned a home school diploma will be required to fulfill the requirement.

**Additional admissions requirements** must be met by those students planning to enroll into one of the following programs of study:

1. Criminal Justice Administration  
Corrections Administration
2. Correctional Officer
3. Criminal Justice Pre-Service
4. Nursing Level I - Practical Nursing
5. Nursing Level II - Associate Degree in Nursing
6. Emergency Medical Services/Paramedic/E.M.T.

You may request additional information about admissions requirements from the advisor in your program of interest or from the admissions office.

This admission policy will also be applied to returning students, regardless of their past admission status.

## ADMISSIONS ADVISING

All students interested in being admitted to Kirtland for the first time are recommended to make an appointment to see the admissions advisor. During the appointment, the advisor will help guide the student in completing all the steps necessary for a smooth entry into college. Tours, program requirements, and student services information are available for both students and their families.

## TRANSFER OF CREDITS

### Regionally Accredited Colleges and Universities:

Credit may be given for courses transferred from regionally accredited colleges and universities. Credits only, not grades, are transferred for "C" or better courses. Courses on transcripts are evaluated by the registrar according to the student's selected program.

The student's academic advisor will determine whether the awarded transfer credit may be applied toward the student's program of study. Students who wish a transfer credit evaluation must request an official copy of their previous academic transcripts to be sent directly to the student services office.

### Non-Regionally Accredited Colleges and Universities:

Credit may be given for courses transferred from non-regionally accredited colleges and universities. The policy is the same as described above for "Transfer of Credit from Regionally Accredited Colleges and Universities" with the following exceptions:

1. The student services office may choose to request a recommendation of transfer credit for the transcript in question from the academic advisor for the program in which the student has enrolled.
2. The student may be requested to demonstrate knowledge and/or skills commensurate with the performance required for satisfactory completion of existing courses.
3. Credit may not be granted.

### Other Transfer Credits:

Kirtland Community College recognizes the following opportunities for awarding transfer credits:

1. **College Board Advanced Placement Program (APP):** College course credit will be granted to students who participate in the APP and pass the Advanced Placement examinations with a score of three, four, or five. Students must submit a College Action Report to the student services office for consideration of granting college credit.
2. **College-Level Examination Program (CLEP):** College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education (ACE). CLEP General Examinations are not considered. Students must submit

a CLEP transcript to the student services office for consideration of granting college credit.

3. **DANTES Subject Standardized Tests (DSSTs):** College course credit will be granted to students who participate in the DSSTs and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the student services office for consideration of granting college credit.
4. **Educational Experiences in the Armed Services:** Veterans can be awarded college credit for the service schools they attended and their work experience while in the US military. The college awards credit based on recommendations provided by the American Council on Education. Students must submit a copy of their DD -214 and training certificates to the student services office for consideration of granting college credit. Other documentation may also be required.
5. **United States Armed Forces Institute (USAFI) Program:** College course credit will be granted to students who participated in the USAFI Program and achieved the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official transcript to the student services office for consideration of granting college credit.
6. **Articulation:** College course credit will be granted to students who have met the requirements of formal articulation agreements between the college and secondary educational institutions. Students must submit an Application for Articulation Credit after completing fifteen credit hours at Kirtland Community College for consideration of granting college credit.

Currently Kirtland has articulation agreements with the following secondary educational institutions: COOR-ISD, Crawford-AuSable, Fairview, Gaylord, Gerrish-Higgins, Houghton Lake, Iosco ISD, Johannesburg-Lewiston, Mio, West Branch-Rose City, Whittemore-Prescott.

For further information, students should consult with their high school counselor or contact Kirtland's admissions office at 517-275-5000, extension 259. Send e-mail inquiries to: [loseed@kirtland.cc.mi.us](mailto:loseed@kirtland.cc.mi.us)

## PLACEMENT TESTING

Kirtland Community College recognizes the importance of prospective students possessing basic skill proficiencies in English, reading, and mathematics in order to successfully complete college-level courses. Acceptable ways of demonstrating one or more of the basic skill proficiencies would include:

1. ACT test results. These results can be presented in person or mailed to the admissions office. Test results are valid for

only two years.

2. Test results from the Advanced Placement Program, CLEP, or DANTES. Official transcripts must be sent to the admissions office. An application must be on file for a credit evaluation to be completed.
3. Transfer credit in English and mathematics ("C" grade or better) from another college or university. Official transcripts must be sent to the admissions office. An application must be on file for a credit evaluation to be completed.
4. Taking a class for personal interest. "Personal Interest" students may take developmental education course(s), business seminar(s), studio art course(s) and/or one vocational-technical course without being required to test for such placements.

5. Test results from the Kirtland Placement Tests. These test results are valid for only two years, if a prospective student does not enroll in classes.

If you have not taken the Placement Tests, contact the student services office immediately for testing information (extension 280).

## **NEW STUDENT ORIENTATION**

Practical information about campus procedures and college services are explained during the New Student Orientation program. New students, both new to the college experience and transferring from another college, have found the orientation program vital to their success at Kirtland. Check the schedule of classes for orientation dates and times, or call the admissions office.

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# **PAYING FOR YOUR EDUCATION**

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## **TUITION & FEES**

### **Tuition**

In-district resident: \$50.85 per credit hour.

Out-of-district resident: \$69.70 per credit hour.

### **General Fees**

Excess contact hour fee: \$0.40 (one contact hour equals sixteen hours of instruction).

Registration fee: \$3 per credit hour. (Non-refundable)

Technology fee: \$4 per credit hour.

Student activity fee: \$1 per credit hour (not assessed during summer).

Course lab fees: Please refer to the class schedule booklet.

**Note: Tuition and fees are subject to change without notice.**

### **Payment for Classes**

Payment may be made to the accounting office by cash, personal check, Visa, MasterCard, or Discover. Regardless of the method of payment, the student assumes ultimate responsibility for tuition, fees and any other debts incurred. Students with questions concerning their accounts are encouraged to contact the accounting office in the administration building.

### **Late Payment Fee**

A \$25 late payment fee will be assessed to any student whose payment is not received by the due date(s) listed in the class schedule booklet.

A \$15 charge will be assessed for all checks returned as non-sufficient funds, closed account, etc., from the bank. All past-due accounts will be turned over to a collection agency and the cost of such action will be added to the student's account.

### **Tuition Deferral**

Students with an unusual or unique set of circumstances preventing full payment of tuition and fees may apply for a tuition deferral by contacting the business office. A \$15 non-refundable deferral fee will be assessed. Students must provide proof of ability to pay and meet the guidelines established for the granting of a deferment. Copies of these guidelines are available in the business office.

Please refer to the class schedule booklet for dates payment should be made on a tuition deferral plan.

### **Residency**

#### In-District Residency:

A student residing within the college's district can establish in-district residency and be assessed in-district tuition rates by providing one of the following items as proof of residency.

- Voter registration card
- Secretary of State identification card
- Driver's license
- Rental receipt
- Property tax receipt

No length of residency is required.

#### Out-of-District Residency:

A student who resides in Michigan and does not meet the requirements for in-district residency will be defined as having out-of-district residency and will be assessed out-of-district rates.

A student residing outside the college's district can be assessed in-district tuition rates if a property tax receipt showing tax payments to the college is provided by the student. The property should be owned by the student or the student must be a dependent of a person owning the property.

### **REFUNDS**

Tuition and fee refunds are based on the following schedule:

Full-semester courses:

- 100 percent refund prior to the start of the semester.
- 90 percent refund from the first day of the semester through and including the census date for the semester. (Check the semester schedule booklet for the specific date.)

All other courses:

- 100 percent refund prior to the start of the course.
- 90 percent refund from the day the course begins through and including the census date for the course. Contact the accounting office for more information.

Registration fees are non-refundable.

**Canceled Class**

Students who registered for a course that is canceled by the college will be refunded ALL tuition and fees for the canceled course.

**Refunds For Students Receiving Federal Financial Aid Who Cease All Attendance**

1. First-time students at this college  
Tuition and fee charges are adjusted by a percentage of the semester attended. The refund formula applies to student who attend 60 percent or less of a semester.

For example, a student who ceases attendance after four weeks of class will be considered to have attended 4/16, or 25 percent, of the semester, and their cost assessment will be reduced to 25 percent of tuition and fee charges plus allowable classroom books and supplies.

A student who ceases after eight weeks will have attended 8/16, or 50 percent, of the semester, and tuition and fees will be charged at the 50 percent rate.

2. Returning students

Tuition and fee charges are adjusted according to the following schedule:

<u>Charges are adjusted to</u>	<u>If a student withdraws</u>
100%	on or before fifth class day of semester
90%	up to first 10% of the semester
50%	between 10% and 25% of the semester
25%	between 25% and 50% of the semester

A returning student who attends 50 percent or more is entitled to the full amount of their federal financial assistance.

Refunds due to students or their financial aid provider because of a reduction in charges, must normally be made within 30 days. Refunds for students receiving financial aid MUST be credited in the following order:

1. Outstanding balances on federal student loans
2. Pell Grant
3. SEOG
3. Other federal programs

5. State programs
6. Other programs per their guidelines
7. The student

**PLEASE NOTE:** A student who withdraws may have charges not covered by financial aid, such as non-classroom-related items charged at the bookstore, which must be paid by the student.

**FINANCIAL AID**

The Kirtland Community College financial aid office endorses the philosophy that the primary source of support for a student should come from his/her own family. However, to the extent funding will allow, Kirtland will try to assist a student with financial aid when the family is unable to meet college expenses. Approximately three out of four students receive financial assistance through scholarships, grants, loans and/or student employment.

Financial aid is a privilege, not a right. Therefore, it is your responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct address on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid you receive.

**HOW TO APPLY FOR FINANCIAL AID**

All students wishing to be considered for financial assistance (including student loans and work study) must complete and file the Free Application for Federal Student Aid (FAFSA) available from your high school counselor or the Kirtland office of financial aid. An electronic application may also be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is not an application for any particular form of aid, but is rather an application for needs analysis, on which most federal and state aid programs are based. Within thirty days after submitting the FAFSA, you will receive your copy of the Student Aid Report (SAR).

If there are any problems, errors, or questions, contact the financial aid office of the school you plan to attend. They will then use information on the SAR to determine what aid programs you are eligible for, and how much you are eligible for. They may ask for documentation supporting the information you provided on the FAFSA.

**A student's application for aid at Kirtland will be considered complete when:**

1. The applicant has been officially admitted to Kirtland Community College and
2. The financial aid office has on file the following documents:
  - Student Aid Report (SAR) from the federal processor and, if required,
  - Kirtland's Institutional Application for Financial Aid
  - Income documentation: federal income tax returns and/or other sources of income
  - Other information as requested

3. The applicant has been packaged for aid and mailed a letter listing the award(s) he/she is expected to receive.

## HOW THE FINANCIAL AID FORMULA WORKS

Most federal and state financial aid is awarded on the basis of demonstrated financial need. The formula used to determine who has need and who does not is actually quite simple. The following equation is used:

**Student Budget - Expected Family Contribution = Financial Need**

**Student Budget** is the cost of attending college, (tuition, fees, room and board, transportation, books, supplies, etc.).

**Expected Family Contribution** is taken from your Student Aid Report.

**Financial Need** is the maximum dollar amount of aid from the various sources for which the student is eligible.

A student will not necessarily receive financial assistance up to the maximum dollar amount for which he/she may be eligible. The various sources of aid have maximum award amounts and may be further affected by limitations in the availability of funds. Loans may be available if grant aid is insufficient. Always inquire at the financial aid office if you need additional funding.

Applicants' answers to certain questions will determine whether they are considered "dependent" (still part of a parent's family unit) or whether they are "independent" (have formed their own family unit). Students are classified according to family unit because federal student aid programs are based on the idea that students, and their parents or spouses if applicable, have the primary responsibility for paying for their post-secondary education. You are considered "independent" if at least one of the following applies to you:

- You will turn 24 before January 1 of the academic year for which you are applying
- You are a veteran of the U.S. Armed Forces
- You are an orphan or ward of the court until age 18
- You are married
- You have a legal dependent of your own

Note that you are not asked where you live. This is not generally a factor in determining your family unit status.

## HOW DO I PAY FOR CLASSES IF I HAVE FINANCIAL AID?

At time of registration, and IF AND ONLY IF ALL financial aid paperwork has been received and processed by the financial aid office, a student may charge college costs (tuition, books, supplies, and certain fees) up to the amount the student has been awarded in aid. If a student does not have all paperwork completed at time of registration, the student will be obligated to make other arrangements for payment and may be required to pay in full. Students must be aware that financial aid is always subject to change WITHOUT PRIOR NOTICE if changes occur

in the student's enrollment status, class attendance, personal circumstances, or in federal or state guidelines.

The student is responsible for all college bills not covered by financial aid. All charges incurred during a semester that are not covered by financial aid must be paid by the student before the student will again be allowed to register.

## FINANCIAL AID AND WITHDRAWALS

A student who withdraws, ceases attendance, or is expelled may have charges and financial aid adjusted according to the time and circumstances of cessation of enrollment. Students should refer to the refund schedules, which are published in the current class schedule booklet. Failure to attend class without officially withdrawing may void financial aid, leaving the student responsible for all charges. Students must advise the student services office in writing in order to withdraw.

Note: No loan check will be released, nor work-study authorized, nor any additional charge or expense recognized for financial aid if it is determined that the student has, in fact, ceased attendance.

## OVERAGES AND REFUNDS

Overages, or payments due the student from their awards after charges have been deducted, will be made available approximately the fifth week of class. Exceptions are for student loan borrowers, whose checks are generally distributed 30 days into the enrollment period, and work-study pay checks, which are issued bi-weekly.

## TRANSFER OF FINANCIAL AID

All students applying for financial aid at Kirtland who have attended another college or university during the current academic year MUST have a financial aid transcript completed by the financial aid office of the college or university that they previously attended, whether or not financial aid was received. Transferring students must supply to Kirtland a duplicate copy of their SAR, complete the Institutional Application for Financial Aid and provide all requested documentation.

Note: Students planning on transferring during the current academic year should contact the financial aid office at that school or university to determine what information they may need. At a minimum, they will require a duplicate copy of your SAR and a financial aid transcript from Kirtland.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, students must be in "Good Academic Standing" **and** making "Satisfactory Academic Progress" toward the completion of a one-year certificate or degree program. This policy applies to all students receiving assistance from any financial aid program administered by the Kirtland Community College financial aid office, which requires a determination of Good Academic Standing/Satisfactory Progress as a

criterion for eligibility. This policy is separate from the college's general probation policy and is monitored at the completion of each semester of enrollment. The following standards must be met in order to continue to receive financial aid:

### **Good Academic Standing**

Good Academic Standing means maintaining a current grade point average (GPA) of 2.00 or better. In addition, once the student has completed a cumulative total of 60 credit hours, the student must maintain a cumulative GPA of 2.00.

### **Satisfactory Academic Progress**

Satisfactory Academic Progress means that the student is making reasonable progress toward completion of a degree or certificate program. For each semester of enrollment, students must satisfactorily complete the class load (full-time, 12 credit hours; three-quarter-time, 9 credit hours; or half-time, 6 credit hours) at which they are enrolled as of the official count date of their program.

A student shall not receive financial aid for credit hours taken beyond a maximum of 150 percent of the published length of their declared program of study. Upon completion of a program of study, a student may be considered for financial assistance up to a maximum of 150 percent of a new program of study. Kirtland Community College limits financial aid eligibility to a maximum of three eligible certificates, without having completed an Associate degree, and no more than three Associate degrees. In addition:

- Classes taken for audit will not be considered when determining eligibility.
- Incomplete (I) grades are considered as failures to complete unless and until changed to passing grades.
- No more than 30 credit hours of remedial classes will be approved for financial aid.
- Repeated courses will be allowed only if the previous course grade was less than a 2.00, or the student can document good cause why the course should be repeated.

### **PROBATION/TERMINATION**

Any student failing to meet the above standards will be placed on financial aid probation for the student's next actual period of enrollment (unless a period of at least four calendar years has elapsed, in which case the student may be considered for a one-time-only waiver). A student will continue to receive financial aid during the probationary semester. The student must enroll for at least six credit hours and must satisfactorily complete the probationary semester. Failure to do so will result in termination from future financial aid. In the case of a student who has exceeded the allowable semester limit, all requirements for graduation should be met during the probationary semester as no further financial aid will be granted.

### **REINSTATEMENT**

Except for students exceeding the time limitations within a degree or certificate program, a student may regain eligibility for financial aid by enrolling for a semester and satisfactorily completing, at his/her own expense, a minimum of six credit hours. Financial aid may then be reinstated for one semester of probationary eligibility. As above, satisfactory completion of the probationary semester removes the student from probationary status.

Students should be aware, however, that all of the above listed requirements are applicable whenever financial aid is being considered, whether or not any previous courses were taken at the student's expense. The only exception to this policy shall be in the instance where a student applying for the first time for financial aid, who has a prior record of unsatisfactory progress, yet is nonetheless allowed by the college to enroll, may be considered for financial aid for one probationary semester. As above, satisfactory completion of probationary requirements will remove the probationary status.

### **APPEALS/SPECIAL CIRCUMSTANCES**

You have the right to appeal any decision or action taken regarding your financial aid. Appeals must be made in typewritten form to the director of financial aid. The student must explain any mitigating circumstances and be prepared to provide all reasonable proof or documentation requested. If further appeal is desired, the student may request a hearing by the financial aid committee. A committee decision is final. The result of an appeal will be recorded and kept on file.

If you feel that you or your family have special circumstances which might affect the amount you or your family can contribute, you may request in writing a professional judgment analysis by the financial aid office. Special circumstances include unusual medical or dental expenses, tuition for children attending private school, recent unemployment of the student, his/her spouse or parents. There have to be very good reasons to make any adjustments and you will have to provide adequate proof to support any adjustments. Any decision made in this regard is final and cannot be appealed to the Department of Education.

### **CONFIDENTIALITY OF RECORDS**

Information contained in the financial aid file is strictly confidential and will not be released without the prior written approval of the student. However, departments within the college may be provided information on a "need to know" basis. Files are normally destroyed after five years. The college may, however, send a financial aid transcript to another college detailing when, whether, and how much financial aid a student has received without the written consent of the student.

### **STATEMENT OF COMPLIANCE**

Financial aid is awarded in compliance with all pertinent federal and state laws and regulations, without regard to race, creed, color, religion, national origin, sex, age, or handicap, except as provided under federal and state laws and regulations.

## **WORK STUDY HANDBOOK**

The purpose of the Work Study Handbook is to inform students of the general provisions and regulations of work-study, a financial aid program that provides valuable job experience through student employment. This booklet includes student employment opportunities, responsibilities of student employees and their supervisors, how to complete a time sheet, office conduct, student employee evaluation process, and forms. Contact the financial aid office, extension 257, for a copy of the Work Study Handbook.

## **SOURCES OF FINANCIAL AID**

There are many different types of student financial aid. Almost all, including state and federal grants, student loans, work-study, and even many scholarships, require the filing of the Federal Financial Aid Form (FAFSA) for a determination of "financial need." In order for you to better understand the wide variety of financial aid opportunities, financial aid is classified in the following manner:

**Grants** - Money you do not have to repay, awarded on the basis of demonstrated financial need.

**Scholarships** - Money you do not have to repay, based upon academic performance and/or special circumstance. Demonstrated financial need may be considered.

**Student Loans** - Money that must be repaid. Interest rates and repayment options are regulated by federal law and may change year to year.

**Work-Study** - Part-time work during the school year and vacation periods. Demonstrated financial need is typically considered.

Note: Interested students should be aware that Kirtland Community College offers a Community Service component to the work-study program. Students seeking to be involved in community service are encouraged to contact the office of financial aid.

## **GRANTS**

### **BUREAU OF INDIAN AFFAIRS (BIA)**

Applicant must be a registered member of a federally recognized American Indian tribe, enrolled in a public college or university, and must demonstrate financial need. For more information, contact Bureau of Indian Affairs, Federal Square Office Plaza, Box 884, Sault Ste Marie, MI 49738. Phone 906-732-6809.

### **MICHIGAN ADULT PART-TIME GRANT (APTG)**

This grant is awarded based on exceptional need to independent undergraduates enrolled part-time at a Michigan college. Students must be able to document Michigan residency.

### **MICHIGAN COMPETITIVE SCHOLARSHIP**

Student must score well on ACT exam in high school and show financial need. The state makes the award and it is disbursed by the college.

### **MICHIGAN EDUCATIONAL OPPORTUNITY GRANT (MEOG)**

Awarded on the basis of exceptional need to undergraduates enrolled at least half-time at a public Michigan college. Students must be able to document Michigan residency.

### **MICHIGAN TUITION INCENTIVE PROGRAM (TIP)**

Student must be from a low-income family, and must have graduated from high school or completed a GED prior to reaching age 20.

If eligible, the state will pay tuition and fees at Michigan community colleges and some universities. Applications should be submitted to the state no later than senior year in high school, although eligibility may be established as early as grade seven. Contact your local Family Independence Agency branch for additional information or call TIP at 1-800-243-2847.

### **FEDERAL PELL GRANT**

This grant is awarded to undergraduate students demonstrating financial need.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

This grant is awarded as a supplement to the PELL Grant to students showing exceptional need.

## **SCHOLARSHIPS/GRANTS OFFERED BY KIRTLAND COMMUNITY COLLEGE**

### **DEAN'S ADULT-EDUCATION SCHOLARSHIP**

Applicants must have completed, within the past two years, a high school diploma or GED through a certified adult education program with a minimum GPA of 3.50 or average GED test score of at least 60.

### **DEPARTMENTAL SCHOLARSHIP**

This scholarship is limited to Kirtland students who have completed or are in the process of completing, at least 24 college credits, of which at least 12 must have been taken at Kirtland. Equal weight is given to the student's overall GPA, the program advisor's recommendation, and a brief essay by the student.

### **GILBERT I. STEWART SCHOLARSHIP**

Individuals must have graduated from high school within the past two years with a minimum GPA of 3.50.

### **KIRTLAND HONORS SCHOLARSHIP**

Kirtland students who have been accepted into the Kirtland Honors Program.

### **KIRTLAND INDIAN TUITION WAIVER**

Applicant must have been a Michigan resident for at least 12 months and be certified by their tribal association as not having less than 1/4 blood quantum.

### **OTTO AND MARTHA KRAUSS HONORS**

### **SCHOLARSHIP**

Students must be admitted to the Kirtland Honors Program

### **PAGEANT SCHOLARSHIP**

Applicants must participate in an eligible district pageant and have graduated from high school or received their GED within the past two years.

### **PRESIDENT'S SCHOLARSHIP**

Individuals must have graduated from high school within the past two years with a minimum GPA of 3.00.

### **PUBLIC SCHOOL EMPLOYEE SCHOLARSHIP**

Applicants must be regular employees of C.O.O.R. or one of the six school districts within the Kirtland Community College district. Selection is made by the district superintendents or their designees. Each school district has three scholarships per academic year.

### **SECONDARY-VOCATIONAL SCHOLARSHIP**

Individuals must have graduated from high school within the past three years with a minimum 2.00 GPA, and have been or be participating in a certified secondary-vocational program as a high school student.

### **SENIOR CITIZEN**

Applicant must be a resident of the Kirtland district, age 60 or over.

### **START-UP**

Applicants must be at least 25 years of age, have no prior college credits, be enrolling for at least six credit hours, and apply for federal aid.

## **SCHOLARSHIPS/GRANTS SPONSORED BY THE KIRTLAND FOUNDATION**

### **AUTOMOTIVE PARTS GRANT**

Applicant must be a student with exceptional financial need who requires vehicle repairs in order to attend class.

### **MILDRED DEBOLT SCHOLARSHIP**

This scholarship is limited to students majoring in English.

### **JAMES D. FRYFOGLE MEMORIAL**

This scholarship is limited to KCC Level II Associate Degree Nursing students with a minimum 3.00 GPA in their core courses and a minimum 2.50 for all other courses, who are residents of the college district.

### **JEAN KING MEMORIAL**

This scholarship is limited to students majoring in Fine Arts or Commercial Arts at Kirtland. Applicants must be residents of the college district. First preference will be given to residents of Ogemaw County.

### **HERBERT F. POEHLE MEMORIAL**

Scholarship is limited to students majoring in Fine Arts at Kirtland Community College.

### **THE KEITH RICH TRUST**

This scholarship is limited to students enrolled in Nursing or other medically related programs at Kirtland. Applicants or their parents/guardians must be residents of Lyon Township, Roscommon County, Michigan.

### **MICHAEL COLLINI MEMORIAL FUND**

This is a loan fund. Applicants must be enrolled in the Manufacturing Processes Technology program. Loan purpose is to help student after graduation.

### **PATRICK J. TRAHAN MEMORIAL**

Scholarship is limited to Kirtland students in recognition of academic performance in chemical science, with preferential treatment given to those students pursuing a career in conservation or natural resources.

## **SCHOLARSHIPS SPONSORED BY OUTSIDE AGENCIES**

### **ARMED SERVICES SCHOLARSHIPS**

A student must enlist in the sponsoring Armed Service of the United States, and meet their requirements for eligibility.

### **GENERAL TELEPHONE OF MICHIGAN**

Preference is given to past or present employees of General Telephone or their dependents enrolled at Kirtland.

### **JANET SIEB MEMORIAL SCHOLARSHIP**

Limited to full-time students in a business or secretarial science program. Applicants must be residents of the college district and demonstrate financial need.

## **OTHER SCHOLARSHIPS**

Many other particular and unique scholarships may be available from corporations, associations, agencies, clubs, churches, and foundations. It is recommended that interested students make inquiries of their high school counselor, their local Chamber of Commerce, their place of employment (or their parent's), any organizations to which they or their parents may belong, and the financial aid office.

## **STUDENT LOANS**

Note: Loan eligibility criteria are subject to revision. Contact the financial aid office for current details.

## **FEDERAL FAMILY EDUCATION LOANS - FFEL**

### **Subsidized Stafford Loan**

Loan is for students enrolled at least half-time and students who demonstrate financial need beyond what is met by other financial aid. The federal government covers interest payments during periods of deferment. Students must file the FAFSA to have

financial need determined.

### **Unsubsidized Stafford Loan**

This is identical to the subsidized loan, except that the federal government does not pay the interest while a student attends classes.

### **PARENT LOAN PROGRAM (PLUS)**

For parents of dependent students who have obtained the maximum financial assistance from other sources, including the PELL Grant and Stafford Loan.

### **MICHIGAN ALTERNATIVE STUDENT LOAN PROGRAM**

For students showing need over and above all other sources of financial aid for which they have been determined eligible. It is recommended that the student file the FAFSA to have need determined unless he/she is enrolled in a program of study not eligible for federal student aid.

### **OTHER PROGRAMS AVAILABLE AT KIRTLAND**

#### **SINGLE PARENT/DISPLACED HOMEMAKER AND NONTRADITIONAL**

Attendance costs such as tuition, fees, books, supplies, uniforms, transportation, and/or child care may be covered for the following student populations enrolled in approved occupational programs or courses:

1. **Single Parents, including single pregnant women**, who are unmarried or separated from a spouse, and have a minor child or children for which the parent has either custody or joint custody, or who are unmarried or separated from a spouse and is pregnant
2. **Displaced Homemakers** who have worked primarily without pay to care for the home and family and for that reason have diminished marketable skills, are also unemployed or underemployed and have experienced difficulty in obtaining or upgrading employment. They must also have been dependent on the income of a family member but no longer supported by that income or a parent whose youngest dependent child will become ineligible to receive Social Security assistance not later than two years after applying for the Title IV Social Security assistance
3. **Nontraditional Training and Employment Participants** who are preparing for occupations or fields of work, including careers in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work

Students participating in these programs must apply for other appropriate federal financial assistance by completing the Free

Application for Financial Aid form (FAFSA). They must also lack recent, skilled, full-time work experience and job skills needed to provide adequate financial support of themselves and their families.

### **VA EDUCATIONAL BENEFITS**

#### **Entitlement and Eligibility**

Veterans, dependents, and selected reservists should contact Kirtland's office of veteran affairs in the Administration Center, Room 212, to obtain accurate, complete and current information concerning educational benefits.

Educational Benefit Programs available are the following:

1. Chapter 30, Montgomery GI Bill  
Active Duty Educational Assistance Program
2. Chapter 31, Vocational Rehabilitation  
Veterans with a compensatory service-connected disability that impairs employability
3. Chapter 32, VEAP  
Non-contributory VEAP (Section 903)  
Service beginning on or after January 1, 1977 through June 30, 1985
4. Chapter 35, Educational Assistance for  
Veterans' Dependents  
Children and spouses of veterans who died of a service-connected disability or who are totally and permanently disabled from a service-connected disability
5. Chapter 1606, Montgomery GI Bill Selected Reserve  
Educational Assistance Program

### **VA APPLICATION PROCESS**

VA application forms are available from the office of veteran affairs located in the administration center. The application is submitted to the VA with copy 4 of DD Form 214 (separation papers) certified by a county clerk.

If the student has previously drawn educational benefits elsewhere, the student needs to complete a "Request for a Change of Place and/or Program" form, and have transcripts from other colleges sent to Kirtland for evaluation as soon as possible. Benefits can be suspended if credit evaluations are not reported to the VA before the student completes two semesters.

### **PAY RATE**

Monthly rates vary according to which VA program is providing the assistance and the student's course load status: full-time (minimum of 12 credit hours); three-quarter time (9-11 credit hours); half-time (6-8 credit hours); less than half but more than one-quarter (4-5 credit hours); one-quarter time (3 credit hours).

### **Advance Pay**

Students eligible for VA benefits may request an advance pay-

ment if they carry at least a half-time course load and the VA receives the enrollment certification at least thirty days before classes start. It is recommended that **applications be made six to eight weeks before registration**. The advance check covers the initial month or partial month of the semester, plus the following month. This check is sent to the college where the student receives it at registration. Subsequent checks are mailed to the student's mailing address.

## **GUIDELINES/RESPONSIBILITIES**

1. Generally, classes certified must fulfill graduation requirements.
2. Not all practical training is approved for VA benefits. Approved practical training includes clinical training for the nursing program, health-related internships and criminal justice externships.
3. VA payment is not ordinarily allowed for repeating a previously passed course.
4. Any changes in program of study, course load, address, etc., must be reported to the office of veteran affairs.
5. **If any eligible student certified for benefits fails to enter a course or withdraws officially or unofficially from classes, the VA will be notified.**
6. Students having problems with payment should contact the office of veteran affairs on campus or call the VA toll-free number: 1-888-442-4551.

## **CONSEQUENCES OF DROPPING CLASSES**

If a student receiving VA benefits drops a class after the first thirty days of a regular semester and the drop changes the student's status, the student may have to repay the money received for the class. If the student receives a failing grade in the course dropped, the student is paid until the last date of attendance. However, if the student receives a "W" grade, the student must repay the benefits received for that course unless the drop was due to circumstances beyond the student's control.

The first time a student withdraws from up to six credits, the VA will "excuse" the withdrawal and pay benefits for the period attended. A VA-eligible student must always contact the office of veteran affairs before dropping courses to prevent payment problems.

## **SATISFACTORY PROGRESS**

A student receiving VA benefits needs to understand the college's policy regarding academic probation. A VA student placed on probation has a maximum of two consecutive semesters to raise the cumulative grade point average to a 2.0. Failure to do so will make the student ineligible for recertification, and unsatisfactory progress will be reported to the VA in writing.

The student may be recertified in the future under one of two conditions: (1) the cumulative grade point average is raised to

2.0, or (2) a request for resumption of VA educational benefits is submitted to the VA and the VA reinstates benefits based on evidence supporting the student's claim. The veteran affairs coordinator will assist the student in submitting a claim for reinstatement of benefits if there were mitigating circumstances that led to the unsatisfactory progress.

## **MICHIGAN VETERANS TRUST FUND**

Children of Michigan veterans whose death or total disability is connected with wartime service should also inquire about the Michigan Veterans Trust Fund. If Michigan residents and not over 25 years of age, they may be eligible for full or partial coverage of tuition and fee charges.

## **SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)**

Kirtland Community College is designated as an SOC. The designation means the college understands service members' special needs and is receptive to working with them. The college also participates in the Concurrent Admissions Program (ConAP) as future students enlist in the U.S. Army. Contact the student services office for more information.

## **STUDENT EMPLOYMENT**

Part-time student employment is offered both on and off campus. The program is funded by the federal government, State of Michigan, and Kirtland Community College. Off-campus employers may be obligated to contribute matching funds. The goals of the program are to provide employment experience, the opportunity for community service, and additional financial assistance to students. Students are paid an hourly rate for the work they perform.

Opportunities are available for students who wish to perform community service. Examples include, but are not limited to: welfare, social services, transportation, public safety, crime prevention and control, recreation, work in service opportunities or youth corps, specified services for agencies identified by the National and Community Service Act of 1990, mentoring activities, support services for disabled individuals, health care, child care, literacy training, education, housing and neighborhood improvement, rural development and community improvement. Total amounts are determined by the availability of work and the number of hours the student wishes to work (maximum 8 hours a day, 20 hours a week).

Students must file the FAFSA before consideration for work-study and attend the PARTNERS orientation. All required employment forms must be submitted at least 5 days prior to any compensation being authorized.

## **COMMUNITY SERVICE**

Opportunities are available for students who wish to perform community service. Examples include, but are not limited to: welfare, social services, transportation, public safety, crime

prevention and control, recreation, work in service opportunities or youth corps, specified services for agencies identified by the National and Community Service Act of 1990, mentoring activities, support services for disabled individuals, health care, child care, literacy training, education, housing and neighborhood improvement, rural development and community improvement. For further information, contact the financial aid office.

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## REGISTRATION AND ACADEMIC POLICIES

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### REGISTRATION PROCEDURES

All students are required to complete admissions requirements and procedures before registration for classes. Students register for classes according to instructions published each semester in the class schedule.

A **registered student** is one who has completed the registration process, including arranging for payment of all financial commitments. Questions concerning these procedures should be directed to the registrar in the student services office.

**Early registration** is held for one week just before the end of the fall and winter semesters and in July for the fall semester. This is an opportunity for returning students to secure their classes before the busier time of regular registration.

**Regular registration** is held for two or three days just before the beginning of the semester or session. Both new and returning students may register for classes during this period.

**Late registration** is held during the first one or two days at the beginning of a semester or session. Both new and returning students may register for classes during this period. However, students who register during this period must pay an additional late registration fee.

### CREDIT HOUR LIMIT

Students enrolling for more than 18 credit hours for the fall or winter semester, or more than eight credit hours for the summer session, must receive permission from the dean of instruction. In the instance where the college catalog lists more than 18 hours as a suggested semester load, students may register without need of the dean of instructional services' permission. Exceptions to this policy can only be authorized by the dean of instructional services.

### COURSE ADJUSTMENTS (ADDS AND DROPS)

Add/Drop forms for adding and dropping courses can be secured from the student services office. Adds and drops are approved by the instructor or advisor and are to be used only to improve the student's instructional program.

### Adding a class

Students are expected to complete their registration during the regular registration period. However, if a student must add a course, it should be done before the first week of the semester. No student will be allowed to add a class after the first week of the semester without written authorization from the instructor of the course.

### Dropping a class

Students are permitted to drop any class in which they are enrolled, provided the request to officially drop the class is processed during the published drop period. Exact dates of the drop period are published in each semester's class schedule. (Please refer to the information listed in this catalog under "Withdrawal from Classes.")

### COURSE REPETITION

A student may repeat any course previously taken or an equivalent at Kirtland Community College to improve his/her grade. Only the higher grade is credited when computing the grade point average.

If the student has achieved a "C" grade or better on the first repeat of a course, a second repeat will not be allowed. A student may not repeat a course more than twice.

Exceptions to this policy may occur when a student desires reentry or progression within a particular program that requires current competency. These exceptions may be authorized by the program advisor. Other exceptions may only be authorized by the dean of instructional services.

Students receiving financial assistance should check with the student financial aid office before registration. Students should be aware that financial aid will not normally cover a repeated class if the prior grade was a "C" or better.

### AUDITING OF COURSES

A student who wants to attend a course regularly but does not wish to receive a grade or credit may register to audit the course. A student who audits a course will be required to officially register and pay all tuition and fees. Financial aid is not available for a course taken for audit.

A change from audit to credit or credit to audit must be approved by the instructor of the course. A “permission for audit/credit” form can be secured from the student services office; the form must be properly completed, signed by the instructor, and submitted to student services for processing.

Students receiving financial assistance should check with the financial aid office to determine what effect the audit may have on their financial aid package.

## GRADE REPORTING SYSTEM

Grades are issued at the end of each semester or session and become a permanent part of the student's record. Kirtland operates on two fifteen-week semesters and an eight-week summer session.

The following grades are computed in the semester/term and cumulative/career grade point average (GPA): A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and E.

Academic achievement is recorded as follows:

Grade	Definition	Honor Point Value
A	Excellent performance	4.0
A-	Excellent performance	3.7
B+	Above average performance	3.3
B	Above average performance	3.0
B-	Above average performance	2.7
C+	Average performance	2.3
C	Average performance	2.0
C-	Below average performance	1.7
D+	Below average performance	1.3
D	Below average performance	1.0
D-	Below average performance	0.7
E	Failure	0.0
I	Incomplete	N/A
W	Withdraw	N/A
AU	Audit	N/A
CR	Transfer Credit	N/A
R	Registrar Grade	N/A
S	Satisfactory	N/A
SA	Satisfactory - Grade A	N/A
SB	Satisfactory - Grade B	N/A
SC	Satisfactory - Grade C	N/A
SD	Satisfactory - Grade D	N/A
U	Unsatisfactory	N/A
IP	Denotes class in progress	N/A

The number of **honor points** received for a course is determined by the amount of honor point values multiplied by the number of credit hours. Therefore, a grade of B in a 4 credit-hour course is  $3 \times 4 = 12$  honor points.

A **grade point average** is obtained by dividing the total number of honor points by the total number of credit hours graded. For example: A total of 32 honor points earned in a semester by a student enrolled for 16 credit hours equals a grade point average

(GPA) of 2.00 for that semester.

## FINANCIAL OBLIGATIONS

Returning students will not be allowed to register for classes or receive a copy of their Kirtland transcripts if all of their financial obligations to Kirtland have not been met.

## TRANSCRIPTS

Official and unofficial transcripts are available from the registrar's office in student services at no charge. Official transcripts include the college seal and are sent directly from Kirtland to the college, employer, or other location the student indicates. Unofficial transcripts do not have the college seal and can be given to the student.

A student requesting a transcript must do so in writing and include his/her social security number and/or student i.d. number, signature, and to whom and where (including address) the transcript is to be sent. Transcript requests can be received by FAX (517-275-8210) and, if a FAX number is provided by the student, an unofficial copy may be FAXed to another location.

**Note: No transcripts will be issued to any student who has not met all of his/her financial obligations to Kirtland Community College.**

## STUDENT RECORDS

In addition to academic transcripts, students' records are maintained by the registrar in the student services office. A student record will include: Application for admission, high school transcript, other college transcripts and their transfer credit evaluation, test results, correspondence, student progress reports, and other student information. Students may review their own student record any time during office hours.

## PROGRESS REPORTS

A progress report is initiated by an instructor to notify a student of poor academic performance or lack of attendance in the instructor's course. The progress report is submitted to student services offices (counseling, student support services, and financial aid), and a copy is sent to the student and placed in the student's file.

## STUDENT ATTENDANCE

Students are expected to attend every class and laboratory period for which they have registered. Regular class attendance is necessary for students to receive maximum benefits from their classes. Excused absences for participation in authorized campus activities shall in no way lessen student responsibilities for meeting the requirements of the class.

Regular attendance is expected of each student in each course. Instructors are required to determine reasonable attendance and

satisfactory academic progress during the semester. Progress reports will be filed for students with poor attendance records. Financial assistance, whether Veterans Administration, federal and state grants and scholarships, student loans, work-study, or private funding, may be canceled or reduced if attendance is unsatisfactory.

Since attendance is a legitimate basis for grading by instructors, students will receive progress reports for lack of attendance (see "Progress Reports"). If absent from class, students should explain the reason for their absence to their instructors.

## INCOMPLETE GRADES

A student may request an incomplete ("I") grade when he/she has found it impossible for reasons beyond his/her control to complete all required course work by the close of the semester. Upon the instructor's discretion, an incomplete grade may be granted.

If granted, the instructor shall submit an "Incomplete Grade Request Form" to the student services office. If the course work is completed within the period prescribed by the instructor, the incomplete grade will be changed to the letter grade the student has then earned. If course work is not completed within the prescribed period, the incomplete grade will be changed to a letter grade of "E."

## WITHDRAWAL FROM COURSES

Students may withdraw from courses for which they have registered. Check the semester schedule booklet or contact the registrar for more information concerning the grading system for withdrawals.

A student withdrawing from a course must complete a drop form and have it signed by his/her faculty advisor or the instructor of the course. Students receiving financial assistance (Pell, veterans benefits, single parent/homemaker, etc.) must have approval from the financial aid office before having the add/drop form processed by students services. A student withdrawing from a course must also gain approval from the dean of instructional services if the withdrawal is being made after the fourteenth week of the semester or after the sixth week of the summer session. The student must then submit the completed form to the student services office for processing.

Generally, withdrawal from a course is the student's option. However, students who are enrolled in a program that has additional requirements may be required to withdraw from a course by their program advisor. As part of a disciplinary action, an "administrative withdrawal" may be authorized by the designated administrator for student services.

Tuition refunds, which may be appropriate, are contingent upon proper completion of the withdrawal procedure within the semester refund period. Check the semester schedule booklet for more information about refunds.

## WITHDRAWAL FROM COLLEGE

Students withdrawing from all classes (withdrawal from college) shall follow the same procedure as withdrawal from courses.

## ACADEMIC PROBATION AND ACADEMIC DISMISSAL FROM COLLEGE

Good academic standing is a status achieved by students who have an earned cumulative/career grade point average (GPA) of 2.0 and above. Cumulative/career credit hours attempted/graded and cumulative/career GPA will determine a student's good academic standing, probation, and dismissal status. The following schedule reflects probation and dismissal status:

0-5	Cumulative/Career Credit Hours Attempted/Graded Probation Status: None Dismissal Status: None
6-11	Cumulative/Career Credit Hours Attempted/Graded Probation Status: 0.00-1.99 Dismissal Status: None
12-17	Cumulative/Career Credit Hours Attempted/Graded Probation Status: 1.00-1.99 Dismissal Status: 0.99 or less
18-23	Cumulative/Career Credit Hours Attempted/Graded Probation Status: 1.26-1.99 Dismissal Status: 1.25 or less
24-29	Cumulative/Career Credit Hours Attempted/Graded Probation Status: 1.53-1.99 Dismissal Status: 1.52 or less
30 Plus	Cumulative/Career Credit Hours Attempted/Graded Probation Status: 1.80-1.99* Dismissal Status: 1.79 or less

\*Should the student **not** show academic progress (increasing cumulative/career GPA toward a 2.00) after completion of the next enrolled semester/session, he/she will be dismissed.

If a student is dismissed from the college and wishes to re-enter, he/she must submit an "Application for Reinstatement" to the director of guidance and counseling for permission to re-enter as a *limited probationary student*. If permission is granted, the student will be allowed to re-enter with enrollment restrictions as stated in a signed contract between the student and the director of guidance and counseling. Any adjustments to the limited probationary student's schedule must be approved by the director of guidance and counseling.

A limited probationary student will be dismissed again from the college if he/she is not showing academic progress (increasing the cumulative/career grade point average toward a 2.00) or if he/she does not meet all requirements as listed in the contract. Students being dismissed for a second time will automatically be required to sit out at least one semester.

Students being placed on academic probation or academic dismissal will be notified by letter of their status. The letter will be from the director of guidance and counseling, a copy of which will be sent to the student's academic advisor.

## ACADEMIC AMNESTY

Kirtland Community College understands that a student may "get off to a bad start" due to circumstances beyond his/her own control. Also, a student may enroll in a program that he/she later finds does not suit his/her needs. Both situations may result in a student experiencing poor academic performance. Academic amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at Kirtland Community College. Through academic amnesty, a student will be awarded a "second opportunity" to achieve success at Kirtland by removing the negative effect of less-than-"C" grade courses on the student's academic transcript.

To be eligible to apply for academic amnesty, a student must have:

1. A cumulative grade point average (GPA) of less than 2.00.
2. Completed at least six credit hours or more toward a new program of study and have maintained a 2.00 GPA or higher since beginning the new program.
3. Allowed one year to elapse between the poor academic performance period and requirement #2.

Once eligible, a student may petition the academic amnesty committee by submitting a completed "Application for Academic Amnesty" form to the student services office. The applicant must meet with the director of guidance and counseling and agree to the conditions of academic amnesty. The applicant must also sign a release form empowering the registrar to release his/her records to the academic amnesty committee.

The academic amnesty committee will review all requests for academic amnesty. Academic amnesty will only be granted for one continuous period of enrollment in a program at Kirtland Community College, as indicated by courses taken by the student that are directly attributable to that program.

Once amnesty has been approved by the committee and applied by the registrar to the student's (petitionee's) transcript, the student will not be permitted to rescind the application of amnesty on his/her academic record. Other conditions include:

1. No course work will be removed from a transcript.
2. A special notation explaining amnesty approval will be placed on the student's transcript.
3. Honor points and credit hours attempted during the amnesty period will be subtracted from the current cumulative honor points and credit hours attempted. A new cumulative grade point average will then be established.

4. Courses successfully completed with a grade of "C" or better during the amnesty period can be used toward the student's certificate or degree requirements but do not count toward the student's GPA.
5. A student receiving academic amnesty will not be allowed to graduate with honors.
6. Academic amnesty, when granted, applies only to Kirtland Community College courses. There is no guarantee, expressed or implied, that academic amnesty will be recognized by any other college or university.
7. Academic amnesty can be granted only once to any student.

The registrar has the responsibility of implementing amnesty, as stated in the academic amnesty policy, when it is granted to a student.

## CREDIT BY EXAMINATION

Students who believe they have achieved the equivalent knowledge and/or skills of a particular Kirtland Community College course, may choose to take a competency credit by examination.

A Kirtland student may request credit by examination by using the following procedure:

1. Contact the student services office for a list of nationally recognized standardized tests that are equivalent to the Kirtland course the student desires. Information regarding testing fees and date, time and location of the testing will also be provided to the student.
2. If a nationally recognized standardized test is not available, the student may contact the instruction office for an Institutional Credit by Examination Request Form and the cost for the testing. The student will complete and submit the form to the senior instructor in the subject area of the examination requested. The instructor will review the request and submit his/her recommendation to the dean of instructional services. The dean may approve or disapprove the request. If approved, a test will be developed and testing will be scheduled.
3. Credit by examination scores will be handled in the following manner: If a passing score is achieved, credit will be noted on the student's Kirtland transcript. Cumulative grade point average, credit hours attempted and honor points will not be affected.

## COURSE SUBSTITUTION

Certificate and degree program requirements are listed in the college catalog. These requirements include all courses needed for completion. Any alteration to a degree or certificate (substitution of one course for another) must be made in the following manner:

1. To initiate a course substitution, a student must meet with his/her advisor. During the meeting, a "Student Request for Course Substitution Form" must be completed by the student and the advisor. The student's advisor will forward the form to the dean of instructional services for possible approval. If approved, the form will be sent to the registrar and placed in the student's record.
2. Required courses within a program may only be substituted under very unusual circumstances. No class may be substituted for POL 10100, Introduction to American Government.
3. Course substitutions should be submitted and approved before the student's registration for the semester in which the course substitution is to be made. If a student has received credit for courses transferred from another institution and desires a course substitution of the transfer credit for a required course, approval should be gained during the student's first semester at Kirtland.

## **GRADUATION REQUIREMENTS**

Each candidate for graduation must fulfill the following requirements for an associate degree or certificate of completion:

1. Be granted admission to Kirtland Community College
2. Have completed a minimum of fifteen semester hours of credit (100 level or above) at Kirtland
3. Have earned a minimum cumulative grade point average of 2.00 at Kirtland

4. Have completed all program requirements as listed in Kirtland's college catalog

Note: The date of the catalog by which a student's credits are audited for graduation may not be more than four years earlier than the date of the issuance of the degree or certificate. Student records may not be audited by a catalog dated earlier than the time of entrance. Exceptions may be authorized by the dean of instructional services.

See page 97-103 for transfer degree requirements.

## **GRADUATION**

Students who plan to earn an associate degree or certificate must file a "Request to Graduate" form with the registrar at the beginning of the semester in which they plan to finish their required course work. Students should also check with their advisor when they register for that semester to be sure that all requirements have been met.

Cap and gown for graduation must be ordered before March 1. See "Tuition and Fees" for graduation fees.

Graduation (commencement) ceremonies for students completing associate degree and certificate programs are held once a year on the last Friday of the winter semester. Participation in the graduation ceremonies is strongly encouraged, but not required.

Practical Nursing graduation is held in July at the end of the summer session and completion of the certificate program.

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# EXPLORING EDUCATIONAL CHOICES

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## COUNSELING SERVICES

**Testing (Interest, Personality, and Aptitude)** is available for students at no charge. Guidance and counseling, in the student services office, provides interest and personality testing. Aptitude testing is provided by the career planning and placement office. These testing services include interpretation and help students to identify their academic majors and career fields of interest.

**Academic Advising** is an interactional process involving an advisor (faculty member or counselor) and a student. Through a continuing contact and using an open and facilitative communication style, the advisor and student will endeavor to help the student transform his/her needs, interests, values, and abilities into an attainable educational plan consistent with his/her emerging academic and career goals. With an educational plan identified, the advisor provides appropriate assistance (which may include referrals, scheduling, fulfillment of program requirements, and, if appropriate, transfer information) to the student during the time required for him/her to complete his/her educational plan at the college.

Academic advising is provided by the counseling staff in the student services office, and by the faculty. Appointments are encouraged.

**Personal Counseling** is helpful in situations where problems are persistent and bothersome to the point that another person is needed to discuss the situation. With limited personal counseling on campus available through the director of guidance and counseling. Long-term counseling is referred to community agencies. The college maintains a referral list of local crisis centers and mental health clinics qualified and available for personal counseling.

## CAREER AND EMPLOYMENT SERVICES

The career and employment services office, which is located in the student center, offers a wide variety of services to individuals who desire assistance with career planning and preparation. Help is available with career exploration, job search strategies, résumé and cover letter writing, interview techniques, and employability skills. A number of resources are available in the form of books, magazines, videos, computer programs, and Internet access.

For those individuals who are seeking employment, the Job List is published every week. The Job List contains postings from the local area newspapers, plus positions that employers call in and list with the career and employment services office. The Job List is posted in our office or can be found on the Internet at <http://kirtland.cc.mi.us/~employ>.

Career counseling is available to help determine employment possibilities based on an individual's abilities, aptitudes, and interests. Both written and computerized tests can be administered to assist with making sound career decisions. All of these services are free and available to students and community members.

## ALTERNATIVE CAREER CHOICES

If your gender comprises a minority percentage of the workers in the career field you are considering, there may be funds available to assist you in paying for your educational related expenses. For more information, please refer to "Sex Equity" in this catalog and/or contact the sex equity coordinator at extension 299.

## SERVICE LEARNING

Service learning combines relevant community service experiences with academic courses. Service learning activities are academically meaningful. Kirtland Community College offers four courses as part of its commitment to service learning: Volunteerism in the Community (CAR-11500), Service Learning Project (CAR-20000), Service Learning Lab (CAR-12600), and Learning Styles (CAR-11600). Service learning projects are also offered as part of some classes at Kirtland. Seminars and classes relevant to service learning issues will also be offered through the Community Education Center. Additional service learning opportunities are tracked and made available through the volunteer center.

A Service Learning Library has been established as part of the main collection in the library. A bibliography of material available in this collection is being prepared.

## PREPARING TO TRANSFER

(From Kirtland to the senior institution)

Transfer students need to be aware of all deadlines, such as: payment for tuition and fees, residence hall reservations, financial aid and scholarships, placement testing, etc.

### Admissions

Transfer students must apply early for admission to the senior institution they have selected. An application fee may be required. Many schools have application deadlines, as well as a limit on the number of new students to be admitted. To assist transfer students, many universities and some private college representatives visit community college campuses every semester to talk with transferring students about their college or university.

A certain cumulative grade point average earned at the community college and/or the SAT or ACT test is usually an admission requirement at senior institutions. There may also be additional admission or program requirements. For example: A specific program may have fall admissions only.

### Financial Aid

Students transferring during the current academic year may need to have a financial aid transcript from Kirtland sent to their new college/university. A duplicate copy of their Student Aid Report (SAR) may also need to be forwarded to the college/university. Transfer students should check with their new financial aid advisor to determine what other information may be required. Note: The financial aid transcript differs from an academic transcript.

Transfer scholarships to senior institutions may be available to students transferring from the community college. Scholarship application deadlines usually fall between December and March each year.

Note: Some schools have separate scholarship application forms.

### **Campus Visit**

Before transferring, students should visit the institution to which they plan to transfer, preferably during daytime campus hours. When visiting campus, it is important that students talk to an advisor in their program of study.

### **Student Housing**

Students in need of off-campus housing should start looking at least four to five months in advance for the best selection. Most senior institutions have on-campus or family housing available. In some cases, transfer students must qualify to live off-campus.

### **Transferring Credit**

Students must submit a written request for an official copy of their Kirtland transcript from the registrar/student records office. This copy must be sent directly from the registrar's office to the college or university of their choice. Upon the student's admission, the senior institution will perform a credit evaluation of his/her transcript.

When students transfer to a senior institution that operates on terms or quarters rather than semesters, they need to be aware of possible credit hour differences. Example: Two (2) semester credits = three (3) term or quarter credits.

### **MACRAO Transfer Agreement**

Kirtland Community College is a participating member of the MACRAO Transfer Agreement. Thirty-three Michigan four-year colleges and universities have agreed to a state-wide transfer agreement as proposed by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO).

The intent of the MACRAO Transfer Agreement is to ensure that a student who completes a transfer degree will have satisfied the basic two-year requirements of the four-year college or university. This agreement can also be fulfilled if a student completes the following thirty credit hours of (100 level or above) course work:

- A. English composition - 6 credits
- B. Science - 8 credits  
(Biology, chemistry, geology, mathematics or physics. At least one course must have a laboratory. Courses taken must be in more than one subject area).
- C. Social Science - 8 credits  
(Anthropology, economics, geography, psychology, political science, or sociology. Courses taken must be in more than one subject area.)
- D. Humanities - 8 credits  
(Art, foreign language, history, literature, music, philosophy or theatre. Courses taken must be in more than one subject area.)

Transcripts of Kirtland Community College students graduating with an Associate in Arts, Associate in Business Administration, Associate in Criminal Justice-Generalist, Associate in Fine Arts, or Associate in Science degree will automatically be stamped "MACRAO Agreement Satisfied." Students just completing the thirty credit hour program, as stated above, **must** request their transcript to be stamped "MACRAO Agreement Satisfied."

Please contact the student services office for more information.

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## **SUPPORTING ACADEMIC SUCCESS**

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### **COOPERATIVE EDUCATION**

Cooperative education at Kirtland is an educational technique that combines classroom study with on-the-job education and experience in business or industry.

A cooperative education coordinator is responsible for the development of the program, and it is designed to meet the needs of the individual student and his or her occupational goal. The employer, coordinator, and student confer during the creation of the program and agree on the experience schedule. The student receives related instruction at the college; the coordinator receives reports from the employers as the situation dictates. A total integration of the academic and the applied sciences is created for the benefit of the student. Contact the instruction office for more information, extension 270.

### **LEARNING RESOURCES CENTER**

#### **Library**

The library exists to serve the information needs of the Kirtland community and the public in the Kirtland service area. These information needs are met by a professional staff who are able to help patrons find information in a variety of formats, including print and electronic. Academic reference services are available in-house or by phone. In-depth reference assistance for term papers, speeches and business plans, along with library instruction for classes and individuals, are available by appointment. Call 517-275-5000, extension 246.

Resources available in the library include a 30,000 volume collection, accessible through the online catalog. The library subscribes to over 200 magazines, journals, and newspapers,

with an additional 1,000 available in electronic format. These can be found through the three online indexes. Materials not available in the library can be inter-library-loaned through an international consortia of libraries. Internet connections and a variety of programs are available on the eight public computers.

### **Open Hours for the Library**

Fall & Winter Semesters:

8 a.m. to 8 p.m., Monday through Thursday

8 a.m. to 4:30 p.m., Friday

Breaks and Summer Session:

8 a.m. to 4:30 p.m., Monday through Friday

### **Media Services Department**

The media services department provides a variety of audiovisual services to the faculty, staff and students at Kirtland. There is a video tape collection, some available for check out, and locations for individual and group viewing. The audiovisual equipment for the campus is maintained and processed by this department.

### **Distance Learning Center**

The distance learning center is in the library building. Two satellite receivers are located at the center, providing live video-conferences to faculty, staff, students and the community. Several locations on campus and the continuing education center serve as satellite conference sites.

Interactive video conferencing is available from Kirtland Community College to universities and other community colleges in Michigan by means of CODEC. The hub of Northeast Educational Telecommunication Consortium's interactive television system (NETCON) is also located here. NETCON is a cooperative made up of Kirtland Community College, COOR ISD and six local school districts.

The ITV system is used for classes among the high school districts, college classes located in the high schools delivered by Kirtland and, through a CODEC link, classes from other institutions of higher education which are also held in the high school classrooms.

### **Term Paper Counseling**

Term paper counseling is available in the library during library hours. Term paper counseling helps students with topic formulation and research. Call the director of learning resources, extension 235, for an appointment.

### **TELECOURSES**

To meet the changing educational needs of the community, Kirtland Community College offers several telecourses for college credit. Telecourses are a convenient, flexible way to pursue a college education. Students can fit a college education into their busy lives by viewing the programs and studying at home rather than having to attend lectures on-campus.

If you are a self-directed and mature student with a busy schedule, consider a telecourse. For additional information on telecourses, contact Mark Burger in the instructional technology area in the library building or call 517-275-5000, extension 276.

### **THE INSTRUCTION OFFICE**

Instructional concerns are the responsibility of the dean of instructional services. The office is located in the academic building. Responsibilities of this office include the scheduling of course offerings, selection and supervision of faculty, cancellation of classes, and appeal of grades.

### **FACULTY ADVISING**

Faculty advisors assist students prior to and during registration with the selection of classes to meet their individual educational needs. Faculty advising assignments are listed in the class schedule by program of study. Faculty advisors are available throughout the year for consultation and assistance with academic problems that may be interfering with a student's progress (see "Faculty Office Hours").

### **FACULTY OFFICE HOURS**

All faculty maintain office hours. Students are encouraged to take advantage of this time for discussion of future class selection, academic problems, or class assignments. Faculty office hours are posted in the hallway outside the faculty office area in the academic building.

### **TUTORIAL CENTER**

The tutorial center provides free tutoring to all students who request this service or who are referred by an instructor. In most cases, students are matched with their peers, and tutoring takes place on campus during a time that is convenient to both the tutor and tutee. The tutorial center also provides help with study skills such as time management, listening, notetaking, and test-taking.

#### **Need for Tutors**

Any student who is above average academically, can relate sensitively to other students, and has the recommendation of an instructor, may apply to be a paid tutor. Contact the tutorial office, room 212 in the administration center, for an application and further information, or call extension 211.

### **WRITING CENTER**

The writing center offers guided instruction by English faculty to students seeking to improve their writing skills. Individual sessions to meet specific needs are available on a drop-in basis. In addition, the self-paced writing course, ENG-10000, is taught here as a support class for English Composition I. Contact The writing center, room 131 in the administration center, for further information, or call extension 338 or extension 386.

### **SUPPLEMENTAL INSTRUCTION**

Special group study sessions are attached to some of the more difficult (or faster paced) natural science or mathematics classes. Three additional class hours of study and review (called "Supplemental Instruction" or SI) are scheduled per week for each course. The SI sessions are led by a student facilitator who has previously completed the class. Attendance at Supplemental Instruction is voluntary for students, but Kirtland data shows that

those students who attend SI at least 10 percent of the time earn an average of one letter grade higher than those who never attend SI.

## **STUDENT SUPPORT SERVICES**

The college, with partial funding from the Michigan Department of Education, provides support services to meet the needs of certain populations. Members of special populations include students who are economically or academically disadvantaged, students with disabilities, those with limited English proficiency, single parents (including single pregnant women), displaced homemakers, and students who are pursuing careers which are non-traditional for their gender. Support services and assistance to help them reach their career goals include the following:

- Education Employment Development Plan (E/EDP)
- Free individual and group tutoring
- Workshops on study skills, test taking, and time management
- Personal, career, and academic counseling
- Referrals to other departments or community agencies
- Attendance costs
- Services for students with disabilities

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Students who qualify for services are identified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must provide the director of special populations documentation of disability from an appropriate licensed professional, such as a medical doctor, psychologist, or psychiatrist. Verification of disability forms and

a request form for auxiliary aides or services, academic

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# **RECOGNIZING EXCELLENCE**

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## **SCHOLARSHIPS**

Scholarships which recognize academic excellence are available for both new and returning students. Please refer to "Scholarships" in this catalog. For additional information, contact Kirtland's director of financial aid at extension 271.

## **HONORS PROGRAM**

The Kirtland Honors Program is designed to meet the needs of students of high academic standing who are seeking additional challenges in both general education and occupational programs.

Honors students earn academic credit in honors courses and,

adjustment or other accommodations are available in the student support services office. Some examples of services and accommodations follow:

- Instructional accommodations—scribes, readers, notetakers, sign language interpreters
- Testing adaptations—extended time, oral examinations
- Technological assistance—wireless amplification devices, a reading machine
- Liaison with Michigan Jobs Commission Rehabilitation and private rehabilitation agencies

## **STUDENT ASSISTANCE PROGRAM**

Kirtland Community College's Student Assistance Program has been developed in response to U.S. Department of Education directives and through the cooperation of local health care agencies.

The program is designed to provide Kirtland students with help in dealing with emotional, medical, social, family, alcohol and/or drug abuse problems. Since such problems are considered treatable, students are urged to seek help before personal problems seriously damage academic performance or the future quality of their life.

The Student Assistance Program can help by:

- Providing the opportunity to discuss a personal situation with a caring professional
- Offering referral information on local agencies or specialized treatment services
- Suggesting a local support group sharing the same concern
- Providing information on the use and abuse of drugs including alcohol
- Providing information on how to deal with emotional, medical, social or family problems

For a copy of the Student Assistance Program brochure, contact Kirtland's director of guidance and counseling, extension 280.

upon completing the program, may be awarded an honors degree.

Admission to the Honors Program is competitive, and enrollment is limited. Honors students enjoy several benefits, including:

- More challenging and stimulating course work
- Interaction in a community of scholars
- Honors sections of regular courses
- New courses with an interdisciplinary focus
- Smaller classes than the norm
- An opportunity for independent study and special honors projects
- All honors courses noted on transcript
- The opportunity to earn an honors degree

Interested students should contact Fred Giacobazzi, faculty office, room 21, in the academic building, or call extension 321, for complete details.

## HONOR LISTS

Each fall and winter semester, a President's honor list and dean's honor list will be issued. The President's and dean's honor lists shall consist of names of full-time (12 or more credit hours *earned*, excluding developmental courses) students whose current/term grade point averages are 3.800 to 4.000 (President's list) and 3.400 to 3.799 (dean's list) at the time grade reports (see "Grade Reports") are processed.

Credits earned in developmental courses will not be used when determining a student's full-time status. In addition, students receiving an incomplete grade ("I") for the semester will not be considered for either list. (However, honors notations will be posted to transcripts when completion of "I" grades results in grade point averages that meet honor list criteria.)

## GRADUATION HONORS

Students may graduate with honors from Kirtland Community College providing they have:

- Completed all the requirements needed for a certificate or an associate degree
- Earned at least fifteen credit hours at Kirtland if receiving a certificate or associate degree
- Achieved the cumulative grade point average (determined by the last completed semester) required for one of the following honors:

Summa Cum Laude	3.800-4.000 cum GPA
Magna Cum Laude	3.600-3.799 cum GPA
Cum Laude	3.400-3.599 cum GPA

The registrar will review transcripts of all candidates for graduation. Authorization to wear honor cords will be given by the

registrar to candidates who have achieved a minimum cumulative grade point average of 3.40 prior to the semester in which graduation ceremonies are held. The graduation program will list candidates who have been authorized to receive the honors.

## PHI THETA KAPPA, ALPHA OMICRON GAMMA

Phi Theta Kappa is an international honor society for students enrolled in two-year colleges. Since 1918, it has recognized academic excellence by inducting more than 1.2 million members at over 1,200 colleges in the United States, Canada, Japan, U.S. territorial possessions, and military installations abroad.

Membership in Phi Theta Kappa is based primarily upon academic achievement. Invitation to membership is extended to students who have completed 12 credit hours or more with a minimum cumulative grade point average of 3.50.

In 1989, Kirtland Community College began its Phi Theta Kappa chapter, Alpha Omicron Gamma. Immediately, the chapter won many regional and national awards and became known as one of the finest in the nation. In 1995, the chapter became inactive. In the fall of 1998, Alpha Omicron Gamma was reactivated and currently has a membership between 20 and 30 students.

Each year, Alpha Omicron Gamma engages itself in projects and services related to scholarship (study topics) and community service. In 1998-99, the study topic was "In the Pursuit of Happiness: Conflicting Visions and Values" and the service project theme was the "America Reads Challenge." The themes for the study topic and service project were provided by Phi Theta Kappa.

For more information about membership in Kirtland Community College's local chapter, Alpha Omicron Gamma, contact Kathy Koch in student services or call 517-275-5000, extension 251, or e-mail: [kochk@kirtland.cc.mi.us](mailto:kochk@kirtland.cc.mi.us). Additional information about Phi Theta Kappa can also be obtained at the following web site address: [www.ptk.org](http://www.ptk.org).

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## GETTING INVOLVED

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### STUDENT ACTIVITIES

The college encourages student activities that supplement the instructional program by providing recreational activities that will add to the student's enjoyment of life and stimulate personal growth and social development. Opportunities for development of constructive leadership, cooperative planning, and special interests will be fostered through participation in student activities.

Cultural events include lectures, films, art exhibits, and concerts made available by the college. Students interested in art, drama, and journalism may further their experiences, training and talents in art shows, theatre productions, and newspaper production. Recreational and social events might consist of picnics, canoe

trips, travel excursions, and dances sponsored by the student senate. Some clubs also sponsor activities. Annual activities include the fall and spring picnics, a Christmas dinner/dance, and game room tournaments.

### STUDENT I.D. CARD

Each Kirtland student is entitled to a student identification card. The student services office will issue cards upon request to all students who register for classes. The identification cards are non-transferable and must be validated for each semester. The card permits the student's entry to many college or student senate sponsored functions at no charge or at a reduced rate. The card is also used for checkout privileges for borrowing recreational

equipment from the game room (see "Game Room"). The card is also used for student discounts at some area businesses.

## **STUDENT SENATE**

The student senate is the student government organization at Kirtland. The senate is the means through which students can participate in institutional governance by representation on college standing committees. Also, senate members assist in planning a variety of extracurricular and co-curricular activities held throughout the year.

The officers and senators who comprise the student senate are elected each year by the student body. Senate meetings are held regularly during the year and are announced in the student bulletin. These meetings are open to all who are interested. For a copy of the senate's constitution, for a petition for nomination or other information, contact the student senate office.

## **STUDENT CLUBS AND ORGANIZATIONS**

There are many special interest clubs and organizations that offer opportunities for students to broaden the scope of their educational experiences. Students are encouraged to participate in the activities sponsored by the clubs and organizations listed below, or to contact any member of the student senate, or faculty members, with suggestions for forming new organizations. Membership in all organizations is open to any interested student.

Some organizations which are currently active in sponsoring activities are the Cosmetology Club, Nursing Club, InterVarsity Christian Fellowship, Criminal Justice Club, and Student Art League.

### **Establishment of Student Clubs and Organizations**

No student club or organization may be established, conduct business, solicit funds, or sponsor activities unless the organization has been approved by the student senate and has been authorized by the college.

Students who wish to form a student organization should contact the student activities coordinator or refer to the Student Handbook for the proper procedure.

## **GAME ROOM**

Pool and ping pong tables, electronic dart boards, foosball and air hockey machines, are located in the game room in the student center. Also, equipment for baseball, softball, tennis, etc., is available for checkout. Student identification cards are required for equipment checkout (see "Student I.D. Card").

## **FITNESS/NATURE TRAIL**

The Kirtland fitness/nature trail is a one and one-quarter mile loop that winds through heavily wooded terrain that includes hardwoods, lowlands, and a bog. In addition, 20 exercise stations with 32 different exercises lead you through a complete workout. The trail is open free of charge to all students, employees, and community members during daylight hours. The trail is also used

for cross country skiing in the winter, but it is not groomed. The fitness/nature trail starts and ends behind the library building (see "Campus Map").

## **KIRTLAND CENTER FOR THE PERFORMING ARTS**

Kirtland Center for the Performing Arts exists as the cultural and entertainment establishment at Kirtland Community College. Its purpose is to present a variety of performing arts events catering to the diversity of interests among the members of the C.O.O.R. community and beyond.

Each year many acts of national and international renown are presented. The hallmark Performing Artist Series features world-class performers as well as vocal and instrumental groups from the 1950s and '60s. It may also include theatrical performances, dance and occasionally a more contemporary attraction.

For further information regarding scheduled events or ticket prices, please contact the Kirtland ticket office at 517-275-5000, extension 777.

### **Volunteers Needed**

Presenting world-class entertainment requires the abilities and talents of many individuals. Volunteers are needed in all aspects of theatre production and management. If you would like to assist in any capacity - from envelope sealer to usher - for a specific performance or for many, do not hesitate to contact Gary Carton, Managing Director, at 517-275-5000, extension 311.

## **KIRTLAND VOLUNTEER ACTION CENTER**

Kirtland Community College houses the Kirtland Volunteer Action Center which serves as a clearinghouse and networking vehicle for volunteer activities in a four-county service area including Crawford, Ogemaw, Oscoda, and Roscommon counties. The Volunteer Action Center is part of a national volunteer movement started in the early 1980s with the creation of the Points of Light Foundation. Annual projects include activities in conjunction with the national celebration of Make A Difference Day (October) and Volunteer Week (April). For further information regarding how you might join students, faculty, staff, and area residents as they share their talents to improve the quality of life in their local communities, contact the Kirtland Volunteer Action Center at 517-275-7023 or 877-331-2333 (toll-free number).

## **ALUMNI ASSOCIATION**

On September 30, 1992, the Kirtland Alumni Association became an official organization representing over 2,500 Kirtland Community College graduates. A number of activities are planned annually by the alumni board (elected officers). For more information, contact the student services office, extension 251.

# SAFETY, SECURITY, EMERGENCIES

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## DEPARTMENT OF PUBLIC SAFETY

Your personal safety and security while on campus are the primary concerns of the Department of Public Safety. Our goal is to insure a safe environment in which all of the campus community members can work and learn. In order to attain this goal, we need cooperation from you. Members of the campus community must take responsibility for the safety and security of themselves, their neighbors and their belongings.

## PUBLIC SAFETY SERVICES

The Department of Public Safety is located in the student center. Office hours are 8 a.m. to 11 p.m., Monday through Thursday and on Friday from 8 a.m. to 11 p.m. Public Safety services include:

- After-dark escort service from the buildings to student's vehicles
- Responding to criminal behavior complaints
- Preventative workshops/seminars on drug/alcohol awareness, rape awareness, use of weapons, etc.
- Addressing parking and traffic violations
- Providing vehicle emergency assistance (keys locked inside of vehicle, jump-starting vehicle, etc.)

## CRIME REPORTING

If you witness a crime or are a victim of any criminal activity, take immediate action. Contact Public Safety at extension 355, 283, or 0, or contact the Roscommon County Sheriff's Department at 275-5101.

Note: Upon request, data can be obtained from the office of the student services office regarding incidents reported, during 1997-1998, to either the Kirtland Department of Safety or the Roscommon County Sheriff's office.

## PARKING AND TRAFFIC ON CAMPUS

Through enforcement of parking and traffic policies, it is Kirtland's desire to provide a safe means for entry and departure from campus lots. Also, it is our hope, with the least amount of inconvenience, to provide fire, safety, and maintenance vehicle access lanes, handicap spaces, and loading/unloading opportunities.

Parking on campus is free and allowed in approved areas only. Parking is not allowed in fire lanes, on or beside walking paths, or next to buildings. In addition, parking in the lot adjacent to the vocational-technical building is reserved for patrons of automotive and cosmetology services.

Parking spaces for service vehicles and the handicapped are posted. A permanent or temporary handicapped sticker from the Secretary of State's office is needed to park in the handicapped areas.

Parking and traffic violators on campus will be ticketed by Kirtland's Public Safety officers. The following fines are imposed on violators:

\$40.00	....	Parked in handicap space
\$25.00	....	Parking in fire lane
\$25.00	....	Parked within 15 feet of fire hydrant
\$25.00	....	Blocking emergency exit
\$10.00	....	All other parking violations

## FIRE SAFETY AND FIRE ALARM

Students and employees of the college are encouraged to know where fire alarms, fire extinguishers, and emergency exits are located in each building.

If a fire alarm sounds, **get out of the building!** Treat all fire alarms as real, even if you have reason to believe the alarm is a false alarm. Do not reenter the building until given permission to do so by college officials.

Note: A false alarm is dangerous and a felony. Anyone sounding a false alarm will receive the minimum sanction of suspension from college.

## POLICY ON USE OF ALCOHOL/DRUGS

Unauthorized possession or use of alcoholic beverages on the college campus or at a college sponsored event, and use, possession, or distribution of narcotic or other dangerous drugs (including look-alike drugs) are strictly prohibited. Violation of these regulations could lead to removal from college property, suspension, or dismissal from the college, and/or could be liable to legal prosecution.

Note: For a more detailed position on the possession/use of illicit drugs and alcohol, please contact the student services office for a copy of "Kirtland Community College's Response to The Drug Free Schools and Communities Act Amendment of 1989" booklet and refer to "Rights and Responsibilities of Students" and "Student Code of Conduct" sections in this catalog.

## POLICY ON WEAPONS (FIREARMS, KNIVES, EXPLOSIVES)

Possession or use of knives (blade in excess of 3 1/8 inches), firearms, firecrackers, explosives, other lethal weapons, and/or toxic or dangerous chemicals on campus or at any college sponsored events, unless specifically authorized in writing by a college administrator for educational/safety purposes, is prohibited. Further, possession in a locked vehicle may be permitted according to state laws. Law enforcement officers are exempt from this policy.

## CAMPUS SAFETY AND SECURITY BOOKLET

Our campus is nestled in a beautifully wooded setting. The surroundings are tranquil and peaceful. Yet, although Kirtland is a relatively safe place to be, it is certainly not exempt from many of the same crime problems that exist in the surrounding communities.

To promote awareness of crime, safety precautions and emergency procedures, Kirtland has made available the Campus Safety and Security booklet. This booklet includes:

- Emergency telephone numbers
- Department of Public Safety services
- Incident reporting procedures
- Policies on use of alcohol/drugs, sexual offenses, and weapons
- Parking and traffic policies
- Fire safety and fire alarm procedures
- Personal safety measures
- Stalking
- Statistics on campus crime occurrence (1994-96)
- Safety awareness programs
- Access to campus facilities

A copy of this booklet can be obtained from the student services office. In addition to promoting safety awareness, these efforts help to assure Kirtland's compliance with the Student Right to Know and Campus Security Act of 1990.

### CAMPUS CRIME OCCURRENCE STATISTICS

The Crime Awareness and Campus Security Act of 1990 requires colleges to collect and share occurrence statistics for certain crimes reported as occurring on the college campus. Kirtland's on-campus occurrence statistics (reported offenses; does not infer alleged offenders were convicted) are:

Reported Offenses	1996	1997	1998
Murder	0	0	0
Sex Offenses-Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	4	2	0
Motor Vehicle Theft	0	0	0
<b>Arrests</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

Note: As of January 2000, crime occurrence statistics for 1999 will be available in the student services office. Also, for more information regarding the college's compliance with the Crime Awareness and Campus Security Act of 1990, contact the student services office.

### EMERGENCIES

Sometimes emergencies arise on campus that require the services of the fire department, county sheriff's office, Michigan State Police or an ambulance. Dial "0" from 7:30 a.m. to 7:00 p.m. or dial extension 246 after 8 p.m. The operator will help you gain the service you need.

During the winter months when vehicle lights have been left on and a "battery jump" is needed, call extension 249 and the college's maintenance department will help you.

### ACCIDENT REPORTING

Students having an accident while on campus should report the incident to the business office, located in the administration center.

### CLASS CANCELLATIONS

Due to inclement weather or other unusual circumstances:

**CAMPUS CLASSES:** When it is necessary to cancel classes due to inclement weather or other unusual circumstance, please **DO NOT CALL THE COLLEGE**. Announcements of college closings will be made on the following radio and TV stations:

- TV:** Cadillac WWTV - TV 9 & 10  
 Cadillac FOX 33  
 Bay City WNEM - TV 5  
 Traverse City WPBN - TV 7 & 4  
 Traverse City WGTU - TV-29

#### RADIO:

Houghton Lake	WHGR-WUPS	98.5 FM
Grayling	WGRY	101 FM
Grayling	WQON Kool	100 FM
Gaylord	WKPK	107 FM
Gaylord	WPHN	90.5 FM
Gaylord	WMJZ Magic	95.3 FM
Tawas City	WIOS-WKJC	104.7 FM
Tawas City	NEW BAY 108	107.3 FM
Traverse City	WTCM	103.5 FM
Alpena	WHSB	107.7 FM
Mt. Pleasant	NPR Radio (WCMU)	89.5 FM
Alpena	NPR Radio (WCML)	91.7 FM
Petoskey	WKHQ	96 FM
West Branch	WBMI	Kool 105.5
Sterling	WSTD	

**EVENING CLASSES:** Announcements that refer to evening classes mean any class beginning at 5 p.m. or later.

**SATURDAY CLASSES:** Cancellations will not be announced on radio or TV. The decision to cancel a Saturday class will be communicated through a student telephone fan-out list that will be established in each class.

**OFF-CAMPUS CLASSES:** If the radio/TV announcement states that Kirtland classes are canceled, that announcement includes Kirtland off-campus classes (Houghton Lake, Roscommon, Grayling, Mio, West Branch, Gaylord).

**LOCAL SCHOOL CLOSINGS:** If local schools where off-campus classes are held are closed due to inclement weather, Kirtland classes will also be canceled at that site.

#### NURSING CLINICAL:

- \* Students having classes on campus should listen to the radio for campus closing announcements.
- \* Students scheduled for clinical sites **will not** hear announcements regarding clinical site closings on the radio. The instructor of the clinical site will decide the cancellation of a class and students will receive word by means of a predetermined clinical phone tree. (For more information, refer to your nursing student handbook.)

## COLLEGE CLOSING

In the event of impending severe weather, prolonged utility failure, or any condition jeopardizing the safety or well-being of students, the college President may find it necessary to suspend classes or cease college operations until such

threatening conditions are corrected. After such a decision has been made, radio stations within the college's district and service area will broadcast several announcements about the closing decision. For information, see CLASS CANCELLATIONS above.

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# PROTECTING STUDENT RIGHTS

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## STUDENT'S RIGHT TO KNOW

Under Section 103 of the Student Right to Know and Campus Security Act, colleges are required to disclose completion of graduation rates to students entering the institution. These rates are derived from what happens to a group of new, full-time students (with no prior college enrollment) who enter a certain fall semester and are pursuing a certificate or a degree. For a copy of the Student Success Report, which includes graduation rates, contact the student services office at extension 280.

## NON-DISCRIMINATION

Kirtland Community College complies with all general laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

All educational opportunities will be offered without regard to race, color, national origin, sex or handicap. The college Title IX and Section 504 coordinator is Katherine Nemeth, Kirtland Community College, 10775 N. St. Helen Road, Roscommon, Michigan 48653, (517) 275-5000, extension 230.

Compliance with the Americans with Disabilities Act (ADA) is a priority of Kirtland Community College. The ADA compliance officer is Carole Chilton, Kirtland Community College, 10775 N. St. Helen Road, Roscommon, Michigan 48653, (517) 275-5000, extension 218.

## SEXUAL HARASSMENT

Sexual harassment of students and employees at Kirtland is unacceptable and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when such conduct or communication has the purpose of or effect of substantially interfering with an individual's education or creating an intimidating, hostile or offensive educational environment. For more information or to file a sexual harassment complaint, students should contact the student services office or call extension 231, and employees should contact the business office at extension 239.

## SMOKING POLICY

In compliance with state and federal law, Kirtland Community College has reduced exposure to tobacco products by taking the following steps:

1. Smoking or use of any tobacco products will be prohibited in all leased or owned college facilities, except in private college housing.
2. Smoking or use of any tobacco products will be prohibited in college vehicles.
3. Smoking or use of any tobacco products may occur no closer than 10 feet from outer door entrances. In some circumstances, other standards will apply and will be posted.
4. The sale of tobacco products will be prohibited on college premises.

The responsibility for implementing this policy lies with each individual in the Kirtland Community College community. Successful implementation requires the understanding, consideration and cooperation of students, staff and visitors to the campus.

## DRUG-FREE LEARNING ENVIRONMENT

Kirtland Community College strongly supports the promotion of a drug-free campus and has certified its compliance with the Drug-Free Schools and Communities Act Amendment of 1989. In compliance with this act, Kirtland has made available the booklet, Achieving a Drug-Free Learning Environment. The following information is provided in this booklet:

- Standards of conduct for students and employees
- Sanctions for illicit drug and alcohol use
- Health risks associated with drug and alcohol use
- Prevention education services
- Treatment and recovery
- Local agencies for referral services
- Support groups
- Emergency telephone numbers (hot lines)

For a copy of Achieving a Drug-Free Learning Environment, contact the student services office at extension 280.

## PRIVACY OF STUDENT RECORDS

The college complies fully with the Family Educational Rights and Privacy Act of 1974, also known as FERPA, which is designed to protect the privacy of student educational records. For more information regarding the confidentiality of records or release of student information, contact the registrar in the student services office in the administration building, or call 517-275-5000, extension 248.

- A. According to the Family Rights and Privacy Act of 1974 (FERPA), certain information may be released by the college without the written consent of the student. Such information is called "directory information" and may be given to any inquirer unless the student specifically requests the registrar's office to withhold such information. The following "directory information" will be released by the college:

Whether a student is or has been registered at Kirtland Community College and any degrees and awards received by the student. (This enables Kirtland to use the student's name for the student bulletin, electronic bulletin boards, newspaper articles regarding academic achievements, graduation programs, or phone inquiries.)

- B. Other information which is part of a student's record will not be released to anyone outside the college without prior written permission, signed and dated by the student, except for the following:
1. To school officials with legitimate educational interests
  2. To federal, state and local authorities involving an audit or evaluation of compliance with educational programs
  3. In connection with financial aid
  4. To state and local authorities pursuant to a state law adopted before November 1994 requiring the disclosure
  5. To organizations conducting studies for or on behalf of educational institutions
  6. To accrediting organizations
  7. To comply with a judicial order or a lawfully issued subpoena
  8. In a health or safety emergency
  9. As a result of any disciplinary proceeding conducted by Kirtland Community College to an alleged victim of a crime of violence

## **STUDENT IDENTIFICATION NUMBER**

The college requests the student's social security number at time of admission to verify identification. The social security numbers of students accepted for admission prior to April 1996 are their student identification numbers (I.D.). A separate I.D. number is issued to new students admitted after April 1996 due to new software used for record keeping. The student I.D. is used for grade reporting, class list identification, transcript services and additional services such as financial aid and veterans benefits for those who are eligible.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

College student conduct expectations are essential to the establishment of an environment conducive to learning, to the protection of Kirtland Community College's educational purpose, and to the maintenance of a reasonable level of order on the campus. The college strives to maintain these standards through educational programs, services to the students, and the promotion of

student conduct standards.

Kirtland's policy and procedure, Rights and Responsibilities of Students, was designed to promote student conduct standards. The policy outlines certain student freedoms, conduct expected of all students, the right to due process, and sanctions that may be imposed on students found in violation of the code of conduct. Further, it must be noted that certain programs of study (e.g., Nursing and Law Enforcement) may have different or stronger standards of conduct, due process, and/or sanctions for its students.

Kirtland Community College recognizes those enrolled in a course or program of study as students and, therefore, as members of the academic community. As members of this community, they are subject to the obligations that accrue to them by virtue of this membership. While enjoying freedoms of speech, peaceful assembly, right of petition, and the right to due process, all students are expected to conduct themselves in a manner that will reflect favorably on them, the community, and Kirtland Community College.

### **Academic Freedom**

The student in the classroom and in conference should enjoy free discussion, inquiry, and expression. Student performance shall be evaluated on an academic basis, as defined in the syllabus for each course.

#### **A. Protection of Freedom of Expression**

Students shall be free, and be encouraged, to offer opinions and insights in any course of study and be allowed to reserve judgement about matters of opinion expressed by the instructor or other students. Also, students are responsible for learning the content of any course of study for which they are enrolled.

#### **B. Protection Against Improper Academic Evaluation**

Students shall have protection through due process against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students may use the procedures outlined under "Procedure for Academic Due Process" when a dispute over grades occurs.

### **Freedom of Assembly**

No person or persons shall assemble in a manner that obstructs the free movements of persons about the college or the free normal use of the college buildings and facilities, or prevent or obstruct the normal operations of the college.

### **Right to Due Process**

An individual charged with a violation of the student code of conduct has the right to due process. A student who is dissatisfied with an academic decision also has the right to due process. Due process at Kirtland Community College means that a student is assured that his/her rights as a student will be protected. Further, and specifically, a student has the right:

- A. To be informed in writing of the specific charges and the grounds for such charges.
- B. To have a chosen advisor or counselor or lawyer (at the student's own expense) present for advice before,

during, and/or after the hearing. The role of this individual is limited to an advisory capacity with no right of cross-examination.

- C. To be present at the hearing, if desired.
- D. To exercise the privilege against self-incrimination.
- E. To hear or examine evidence presented to the committee reviewing the case and to present evidence by witnesses or affidavit of any defense the student desires. Further, the student shall be given the opportunity to cross-examine witnesses.
- F. To be informed in writing of the committee's recommendation to the director of human resources.
- G. To appeal the committee's decision to the President.
- H. To waive the right of a formal hearing before the committee and to have the case heard by the director of human resources.

### **Laws, Regulations and College Policy**

Students shall obey the laws enacted by federal, state and local governments, and the policies and regulations of Kirtland Community College. If a student is charged with a misdemeanor or felony, the college will fully cooperate with civil authorities while recognizing the student's rights under the Family Educational Rights to Privacy Act ("FERPA").

Note: Under FERPA, an educational institution, including a community college, may not disclose personally identifiable information found in a student's education record to law enforcement officials, unless such disclosure is "to comply with a judicial order or lawfully issued subpoena." In such a situation, the college must make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance.

### **Student Code of Conduct**

Enrollment as a student at Kirtland Community College carries with it behavioral obligations inside and outside the classroom. Students are responsible for obeying municipal, state, and federal laws that govern the community, as well as for obeying the rules and regulations of the college. If a student participates individually or as a member of a group in any of the "Forms of Misconduct" (listed below), he or she can be subject to disciplinary action. Further, sanctions may be imposed upon student groups or organizations, including the sanction of deactivation, which entails the loss of all the privileges and/or college recognition for a specified period of time.

Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college premises or which adversely affects the college community and/or the pursuit of its objectives. The student code of conduct is in effect for students while they are on any campus property, and other property in the possession of or owned, used, or controlled by the college.

The code of conduct also applies to off-campus activities such as field trips, off-campus classes and college-sponsored events. On a case-by-case basis, the director of human resources will decide whether jurisdiction should be asserted to address the adverse effects of an off-campus activity.

#### **A. Disciplinary Actions**

Violations of the student code of conduct are subject to disciplinary action and will be given immediate attention by the college. The director of human resources may impose any of the following disciplinary actions:

##### **1. Warning**

A WARNING is an official reprimand that expresses college dissatisfaction with the student's conduct and clarifies expected behavior in the future. Such action is in effect for the duration of the semester in which the warning was issued. Normally a warning does not include any restrictions. If the same offense is repeated after a warning is given, probation will be the minimum sanction awarded.

##### **2. Probation**

PROBATION status indicates that any violation of the code of conduct within the probationary period shall result in more severe disciplinary action against the student that could include suspension or dismissal from the institution. Usually, the probationary period extends for a specified time or until completion of a specific requirement.

Probation in itself does not carry with it any restriction; but, in addition to probation, it is possible for a student to be expected to complete a work assignment or pay a fine and/or be prohibited from holding an office or representing the college in any activity.

##### **3. Removal from a Course**

If REMOVAL FROM A COURSE occurs, a student may continue to attend other classes, but may not resume attendance in the course from which he or she has been removed for the remainder of the semester in which the removal occurs. In the event a student is removed from a course, he or she will be given either a withdrawal or a failure in accordance with the college's "Withdrawal From Classes" policy.

##### **4. Suspension**

SUSPENSION is an action that separates the student from the institution for a definite period of time (days, weeks, semesters, etc.) and is to be appropriate with the circumstances of the violation. Such action will specify the conditions required for readmission and the date the student will be eligible to return.

##### **5. Expulsion**

EXPULSION is an action that permanently separates the student from the institution.

##### **6. Specific Orders**

SPECIFIC ORDERS is an action which may stand alone or be issued with another sanction. Specific orders may include, but are not limited to, performance or nonperformance of specific acts, loss of certain privileges, payment of fines, restitution, and work assignments.

Any disciplinary action imposed on a student will be recorded in

the student's confidential file in the student services office. A disciplinary action cannot be recorded on a student's transcript.

## B. Forms of Misconduct

The following forms of misconduct will not be tolerated by the college. Minimum sanctions, disciplinary actions normally taken by the college, are indicated in parenthesis following each violation. Note: This list is not inclusive of all possible forms of misconduct. The college's administration may add to this list if needed.

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the student code of conduct, i.e., if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Such proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

1. Arrest for or conviction of any civil or criminal laws committed while on campus or at college-sponsored events. **(Probation)**
2. Threatening, attempting, or using physical force or intimidation (including stalking) against any person on the college properties or at any off-campus college-sponsored events. This includes the interference with the freedom of movement of any person. **(Suspension)**
3. Deliberate interference with academic freedom or freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by the college to express his/her views. **(Warning)**
4. Discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap. **(Probation)**
5. Sexual harassment in the educational environment, as defined by the Elliott-Larson Civil Rights Act. **(Suspension)**  
Note: The Elliott-Larson Civil Rights Act defines sexual harassment in the educational environment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when...such conduct or communication has the purpose or effect of substantially interfering with an individual's education...or creating an intimidating, hostile, or offensive...educational...environment."
6. Conduct or expression which is disorderly, lewd, indecent, or obscene on college property or at a college-sponsored event. **(Warning)**

Note: To determine conduct or expression which is disorderly, lewd, indecent, or obscene, the U.S. Supreme Court has set forth

the following three-pronged test to determine obscenity:

The basic guidelines for the trier of fact must be: (a) whether the average person applying contemporary community standards would find that the work/action, taken as a whole, appeals to the prurient interest; (b) whether the work/action depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and (c) whether the work/action, taken as a whole, lacks serious literary, artistic, political, or scientific value.

7. Engaging in any kind of hazing action on or off campus that endangers the mental health, physical health, or safety of a student or which destroys or removes public or private property for purpose of initiation or admission into, affiliation with, or participation in any student organization. **(Suspension)**
8. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to meet appointments in administrative or faculty offices and at investigative/disciplinary hearings.) **(Warning)**
9. Initiating false alarms which endanger the health and safety of any person on college properties or at any off-campus college-sponsored events. **(Suspension)**
10. Possession or use of knives (blade in excess of three and one-eighth inches), firearms, firecrackers, explosives, other lethal weapons, and/or toxic or dangerous chemicals on campus or at any college-sponsored events, except when specifically authorized in writing by a college administrator for educational/safety purposes. Further, possession in a locked vehicle may be permitted according to state laws. Law enforcement officers are exempt from this policy. **(Suspension)**
11. Unauthorized distribution or sale of items on campus. (To be eligible for authorization, students must follow the steps outlined in Board policy/procedure 3.015, Community Use of College Facilities.) **(Warning)**
12. Manufacture, possession, control, sale, transmission or use of:
  - a. Any controlled substance (illegal drugs) in violation of state or federal laws; or
  - b. Substances purported to be illegal, abusive or performance enhancing, i.e., look-alike drugs.

The college has the policy of full cooperation with law enforcement agencies in such cases.

**(Suspension)**

13. Possession (outside of state laws), distribution, consumption, or abuse (including intoxication) of any alcoholic beverages on any college-owned or rented facility. **(Suspension)**
14. Consumption of food or beverages in unauthorized areas on campus. **(Warning)**
15. Smoking in classrooms or other designated non-smoking areas. **(Warning)**
16. Gambling with money or anything else of value on campus or at any college-sponsored event. **(Probation)**
17. Dress that fails to meet established safety or health standards in specific on- or off-campus classes or at college-sponsored events. **(Warning)**
18. Parking of vehicles in unauthorized areas. **(Warning)**
19. Unauthorized presence of pets on campus. (Animals who assist students with disabilities are permitted on campus.) **(Warning)**
20. Cheating, plagiarism or other forms of academic dishonesty including the unauthorized acquisition of tests or other academic materials. This includes students who aid and abet, and those who attempt such behavior. (A recommended sanction must be provided by the instructor to the student judiciary committee and may include expulsion.)

Note: Cheating includes, but is not limited to:

- a. The use of any unauthorized assistance in taking quizzes, tests or examinations.
- b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Note: Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished

work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

21. Misrepresentation, alteration, forging, or misuse of college documents, records, or identification cards. (Students are required to present identification when requested by authorized college officials.) **(Expulsion)**
22. Unauthorized representation or contracting in the name of Kirtland Community College. (A student may not claim to be an official representative of the college for any commercial purpose.) **(Suspension)**
23. Use and/or misuse of the college computer system, facilities, hardware, software, and all computerized information is prohibited in the following circumstances, including, but not to be limited to:
  - a. Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the college's computing system.
  - g. Use of computing facilities in a way that violates state or federal copyright laws, e.g., unauthorized duplication of copyrighted or licensed software. **(Suspension)**
24. Unauthorized entry to and/or use of college facilities and equipment. Also, the possession of keys or duplication of the college's keys without proper authorization. **(Suspension)**
25. Attempted or actual theft from, damage to or the defacing of college property or the property of other students, faculty, or staff while on the campus or at any college-sponsored event. **(Expulsion)**
26. Littering of college facilities and grounds. (This includes the disposal of cigarette butts in locations other than ashtrays or trash receptacles.) **(Warning)**

27. Dishonesty, including knowingly furnishing false information to the college or a college officer, whether orally, in writing, or in completing required forms. **(Probation)**
28. Violation of college policies and regulations not already addressed in the previously listed forms of misconduct. **(Warning)**

**Disclosure of Student Rights and Responsibilities:**

Both policy and procedure for "Student Rights and Responsibilities" will be made available to all students and employees. To ensure this occurs, any college catalog, student handbook, or faculty handbook printed after December 31, 1990, must include this information.

**DUE PROCESS PROCEDURE**

At Kirtland Community College, two procedural forms of due process exist: Academic Due Process and Non-Academic Due Process. As conditions permit, either form of due process is provided to the student within a reasonable amount of time. In certain circumstances, the director of human resources may impose a suspension prior to the hearing before the student judiciary committee.

- A. Interim suspension may be imposed only:
  1. To ensure the safety and well-being of members of the college community or the preservation of college property;
  2. To ensure the student's own physical or emotional safety and well-being;
  3. If the student poses a definite threat of disruption of or interference in the normal conduct of operations of the college.
- B. During the period of interim suspension, the student shall be denied access to the campus (including being barred from classes) and/or all other college activities or privileges for which the student might otherwise be eligible as the director of human resources may determine to be appropriate.
- C. The interim suspension shall continue until the student's due process procedures are complete. The hearing for this matter should follow the director of human resources' actions as soon as practicable.

**Procedure for Non-Academic Due Process:**

Any member of the college community may file charges against a student for an alleged violation of the student code of conduct. These charges must be filed in writing by completing a "Student Conduct Complaint Form" and be submitted to the student services office as soon as possible after the incident. These forms can be obtained from the student services office. Once charges have been formally filed, the following procedure for non-academic due process must be observed:

- A. The director of guidance and counseling shall meet with the person (complainant) who has filed a charge against

another person or student organization. During this meeting, the director of guidance and counseling will review the charge and procedure with the complainant. The director of guidance and counseling will also meet with the individual(s) charged with the violation and attempt to resolve the situation between the two parties. If the complainant elects to withdraw the charge, a complaint withdrawal form will be completed and signed by the complainant. If the charge stands, the guidance counselor will notify the person or organization (in writing) of the charges filed against him/her and the college's policy regarding due process.

- B. The director of human resources will appoint a student judiciary committee composed of three full-time college employees and two students. The director of human resources will appoint one of the employees to chair the hearing. The members of this committee must have no vested interest in the matter. The director of human resources cannot serve on this committee.
- C. The person filing the complaint and the person or student organization charged with violating the student code of conduct are responsible for providing statements from witnesses and other evidence. Witness statements can be provided verbally during the hearing or in written (signed and dated) form. Both parties may have other individuals at the hearing. These individuals are limited to an advisory capacity with no right of cross-examination.
- D. The student judiciary committee has the responsibility of hearing the charges against the student and reviewing the evidence. The hearing will take place within ten working days following the student's receipt of the written charges. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the college and must be maintained for a period of two years. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the director of human resources.
- E. The director of human resources will render a decision on the case, which may include sanctions imposed on the student. Within three working days of the receipt of the student judiciary committee's recommendation, the director of human resources will then inform (in writing) all parties involved of his/her decision .
- F. If the student wishes to contest the director of human resources' decision, he/she may appeal to the President within three working days following notification of the decision (refer to "Appeal Process"). The President's decision will be final.

Note: A student who commits a drug or alcohol related infraction (Forms of Misconduct #12, #13 or #14) will be immediately referred to the director of guidance and counseling. The director

may provide the student with a choice of the following options:

Option #1: Referral to the Kirtland's student assistance program and/or to a substance abuse professional for a substance abuse intake interview and assessment. The director will also give a formal "warning" to the student.

Option #2: Referral to the student judiciary committee for a hearing. If found in violation by the committee, the student will be suspended for the remaining portion of the current semester with no refund of tuition and fees. Further, if suspended, the student must show evidence of an intake interview and assessment with a substance abuse professional in order to return to Kirtland.

#### **Procedure for Academic Due Process:**

- A. If a student wishes to appeal a grade or academic decision, he/she must first meet with the faculty member to discuss his/her grievance.
- B. If the student and faculty member do not come to a satisfactory agreement, the student may appeal to the appropriate program director or divisional chairperson. (If the instructor happens to be the divisional chairperson/director, the matter is referred directly to the dean of instructional services in the form of a brief written summary.)
- C. If the student chooses to appeal to the program director or the divisional chairperson, a written request (which includes a brief summary of the grievance) must be submitted. The director or chairperson will review the appeal and make a recommendation within three working days to the dean of instructional services or his/her designee. Within three working days after receiving the chairperson's/director's recommendation, the dean/designee shall render a decision.
- D. Should the student wish to pursue the matter further, the dean/designee will refer the complaint to the academic appeals committee. The dean of instruction will appoint an academic appeals committee composed of full-time faculty members and two students. The dean will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter. The dean/designee cannot serve on this committee.
- E. The academic appeals committee has the responsibility of hearing the grievance and reviewing the evidence. The hearing will take place within ten working days following the student's request for a hearing. A verbatim record, such as a tape recording, will be made of all hearings. This record remains the property of the college and must be maintained for a period of two years. Within one working day following the hearing, the committee will submit (in writing) its recommendation to the dean/designee.
- F. The dean/designee will render a decision on the case. Within three working days of the receipt of the

academic appeals committee's recommendation, the dean/designee will then inform (in writing) all parties involved of his/her decision

- G. If the student wishes to contest the dean's/designee's decision, he/she may appeal to the President within three working days following notification of the dean's/designee's decision (refer to "Appeal Process"). The President's decision will be final.

#### **Appeal Process**

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes, except as required to explain the basis of new evidence:

- A. To determine whether the original hearing was conducted fairly, considering the charges and evidence presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the student code of conduct was violated and giving the accused student a reasonable opportunity to prepare and to present his or her rebuttal of those allegations.
- B. To determine whether the decision reached regarding the accused student was based on substantial evidence, i.e. were the facts in the case sufficient to establish whether there was or was not a violation of the student code of conduct?
- C. To determine whether the sanction(s) imposed was appropriate to the violation of the student code of conduct that the student was found to have committed.
- D. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

#### **DRUG-FREE CAMPUS**

Under the Drug-Free Schools and Communities Act Amendment of 1989, Kirtland Community College has adopted and implemented policies that promote a drug and alcohol-free campus. For more information, please contact the student services office for a copy of the booklet "KCC's Response to The Drug-Free Schools and Communities Act Amendment of 1989."

#### **SUBSTANCE ABUSE INFORMATION ON ALCOHOL AND DRUGS**

Information regarding the misuse and abuse of alcohol and drugs can be found in the student center near the entrance, in the lobby of the library, or by contacting the director of guidance and counseling in the student services office.

#### **STATEMENT/GUIDELINES REGARDING AIDS**

In response to the epidemic of infection with Human Immuno-

deficiency Virus (HIV), which causes the Acquired Immuno-deficiency Syndrome (AIDS), Kirtland Community College has adopted these guidelines based upon the recommendation of the American College Health Association.

AIDS is a serious illness, a public health problem, and an immediate concern to the college community. AIDS is characterized as a defect in natural immunity against disease. People who have AIDS are vulnerable to critical illnesses that are not a threat to anyone whose immune system is functioning normally.

AIDS is caused by a virus commonly called "HIV." Presently, there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion, as reflected by the Center for Disease Control and Public Health Service, is that AIDS is not a readily-communicable disease.

There are no known cases of AIDS transmission by food, water, insects, or casual social contact, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS, except from sexual and/or intra-venous transmission. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of infected body fluids, blood or blood products. Such exchanges may occur when the needle of an infected person (in most cases, a drug addict) is used by someone else, through a blood transfusion from an infected person, or through intimate contact involving the transfer of semen and vaginal fluids.

(Please note: the use of condoms can significantly reduce spread of this virus.) AIDS has not been shown to be transmitted by saliva, tears, nasal secretions, vomitus, urine, or feces. Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-Related Complex), or AIDS virus antibodies. Since these conditions have been

designated as handicaps and are treated as such by the Elliott Larson Civil Rights Act, it is also against the law to dismiss someone on this basis. Depending on the medical circumstances of each situation, the college may require the monitoring of the medical condition of an infected person, which includes the counseling of that person on the nature of the disease and the importance of not engaging in behavior that could transmit it, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any required records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with AIDS and AIDS-related conditions.

Kirtland Community College will comply with all federal and state laws and regulations, including those of the United States Public Health Service and the guidelines from the Center for Disease Control and the American Health Association, which bear on the welfare of persons within the college community who test positively to that antibody. It has also adopted the safety guidelines as proposed by the United States Public Health Service "for the handling of blood and body fluids of all persons . . ." All appropriate college personnel will be trained in and will follow these procedures.

The college will continue to provide information programs designed to acquaint the community with current information about AIDS, and how to avoid or minimize the risks of transmission of the virus.

Anyone with questions about AIDS may contact Jacquelyn Smith, Nursing Department Chairperson. Materials on AIDS will be available in information-dispensing units on campus.

In addition, any student who is concerned or has questions about AIDS or HIV may contact the Grand Traverse, Leelanau, Benzie District Health Department (Tri-County) in Traverse City, P.O. Box 905, Traverse City, MI 49685-0905, (616) 922-4381 or the District Health Department #1 Cadillac for free counseling and/or HIV testing.

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# FACILITIES, SERVICES AND PARKING

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## BOOKSTORE

The campus bookstore is located in the student center and provides textbooks, reference books, fiction and nonfiction paperback books, classroom supplies, clothing, gift items, and souvenirs. Bookstore hours are 7:45 a.m. to 4:30 p.m., Monday through Thursday, and 7:45 a.m. to 2:00 p.m. on Fridays. Also, special evening hours are provided during registration and the first two weeks of fall and winter semesters.

**Note:** We are required under federal guidelines to inform you that you are not in any way required to purchase books and supplies at the campus book store.

## CAFETERIA

The cafeteria is located in the student center and is open Monday through Friday. A variety of hot and cold food, snacks, and beverages are available. Cafeteria hours and "daily specials" are posted in the student bulletin.

## CHILD CARE

The Children's Learning Center provides a day care and pre-school program in a developmentally appropriate setting for children, ages 2 ½ to six years. The center is located at 15 College Drive, Kirtland Community College.

The program assists children in growing to their fullest potential by nurturing a sense of self, developing intellectual skills, learning to relate to other children and adults, and being a contributing member of the group.

The daily schedule provides a framework for children to explore, create, enjoy good food, develop good health habits, exercise, and rest, all within a caring and nurturing environment. A nutritious breakfast, lunch and afternoon snack are provided by the center. The cost for day care at the center is \$2 per hour. F.I.A. payments are accepted.

The hours for the center are 7:30 a.m. to 6:30 p.m., Monday through Thursday. On Friday, the center is open from 7:30 a.m. to 5 p.m. The center follows Kirtland Community College's academic calendar.

For more information, contact the director of the center, Nancy Hughey, at (517) 275-5000, extension 232, or the Children's Learning Center, 15 College Drive, Roscommon, MI 48653.

## PUBLIC SAFETY OFFICE

Kirtland's response to the Campus Security Act of 1990 includes: A statement of current policies concerning security and access to campus facilities; security considerations used in the maintenance of campus facilities; campus law enforcement; a description of the type and frequency of programs designed to inform students about campus security procedures and practices; programs designed to inform students about the prevention of crimes; statistics concerning the occurrence of crimes on campus and the number of arrests for liquor law violations, drug abuse violations, and weapons possessions; a statement of policy regarding the

possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws; a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws; and a description of any drug or alcohol abuse education program provided by the college. Please refer to the Campus Safety and Security booklet available from the student services office for more information.

## COSMETOLOGY SERVICES

Students enrolled in the cosmetology program provide shampoos, sets, facials, haircuts, manicures, tints, perms, and many other services, under the direct supervision of a licensed cosmetology instructor. These services are performed in the cosmetology laboratory, which is located in the vocational-technical building. Fees range from \$1 to \$25. The cosmetology laboratory hours for service are from 9:30 a.m. to 4 p.m., Tuesday through Friday, and appointments are required. For more information or an appointment, call (517) 275-5000, extension 274.

## VENDING MACHINES

Vending machines providing snacks and beverages are found in the student center, academic building, vocational-technical building and the administration center.

## LOST AND FOUND

Lost and found is located in the reception area of the student center. Students should contact the receptionist to report items they find or to inquire about lost items.

## DUPLICATING SERVICES

A coin-operated copy machine is located in the back of the library. The cost is 15 cents per copy. A copy machine is also located in the college bookstore. The bookstore personnel will provide copies of your material at 15 cents per copy.

## TYPEWRITERS FOR STUDENT USE

Typewriters and word processors found in the computer laboratory, which is located in the administration center, and in the library are available for student use on a limited basis. The computer laboratory has a typewriter available in addition to computers for general student use. Students using this equipment must have the knowledge and skills to operate them.

## COMPUTERS FOR STUDENT USE

The computer laboratory hours are from 9 a.m. to 9 p.m. Monday through Thursday. Laboratory assistants are available during these hours to help students. However, general student use is limited to when classes are not in session. Hours for general student use are posted outside the computer laboratory, which is located in the administration center.

## TELEPHONES

Pay telephones are placed in all five main buildings on campus. Please do not request use of office telephones; they are strictly

for college business.

### **PUBLIC TRANSPORTATION**

Public transportation services are provided Monday through Friday, depending on destination, and on varying availability of county transit authorities. Contact your local agency for availability of public transportation, information regarding arrival/departure times, and ride fees:

Crawford County Dial-A-Ride	345-5409
Ogemaw Public Transit	345-5790
Roscommon Mini-Bus	275-4034

### **PARKING**

Parking on campus is free and allowed in approved areas only.

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## **COMMUNITY SUPPORT SERVICES**

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### **COMMUNITY SERVICES**

Community services offers educational and cultural programs to students and other members of the community. Courses such as "Financial Strategies for Successful Retirement," "How to Plan, Start, and Manage A Small Business," "Exploring Russian Culture," "Cross Country Skiing," "Computer Training," and "Cake Decorating" are a few examples of our diverse and dynamic programming.

These programs can be formatted to meet the needs of a specific audience. For example, "Exploring Russian Culture" could be offered as a one-hour discussion, a one-day workshop, or a six-meeting short course.

For more information, please contact the community services office at (517) 275-5000, extension 210.

### **CUSTOMIZED TRAINING**

This specialized program has been developed to assist employers in setting up a productive training program for current employees in a particular field. The individual design of the program is the

Parking is not allowed in fire lanes, on or beside walking paths, or next to buildings. In addition, parking in the lot adjacent to the vocational building is reserved for patrons of cosmetology services.

### **STUDENT HOUSING**

Kirtland Community College has **no** student housing. Students looking for housing are referred to the classified section of local newspapers.

result of joint planning by company and college training specialists to facilitate immediate or long-term needs of the company.

Training is carried out either at the business site or at Kirtland's campus. Financial assistance for training may be obtained from the Michigan Department of Education, Department of Labor, or other state/federal agencies.

For more information about Kirtland's Customized Training Program, call (517) 275-5000, extension 210.

### **COMMUNITY BASED STUDENT EMPLOYMENT**

Part-time student employment with off-campus employers is an option for Kirtland students. Off-campus employers considering participation in this program should contact Dale Shantz, Kirtland's director of financial aid, at (517) 275-5000, extension 271. Since financial aid may not cover 100% of the student's wages, off-campus employers may be obligated to contribute matching funds.

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## **COMMUNICATION WITH THE COLLEGE COMMUNITY**

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### **COLLEGE CATALOG**

The college catalog is the official publication issued by the college. The catalog includes detailed information concerning programs of study, course descriptions, admission and graduation requirements, and services for students. **The contents of the college catalog are subject to change. The catalog is not**

**to be considered as a contract or agreement between the student or the college.** A catalog may be requested from the student services office. For the most current information, check the student class schedule.

### **CLASS SCHEDULES**

A class schedule is a list of courses offered by the college during a semester. This publication provides day, time, and location of each class. Also included is information concerning testing, advising, registration, and other services provided by the college. The class schedule is available in late April for both summer and fall semesters and in late November for the winter semester.

## STUDENT BULLETIN

A student bulletin is issued Monday through Thursday during each semester by the student services office and is distributed and posted on designated bulletin boards around campus. It is the student's responsibility to read the student bulletin each day as official notices appear there. Students may request personal notices to be placed in the student bulletin.

## STUDENT NEWSPAPER

The *Kirtland Chronicle* is a monthly student newspaper that publishes news articles, feature stories, opinion pieces, and photographs of interest to the college community.

Students can earn one to four humanities credits and learn reporting, editing, photography, desktop publishing, or advertising skills.

The newspaper is published by students, and opinions expressed in the *Chronicle* are attributed to individuals and do not reflect the policy of the KCC Board of Trustees, administration, or faculty. For more information about joining the *Kirtland Chronicle* staff, call the newspaper advisor, Jon Thompson, 517-275-5000, extension 229.

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# GLOSSARY OF COLLEGE TERMS

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**Academic Subjects** - Studies such as English, mathematics, science and history. Non-academic subjects include keyboarding, auto mechanics, and accounting.

**Accredited** - Certified as fulfilling standards or requirements. Accreditation means that the representative parts of a college or university are satisfactory and that its courses are recognized and accepted by other schools.

**Admission** - The acceptance by a college or university of an applicant as a student. Admission may be based on an evaluation of a student's scholastic record, personal qualifications, test scores, and other indications of probable success.

**Advanced Standing** - The status given a student who has taken work in another collegiate institution and has earned acceptable credit there, or who has earned college credit by taking an examination.

**Advisor** - A member of the college faculty or staff who is appointed to assist students in both educational and personal plans.

**Articulation** - The process of 1) granting college credit for approved secondary education programs and 2) identifying the transferability of Kirtland courses to other colleges and universities.

**Associate Degree** - The degree given for completing college programs of at least two but less than four years of study (60 credit hours or more), usually in a two-year institution such as a junior college or community college.

**Audit** - a process in which students generally pay the regular fees for the class, but need not complete assignments or take examinations. Arrangements to audit a course must be made prior to registration.

**Bachelor's Degree** - The degree given for completing undergraduate college programs that normally take four years. Also called the baccalaureate degree.

**Campus** - The entire physical content of a college or university including all buildings and grounds.

**Catalog** - The college or university publication that lists general campus information, classes, course programs and course descriptions.

**Certificate** - An award for completing a particular program or course of study of 30 or more credit hours, sometimes given by two-year colleges instead of the associate degree.

**Class Adjustment** - A change in a student's schedule caused by the adding or dropping of courses. This usually occurs before the end of the late registration period.

**Community College** - A post-secondary institution authorized to give associate degrees and certificates as well as offer a variety of both credit and non-credit learning experiences. Programs include the liberal arts, technical studies, and enrichment opportunities.

**Community Services** - College department providing both non-credit learning opportunities and recreational activities.

**Contact Hours** - Are the total hours of lecture and laboratory instruction for each class. (Fifty instructional minutes equal one contact hour.)

**Corequisite** - A required course which, if not taken ahead of time, must be taken at the same time as another class.

**Counselor** - A professional who helps student with career/life planning. (See ADVISOR)

**Course** - A single subject of study taken for one term, quarter or semester.

**Course of Study** - The succession or combination of courses taken in a degree program.

**Credit Hour** - A numerical value assigned to each class, usually reflecting the number of lecture hours per week. Additional laboratory hours are required in some courses.

**Curriculum** - The complete list of courses offered by a college or university. Also, the series of courses required for a specific degree.

**Degree** - An academic title awarded by colleges and universities to signify completion of a course of study.

**Department** - An administrative division within a college or university organized to offer classes in a particular field, such as the departments of history, music, mathematics, or physics, etc.

**Developmental Class** - A corrective course which is designed to assist students who need additional assistance in reading, mathematics, or English.

**Dismissal (Suspend or Expel)** - To require a student to leave a college or university for low grades or unacceptable conduct.

**Double Major** - Any program of study in which a student completes the requirements of two majors concurrently.

**Drop-and-Add Period** - Is the time set aside after classes begin when students may add or delete classes from their schedules without penalty.

**Elective** - A subject or course which is open to choice, that is, a subject which is optional and not required.

**Enroll** - Sign-up for classes to be included on the official class list or roster.

**Entrance Examinations** - Achievement, aptitude or interest tests given to students as a basis for admission.

**Essay Test** - Is an examination where answers to questions are written in paragraph form.

**Extracurricular Activities** - Campus events, other than classes, in which students participate, such as student government or athletics.

**Fees** - Special charges made by a college or university other than tuition. These support athletic events, student newspaper, or medical service.

**Final Exam** - The last test given in a class, may include all or part of the course work covered.

**Financial Aid** - Money received from various sources to help students with college costs.

**Freshman** - Class level for students with less than 30 completed credit hours in their program of study.

**Full-Time Students** - Take 12 or more credit hours of study.

**Good Academic Standing** - Status achieved by students who have earned a cumulative grade point average of 2.00 and above.

**Grade Point** - Numerical value given a grade, usually as follows: A-4 points; B-3 points; C-2 points; D-1 point; F-no points.

**Grade Point Average (GPA)** - Computed by dividing total grade points (see above) by total credit hours attempted in one semester or quarter.

**Graduation Requirements** - Specific requirements which a student must meet to qualify for graduation. These include specified total credit hours, required courses, minimum grade point average, etc.

**Grant** - A monetary award given to a student based on financial need; a grant does not have to be repaid.

**Humanities Elective** - A course chosen from a specific list which includes the following subject areas: Art, Foreign Language, History, Journalism, Literature, Music, Philosophy and Theatre.

**Incomplete** - A grade indicating that a student's work in a course is not complete and is usually allowed because of conditions beyond the student's control.

**In-district** - A designation identifying the residency status of a student who lives within the college district; this student pays Kirtland's lowest tuition rate.

**Intramural** - A term generally used in connection with athletic teams which consists of students from a single institution who compete with each other, as opposed to interscholastic, which is competing with teams from other colleges.

**Laboratory Course** - A course in which a student participates in experimental work in addition to lectures and classroom work.

**Liberal Arts** - Academic disciplines such as language, history or humanities that develop general intellectual ability and provide information of general cultural concern.

**Loan** - A monetary award given to a student from a lender (college, bank, savings and loan, credit union) based on financial need; loans must be repaid.

**Major** - The subject or field of study selected by a student in which he or she concentrates in college.

**Matriculation** - The act of enrolling at a college or university. (See ENROLL).

**Minor** - The subject or field of study that is second in interest and concentration to the major study area.

**Non-Traditional Student** - Is a college student who is not a recent high school graduate.

**Office Hours** - Scheduled times instructors are in their offices to meet with students. The hours are posted.

**Open Laboratory** - A classroom setting where self-teaching materials are located.

**Orientation** - A program where new students are provided information regarding campus life, student services and student regulations.

**Out-of-district** - A designation identifying the residency status of a student who lives in Michigan, but not within the college's district.

**Part-Time Students** - Carry fewer than 12 credit hours.

**Placement Tests** - Tests which indicate a student's aptitude or achievement and are used to classify the student in college courses and to provide a basis for counseling.

**Post-secondary education** - Education beyond the high school level.

**Prerequisite** - A requirement for registration in a particular course. For example, Calculus I is a prerequisite for Calculus II.

**Probation** - A status imposed upon a student because of low grades or improper conduct.

**Program** - A planned curriculum in a field of study which includes a list of specific requirements.

**Quarter System** - The organization of the college year into four periods of ten to twelve weeks each.

**Registrar** - The administrator responsible for student records, transcripts, and registration procedures.

**Registration** - The process of official enrollment in a college or university. Required at the beginning of each term of study.

**Required Course** - One that must be taken to fulfill the requirements of a particular program of study.

**Scholarship** - Money awarded to a student to help defray the cost of higher education, often based on grades or financial need; scholarships do not have to be repaid.

**Science Elective** - A course chosen from a specific list which includes the following subject areas: (1) Natural Science (Biology, Chemistry) or (2) Physical Science (Geology, Mathematics or Physics).

**Semester Hour** - The measurement of time spent in class, approximately one hour per week.

**Semester System** - The organization of the college year into two periods of approximately sixteen weeks.

**Seminar** - A small class composed of advanced students in which discussion of the material to be covered in the courses replaces the lecture format.

**Senior Citizen** - A person who is 60 years of age or older.

**Social Science Elective** - A course chosen from a specific list which includes the following subject areas: Anthropology, Economics, Geography, Political Science, Psychology and Sociology.

**Sophomore** - Class level for students with 30 or more completed credit hours in their program of study.

**Special Certificate** - An award for completing a particular program or course of study with less than 30 credit hours.

**Student Rights** - The freedom of students which includes the right to due process, student code of conduct, freedom of expression and protection against improper academic evaluation.

**Student Services** - Located in the administration center and includes admissions, financial aid, records, registration, veterans' information, counseling, and career information services.

**Syllabus** - An outline or brief statement of the main points of a text, lecture or course of study.

**Technical Elective** - A course chosen from a specific list of vocational-technical courses. These courses have been recognized as supportive to a certificate or associate in applied science degree program. When a technical elective is specified in a certain field, it must be taken from that field only, e.g., a business elective - an elective is chosen from the business field only.

**Technical Studies** - Are occupationally oriented programs of learning which provide job skills for students who wish to enter the career of their choice upon the completion of their training.

**Textbook** - A written manual used for reference of study in a class.

**Transcript** - The official record of all grades from a particular college or university that shows a cumulative record of course work updated at the end of each semester.

**Transfer** - The process by which a student enters a college or university after having been enrolled at another institution.

**Transfer Student Guides** - Separate publications about transfer programs published by some four-year colleges and universities to assist students who plan to transfer from a community or junior college. Guides list specific courses which will be accepted by the university.

**Tuition** - A fixed amount charged each student by a college or university for academic instruction.

**Tutor** - A person competent in a specific subject who helps students having a problem with that subject.

**Undergraduate** - A college or university student who has not yet received a degree.

**Vocational-Technical (Terminal) Program** - An educational program designed to prepare students for immediate employment. Most courses in a terminal program are non-transferable.

**Withdrawal** - The act of voluntarily dropping out of a specific class within a prescribed time. Students must initiate the request to withdraw, and if approval is granted, the instructor will assign a W to the transcript.

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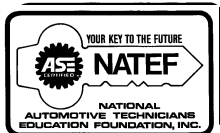
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# AUTOMOTIVE TECHNOLOGY

## Associate in Applied Science

### Introduction

Kirtland's program in Automotive Technology is designed to provide instruction in manipulative skills, technical knowledge and related trade information. Students are given the opportunity to prepare for employment in the automotive industry as certified technicians, service salesmen or service managers.

This program leads to an Associate in Applied Science degree and has a **total of 68 credit hours**. Upon successful completion, students are eligible to transfer for a bachelor's degree under the 2 + 2 transfer agreement program with Ferris State University.

This program is certified by the National Automotive Technicians Education Foundation (NATEF) and graduates of this program will be prepared for the Michigan Bureau of Automotive Regulation Technician Certification and the National Institute for Automotive Service Excellence (ASE) Technician Certification. Graduates will demonstrate competence in all eight of the following areas: 1) engine repair, 2) automatic transmission and transaxle, 3) manual drive train, 4) suspension and steering, 5) brakes, 6) electrical/electronic systems, 7) heating and air conditioning, 8) engine performance.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

Students are also recommended to make an appointment for an interview with an Automotive advisor prior to entering the program.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
ENG-10601	Technical Writing . . . . .	3
MTH-10100	Finite Math or higher . . . . .	4
POL-10100	Intro. to American Government . . . . .	3
---	Humanities/Social Science Elective . . . . .	3

### Automotive Major

Course Number	Course Title	Cr. Hrs.
AUT-16100	Engine Fundamentals & Overhaul . . . . .	4
AUT-16201	Fuel Systems & Emission Control . . . . .	4
AUT-16301	Automotive Fundamentals . . . . .	3
AUT-16401	Basic Electricity . . . . .	3
AUT-16500	Steering, Suspension & Alignment . . . . .	4
AUT-16801	Automotive Electrical Systems . . . . .	4
AUT-17001	Heating and Air Conditioning . . . . .	3
AUT-17700	Automotive Braking Systems . . . . .	4
AUT-17901	Manual Transmission, Drivelines & Rear Axles . . . . .	4
AUT-20400	Auto Service Management . . . . .	3
AUT-21800	Automatic Transmissions . . . . .	4
AUT-23100	Auto Service Area . . . . .	8
AUT-26601	Engine Performance, Diagnosis & Tune-up . . . . .	4

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

- AUT-16301 Auto. Fund.
- AUT-16401 Basic Elec.
- AUT-17700 Auto. Braking Sys.
- ENG-10000/10300 Comp. I
- MTH-10100 Finite Math or higher\*

### Semester II (Winter)

- AUT-16201 Fuel Sys. & Em.
- AUT-16801 Auto. Elec. Sys.
- AUT-16100 Eng. Fund. & Ov.
- ENG-10601 Tech. Writing

### Semester III (Fall)

- AUT-21800 Auto. Trans.
- AUT-26601 Eng. Perf., Diag.,
- AUT-16500 Steer. Sus. & Align.
- AUT-17001 Heat & Air Cond.

### Semester IV (Winter)

- AUT-23100 Auto. Serv. Area
- AUT-20400 Aut. Serv. Mgt.
- AUT-17900 Man. Trans., Drive.
- Humanities or Social Science Elective
- POL-10100

**NOTE:** \*Any Automotive Technology major who plans to acquire a bachelor's degree after completion of the associate degree should contact their advisor during their first semester at Kirtland Community College.

# AUTOMOTIVE TECHNOLOGY

## Master Certification Certificate

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### Introduction

Kirtland's Automotive Technology Master Certification program is designed to provide instruction in manipulative skills and technical knowledge required for employment as an automotive technician. This program is certified by the National Automotive Technicians Education Foundation (NATEF) and graduates will be prepared to take Michigan State Certification and National Institute for Automotive Service Excellence (ASE) test. Graduates will demonstrate competence in all eight of the following areas: 1) engine repair, 2) automatic transmission and transaxle, 3) manual drive train, 4) suspension and steering, 5) brakes, 6) electrical/electronic systems, 7) heating and air conditioning, 8) engine performance.

**This program has a total of 53 credit hours.**

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
CAR-10200	College Success & Survival . . . . .	2
CAR-12000	Professional Career Development . . . . .	2

### Automotive Major

Course Number	Course Title	Cr. Hrs.
AUT-16100	Engine Fundamentals & Overhaul . . . . .	4
AUT-16201	Fuel Systems & Emission Control . . . . .	3
AUT-16301	Automotive Fundamentals . . . . .	3
AUT-16401	Basic Electricity . . . . .	4
AUT-16500	Steering, Suspension & Alignment . . . . .	4
AUT-16801	Automotive Electrical Systems . . . . .	4
AUT-17001	Heating and Air Conditioning . . . . .	3
AUT-17700	Automotive Braking Systems . . . . .	4
AUT-17901	Manual Transmission, Drivelines & Rear Axles . . . . .	4
AUT-21800	Automatic Transmissions . . . . .	4
AUT-23100	Auto Service Area . . . . .	8
AUT-26601	Engine Performance, Diagnosis & Tune-up . . . . .	4

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

AUT-16301	Auto. Fund.
AUT-16401	Basic Elec.
AUT-17700	Auto. Braking Sys.
CAR-10200	College Suc.& Surv.

### Semester II (Winter)

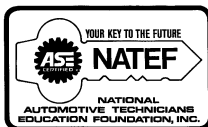
AUT-16100	Eng. Fund.& Overh.
AUT-16201	Fuel Sys. & Emiss.
AUT-16801	Auto. Elec. Sys.
CAR-12000	Prof. Career Dev.

### Semester III (Fall) Semester IV (Winter)

AUT-16500	Steer. Susp.&Align.	AUT-17901	Man. Trans. Drive.
AUT-17000	Heating & Air Cond.	AUT-23100	Auto. Serv. Area
AUT-21800	Auto. Trans.		
AUT-26600	Eng. Perf. Diag.		

### NOTE:

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.



# AUTOMOTIVE CHASSIS SPECIALIST

## Special Certificate

### Introduction

Kirtland's Automotive Chassis Specialist certificate program is designed to provide the student with the necessary skills to gain employment in the automotive industry. This program is certified by the National Automotive Technicians Education Foundation (NATEF). Successful completion of this program will qualify the student for the Michigan State and National Institute for Automotive Service Excellence (ASE) testing and certification. Students will demonstrate competence in suspension and steering, and brakes.

This certificate program is available to part-time students, and has a **total of 21 credit hours**.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the course listed here is required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development . . . . .	2

### Automotive Major

Course Number	Course Title	Cr. Hrs.
AUT-16100	Engine Fundamentals & Overhaul . . . . .	4
AUT-16301	Automotive Fundamentals . . . . .	3
AUT-16500	Steering, Suspension & Alignment . . . . .	4
AUT-17700	Automotive Braking Systems . . . . .	4
AUT-23101	Auto Service Area - Chassis . . . . .	4

### Course Sequence

Listed is a suggested sequence of courses you should complete the courses listed under Semester I before moving on to the next semester. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

- AUT-16301 Auto. Fund.
- AUT-16500 Steer.Sus.& Align.
- AUT-17700 Auto. Braking Sys.

### Semester II (Winter)

- CAR-12000 Prof.Career Dev.
- AUT-16100 Eng.Fund.&Over
- AUT-23101 Auto. Ser. Area

### NOTE:

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

# AUTOMOTIVE ELECTRICAL SYSTEMS SPECIALIST

## Special Certificate

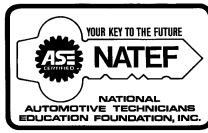
### Introduction

Kirtland's Automotive Electrical Systems Specialist certificate is designed to provide the student with the necessary skills and knowledge to gain employment in the automotive electrical field. This program is certified by the National Automotive Technicians Education Foundation (NATEF). Successful completion of this program will qualify the student for the Michigan State and National Institute for Automotive Service Excellence (ASE) testing and certification in 1) electricity/electronics and 2) engine performance.

This certificate program is available to part-time students and has a **total of 24 credit hours**.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.



If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**General Education**

Many courses in general education are offered; however, only the course listed here is required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development	..... 2

**Automotive Major**

Course Number	Course Title	Cr. Hrs.
AUT-16201	Fuel Systems & Emission Controls	.... 4
AUT-16301	Automotive Fundamentals	..... 3
AUT-16401	Basic Electricity	..... 3
AUT-16801	Automotive Electrical Systems	..... 4
AUT-23103	Auto Service Area - Electrical	..... 4
AUT-26601	Engine Performance, Diagnosis & Tune-up	..... 4

**Course Sequence**

Listed is a suggested sequence of courses. You should complete the courses listed under Semester I before moving on to the next semester. Your advisor will help you make necessary changes to this recommended sequence.

**Semester I (Fall)**

AUT-16301 Auto. Fund. Sys.&Egis. AUT-16401 Basic Elec. AUT-16801 Auto. Elec. Sys.

**Semester II (Winter)**

AUT-16201 Fuel

**Semester III (Fall)**

AUT-26601 Eng. Perf. Diag. CAR-12000 Prof. Career Dev.

**Semester IV (Winter)**

AUT-23103 Aut. Ser. Area

**NOTE:**

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

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## AUTOMOTIVE GENERAL

### Special Certificate

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**Introduction**

Kirtland's General Automotive certificate is designed to introduce the student to automotive technology. The student will have the flexibility to choose a specialty area, and upon completion be qualified to take certification tests in two areas of repair. Areas of instruction will include automotive fundamentals and two automotive electives as well as a section of the service area course. This program is certified by the National Automotive Technicians Education Foundation (NATEF). This certificate program is available to part-time students and has a total of 19-21 credit hours.

**Prerequisites**

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**General Education**

Many courses in general education are offered; however, only the course listed here is required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development	..... 2

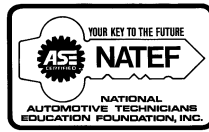
**Automotive Major**

Course Number	Course Title	Cr. Hrs.
AUT-16301	Automotive Fundamentals	..... 3
AUT-23100	Auto Service Area	..... 8

... and six or more credit hour electives from the following:

AUT-16100	Engine Fundamentals & Overhaul	..... 4
AUT-16201	Fuel Systems & Emission Control	..... 4
AUT-16401	Basic Electricity	..... 3
AUT-16500	Steering, Suspension & Alignment	..... 4
AUT-16801	Automotive Electrical Systems	..... 4
AUT-17001	Heating & Air Conditioning	..... 3
AUT-17700	Automotive Braking Systems	..... 4
AUT-17901	Manual Transmission, Drivelines & Rear Axles	..... 4
AUT-21800	Automatic Transmissions	..... 4

(Continued)



**Course Sequence**

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

**Semester I (Fall)**

AUT-16301 Auto. Fund.  
AUT-Elective

**Semester II (Winter)**

AUT-23100 Auto.Serv. Area  
AUT-Elective  
CAR-12000 Prof. Career Dev.

**NOTE:**

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

**AUTOMOTIVE POWERTRAIN SPECIALIST**

**Special Certificate**

**Introduction**

Kirtland's Automotive Powertrain Specialist certificate is designed to provide the student with the necessary skills to gain entry level employment in the automotive industry. This program is certified by the National automotive Technicians Education Foundation (NATEF). Successful completion of this program will qualify the student for the Michigan State and National Institute for Automotive Service Excellence (ASE) testing and certification in 1) brakes and 2) manual drivetrain and axles.

This certificate program is available to part-time students, and has a **total of 21 credit hours**.

**Prerequisites**

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the Student Services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**General Education**

Many courses in general education are offered; however, only the course listed here is required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development	..... 2

**Automotive Major**

Course Number	Course Title	Cr. Hrs.
AUT-16100	Engine Fundamentals & Overhaul	..... 4
AUT-16301	Automotive Fundamentals	..... 3
AUT-17700	Automotive Braking Systems	..... 4
AUT-17901	Manual Transmission, Drivelines and Rear Axles	..... 4
AUT-23102	Auto Service Area - Powertrain	..... 4

**Course Sequence**

Listed is a suggested sequence of courses. You should complete the courses listed under Semester I before moving on to the next semester. Your advisor will help you make necessary changes to this recommended sequence.

**Semester I (Fall)**

AUT-16301 Auto. Fund.  
AUT-17700 Auto.Braking  
CAR-12000 Prof. Career Dev.

**Semester II (Winter)**

AUT-16100 Eng.Fund.& Overh.  
AUT-17901 Man.Transm.Driv.  
AUT-23102 Auto.Serv.Area

**NOTE:** The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

# ACCOUNTING

## Associate in Applied Science

### Introduction

Kirtland's program in Accounting is designed to provide entry level employment skills necessary for the accounting field. Successful program completers may find employment as small business or governmental accountants, accounting technicians, bookkeepers, accounting clerks, or income tax preparers.

This program leads to an Associate in Applied Science-Accounting degree and has a **total of 65 credit hours**. Those students interested in pursuing a bachelor's degree should NOT enroll in this program. Instead, they should pursue Kirtland's Associate in Business Administration transfer degree (pages 102-103) and seek advisement from the Business Administration advisor.

### Prerequisites

Students enrolling in this program are expected to possess acceptable typewriter/computer keyboard skills. Those who do not will be required to successfully complete an appropriate course early in their enrollment at Kirtland.

Kirtland Community College recognizes the importance of students possessing certain skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the placement test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
ENG-10400	English Composition II	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Introduction to Interpersonal & Public Communication	3

MTH-12000	Intermediate Algebra <b>or</b> Higher	4
POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
---	Humanities Elective	3

### Accounting Major

Course Number	Course Title	Cr. Hrs.
ACC-10500	Federal Income Tax Accounting	3
ACC-12100	*Accounting Principles I	4
ACC-12200	Accounting Principles II	4
ACC-18500	Accounting Applications w/Computers	3
ACC-21000	Intermediate Accounting I	4
ACC-21100	Intermediate Accounting II	4
ACC-20500	Cost Accounting I	3
BUS-10100	Introduction to Business	3
BUS-20100	Coordinated Business Practices <b>or</b>	
---	Accounting <b>or</b> Business Elective	3
BUS-21500	Legal Environment of Business	3
CIS-10500	Introduction to Computers	3
ECO-20100	Principles of Economics (Macro)	3
ECO-20200	Principles of Economics (Micro)	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ACC-12100	Acct. Prn. I*
BUS-10100	Intro. Bus.
ENG-10000/10300	Comp. I
MTH-12000	Inter.Alg. <b>or</b> higher
POL-10100	Amer. Govt.

#### Semester II (Winter)

ACC-12200	Acct. Prn. II
CIS-10500	Intro. Comp.
ENG-10400	Comp. II
PSY-10100	Psych.
SPE-10500	Fund.Speech <b>or</b>
SPE-11400	Interp. Comm.

#### Semester III (Fall)

ACC-21000	Intern. Acct. I
ACC-10500	Fed. Income Tax
BUS-21500	Legal Environ.
ECO-20100	MacroEcon.
Humanities Elective	

#### Semester IV (Winter)

ACC-21100	Intern. Acc. II
ACC-18500	Acct.App. w/Comp.
ACC-20500	Cost Acct. I
ECO-20200	MicroEcon.
BUS-20100	Coord. Bus. Pr. <b>or</b>
ACC/BUS	Elective

**NOTE:** \*Students with little or no accounting background will be required to take ACC-10600 or ACC-10601.

# BUSINESS MANAGEMENT

## Associate in Applied Science

### Introduction

Kirtland's program in Business Management is designed to provide an overall background of training that is necessary for entry and success in the business world. The program is intended to lay a foundation for a great variety of entry level positions which may ultimately lead to mid-management positions in business or industry. Students are given the opportunity to enhance decision making, problem solving and creative abilities. Emphasis is placed on management and business communications.

This program leads to an Associate in Applied Science degree and has a **total of 63 credit hours**. Any Business Management major who plans to eventually acquire a bachelor's degree after completion of the associate degree is encouraged to follow the Associate in Business Administration degree as listed on pages 102-103.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
ENG-10400	English Composition II . . . . .	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Introduction to Interpersonal & Public Communication . . . . .	3
MTH-10100	Finite Math <b>or</b>	
MTH-12000	Intermediate Algebra . . . . .	4
POL-10100	Introduction to American Government . . .	3
PSY-10100	Introduction to Psychology . . . . .	3
---	--- Humanities Elective . . . . .	3

### Business Management Major

Course Number	Course Title	Cr. Hrs.
ACC-12100	**Accounting Principles I . . . . .	4
ACC-12200	Accounting Principles II . . . . .	4
BUS-10100	Introduction to Business . . . . .	3
BUS-21000	Principles of Management . . . . .	3
BUS-21500	Legal Environment of Business . . . . .	3
BUS-24500	Personnel Management . . . . .	3
CIS-10500	Introduction to Computers . . . . .	3
ECO-20100	Principles of Economics (Macro) . . . . .	3
ECO-20200	Principles of Economics (Micro) . . . . .	3
MKT-20000	Principles of Marketing . . . . .	3
SEC-10400	Keyboarding I <b>or</b> Business Elective . . . . .	3
SEC-10500	Business Correspondence . . . . .	3

...and three or more credit hours from the following:

ACC-10600	Fundamentals of Accounting . . . . .	4
ACC-18500	Accounting Applications w/Computers . . . . .	3
BUS-20100	Coordinated Business Practices . . . . .	3-9
CIS-11000	Basic Programming . . . . .	3
CIS-17500	Microcomputers & Business Applica. . . . .	3
MKT-10100	Principles of Retailing . . . . .	3
MKT-11000	Principles of Selling . . . . .	3
MKT-18101	Desktop Publishing (PAGEMAKER) . . . . .	3
MKT-20400	Advertising . . . . .	3
SEC-18100	Word Processing I . . . . .	3

### Course Sequence

Listed below is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ACC-12100	**Acct. Prn. I
BUS-10100	Intro. Bus.
ENG-10000/10300	Comp. I
MTH-10100	Finite Math <b>or</b>
MTH-12000	Interm. Alg.
SEC-104*	Keyboarding I <b>or</b>
	Business Elective

#### Semester II(Winter)

ACC-12200	Acct. Prn. II
BUS-21000	Princ. Mgmt.
CIS-10500	Intro. Comp.
ENG-10400	Comp. II
PSY-10100	Psych.

(Continued)

**Semester III (Fall)**

BUS-21500 Legal Environ.  
 BUS-24500 Pers. Mgt  
 ECO-20100 MacroEcon.  
 MKT-20000 Princ. Mkt.  
 POL-10100 Amer. Govt.

**Semester IV (Winter)**

Business Elective  
 Humanities Elective  
 ECO-20200 MicroEcon.  
 SEC-10500 Bus. Corres.  
 SPE-10500 Fund. Speech **or**  
 SPE-11400 Interpers. Comm.

**NOTES**

A certificate in Business Management is awarded to those students who complete the requirements for Semesters I and II of this program.

\*Students who have completed one year of high school typing may substitute a Business Elective.

\*\*Students with little or no accounting background will be required to take ACC-10600 or ACC-10601.

**MARKETING MANAGEMENT**

**Associate in Applied Science**

**Introduction**

Kirtland's program in Marketing Management is designed to provide the student with instruction in the fundamentals of marketing. Training is received in the areas of retailing, sales and advertising to provide students with the skills needed to successfully enter the business field.

In addition to the 62-63 credit hours in the Business Management degree, students will be able to complete an additional degree in Marketing Management. Those students interested in pursuing a bachelor's degree are encouraged to follow the Associates in Business Administration degree as listed on pages 102-103.

**Marketing Management Major**

Student selects 12 hours from the following:

Course Number	Course Title	Cr. Hrs.
MKT-10100	Principles of Retailing . . . . .	3
MKT-11000	Principles of Selling . . . . .	3
MKT-18101	Desktop Publishing (PageMaker) <b>or</b>	
SEC-21500	Desktop Publishing for Offices . . . . .	3
MKT-20400	Advertising . . . . .	3
--- ---	*Business <b>or</b> Marketing Elective . . . . .	3

\*Seminars and elective choices must be approved by an advisor.

**Course Sequence**

A student may pursue this degree while working on the Business Management degree, or after the Business Management degree has been completed. Courses taken at other colleges, articulated courses between Kirtland Community College and intermediate school districts and high schools, and credit by examination in the above areas may all apply towards meeting the degree requirements.

**GENERAL BUSINESS**

**Certificate of Completion**

**Introduction**

Kirtland's program in Business Management is designed to provide an overall background of training that is necessary for entry and success in the business world. The program is intended to lay a foundation for a great variety of entry level positions which may ultimately lead to mid-management positions in business or industry. Students are given the opportunity to enhance decision making, problem solving and creative abilities. Emphasis is placed on management and business communications.

After completing a total of 32 credit hours, students can obtain a certificate of completion. Students may also elect to pursue an Associate in Applied Science degree in Business Management at any point in the certificate program.

**Prerequisites**

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and

mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**General Education**

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate**

# BUSINESS

satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
ENG-10400	English Composition II . . . . .	3

## General Business Major

Course Number	Course Title	Cr. Hrs.
ACC-10600	Fundamentals of Accounting <b>or</b>	
ACC-12100	**Accounting Principles I . . . . .	4
BUS-10100	Introduction to Business . . . . .	3
CIS-10500	Introduction to Computer <b>or</b>	
CIS-17500	Microcomputers & Business Applic. . . . .	3
MTH-10100	Finite Math <b>or</b>	
MTH-12000	Intermediate Algebra . . . . .	4
SEC-10400	*Keyboarding I <b>or</b>	
SEC-11400	Keyboarding II <b>or</b>	
---	Business Elective . . . . .	3
SEC-10500	Business Correspondence . . . . .	3

...and six credit hours from the following electives:

ACC-18500	Accounting Applications w/Computers . . . . .	3
BUS-20100	Coordinated Business Practices . . . . .	3-9
BUS-21500	Legal Environment of Business . . . . .	3
CIS-12500	PASCAL . . . . .	3
MKT-10100	Principles of Retailing . . . . .	3
MKT-11000	Principles of Selling . . . . .	3
MKT-20400	Advertising . . . . .	3
SEC-18100	Word Processing I . . . . .	3

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

ACC-10600 Fund. Acct. **or**  
 \*\*ACC-12100 Acct. Prn. I  
 BUS-10100 Intro. Bus.  
 ENG-10000/10300 Comp. I  
 MTH-10100 Finite Math **or**  
 MTH-12000 Inter. Alg.  
 SEC-10400 \*Keyboarding I **or**  
 SEC-11400 Keyboarding II **or**  
 Business Elective

### Semester II (Winter)

Business Elective  
 CIS-10500 Intro. Comp. **or**  
 CIS-17500 MicroComp.  
 ENG-10400 Comp. II  
 SEC-10500 Bus. Corres.  
 Business Elective

## NOTES:

\*Students who have completed one year of high school typing may substitute SEC-11400 Keyboarding II, or a Business Elective.

\*\*Students with little or no accounting background will be required to take ACC-10600 or ACC-10601.

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Therefore, students in certificate programs should consult with their faculty advisor for additional information.

# HOSPITALITY MANAGEMENT

## Associate in Applied Science

### Introduction

Kirtland Community College's hospitality program prepares students for entry-level to mid-management positions in service industries. The program offers the top-notch hospitality training that student will need for employment in hotels, motels, restaurants, bed & breakfasts, resorts, clubs, catering operations, liquor establishments and golf courses.

To complete the requirements for an Associate Degree in Hospitality Management, the student must first complete the hospitality certificate program. The Associate in Applied Science degree has a total of 60 credit hours.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in

English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
ENG-10000	Writing Lab .....	1
ENG-10300	English Composition I .....	3
ENG-10400	English Composition II .....	3
OIS-10500	Business Correspondence <b>or</b>	
ENG-10601	Tech Writing .....	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Intro. to Interpersonal & Public Communication .....	3
CIS-10100	Introduction to Computers .....	3
	Social Science Elective .....	3
	Humanities Elective .....	3
MTH-10101	Finite Math .....	4
POL-10100	Political Science .....	3

**Hospitality Management Major**

See hospitality certificate program ..... 31

**Specialization**

Complete all the required credit in one of the following options as Option 2A or 2B or 3C or 4D or 5E or 6G.

**Option 2A: Hotel/Motel Marketing & Management Specialist**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
HSP-12100	Tourism and the Hospitality Industry .....	2
HSP-12200	Marketing in the Hospitality Industry .....	3
HSP-12300	Hospitality Sales & Marketing .....	3
HSP-17000	Convention Management & Service ...	3
HSP-17100	Housekeeping Management .....	3
HSP-17200	Hotel/Motel Security Management ....	2

Choose **any one** of the following:

HSP-17300	Introduction to Casino/Gaming Industry .....	3
HSP-17400	Resort Management .....	3
HSP-17500	International Hotel management .....	3
HSP-17600	Managing for Quality in the Hospitality Industry .....	2

**Option 2B: Food Management Specialist**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
HSP-17800	Food Service Sanitation .....	2
HSP-17900	Food Production .....	4
HSP-18000	Bar & Beverage Management .....	3
HSP-18100	Hospitality Purchasing Management ...	3
HSP-18200	Menu Design & Layout .....	2
HSP-18300	Basic Cost Control for Foodservice Management .....	3

**Option 3C: Club & Resort management Specialist**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
BUS-16300	Managing Hospitality Human	

	Resources .....	3
HSP-12200	Marketing in the Hospitality Industry .....	3
HSP-17100	Housekeeping Management .....	3
HSP-18400	Contemporary Club Management .....	3
HSP-18500	Facilities management .....	3
HSP-18600	Food & Beverage Controls .....	3

**Option 4D: Culinary Arts Specialist**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
HSP-15800	Nutrition .....	2
HSP-17800	Food Service Sanitation .....	2
HSP-18700	Managing Catering Operations .....	3
HSP-18800	Wine Appreciation .....	1
HSP-18900	Gourmet Foreign Cookery .....	2
HSP-19000	Bakery Products .....	2
HSP-19100	Food Decorating Garnishes .....	1
HSP-19200	Soups & Sauces .....	2
HSP-19300	Professional Food Preparation .....	3

**Option 5E: Bartending Specialist**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
HSP-18600	Food & Beverage Controls .....	3
HSP-19400	Mixology/The Right Mix .....	2
HSP-19500	Operations Procedures .....	2
HSP-19600	Inventory Control .....	2
HSP-19700	Bartending Procedures .....	1
HSP-19800	Professional Bartending/Bar Code .....	3
HSP-19900	Quality Sanitation Management .....	2

**Option 6G: Turf Management Specialist**

<b>Course Number</b>	<b>Course Title</b>	<b>Cr.Hrs.</b>
HSP-13600	Golf Course Operations Management .....	3
HSP-13700	Problems in Plant Management .....	2
HSP-13800	Landscape Management .....	3
HSP-13900	Environmental Law .....	3
HSP-14000	The Game of Golf .....	1
HSP-14100	Landscape Construction .....	2
	General Science Elective .....	4

# HOSPITALITY MANAGEMENT

## Certificate of Completion

### Introduction

Kirtland Community College's hospitality management certificate prepares students for entry-level positions in service programs.

**This program requires a total of 31 credit hours.**

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

Course Number	Course Title	Cr.Hrs.
BUS-16100	Introduction to the Hospitality Industry . . . . .	3
BUS-16200	Supervision in the Hospitality Industry . . . . .	3

BUS-16300	Managing Hospitality Human Resources . . . . .	3
BUS-27500	Directed Study in Business . . . . .	3
HSP-12200	Marketing and the Hospitality Industry . . . . .	3
HSP-15900	Hospitality Industry Computer Systems . . . . .	1
HSP-16000	Financial Accounting for Hospitality Industry . . . . .	4
HSP-16500	Hospitality Law . . . . .	3
HSP-16600	Food & Beverage Management . . . . .	3
HSP-16800	Food & Beverage Services . . . . .	3
HSP-16900	Front Office Procedure . . . . .	2

### Course Sequence

Listed below is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I

BUS-16100 Intro. Hospitality Ind.  
 BUS-16300 Managing Hosp. H.R.  
 HSP-12200 Marketing & Hosp.

#### Semester II

BUS-27500 Dir. Study in Business  
 BUS-16200 Supervision in Hosp.

#### Semester III

HSP-15900 Hosp. Industry Computer Sys.  
 HSP-16000 Financial Acctg. for Hosp. Industry  
 HSP-16500 Hospitality Law  
 HSP-16600 Food & Beverage Mgmt.  
 HSP-16800 Food & Beverage Services  
 HSP-16900 Front Office Procedure

# CONTRACTING WITH BUSINESS AND INDUSTRY (CWB&I)

## Associate in Applied Science

### Introduction

Contracting with Business and Industry (CWB&I) is a program for specialized career training combining off-campus "hands-on" experience with on-campus related instruction. Students enrolled in CWB&I train twelve hours per week (192 hours per semester) at a local business. Placement is determined by the student's personal interview with the business trainer, which is arranged by the CWB&I advisor. Students may begin with the fall, winter or summer semester.

The CWB&I program leads to an associate of applied science degree and has a **total of 61 credit hours**. This program is intended to provide students with the required training to gain entry-level positions in their chosen career field.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based

## CUSTOMIZED TRAINING

on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

In addition to submitting an Application for Admission to Kirtland Community College, students are required to complete a CWB&I Application form and interview with the CWB&I advisor, Steve Oppy. Students are encouraged to call for an appointment. His telephone number is 517/275-50000 extension 450.

### Suggested Programs

CWB&I is a unique program which has great flexibility. The career training options appear to be limitless. **Students may select from the following list of training programs or (if not listed below) ask the CWB&I advisor to develop a different career option to meet an individual need.**

For a listing of Contracting With Business and Industry programs, see page 60.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

### General Education

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab .....	1
ENG-10300	English Composition I .....	3
ENG-10400	English Composition II <b>or</b>	
ENG-10600	Technical Writing <b>or</b>	
SEC-10500	Business Correspondence .....	3

SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Introduction to Interpersonal & Public Communication .....	3
MTH-10100	Finite Math <b>or</b>	
MTH-12000	Intermediate Algebra or Higher .....	4
POL-10100	Intro. to American Government .....	3
PSY-10100	Intro. to Psychology <b>or</b>	
SOC-10100	Intro. to Sociology .....	3
	Humanities Elective .....	3

### Contracting with Business and Industry Major

Course Number	Course Title	Cr. Hrs.
CBI-10100	Off Campus Training .....	8
CBI-10200	Off Campus Training .....	8

**Specified Electives: 23 credit hours of specific courses to each program.**

### EXAMPLE:

#### Hotel/Motel Management

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development .....	2
CBI-10100	Off Campus Training .....	8
CBI-10200	Off Campus Training .....	8
CIS-10500	Introduction to Computers .....	3
BUS-10100	Introduction to Business .....	3
BUS-16100	Introduction to Hospitality .....	3
GEO-10000	World Geography .....	4

### ...and eight or more credit hours from the following electives:

MKT-20000	Principles of Marketing .....	3
MKT-11000	Principles of Selling .....	3
SEC-10400	Keyboarding I .....	3
ACC-10600	Fundamentals of Accounting .....	4
MKT-20400	Advertising .....	3
BUS-24500	Personnel Management .....	3
SGN-10000	American Sign Language .....	3
ALH-20700	The First Responder .....	3

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## CONTRACTING WITH BUSINESS AND INDUSTRY (CWB&I)

### Certificate of Completion

#### Introduction

Contracting with Business and Industry (CWB&I) is a program for specialized career training combining off-campus "hands-on" experience with on-campus related instruction. Students enrolled in CWB&I train twelve hours per week (192 hours per semester) at a local business. Placement is determined by the student's personal interview with the business trainer, which is arranged

by the CWB&I advisor. Students may begin with the Fall, Winter or Summer semester and usually complete all requirements within the academic year.

The CWB&I program leads to a certificate of completion and has **a total of 32 credit hours**. This program is intended to provide students with the required training to gain entry level positions in their chosen career field. Students are encouraged to discuss additional educational opportunities (i.e., two-year or four-year degree) with their program advisor.

#### Prerequisites

# CUSTOMIZED TRAINING/COSMETOLOGY

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

In addition to submitting an Application for Admission to Kirtland Community College, students are required to complete a CWB&I Application form and interview with the CWB&I advisor, Steve Oppy. Students are encouraged to call for an appointment. His telephone number is 517/275-5000, extension 450.

## General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

## Suggested Programs

CWB&I is a unique program which has great flexibility. The career training options appear to be limitless. **Students may select from the following list of training programs or (if not listed below) ask the CWB&I advisor to develop a different career option to meet an individual need.**

Accounting Clerk	Advertising
Animal Grooming	Automobile Body Repairer
Automotive Parts Person	Bank Teller
Child Development Aide	Commercial Sign Painter
Dental Assistant	Dental Lab Technician
Dietician Aide	Dispatcher
Floral Designer	Golf Course Maintenance
Golf Course Operations	Graphic Designer

Greenhouse Operations	Gunsmithing
Hotel/Motel Management	Insurance Office Assistant
Insurance Sales	Interior Decorating
Landscape Gardener	Library Clerk
Maintenance Worker	Meat Processing
Medical Billing Clerk	Medical Laboratory Aide
News Writer	Optometric Clerk
Pharmacy Technician	Photographer
Physical Therapist Aide	Printing Typesetter
Radio Announcing	Restaurant Mgr. Trainee
Retail Manager Trainee	Ski Hill Maintenance
Ski Hill Operations	Special Education Secty.
Teacher's Aide	Title Research and Abstract
Travel Agent Clerk	Trucking Dispatcher
Upholstery	Veterinarian Aide

Upon request, students may receive a booklet which displays all required courses for each of the above listed training programs. The following are two **examples** of CWB&I training programs:

### Hotel/Motel Management

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development . . . . .	2
CBI-10100	Off-Campus Training . . . . .	8
CBI-10200	Off-Campus Training . . . . .	8
BUS-10100	Introduction to Business . . . . .	3
BUS-16100	Introduction to Hospitality . . . . .	3
MTH-10100	Finite Math . . . . .	4
SPE-10500	Fundamentals of Speech . . . . .	3
---	Approved Elective . . . . .	<u>2</u>
	Total:	33

### Radio Announcing

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development . . . . .	2
CBI-10100	Off-Campus Training . . . . .	8
CBI-10200	Off-Campus Training . . . . .	8
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
ENG-10400	English Composition II . . . . .	3
MKT-11000	Principles of Selling . . . . .	3
SPE-10500	Fundamentals of Speech . . . . .	3
	Approved Elective . . . . .	<u>2</u>
	Total:	32

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# COSMETOLOGY

## Associate in Applied Science

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### Introduction

Kirtland's associate degree program in Cosmetology is designed to provide specialized instruction in practical application, communication skills and general knowledge for employment as a trained licensed cosmetologist. This program leads to an Associate in Applied Science degree preparing students to

successfully pass the Michigan State Board of Cosmetology Exam. The student must earn **a total of 92-93 credit hours** (1500 clock hours) to qualify for graduation. Placement in this program is excellent. Students also have the opportunity to continue their education by enrolling in the Cosmetology Instructor program.

### Prerequisites

# COSMETOLOGY

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the Student Services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses before you can enroll in ENG-10300, SPE-11400, POL-10100, and any humanities or social science electives.

## General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
SPE-11400	Intro. to Interpersonal & Public Comm.	3
POL-10100	Intro. to American Government . . . . .	3
---	Humanities or Social Science Elective (Any Art, Language, History, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) . . . . .	3-4

## Cosmetology Major

Course Number	Course Title	Cr. Hrs.
COS-10001	Cosmetology I . . . . .	5
COS-10002	Cosmetology II . . . . .	5
COS-10101	Cosmetology III . . . . .	5
COS-10102	Cosmetology IV . . . . .	5
COS-10201	Cosmetology V . . . . .	5

COS-10202	Cosmetology VI . . . . .	5
COS-10301	Cosmetology VII . . . . .	5
COS-10302	Cosmetology VIII . . . . .	5
COS-20401	Cosmetology IX . . . . .	5
COS-20402	Cosmetology X . . . . .	5
COS-20501	Cosmetology XI . . . . .	5
COS-20502	Cosmetology XII . . . . .	5
COS-20601	Cosmetology XIII . . . . .	5
COS-20602	Cosmetology XIV . . . . .	5
COS-20701	Cosmetology XV . . . . .	5
COS-20702	Cosmetology XVI . . . . .	5

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

COS-10001	Cosmetology I
COS-10002	Cosmetology II
COS-10101	Cosmetology III
COS-10102	Cosmetology IV
ENG-10000/10300	Lab/Comp. I

### Semester II (Winter)

COS-10201	Cosmetology V
COS-10202	Cosmetology VI
COS-10301	Cosmetology VII
COS-10302	Cosmetology VIII
SPE-11400	Interperson. Comm.

### Semester III (Fall)

COS-20401	Cosmetology IX
COS-20402	Cosmetology X
COS-20501	Cosmetology XI
COS-20502	Cosmetology XII
POL-10100	American Govt.

### Semester IV (Winter)

COS-20601	Cosmetology XIII
COS-20602	Cosmetology XIV
COS-20701	Cosmetology XV
COS-20702	Cosmetology XVI
	Humanities or Social Science Elective

## NOTE:

Students may accelerate progress by attending maximum hours available and by attending in the summer.

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# COSMETOLOGY

## Certificate of Completion

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### Introduction

Kirtland's certificate program in Cosmetology is designed to provide specialized instruction and practical application for employment in beauty salons. This program leads to a certificate of completion in Cosmetology preparing students to successfully pass the Michigan State Board of Cosmetology Exam, which is required by law to practice Cosmetology in Michigan. Students

must earn a **total of 80 credit hours** (1500 clock hours) to qualify for graduation. Placement in this program is excellent. Students also have the opportunity to continue their education by enrolling in the Cosmetology Instructor program.

### Prerequisites

Kirtland Community College recognizes the importance of

# COSMETOLOGY

students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses before you can enroll in ENG-10300, SPE-11400, POL-10100, and any humanities or social science electives.

## Cosmetology Major

Course Number	Course Title	Cr. Hrs.
COS-10001	Cosmetology I . . . . .	5
COS-10002	Cosmetology II . . . . .	5
COS-10101	Cosmetology III . . . . .	5
COS-10102	Cosmetology IV . . . . .	5
COS-10201	Cosmetology V . . . . .	5
COS-10202	Cosmetology VI . . . . .	5
COS-10301	Cosmetology VII . . . . .	5
COS-10302	Cosmetology VIII . . . . .	5
COS-20401	Cosmetology IX . . . . .	5
COS-20402	Cosmetology X . . . . .	5
COS-20501	Cosmetology XI . . . . .	5
COS-20502	Cosmetology XII . . . . .	5
COS-20601	Cosmetology XIII . . . . .	5
COS-20602	Cosmetology XIV . . . . .	5
COS-20701	Cosmetology XV . . . . .	5
COS-20702	Cosmetology XVI . . . . .	5

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

- COS-10001 Cosmetology I
- COS-10002 Cosmetology II
- COS-10101 Cosmetology III
- COS-10102 Cosmetology IV

### Semester II (Winter)

- COS-10201 Cosmetology V
- COS-10202 Cosmetology VI
- COS-10301 Cosmetology VII
- COS-10302 Cosmetology VIII

### Semester III (Fall)

- COS-20401 Cosmetology IX
- COS-20402 Cosmetology X
- COS-20501 Cosmetology XI
- COS-20502 Cosmetology XII

### Semester IV (Winter)

- COS-20601 Cosmetology XIII
- COS-20602 Cosmetology XIV
- COS-20701 Cosmetology XV
- COS-20702 Cosmetology XVI

## NOTE:

Students may complete sooner by attending summer session or completing required hours on an accelerated basis.

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

# COSMETOLOGY INSTRUCTOR

## Certificate of Completion

### Introduction

Kirtland's Cosmetology Instructor program is designed to provide instruction and practice to become a cosmetology instructor. This program leads to a certificate of completion preparing students to pass the Michigan State Board Exam for Cosmetology Instructors. Students must earn a **total of 26 credit hours** (500 clock hours) to qualify for graduation.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test

results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

Students must be a licensed Cosmetologist prior to entering the program.

### Cosmetology Instructor Major

Course Number	Course Title	Cr. Hrs.
COS-20801	Cosmetology Instructor I . . . . .	5
COS-20802	Cosmetology Instructor II . . . . .	5
COS-20901	Cosmetology Instructor III . . . . .	5
COS-20902	Cosmetology Instructor IV . . . . .	5
COS-21001	Cosmetology Instructor V . . . . .	3
COS-21002	Cosmetology Instructor VI . . . . .	3

**NOTE:** Student must have a high school diploma or GED certificate in order to take the Michigan State Board Exam for Cosmetology Instructors.

# COSMETOLOGY/HEALTH OCCUPATIONS

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

## MANICURING Special Certificate

Manicuring is a 8 credit hour, 400 clock hour, one course program designed to prepare the student for employment as a manicurist.

Course Number	Course Title	Cr. Hrs.
COS-11001	Manicuring .....	8

**NOTE:** See your advisor for information regarding transfer of cosmetology hours toward manicuring program.

## EMERGENCY MEDICAL SERVICES (PARAMEDIC) Associate in Applied Science

### Introduction

The Associate in Applied Science degree in Emergency Medical Services (E.M.S.) is designed to prepare students for entry-level positions as paramedics while providing a solid basis for continued professional growth and career mobility. This program will provide students with the basic knowledge and skills necessary to function as an advanced Emergency Medical Technician (E.M.T.), as well as give them additional education which will prepare the student for advancement in E.M.S. or in another related health field, such as nursing. Following successful completion of this program, students are eligible to take the state licensing examination for paramedic. **A total of 70 credit hours is required** for an Associate in Applied Science degree in Emergency Medical Services.

### Prerequisites

A GED or high school diploma is required for admission to the program. Good physical and mental health is required.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses before enrolling in other courses requiring these prerequisites.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required for all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
BIO-10700	Essentials of Anatomy & Physiology ..	4
ALH-10800	Pathology .....	4
ENG-10000	Writing Lab .....	1
ENG-10300	English Composition I .....	3
ENG-10601	Technical Writing .....	3
MOA-11000	Medical Terminology .....	3
MOA-12200	Basic Pharmacology .....	3
POL-10100	Intro. to American Government .....	3
PSY-10100	Introduction to Psychology .....	3
SPE-11400	Introduction to Interpersonal & Public Communication .....	3
	Humanities Elective .....	3

### Emergency Medical Services Major

Course Number	Course Title	Cr. Hrs.
ALH-12000	Basic E.M.T. I .....	6
ALH-12201	E.M.T. Clinical I .....	2
ALH-12101	E.M.T. Lab I .....	2
ALH-22001	Paramedic I .....	4
ALH-22101	Paramedic Lab I .....	2
ALH-22201	Paramedic Clinical I .....	3
ALH-23001*	Paramedic II .....	4

# HEALTH OCCUPATIONS

ALH-23101	Paramedic Lab II	2
ALH-23201	Paramedic Clinical II	3
ALH-24001	Paramedic III	4
ALH-24101	Paramedic Lab III	2
ALH-24201	Paramedic Clinical III	3

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes in this recommended sequence.

### Semester I (Fall)

MOA-11000	Medical Termin.
ALH-12000	Basic EMT I
ALH-12101	EMT Lab I
ALH-12201	EMT Clinical I
BIO-10700	Essen. A & P

### Semester II (Winter)

ENG-10000	Writing Lab
ENG-10000/10300	Lab/Comp. I
MOA-12200	Basic Pharmacol.
ALH-22001	Paramedic I
ALH-22101	Paramedic Lab I
ALH-22201	Paramedic Clin. I

### Semester III (Summer)

SPE-11400	Interp. & Pub. Speech
	Humanities Elective

### Semester IV (Fall)

ALH-10800	Pathology
POL-10100	Intro. Am. Govt.
ALH-23001*	Paramedic II
ALH-23101	Paramedic Lab II
ALH-23201	Paramedic Clinic. II

### Semester V (Winter)

ENG-10601	Technical Writing
PSY-10100	Intro. to Psych.
ALH-24001	Paramedic III
ALH-24101	Paramedic Lab III
ALH-24201	Paramedic Clin. III

## NOTE

Conviction for some criminal offenses may render a candidate ineligible for writing the state licensure examination.

\*A student needs to acquire a State of Michigan license prior to enrolling in ALH-23001.

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# PARAMEDIC

## Certificate of Completion

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### Introduction

The Paramedic program is designed to prepare students for entry-level positions as paramedics in advanced life support (ALS) ambulance services. This program will provide the basic knowledge and skills training necessary to function competently in the field as an advanced emergency care provider. Following successful completion of this program, students are eligible to take the state licensing examination for paramedics. **A total of 51 credit hours** is required for a certificate of completion.

### Prerequisites

A GED or high school diploma is required for admission to the program. Good physical and mental health is required.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses before enrolling in other courses requiring these prerequisites.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required for all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
BIO-10700	Essentials of Anatomy & Physiology	4
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
MOA-11000	Medical Terminology	3
MOA-12200	Basic Pharmacology	3

### Paramedic Major

Course Number	Course Title	Cr. Hrs.
ALH-12000	Basic E.M.T. I	6
ALH-12201	E.M.T. Clinical I	2
ALH-12101	E.M.T. Lab I	2
ALH-22001	Paramedic I	4
ALH-22101	Paramedic Lab I	2
ALH-22201	Paramedic Clinical I	3
ALH-23001*	Paramedic II	4
ALH-23101	Paramedic Lab II	2
ALH-23201	Paramedic Clinical II	3
ALH-24001	Paramedic III	4
ALH-24101	Paramedic Lab III	2

ALH-24201 Paramedic Clinical III . . . . . 3

**Course Sequence**

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes in this recommended sequence.

**Semester I (Fall)**

MOA-11000 Medical Term.  
ALH-12000 Basic EMT I  
ALH-12201 EMT Clinical I  
ALH-12101 EMT Lab I  
BIO-10700 Essen. A & P

**Semester II (Winter)**

ENG-10000 Writing Lab  
ENG-10300 English Comp. I  
MOA-12200 Basic Pharmac.  
ALH-22001 Paramedic I  
ALH-22101 Paramedic Lab I  
ALH-22201 Paramedic Clin. I

**Semester IV (Fall)**

ALH-23001\* Paramedic II  
ALH-23101 Paramedic Lab II  
ALH-23201 Paramedic Clinical II

**Semester V (Winter)**

ALH-24001 Paramedic III  
ALH-24101 Paramedic Lab III  
ALH-24201 Adv. EMT Clin. III

**NOTE**

Conviction for some criminal offenses may render a candidate ineligible for writing the state licensure examination.

\*A student needs to acquire a State of Michigan EMT license prior to enrolling in ALH-23001.

## BASIC EMERGENCY MEDICAL TECHNICIAN (E.M.T.)

### Special Certificate

**Introduction**

The Basic E.M.T. Certification program covers all basic techniques in emergency medical care presently considered within the responsibilities of the Basic Emergency Medical Technician (E.M.T.)

This 16 week program requires 182 contact hours and 16 hours of lab (8 emergency room; 8 ambulance).

**Prerequisites**

A GED or high school diploma is required for admission to the program. Good physical and mental health is required.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**General Education**

Many courses in general education are offered; however, only the courses listed here are required for graduation from this program.

Course Number	Course Title	Cr. Hrs.
ALH-12000	Basic E.M.T. . . . .	6
ALH-12201	E.M.T. Clinical I . . . . .	2
ALH-12101	E.M.T. Lab I . . . . .	2

**NOTE**

Conviction for some criminal offences may render a candidate ineligible for writing the state licensure examination.

## MASSAGE THERAPY

### Associate in Applied Science

**Introduction**

The Associate in Applied Science in Massage Therapy is dedicated to advancing the science and art of massage therapy through introductory education, continuing education, and community service in an effort to promote wellness and enhance existing academic programs such as nursing and cosmetology. Students completing the program will be prepared to practice

massage therapy and to register for The National Certification Examination for Professional Massage and Bodywork currently administered by The Psychological Corporation.

**A total of 63 credit hours** are required for an Associate in Applied Science degree in Massage Therapy.

**Prerequisites**

# HEALTH OCCUPATIONS

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

## General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ALH-20201	Standard First Aid	1
BIO-10700	Essentials of Anatomy & Physiology	4
BUS-25000	Business Seminar	1
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
ENG-10601	Technical Writing	3
MOA-11000	Medical Terminology	3
MTH-10100	Finite Math	4

PER-10302	Conditioning Activities-Blueprint for a Healthy Back	0.5
PER-12400	Lifetime Fitness & Wellness	2
POL-10100	Intro. to American Government	3
PSY-10100	Introduction to Psychology	3
SOC-10100	Introduction to Sociology	3
SPE-11400	Introduction to Interpersonal & Public Communication	3
	Humanities Elective	3

## Massage Therapy Major

Course Number	Course Title	Cr. Hrs.
MAS-10000	Intro. to Massage Therapy	1
MAS-10100	Swedish Massage	3
MAS-10200	Intro. to Clinic Operations	1
MAS-12000	Structural Based Bodywork Systems	4
MAS-12100	Energy Based Bodywork Systems	4
MAS-12200	Massage Therapy Clinic I	2
MAS-13000	Topics in Massage Therapy	4
MAS-13100	Massage Therapy Clinic II	2
MAS-13200	Internship	1.5
MAS-27500	Directed Study-Massage Therapy I	2
MAS-27501	Directed Study-Massage Therapy II	2

## Course Sequence

Listed is a suggested sequence of courses for students who wish to complete their program in the shortest amount of time.

### Semester I (Fall)

ALH-20201	Standard First Aid
ENG-10000/10300	Lab/Comp. I
MAS-10000	Intro. to Massage
PER-10302	Conditioning
PSY-10100	Intro. to Psychology
MOA-11000	Medical Terminology

### Semester II (Winter)

BIO-10700	Essen. of A&P
ENG-10601	Technical Writing
MAS-10100	Swedish Massage
MAS-10200	Intro. Clinic Oper.
PER-12400	Lifetime Wellness

### Semester III (Fall)

MAS-12000	Structural Bodywork
MAS-12200	Clinic I
MAS-13000	Topics in Massage
MAS-27500	Directed Study I
MTH-10100	Finite Math
POL-10100	Intro. to Am. Govt.

### Semester IV (Winter)

BUS-25000	Business Seminar
MAS-12100	Energy Bodywork
MAS-13100	Clinic II
MAS-27501	Directed Study II
MAS-13200	Internship
SOC-10100	Intro. to Sociology
	Humanities Elective

# MASSAGE THERAPY

## Certificate of Completion

### Introduction

The Kirtland Community College Massage Therapy program is dedicated to advancing the science and art of massage therapy through introductory education, continuing education, and community service in an effort to promote wellness and enhance existing academic programs such as nursing and cosmetology. Students completing the program will be prepared to practice

massage therapy and to register for The National Certification Examination for Professional Massage and Bodywork currently administered by The Psychological Corporation. **A total of 38 credit hours** and 640 contact hours are required for a certificate in Massage Therapy.

### Prerequisites

Kirtland Community College recognizes the importance of

students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

Applicants to this program must be at least 18 years of age and have a high school diploma or G.E.D. Applicants must be physically able to perform the massage techniques. Applicants must complete a physical examination verifying the applicant is free of communicable diseases.

**General Education**

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
ALH-20201	Standard First Aid	1
BIO-10700	Essentials of Anatomy & Physiology	4
BUS-25000	Business Seminar	1
PER-10302	Conditioning Activities	0.5
PER-12400	Lifetime Wellness & Fitness	2

**Massage Therapy Major**

Course Number	Course Title	Cr. Hrs.
MAS-10000	Introduction to Massage Therapy	1
MAS-10100	Swedish Massage	3
MAS-10200	Introduction To Clinic Operations	1
MAS-12000	Structural Based Bodywork Systems	4
MAS-12100	Energy Based Bodywork Systems	4
MAS-12200	Clinic I	2
MAS-13000	Topics In Massage Therapy	4
MAS-13100	Clinic II	2
MAS-13200	Internship	1.5
MAS-27500	Directed Study-Massage Therapy I	2
MAS-27501	Directed Study-Massage Therapy II	2
MOA-11000	Medical Terminology	3

**Course Sequence**

Listed is a suggested sequence of courses for students who wish to complete their program in the shortest amount of time.

**Semester I (Fall)**

ALH-20201	Stand.First Aid
MAS-10000	Intro. to Massage
MOA-11000	Medical Termin.
PER-10302	Conditioning

**Semester II (Winter)**

BIO-10700	Anatomy &Phys.
MAS-10100	Swedish Mass.
MAS-10200	Intro.Clin.Opera.
PER-12400	LifetimeWellness

**Semester III (Fall)**

MAS-12000	Struc. Bodywork
MAS-12200	Clinic I
MAS-13000	Topics in Massage
MAS-27500	Directed Study I

**Semester IV (Winter)**

BUS-25000	Business Seminar
MAS-12100	Energy Bodywork
MAS-13100	Clinic II
MAS-13200	Internship
MAS-27501	Directed Study II

**NOTE:**

Students may complete sooner by attending summer session or completing required hours on an accelerated basis.

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

**NURSING ADMISSION REQUIREMENTS and PROCEDURES**

**PN-Level I and ADN-Level II**

**Admission Requirements**

**Practical Nursing - Level I**

Applicants must be granted regular admission to Kirtland and meet the following requirements to be considered for admission to the Practical Nursing program:

1. Submit a high school transcript or GED Score Report indicating the date of successful completion.
2. High school grade point average (GPA) of not less than 2.0, or mean standard score of not less than 45 for each of the five tests of the GED.

As an alternative, if scores or GPA are not satisfactory, the

applicant may demonstrate academic capability by completing a minimum of three college level courses with a 2.0 GPA or higher in each course. The students will be counseled as to the appropriate courses to take by the division chair or designee.

3. Demonstrate proficiency in writing through the Placement Test. As an alternative, the applicant may demonstrate academic capability by completing Kirtland's Basic Writing Skills I and II (DEV-09903 and DEV-09904), with "SB" (satisfactory with a grade of "B") on the first attempt.
4. Demonstrate proficiency in reading through the Placement Test. As an alternative, the applicant may demonstrate academic capability by completing Kirtland's Basic Reading

# HEALTH OCCUPATIONS

Skills (DEV-08601) and/or College Reading Skills (DEV-09601) with "SB" (satisfactory with a grade of "B") on the first attempt.

5. Demonstrate proficiency in basic mathematics and fundamental algebra through the Algebra Competency Exam. Students who have not met the minimum requirements of fundamental algebra must complete Finite Math (MTH-10101) with a grade of "C" or better. This course must be taken prior to or concurrently with Chemical Science (CHE-10000).
6. Demonstrate evidence of high school chemistry, GPA of 2.0, "C" or higher within the past four years while in high school. As an alternative, successfully complete Kirtland Community College's Chemical Science (CHE-10000) or equivalent with a GPA of 2.0, "C" or higher.  
NOTE: Waiver of chemistry is contingent upon a four year time limit that expires upon entry into the clinical rotation.
7. Successfully complete Kirtland Community College's Anatomy & Physiology I (BIO-11500) or equivalent, with a GPA of 2.0, "C" or higher.
8. Applicants who are required to complete three or more developmental courses are identified as at-risk students. Prior to receiving consideration for entry into the program, these students must successfully complete:
  - ENG-10300 English Composition I
  - PSY-10100 Introduction to Psychology
  - BIO-11600 Anatomy & Physiology II
9. Applicants must demonstrate a level of emotional and physical health as determined by their personal physician and attending psychiatrist such that they are able to meet the objectives of the nursing program with reasonable accommodations.

NOTE: All developmental course work must be successfully completed within two years of the date the applicant is notified of his/her deficiencies. Applicants failing to complete deficiencies within this timeline may be required to undergo an updated pre-entrance evaluation.

## Admission Requirements

### Associate Degree Nursing - Level II

#### "Advanced Standing" Applicant

"Advanced Standing" applicants (students who have completed a Practical Nursing program) must be granted regular admission to Kirtland and meet the following requirements to be considered for admission into the associate degree in nursing program:

1. Submit a high school transcript or GED Score Report indicating the date of successful completion.
2. Submit official transcripts demonstrating successful completion of a practical nursing program, within the last three years.

As one alternative, the applicant who graduated more than three years ago must demonstrate evidence of twelve

months clinical experience in an acute or skilled care setting within the last three years.

As another alternative, the applicant may successfully complete Foundations of Nursing (NUR-10500) and/or satisfactorily complete Nursing Skills Lab (NUR-10600) and/or Nursing Seminar (NUR-25500) within the last academic year.

3. Submit official transcripts demonstrating successful completion of a practical nursing program with a GPA of 3.0 or higher.

As an alternative, the applicant who received less than a 3.0 GPA must successfully complete Pathophysiology (BIO-215), and Microbiology (BIO-21000), with a "C" or higher. In addition, the student must also complete English/speech elective (ENG-10400, ENG-10601, SPE-10500, or SPE-11400) or Introduction to American Government (POL-10100), with a "C" or higher.

4. Demonstrate evidence of successful completion, with a "C" or higher, of the following courses:

ENG-10300	English Composition I
PSY-10100	Introduction to Psychology
BIO-11600	Anatomy & Physiology II (or equivalent)

5. Demonstrate proficiency in fundamental algebra through the Algebra Competency Exam.

Students who have not met the minimum requirements of fundamental algebra must complete Finite Math (MTH-10101) with a grade of "C" or better, prior to Chemical Science (CHE-10000) or enroll in MTH-10101 concurrently with Chemical Science (CHE-10000).

6. Demonstrate evidence of high school chemistry, GPA of 2.0, "C" or higher, within the past four years while in high school.

As an alternative, successfully complete Kirtland Community College's Chemical Science (CHE-10000) or equivalent, with a GPA of 2.0, "C" or higher. NOTE: Waiver of chemistry is contingent upon a four year time limit that expires upon entry into the clinical rotation.

7. The applicant who graduated greater than three years ago must demonstrate proficiency in obstetrics by successful completion of Maternity Nursing (NUR-12700), or by competency on the NLN Maternity examination, or by evidence of 12 months clinical work experience on an obstetrical unit.
8. Submit evidence of current licensure in Michigan as a licensed practical nurse.
9. Applicants must demonstrate a level of emotional and physical health as determined by their personal physician and/or attending psychiatrist such that they are able to meet

the objectives of the nursing program with reasonable accommodations.

**NOTE:** There is a seven year time limit for all science courses.  
There is a ten year limit for all mathematics courses.

### "Generic+" Applicants

"Generic+" applicants (students currently in Kirtland's PN - Level I program) to the Associate Degree in Nursing program are required to meet the following qualifications to be considered for direct admission into Level II:

1. Graduate from Kirtland's LPN Program with a GPA of 3.0 or higher.
2. Students with less than a 3.0 GPA will be considered for direct admission if the following courses have been completed with a grade of "C" or higher:
 

BIO-21500	Pathophysiology
BIO-21000	Microbiology
	English/Speech Elective
	(ENG-10400, ENG-10601, SPE-10500, or SPE-11400) <b>or</b>
POL-10100	Introduction to American Government
3. Submit a letter of intent to enter Level II to the division chair by April 1.
4. Meet #3, #5, #6, and #8 requirements as listed for "Advanced Standing" applicants.

## Admission Procedure

### PN - Level I and ADN - Level II

Applicants are advised of their admission status after their records have been evaluated according to Level I or Level II admission requirements. Incomplete applications will not be considered and it is the applicant's responsibility to see that his/her admissions file is up-to-date at all times with regard to address, telephone number, test scores, and transcripts from high school and other colleges/ universities.

Priority for entrance into the nursing program is determined by the date the applicant completes all requirements for entry and the date of individual application into the nursing program. Applicants are admitted on a "first qualified, first served" basis.

Once the application is submitted, one of the following will occur:

1. **The applicant is tentatively accepted.**  
A physical examination is required of the applicant. The completed College Physical Examination Form is reviewed by the division chair or designee. Final acceptance depends on a normal physical examination. Good physical and mental health are required.

Note: Applicants accepted into the nursing program may defer their admission to the next year - one time only.

- A physical examination, on the College Physical Examin-

2. **The applicant is placed on hold.**

All admission requirements have not been met. The applicant on hold will be advised by letter from the Nursing Office of avenues available to correct the identified deficiencies. Upon receipt of the applicant's decision (to progress toward acceptable admission criteria, withdrawal of the applicant's name from the applicant pool, or no response from the applicant), the action will be as follows:

- a. An applicant actively correcting deficiencies will remain on hold. Once deficiencies are corrected, he/she will be reconsidered for admission in the following year's class, **or . . .**
- b. An applicant not responding, within thirty (30) days from the date of the informative status letter, will be withdrawn from the applicant pool.

3. **The applicant is placed on a waiting list.**

The waiting list is a list of qualified applicants under consideration for admission, should a vacancy occur. Once the class is underway, applicants on the waiting list will be placed in consideration for the next available class. While the student is on the waiting list he/she may complete all non-nursing curriculum courses.

## Transfer Students - Special Additional Admissions Requirements and Procedure

An applicant who has successfully completed one or more semesters at another nursing school may undergo an equivalent evaluation and/or comprehensive testing to enroll in the program. The division chair or designee will consider an applicant for admission at this level if:

- There is available clinical vacancy.
- Written examinations are passed with a satisfactory grade of 2.0, "C" or higher/NLN exams at or above the 65 percentile.
- Practical examinations are passed with a satisfactory grade and/or successful completion of NUR-25500 Nursing Seminar.
- Open lab, as assigned, is attended.
- Any previous nursing courses have been completed with a grade of 3.0, "B" or higher.

The Nursing Program further requires of a transfer applicant:

- An Application for Admission.
- A reference from the division chair of nursing from the nursing school attended.
- High school and nursing school transcripts. Nursing school GPA of 3.0, "B" or higher.
- An interview with the division chair or designee.

ation form (if tentatively accepted, or if clinical vacancy is

- probable).
- Current BCLS certification.

Final acceptance would depend upon normal findings on the physical examination and clinical vacancy. The applicant, if

admitted, will be placed on clinical probation for a six week period. During this probationary period, if the student is not performing satisfactorily according to Kirtland's nursing performance objectives in the clinical area and maintaining a 2.0, "C" or higher, average in nursing theory classes, he/she will be dropped from the program.

## COMPETENCY EVALUATED NURSE AIDE

### Special Certificate

#### Introduction

The Competency Evaluated Nurse Aide program is designed to prepare students for entry level positions as a nurse aide in long-term care facilities. Following successful completion of this course, graduates are eligible to write the competency evaluated tests. The program is also designed to articulate with the practical nursing program.

A total of 12 credit hours are required for a certificate of completion for the Competency Evaluated Nurse Aide program.

#### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information.

A G.E.D. or high school diploma is required for admission to the program. Applicants are advised of their admission status, and once the applicant has been accepted, a physical examination is required. The completed College Physical Examination form is reviewed by the division chair of Health Occupations or designee. Good physical and mental health is required. If a preexisting condition is evident, documentation by a health care provider is required to indicate that the nursing program will not be detrimental to the student's health.

#### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation from this program.

Course Number	Course Title	Cr. Hrs.
ALH-100	Competency Evaluated Nurse Aide Clinical	7
ALH-105	Competency Evaluated Nurse Aide	5

#### Course Sequence

Listed is the suggested sequence of courses for full-time students.

#### Semester I

ALH-100 Competency Evaluated Nurse Aide Clinical

ALH-105 Competency Evaluated Nurse Aide

**NOTES:** A Nurse Aide may be eligible for entry into the LPN program's waiting list upon completion of the Competency Evaluated Nurse Aide program. The following criteria are required:

- Applicants must complete the Competency Evaluated Nurse Aide program at Kirtland Community College with a GPA of 3.0 or higher.
- Applicant must demonstrate proficiency in fundamental algebra through testing. As an alternative, the applicant may demonstrate academic capability by completing Kirtland's Finite Math (MTH-10101) with a grade of "C" or higher grade.
- Demonstrate proficiency in writing through the Placement Test. As an alternative, the applicant may demonstrate academic capability by completing Kirtland's Basic Writing Skills I and II (DEV-09903 and DEV-09904) with "SB" (satisfactory with a grade of "B") on the first attempt.
- Demonstrate proficiency in basic reading through Placement Test. As an alternative, the applicant may demonstrate academic capability by completing Kirtland's Basic Reading Skills (DEV-09601) with a "B" or higher on the first attempt.
- Applicants who are required to complete three or more developmental courses are identified as at-risk students. Prior to receiving consideration for entry into the program, these students must successfully complete English Composition I (ENG-10300), Introduction to Psychology (PSY-10100), Anatomy and Physiology II (BIO-21200).

Prior to entering the LPN program at Kirtland Community College, the following requirements must be met, in addition to those identified for the waiting list:

- Demonstrate evidence of high school chemistry, GPA of 2.0, "C" or higher, within the past four years while in high school. As an alternative, successfully complete Kirtland's Chemical Science (CHE 100) or equivalent with a GPA of 2.0, "C" or

higher. **Note:** Waiver of chemistry is contingent upon a four-

- year time limit that expires upon entry into the clinical rotation.
- Successfully complete Kirtland's Anatomy & Physiology I (BIO-11500) or equivalent, with a GPA of 2.0, "C" or higher.
- Applicants must demonstrate a level of emotional and physical health as determined by their health care provider such that they are able to meet the objectives of the nursing program with reasonable accommodations.

**NOTE:** All developmental course work must be successfully completed within two years of the date the applicant is notified of his/her deficiencies. Applicants failing to complete deficiencies within this time-line may be required to undergo an updated pre-entrance evaluation.

Applicants who have completed the Competency Evaluated Nurse Aide program at Kirtland and are eligible to enter the LPN program within two years of completing the CENA program may be able to test out of a portion of the Foundations of Nursing (NUR-10500)

and Nursing Clinical I (NUR-10800). The division chair or designee will consider an applicant eligible for admission with an advanced standing level if:

- The applicant met the LPN entry requirements.
- There is an available LPN seat vacant within the two year time frame.
- The Competency Evaluated Aide program was passed with a 3.0, "B" or higher.
- All CENA students must schedule a laboratory skills challenge to successfully demonstrate clinical competency of prior semester(s) skills and knowledge.
- Attend Skills Lab/Open Lab as assigned, based on lab challenge outcome of above condition.

**See page 67 for Nursing Admissions Requirements and Procedures.**

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## Cost of Competency Evaluated Nurse Aide Program

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	<b>In-District</b> (\$50.85 cr. hr.)	<b>Out-of-District</b> (\$69.70 cr. hr.)
Tuition -		
CENA courses - 12 Cr. Hrs.	\$ 610.20	\$ 836.40
Excess Contact Hours	64.00	64.00
<b>Total Tuition</b>	<b>\$ 674.20</b>	<b>\$ 900.40</b>
Activity Fee - \$1.00 per cr. hr.	12.00	12.00
Registration Fee - \$3.00 per cr. hr.	36.00	36.00
Lab Fees	61.50	61.50
Technology Fee - \$4 per cr. hr.	48.00	48.00
Uniforms (approximate)	83.50	83.50
Accessories (approximate)	35.00	35.00
Books (approximate)	104.00	104.00
Physical (approximate)	45.00	45.00
Liability Insurance	15.00	15.00
<b>Estimated Total</b>	<b>\$ 1114.20</b>	<b>\$1340.40</b>
Hepatitis Vaccine (optional)	\$123.00	\$123.00

# PRACTICAL NURSING - LEVEL I

## Certificate of Completion

### Introduction

The Practical Nursing program at Kirtland is designed to prepare students for entry-level positions as practical nurses. Following successful completion of this one-year certificate program, graduates are eligible to write the Practical Nurses Computerized Adaptive Testing examination (CAT/PN). The program is also designed to provide career mobility and a foundation for continued learning by serving as the first-year of the associate degree nursing program.

A total of 44 credit hours is required for a certificate in Practical Nursing.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses before enrolling in other courses requiring these prerequisites.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation from this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
BIO-11600	Anatomy and Physiology II	4
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
PSY-10100	Introduction to Psychology	3

### Practical Nursing Major

Course Number	Course Title	Cr. Hrs.
NUR-10500	Foundations of Nursing	5
NUR-10800	Nursing Clinical I	6
NUR-12200	Pharmacology	3
NUR-12300	Nursing Clinical II	7
NUR-12500	Care of the Adult	4
NUR-12600	Pediatric Nursing	2

NUR-12700	Maternity Nursing	2
NUR-13300	Senior Nursing	1
NUR-13400	Nursing Clinical III	4

### Course Sequence

Listed is a suggested sequence of courses for full time- students. If you are a part-time student or have transferred courses in from another college, your nursing advisor will help you make necessary changes in this recommended sequence.

#### Semester I (Fall)

ENG-10000/10300	Lab/Comp. I
BIO-11600	Anat. & Phys. II
NUR-10500	Found. of Nursing
NUR-10800	Nursing Clinical I
PSY-10100	Intro. to Psychology
NUR-12700	Maternity Nursing

#### Semester II (Winter)

NUR-12200	Pharmacology
NUR-12300	Nursing Clinical II
NUR-12500	Care of the Adult
NUR-12600	Pediatric Nursing

#### Semester III (Summer)

NUR-13300	Senior Nursing
NUR-13400	Nursing Clinical III

### NOTE:

Students who require remediation in more than one subject area are identified as at-risk students for the purpose of program entry and are required to successfully complete ENG-10300, PSY-10100 and BIO-11600 prior to qualifying for program entry.

All applicants to the nursing program will receive a pre-admission evaluation once all application materials are received. Students who do not meet the entry or prerequisite requirements will be given a plan of course work to correct identified deficiencies.

Priority for entrance into the nursing program is determined by the date an applicant completes all requirements for entry and the date of individual application into the nursing program. Applicants are admitted on a "first qualified, first served" basis.

Conviction for some criminal offenses may render a candidate ineligible for writing the Practical Nurses Computerized Adaptive Testing examination (CAT/PN) for state licensure.

**See page 67 for Nursing Admission Requirements and Procedures.**

## Cost of Practical Nursing - Level I

	In-District (\$50.85 cr. hr.)	Out-of-District (\$69.70 cr. hr.)
Tuition -		
Nursing courses - 34 cr. hrs.	\$ 1728.90	\$ 2369.80
Support/Science courses - 10 cr. hrs.	508.50	697.00
<b>Total Tuition</b>	<b>\$ 2237.40</b>	<b>\$ 3066.80</b>
Activity Fee - \$1 per cr. hr.	44.00	44.00
Registration Fee - \$3 per cr. hr.	132.00	132.00
Excess Contact Hour Fee	224.00	224.00
Lab Fees	60.00	60.00
Technology Fee - \$4 per cr. hr.	176.00	176.00
Uniforms -	83.50	83.50
Women (lab coat, tunic, one dress or pantsuit)		
Men (lab coat, pants, tunic top)		
Accessories	35.00	35.00
Books	948.00	948.00
Testing Fees	52.00	52.00
<b>Estimated Total</b>	<b>\$ 3991.90</b>	<b>\$ 4821.30</b>

## ASSOCIATE DEGREE IN NURSING - LEVEL II

### Associate in Applied Science

#### Introduction

The Associate Degree Nursing program is designed to prepare students for entry-level positions as Registered Nurses and to provide continued learning and career mobility in nursing for licensed practical nurses. The first year of the program is that of the practical nursing curriculum. After completion of the first year, students are eligible to write the National Council Licensing Examination for Practical Nursing. Students may then elect to either exit from the program or continue on to the second year based on a GPA of 3.0 within the Practical Nursing program. As an alternative, the applicant with less than a 3.0 GPA will be considered for direct admission provided that the following courses have been successfully completed with a "C" or higher grade prior to admission into Level II:

BIO/NUR-21500	Pathophysiology
BIO-21500	Microbiology
ENG-	English Elective <b>or</b>
POL-10100	Intro. to American Government

Those students who successfully complete the course requirements for both the first and second year are eligible to write the Registered Nurses Computerized Adaptive Testing examination (CAT/RN).

Upon completion of **82 credit hours**, an Associate in Applied Science degree is awarded. Graduates of the program are qualified to enter the many B.S.N. completion programs available within the state. Transfer of nursing courses is deter-

mined on an individual basis and varies with each four-year institution.

#### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on Placement Test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses before enrolling in other courses requiring these prerequisites.

#### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

(Continued)

# HEALTH OCCUPATIONS

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
PSY-10100	Introduction to Psychology . . . . .	3
BIO-11600	Anatomy and Physiology II . . . . .	4
POL-10100	Intro. to American Government . . . . .	3
BIO-21000	Microbiology . . . . .	4
BIO-21500	Pathophysiology . . . . .	4
	English or Speech Elective . . . . .	3
	(Select one course from the following: ENG-10400, ENG-10601, SPE-10500, or SPE-11400)	

## Associate Degree Nursing Major

Course Number	Course Title	Cr. Hrs.
NUR-10500	Foundations of Nursing . . . . .	5
NUR-10800	Nursing Clinical I . . . . .	6
NUR-12200	Pharmacology . . . . .	3
NUR-12300	Nursing Clinical II . . . . .	7
NUR-12500	Care of the Adult . . . . .	4
NUR-12600	Pediatric Nursing . . . . .	2
NUR-12700	Maternity Nursing . . . . .	2
NUR-13400	Nursing Clinical III . . . . .	4
NUR-21100	Nursing Transition I . . . . .	1
NUR-21200	Nursing Transition II . . . . .	2
NUR-22100	Care of the Adult/Advanced . . . . .	8
NUR-23100	Family Centered Pediatric Care . . . . .	4
NUR-24000	Community Mental Health Nursing . . . . .	6
NUR-25100	Care of Groups . . . . .	4

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from

another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your nursing advisor will help you make necessary changes in this recommended sequence.

### Semester I (Fall)

ENG-10000/10300 Lab/Comp. I  
 BIO-21200 Anat. & Phys. II  
 \*NUR-10500 Found. of Nursing  
 \*NUR-10800 Nursing Clinical I  
 PSY-10100 Intro. to Psychology  
 NUR-12700 Maternity Nursing

### Semester II (Winter)

\*NUR-12200 Pharmacology  
 \*NUR-12300 Nurs. Clinical II  
 \*NUR-12500 Care of Adult  
 \*NUR-12600 Pediatric Nurs.

### Semester III (Summer)+

\*NUR-13400 Nursing Clinical III  
 NUR-21100 Nursing Trans. I

### Semester IV (Fall)

BIO-21000 Microbiology  
 NUR-21200 Nursing Trans. II  
 BIO/NUR-21500 Pathophys.  
 NUR-22100 Care of Adult/Adv.

### Semester V (Winter)

ENG- Elective  
 POL-10100 Intro. to Am. Govt.  
 NUR-23100 Fam. Centered Pediatric Care  
 NUR-24000 Comm. Mental Health. Nursing

### Semester IV (Summer)

NUR-25100 Care of Groups

**NOTE:** +Students who wish to receive a certificate in Practical Nursing must also complete NUR-13300, Senior Nursing.

\*These courses are not required for qualified LPN advanced standing applicants.

Students who are on a BSN tract should complete ENG-10400 as the English elective.

Conviction for some criminal offenses may render a candidate ineligible for writing the Registered Nurses Computerized Adaptive Testing examination (CAT/RN) for state licensure.

See page 67 for Nursing Admission Requirements and Procedures.

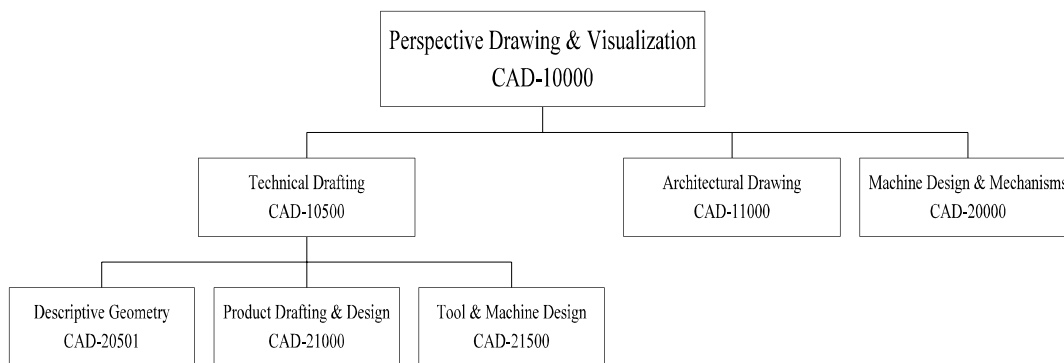
## Cost of Associate Degree Nursing - Level II

	In-District	Out-of-District
	(\$50.85 cr. hr.)	(\$69.70 cr. hr.)
Tuition -		
Nursing courses - 29 cr. hrs.	\$ 1474.65	\$ 2021.30
Support/Science courses - 10 cr. hrs.	508.50	697.00
<b>Total Tuition</b>	<b>\$ 1983.15</b>	<b>\$ 2718.30</b>
Activity Fee - \$1 per cr. hr.	39.00	39.00
Registration Fee - \$3 per cr. hr.	117.00	117.00
Excess Contact Hour Fees	166.40	166.40
Lab Fees	47.00	47.00
Technology Fee	156.00	156.00
Uniforms - Women (lab coat, tunic, one dress or pantsuit)	83.50	83.50
Men (lab coat, pants, tunic top)		
Accessories	25.00	25.00
Books (estimate includes nursing & science only)	500.00	500.00
Testing Fees	62.00	62.00
<b>Estimated Total</b>	<b>\$ 3179.05</b>	<b>\$ 3914.20</b>

# COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

## Associate in Applied Science

Students with no previous DFT & CAD experience should follow this pattern. Students with previous DFT & CAD experience should consult with the instructor. CAD-10001 & 10500 are offered every fall and winter semester. CAD 11000, 20000, 20500, 21000 and 21500 are offered every third semester on a revolving basis.



### Introduction

Kirtland's Computer Aided Drafting & Design Technology program prepares students for employment in the broad field of Drafting and Design. Typically, graduates are employed as CAD operators, detailers, lay-out persons, designers, checkers or engineering technicians in either the product or tooling industry. Instruction puts emphasis on technical knowledge, creativity and problem-solving. Students work on "real world" projects in a modern laboratory using industrial quality equipment and supplies. To meet the hi-tech demands of modern industry, students are now receiving instruction and experience on computer-aided drafting (CAD) systems.

Upon completion of **67-70 credit hours**, an Associate in Applied Science degree is awarded. Kirtland's curriculum is certified by the A.D.D.A. at the "Design Drafter" level. Students may take advantage of the 2+2 transfer program offered through Ferris State University and pursue their bachelor's degree. Any student planning to transfer to a four-year college or university must notify their advisor during the first semester.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student

services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first two semesters or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

A high school background in one or more of the following areas will be helpful but not required: Algebra, Trigonometry, Chemistry, Physics, English, Speech, Keyboarding, Woods, Metals or Drafting.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
PHY-20100	General Physics I	4
PHY-20200	General Physics II	4
POL-10100	Intro. to American Government	3
---	Mathematics Electives (MTH-12000 or higher excluding MTH-20600)	8

(Continued)

Humanities or Social Science

# INDUSTRIAL TECH.

Elective  
(Any Art, Language, History, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) . . . . . 3

## Computer Aided Drafting & Design Technology Major

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drawing and Visualization/CAD . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
CAD-20000	Machine Design & Mechanisms/CAD . .	4
CAD-20501	Descriptive Geometry . . . . .	4
CAD-21000	Product Drafting & Design/CAD . . . . .	4
CAD-21500	Tool & Machine Design/CAD . . . . .	4
MPT-10000	Metal Machining I . . . . .	4
MPT-10100	Metal Machining II . . . . .	4
...and three suggested electives required:		
CAD-11000	Architectural Drafting/CAD . . . . .	4
CAR-12000	Professional Career Development . . . . .	2
CIS-10500	Intro to Computers (or higher) . . . . .	3
MPT-20200	Metallurgy . . . . .	3
MPT-20300	Metal Machining III . . . . .	4
MPT-20800	Metal Machining IV . . . . .	4
MPT-21000	Understanding & Appl. of Machinist Handbook . . . . .	3
MPT-21200	Statistical Process Control . . . . .	4

**OR** Other suitable courses with permission of advisor.

### Course Sequence

Listed is a sample sequence of courses for full-time students. NOTE: CAD-10001 and 10500 are offered every fall and winter semester. CAD-11000, 20000, 20501, 21000 and 21500 are offered every third semester on a revolving basis.

### Semester I

CAD-10001 Pers.Draw/Vis.  
ENG-10000/10300 Lab/Comp. I  
MPT-10000 Metal Mach. I  
MTH-12000 Intern. Algebra

### Semester II

CAD-10500 Tech.Drafting  
MPT-10100 Metal Mach. II  
MTH-12100 Coll.Alg.w/Trig.  
POL-10100 Intro. Am. Gov.

### Semester III

CAD- Course  
CAD- Course  
PHY-20100 Gen. Physics I  
Humanities or Soc. Elective  
Elective

### Semester IV

CAD- Course  
CAD- Course  
PHY-20200 Gen. Physics II  
Elective  
Elective

### Projected Schedule of CAD Courses:

#### Fall 1999

CAD-10001 PD&V (2)sections  
CAD-20000 MD&M  
CAD-21500 T&M Design

#### Winter 2000

CAD-10001-PD&V  
CAD-10500 TD  
CAD-21000 PD&D  
CAD-11000 Arch.D.

#### Fall 2000

CAD-10001 PD&V (2)sections  
CAD-20501 Descrip.Geom.  
CAD-10500 TD

#### Winter 2001

CAD-10001 PD&V  
CAD-10500 TD  
CAD-21500 T&M Design  
CAD-20000 MD&D and/or  
CAD-11000 Arch.D.

### NOTE:

It is recommended that students investigate the possibilities of the Drafting & Design/Manufacturing Processes Multi-technology associate degree program.

# COMPUTER AIDED DRAFTING (CAD) PROGRAM

## Certificates of Completion

### Introduction

Kirtland's drafting certificate options are designed to provide specific pre-employment instruction. Level I involves the use of a computer aided drafting system (CAD) in the preparation of basic engineering drawings. Additionally, Level II includes intermediate problem solving, the use of reference materials and the preparation of assembly and detail/working drawing packages. Level III also involves advanced engineering drawing problem solving and introduction to design through the use of standard components.

Graduates are able to obtain employment as CAD operators, drafters, or technicians in a variety of mechanical, product, tool or architectural/building related industries.

Students who complete any level option are not locked in. They may advance to a higher level at any time or switch to the Associate in Applied Science in CAD/Drafting, Manufacturing Processes, or the Multi-Tech degree program.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test

results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first two semesters or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

A high school background in one or more of the following areas is helpful but not required: Algebra, Trigonometry, English, Physics, Keyboarding, Computers, Woods, Metals or Drafting.

#### CAD OPERATOR LEVEL I, Special Certificate

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drawing and Visualization/CAD . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
MPT ---	Electives . . . . .	3-4

...and 4 suggested electives or other suitable courses with permission of advisor:

ENG-10000/10300	Writing Lab/English Composition I . . . .	3
CAR-12000	Professional Career Development . . . .	2
CIS-10500	Introduction to Computers . . . . .	3
MTH-12000	Intermediate Algebra . . . . .	4
Total Credit Hours:		23-24

#### CAD OPERATOR-MECHANICAL LEVEL II, Certificate

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drawing and Visualization/CAD . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
CAD-20000	Machine Design & Mechanisms/CAD . .	4
CAD-20501	Descriptive Geometry . . . . .	4
CAD-21000	Product Drafting and Design/CAD . . . .	4
MPT-10000	Metal Machining I . . . . .	4

and 4 suggested electives or other suitable courses with permission of advisor:

ENG-10000/10300	Writing Lab/English Composition I . . . .	3
CAR-12000	Professional Career Development . . . .	2
CIS-10500	Introduction to Computers . . . . .	3
MTH-12000	Intermediate Algebra . . . . .	4
Total Credit Hours:		36

#### CAD OPERATOR-ARCHITECTURAL LEVEL II,

#### Certificate

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drawing and Visualization/CAD . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
CAD-11000	Architectural Drawing/CAD . . . . .	4
CAD-20500	Descriptive Geometry . . . . .	4
--- ---	Art Elective (with permission of advisor) . . . .	3
--- ---	Elective . . . . .	4

and 4 suggested electives or other suitable courses with permission of advisor:

ENG-10000/10300	Writing Lab/English Composition I . . . .	3
CAR-12000	Professional Career Development . . . .	2
CIS-10500	Introduction to Computers . . . . .	3
MTH-12000	Intermediate Algebra . . . . .	4
Total Credit Hours:		35

#### CAD OPERATOR LEVEL III, Certificate

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drawing and Visualization/CAD . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
CAD-20000	Machine Design & Mechanisms/CAD . . . . .	4
CAD-20501	Descriptive Geometry . . . . .	4
CAD-21000	Product Drafting and Design/CAD . . . .	4
CAD-21500	Tool and Machine Design/CAD . . . . .	4
MPT-10000	Metal Machining I . . . . .	4
MPT-21200	Statistical Processes Control . . . . .	4

...and 4 suggested electives or other suitable courses with permission of advisor:

ENG-10000/10300	Writing Lab/English Composition I . . . .	3
CAR-12000	Professional Career Development . . . .	2
CIS-10500	Introduction to Computers . . . . .	3
MTH-12000	Intermediate Algebra . . . . .	4
Total Credit Hours:		44

## MANUFACTURING PROCESSES TECHNOLOGY

### Associate in Applied Science

#### Introduction

Kirtland's program in Manufacturing Process Technology is designed to provide instruction in the language of production, dimensioning, tolerances, and most manufacturing techniques.

This program prepares students for employment as machine operators; CNC programmers and in all other phases of machine tool operations and set-up.

# INDUSTRIAL TECH.

This program leads to an Associate in Applied Science degree and has a **total of 66-67 credit hours**. Upon successful completion, students may be eligible to transfer for a bachelor's degree. Manufacturing students should take into consideration the program must be customized for transfer in order to fulfill the requirements of a four year institution. **All students who are interested in transferring should contact their advisor during their first semester at Kirtland Community College.**

## Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

Students are also required to make an appointment with the manufacturing advisor prior to entering the program.

## Manufacturing Processes Technology

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
---	Mathematics Electives (MTH-12000 or higher excluding MTH-20500 and MTH-20600) . . . . .	8
PHY-20100	General Physics I . . . . .	4
POL-10100	Introduction to American Government . . . . .	3
---	Humanities or Social Science Elective (Any Art, Language, History, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) . . . . .	3-4

## Manufacturing Process Technology Major

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drwg. & Visualization . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
MPT-10000	Metal Machining I . . . . .	4
MPT-10100	Metal Machining II . . . . .	4
MPT-10900	Metrology . . . . .	3
MPT-20200	Metallurgy . . . . .	3
MPT-20300	Metal Machining III . . . . .	4
MPT-20800	Metal Machining IV . . . . .	4
MPT-21200	Statistical Process Control . . . . .	4
WLD-10000	Introduction to Welding . . . . .	4

...and six credit hours from the following electives:

CIS-11000	Introduction to Computer Programming - BASIC . . . . .	3
MPT-21000	Understanding & Application of Machinist Handbook . . . . .	3
WLD-10200	Adv. Shielded Metal Arc Welding . . . . .	4
---	General Elective . . . . .	4

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

ENG-10000/10300 Lab/Comp. I  
 MTH-12000 or higher  
 CAD-10001 P.D.&V.  
 MPT-10000 Met. Machine I  
 MPT-109 Metrology

### Semester II (Winter)

MTH-12100 or higher  
 CAD-10500 T.D./CAD  
 MPT-10100 Met.Mach.II  
 WLD-10000 Intro. Weld.

### Semester III (Fall)

PHY-20100 Gen. Physics I  
 POL-10100 Amer. Govt.  
 MPT-20300 Met. Machine III  
 Technical Elective

### Semester IV (Winter)

MPT-20200 Metallurgy  
 MPT-20800 Met.Mach. IV  
 MPT-21200 Stat.Proc.Ctrl.  
 Technical Elective or  
 Internship  
 Humanities or Social  
 Science Elective

**NOTE:** It is recommended that you investigate the possibilities of the Computer Aided Drafting and Design and Manufacturing Processes Multi-Tech associate degree programs.

# MACHINE TOOL OPERATION

## Certificate of Completion

### Introduction

Kirtland's program in Machine Tool Operation is designed to provide instruction and marketable skills needed for employment in tool and die shops as machine operators.

This program leads to a certificate of completion and has a **total of 35 credit hours**. All courses in this program apply to the Manufacturing Process Technology degree program. Students may transfer to the two year program at any time during or after completion of the certificate program. Courses in the certificate program offer the same transferability as those in the associate degree program.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the Student Services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

Students are also required to make an appointment with the manufacturing advisor prior to entering the program.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
DEV-06300	Basic Mathematics . . . . .	4

### Machine Tool Operation Major

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drwg. & Visualization . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
MPT-10000	Metal Machining . . . . .	4
MPT-10100	Metal Machining II . . . . .	4
MPT-10900	Metrology . . . . .	3
MPT-20200	Metallurgy . . . . .	3
WLD-10000	Introduction to Welding & Cutting Processes . . . . .	4

...and six credit hours from the following electives:

CIS-11000	Introduction to Computer Programming - BASIC . . . . .	3
MPT-21000	Understanding & Appl. of Machinist Handbook . . . . .	3
MTH-12000	Intermediate Algebra . . . . .	4
WLD-10200	Advanced Shielded Metal Arc Welding . . . . .	4

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

Semester I (Fall)	Semester II (Winter)
MPT-10000 Met. Machine I	MPT-10100 Met. Mach. II
CAD-10001 P.D. & Vis.	CAD-10500 T.D./CAD
MPT-10900 Metrology	MPT-20200 Metallurgy
WLD-10000 Intro. Welding	Technical Elective
DEV-06300 Basic Math	Elective

### NOTE:

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Therefore, students in certificate programs should consult with their faculty advisor for additional information.

# MULTI-TECHNOLOGY

## COMPUTER AIDED DRAFTING & DESIGN/MANUFACTURING PROCESSES

### Associate in Applied Science

#### Introduction

The multi-tech curriculum prepares students for employment in a variety of jobs in the drafting/CAD & manufacturing/CNC fields. By specializing in two areas, students will become familiar with the problems that arise in industry between engineering, tooling and production, enabling the student to become a more valuable and flexible employee. Graduates of this program have been recognized in industry for their common-sense approach to problem-solving and their team-work ability.

Upon completion of **89-90 credit hours**, an Associate in Applied Science degree is awarded. Students may elect to pursue a bachelor's degree at a four-year college or university, such as through the 2+2 transfer program at Ferris State University. Those students planning on transferring must notify their advisor during the first semester.

#### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first two semesters or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

A high school background in one or more of the following areas is helpful but not required: Algebra, Trigonometry, English, Speech, Chemistry, Physics, Keyboarding, Computers, Metals, Woods, Machining or Drafting.

#### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing**

**achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
PHY-20100	General Physics I . . . . .	4
PHY-20200	General Physics II . . . . .	4
POL-10100	Introduction to American Government . . .	3
---	Mathematics Electives (MTH-12000 or higher excluding MTH-20500 and MTH-20600) . . . . .	8
---	Humanities or Social Science Elective (Any Art, History, Language, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) .	3

#### Multi-Technology Major

Course Number	Course Title	Cr. Hrs.
CAD-10001	Perspective Drawing and Visualization/CAD . . . . .	4
CAD-10500	Technical Drafting/CAD . . . . .	4
CAD-20000	Machine Design & Mechanisms/CAD . . .	4
CAD-20501	Descriptive Geometry . . . . .	4
CAD-21000	Product Drafting & Design/CAD . . . . .	4
CAD-21500	Tool & Machine Design/CAD . . . . .	4
MPT-10000	Metal Machining I . . . . .	4
MPT-10100	Metal Machining II . . . . .	4
MPT-20300	Metal Machining III . . . . .	4
MPT-20800	Metal Machining IV . . . . .	4
MPT-21200	Statistical Process Control . . . . .	4
WLD-10000	Intro. to Welding & Cutting Processes . . .	4

...and five suggested technical electives required:

CIS-10500	Introduction to Computers (or higher) . . .	3
MPT-10900	Metrology . . . . .	3
MPT-20200	Metallurgy . . . . .	3
MPT-21000	Understanding & Appl. of Machinist Handbook . . . . .	3
WLD-10200	Adv. Shielded Metal Arc Welding . . . . .	4

**OR** Other suitable courses with permission of advisor.

#### Course Sequence

Listed is a sample sequence of courses for students who wish to complete their program in the shortest amount of time.

(Continued)

**mechanics on the placement essay (writing sample) or**

**Semester I**

ENG-10000/10300 Lab/Comp I  
 CAD-10001 Pers.Draw./Vis.  
 MPT-10000 Met. Mach.I  
 MTH-12000 Interim.Algebra

**Semester II**

CAD-10500 Tech. Drafting  
 MPT-10100 Met.Mach.II  
 MTH-12100 Coll.Alg.w/Trig.  
 POL-10100 Intro. Am. Govt.  
 Humanities or Social  
 Science Elective

**Semester III**

CAD-Course  
 CAD-Course  
 MPT-20300 Met. Mach. III  
 PHY-20100 Gen. Physics I  
 Elective

**Semester IV**

CAD-Course  
 CAD-Course  
 MPT-20800 Met. Mach. IV  
 PHY-2020 Gen. Physics II  
 Elective

**Semester V**

WLD-10000 Intro. Welding  
 MPT-21200 Statistical Proc.Ctrl.  
 Elective  
 Elective  
 Elective

**WELDING TECHNOLOGY**  
**Associate in Applied Science**

**Introduction**

Kirtland's program in Welding Technology is designed to provide instruction in the development of techniques and understanding of quality weldments. The program includes practice in metallic arc, oxy-acetylene welding and cutting, gas tungsten arc, as well as gas metal arc welding procedures. Students will have an understanding of the metallurgical aspects of the weld structure, welding equipment construction, welding codes, planning and estimating and applying current industrial techniques.

This program leads to an Associate in Applied Science degree and has a **total of 62-63 credit hours**. Upon successful completion, students may be eligible to transfer for a bachelor's degree. Welding student should take into consideration the program must be customized for transfer in order to fulfill the requirements of a four year institution. All students who are interested in transferring should contact their advisor during the first semester at Kirtland.

**Prerequisites**

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in

any additional courses.

Students are also recommended to make an appointment for an interview with a welding advisor prior to entering the program.

**General Education**

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
ENG-10601	Technical Writing . . . . .	3
MTH-12000	Intermediate Algebra . . . . .	4
MTH-12100	College Algebra with Trig. . . . .	4
PHY-20100	General Physics I . . . . .	4
PHY-20200	General Physics II . . . . .	4
POL-10100	Introduction to American Government . . . . .	3
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	Humanities or Social Science Elective (Any Art, Language, History, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) . . . . .	3

(Continued)

# INDUSTRIAL TECH.

## Welding Technology Major

Course Number	Course Title	Cr. Hrs.
AUT-16401	Basic Electricity . . . . .	3
CAD-10001	Perspective Drwg. & Visualization . . . . .	4
MPT-10000	Metal Machining . . . . .	4
MPT-20200	Metallurgy . . . . .	3
MPT-21200	Statistical Process Control . . . . .	4
WLD-10000	Introduction to Welding & Cutting Processes . . . . .	4
WLD-10200	Advanced Shielded Metal Arc Welding . . . . .	4
WLD-20200	Advanced MIG and TIG Welding . . . . .	4
WLD-21000	Welder Qual., General Repair and Maintenance . . . . .	4

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

WLD-10000	Intro. Welding
CAD-10001	P.D. & V.
MPT-10000	Met. Machine I
MTH-12000	Inter. Alg.

### Semester II (Winter)

WLD-10200	Adv. Shield
MPT-20200	Metallurgy
MTH-12100	Coll. Alg.w/Trg.
ENG-10000/10300	Lab/Comp. I

### Semester III (Fall)

WLD-20200	Adv. MIG/TIG
AUT-16401	Basic Elect.
PHY-20100	Gen. Physics I
	Physics II
	*Humanities Elective or Writing
	Social Science Elective

### Semester IV (Winter)

WLD-21000	Welder Qual.
MPT-21200	Stat. Proc. Ctrl.
P H Y - 2 0 2 0 0	G e n .
E N G - 1 0 6 0 1	T e c h .
POL-10100	Intro. Am. Govt.

### NOTE:

\*ART-27514, Welded Sculpture will satisfy the humanities requirement. Humanities and social science electives are to be selected with faculty advisor approval.

## WELDING

### Certificate of Completion

#### Introduction

Kirtland's program in Welding is designed to provide instruction and marketable skills needed for employment. This program leads to a certificate of completion and has a total of 30-32 credit hours. Students may also elect to pursue an associate degree in Welding Technology at any point in the certificate program.

#### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

#### General Education

Many courses in general education are offered; however, only the course listed here is required for graduation in this program.

Course Number	Course Title	Cr. Hrs.
CAR-12000	Professional Career Development . . . . .	2

#### Welding Program

Course Number	Course Title	Cr. Hrs.
AUT-16401	Basic Electricity . . . . .	3
CAD-10001	Perspective Drawing & Visualization . . . . .	4
MPT-10000	Metal Machining I . . . . .	4
MPT-20200	Metallurgy . . . . .	3
WLD-10000	Intro. to Welding & Cutting Processes . . . . .	4
WLD-10200	Adv. Shielded Metal Arc Welding . . . . .	4
WLD-20200	Adv. MIG and TIG Welding . . . . .	4
WLD-27500	Directed Study in Welding Tech. . . . .	2-4

**NOTE:** The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Therefore, students in certificate programs should consult with their faculty advisor for additional information.

# CORRECTIONS ADMINISTRATION

## Associate in Applied Science

### Introduction

Corrections Administration is designed to provide the student with an Associate in Applied Science degree in Corrections Administration. The sources are concerned with all segments of the criminal justice system. The major emphasis is placed on corrections history, development, sentencing, incarceration, community based programs, diversion, probation, parole, prisoner's rights, offender violence, supervision and corrections of the future. Graduates are prepared for jobs within a prison system. An Associate in Applied Science - Corrections Administration degree will make them eligible for promotion after gaining two years of on the job experience.

All candidates for the corrections administration program must complete **66 credit hours** and maintain a 2.0 cumulative GPA or better with a grade of "C" or better in all criminal justice courses. Students have the opportunity to plan for transfer to a four-year college or university and credits may be used toward a criminal justice degree. A mandatory dress code is in effect for all students enrolled in the corrections curriculum.

### Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) Have no felony convictions; 2) have a high school diploma or GED; 3) an interview by appointment is required with the criminal justice director before entering the program; 4) applicant must provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) must sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) a physical examination may be required.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this**

**program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab .....	1
ENG-10300	English Composition I .....	3
ENG-10601	Technical Writing <b>or</b>	
ENG-10400	English Composition II .....	3
SEC-10400	Keyboarding I .....	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Introduction to Interpersonal & Public Communication. ....	3
PSY-10100	Introduction to Psychology .....	3
SOC-10100	Introduction to Sociology .....	3
POL-10100	Introduction to American Government ..	3
MTH-10100	Finite Mathematics or higher .....	4
---	Humanities or Social Science Elective (Any Art, Language, History, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) .....	3

### Corrections Administration Major

Course Number	Course Title	Cr. Hrs.
CJS-10000	Introduction to Criminal Justice .....	3
CJS-10900	Introduction to Corrections .....	3
CJS-11000	Careers in Criminal Justice .....	1
CJS-11100	Legal Issues in Corrections .....	3
CJS-11200	Client Growth & Development .....	3
CJS-17000	Correctional Institutions & Facilities ....	3
CJS-17100	Correctional Officers Report Writing ...	1
CJS-17200	Client Relations in Corrections .....	3
CJS-20800	Criminal Justice Internship .....	3
CJS-21100	Narcotics Investigation .....	3
CJS-24000	Criminology .....	3
CJS-27000	Community Based Corrections .....	3

... and six credit hours from the following electives:

ALH-20700	The First Responder .....	3
CJS-10200	Physical Training <b>or</b> .....	3
CJS-27501	Directed Study: Physical Training ....	2
CJS-10800	Basic Firearms .....	3
CJS-12100	Photography for Policy & Fire Fighters ..	3
CJS-24500	Social Deviant Behavior .....	3
CJS-28001	Institutional Jail & Prison Admin. ....	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this

# CRIMINAL JUSTICE

recommended sequence.

## Semester I (Fall)

ENG-10000/10300 Lab/Comp. I  
 CJS-10000 Intro. to C.J.  
 CJS-10900 Intro. to Corr.  
 CJS-11000 Careers in C.J.  
 CJS-11100 Legal Issues  
 CJS-11200 Client Gr.&Dev.

## Semester II (Winter)

CJS-17000 Corr. Inst.& Fac.  
 CJS-17100 Corr. Off.Rpt.Writ.  
 MTH-10100 Finite Math  
 CJS-17200 Client Rel. in Corr.  
 CJS-24000 Criminology  
 Humanities **or** Soc. Elective

## Semester III (Summer)

CJS-20800 Crim. Just. Intern.

## NOTE:

Students must carry a grade of "C" for all CJS courses. Students may take up to nine credits in Criminal Justice Internship.

## Semester IV (Fall)

PSY-10100 Intro. to Psych.  
 ENG-10601 Tech. Writing **or**  
 ENG-10400 English Comp. II  
 CJS-21100 Narcotics Invest.  
 CJS- Elective  
 CJS- Elective

## Semester V (Winter)

SOC-10100 Intro. to Sociology  
 POL-10100 Intro. to Am. Govt.  
 CJS-27000 Comm. Based Corr.  
 SEC-10400 Keyboarding I **or**  
 CIS-10500 Intro. to Computers  
 SPE-10500 Fund. Speech **or**  
 SPE-11400 Interper. Comm.

# CORRECTIONAL OFFICER

## Certificate of Completion

### Introduction

The Correctional Officer certificate prepares graduates for jobs in a prison system as a corrections officer. This one year certificate of completion is approved by the Michigan Department of Corrections since it incorporates the 15 semester hours of corrections, criminal justice, psychology, sociology, and human relations credits required to take the Michigan Civil Service Examination. All candidates for the Correctional Officer certificate must complete **a total of 30 credit hours** and maintain a 2.0 cumulative GPA or better with a "C" or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum.

Students have the opportunity to plan for transfer to a four-year college or university and credits may be used toward a corrections administration degree.

### Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) Have no felony convictions; 2) have a high school diploma or GED; 3) an interview by appointment is required with the criminal justice director before entering the program; 4) applicant must provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) must sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) a physical examination may be required.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based

on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3

### Correctional Officer Certificate Major

Course Number	Course Title	Cr. Hrs.
CJS-10000	Introduction to Criminal Justice . . . . .	3
CJS-10900	Introduction to Corrections . . . . .	3
CJS-11000	Careers in Criminal Justice . . . . .	1
CJS-11100	Legal Issues in Corrections . . . . .	3
CJS-11200	Client Growth & Development . . . . .	3
CJS-17000	Correctional Institutions & Facilities . . . . .	3
CJS-17100	Correctional Officers Report Writing . . . . .	1
CJS-17200	Client Relations in Corrections . . . . .	3
CJS-24000	Criminology . . . . .	3

(Continued)

...and three credit hours from the following electives:

CJS-10200	Physical Training <b>or</b> . . . . .	3
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CJS-27501	Directed Study: Physical Training . . . . .	2
CJS-12100	Photography for Police & Fire Fighters . . . . .	3
CIS-10500	Intro. to Computers . . . . .	3
CIS-11000	Intro. to Computer Programming - BASIC . . . . .	3
CIS-17500	Microcomputers & Business Applications . . . . .	3
MTH-10100	Finite Math . . . . .	4

**Course Sequence**

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

**Semester I (Fall)**

ENG-10000/10300	Lab/Comp. I
CJS-10000	Intro. Crim. Just.
CJS-10900	Intro. Corrections
CJS-11000	Careers. in C.J.
CJS-11100	Legal Iss. in Corr.
CJS-11200	Client Grow./Dev.

**Semester II (Winter)**

CJS-17000	Corr. Inst./Fac.
CJS-17100	Cor.Off.Rpt.Wrt
CJS-17200	Client Rel. in Corr.
CJS-24000	Criminology
MTH-10100	Finite Math

**NOTE:**

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

# CRIMINAL JUSTICE ADMINISTRATION

## Associate in Applied Science

**Introduction**

Criminal Justice is a program leading to an Associate in Applied Science degree. The courses in this program are concerned with all branches of law enforcement - federal, state, local and private agencies - in preventing crime, enforcing laws, detecting and apprehending criminals, deterring delinquency, corrections, probation and parole. Graduates are prepared for jobs in any law enforcement agency for positions other than a certified police officer, i.e., corrections, dispatch, juvenile officer. All candidates for the Associate in Applied Science, Criminal Justice Administration degree must complete a total of 65-66 credit hours and maintain a 2.0 cumulative GPA with a grade of "C" or better in all CJS courses. A mandatory dress code is in effect for all students enrolled in the criminal justice administration curriculum.

Students have the opportunity to plan for transfer to a four-year college or university and credits may be used toward a Corrections Administration degree. Please contact your criminal justice advisor for further questions.

**Prerequisites**

Applicants admitted to this program must meet the following special entrance requirements: 1) Have no felony convictions; 2) have a high school diploma or GED; 3) an interview by appointment is required with the criminal justice director before entering the program; 4) applicant must provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) must sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) a physical examination may be required.

students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses

**General Education**

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
ENG-10601	Technical Writing <b>or</b>	
ENG-10400	English Composition II . . . . .	3
SEC-10400	Keyboarding I . . . . .	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Intro. to Interpersonal & Public Comm. . . . .	3

Kirtland Community College recognizes the importance of

# CRIMINAL JUSTICE

PSY-10100	Introduction to Psychology . . . . .	3
SOC-10100	Introduction to Sociology . . . . .	3
POL-10100	Introduction to American Government . .	3
MTH-10100	Finite Mathematics . . . . .	4
	General Elective (any course 100 level or above) . . . . .	3
	Humanities or Social Science Elective (Any Art, Language, History, Literature, Music, Philosophy, Theatre, Economics, Geography, Political Science, Psychology, Sociology or Anthropology course) . . .	3-4

## Criminal Justice Administration Major

Course Number	Course Title	Cr. Hrs.
ALH-20700	The First Responder . . . . .	3
CJS-10000	Introduction to Criminal Justice . . . . .	3
CJS-20800	Criminal Justice Internship . . . . .	3
CJS-11000	Careers in Criminal Justice . . . . .	3
CJS-17000	Correctional Institutions & Facilities . . . .	3
CJS-24000	Criminology . . . . .	3

... and fifteen credit hours from the following electives:

CJS-10200	Physical Training <b>or</b> . . . . .	3
CJS-27501	Directed Study: Physical Training . . . .	2
CJS-10800	Firearms . . . . .	3
CJS-10900	Introduction to Corrections . . . . .	3
CJS-11100	Legal Issues in Corrections . . . . .	3
CJS-11200	Client Growth & Development . . . . .	3
CJS-12100	Photography for Police & Fire Fighters . .	3
CJS-17100	Correctional Officers Report Writing . . .	1
CJS-17200	Client Relations in Corrections . . . . .	3
CJS-21100	Narcotics Investigation . . . . .	3
CJS-24500	Social Deviant Behavior . . . . .	3

CJS-27000	Community Based Corrections . . . . .	3
CJS-28001	Institutional Jail & Prison Admin. . . . .	3

## Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

CJS-10000	Intro. to C.J.
SEC-10400	Keyboarding I <b>or</b>
CIS-10500	Intro. to Computers
SPE-10500	Fund. Speech <b>or</b>
SPE-11400	Interper. Comm.
CJS-	Elective
ENG-10000/10300	Lab/Comp. I

### Semester II (Winter)

ENG-10601	Tech. Writing <b>or</b>
ENG-10400	Eng. Comp. II
PSY-10100	Intro. To Psych.
MTH-10100	Finite Math
CJS-17000	Corr. Inst./Fac.
CJS-11000	Careers in CJ

### Semester III (Summer)

CJS-20800	Criminal Justice Internship
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### Semester IV (Fall)

POL-10100	Intro. to Am. Govt.
SOC-10100	Intro. to Soc.
CJS-	Elective
CJS-	Elective
Humanities <b>or</b> Social Science	Elective

### Semester V (Winter)

CJS-24000	Criminology
ALH-20700	First Responder
	General Elective
CJS-	Elective
CJS-	Elective

# CRIMINAL JUSTICE PRE-SERVICE

## Associate in Applied Science

### Introduction

Criminal Justice Pre-Service is a program leading to an Associate in Applied Science degree and certifiable by the Michigan Law Enforcement Officers Training Council (MLEOTC). Upon completion of the police academy and successfully passing a mastery exam administered by MLEOTC, students will be eligible for employment as law enforcement officers in most police agencies in Michigan and some other states. Candidates of this program must complete **a total of 68 credit hours** and maintain a GPA of 2.0 or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the criminal justice curriculum.

Students have the opportunity to transfer to a four-year college or university, and credits may also be used toward the criminal justice administration degree.

### Prerequisites

Applicants admitted to the Pre-Service program must be qualified according to the rules and regulations of the MLEOTC and follow their policies and procedures. This program's special entrance requirements are: 1) a physical examination; 2) possess a valid Michigan motor vehicle operator's or chauffeur's license; 3) have no felony convictions; 4) must have a high school diploma or GED; 5) show proficiencies in English, reading and mathematics (based on assessment test scores or completion of recommended classes) as required. 6) an interview by appointment is required with the criminal justice director before entering the program.

Kirtland Community College recognizes the importance of students possessing basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are

required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you may not enroll in any additional courses.

**General Education**

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
ENG-10601	Technical Writing or	
ENG-10400	English Composition II	3
SEC-10400	Keyboarding I	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Intro. to Interpersonal & Public Comm.	3
PSY-10100	Introduction to Psychology	3
PSY-20200	Abnormal Psychology	3
SOC-10100	Introduction to Sociology	3
POL-10100	Introduction to American Government	3
MTH-10100	Finite Mathematics	4

**Criminal Justice Pre-Service Major**

Course Number	Course Title	Cr. Hrs.
CJS-10000	Introduction to Criminal Justice	3
CJS-10200	Physical Training <b>or</b>	3
CJS-27501	Directed Study: Physical Training	2
CJS-11000	Careers in Criminal Justice	1
CJS-20800	Criminal Justice Internship	3
CJS-24000	Criminology	3
CJS-24500	Social Deviant Behavior	3
CJS-26600	Police Academy	21

**Course Sequence**

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses in from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

**Semester I (Fall)**

**Semester II (Winter)**

- CJS-10000 Intro. to C. J.
- SEC-10400 Keyboarding I **or**
- CIS-10500 Intro. to Computers
- PSY-10100 Intro. to Psych.
- ENG-10000/10300 Lab/Comp. I
- CJS-11000 Careers in CJ

- SOC-10100 Intro. to Soc.
- ENG-10601 Tech. Writing **or**
- ENG-10400 Eng. Comp. II
- POL-10100 Intro. to Am. Govt.
- MTH-10100 Finite Math
- CJS-24000 Criminology

**Semester III (Summer)**

- CJS-20800 Criminal Justice Internship

**Semester IV (Fall)**

- PSY-20200 Abnormal Psych.
- CJS-24500 Social Deviant Behav.
- SPE-10500 Fund. of Speech **or**
- SPE-11400 Interpers. Comm.
- CJS-10200 Physical Training

**Semester V (Winter)**

- CJS-26600 Police Academy
- (17 weeks)

**NOTE:** All CJS courses starting with the courses in the second fall semester must be completed within a two year span in order to comply with the rules and regulations of the MLEOTC. In order to be eligible for graduation, students must successfully pass the MLEOTC literacy exam and MLEOTC physical skills test during their last semester.

Students must have a GPA of 2.0 in order to begin Semester III courses with passing grades in all other courses. Transfer students must provide transcripts from their previous school for evaluation before being admitted into the program.

**POLICE ACADEMY**

The Academy is a 17-week, 40-hour per week course **M.L.E.O.T.C.** (Michigan Law Enforcement Officers Training Council) certified program which covers the following:

- A. Investigation** - Introduction to investigation, substantive criminal law, criminal procedure, investigation, court functions and civil law, crime scene process, special investigation, and investigation of domestic violence.
- B. Patrol Procedures** - Patrol operations, interpersonal relations and conflict mediation, patrol techniques, report writing, and juveniles.
- C. Detention and Prosecution** - Receiving and booking process, case prosecution, and civil process.
- D. Police Skills** - First aid, firearms, policy physical skills, and emergency vehicle operation.
- E. Traffic** - Motor vehicle law, vehicle stops, traffic control and enforcement, operating under the influence of liquor, and motor vehicle traffic crash investigation.
- F. Special Operations** - Emergency preparedness/disaster control, civil disorders, and tactical operations.

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**ASSOCIATE IN CRIMINAL JUSTICE - GENERALIST**

See Transfer Programs, Page 101

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**ADMINISTRATIVE ASSISTANT**

## Associate in Applied Science

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### Introduction

The Administrative Assistant program offered at Kirtland is designed to prepare students in both basic and advanced secretarial/clerical duties. This program enables graduates to obtain positions of responsibility in business, industrial or professional offices.

An Associate in Applied Science degree is awarded after completion of **65-66 credit hours**, and graduates may also be eligible to receive a CPS (Certified Professional Secretary) certification.

### Prerequisites

Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the Student Services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
MTH-10100	Finite Math	4
POL-10100	Introduction to American Government	3
SPE-10500	Fundamentals of Speech	3
SPE-11400	Intro. to Interpersonal & Public Communication	3

### Administrative Assistant Major

Course Number	Course Title	Cr. Hrs.
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ACC-10600	Fundamentals of Accounting	3
ACC-10601	Fund. of Accounting w/ Computers	4
BUS-10100	Introduction to Business	3
BUS-21000	Principles of Management	3
BUS-21500	Legal Environment of Business	3
CIS-10500	Introduction to Computers	3
CIS-17000	Microsoft Office	3
OIS-21500	Desktop Publishing for the Office	3
OIS-10500	Business Correspondence	3
OIS-11100	Speedwriting	3
OIS-11400	Keyboarding II	3
OIS-18112	Word Processing I	3
OIS-19000	Machine Transcription	3
OIS-20500	Filing & Records Management	3
OIS-21000	Office Procedures & Practices	3
OIS-21400	Keyboarding III	3
OIS-22004	Word Processing II	3
OIS-24001*	Externship-Administrative Assistant	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

BUS-10100	Intro. Business
CIS-10500	Intro. Computers
ENG-10000/10300	W.Lab/Comp. I
MTH-10100	Finite Math
OIS-18112	Word Process. I

### Semester II (Winter)

BUS-21000	Prin. Mgt.
OIS-11400	Keyboarding II
OIS-19000	Machine Trans.
OIS-22004	Word Process. II
	Humanities elective

### Semester III (Fall)

ACC-10600	Fund. Acct. or
ACC-10601	w/computers
BUS-21500	Legal Environ.
OIS-11000	Speedwriting
OIS-20500	Filing & Records
OIS-21500	Desktop Publ. or
CIS-17000	Microsoft Office

### Semester IV (Winter)

POL-10100	Intro. Am. Govt.
OIS-10500	Business Corres.
OIS-21000	Office Procedures
OIS-21400	Keyboarding III
SPE-10500	Fund. Speech or
SPE-11400	Interpers. Comm.

### Semester V (Summer)

OIS-24101	Externship-Administrative Assistant
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**NOTE:** \*Prerequisites for Externship-Administrative: Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

## ADVANCED WORD PROCESSING SPECIALIST

## Associate in Applied Science

### Introduction

To meet the demands of the changing office environment, Kirtland offers the Advanced Word Processing Specialist program to enable students to obtain employment as advanced word processing specialists, word processing supervisors and as secretaries in various business, industrial, governmental and professional firms.

An Associate in Applied Science degree is awarded after completion of **62-63 credit hours**.

### Prerequisites

Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	*English Composition I . . . . .	3
MTH-10100	Finite Math . . . . .	4
POL-10100	Introduction to American Government . . .	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-114	Intro. to Interpersonal & Public Communication . . . . .	3
	Humanities Elective (Any Art, Language, History, Literature, Music, Philosophy or Theatre course) . . . . .	3

Course Number	Course Title	Cr. Hrs.
ACC-10600	Fundamentals of Accounting <b>or</b>	
ACC10601	Fund. of Accounting w/Computers . . . .	4
BUS-10100	Introduction to Business . . . . .	3
BUS-21500	Legal Environment of Business . . . . .	3
CIS-10500	Introduction to Computers . . . . .	3
CIS-17000	Microsoft Office <b>or</b>	
CIS-17500	Microcomputers & Business Applications . . . . .	3
OIS-10500	Business Correspondence . . . . .	3
OIS-11400*	Keyboarding II . . . . .	3
OIS-18112	Word Processing I . . . . .	3
OIS-19000	Machine Transcription . . . . .	3
OIS-20500	Filing & Records Management . . . . .	3
OIS-21000	Office Procedures & Practices . . . . .	3
OIS-21400	Keyboarding III . . . . .	3
OIS-21500	Desktop Publishing for Offices . . . . .	3
OIS-22004	Word Processing II . . . . .	3
OIS-27500	Directed Study in Secretarial Science . . .	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

### Semester I (Fall)

BUS-10100	Intro. Business
CIS-10500	Intro. Computers
ENG-10000/10300*	W.Lab/Comp. I
MTH-10100	Finite Math
OIS-11812*	Word Process. I

### Semester II (Winter)

ACC-10600	Fund. Acct. <b>or</b>
ACC-10601	Acct. w/Comp.
CIS-17000	Microsoft Office <b>or</b>
CIS-17500	Micro.&Business
OIS-11400	Keyboarding II
OIS-22004	Word Process. II
OIS-19000	Mach. Transcript.

### Semester III (Fall)

BUS-21500	Legal Environ.
OIS-20500	Filing & Records
POL-10100	Intro. Am. Govt.
OIS-21500	Desktop Publ.
	Humanities Elective

### Semester IV (Winter)

OIS-27500	Directed Study
OIS-10500	Business Corres.
OIS-21000	Office Proceed.
OIS-21400	Keyboarding III
SPE-10500	Fund. Speech <b>or</b>
SPE-11400	Interpers. Comm.

NOTE: \*Unless the student is proficient in typewriting and English skills at the entry levels indicated in Semester I, it may be necessary to enroll in courses other than those indicated resulting in additional time to complete the program.

### Advanced Word Processing Specialist Major

## WORD PROCESSING SPECIALIST

## Certificate of Completion

### Introduction

Kirtland's Word Processing Specialist program is designed to prepare students for employment in the automated office. Jobs are available in many businesses, industries, governmental agencies and professional offices, and the demand for qualified word processing personnel is excellent on both the local and national markets.

A certificate of completion is awarded to the student after a **total of 30-31 credit hours** has been completed. Students may transfer into the Advanced Word Processing program at any time during or after the certificate program and receive an Associate in Applied Science degree.

### Prerequisites

Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab	1
ENG-10300*	English Composition I	3

### Word Processing Specialist Major

Course Number	Course Title	Cr. Hrs.
CIS-10500	Introduction to Computers	3
CIS-17000	Microsoft Office <b>or</b>	
OIS- 21500	Desktop Publishing for the Office	3
OIS-10500	Business Correspondence	3
OIS-11400*	Keyboarding II	3
OIS-18112	Word Processing I	3
OIS-19000	Machine Transcription I	3
OIS-20500	Filing & Records Management	3
OIS-21400	Keyboarding III	3
OIS-22004	Word Processing II	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ENG-10000/10300*W.Lab/Comp. I
CIS-10500 Intro. to Computers
OIS-11400 *Keyboarding II
OIS-18112 Word Process. I
OIS-20500 Filing & Records

#### Semester II (Winter)

CIS-17500 Microcomputers <b>or</b>
OIS-21500 Desktop Publ. <b>or</b>
3 cr. from CIS/advisor consent
OIS-10500 Bus. Corres.
OIS-19000 Mach. Transcrip.
OIS-21400 Keyboarding III
OIS-22004 Word Process. II

### NOTE:

\* Unless the student is proficient in typewriting and English skills at the entry levels indicated in Semester I, it may be necessary to enroll in courses other than those indicated, resulting in more than one year to complete the program.

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Therefore, students in certificate programs should consult with their faculty advisor for additional information.

# LEGAL SECRETARY

## Associate in Applied Science

### Introduction

Kirtland's Legal Secretary program is specifically designed to train students in the skills necessary to secure employment by attorneys, judges, corporate legal departments or government officers where a knowledge of legal terminology and procedures is required. An Associate in Applied Science degree is awarded after completion of **64-65 credit hours**.

### Prerequisites

Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
POL-10100	Introduction to American Government . . . . .	3
SPE-10500	Fundamentals of Speech <b>or</b>	
SPE-11400	Introduction to Interpersonal & Public Communication . . . . .	3
	Humanities Elective (Any Art, Language, History, Literature, Music, Philosophy or Theatre course) . . . . .	3

### Legal Secretary Major

Course Number	Course Title	Cr. Hrs.
ACC-10600	Fundamentals of Accounting <b>or</b>	
ACC-10601	Fund. of Accounting w/Computers . . . . .	4
BUS-10100	Introduction to Business . . . . .	3

BUS-21500	Legal Environment of Business . . . . .	3
CIS-10500	Introduction to Computers . . . . .	3
CIS-17000	Microsoft Office <b>or</b>	
OIS-21500	Desktop Publishing for the Office . . . . .	3
MOA-11000	Medical Terminology . . . . .	3
OIS-10500	Business Correspondence . . . . .	3
OIS-11100	Speedwriting . . . . .	3
OIS-11400	Keyboarding II . . . . .	3
OIS-17000	Legal Terminology and Transcription . . . . .	3
OIS-18112	Word Processing I . . . . .	3
OIS-19000	Machine Transcription . . . . .	3
OIS-20500	Filing & Records Management . . . . .	3
OIS-21400	Keyboarding III . . . . .	3
OIS-22004	Word Processing II . . . . .	3
OIS-22500	Legal Office Procedures . . . . .	3
OIS-24102*	Externship-Legal . . . . .	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

CIS-10500	Intro. Computers
ENG-10000/10300	Lab/Comp.I
MOA-11000	Med. Terminology
OIS-18112	Word Process. I
OIS-20500	Filing & Records

#### Semester II (Winter)

BUS-10100	Intro. Business
OIS-11400	Keyboarding II
OIS-19000	Machine Transcrip.
OIS-22004	Word Process. II
	Humanities elective

#### Semester III (Fall)

ACC-10600	Fund. Acct. <b>or</b>
ACC-10601	Acct. w/Computers
BUS-21500	Legal Environ.
OIS-11100	Speedwriting
CIS-17000	Microsoft Office <b>or</b>
OIS-21500	Desktop Publishing
OIS-17000	Legal Term & Transcrip.

#### Semester IV (Winter)

OIS-21400	Keyboarding III
OIS-10500	Business Corres.
SPE-10500	Fund. Speech <b>or</b>
SPE-11400	Interpers.Comm.
OIS-22500	Legal Office Proceed.

#### Semester V(Summer)

OIS-24102	Externship-Legal Secretary
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**NOTE:** \*Prerequisites for Externship - Legal: Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

# MEDICAL ASSISTANT

## Associate in Applied Science

### Introduction

A Medical Assistant will be trained in two major areas, administrative and clinical, in preparation for employment in an ambulatory or immediate care facility. This program places emphasis on required office skills such as receptionist duties, medical office procedures, insurance billing and coding, transcription of medical dictation, and administrative secretarial duties. In addition, the student will receive clinical training to prepare them to assist with patients by taking vital signs, assisting with examinations, performing venipuncture and laboratory tests, administering medications, operating testing equipment, and sterilizing instruments and supplies.

An Associate in Applied Science degree is awarded after completion of **67-68 credit hours**.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
BIO-10700	Essentials of Anatomy & Phys. . . . .	4
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
POL-10100	Introduction to American Govt. . . . .	3
PSY-10100	Introduction to Psychology . . . . .	3

### Medical Assistant Major

ACC-10600	Fundamentals of Accounting <b>or</b>	
ACC-10601	Fund. of Accounting w/Computers . . . . .	4
ALH-10800	Pathology . . . . .	4
ALH-11700	Medical Assistant Clinical Lab I . . . . .	4
ALH-21800	Medical Assistant Clinical Lab II . . . . .	4
ALH-26500	Medical Assistant . . . . .	4
CIS-10500	Introduction to Computers . . . . .	3
MOA-10102	Medical Ethics & Law . . . . .	1
MOA-10500	Intro. To Health Information Systems . . . . .	3
MOA-11000	Medical Terminology . . . . .	3
MOA-11400	Medical Office Transcription . . . . .	3
MOA-11500	Medical Insurance Billing & Coding . . . . .	3
MOA-12200	Basic Pharmacology . . . . .	3
MOA-12500	Medical Office Procedures . . . . .	3
OIS-10500	Business Correspondence . . . . .	3
OIS-11400	Keyboarding II . . . . .	3
OIS-18112	Word Processing I-WP6.1 for Win . . . . .	3
OIS-20500	Filing & Records Management . . . . .	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ENG-10000/10300	Lab/Comp. I
MOA-10102	Med. Ethics & Law
MOA-10500	Intro. Health Info. Sys.
MOS-11400	Med. Off. Transcrip.
MOA-11000	Med. Terminology
OIS-18112	Word Processing I

#### Semester II (Winter)

BIO-10700	Essen. A&P
CIS-10500	Intro. Computers
MOA-12101	Med. Transcrip. I
PSY-10100	Intro. Psych.
OIS-10500	Business Corres.
OIS-11400	Keyboarding II

#### Semester III (Fall)

ACC-10600	Fund. Acct <b>or</b>
ACC-10601	w/computers
ALH-10800	Pathology
MOA-11500	Ins. Billing & Coding
ALH-11700	Clinical Lab I

#### Semester IV (Winter)

MOA-12200	Basic Pharm.
MOA-12500	Med. Off. Proc.
ALH-21800	Clinical Lab II
POL-10100	Intro. Am. Govt.
OIS-20500	Filing & Records

#### Semester V

ALH-26500	Medical Assistant
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### NOTE

Prerequisites for Externship-Medical Assistant: Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

# MEDICAL OFFICE ASSISTANT

## Certificate of Completion

### Introduction

The Medical Office Assistant program is designed to train students for employment as medical office assistants. The program emphasizes proficient development of administrative medical office skills including preparation of correspondence, transcription of medical dictation, billing, insurance, receptionist duties, ethics and law, and medical office procedures.

Upon completion of a **total of 35-36 credit hours**, a certificate of completion is awarded. Students may transfer into the Medical Secretary program at any time during or after completion of the certificate program and earn an Associate in Applied Science degree.

### Prerequisites

A GED or high school diploma is required for admission to the program. Good physical and mental health is required. Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3

### Medical Office Assistant Major

Course Number	Course Title	Cr. Hrs.
ACC-10600	Fundamentals of Accounting . . . . .	4
MOA-10102	Medical Ethics & Law . . . . .	1
MOA-11000	Medical Terminology . . . . .	3
MOA-11400	Medical Office Transcription . . . . .	3
MOA-11500	Medical Insurance Coding & Billing . . . . .	3
MOA-12500	Medical Office Procedures . . . . .	3
OIS-10500	Business Correspondence . . . . .	3
OIS-11400*	Keyboarding II . . . . .	3
OIS-18112	Word Processing I . . . . .	3
OIS-20500	Filing & Records Management . . . . .	3
OIS-24104**	Externship-MOA . . . . .	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ENG-10000/10300	Lab/Comp. I
MOA10100	Med.Ethics&Law
MOA-11000	Med.Terminology
MOA-11500	Med.Ins.Billing &
OIS-11400	Keyboarding II
OIS-18112	Word Process. I

#### Semester II (Winter)

ACC-10600	Fund.Acctg. or
ACC-10601	w/computers
MOA-12101	Med.Transcrip.
MOA-12500	Med.Off.Proc.
OIS-10500	Business Corres.
OIS-20500	Filing & Records

#### Semester III (Summer)

OIS-24104**	Externship-MOA
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### NOTE:

\*Unless the student is proficient in typewriting and English skills at the entry levels indicated in Semester I, it may be necessary to enroll in courses other than those indicated, resulting in more than one year to complete the program.

\*\*Externship-MOA Prerequisites: Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Therefore, students in certificate programs should consult with their faculty advisor for additional information.

# MEDICAL SECRETARY

## Associate in Applied Science

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### Introduction

Medical Secretary is one of the specialized secretarial programs Kirtland offers. Graduates of this program are trained in a variety of skills that will enable them to work for physicians in either a private medical office or in various hospital settings such as medical records, the business office, or the emergency room. This program places emphasis on the development of proficiency in word processing and related computerized tasks, medical office procedures, insurance billing and coding, transcription of medical dictation for medical specialties, and administrative secretarial duties.

An Associate in Applied Science degree is awarded after completion of **66-67 credit hours**.

### Prerequisites

Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
BIO-10700	Essentials of Anatomy & Physiology . . . .	4
ENG-10000	Writing Lab . . . . .	1
ENG-10300	English Composition I . . . . .	3
POL-10100	Introduction to American Government . .	3
PSY-10100	Introduction to Psychology . . . . .	3

### Medical Secretary Major

Course Number	Course Title	Cr. Hrs.
ACC-10600	Fundamentals of Accounting <b>or</b>	
ACC-10601	Fund. of Accounting w/Computers . . . .	4
CIS-10500	Introduction to Computers . . . . .	3
MOA-10102	Medical Ethics & Law . . . . .	1
MOA-10500	Intro. Health Information Systems . . . .	3
MOA-11000	Medical Terminology . . . . .	3
MOA-11400	Medical Office Transcription	
MOA-11500	Medical Insurance Coding & Billing . . . .	3
MOA-12100	Medical Transcription I . . . . .	3
MOA-12200	Basic Pharmacology . . . . .	3
MOA-12500	Medical Office Procedures . . . . .	3
MOA-20501	Medical Keyboarding . . . . .	3
MOA-22100	Medical Transcription II . . . . .	3
OIS-10500	Business Correspondence . . . . .	3
OIS-11100	Speedwriting . . . . .	3
OIS-11400	Keyboarding II . . . . .	3
OIS-18112	Word Processing I . . . . .	3
OIS-20500	Filing & Records Management . . . . .	3
OIS-24103*	Externship-Medical . . . . .	3

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ENG-10000/10300	Lab/Comp. I
MOA-10102	Med.Ethics&Law
MOA-10500	Intro.Health Info.Sys.
MOA-11000	Medical Terminology
OIS-18112	Word Process. I

#### Semester II (Winter)

BIO-10700	Essen. of A & P
CIS-10500	Intro.Computers
MOA-12101	Med.Transcrip.I
OIS-11400	Keyboarding II
OIS-20500	Filing & Records

#### Semester III (Fall)

MOA-11500	Med. Ins. Billing &
MOA-22100	Med. Transcrip. II
MOA-20501	Med. Keyboarding
PSY-10100	Intro. Psychology
OIS-11100	Speedwriting

#### Semester IV (Winter)

ACC-10600	Fund. Acct. <b>or</b>
ACC-10601	w/computers
MOA-12200	Basic Pharm.
MOA-12500	Med. Off. Proced.
POL-10100	Intro. Am. Govt.
OIS-10500	Business Corres.

#### Semester V (Summer)

SEC 24103*	Externshp.-Medical
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**NOTE:** \*Prerequisites for Externship-Medical: Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

# MEDICAL TRANSCRIPTION

## Associate in Applied Science

### Introduction

This program provides the career training necessary to transcribe physician's dictated reports for medical records used in medical offices, hospitals, insurance companies, courts, governmental agencies and other medical related businesses. The student will acquire a background in general office skills as well as intensive training in transcribing actual medical dictation.

An Associate in Applied Science is awarded after completion of **68-69 credit hours**.

### Prerequisites

A student must have completed the equivalent of one year of typing and be able to type a minimum of 40 words per minute in order to enter the program.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
BIO-10700	Essentials of Anatomy & Phys.	4
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab	1
ENG-10300	English Composition I	3
MTH-10100	Finite Math	4
POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3

### Medical Transcription Major

Course Number	Course Title	Cr. Hrs.
ALH-10800	Pathology	4
MOA-10102	Medical Ethics & Law	1
MOA-10500	Intro. to Health Information Systems	3
MOA-11000	Medical Terminology	3
MOA-11400	Medical Office Transcription	3
MOA-12100	Medical Transcription I	3
MOA-12200	Basic Pharmacology	3
MOA-20501	Medical Keyboarding	3
MOA-22100	Medical Transcription II	3
MOA-24100	Medical Transcription III	3
OIS-10500	Business Correspondence	3
OIS-11400	Keyboarding II	3
OIS-18112	Word Processing I	3
OIS-20500	Filing & Records Management	3
OIS-21400	Keyboarding III	3
OIS-24106	Externship - Medical Transcription	4

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence.

#### Semester I (Fall)

ENG-10000/10300	Lab/Comp.I
MOA-10102	Med. Ethics&Law
MOA-10500	Intro.Health Inf.Sys.
MOA-11000	Med.Terminology
MOA-11400	Med. Off. Transcrip.
OIS-18112	Word Process. I

#### Semester II (Winter)

BIO-10700	Anatomy & Phys.
CIS-10500	Intro. Computers
MOA-12101	Med.Transcrip.I
OIS-20500	Filing & Records
OIS-11400	Keyboarding II

#### Semester III (Fall)

ALH-10800	Pathology
MOA-20501	Med. Keyboarding
MOA-22100	Med.Transcrip.II
MTH-10100	Finite Math
PSY-10100	Intro. Psychology

#### Semester IV (Winter)

MOA-12200	Basic Pharm.
MOA-2400	Med. Transcrip.III
POL-10100	Intro. Am. Govt.
OIS-10500	Business Corres.
OIS-21400	Keyboarding III

#### Semester V (Summer)

MOA-24106	Externship-Medical Transcription
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### NOTE

Prerequisites for Externship-Medical Transcription: completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

# OFFICE ASSISTANT Certificate of Completion

### Introduction

Kirtland's Office Assistant program is designed to prepare the students with marketable skills needed for employment in office work situations where clerical and/or secretarial skills are required.

Upon completion of a **total of 31-32 credit hours**, a certificate of completion is awarded. All courses in this program may apply to the Associate in Applied Science - Administrative Assistant degree. Students may transfer to the two-year program at any time during, or after, completion of the certificate program. Courses in the certificate program offer the same transferability as those in the associate degree program.

### Prerequisites

Students should have completed a basic typing course with a grade of "C" or better prior to enrollment.

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### General Education

Many courses in general education are offered; however, only the courses listed here are required for graduation in this program. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

Course Number	Course Title	Cr. Hrs.
ENG-10000	Writing Lab .....	1
ENG-10300	English Composition I .....	3

### Office Assistant Major

Course Number	Course Title	Cr. Hrs.
ACC -10600	Fundamentals of Accounting <b>or</b>	
ACC-10601	Fund. of Accounting w/Computers .....	4
CIS-10500	Introduction to Computers .....	3
OIS-10400	Keyboarding I <b>or</b>	
OIS-11400	Keyboarding II .....	3
OIS-10500	Business Correspondence .....	3
OIS-11400	Keyboarding II <b>or</b>	
OIS-21400	Keyboarding III .....	3

...and six more credit hours electives from office information systems and six more credit hours of general electives.

### Course Sequence

Listed is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should complete the courses listed under Semester I before moving on to the next semester, and so on. Your advisor will help you make necessary changes to this recommended sequence. **NOTE:** With advisor permission, students may substitute more advanced courses for beginning courses listed below, depending on previous education in determining which courses best satisfy the student's needs.

### Semester I (Fall)

ACC-10600	Fund. of Acct. <b>or</b>
ACC-10601	Acct. w/Computers
OIS-10400	Keyboarding I <b>or</b>
OIS-11400	Keyboarding II
ENG-10000/10300	Lab/Comp. I
OIS Elective	
Elective	

### Semester II (Winter)

CIS-10500	Intro. Computers
OIS-10500	Bus. Corres.
OIS-11400	Keyboard II <b>or</b>
OIS-21400	Keyboard. III
OIS Elective	
Elective	

### NOTE:

Appropriate electives will be determined in consultation with advisor.

The writing and mathematics requirements for certificate programs may vary according to the specific nature of, and emphasis within, those programs. Students in certificate programs should consult with their faculty advisor for additional information.

## ASSOCIATE IN ARTS DEGREE

### Introduction

The Associate in Arts degree program is designed for students who plan to eventually complete a bachelor's degree in the field of education, liberal arts, humanities or social sciences. Listed below are some of the majors pursued by students following this program:

Art	Humanities
Anthropology	Journalism
Archaeology	Music
Communications	Political Science
Criminal Justice	Pre-Law
Education-Elementary	Psychology
Education-Secondary	Social Science
Education-Special	Social Work
English	Sociology
Geography	Speech
History	Theatre

Students planning to transfer to a four-year college or university must consult with their faculty advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's faculty advisor and with approval of the dean of instruction. Substitutions are only made in accordance with the specific requirements of the Baccalaureate degree granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e. psychology elective, biology elective, etc.) where deemed appropriate by their advisor.

Completion of the Associate in Arts degree, **a total of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601,

09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### Distribution Requirements

In addition to meeting the distribution requirements listed below, students must also meet the general graduation requirements as listed in the college catalog.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

	Credit Hours
<b>I. General</b>	
A. ENG-10000, ENG-10300 and ENG-10400	6
B. POL-10100	3
C. SPE-10500 or SPE-11400	<u>3</u>
	<b>12</b>
<b>II. Humanities</b>	
(Only two courses per subject area can be used to meet degree requirements in humanities.)	
A. Select one course from Language, History, Literature, Journalism or Philosophy:	3-4
Language (SGN-10000, SGN-10100, SGN-10200, SPA-10100, 10200, 20100, or 20200, GER-10100, RUS-10100)	
History (HIS-10500, 10600, 20100, 20200, 20300, 22100, or 22200)	
Journalism (ENG-12000, 12100 or 12500)	
Literature (ENG-21200, 21400, 21500, 22200, 22300, 22400, 22500, 22600, 22700, 23000, 23100 or 25100)	
Philosophy (PHL-20100)	
B. Select one course from Art, Music, or Theatre:	2-4
Art (ART-100, 10103, 10500, 10600, 10700, 10800, 11000, 11200, 11400, 11500, 11600, 20500, 20600, 20700, 20800, 21200, 21400, 21500, 21800, 22400, 22500, 22800, 23000, 23400 or 27500)	
Music (MUS-10100, 10400, 10500, 10600, 10700, 10802, 10901, 12300, or 12700)	
Theatre (THE-12000, 12100, 12200, 12300, 12400, 13100, or 13200)	
C. Select additional courses from A. and/or B.	<u>6</u>
	<b>11-14</b>

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## III. Social Science

(Only two courses per subject area can be used to meet degree requirements in social science.)

- A. Select one course from Economics, Geography or Political Science: 3-4  
 Economics (ECO-15100, 20100, or 20200)  
 Geography (GEO-10000)  
 Political Science (POL-10200, 20000, or 20100)
- B. Select one course from Psychology, Sociology, or Anthropology: 3  
 Anthropology (ANT-10100, 10500, 23500, or 27500)  
 Psychology (PSY-10100, 20100, 20200, 24000, or 26000)  
 Sociology (SOC-10100, 10200, 20000, 23500, or 26000)
- C. Select additional courses for A. and/or B. 6  
**12-13**

Chemistry (CHE-10000, 10100, 10200, or 10500)  
 Geology (GEL-22000)  
 Physics (PHY-20100, or 20200)

- B. Select one course from the following 3-4  
 Mathematics courses (11600 or higher):  
 Mathematics (MTH-11600, 12000, 12100, 18001, 20500, 20600, 22002, 22102, or 22202)
- C. Select additional courses from A and/or B. 4  
 (MTH-20500 & 20600 cannot both be counted for credit.) **11-12**

## V. Electives

(Three credits in Physical Education courses can be used to meet degree requirements.)

- A. Select any 10000 level or higher courses **9-14**

**Total Credit Hours Required 60**

## IV. Mathematics and Science

(Only two courses per subject area can be used to meet degree requirements in mathematics and science.)

- A. Select one laboratory course from Biology, Chemistry, Physics, or Geology: 4  
 Biology (BIO-10100, 11200, 20100, 20200, 20300, 20700, 20800, 21000, 21200, or 21300)

## Course Sequence

Since students will select different program majors and universities to attend after Kirtland, there is no one specific order in which they should complete their courses. Therefore, it is extremely important that students meet with their faculty advisor to discuss course selection.

# ASSOCIATE IN SCIENCE DEGREE

## Introduction

Students who plan to eventually complete a bachelor's degree in the field of mathematics, natural science, physical science, education or engineering are encouraged to follow the Associate in Science degree program. Listed below are some of the majors pursued by students following this program:

- |                      |                         |
|----------------------|-------------------------|
| Biology              | Forestry                |
| Chemistry            | Geology                 |
| Computer Science     | Mathematics             |
| Conservation         | Natural Science         |
| Education-Elementary | Physical Science        |
| Education-Industrial | Physics                 |
| Education-Secondary  | Pre-Professional Health |
| Pre-Engineering      | Zoology                 |

## Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

## Distribution Requirements

In addition to meeting the distribution requirements listed below, students must also meet the general graduation requirements as listed in the college catalog.

**Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904. Credit**

- | I. General                            | Hours    |
|---------------------------------------|----------|
| A. ENG-10000, ENG-10300 and ENG-10400 | 6        |
| B. POL-10100 .....                    | <u>3</u> |

9

## II. Humanities

(Only two courses per subject area can be used to meet degree requirements in humanities).

- A. Select one course from Language, History Literature, Journalism or Philosophy: 3-4  
 Language (SGN-10000, SGN-10100, SGN-10200, SPA-10100, 10200, 20100, 20200, GER-10100, or RUS-10100)  
 History (HIS-10500, 10600, 20100, 20200, 20300, 22100, or 22200)  
 Journalism (ENG-12000, 12100 or 12500)  
 Literature (ENG-21200, 21400, 21500, 22200, 22300, 22400, 22500, 22600, 22700, 23000, 23100 or 25100)  
 Philosophy (PHL-21000)

- B. Select one course from Art, Music or Theatre: 2-4  
 Art (ART-100, 10103, 10500, 10600, 10700, 10800, 11000, 11200, 11400, 11500, 11600, 20500, 20600, 20700, 20800, 21200, 21400, 21500, 21800, 22400, 22500, 22800, 23000, 23400 or 27500)  
 Music (MUS-10100, 10400, 10500, 10600, 10700, 10802, 10901, 12300, or 12700)  
 Theatre (THE-12000, 12100, 12200, 12300, 12400, 13100, or 13200)

- C. Select additional courses from A. and/or B. ~~11-14~~ 6

**III. Social Science**

(Only two courses per subject area can be used to meet degree requirements in social science.)

- A. Select one course from Economics, Geography or Political Science: 3-4  
 Economics (ECO-15100, 20100, or 20200)  
 Geography (GEO-10000)  
 Political Science (POL-10200, 20000, or 20100)

- B. Select one course from Anthropology, Psychology, or Sociology: 3  
 Anthropology (ANT-10100, 10500, 11000, 23500, 24000, or 27500)  
 Psychology (PSY-10100, 20100, 20200, 24000, or 26000)  
 Sociology (SOC-10100, 10200, 20000, 23500, or 26000)

- C. Select one additional course from A. or B. ~~9-10~~ 3

**IV. Mathematics and Science (Life Science or Physical Science Options)  
 Life Science Option**

- A. BIO-10100 4
- B. BIO-20100, 20200, 20300, 20700, 20800, 21000 or 1300 4
- C. Select either a Chemistry or Physics sequence: CHE-10100 and 10200 or PHY-20100 and 20200 8
- D. Select two of the following Mathematics courses: MTH-18001, 20500 or 20600, 22002, 22102, or 22202 7-8

23-24

**Physical Science Option**

- A. Select a two-semester sequence of: Chemistry (CHE-10100 and CHE-10200) or Physics (PHY-20100 and PHY-20200) 8
- B. Select two of the following mathematics courses: MTH-18001, 22002, 22102, or 22202 (excludes MTH-20500 and 20600) 8
- C. In addition to courses taken under A. and B. above, select any two of the following courses: BIO-10100, 20100, 20200, 21000, 21300; CHE-10100, 10200; GEL-22000; MTH-22102, 22202; PHY-20100, 20200 8

24

**V. Electives**

(Three credits in Physical Education courses can be used to meet degree requirements.)

- A. Select any 10000 level or above courses 3-8

**Total Credit Hours Required**

**60**

**Course Sequence**

Since students will select different program majors and universities to attend after Kirtland, there is no one specific order in which they should complete their courses. Therefore, it is extremely important that students meet with their faculty advisor to discuss course selection.

## ASSOCIATE IN BUSINESS ADMINISTRATION

### Introduction

The Associate in Business Administration degree is designed for students who plan to eventually complete a bachelor's degree in a business related field. Listed following are some of the majors pursued by students following this program:

Accounting	Management
Advertising	Marketing
Economics	Personnel/Industrial Relations
Finance	Public Administration
General Business	

Students planning to transfer to a four-year college or university must consult with their faculty advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions are only made in accordance with the specific requirements of the baccalaureate degree granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e. psychology elective, biology elective, etc.) where deemed appropriate by their advisor.

Completion of the Associate in Business Administration degree, a total of 60 credit hours, will satisfy the requirements of the MACRAO Transfer Agreement.

### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

### Distribution Requirements

In addition to meeting the distribution requirements listed below, students must also meet the general graduation requirements as listed in the college catalog. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

### V. Business Major

	Credit Hours
<b>I. General</b>	
A. ENG-10000 and ENG-10300	3
B. ENG-10400 or ENG-10601	3
C. POL-10100	3
D. SPE-10500 or SPE-11400	<u>3</u>
	<b>12</b>
<b>II. Humanities</b>	
(Only two courses per subject area can be used to meet degree requirements in humanities.)	
A. Select one course from Language, History, Literature, Journalism, or Philosophy:	3-4
Language (SGN-10000, SGN-10100, SGN-10200, SPA-10100, 10200, 20100, or 20200)	
History (HIS-10500, 10600, 20100, 20200, 20300, 22100, or 22200)	
Journalism (ENG-11600, 12000, 12100 or 21500)	
Literature (ENG-21200, 21400, 22200, 22300, 22400, 22500, 22600, 23000, 23100, or 25100)	
Philosophy (PHL-20100)	
B. Select one course from Art, Music, or Theatre:	2-4
Art (ART-100, 10103, 10500, 10600, 10700, 10800, 11000, 11200, 11400, 11500, 11600, 20500, 20600, 20700, 20800, 21400, 21500, 21800, 22400, 22500, 22800, 23000, 23400, or 27500)	
Music (MUS-10100, 10400, 10500, 10600, 10700, 10802, 10901, 12300, or 12700)	
Theatre (THE-12000, 12100, 12200, 12300, 12400, 13100, or 13200)	
C. Select one additional course from A. or B.	<u>3</u>
	<b>8-11</b>
<b>III. Social Science</b>	
A. ECO-20100 and ECO-20200	6
B. PSY-10100 or SOC-10100	<u>3</u>
	<b>9</b>
<b>IV. Mathematics and Science</b>	
A. Select one laboratory science course from Biology, Chemistry, Geology, or Physics:	3-4
Biology (BIO-10100, 11200, 20100, 20200, 20300, 20700, 20800, 21000, 21200, or 21300)	
Chemistry (CHE-10000, 10100, 10200, or 10500)	
Geology (GEL-22000)	
Physics (PHY-20100, or 20200)	
B. Select one of the following Mathematics courses:	4
(MTH-12100, 18001, 22002, 22102, or 22202)	
C. MTH-20500 or 20600	<u>3-4</u>
	<b>10-12</b>

(Continued)

A. \*ACC-12100, Accounting Principles I, and

ACC-12200, Accounting Principles II	8
B. Select Business, Microcomputer Specialist, Marketing, and/or Secretarial Science courses	<u>10-14</u> <b>18-22</b>

**Minimum Total Credit Hours Required** **60**

**Course Sequence**

Since students will select different program majors and universities to attend after Kirtland, there is no one specific order in which they should complete their courses. Therefore, it is extremely important that students meet with their faculty advisor to discuss course selection.

**NOTES**

\*Students with little or no accounting background will be required to take ACC-10600, Fundamentals of Accounting.

## ASSOCIATE IN CRIMINAL JUSTICE - GENERALIST

**Introduction**

The Associate in Criminal Justice - Generalist degree is designed for students who plan to transfer to a four-year college or university, and to help students transferring in from other colleges to meet requirements for entry into the Kirtland Regional Police Academy.

Students planning to transfer to a four-year college or university must consult with their faculty advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions are only made in accordance with the specific requirements of the baccalaureate degree granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e. psychology elective, biology elective, etc.) where deemed appropriate by their advisor.

Completion of the Associate in Criminal Justice - Generalist degree, **a total of 61 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

**Prerequisites**

Applicants admitted to the Criminal Justice - Generalist program must meet the following special entrance requirements: 1) possess a valid Michigan motor vehicle operator's or chauffeur's license; 2) have no felony convictions; 3) have a high school diploma or GED; 4) show proficiencies in English, reading and mathematics (based on assessment test scores or completion of recommended classes) as required; 5) an interview by appointment is required with the criminal justice director before entering the program; 6) applicant must provide personal background information and sign release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program 7) applicant must sign and abide by Criminal Justice Code of Conduct, which includes a mandatory dress code; 8) must pass a physical examination before enrolling in physical training class.

Journalism (ENG-11600, 12000, 12100, or 21500)

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**Distribution Requirements**

In addition to meeting the distribution requirements listed below, students must also meet the general graduation requirements as listed in the college catalog. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

	<b>Credit Hours</b>
<b>I. General</b>	
A. ENG-10000 and ENG-10300	3-4
B. ENG-10400 or ENG-10601	3
C. POL-10100	3
D. SPE-10500 or SPE-11400	<u>3</u>
	<b>12-13</b>
<b>II. Humanities</b>	
(Only two courses per subject area can be used to meet degree requirements in humanities.)	
A. Select one course from Language, History, Literature, Journalism, or Philosophy:	3-4
Language (SGN-10000, SGN-10100, SGN-10200, SPA-10100, 10200, 20100, or 20200)	
History (HIS-10500, 10600, 20100, 20200, 20300, 22100, or 22200)	

Literature (ENG-21200, 21400, 22200, 22300,

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22400, 22500, 22600, 23000, 23100, or 25100)	
Philosophy (PHL-20100)	
B. Select one course from Art, Music, or Theatre:	2-4
Art (ART-100, 10103, 10500, 10600, 10700, 10800, 11000, 11200, 11400, 11500, 11600, 20500, 20600, 20700, 20800, 21400, 21500, 21800, 22400, 22500, 22800, 23000, 23400, or 27500)	
Music (MUS-10100, 10400, 10500, 10600, 10700, 10802, 10901, 12300, or 12700)	
(Continued)	
Theatre (THE-12000, 12100, 12200, 12300, 12400, 13100, or 13200)	
C. Select one additional course from A. or B.	<u>2-3</u>
	<b>8-11</b>
<b>III. Social Science</b>	
A. SOC-10100	3
B. PSY-10100 and PSY-20200	6
C. Select one course from Anthropology or an additional course from Psychology or Sociology:	3
Anthropology (ANT-10100, 10500, 23500, or 27500)	
Psychology (PSY-20100, 24000, 26000)	
Sociology (SOC-10200, 20000, 23500, 24500, or 26000)	
Political Science (except POL-10100)	
	<u>12</u>

<b>IV. Mathematics and Science</b>	
A. Select one laboratory science course from Biology, Chemistry, Geology, or Physics:	4
Biology (BIO-10100, 11200, 20100, 20200, 20700, 21000, 21200, or 21300)	
Chemistry (CHE-10000, 10100, 10200, or 10500)	
Geology (GEL-22000)	
Physics (PHY-20100, or 20200)	
B. Select MTH-10100 or higher (excluding MTH-20500 and 20600)	<u>4</u>
	<b>8</b>
<b>V. Criminal Justice Major</b>	
A. Introduction to Criminal Justice (CJS-10000)	3
B. Criminology (CJS-24000 or SOC-24000 or substitution approved by advisor)	3
C. Criminal Justice electives	<u>15</u>
	<b>21</b>

**Minimum Total Credit Hours Required** **61**

### Course Sequence

Since students will select different program majors and universities to attend after Kirtland, there is no one specific order in which they should complete their courses. Therefore, it is extremely important that students meet with their faculty advisor to discuss course selection.

### NOTES

Students must earn a "C" or better in each course within this degree program.

## ASSOCIATE IN FINE ARTS

### Studio Art, Creative Writing, or Theatre Arts Option

#### Introduction

The Associate in Fine Arts degree is designed for students with an interest in studio arts (such as sculpture and painting), creative writing, or theatre arts. This degree program works to give students both practical experience in the art form of their choice, and the critical and academic background necessary for further study of the fine arts while helping develop a personal sense of aesthetic and artistic criteria. Because the artist's association with the world is stressed, a strong academic schedule is affiliated with the creative discipline.

Students planning to transfer to a four-year college or university must consult with their faculty advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's faculty advisor and with approval of the dean of instruction. Substitu-

tions are only made in accordance with the specific requirements of the baccalaureate degree granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e. psychology elective, biology elective, etc.) where deemed appropriate by their advisor.

Completion of the Associate in Fine Arts degree, **a total of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

#### Prerequisites

Kirtland Community College recognizes the importance of students possessing certain basic skills in English, reading, and mathematics. Since these skills are vital to each student's successful completion of college-level course work, demonstrated proficiencies in English, reading, and mathematics (based

on assessment test scores or completion of recommended classes) are required.

If you have not taken the Placement Test, contact the student services office immediately for testing information. If the test results show a need for DEV-06300 and/or 08601, 09601, 09903/09904, you must complete those courses during your first semester or before you complete 18 credit hours. If you do not fulfill the DEV requirement, you will not be allowed to enroll in any additional courses.

**Distribution Requirements**

In addition to meeting the distribution requirements listed below, students must also meet the general graduation requirements as listed in the college catalog. **Please note that ENG-10000 is required of all students in this program, unless they either demonstrate satisfactory writing mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

	<b>Credit Hours</b>
<b>I. General</b>	
A. ENG-10000, ENG-10300 and ENG-10400	6
B. POL-10100	3
C. SPE-10500 or SPE-11400	<u>3</u>
	<b>12</b>
<b>II. Humanities</b>	
(Only two courses per subject area can be used to meet degree requirements in humanities.)	
A. Select one course from Language, History, Literature, Journalism, or Philosophy:	3-4
Language (SGN-10000, SGN-10100, SGN-10200, SPA-10100, 10200, 20100, or 20200)	
History (HIS-10500, 10600, 20100, 20200, 20300, 22100, or 22200)	
Journalism (ENG-11600, 12000, 12100 or 21500)	
Literature (ENG-21200, 21400, 22200, 22300, 22400, 22500, 22600, 23000, 23100, or 25100)	
Philosophy (PHL-20100)	
B. Select one course from Art, Music, or Theatre:	2-4
Art (ART-100, 10103, 10500, 10600, 10700, 10800, 11000, 11200, 11400, 11500, 11600, 20500, 20600, 20700, 20800, 21400, 21500, 21800, 22400, 22500, 22800, 23000, 23400, or 27500)	
Music (MUS-10100, 10400, 10500, 10600, 10700, 10802, 10901, 12300, or 12700)	
Theatre (THE-12000, 12100, 12200, 12300, 12400, 13100, or 13200)	
C. Options:	3
<b>Studio Art Option:</b> Select an Art course	
<b>Creative Writing Option:</b> Select ENG-21500	
<b>Theatre Arts Option</b> Select THE-12000	
	<u>8-11</u>

**III. Social Science**

(Only two courses per subject can be used to meet degree requirements in social science.)

A. Select one course from Economics, Geography or Political Science:	3-4
Economics (ECO-15100, 20100, or 20200)	
Geography (GEO 10000)	
Political Science (POL-10200, 20000 or 20100)	
B. Select one course from Psychology, Sociology, or Anthropology:	3
Anthropology (ANT-10100, 10500, 23500, or 27500)	
Psychology (PSY-10100, 20100, 20200, 24000, or 26000)	
Sociology (SOC-10100, 10200, 20000, 23500 or 26000)	
C. Select two courses from A or B	<u>6</u>
	<b>12-13</b>

**IV. Mathematics and Science**

(Only two courses per subject area can be used to meet degree requirements in mathematics and science.)

A. Select one laboratory science course from Biology, Chemistry, Geology, or Physics:	4
Biology (BIO-10100, 11200, 20100, 20200, 20300, 20700, 20800, 21000, 21200, or 21300)	
Chemistry (CHE-10000, 10100, 10200, or 10500)	
Geology (GEL-22000)	
Physics (PHY-20100, or 20200)	
B. Select one course from the following mathematics courses (11600 or above):	3-4
Mathematics (MTH-11600, 12000, 12100, 18001, 20500 or 20600, 22002, 22102, or 22202)	
C. Select additional courses from A and/or B.	<u>4</u>
(MTH-20500 and 20600 cannot both be taken for credit.)	<b>11-12</b>

**V. Options**

**Studio Art Option**

A. Portfolio	3
B. Additional courses approved by advisor	<u>12</u>
	<b>15</b>

**Creative Writing Option**

A. Creative Writing Workshop	3
B. Additional courses approved by advisor	<u>12</u>
	<b>15</b>

**Theatre Arts Option**

A. Audition/Resume Workshop: THE-27000	3
B. Additional courses approved by advisor	<u>12</u>
	<b>15</b>

**Minimum Total Credit Hours Required 60**

**Course Sequence**

Since students will select different program majors and universities to attend after Kirtland, there is no one specific order in which they should complete their courses. Therefore, it is extremely important that students meet with their faculty advisor to discuss course selection.

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## KIRTLAND HONORS PROGRAM

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### Introduction

The Kirtland Honors Program is designed to meet the needs of students of high academic standing who are seeking additional challenges in both general education and occupational programs. Honors students earn academic credit in honors courses (with transcript recognition for all completed honors courses), and upon completing the honors degree program, may be awarded an honors degree.

**A total of 12 credits in honors courses are required to earn an Honors associate degree.**

Honors degrees may be earned in all of the following degree areas:

Honors Associate in Arts

Honors Associate in Applied Science

Honors Associate in Business Administration

Honors Associate in Fine Arts

Honors Associate in Science

### Honors Degree Requirements

Students admitted to the Kirtland Honors Program who complete the following requirements will be awarded an honors degree:

1. The student must complete at least one 3-credit course designated as an Honors Colloquium (HON-25000).

2. In addition to one Honors Colloquium, the student must complete at least 9 additional honors credit hours. These hours may be earned in the following ways:

- in classes designated as honors sections (indicated by a course number with a .99 suffix)
- in additional Honors Colloquia
- up to three credits in Honors Projects (HON 225) undertaken in conjunction with non-honors courses

3. The student must have a cumulative Kirtland grade point average of at least 3.50.

4. At least 6 of the required 12 honors credit hours must be earned at Kirtland.

5. The student must complete all other requirements established for his or her degree at Kirtland.

Every effort will be made to ensure that honors students can complete the requirements for an honors degree within two academic years. However, students must be made aware that scheduling difficulties may prevent their completion of the requirements within two years.

The honors degree will be noted on the student's degree certificate; honors courses will be noted on the student's transcript. At the graduation ceremony, academic regalia will include some feature distinguishing an honors degree recipient.

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# COURSE DESCRIPTIONS

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This portion of the 1999-2000 College Catalog lists all courses offered by Kirtland Community College. Courses are separated into their respective subject areas. The following example displays how to properly interpret a course description:

**EXAMPLE:**

**CHE-10000<sup>1</sup>**    **Chemical Science<sup>2</sup> (F,W)<sup>3</sup>**    **4<sup>4</sup>(3-2)<sup>5</sup>**  
**Prerequisite:** DEV-07300<sup>6</sup> or  
**Corequisite:** DEV-07300<sup>7</sup>

Chemical Science presents the elementary principles of inorganic, physical, and organic chemistry. It is intended to introduce college chemistry, or to satisfy course requirements in technical fields such as nursing. **Prerequisite** or **corequisite:** DEV-07300.<sup>8</sup>

1. **Course Number:** Composed of three letters and a number. The letters identify a course by subject area. In this case, CHE for Chemistry.
2. **Course Title:** Identifies a course by name.
3. **Course Availability:** The letter code designates the semester in which the course is usually offered: **S** = Summer; **W** = Winter; **F** = Fall; and **V** = Variable (occasionally or on demand if sufficient enrollment develops).
4. **Credit Hours:** The number of credits a course is assigned toward graduation.
5. **Lecture-Laboratory Hours:** During a 15 week semester, the first number refers to the hours the student will spend per week in a classroom lecture. The second number refers to the instructional hours that a student will spend in a laboratory per week. Some clinical nursing classes list a third number that specifies the number of hours spent in a clinical setting each week. The addition of these figures will produce the total number of contact hours the student will spend per week in the class over a 15 week semester.
6. **Prerequisite:** Requirements which must be met or courses which must be taken before enrolling in a specific course.
7. **Corequisite:** Course which must be taken at the same time as the desired course.
8. **Course Description:** An explanation of the knowledge and skills gained by successful completion of the course.

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## ACCOUNTING

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**ACC-10500 Federal Income Tax Accounting(F)**    **3(3-0)**

Analyze income tax laws to determine how it is established; examine and discuss the right of the government and taxpayer, determination of exemptions and deductions; determination of taxable income; problem solving involving tax planning. Students will use problem solving to establish tax planning methods. This is NOT a tax preparation course. **Prerequisite:** Some exposure to accounting recommended.

**ACC-10600 Fundamentals of Accounting(F,W,S)**    **4(4-0)**

A study of the fundamental principles of accounting. Emphasis is placed on the accounting cycle from journal entries to the preparation of financial statements for both the service and merchandising firm, including payroll and accounting for cash.

**ACC-10601 Fundamentals of Accounting with Computers(V)**    **4(4-0)**

This course is identical to ACC-10600 with the exception that all course work is done using a computer and accounting software.

**ACC-12100 Accounting Principles I(F,W)**    **4(4-0)**

A development of an understanding of accounting topics including assets, liabilities, and both partnership and corporate equity. This course will develop the student's ability to use accounting information. **Prerequisite:** ACC-10600 or consent of advisor and successful completion of pre-test. **Prerequisite or Corequisite:** ENG-10300 or consent of instructor.

**ACC-12200 Accounting Principles II(F,W)**    **4(4-0)**

A study of managerial accounting statements including financial statement analysis, budgeting and decision making, becomes the major emphasis of this course. Also included is financial statement preparation, with the statement of cash flow. **Prerequisite:** ACC-12100.

**ACC-18500 Accounting Applications with Computers(W)**    **3(3-0)**

This course will present five different accounting modules demonstrating accounting concepts. The procedures to be covered will be payroll, inventory, general ledger, accounts payable, and accounts receivable. These modules will be presented using commercially available software. Topics of discussion will cover what features a user should look for when purchasing this type of software, and how to use it. **Prerequisite:** ACC-10600 or ACC-10601 or ACC-12100.

**ACC-20500 Cost Accounting I(F)**    **3(3-0)**

A course designed to provide a practical knowledge of cost accounting systems and procedures. The emphasis of the course is on the study of managerial planning, control, and analysis of the costing information system. **Prerequisite:** ACC-12100 and ACC-12200.

**ACC-20600 Cost Accounting II(W) 3(3-0)**

A continuation of the study of cost accounting systems and procedures. The emphasis of the course is on the study of budgeting, performance evaluation, variance analysis, and decision making under uncertainty. **Prerequisite:** ACC-20500.

**ACC-21000 Intermediate Accounting I(F) 4(4-0)**

The course builds on previously learned accounting principles and stresses more complex applications of these principles. This study of current assets and current liabilities includes at least one outside project. **Prerequisite:** ACC-12200.

**ACC-21100 Intermediate Accounting II(W) 4(4-0)**

An in-depth study of long-term assets and liabilities as well as equities. Preparation and analysis of all financial statements is included and at least one outside project is required. **Prerequisite:** ACC-21000.

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## ALLIED HEALTH

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**ALH-10001 Competency Evaluated Nurse Aide 7(8-0)**

A course designed to introduce the beginning student to the philosophy and objectives of the Nurse Aide Program. It introduces the scientific principles and skills concerned with optimizing the patients' functional independence and supporting and promoting their rights as individuals. The student is presented with basic communication skills, to basic mental health and nutritional concepts, and to the regulations which govern the distribution of health care in long-term facilities.

**ALH-10501 Competency Evaluated Nurse Aide Clinic(F,W) 5(8-0)**

A course which consists of guided learning clinical experience in a laboratory setting and in selected long-term health care facilities. Emphasis is placed on the principles and activities concerned with providing quality care to the residents in long-term care facilities.

**ALH-10800 Pathology(F) 4(4-0)**

Study focuses on the major degenerative, neoplastic, metabolic, immunologic and infectious diseases. The course provides a basic understanding of disease processes and the application of the medical model, i.e. etiology, diagnosis, and therapy to patient care. **Prerequisite:** MOA-11000, BIO-10700.

**ALH-11700 Medical Assistant Clinical Lab I(F) 4(0-6)**

A practical study of medical assistant clinical skills needed for general medical practice. Using skill mastery along with theory application, students learn to take vital signs, set up and maintain a sterile field, run an electrocardiogram and assist with a physical examination. **Prerequisite:** ALH-10800.

**ALH-12000 Basic Emergency Medical Technician (E.M.T.) (V) 6(6-0)**

This course covers all basic techniques in emergency medical care presently considered within the responsibilities of the Basic Emergency Medical Technician (E.M.T.). Includes dispatch, emergency victim care in a variety of situations, extrication, and transportation.

**ALH-12101 E.M.T. Lab I(V) 2(0-5)**

Presents hands-on practical skills and training and application of material on Basic E.M.T. I classroom topics.

**ALH-12201 E.M.T. Clinical I(V) 2(0-4)**

Provides structured clinical experience in settings related to Basic E.M.T. I classroom topics.

**ALH-20200 Standard First Aid(W) 3(3-0)**

Introduction to first aid; bandaging wounds and controlling bleeding, bandaging unique injuries; administering CPR; treating first aid injuries; medical emergencies, fractures, extricating and transporting injured victims and practical first aid exercises.

**ALH-20201 Standard First Aid(V) 1(1-0)**

Students will gain the knowledge necessary to receive Red Cross certification in CPR (including adult, one-man, two-man, infant, and child) valid for one year, and Basic First Aid valid for three years.

**ALH-20600 Advanced First Aid(V) 3(2-1)**

The student will identify and explain the A.R.C. advanced procedures for giving first aid and pass a written and practical examination for Red Cross Certification. The student shall spend part of the sessions practicing skills requisite to first aid instruction or working on a special project related to his/her area of specialization. This course includes training in professional rescuer CPR.

**ALH-20700 The First Responder(F) 3(3-1)**

The student will identify and explain the A.R.C. advanced procedures for giving first aid and pass a written and practical examination for Red Cross Certification. The student shall spend part of the sessions practicing skills requisite to first aid instruction or working on a special project related to his/her area of specialization. This course includes training in professional rescuer CPR. Along with the use of and training in the administration of oxygen therapy to accident victims.

**ALH-21800 Medical Assistant Clinical Lab II(W) 4(0-6)**

Emphasis is on performing the complete blood count and routine urinalysis. Includes gram stain, pregnancy and

mononucleosis testing, commercial kit chemistry, and applications of quality control methods and OSHA standards.

**Prerequisite:** ALH-11700.

**ALH-22001 Paramedic I(V) 4(4-0)**

Presents theory and didactic knowledge of advanced patient assessment, acid/base balance, IV therapy, and advanced airway management. Introduces fundamental paramedic-level concepts. Focus is on respiratory emergencies and related pharmacology. **Prerequisite:** Essentials of A & P. **Corequisites:** Paramedic Lab I, Paramedic Clinical I, Medical Terminology, Basic Pharmacology.

**ALH-22101 Paramedic Lab I(V) 2(0-5)**

Presents hands-on practical skills training and application of material in Paramedic I. Includes review of E.M.T. I skills. Students will learn advanced patient assessment, IV therapy, and advanced airway management. Will focus on applying skills to actual situations through scenario-based teaching. **Prerequisite:** BIO-10700. **Corequisite:** ALH-22001, ALH-22201, MOA-11000, MOA-12200

**ALH-22201 Paramedic Clinical I(V) 3(0-8)**

Provides structured clinical experience in settings related to Paramedic I classroom topics. May include assignments in phlebotomy, emergency department, respiratory therapy, advanced life support E.M.S. unit, and intensive care unit. **Prerequisite:** BIO-10700. **Corequisite:** ALH-22001, ALH-22101, MOA-11000, MOA-12200.

**ALH-23001 Paramedic II(V) 4(4-0)**

Presents theory and didactic knowledge of cardiac patient assessment, cardiology, and ECG interpretation. Focus is on cardiac emergencies and related pharmacology. Also includes medical and pediatric emergencies. **Prerequisite:** Basic E.M.T. License. **Corequisite:** ALH-23101, ALH-23201.

**ALH-23101 Paramedic Lab II(V) 2(0-5)**

Presents hands-on practical skills training and application of material in Paramedic II. Includes review of Paramedic I skills. Students will learn cardiac patient management, including cardiac arrest. Will focus on applying skills to actual situations through scenario-based teaching including mock cardiac arrests and application of the team leader concept. **Prerequisite:** ALH-22101. **Corequisite:** ALH-23001, ALH-23201.

**ALH-23201 Paramedic Clinical II(V) 3(0-8)**

Provides structured clinical experience in settings related to Paramedic II classroom topics. May include assignments in emergency department, surgery, cardiac catheterization, advanced life support E.M.S. unit, and intensive care unit. **Prerequisite:** ALH-22201. **Corequisite:** ALH-23001, ALH-230101.

**ALH-24001 Paramedic III(V) 4(4-0)**

Presents theory and didactic knowledge of prehospital approach to the traumatized patient, including prioritized

patient assessment and advanced treatment of various injuries. Focus is on trauma emergencies and related topics. Also includes mass casualty incidents, environmental and hazardous materials emergencies. **Prerequisite:** ALH-23001. **Corequisite:** ALH-24101, ALH-24201.

**ALH-24101 Paramedic Lab III(V) 2(0-5)**

Presents hands-on practical skills training and application of material in Paramedic III. Includes review of Paramedic I and II skills. Students will learn advanced trauma patient management. Will focus on applying skills to actual situations through scenario-based teaching including mock disasters and vehicle extrication situations. Continued application of the team leader concept. **Prerequisite:** ALH-23101. **Corequisite:** ALH-24001, ALH-24201.

**ALH-24201 Paramedic Clinical III(V) 3(0-8)**

Provides structured clinical experience in settings related to Paramedic III classroom topics. May include assignments in emergency department, advanced life support E.M.S. unit, intensive care unit. **Prerequisite:** ALH-23201. **Corequisite:** ALH-24001, ALH-24101.

**ALH-26500 Medical Assistant(F,W,S) 4(3-9)**  
(Formerly SEC-24105)

This externship involves placement of a student in a selected physician's office or clinic. The student will observe and perform under supervision a variety of clinical procedures and medical administrative duties. Each externship will involve 144 hours of student work experience and the development of pathology reports, insurance billing project, and an office procedures manual. **Prerequisite:** Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

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## ANTHROPOLOGY

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**ANT-10100 Cultural Anthropology(V) 3(3-0)**

Course studies different social institutions in different tribal cultures of the world. Topics include marriage, religion, economics, and other aspects of social organizations. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**ANT-10500 Introduction to Archaeology and Prehistory(V) 3(3-0)**

An introduction to the theories and techniques used to reconstruct past cultures. The archaeological record will serve as the basis for tracing the development of ancient civilizations in the Old and New Worlds. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**ANT-23500 Racial, Cultural & Ethnic Diversity(F) 3(3-0)**  
(Also Listed as SOC-23500)

Concepts such as prejudice, stereotyping, discrimination, and

racism will be considered from a cross-cultural perspective. Emphasis will be on socio-cultural and self-awareness in areas of race and ethnicity and age and gender. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**ANT-27500 Directed Study in Anthropology(V) 1-6(Variable)**

A course designed to meet special occupational needs for individual students. **Prerequisite:** Recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

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## ART

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**ART-10000 Art History I(F) 3(3-0)**

A survey of the major developments, movements, and philosophies of the visual arts from the Prehistoric up to the Renaissance period by means of lecture, slides, filmstrips and films. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**ART-10103 Art History II(S,W) 3(3-0)**

A survey of the major developments, movements and philosophies of the visual arts from the Renaissance period to the present, by means of lecture, slides, filmstrips, and films. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**ART-10500 Introduction to Design(F) 3(0-4)**

A concentration on the elements of design and principles of composition through systematic problem solving exercises with two-dimensional and three-dimensional media.

**ART-10600 Fundamentals of Drawing I(F) 3(0-4)**

An introduction to technique, media, and spatial relationships through the responsive and expressive processes of drawing.

**ART-10700 Painting I(V) 3(0-4)**

An introduction to oils or acrylics with emphasis on the concepts of space, form and color through the development of personal expression, freedom and interpretation.

**ART-10800 Ceramics I(V) 3(0-4)**

An introduction to clay and its characteristics as a creative medium in utilitarian and non-utilitarian forms through hand-built and wheel-thrown objects.

**ART-11000 Watercolors(V) 3(0-4)**

An introduction to watercolor painting technique, with emphasis on method, color and form.

**ART-11200 Printmaking(F,W) 3(0-4)**

An introduction to the basic techniques of etching, calligraphy, embossing, block printing and wood cuts. Students are able to explore a variety of image transfer processes.

**ART-11400 Sculpture(V) 3(0-4)**

An exploration of the processes and materials of sculpture (clay, stone, wood, plaster, metals, and other mediums) with an emphasis on the concepts of three dimensional form and space.

**ART-11500 Photography I(V) 3(2-2)**

An introduction to the basic technical skills of photography as a creative medium for personal expression. Students must provide a 35mm camera.

**ART-11600 Weaving/Fiber Techniques(F,W) 3(2-2)**

This course is designed for the student who is interested in learning a variety of fiber manipulation techniques. They will be introduced to basket making skills such as coiling, twining, rope making, and wrapping. They will use basic sewing skills in creating soft sculpture. They also will have the opportunity to weave on both a frame loom and a multi-harness loom.

**ART-20500 Design II(W) 3(0-4)**

Emphasis on color and its effect of visual perceptions while employing the elements of design and principles of composition to solve special problems. **Prerequisite:** ART-10500.

**ART-20600 Drawing II(W) 3(0-4)**

Advanced study toward personal expression in drawing with special emphasis on presentation and style using a variety of drawing media. **Prerequisite:** ART-10600

**ART-20700 Painting II(F) 3(0-4)**

A concentration on individual style and expression with a variety of approaches to paints through self-analysis and critiques. **Prerequisite:** ART-10700.

**ART-20800 Ceramics II(V) 3(0-4)**

Advanced study of forms in clay with emphasis on wheel-thrown objects, glaze calculations and kiln procedures. **Prerequisite:** ART-10800.

**ART-21400 Sculpture II(V) 3(0-4)**

Students will be exposed to a broad variety of materials and techniques. Greater emphasis will be placed on scale and style. **Prerequisite:** ART-11400

**ART-21500 Photography II(V) 3(2-2)**

Creative work for the advanced student in developing a photography portfolio. This course will expand upon the techniques and skills learned in Photography I. Students will explore a variety of films and specialized processing techniques as well as creative darkroom printing procedures. Students must provide a 35mm camera. **Prerequisite:** ART-11500.

**ART-21800 Ceramics-(Studio Problems)(V) 3(0-4)**

Students will be expected to begin developing a style, concentrating their studies on specific forming techniques. A greater emphasis will be put on formulation of glazes and operating of kilns. **Prerequisite:** ART-20800.

**ART-22400 Advanced Sculpture I(V) 3(0-4)**  
This course will allow students to intensify their studies of techniques, briefly touched on in Sculpture I and II. Each student will be expected to develop a style and explore its various aspects. **Prerequisite:** ART-21400.

**ART-22500 Introduction to Color Photography(V) 3(0-4)**  
Students will utilize color negative film and color photographic paper as well as E-6 process color slide film and reversal and/or Cibachrome color printing processes. Students must provide a 35mm camera. **Prerequisite:** PHO-10000 or ART-11500.

**ART-22800 Ceramics-(Studio Operations)(V) 3(0-4)**  
This course will be devoted to polishing the students skills in all areas. Great attention will be given to kiln operation, glazing techniques, mould making and kiln and studio equipment fabrication. **Prerequisite:** ART-10800, ART-20800 and ART- 21800.

**ART-23000 Advanced Black & White and Color Photography(W) 3(0-4)**  
Students will avail themselves of 4x5 cameras and printing on a 4x5 enlarger, both in color and black and white. Use of 135mm photography and/or medium format photography is encouraged as well. Students will learn the basics of color negative and color slide processing, as well as color printing, both from negative and slide. Emphasis will be placed on the learning and use of the zone system as it applies to black and white photography and use of the 4x5 camera. Students must provide a 35mm camera. **Prerequisite:** ART-11500 and ART-21500.

**ART-23400 Advanced Sculpture II(V) 3(0-4)**  
During this course students will pursue their own particular interests. Students will be encouraged to experiment with different mediums and ideas. **Prerequisite:** ART-22400.

**ART-27500 Directed Study in Art(V) 1-6(Variable)**  
A course designed to meet the interests and needs of individual students who are at an advanced level in one of the art disciplines. **Prerequisite:** The student must have the recommendation of an advisor. All proposals designed for purposes of directed study are subject to approval by the dean of instructional services and review by the curriculum-instruction committee.

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## AUTOMOTIVE TECHNOLOGY

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**AUT-16100 Engine Fundamentals & Overhaul(W) 4(3-3)**  
Student introduction to design, operation, troubleshooting, and service procedures of modern gasoline engines. The student will participate in disassembly, measurement, inspection and reassembly of engine components. Use of technical data and service procedures will be stressed. **Prerequisite:** AUT-16301 or instructor permission.

**AUT-16201 Fuel Systems & Emission Control(W) 4(3-3)**  
A lecture/lab course designed to provide instruction in fundamentals, construction, operation, troubleshooting and servicing of the components of the fuel and emission control systems. Students will participate in disassembly and re-assembly of components and fuel systems and emission control testing. **Prerequisite:** AUT-16401 or instructor permission.

**AUT-16302 Automotive Fundamentals(F) 4(2-3)**  
(Replaces AUT-16301)  
This is a lecture-lab course designed to familiarize the student with the automotive unit, design, production, operating, testing, servicing, and job opportunities. Technician certification will be covered on the state and national levels. General ethics at school, on and off the job, along with sexual harassment education will also be addressed.

**AUT-16401 Basic Electricity(F) 3(2-2)**  
This electrical course is designed as a prerequisite for automotive electrical classes. Areas of instruction will cover basic electricity, magnetism, fundamentals of batteries, starting motors, charging systems, ignition systems, electrical accessories and basic wiring.

**AUT-16500 Steering, Suspension & Alignment(W) 4(3-3)**  
A lecture/lab course covering nomenclature and operating principles of steering and suspension systems. Emphasis is on skill development in servicing power steering systems, replacement of suspension components and four-wheel alignment. **Prerequisite:** AUT-16302 or instructor's permission. Also, AUT-17701 is recommended.

**AUT-16801 Automotive Electrical Systems(W) 4(3-3)**  
In this course students will develop technical knowledge and skills necessary to service and diagnose modern electrical systems. Emphasis will be placed on electrical testing techniques and use of electrical testing equipment. Instruction and lab work will cover chassis wiring, electrical accessories, batteries, starters, charging systems, and ignition system service. **Prerequisite:** AUT-16401 or instructor permission.

**AUT-17001 Heating and Air Conditioning(F) 3(2-2)**  
Basic refrigeration and air conditioning course. Students will gain skills in refrigeration tools and materials, basic refrigeration systems, compressors, refrigerant controls, electric circuit controls, refrigerants testing and repair of air conditioning units. **Prerequisite:** AUT-16302 or instructor permission.

**AUT-17701 Automotive Braking Systems(F) 4(3-3)**  
A course designed to provide instruction and skill development in automotive brake system theory and service. Students will develop skills and technical knowledge in the evolution of operation, theory, diagnosis and repair of conventional and modern computer controlled anti-lock braking systems. **Corequisite:** AUT-16302 or instructor permission.

**AUT-17901 Manual Transmission, Drivelines and Rear Axles(F) 4(3-3)**  
A lecture/lab course in the function, construction, operation, servicing and troubleshooting of conventional power transmission components used in passenger cars and light trucks: clutch, manual transmission/transaxle, propeller shafts, universal joints and rear axles. The student is given experience in disassembly and reassembly of component parts. **Prerequisite:** AUT-16302 or instructor permission.

**AUT-18001 Engine Tune Up and Performance Recertification(V) 1(.5-.5)**  
This course is designed for Michigan certified automotive technicians who are required to fulfill Michigan Bureau of Automotive Regulation recertification requirements. This course satisfies the objectives for Engine Tune Up and Performance as outlined by the State of Michigan. **Prerequisite:** Current Michigan Bureau of Automotive Regulation certification in the area of Engine Tune Up and Performance.

**AUT-18002 Automotive Electrical Systems Recertification(V) 1(.5-.5)**  
This course is designed for Michigan certified automotive technicians who are required to fulfill Michigan Bureau of Automotive Regulation recertification requirements. This course satisfies the objectives for Automotive Electrical Systems as outlined by the State of Michigan. **Prerequisite:** Current Michigan Bureau of Automotive Regulation certification in the area of Automotive Electrical Systems.

**AUT-18003 Automotive Brakes Systems Recertification(V) 1(.5-.5)**  
This course is designed for Michigan certified automotive technicians who are required to fulfill Michigan Bureau of Automotive Regulation recertification requirements. This course satisfies the objectives for Automotive Brakes Systems as outlined by the State of Michigan. **Prerequisite:** Current Michigan Bureau of Automotive Regulation certification in the area of Automotive Brakes Systems.

**AUT-20400 Auto Service Management(W) 3(3-0)**  
This course is a study of facility licensing and management, with coverage of customer relations, personnel management

and promotional techniques. The subjects of warranty processing, expense control, productivity, and time labor standards are defined and studied. Employee compensation and incentives along with job opportunities and classification are also discussed and identified. **Prerequisite or corequisite:** ENG-10300.

**AUT-20402 Introduction to Automotive Service Management(W) 2(2-0)**  
This course is a study of facility licensing and management, with coverage of customer relations, promotional techniques, ethics, sexual harassment issues, job seeking skills, the laws of the State of Michigan as they apply to the automotive repair industry. The subjects of warranty processing, expense control, productivity, and time labor standards are defined and studied. Employee compensation and incentives along with job opportunities and classifications are also discussed and identified. **Prerequisite:** AUT-16302 or instructor permission.

**AUT-20403 Advanced Automotive Service Management(W) 1(1-0)**  
This course is a study of management techniques which are less tangible than previously covered in AUT-20402. It includes administrative leadership functions, stress management, the employee acquisition and dismissal process, and motivational techniques. **Prerequisite:** AUT-20402, ENG-10300, ENG-10600.

**AUT-21800 Automatic Transmissions(F) 4(2-4)**  
A lecture/lab course in which students are prepared to service, diagnose, and overhaul commonly used automatic transmissions and transaxles. Emphasis will be placed on principles of operation, model variations, servicing techniques and troubleshooting procedures. **Prerequisite:** AUT-16302 or instructor permission.

**AUT-23100 Auto Service Area(W) 8(1-11)**  
The service area will finalize training in the automotive programs by providing a work situation atmosphere. Students will gain hands-on experience that is imperative to development of skills needed to function as a productive automotive technician. **Prerequisite:** Successful completion of semesters one, two and three of automotive curriculum. **Corequisite:** AUT-16500.

**AUT-23101 Auto Service Area - Chassis(W) 4(0-6)**  
A specialty service lab for students pursuing the Chassis Specialist certificate. **Prerequisite:** AUT-16202, 16301, 17701. **Corequisite:** AUT-16500.

**AUT-23102 Auto Service Area - Powertrain(W) 4(0-6)**  
A specialty service lab for students pursuing the Powertrain Specialist certificate. **Prerequisite:** AUT-17700-17901. **Corequisite:** AUT-16100.

**AUT-23103 Auto Service Area - Electrical(W) 4(0-6)**  
A specialty service lab for student pursuing the Electrical

Specialist certificate. **Prerequisite:** AUT-16201, AUT-16302, AUT-16401, AUT-16801, and AUT-26601.

**AUT-26601 Engine Performance, Diagnosis and Tune-Up(F) 4(3-3)**

Through the study of theory and use of testing and diagnosis procedures for computerized engine controls, the student will develop the skills required of a diagnostic tune-up technician.

**Prerequisite:** Successful completion of first and second semester automotive curriculum or instructor permission and: AUT-16201, 16302, 16401, 16801.

**AUT-27500 Directed Study in Automotive Technology(V) 1-6(Variable)**

A course designed to meet special occupational needs for individual students. **Prerequisite:** Recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

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## AVIATION

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**AIR-25000 Private Pilot Ground School(W) 3(3-0)**

A beginning course for students engaged in primary flight instruction or interested in such instruction. Topics include: introduction to airplanes, airplane systems, theory of flight, airports, communications, air traffic control, weight and balance, meteorology, Federal Aviation Regulations, Airmen's Information Manual, flight computer, basic navigation, performance factor, radio navigation, medical factors of flight. Upon completion, the student will be qualified to take the Federal Aviation administration written examination for private pilots.

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## BIOLOGY

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**BIO-10100 General Biology(F,W) 4(3-2)**

A lecture and laboratory course in the basic principles of the life science genetics, origin and evolution of life, structure, function and classification of organisms and interactions in the ecosystem are stressed. **Prerequisite:** CHE-10000 or permission of instructor.

**BIO-10700 Essentials of Anatomy and Physiology (S,F,W) 4(3-2)**

An abbreviated study, through lecture and laboratory, of the gross and microscopic structures and functions of the systems, organs, and tissues of the human body. Terminology and the more common pathologies of each system will be introduced. This course does not apply as an elective in the Associate in Arts or Associate in Science programs. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**BIO-11500 Anatomy & Physiology I(F,W) 4(3-2)**  
(Replaces BIO-11200)

First semester of a two-semester sequence. The first semester covers the nature of life science, organization of the human body, cell chemistry and metabolism, the integumentary system, histology, the skeletal and muscular systems, the nervous system, sensory system, and endocrine system.

**Prerequisite:** High school chemistry or equivalent. This course may not be used as a general education science elective. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**BIO-11600 Anatomy & Physiology II(W,S) 4(3-2)**  
(Replaces BIO-21200)

This is a continuation of BIO-11500 with emphasis on the endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, and reproductive system with an introduction to genetics. The course will conclude with a study of pregnancy and human growth and development. **Prerequisite:** BIO-11500.

**BIO-12000 Life Science (F,W) 4(3-2)**

This is an introductory course for pre-education majors. Content will be at the college level and consistent with the life science content strands established in **Michigan Essential Goals and Objectives for Science Education K-12** including: cells, organization of living things, heredity, evolution, ecosystems, constructing new scientific knowledge, and reflecting on scientific knowledge. Instructional methods will reflect active learning styles appropriate for K-8 classrooms. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**BIO-20000 Life Science Workshop(V) 1-4(Variable)**

A lecture and hands-on activity course in life science. Teachers will receive materials suitable for use in their classrooms. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**BIO-20100 General Zoology(V) 4(3-2)**

A lecture/laboratory survey of the major animal groups including internal and external structure; reproductive processes; behavior patterns, life history; and special features peculiar to each group. Some field work in identification of local animals is included. **Prerequisite:** BIO-10100 or permission of instructor.

**BIO-21000 Microbiology(F,W) 4(3-2)**

A lecture/laboratory study of the major groups of microbes. The structure of the unicellular organism will be compared to the structure of multicellular organisms. Applications to medicine and ecology will be discussed. The course is designed for the liberal arts student, as well as the health sciences. **Prerequisite:** CHE-10000 and BIO-10100 or permission of instructor.

**BIO-11600 Anatomy and Physiology II(V) 4(3-2)**

A lecture/laboratory study of the functioning human organism. Normal gross and microscopic anatomy will be introduced as a prelude to a comprehensive study of human physiology. Structure, function, and homeostasis of each system will be stressed. **Prerequisite:** BIO-10100, BIO-11500, or permission of instructor.

**BIO-21300 Nature Study(S) 4(3-2)**

A lecture/laboratory and field course in the behavior, ecology and classification of plants and animals, including recognition of local flora and fauna. The course is designed to give natural history background material to the liberal arts non-science major, to the nonspecialists interested in outdoor life, to those interested in nature interpretation, and to elementary school teachers.

**BIO-21500 Pathophysiology(F,W) 4(4-0)**  
(Also listed as NUR-21500)

Content of this course will examine the mechanism underlying disease processes and the subsequent adaptation and alterations in body function. Selective health problems will be emphasized throughout the course. Clinical application will be made in concurrent and subsequent nursing courses. **Prerequisite:** BIO-11500, BIO-11600.

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## BUSINESS

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**BUS-10100 Introduction to Business(F,W) 3(3-0)**

Orientation to characteristics and functions of business. Business environment, opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics, law, controls for decision making.

**BUS-11100 Real Estate Prelicensure(F) 3(3-0)**

This class prepares the student to sit for the State of Michigan Real Estate Salesperson Licensing Exam. This test is a requirement to become a real estate agent, mandated by the State of Michigan, Department of Commerce. Note: Completion of this course does not assure passing of the state exam, nor does the State's approval of this course constitute an endorsement or recommendation of Kirtland's program.

**BUS-13500 Insurance Principles and Rating(V) 3(3-0)**

An introduction to the functions of an insurance agency. Topics of study include basic contract law, property and casualty insurance, various types of insurance policies and coverages, and policy rating. This is a foundation course for persons planning to work as customer service representatives in an insurance agency or those currently employed as CSRs. Personal interest enrollees are welcome.

**BUS-16100 Introduction to Hospitality Today(V) 3(3-0)**

This course presents the opportunity for the individual to explore career possibilities in the Hospitality Industry. The

course takes a management perspective in introducing students to the organization and structure of hotels, restaurants and clubs. Topics include business ethics, franchising, management contracts, and areas of management such as human resources, marketing, sales and advertising.

**BUS-16200 Supervision in the Hospitality Industry(V) 3(3-0)**

Students will learn to respond to the expectations of management, guests, employees, and government agencies. Ways to effectively manage change and resolve conflict will be discussed. Emphasis will be placed on attaining maximum results by directing and leading.

**BUS-16300 Managing Hospitality Human Resources(V) 3(3-0)**

How to attract and keep employees who are happy and productive will be the focal point of this course. Topics covered will include forecasting human resource demands, recruiting, hiring and training staff. Job analysis, incentive and benefit programs, performance appraisals, discipline methods, and employment laws will be included in order to address today's issues in human resource management.

**BUS-20100 Coordinated Business Practices(V) 3-9(20-40)**

The student will be employed in a work experience program in school or in a business office. The student must fulfill the following criteria: The student must 1) have the approval of the school internship coordinator and department head within the curriculum they are operating in; 2) complete a variety of tasks to be determined by the internship coordinator and employer; 3) receive satisfactory work reports from the employer and college coordinator. This class may be repeated until a total of nine hours are earned by students in a particular curriculum. **Prerequisite:** Consent of advisor.

**BUS-21000 Principles of Management(W) 3(3-0)**

A study of management as a basic process of organizing, directing, actualizing and controlling the operation of a business enterprise. **Prerequisite:** BUS-10100 or permission of instructor.

**BUS-21500 Legal Environment of Business(F) 3(3-0)**

An introduction to the legal environment as it relates to business and society, to provide the student with a basic understanding of law as it pertains to business operations and their relationships with society.

**BUS-24000 Financial Management(V) 3(3-0)**

This course is designed to provide a basic foundation in the major areas of finance. The course provides the necessary background for courses in business finance, financial management, monetary theory, banking problems, public finance, agricultural finance, security markets, and related courses. **Prerequisite:** ACC-12200.

**BUS-24500 Personnel Management(F) 3(3-0)**

The object of this course is to acquaint students with the problems of personnel management. Personnel problems that deal directly with departmental organization, employment procedures, methods of testing, occupational descriptions, job evaluations, merit rating, wage plans, wage and salary control, aids to employees, safety, health and recreation, and employer-employee relations are covered. **Prerequisite:** sophomore standing (thirty credit hours or more).

**BUS-25000 Business Seminars(S,F,W) 1-6(Variable)**  
Courses or seminars designed to provide basic concepts and skills relative to starting and managing a small business.

**BUS-27500 Directed Study in Business(V) 1-6(Variable)**

A course designed to meet special occupational needs for individual students. **Prerequisite:** Recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

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## COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

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Students with no previous drafting or CAD experience should take CAD-10001 **before** CAD-10500. Students with some previous drafting and/or CAD experience may enroll in CAD-10001 and CAD-10500 **concurrently with permission of the CAD advisor**. Students with recent documented industrial experience or recent diplomas from high schools or skill centers that have an articulation agreement in place with Kirtland may gain **advanced placement** in one or more course(s).

**CAD-10001 Perspective Drawing and Visualization/CAD(F,W) 4(3-3)**

This introductory CAD/Drafting course covers basic orthographic projection, isometrics and the use of models to aid in visualization. Normal, inclined, oblique lines and planes as well as cylindrical surfaces will be studied. A project will include technical illustrations of exploded assemblies. Students will complete all assignments while learning the basic operation of a computer aided drafting system. Units of CAD instruction will include an introduction to the following menus: draw, modify, display, settings, file and solids. **Prerequisite:** Students with no previous Drafting & CAD experience should take CAD-10001.

**CAD-10500 Technical Drafting/CAD(F,W) 4(3-3)**

Technical Drafting/CAD covers advanced orthographic projection topics including: geometry/fillets, rounds and run-outs/auxiliary views and sections. Students will complete all assignments on a computer aided drafting system. The following menu items will be reviewed and expanded upon:

draw, modify, display, settings, file and solids. Additionally, students will learn the use of assist, options and utility menu items. **Prerequisite:** CAD-10001 or permission of instructor.

**CAD-11000 Architectural Drawing/CAD(V) 4(3-3)**

In Architectural Drawing, students will prepare complete sets of residential and/or light commercial working drawings. Included are: Floor, foundation, electrical, and plot plans; exterior elevations; door and window schedules; stairway layouts; standard sections and details. **Prerequisite:** CAD-10001 & permission of instructor.

**CAD-20000 Machine Design & Mechanisms/CAD(V) 4(3-3)**

A continuation of Technical Drafting/CAD which covers: Design, selection and representation of threads, fasteners, locators, and springs; Use of the TAD data calculator; cam and linkage development; design layout of mechanisms including: gear, belt and chain drives; clutches, brakes and actuating systems; and bearings. Selection of commercial components and use of vendor catalogs is stressed throughout the course. **Prerequisite:** CAD-10001 & permission of instructor.

**CAD-20501 Descriptive Geometry/CAD(V) 4(3-3)**

Descriptive Geometry is the study of graphic methods for solving mathematically based problems. Emphasis will be placed on: fundamental views of true length and point view of a line; edge view and true size/shape of a plane; and measurement of slope (dip) and bearing (strike). Additional topics will include: skewed lines; pierce points and plane intersections; perpendicular relationships; dihedral angles; revolution; intersection and developments; and topographic and civil drawings. **Prerequisite:** CAD-10001 & CAD-10500 or permission of instructor.

**CAD-21000 Product Drafting and Design/CAD(V) 4(3-3)**

Product Drafting and Design is an advanced study of drafting as it relates to mass production and interchangeability. Emphasis will be placed on the dimensioning and tolerancing patterns of assemble and detail packages, including: English and metric units; bill of materials; calculation of fits and stackups; geometric tolerances of form and position; surface quality control; The design process; and product analysis and redesign. **Prerequisite:** CAD-10001 & CAD-10500 and permission of instructor.

**CAD-21500 Tool and Machine Design/CAD(V) 4(3-3)**

Tool and Machine Design is the study of the equipment and processes which make our industrial system of mass production and interchangeability possible. Students will solve typical design problems in: Plastic injection molds; Drill jigs; milling fixtures; attribute gaging; and sheet metal die design. The principles learned here can be applied to larger and more complicated transfer, assembly, testing and special machine tools in industry. **Prerequisite:** CAD-10001 & CAD-10500 and permission of instructor.

**CAD-27500 Directed Study in Computer Aided Drafting and Design Techniques(V) 1-6(Variable)**

This course is designed to meet special occupational needs for individual students. **Prerequisite:** Recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

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## CAREER AND PERSONAL DEVELOPMENT

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**CAR-10100 Personal Development(V) 3(3-0)**

This course will be of value to both sexes. Although it examines women's issues, emphasis will be placed on the opportunities available to each person to make use of their full potential. Examining the influences of social and sexual roles on the development of self-awareness and personal power will provide a basis for enhancing communication skills, relationships, resource management, and personal health.

**CAR-10200 College Success & Survival(F,W) 2(2-0)**

This course is designed to increase the student's success in college by introducing him/her to study and life skills essential to accomplish the educational objectives and the social expectations of the college community. Topics of discussion and student involvement sessions will include time management, note-taking, critical thinking, interpersonal communications skills, study techniques, test taking techniques, relaxation techniques, library and other college resource use, financial management, writing skills, personal motivational techniques, and personal health suggestions.

**CAR-10400 Using a College Library(S,F,W) 1(1-0)**

This course is designed to teach students the problem solving skills needed to do research, and to familiarize them with the range and type of resources available in college libraries.

**CAR-10900 Efficient Reading(F,W) 1(0-2)**

Reading for speed and efficiency. This course is for the average or better reader who has no reading difficulties, but wishes to increase reading speed and comprehension. **Prerequisite:** DEV-09601 or equivalent.

**CAR-11000 Coping with Math Anxiety(F,W) 1(1-0)**

A course designed to explore the psychological connections between math anxiety and a student's ability to do mathematics. The course is designed to enlighten a student to his/her anxiety and to explore techniques to alleviate it. Techniques in relaxation, self-talk exercises, irrational/rational beliefs, and study skills will be used.

**CAR-11500 Volunteerism in the Community(V) 3(4-0)**

This course gives students the opportunity to examine the role

and scope of volunteerism in American society. Students in the course are required to have some significant volunteer experience or they will be required to do volunteer work during the course. **Prerequisite:** Approval of the instructor.

**CAR-11600 Learning Styles(V) 1(Variable)**

A class on learning styles which will teach students to take responsibility for their own learning. **Prerequisite:** Approval of the instructor.

**CAR-12600 Service Learning Lab(V) 1(Variable)**

A service learning project designed by an instructor to supplement course learning. It may be offered either as a required or optional lab.

**CAR-20000 Service Learning Project(V) 1-5(Variable)**  
(Formerly CAR-125)

An individual service-learning project designed under the supervision of the coordinator of Service Learning and appropriate faculty members. Students will design a community placement as the basis for academic learning. **Prerequisite:** Approval of the Service Learning Advisory Committee.

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## CHEMISTRY

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**CHE-10000 Chemical Science(F,W,S) 4(3-2)**

Chemical Science presents the elementary principles of inorganic, physical, and organic chemistry. It is intended to introduce college chemistry, or to satisfy course requirements in technical fields such as nursing. **Prerequisite** DEV-07300 or high school algebra. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**CHE-10100 General Chemistry I(F) 4(3-3)**

General Chemistry I provides a thorough discussion of the topics of atomic structure, stoichiometry, solutions and pH, gas laws, electronic configuration and bonding theories, the periodic tables and liquids and solids. **Prerequisite:** High school chemistry or CHE-10000; and one year of high school algebra. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**CHE-10200 General Chemistry II(W) 4(3-3)**

This is a continuation of General Chemistry I, concerned broadly with thermodynamics and kinetics. Topics discussed include kinetics data analysis and reaction mechanisms, chemical equilibrium, electrochemistry, chemical thermodynamics, nuclear chemistry, and some descriptive chemistry of the elements. **Prerequisite:** CHE-10100.

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## COMPUTER INFORMATION SYSTEMS

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**CIS Prerequisites and Demonstrated Competency**

The only CIS courses that do not have prerequisites are:

CIS-10500 Introduction to Computers

CIS-22100 DOS

CIS-22200 Windows 3.1

CIS-22300 Windows 95.

All other CIS courses have prerequisites. Students who have not taken the prerequisite course will NOT be allowed entry into class without taking a competency test or completing a Credit By Examination test.

### Competency Tests

Students who do not have a prerequisite CIS course, but desire entry into an upper-level CIS course may bypass the prerequisite if they complete a short competency test (20-30 true/false or multiple choice questions).

Competency tests focus on general concepts rather than specific features (students will not be given study guides). Competency tests for CIS-10500, CIS-22300 and CIS-27000 are currently available in the testing center. Tests will be scored immediately after the student has completed them. Students will need 75% or more correct to bypass a CIS prerequisite. If a student does pass the test, they will be given a form allowing them entry into classes with the designated prerequisite.

Competency tests DO NOT transfer to other schools and students will not be given college credit for taking them. They ensure that students registered for upper-level courses have the necessary prerequisite skills.

### Credit by Examination

Credit by Examination is available for CIS-10500. Students will be given college credit for CIS-10500 if they score 75% or higher on the exam.

The exam consists of a written part (worth 75 points) and a hands-on part (worth 75 points). The written portion of the test will be closed book. There is a study guide available on-line at:

<http://www.kirtland.cc.mi.us/cis/CIS105/creditbyexam.htm>

The hands-on portion of the test will be conducted in the testing center using the current version of Microsoft Works. It is an open book (or open note) test. Students will be asked to create a flyer with clip art, a spreadsheet, a pie chart and a database. Examples of the types of documents students will be asked to create are on-line at:

<http://www.kirtland.cc.mi.us/cis/CIS105/creditbyexam.htm>

Credits obtained from Credit by Examination will apply toward Kirtland degrees. They will NOT transfer to other schools. Students in transfer programs or thinking about transferring should not elect this option.

### CIS-10500 Introduction to Computers(F,W,S) 3(3-0)

This is an introductory course in computers and application software. Some general computer concepts will be covered. The majority of the course will involve simple hands-on exercises in Windows and application software such as word

processing, spreadsheets and database management. A portion of the class will also be spent covering telecommunication concepts and Internet usage. Students will learn how to find and print documents on the Internet.

### CIS-17000 Microsoft Office(F,W) 3(3-0)

This course covers how to utilize and integrate all the applications contained within Microsoft Office. Exercises will involve business applications using the word processing, spreadsheet, database management and presentation software contained within Microsoft Office. **Prerequisite:** CIS-10500 or demonstrated competency.

### CIS-17100 PowerPoint(F,W,S) 1(1-0)

Students will create and modify slide show presentations using Microsoft PowerPoint. Emphasis will be placed on customizing slide shows by: a) changing colors, fonts and styles; b) adding clip art or WordArt objects; c) embedding spreadsheets; and d) adding animation and transition effects. Students will learn how to present the show on their computer monitor and on the world wide web. **Prerequisite:** CIS-10500-CIS-22300 or demonstrated competency.

### CIS-17500 Microcomputers & Business Applications(F,W) 3(3-0)

This course presents an understanding of how an integrated software package is used on today's microcomputers. Exercises will involve business applications in word processing, spreadsheets, graphics, and database. **Prerequisite:** CIS-10500 or demonstrated competency. NOTE: This course is the continuation of CIS-10500 and covers advanced topics using the same software and textbook.

### CIS-18500 Accounting Applications with Computers(W) 3(3-0)

This course will present five different accounting modules demonstrating accounting concepts. The procedures to be covered will be payroll, inventory, general ledger, accounts payable, and accounts receivable. These modules will be presented using commercially available software. Topics of discussion will cover what features a user should look for when purchasing this type of software, and how to use it. **Prerequisite:** ACC-10000 or ACC-10200. NOTE: This course is also listed as ACC-18500.

### CIS-19500 Hardware Repair/Maintenance(V) 1(1-0)

This course explores the hardware and software aspects of a computer system. Hardware and software components will be identified and installed. Students will diagnose and troubleshoot problems. **Prerequisite:** CIS-22300, CIS-10500 or demonstrated competency.

### CIS-22100 DOS 6.2 Operating System(V) 1(1-0)

This course will investigate the functions and commands of the Disk Operating System known as DOS. Topics to be covered are basic commands, diskette, file and hard disk management, DOS shell, batch files and error messages. Additional information regarding memory management will

also be covered.

**CIS-22200 Windows 3.1(V) 1(1-0)**

This course will investigate the functions and commands of the Windows 3.1 interface program. Topics to be covered are managing programs and files, using accessories, being more organized in Windows and printing.

**CIS-22300 Windows'95 Operating System(V) 1(1-0)**

The student will investigate the functions and commands of the Windows '95 operating system. Specific topics to be covered by this course include: investigating the environment, customizing the desktop, running application programs, working with files and folders, printing, networking, multi-tasking, installing application programs, customizing the menu system and using the Explorer for file management.

**CIS-22600 Lotus 1-2-3(V) 1(1-0)**

This course explores the use of Lotus 1-2-3 in business related applications. Students will learn how to build, save, print and modify spreadsheets, as well as how to create formulas/functions and charts. **Prerequisite:** CIS-22300, CIS 10500 or demonstrated competency.

**CIS-22700 Microsoft Excel(V) 1(1-0)**

This course explores the use of Microsoft Excel in business related applications. Students will learn how to build, save, print and modify spreadsheets, as well as how to create formulas/functions and charts. **Prerequisite:** CIS-22300, CIS-10500 or demonstrated competency.

**CIS-22800 QuattroPro(V) 1(1-0)**

This course explores the use of Quattro Pro in business related applications. Students will learn how to build, save, print and modify spreadsheets, as well as how to create formulas/functions and charts. **Prerequisite:** CIS-223, CIS-105 or demonstrated competency.

**CIS-23500 Database Design(V) 3(3-0)**

Students will learn the theoretical knowledge necessary to design and implement effective information databases. Areas such as file layout, data structures, implementation methods and security will be addressed. Students will work with a currently popular commercially available database management system. **Pre-requisite:** CIS-27000 or CIS-27100 or demonstrated competency.

**CIS-26000 Introduction to Computer Networking(V) 3(3-0)**

This course includes the fundamental knowledge of one computer communicating with at least one other computer. Three areas to be examined are microcomputer to mainframe connection, microcomputer to microcomputer connection on a LAN and using a microcomputer with a modem to communicate with large networks. **Prerequisite:** CIS-10500 or demonstrated competency.

**CIS-26100 Internet(V) 1(1-0)**

This course will investigate the resources of the Internet.

Areas of exploration will be the World Wide Web, E-mail, Usenet newsgroups, FTP's and Telnets. This course will offer the students the ability to become comfortable finding and retrieving information from this network of networks.

**Prerequisite:** CIS-10500 or CIS-22300 or demonstrated competency.

**CIS-26200 Web Pages(V) 1(1-0)**

Students will design and create web pages using HTML. Once a page has been created, students will edit pages to include: text formatting, hyperlinks, images and tables. Pages will be uploaded to the Internet and debugged. **Prerequisite:** CIS-10500 or CIS-22300 or demonstrated competency.

**CIS-26300 Advanced Web Pages(V) 1(1-0)**

Students will create a wide variety of web pages including: forms, newsletters and framed pages. They will also learn how to create and multimedia files to web pages and how to add code for java applets. **Prerequisite:** CIS-26200 or demonstrated competency.

**CIS-27000 C Programming(V) 3(3-2)**

The student will learn how to create structured programs using the C programming language. Students will learn how to input/output a variety of data types, handle pointers, arrays and data structures. Students will also learn how to code, compile, link, load and debug programs they have created. **Prerequisite:** CIS-10500 or demonstrated competency and DEV-07300 (or demonstrated mathematics competency).

**CIS-27100 C++ Programming(V) 3(3-2)**

The student will learn the fundamentals of object-oriented programming while learning the C++ language. Students will learn about C++ data types, functions, objects, classes, class inheritance, exceptions, input, output and file handling techniques. **Prerequisite:** CIS-27000 or demonstrated competency.

**CIS-27500 Directed Study in Computer Information Systems(V) 1-6(Variable)**

This is a course designed to meet special occupational needs for individual students. **Prerequisite:** Recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instruction and are subject to review by the curriculum-instruction committee.

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# CONTRACTING WITH BUSINESS AND INDUSTRY (CWB&I)

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## **CBI-10100 Contracting with Business and Industry I(F,W,S) 8(0-12)**

This is the first course in a sequence of two courses required for completion of the CWB&I program. The student is trained at an appropriate work site in the community for a specific occupation not offered as part of the college's regular programs. A tailored training plan for the student is designed by the program coordinator and is administered at the work site. Monitoring and evaluation of the student's progress is performed on a regular basis by the supervisor at the work site and the program coordinator. **Prerequisite** Admission to CWB&I program. **Corequisite:** 8-9 credits of appropriate electives.

## **CBI-10200 Contracting with Business and Industry II (F,W,S) 8(0-12)**

This is the second course in a sequence of two courses required for completion of the CWB&I program. The student receives advanced training at an appropriate work site in the community in accordance with the same requirements of CBI-10100. **Prerequisite** CBI-10100. **Corequisite:** 7-8 credits of appropriate electives.

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# COOPERATIVE OCCUPA- TIONAL EDUCATION

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## **COE-20001 Cooperative Occupational Education Business(F,W,S) 3(240-15)**

This course is designed to allow students to be placed in a local business while attending college full time. (Students usually work part of the day and attend classes part of the day). The work experience is evaluated on the students ability to correlate theory with performance. **Prerequisite:** Permission of the advisor.

## **COE-20002 Cooperative Occupational Education Business(F,W,S) 4(320-20)**

This course is designed to allow students to be placed in a local business while attending college full time. (Students usually work part of the day and attend classes part of the day). The work experience is evaluated on the students ability to correlate theory with performance. **Prerequisite:** Permission of the advisor.

## **COE-20003 Cooperative Occupational Education Industrial/Technical(F,W,S) 3(240-15)**

This course is designed to allow students to be placed in a local industry while attending college full time. (Students usually work part of the day and attend classes part of the day). The work experience is evaluated on the students

abilities to correlate theory with performance. **Prerequisite:** Permission of the advisor.

## **COE-20004 Cooperative Occupational Education Industrial/Technical(F,W,S) 4(320-20)**

This course is designed to allow students to be placed in a local industry while attending college full time. (Students usually work part of the day and attend classes part of the day). The work experience is evaluated on the students abilities to correlate theory with performance. **Prerequisite:** Permission of the advisor.

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# COSMETOLOGY

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## **COS-10001 Cosmetology I(F,W,S) 5(1-5)** Orientation and theory; sanitation; braids.

## **COS-10002 Cosmetology II(F,W,S) 5(1-5)** Theory, personal safety measures; bacteriology. Maintenance of equipment theory. **Prerequisite:** COS-10001.

## **COS-10101 Cosmetology III(F,W,S) 5(1-5)** Laboratory work in shampooing, towel drying; brushing; finger waves. **Prerequisite:** COS-10002.

## **COS-10102 Cosmetology IV(F,W,S) 5(1-5)** Theory, demonstration on manikins in permanent waving and pin curls. **Prerequisite:** COS-10101.

## **COS-10201 Cosmetology V(F,W,S) 5(1-5)** Theory, demonstrations and practice on scalp treatment and hair dressing. **Prerequisite:** COS-10102.

## **COS-10202 Cosmetology VI(F,W,S) 5(1-5)** Theory; laboratory demonstration in manicuring, facial and massage; make up practice. **Prerequisite:** COS-10201.

## **COS-10301 Cosmetology VII(F,W,S) 5(1-5)** Theory; laboratory demonstration in tinting and bleaching. Blow dry and thermal curl. **Prerequisite:** COS-10202.

## **COS-10302 Cosmetology VIII(F,W,S) 5(1-5)** Theory; review introduction to hair cutting; hair color and bleaching. **Prerequisite:** COS-10301.

## **COS-11100 Manicuring(F,W,S) 8(400)** Orientation, theory, and laboratory work on the public. Instruction and application includes manicuring, nail repair, nail wrap, sculpturing nails, nail tips, nail capping, removal of sculpture nails and nail tips. **Prerequisite:** None.

## **COS-20401 Cosmetology IX(F,W,S) 5(1-5)** Theory; introduction to skin care; machine facial and hair removal. **Prerequisite:** COS-10302.

## **COS-20402 Cosmetology X(F,W,S) 5(1-5)** Theory; skin and nail disorders. **Prerequisite:** COS-20401.

**COS-20501 Cosmetology XI(F,W,S) 5(1-5)**  
Theory; nail repair; nail wrap; sculpturing nails and removal of sculpture nails. **Prerequisite:** COS-20402.

**COS-20502 Cosmetology XII(F,W,S) 5(1-5)**  
Theory; introduction to salon management and rules and regulations. **Prerequisite:** COS-20501.

**COS-20601 Cosmetology XIII(F,W,S) 5(1-5)**  
Theory review; preparation for final test; practice of all curriculum in clinic or on manikins. **Prerequisite:** COS-20502.

**COS-20602 Cosmetology XIV(F,W,S) 5(1-5)**  
Theory; review professional ethics and salon management. **Prerequisite:** COS-20601.

**COS-20701 Cosmetology XV(F,W,S) 5(1-5)**  
Theory; continued practice of all curriculum. **Prerequisite:** COS-20602.

**COS-20702 Cosmetology XVI(F,W,S) 5(1-5)**  
Preparation for final test and simulated State board exam. **Prerequisite:** COS-20701.

**COS-20801 Cosmetology Instructor I(V) 5(1-5)**  
Orientation and review of all subjects in cosmetology curriculum. **Prerequisite:** License in Cosmetology, State of Michigan.

**COS-20802 Cosmetology Instructor II(V) 5(1-5)**  
Practical experience in laboratory work and clinic. **Prerequisite:** COS-20801.

**COS-20901 Cosmetology Instructor III(V) 5(1-5)**  
Review of State rules and requirements; students provide demonstrations of all practical applications of cosmetology. **Prerequisite:** COS-20802.

**COS-20902 Cosmetology Instructor IV(V) 5(1-5)**  
Student instructors will prepare a minimum of 20 curriculum outlines, course of study plans, and necessary lesson guides for all courses that prepare students for certification as cosmetologists. **Prerequisite:** COS-20901.

**COS-21001 Cosmetology Instructor V(V) 3(1-3)**  
Demonstration review and clinical work including scheduling appointments. **Prerequisite:** COS-20902.

**COS-21002 Cosmetology Instructor VI(V) 3(1-3)**  
Review all subjects in the cosmetology curriculum. Complete final test and simulated State board exam. **Prerequisite:** COS-21001.

**COS 211-213 Cosmetology Seminars(V) 1-4(Variable)**  
Brush up seminars for licensed cosmetologists.

**COS-25500 Cosmetology Seminar(V) 0(1-12)**

A course designed to meet deficiency in laboratory hours. Audit only.

**COS-27500 Directed Study in Cosmetology(V) 1-6(Variable)**

A course designed to meet special occupational needs for individual students. To enroll in this course, the student must have the recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

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## CRIMINAL JUSTICE

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**CJS-10000 Introduction to Criminal Justice(W) 3(3-0)**

The history and developing philosophy of law enforcement including the police, courts, and corrections. Present organization and jurisdiction of local, state and federal agencies. Introduction to the problems facing the criminal justice system today.

**CJS-10200 Physical Training(F) 3(4-0)**

This course is designed for the criminal justice student to participate in the state's Physical Agility Test. The student will work at developing upper-body strength, stamina and legwork as needed to pass the different stages of the examination. **Prerequisite:** Employment as a peace officer, status as a criminal justice student, or permission from the director of criminal justice.

**CJS-10300 Criminal Law(W) 3(3-0)**

Examination of substantive criminal law in its context of the local, state, and federal application. Development of historical and philosophical background is emphasized.

**CJS-10400 Defensive Tactics(W) 3(3-0)**

This course is designed to provide the criminal justice student with the ability to successfully perform the restraining holds, come-along holds, removal techniques, disarming techniques, use of natural body weapons and non-lethal weapons. The course will prepare students to take the State Defensive Tactics Board exam as required by the Michigan Law Enforcement Officer's Training Council.

**CJS-10800 Firearms(F) 3(1-2)**

Orientation to firearms; policies, procedures, and liability of firearms use and hands-on firearms range techniques using CLOES approved targets. This is an 8-week course. **Prerequisite:** Employment as a peace officer or criminal justice student.

**CJS-10900 Introduction to Corrections(F) 3(3-0)**

An introduction to the agencies and processes within the correctional system, beginning with ancient history through modern era. Examined are correctional legislation and the courts, along with the integral parts they play in sentencing, parole, probation, community corrections and the correctional

officer's professional work ethics.

**CJS-11000 Careers in Criminal Justice(F) 1(1-0)**  
The course is designed to acquaint the student with a variety of criminal justice occupations especially those careers available in the correctional institutional setting. **Prerequisite:** Enrolled as a pre-corrections student.

**CJS-11100 Legal Issues in Corrections(F) 3(3-0)**  
This course is a study of up-to-date constitutional law and its impact on correctional institutions, the correctional officer and the inmate. The student will gain a basic understanding of how State and Federal court decisions pertaining to inmate rights have affected the writing of policy and procedure within the correctional system.

**CJS-11200 Client Growth and Development(F) 3(3-0)**  
This course is designed to assist the student in identifying behaviors and motivations of the inmate. Emphasis will be placed on the needs of the inmate and intervention strategies.

**CJS-12100 Photography for Police and Fire Fighters(V) 3(2-1)**  
Emphasis will be given to the collection, preservation, and presentation of photographic evidence and will include "hands on" camera technique, film selection, preservation of photographic evidence, painting with light, arson photography, portrait, close-up and copy work, surveillance, filters, lighting, crime scene photography, ultra violet and infra red, traffic, civil disorders, mug shots, administration of a photographic unit, and courtroom testimony. **Prerequisite:** CJS-10300 or consent of director of criminal justice.

**CJS-12200 Firearms - Home Safety Program(V) 1(.5-.5)**  
This course is developed for the individual who has very little or no experience with a handgun. The course will cover **how to purchase** a handgun, the **difference** between revolvers and semi-automatics, **marksmanship** fundamentals, **dangers** of a handgun (home and range), **laws** regarding the use of, and transporting of a handgun in the State of Michigan.

**CJS-12300 Firearms - Concealed Weapon Program(V) 2(1-1)**  
This program is developed for the individual who is currently required by local gun boards to have training prior to the issuance of a concealed weapons permit. This course covers the **dangers** of owning and carrying a handgun, the **laws** of carrying, and use of the handgun (both civilly and criminally). The individual must demonstrate total understanding of the handgun owned, and demonstrate proficient marksmanship qualities.

**CJS-12400 Firearms - Instructor Program(V) 3(1-2)**  
This course is designed to instruct the student on how to become an effective firearms instructor. Topics such as the use of deadly force, and their liabilities are covered, along

with the five shooting fundamentals, multiple target shooting, training aids, building a proper shooting program, developing a departmental policy, positive teaching methods, use of tear gases and the dangers, and several other topics.

**CJS-14400 Legal Update and Review(W) 1(1-0)**  
This course is designed to assist and prepare the law enforcement student for the CLOES state certification examination. The student will also receive the latest changes concerning court decisions and police procedures that has occurred recently. **Prerequisite:** Criminal justice student in the last semester of track courses or consent of the director of criminal justice.

**CJS-17000 Correctional Institutions and Facilities(W) 3(3-0)**  
Included in this course will be an overview of the different levels of security and their historical development within the correctional system. Facility design, organizational structure, custody, security, and inmate due process rights will be reviewed as well as future projections for correctional facilities and personnel.

**CJS-17100 Correctional Officer's Report Writing(W) 1(1-0)**  
The course is designed to develop and improve the students report writing skills that are needed in correctional institutions. The student will demonstrate the ability to communicate effectively in written form. This is an eight week course which meets two hours per week. **Prerequisite:** ENG-10300 or consent of director of criminal justice.

**CJS-17200 Client Relations in Corrections(W) 3(3-0)**  
This course is designed to give the student an understanding of culture and discrimination. Ethics, morals, and professionalism will be examined closely. Affirmative action, social attitudes and how they affect the correctional systems will also be carefully scrutinized.

**CJS-20100 Basic Investigative Techniques I(F) 3(2-1)**  
The basic skills necessary for modern criminal investigation, including the discovery, development and lifting of latent fingerprints, the making of crime scene sketches, the use of plaster and silicone rubber for reproducing evidence at crime scenes, the use of modern investigative aids, and a grounding in the modern techniques of criminal interrogation. **Prerequisite:** CJS-10300 or consent of director of criminal justice.

**CJS-20200 Patrol Administration(W) 3(3-0)**  
Administration of the patrol function including management and organization. Manpower distribution and allocation. Purposes, methods, types and means of police patrol.

**CJS-20400 Traffic Control(F) 3(3-0)**  
Basic police responsibilities for safe and efficient movement of vehicles and pedestrians. Application of education, enforcement and engineering aspects to police services and traffic safety; identification of traffic problems relative to

causes and cost of congestion and accidents; and examination of laws, ordinances, public relations and new developments involved in traffic safety.

**CJS-20600 Interrogation and Lie Detection(V) 3(3-0)**

The basic fundamentals and psychology of interrogation of suspects. Questioning of witnesses and victims. Taking of statements, confessions and declarations; understanding and using instruments for detection of deception. **Prerequisite:** CJS-10300 or consent of director of criminal justice.

**CJS-20800 Criminal Justice Internship(V) 3-9(Variable)**

After successful completion of basic criminal justice courses, students may elect criminal justice internship. Students are placed in an approved training station, earn credits for satisfactory work performance and may earn remuneration. Participation requires approval from the director of criminal justice. Students' occupational interests are considered with their background and related classes to determine employment arrangements. Flexibility of individual programs in any of the law enforcement occupations is accomplished through a practical training program developed in agreement with the training station supervisors and college coordinator. The director shall arrange objectives and assignments which are in accord with purposes of vocational education and maintain constant evaluation through coordination visits to training stations and weekly meetings with the students. **Prerequisite:** First year of program completed or the consent of director of criminal justice.

**CJS-20900 Police Report Writing(W) 1(1-0)**

A course designed to develop and improve report writing skills. Individuals will identify and use principles, content, form, and mechanics of report writing, and demonstrate the ability to communicate effectively in written form. This is an eight week course which meets two hours per week. **Prerequisite:** ENG-10300 or consent of director of criminal justice.

**CJS-21100 Narcotics Investigation(F) 3(3-0)**

This course will familiarize students with investigations involving dangerous drugs and will include history, sources, recognition, laws and court room presentations.

**CJS-21600 Traffic Direction(W) 3(3-0)**

This course is designed to qualify the student to demonstrate their ability to prepare motor vehicle accident reports and protecting the traffic accident scene. The student will learn the proper techniques of interviewing witness, victims and traffic scene evidence for courtroom testimony. The student will also learn and demonstrate proper traffic direction and

hand signals for safe traffic flow at accident scenes. **Prerequisite:** CJS-20400 or consent of director of criminal justice.

**CJS-22100 Advanced Patrol Techniques(F) 3(2-1)**

The course presents concepts and theories concerning patrol techniques, pursuit and precision driving, driving policy, pro-

cedure, and liabilities concerned with stopping vehicles and occupant control, and arrest procedures. The student will perform, demonstrate and pass written examinations that measure their expertise in each area. **Prerequisite:** CJS-20200 or consent of director of criminal justice.

**CJS-22300 Criminal Evidence(F) 3(3-0)**

Rules defining evidence and admissibility in court, discussion of relevancy, materiality, and competency of evidence; examination and exceptions to hearsay evidence, opinion evidence, and problems arising in use of evidence; physical evidence in court. **Prerequisite:** CJS-10300 or consent of director of criminal justice.

**CJS-22400 Advanced Firearms Training(W) 3(1-2)**

The course presents the concepts and techniques related to safely using a semi-automatic pistol. The policies, procedures and liabilities concerning the use and care of the weapon will be demonstrated by each student. The student will also demonstrate their proficiency with weapons using an CLOES approved course and targets. This is an eight week course of which 16 hours are lecture and 32 hours range time. **Prerequisite:** CJS-10800 or consent of director of criminal justice.

**CJS-24000 Criminology(F,W) 3(3-0)**

An analysis of crime, criminal behavior, and punishment through a variety of historical and contemporary theoretical perspectives. Also listed as SOC-24000.

**CJS-24500 Social Deviant Behavior(F) 3(3-0)**

A study of social deviant behavior, including social and ethnic bias, sociopath, cult behavior and ethical behaviors within the criminal justice process. **Prerequisite:** PSY-10100 or SOC-10100. Also listed as SOC-24500.

**CJS-25000 In-Service Courses(V) 1-8(Variable)**

Inservice training courses are designed to update full-time law enforcement officers on new and current trends in police services. The general purpose of the update is to improve the knowledge and intellectual functioning of the police officer. Departments have the need for inservice training as a means of dealing with the threat of vicarious liability.

**CJS-26600 Police Academy(F) 21(0-42)**

This is a sixteen week, MLEOTC (Michigan Law Enforcement Officer Training Council) approved regional police academy. It will cover investigation, patrol procedures, detention and prosecution, police skills, traffic, and special operations. **Prerequisite:** degree in hand, enrollment in Kirtland's pre-service program, or sponsorship by a police organization, upon approval of the director of the academy.

**CJS-27000 Community Based Corrections(W) 3(3-0)**

A survey of the history, development, techniques and fundamentals of non-institutional correctional programs and services. Emphasis will be placed on the necessity of correctional programs to interact with other human services

agencies within the community.

**CJS-27500 Directed Study in Criminal Justice Administration (V) 1-6(Variable)**

A course designed to meet special occupational needs for individual students. All proposals designed for purposes of directed study must be approved by the dean of instruction and are subject to review by the curriculum-instruction committee. **Prerequisite:** Consent of director of criminal justice.

**CJS-28001 Institutional Jail and Prison Administration(W) 3(3-0)**

A study of the total confinement process from arrest through administration of justice, probation, prison and correctional institutions. Particular emphasis will be placed on coping with problems of custodial personnel in city and county jails.

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## DEVELOPMENTAL

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### Below 100 level

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**DEV-06300 Basic Mathematics(F,W,S) 4(4-0)**

Mathematical concepts involving whole numbers, fractions, decimals, percents, proportions, measurement, geometry, and elementary algebraic operations will be taught. **Prerequisite:** None.

**DEV-07300 Basic Algebra(F,W,S) 4(4-0)**

The fundamental operation of algebra using integers and rational numbers, exponents, linear equations, word problems, special products, factoring, and graphing of straight lines will be taught. **Prerequisite:** Demonstrated numeric competency or DEV-06300 or algebraic competency test score of 0-13.

**DEV-08601 Basic Reading Skills(F,W,S) 3(1.5-1.5)**

Instruction in basic reading techniques to improve comprehension, vocabulary, critical thinking skills.

**DEV-08800 Writing Mechanics(F,W,S) 2-3(0-2-3)**

Self-paced, individualized instruction in basic writing skills for students who have completed DEV-099. Approval of instructor or of Writing Center coordinator required before registering.

**DEV-09200 Mechanics of Spelling(F,W,S) 1(0-2)**

A study of basic spelling patterns, sounds, functions and their application to whole families of words through an audio-tutorial program.

**DEV-09601 College Reading Skills(F,W,S) 3(1.5-1.5)**

Instruction in reading and thinking skills necessary for comprehension of college materials.

**DEV-09903 Basic Writing Skills I(F,W,S) 3(1.5-1.5)**

Concentrates on grammar, punctuation, mechanics, paragraphing, and brief expository essays.

**DEV-09904 Basic Writing Skills II(F,W,S) 3(1.5-1.5)**

A continuation of DEV-09903, dealing with an in-depth study of the five-paragraph essay. (Note: Successful completion of this course is a **prerequisite** for ENG-10300 for students who have not demonstrated proficiency on the English Placement Test.)

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## ECONOMICS

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**ECO-15100 Personal Financial Management(V) 3(3-0)**

This course places emphasis on issues and problems of consumers today. How do consumers choose and how can they choose better? How do you budget time and money? How far should a person or family go into indebtedness? Insurance, taxes, investments, and many more issues of concern to the consumer are covered. This course provides a nontechnical approach designed to acquaint students with the tools for evaluating and resolving economic problems.

**ECO-20100 Principles of Economics (Macroeconomics)(F) 3(3-0)**

This is a one-semester basic economics course emphasizing national income determination, monetary and fiscal policy, and international trade (this course may be taken before or after ECO-20200). **Prerequisite:** Completed 30 credit hours of college level courses, including ENG-10300.

**ECO-20200 Principles of Economics (Microeconomics)(W) 3(3-0)**

This is a one-semester course which concentrates on supply and demand analysis, theory of the firm, and the pricing of factors of production (this course may be taken before or after ECO-20100). **Prerequisite:** Completed 30 credit hours of college level courses, including ENG-10300.

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## EDUCATION

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**EDU-10000 Introduction to Teaching(V) 3(3-2)**

This course explores teaching as a career. Along with understanding the requirements of obtaining a degree and a job in teaching, students will develop a knowledge of current issues and problems in education. Observation techniques will be presented that the student will apply to guided classroom observation and participation for each student in accordance with the student's schedule. **Prerequisite or corequisite:** ENG-10300.

**EDU-10300 Strategies for Paraprofessionals(V)3(3-2)**

This course is designed to help adults assist teachers in a K-12 classroom and provide techniques to tutor students at all levels. We will explore the job descriptions of a paraprofessional in the public school and the roles he/she plays in increasing students' success, student achievement and techniques to use for maintaining classroom discipline. We will look at different strategies and develop learning materials to meet the students' instructional and independent level.

**EDU-10500 Lesson Design and Classroom Management(V) 3(2-3)**

Students will learn the elements of lesson design, classroom management, and student learning styles. Students will complete 45 hours of field experience to apply their teaching strategies with students in an area school. **Prerequisite:** EDU-10000.

**EDU-12500 Learning Theory and Techniques for Tutors/Prospective Teachers(F) 1(1-0)**

This one-credit hour class will familiarize students with learning strategies and teaching techniques, particularly as they relate to tutoring. Students will have the opportunity to apply the theory they learn in class to tutorial sessions. Students enrolled should be tutoring concurrently, planning to tutor, or planning to enter the field of education. Students must have completed one college semester (minimum of six credits) with a minimum overall grade point average of 2.5.

**EDU-20000 Education Workshop: Teaching on 2 way ITV(V) 2(0-28)**

Television in Education Workshop is a lecture and hands-on activity course in ITV teaching methods and system technology for school personnel and students interested in a career in teaching. Emphasis will be on presenting instructional material and enabling technology.

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## **ENGLISH and LITERATURE**

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**ENG-10000 Writing Lab (F,W,S) 1(1-1)**

Personalized, self-paced instruction in writing skills. Students work in small groups or individually with the instructor. Because this is part of the English composition requirement, most students will take this course while enrolled in ENG-10300.

**ENG-10300 English Composition I(F,W,S) 3(3-0)**

A study, through extensive practice, of various modes of expression, organization and development in expository essays, designed to develop the student's ability to think critically and write effectively. In designated sections students prepare their writing using microcomputers. **Prerequisite:** 1) DEV-09904 or demonstrated proficiency on the English Placement Test, and 2) a satisfactory writing sample.

**ENG-10399 Honors English Composition I(F,W,S) 3(3-0)**

This is a designated honors course. Courses with this designation are designed for the more highly qualified student and include more challenging course work and classroom participation. A study, through extensive practice, of various modes of expression, organization and development in expository essays, designed to develop the student's ability to think critically and write effectively. In designated sections students prepare their writing using microcomputers. **Prerequisite:** acceptance to the Honors Program or permission from the instructor.

**ENG-10400 English Composition II(F,W,S) 3(3-0)**

A continuation of English Composition I. A composition course which emphasizes writing analytical, critical, and argumentative essays and developing effective thinking skills. The course provides practice in library methods, research techniques, and the documented research essay. In designated sections students prepare their writing using microcomputers. **Prerequisite:** ENG-10300.

**ENG-10499 Honors English Composition II (F,W,S) 3(3-0)**

This is a designated honors course. Courses with this designation are designed for the more highly qualified student and include more challenging course work and classroom participation.

A continuation of English Composition I. A composition course which emphasizes writing analytical, critical, and argumentative essays and developing effective thinking skills. The course provides practice in library methods, research techniques, and the documented research essay. In designated sections students prepare their writing using microcomputers. **Prerequisite:** ENG-10300 and acceptance to the Honors Program or permission from the instructor.

**ENG-10601 Technical Writing(V) 3(3-0)**

Techniques for collecting and presenting technical data through preparation of informal and formal reports and technical papers; study of forms and procedures to establish a general pattern for all technical reports. **Prerequisite:** ENG-10300.

**ENG-12000 Journalism I(V) 3(3-0)**

An introduction to journalism including techniques of news gathering and news writing as well as discussing accuracy and fairness, law and ethics as they apply to modern-day reporting. This course uses the college newspaper as a means of applying these methods and skills. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-12100 Journalism II(V) 3(3-0)**

A continuation of Journalism I. **Prerequisite:** ENG-12000 or consent of instructor.

**ENG-12500 Journalism Practicum(V) 1-4(Variable)**

Students work with advisor as staff members of college newspaper in reporting, editing, copy writing, photography, layout, mockup, advertising sales, or financing. May be repeated up to a maximum of four credit hours. **Prerequisite:** ENG-12000 and ENG-12100 or consent of instructor.

**ENG-21200 Children's Literature(V) 3(3-0)**

A critical consideration of the major forms of literature for children of elementary school age through discussion and analysis of representative folk and fairy tales, myths, fables, poetry, works of fantasy, and realistic fiction. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-21400 Introduction to Literature(V) 3(3-0)**

A consideration of the expression in literature of such universal themes in human experience as the loss of innocence, the search for identity, the desire for happiness, and the confrontation with death through the study of selected essays, fiction, poetry and drama. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-21500 Creative Writing(V) 3(3-0)**

A study and practice of imaginative writing in poetry, fiction, and personal essay. We will be using half the class time in workshop format, sharing work among ourselves for group comment and critique. The other half of class time will be used to discuss contemporary creative works and essays by writers. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

**ENG-22200 Introduction to Fiction(V) 3(3-0)**

Discussion, analysis, and critical evaluation of selected works by various authors. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-22300 Introduction to Poetry(V) 3(3-0)**

Discussion, analysis, and critical evaluation of selected works by various poets. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-22400 Introduction to Drama(V) 3(3-0)**

Discussion, analysis, and critical evaluation of selected works by various playwrights. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-22500 Contemporary Literature(V) 3(3-0)**

A study of selected authors of the 20th century. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-22600 Introduction to Shakespeare(V) 3(3-0)**

A critical consideration of Shakespearean drama through discussion and analysis of representative comedies, histories, and tragedies from his early, middle and late periods. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-22700 Introduction to Film(V) 3(3-0)**

Film has become one of the most important media forms today, and despite its relative youth as a means of relaying a story, a number of fine artist-filmmakers have already existed. The purpose of a film class is to examine the techniques directors use in order to show us a story. It will also examine how a director manipulates the medium to help the audience experience on-screen events and to sway the

audiences' judgements about those events. **Prerequisite:** ENG-10300 or permission of the instructor.

**ENG-22800 Mythology(V) 3(3-0)**

A cross-cultural and historical survey of the world's myths. The class will also consider such questions as the meaning of myth; the purposes and functions of myth; theories of how myths originate; and ways that myths have been analyzed and

interpreted. **Prerequisite:** ENG-10300.

**ENG-22900 Creative Writing Seminar(V) 3(3-0)**

This is a specifically designed intensive course in which students participate in creative writing workshops, literature lectures, panel discussions on publishing, editing, various other aspects of the writing life, go to readings and participate in questions-and-answer sessions with established writers.

**ENG-23000 American Literature before 1865(V) 3(3-0)**

A survey of the growth and development of America's literature from its beginnings to the Civil War. Representative authors may include Bradstreet, Franklin, Irving, Cooper, Poe, Hawthorne, Thoreau, Melville, Whitman, and others. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-23100 American Literature after 1865(V) 3(3-0)**

A survey of the growth and development of America's literature from the Civil War to the present day. Representative authors may include Twain, James, Frost, Eliot, O'Neill, Hemingway, Faulkner, Welty, Bellow, and others. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-23200 English Literature(V) 3(3-0)**

This course will cover the major periods in English literature: Old English, Middle English; Sixteenth Century; Seventeenth Century; Restoration and Eighteenth Century; The Romantic Period; the Victorian Age; and the Modern Age. This course is designed for non-English majors, relying on class discussion with instructor lectures. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-25100 Topics in Literature(V) 3(3-0)**

A study of a significant literary topic. May cover genres, literary figures, subjects, or themes. May be repeated for credit if the topics are different. **Prerequisite:** ENG-10300 or consent of instructor.

**ENG-29100 Poetry Workshop(V) 3(0-3)**

This course is a workshop oriented class for advanced poetry writing. Students will be expected to write poems in a variety of forms, discuss each other's work intelligently, and read contemporary poetry. Students are also expected to develop a manuscript of finished poems and work on *Controlled Burn*.

**ENG-29200 Fiction Workshop(V) 3(0-3)**

This course is a workshop oriented class for advanced fiction writing. Students will be expected to write three to five stories in various voices or work on a novel, discuss each other's work intelligently, and read contemporary fiction. Students are also expected to develop a manuscript of fiction and work on *Controlled Burn*.

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## GEOGRAPHY

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**GEO-10000 World Geography(V) 4(4-0)**  
Description and analysis of basic geographic concepts as they relate to the major world regions, and the distribution patterns of various social, economic and cultural activities of man. **Prerequisite or Corequisite:** ENG-10300.

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## GEOLOGY

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**GEL-22000 Physical Geology(V) 4(3-2)**  
A lecture and laboratory course which examines earth materials and the internal and external processes acting on them. Among the topics to be discussed are rocks and minerals, vulcanism, accretion, and the agents of erosion. Laboratory studies include rock and mineral identification and interpretation of topographic maps, geologic maps and aerial photographs. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

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## HISTORY

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**HIS-10500 History of World Societies to 1600(F) 3(3-0)**  
A historical survey of the origins and development of human communities from their prehistoric origins to the 17th century. Emphasis is given to similarities, differences, and interrelationships among selected societies, cultures, and civilizations. **Prerequisite or Corequisite:** ENG-10300.

**HIS-10600 History of World Societies Since 1600(W) 3(3-0)**  
A historical survey of the human community from approximately 1600 to the present. Emphasis is given to the nature, cause, and consequences of the current phase of global integration. **Prerequisite or Corequisite:** ENG-10300.

**HIS-20100 United States History to 1865(F) 3(3-0)**  
A survey of the history of the United States from its European background through the Civil War, with special emphasis on the colonial period and the Revolution, the rise of the federal system of government, the growth of democracy, territorial expansion, sectionalism and the Civil War. **Prerequisite:** ENG-10300 and sophomore standing. **Corequisite:** ENG-10300.

**HIS-20200 United States History Since 1865(W) 3(3-0)**  
A continuation of HIS 201. A survey of United States history from 1865 to the present, starting with the aftermath of the Civil War, emphasizing industrial growth, social changes and reforms. 20th century political trends, international commitments, and leadership. **Prerequisite:** ENG-10300, HIS-20100 recommended but not required. **Corequisite:** ENG-10300.

**HIS-20300 Michigan History(V) 3(3-0)**  
A survey of the history of Michigan from the coming of the

white man. The history of the state is placed in its regional and national setting. **Prerequisite or Corequisite:** ENG-10300 or permission of instructor.

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## HONORS

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**HON-10500 Honors—Mastering Excellence: Peak Performance in College & Beyond(V) 3(3-0)**

This is a team-taught course that explores skills essential to advance successfully through college, career, and other life contexts. Such topics as critical thinking, self-exploration, relating to others, time management, transfer programs, and career development will be examined. **Prerequisite:** Admission to the Honors Program.

**HON-18000 Honors—The Internet & College Research(V) 3(3-0)**

This course will familiarize students with the growing range of resources on the Internet for conducting research and encourage students to become independent online researchers. Students will apply the principles learned in the course to significant research projects of their own design with help from selected faculty members. **Prerequisite:** ENG-10300 and admission to the Honors Program.

**HON-22500 Honors Project(V) 1-3(Variable)**

A significant project over and above the normal course requirements which may be undertaken in any regular Kirtland course. The project may involve the student in primary or secondary research, writing, internship, service learning opportunities, or other possible activities. All proposed honors projects must be approved by the Honors Program committee. Projects may be from 1-3 credits. Students may earn more than three credits in honors projects, but no more than three credits may be applied toward the honors degree. **Prerequisite:** Admission to the Honors Program, permission of instructor, and the Honors Program committee.

**HON-25000 Honors Colloquium(W) 3(3-0)**

An interdisciplinary course which examines a significant topic or theme. Through such activities as reading, discussion, research, writing, and speaking, students will explore this topic from a variety of academic perspectives. **Prerequisite:** Admission to the Honors Program and sophomore standing, or permission of the instructor and the Honors Program committee.

**HON-26200 Honors Musical Performance(V) 3(3-0)**

This honors course is designed for the highly qualified music student, incorporating an advanced level of technique and compositions with an emphasis on performance. The student will be responsible for the programming, staging, advertising and presentation of a solo music recital. **Prerequisite:** Admission to the Honors Program.

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## HOSPITALITY

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**HSP-12100 Tourism and the Hospitality Industry(F,W,S) 2(2-0)**

This course explores the “why” and the “how-to” of successful marketing in the tourism and hospitality industry. Students will understand how tourism and hospitality applies to all aspects of the industry. **Prerequisite:** None.

**HSP-12200 Marketing and the Hospitality Industry(F,W,S) 3(3-0)**

This course takes a practical perspective in introducing students to the marketing of hotel, restaurants and clubs. There are chapters on market segmentation, marketing research, sales, advertising, public relations, promotions, packaging, pricing strategies, revenue maximization, travel purchasing systems, and the future of hospitality marketing. **Prerequisite:** None.

**HSP-12300 Hospitality Sales & Marketing(F,W,S) 3(3-0)**

This course builds a top-flight sales team with creative, successful sales and marketing programs that really work. Features new ways to sell rooms and food and beverage services to business and leisure travelers, travel agents, and meeting planners. Industry pros give tips on sales programs and advertising strategies that worked for them, and suggestions for playing up the unique features of your property. **Prerequisite:** None.

**HSP-13600 Golf Course Operation Management(F,W,S) 3(3-0)**

Management of modern golf courses including integration of turfgrass agronomic components with the administrative components of budget management, personnel management, administrative organizational structures of country clubs, design and construction, and environmental issues. **Prerequisite:** None.

**HSP-13700 Problems in Plant Management (F,W,S) 2(2-0)**

Provides students with a broad general education including scientific understanding, quantitative skills, decision-making, cultural enrichments, social and global awareness of plants, insects and the environment. This course encourages lifelong

learning with continual educational programs in the golf program. **Prerequisite:** None.

**HSP-13800 Landscape Management(W) 3(3-0)**

Maintenance of the relationships of plants and structures in the landscape environment of private dwellings, institutions, and parks through control of plant development and plant pests. **Prerequisite:** None.

**HSP-13900 Environmental Law(F,W,S) 3(3-0)**

Legal issues are an integral part of the environment in which every organization must be aware of today. This course discusses environmental monitoring report writing and data

management. **Prerequisite:** None.

**HSP-14000 The Game of Golf(F,W,S) 1(0-1)**

This course teaches the student to learn the basics of the game of golf. **Prerequisite:** None.

**HSP-14100 Landscape Construction(W) 2(2-0)**

This course concentrates on the logistics, organization, costs, equipment, tools, labor and techniques required for successful implementation of landscape plans during the on-site construction process. **Prerequisite:** None.

**HSP-15800 Nutrition(F,W,S) 2(2-0)**

Students learn to apply knowledge of nutrients to all major phases of the life cycle. Topics include weight control, food faddism, the athlete’s diet, nutrition and cancer, nutrition and alcohol, and the dangers of high-potency nutrient supplements. **Prerequisite:** None.

**HSP-15900 Hospitality Industry Computer Systems(F,W,S) 1(0-1)**

This course provides an overview of the computer information needs of lodging programs and food service establishments. **Prerequisite:** None.

**HSP-16000 Financial Accounting for the Hospitality Industry(F,W,S) 4(4-0)**

This course presents basic financial accounting concepts and explains how they apply specifically to the hospitality industry. **Prerequisite:** None.

**HSP-16800 Food & Beverage Service(F,W,S) 3(3-0)**

This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting needs and, whenever possible, exceeding the expectations of guests. **Prerequisite:** None.

**HSP-16900 Front Office Procedure(F,W,S) 2(2-0)**

This course lays the foundation that will enable students to make effective office procedures in the hospitality industry. **Prerequisite:** None.

**HSP-17000 Convention Management & Service(F,W,S) 3(3-0)**

This course teaches students to increase the property’s convention and meeting business through improved marketing and better service. Staff will learn how to address meeting planners’ needs and concerns confidently, creatively, and effectively. Offers unique ideas for servicing groups during their stay. **Prerequisite:** None.

**HSP-17100 Housekeeping Management (F,W,S) 3(3-0)**

This course teaches students how housekeeping is critical to the success of today’s hospitality operations. It takes the students on how to direct the day-to-day operations of this

vital department, from the “big picture” management down to technical details. **Prerequisite:** None.

**HSP-17200 Hotel/Motel Security Management(F,W,S) 2(2-0)**

This course teaches students to keep their staff informed about security issues, concerns and practices that affect your property on a daily basis. Covers the physical security of the property, asset protection, guest protection, security equipment, emergency management and procedures, OSHA requirements, and more. **Prerequisite:** None.

**HSP-17300 Introduction to Casino/Gambling Industry(F,W,S) 3(3-0)**

This course teaches students about the casino and gaming industry. It covers the general functions and facets of gaming and the casino industries. It examines casino customers, the gaming environment, venues of gaming, importance of marketing to casinos and gaming, economic impact of casinos and gaming, and addresses the casinos on the American Indian culture. **Prerequisite:** None.

**HSP-17400 Resort Management(F,W,S) 3(3-0)**

This course teaches students to have their staff learn how to increase the property’s share of the growing leisure and convention markets with the successful resort concepts contained in this course. Shows how to take advantage of the skyrocketing demand for “mini-vacations.” Includes the concierge function, computer systems, and health club/spa facility management. **Prerequisite:** None.

**HSP-17500 International Hotel Management(F,W,S) 3(3-0)**

This course provides the background every graduate will need in today’s rapidly changing global marketplace. Prepares students to plan, develop, market, and manage hotels in the international arena. Gives students a solid foundation for understanding and managing cultural diversity in the workplace, and underscores the importance of protocol in international interactions. **Prerequisite:** None.

**HSP-17600 Managing for Quality in the Hospitality Industry(F,W,S) 2(3-0)**

This course is designed to acquaint students with quality and leadership issues facing today’s hospitality industry. Included is continuous improvement, quality service, power and empowerment, communication skills, goal setting, high performance teams, diversity, managing organizational change, and strategic career planning. **Prerequisite:** None.

**HSP-17800 Food Service Sanitation(F,W,S) 2(2-0)**

Shows how the hazard analysis critical control point approach to sanitation risk management. Steps to help safeguard public health and details on what regulatory authorities will look for. Helps food service managers understand the FDA food code guidelines. **Prerequisite:** None.

**HSP-17900 Food Production(F,W,S) 4(2-2)**

This course covers the basics of quality food production and

helps employees stretch beyond established guidelines to develop their own innovative cooking ideas. Covers hot and cold food preparation, baking, sanitation, proper storage, and handling of food, and creative food presentation. **Prerequisite:** None.

**HSP-18000 Bar and Beverage Management(F,W,S) 3(3-0)**

This course is designed as a must for any employee involved in any way with alcohol service. Includes everything your staff members need to know to profitably manage your establishment. Covers control systems, hiring and training, responsible alcohol service, and essential information on a wide range of beverage products. **Prerequisite:** None.

**HSP-18100 Hospitality Purchasing Management(F,W,S) 3(3-0)**

This course teaches staff how to buy major commodities and non-food supplies, ensuring the price and product quality that’s right for your property. Gives the how-to’s of dealing with suppliers and includes the managerial aspects of purchasing. **Prerequisite:** None.

**HSP-18200 Menu Design/Layout(F,W,S) 3(2-1)**

This course teaches the basics needed to market, develop, implement, and evaluate menu layout and the design that will best advertise expertise in the food and beverage industry. **Prerequisite:** None.

**HSP-18300 Basic Cost Control for Food Service Management(F,W,S) 3(3-0)**

This course teaches you cost control in every aspect of the food industry. This includes inventory control, cost control, labor control costs, how to choose vendors, pricing strategies and marketing. **Prerequisite:** None.

**HSP-18400 Contemporary Club Management(F,W,S) 3(3-0)**

Introduces students to the unique world of private club management. From “crunching the numbers” to providing impeccable service, this course explores the issues that today’s club managers face every day. Loaded with case studies, interviews with club managers, and sample contracts. **Prerequisite:** None.

**HSP-18500 Facilities Management(F,W,S) 2(2-0)**

Teaches students to show your operations managers how to handle today’s engineering and maintenance concerns. Covers all major facility systems. Clearly shows non-engineers how to understand and speak the language of vendors, suppliers, and maintenance/engineering staff; reduce expenses; and increase the efficiency of the facility’s systems. **Prerequisite:** None.

**HSP-18600 Food & Beverage Controls(F,W,S) 3(3-0)**

Teaches students to help their employees take charge of the complexities of controlling food, beverages, labor, and sales income. Covers standard’s determination, the operating budget, and income/cost control, and control systems, the

basics of computers, and computer applications in planning and control facilities. **Prerequisite:** None.

**HSP-18700 Managing Catering Operations(F,W,S) 3(3-0)**

This course teaches students to learn the practical skills of catering and banquet organization, by service in off-and on-premise catering operations. Emphasis is on organization, preparation, service and meal experience will be covered. Techniques in charcuterie and cold food decoration. **Prerequisite:** None.

**HSP-18800 Wine Appreciations(F,W,S) 1(1-0)**

This course familiarizes students with selected wines of France, Germany, Italy, and the United States, emphasizing those served in public dining establishments; includes history, label interpretation, wine laws, vocabulary, processing methods, demonstrations of proper service and decanting. **Prerequisite:** None.

**HSP-18900 Gourmet Foreign Cookery(F,W,S) 1(1-0)**

Techniques involved in planning, preparing, and serving gourmet and ethnic meals. Emphasis is placed upon the use of herbs and spices, wines and liqueurs and special cooking techniques which will change food into culinary delight. **Prerequisite:** None.

**HSP-19000 Bakery Products(W) 2(1-1)**

Basic principles of baking are introduced. Students learn to prepare pies, cakes, biscuits, yeast rolls, and doughnuts. Frozen dough and mixes are introduced, also cake decorating. **Prerequisite:** None.

**HSP-19100 Food Decorating Garnishes(W) 1(0-1)**

Basic principles of food decorations and garnishes using fundamental every day foods for preparation of these garnishes. **Prerequisite:** None.

**HSP-19200 Soups and Sauces(F,W,S) 2(0-2)**

Basic principles of soups and sauces made from basic stock. Techniques will be taught that will enhance your meals with special sauces as well as unique and challenging soups. **Prerequisite:** None.

**HSP-19300 Professional Food Preparation(W) 3(1-2)**

Skills and training involved in becoming a professional food preparer-chef. Techniques involved in planning, preparing, and serving and presenting "fine" meals. Emphasis is placed upon the use of fresh foods. **Prerequisite:** None.

**HSP-19400 Mixology/The Right Mix(F,W,S) 2(1-1)**

Principles of proper beverage production, service, and financial and inventory controls necessary for profitable restaurant/bar operations. The preparation of commonly served cocktails is demonstrated. **Prerequisite:** None.

**HSP-19500 Operations Procedures(F,W,S) 2(2-0)**

Operations procedures covers the process from menu, type of service, to type of products to be served. These may be temporary and may be changed at any time should the circumstances warrant a change. **Prerequisite:** None.

**HSP-19600 Inventory Control(F,W,S) 2(2-0)**

Inventory control is imperative for the food industry. Several different inventory procedures will be discussed, open storerooms, bin cards, dual cards, and perpetual inventory. General problems will be discussed and class evaluation will be determined as to what procedure would best solve the problem. **Prerequisite:** None.

**HSP-19700 Bar/Tending Procedures(F,W,S) 1(1-0)**

Today's bartenders must know as much about laws governing alcohol consumption as how to mix speciality drinks. Introduces the methods for identification, management and control of those beverages used in the hospitality industry. Topics will also include coffee and tea production, identification and service and soft drinks. **Prerequisite:** None.

**HSP-19800 Professional Bar/ending/Bar Code(F,W,S) 3(3-0)**

This course acquaints students with proper beverage production, service and financial and inventory controls necessary for profitable restaurant/bar operations. Legal liabilities will be discussed using recent lawsuits as case studies. **Prerequisite:** None.

**HSP-19900 Quality Sanitation Management(F,W,S) 2(2-0)**

Shows how to minimize potential liability and better protect the health and safety of guests and staff. Clearly outlines the sanitation risk management program that helps your property provide quality products and services, comply with regulations, and improve the bottom line. **Prerequisite:** None.

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## LANGUAGE

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**ESL-10000 English as a Second Language I(V) 3(3-0)**

This self-instructional course addresses the needs of a foreign student who is not conversant in English. The course concentrates on functional communication. The class involves independent listening to audiotapes and intensive language practice with a native-speaking tutor three hours a week. This course can be used to satisfy the humanities requirement.

**ESL-10100 English as a Second Language II(V) 3(3-0)**

This course is a continuation of ESL-10000. **Prerequisite:** ESL-10000 or permission of the Self Instructional Language Program (SILP) coordinator.

**ESL-20100 English as a Second Language III(V) 3(3-0)**

This course is a continuation of ESL-10100. **Prerequisite:** ESL-10100 or permission of the SILP coordinator.

**ESL-20200 English as a Second Language IV(V) 3(3-0)**

This course is a continuation of ESL-20100. **Prerequisite:** ESL-20100 or permission of the SILP coordinator.

**FRE-10000 French I(V) 3(3-0)**

This self-instructional course addresses the needs of a beginning student in French. The course concentrates on functional communication. The class involves independent listening to audiotapes and intensive language practice with a native-speaking tutor three hours a week. This course can be used to satisfy the humanities requirement.

**FRE-10100 French II(V) 3(3-0)**

This course is a continuation of FRE-10000. **Prerequisite:** FRE-10000 or permission of the Self Instructional Language Program (SILP) coordinator.

**FRE-20100 French III(V) 3(3-0)**

This course is a continuation of FRE-10100. **Prerequisite:** FRE-10100 or permission of the SILP coordinator.

**FRE-20200 French IV(V) 3(3-0)**

This course is a continuation of FRE-20100. **Prerequisite:** FRE-20100 or permission of the SILP coordinator.

**GER-10100 German I(V) 3(3-0)**

This self-instructional course addresses the needs of a beginning student in German. The course concentrates on functional communication. The class involves independent listening to audiotapes and intensive language practice with a native-speaking tutor three hours a week. This course can be used to satisfy the humanities requirement.

**GER-10200 German II(V) 3(3-0)**

This course is a continuation of GER-10100. **Prerequisite:** GER-10100 or permission of the Self Instructional Language Program (SILP) coordinator.

**GER-20100 German III(V) 3(3-0)**

This course is a continuation of GER-10200. **Prerequisite:** GER-10200 or permission of the SILP coordinator.

**GER-20200 German IV(V) 3(3-0)**

This course is a continuation of GER-20100. **Prerequisite:** GER-20100 or permission of the SILP coordinator.

**PLH-10000 Polish I(V) 3(3-0)**

This self-instructional course addresses the needs of a beginning student in Polish. The course concentrates on functional communication. The class involves independent listening to audiotapes and intensive language practice with a native-speaking tutor three hours a week. This course can be used to satisfy the humanities requirement.

**PLH-10100 Polish II(V) 3(3-0)**

This course is a continuation of PLH-10000. **Prerequisite:** PLH-10000 or permission of the Self Instructional Language Program (SILP) coordinator.

**PLH-20100 Polish III(V) 3(3-0)**

This course is a continuation of PLH-10100. **Prerequisite:** PLH-10100 or permission of the SILP coordinator.

**PLH-20200 Polish IV(V) 3(3-0)**

This course is a continuation of PLH-20100. **Prerequisite:** PLH-20100 or permission of the SILP coordinator.

**RUS-10100 Russian I(V) 3(3-0)**

This self-instructional course addresses the needs of a beginning student in Russian. The course concentrates on functional communication. The class involves independent listening to audiotapes and intensive language practice with a native-speaking tutor three hours a week. This course can be used to satisfy the humanities requirement.

**RUS-10200 Russian II(V) 3(3-0)**

This course is a continuation of RUS-10100. **Prerequisite:** RUS-10100 or permission of the Self Instructional Language Program (SILP) coordinator.

**RUS-20100 Russian III(V) 3(3-0)**

This course is a continuation of RUS-10200. **Prerequisite:** RUS-10200 or permission of the SILP coordinator.

**RUS-20200 Russian IV(V) 3(3-0)**

This course is a continuation of RUS-20100. **Prerequisite:** RUS-20100 or permission of the SILP coordinator.

**SGN-10000 American Sign Language I(F,W) 3(0-4)**

Beginning level of the native language of the deaf. Students will develop receptive and expressive skills in fingerspelling, vocabulary and short sentences. Objectives met through use of drills, videos and occasional deaf guests. **No Prerequisite**, but prior knowledge of ASL helpful.

**SGN-10100 American Sign Language II(F,W) 3(0-4)**

This course is a continuation of American Sign Language I. **Prerequisite:** SGN-10000 or permission of instructor.

**SGN-10200 Fingerspelling(V) 2(0-2)**

Students will learn the use of hand shapes to represent letters of the alphabet used in American Sign Language. Course will focus on reading "words" and not letters.

**SGN-10300 American Sign Language III(V) 3(0-4)**

This course is a continuation of American Sign Language II. **Prerequisite:** SNG-10100.

**SPA-10100 Spanish I(F) 4(4-0)**

Study of the basic structure of the language, with emphasis on practical communication, oral and written. Class work features small and large group conversation and an introduction to Hispanic cultures. Two hours weekly pronunciation

and listening practice via cassette tapes, available at the Library, will be required in addition to regular class work.

**SPA-10200 Spanish II(W) 4(4-0)**  
A continuation of Spanish I. **Prerequisite:** SPA-10100 or consent of instructor.

**SPA-20100 Spanish III(V) 4(4-0)**  
A continuation of SPA-10200. **Prerequisite:** SPA-10200 or consent of instructor.

**SPA-20200 Spanish IV(V) 4(4-0)**  
A continuation of Spanish III. **Prerequisite:** SPA-20100 or consent of instructor.

**SPN-10100 Spanish I(V) 3(3-0)**  
This self-instructional course addresses the needs of a beginning student in Spanish. The course concentrates on functional communication. The class involves independent listening to audiotapes and intensive language practice with a native-speaking tutor three hours a week. This course can be used to satisfy the humanities requirement.

**SPN-10200 Spanish II(V) 3(3-0)**  
This course is a continuation of SPN 10100. **Prerequisite:** SPN- 10100 or permission of the Self Instructional Language Program (SILP) coordinator.

**SPN-20100 Spanish III(V) 3(3-0)**  
This course is a continuation of SPN-10200. **Prerequisite:** SPN-10200 or permission of the Self Instructional Language Program (SILP) coordinator.

**SPN-20200 Spanish IV(V) 3(3-0)**  
This course is a continuation of SPN-20100. **Prerequisite:** SPN-20100 or permission of the SILP coordinator.

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## LITERATURE

refer to English and Literature, pages 122-124.

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## MASSAGE THERAPY

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**MAS-10000 Introduction to Massage Therapy (V) 1(1-0)**  
This introductory course provides the student with a basic overview of massage therapy. Through lecture, discussion, demonstration, and hands on practice, the student will learn the benefits of massage, basic massage strokes, contraindications, and an overview of different bodywork systems. Time will also be devoted to the history and trends in massage therapy. **Prerequisite:** BIO-10700, MOA-11000.

**MAS-10200 Introduction to Clinic Operations (V) 1(1-0)**  
This course will prepare the student to practice in the KCC Clinic. Upon completion of the course, students will understand the physical, financial, health, and business

requirements of clinic operation. **Prerequisite:** MAS-12000.

**MAS-10300 Swedish Massage I(V) 2(1.5-1.5)**  
Swedish Massage is considered to be the foundation of most modern massage techniques. This course focuses on applying the anatomy and physiology knowledge gained in BIO-10700 as well as building skills in Swedish Massage manipulations and the necessary support skills including body mechanics; positioning and draping; communication; hygiene, safety and sanitation; sequence and flow. **Prerequisite:** BIO-10700, MAS-10000. **Corequisite:** PER-10302.

**MAS-10400 Swedish Massage II(V) 2(1.5-1.5)**  
Swedish Massage II is a continuation of Swedish Massage I which is considered to be the foundation of most modern massage techniques. This course focuses on applying the anatomy and physiology knowledge gained in BIO-10700 and MAS-10300 and PER-10302 in building skills in manipulations and the necessary support skills including body mechanics, positioning and draping, communication, hygiene safety and sanitation, sequence and flow, range of motion, and preparation for the KCC clinic experience. **Prerequisite:** MAS-10300, PER-10302.

**MAS-12200 Clinic I (V) 2(0-2)**  
This laboratory experience enables the student to practice Swedish and structural based techniques in a supervised setting. **Prerequisite:** MAS-10200.

**MAS-12300 Structural Based Bodywork I(V) 1(1-0)**  
This course will introduce the massage therapist to one of the most popular and versatile techniques—on-site, or chair, massage. Topics will include benefits of this type of massage; common conditions; special equipment and the adjustment of equipment; techniques; managing the on-site environment; and business development. This course is recommended to professional massage therapists and individuals who have completed at least 100 hours of training.

**MAS-12400 Structural Based Bodywork II(V) 2(2-0)**  
This course will introduce students to the specialty of sports/performance massage. Topics will include benefits of sports massage; basic applications; specific techniques; and common conditions and injuries. This course is recommended to professional massage therapists and individuals who have completed at least 100 hours of training.

**MAS-12500 Structural Based Bodywork III(V) 1(1-0)**  
Participants will learn patterns of body movement that promote grace and ease of movement as well as the reduction of body stress.

**MAS-12600 Energy Based Bodywork I(V) 2(1-1)**  
This course introduces the student to energy based bodywork techniques and their applications. Students will have an opportunity to explore systems such as reflexology, shiatsu, acupressure, therapeutic touch, and healing touch.

**MAS-12700 Energy Based Bodywork II(V) 2(1-1)**

This course further develops the student skill in using and integrating energy based systems. In addition to classroom lecture, demonstration, and practice, the students will be assigned a client for a case study.

**MAS-13001 Topics in Massage Therapy I(V) 1(1-0)**  
This course examines the issues of operating a massage practice. Topics will include business, legal, ethic, and health issues. Upon a through review of each of these, the student will develop a personal and professional development plan.

**MAS-13002 Topics in Massage Therapy II(V) 1(1-0)**  
This course explores issues related to practicing massage with special populations (seniors, infants, survivors of abuse). Topics will include appropriate techniques, common conditions, contraindications, marketing, and professional development.

**MAS-13003 Topics in Massage Therapy III(V) 1(1-0)**  
This course will familiarize the student with modalities that can be integrated into the massage treatment. Students will explore the use of aromatherapy, hot and cold treatments, hydrotherapy and others.

**MAS-13100 Clinic II (V) 2(0-2)**  
This advanced laboratory experience provides an opportunity for the student to practice Swedish, structural, and energy based massage techniques in a supervised environment. **Prerequisite:** MAS-12200.

**MAS-13200 Internship (V) 1.5(0-1.5)**  
This course enables the student to gain a working knowledge by practicing with an approved professional in the community. Practice sites may include hospitals, resorts, private clinics, and sporting events. **Prerequisite:** MAS-13100.

**MAS-27500 Directed Study - Massage Therapy I (V) 2(2-0)**  
This course enables the student to focus on their individual area of interest. Specialized areas of study and methods of study must be approved by the instructor. **Prerequisite:** MAS-10300.

**MAS-27501 Directed Study - Massage Therapy II (V) 2(2-0)**  
This course enables the student to continue to focus on their individual interests. Specialized areas of study and methods of study must be approved by the instructor. **Prerequisite:** MAS-12300.

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## MANUFACTURING PROCESSES TECHNOLOGY

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**MPT-10000 Metal Machining I(F,V) 4(2-4)**  
Modern metal making techniques involving theory and

practice in the application of machine tool principles.

**MPT-10100 Metal Machining II(W) 4(2-4)**  
Advanced theory and practices in the application of machine tool metal working processes and procedures. Special problems involving advanced setups and tooling. Introduction to C.N.C. and E.D.M. as well. **Prerequisite:** MPT-10000.

**MPT-10900 Metrology I(F) 3(2-1)**  
Fundamentals of dimensional metrology. Includes systems of measurements, vernier and micrometer instruments, standards, gauge blocks and pneumatic measuring devices. Emphasis on achievement of accuracy through proper care and use of instruments and knowledge of industrial quality control and S.P.C. overview. Hands-on training on C.M.M. also covered.

**MPT-20200 Metallurgy(W) 3(2-1)**  
Fundamental physical properties of metals and their effects upon industrial uses. Includes basic strengths of metals, heat treatment, and forming metals and alloys.

**MPT-20300 Metal Machining III(F) 4(2-4)**  
Emphasis will be on the intricate programming methods used in the aerospace industry and tool and die manufacturing. Geometric development procedures utilizing C.A.D./C.A.M., and C.N.C. The technique and methods used in electrical discharge and C.N.C. control machining will be learned while operating modern equipment of that design. **Prerequisite:** MPT-10100.

**MPT-20800 Metal Machining IV(W) 4(2-4)**  
A course designed to go beyond the basic steps learned in Metal Machining I-III. It will provide the student a chance to solve problems in advance machining techniques, and will give students more C.A.D./C.A.M., C.N.C. time. **Prerequisite:** MPT-20300.

**MPT-21000 Understanding and Application of Machinist Handbook(F) 3(2-1)**  
Use of Machinist's Handbook and the pocket calculator in the solution of manufacturing and design problems. **Prerequisite:** CAD-10500, MPT-10100, MPT-10000 or consent of instructor.

**MPT-21200 Statistical Process Control(W,V) 4(4-2)**  
An introduction to the variety of uses of S.P.C. T.Q.M., and ISO-9000. Students will develop an understanding of the principles of S.P.C. and the ability to use S.P.C. through study materials, demonstrations, preparation of control charts, team assignments and problem-solving exercises. **Prerequisite:** DEV-07300 or equivalent.

**MPT-27500 Directed Study in Manufacturing Processes Technology(V) 1-6(Variable)**  
A course designed to meet special occupational needs for individual students. To enroll in this course, the student must have the recommendation of an advisor. All proposals

designed for purposes of directed study are subject to review by the curriculum-instruction committee.

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## MARKETING AND RETAILING

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**MKT-10100 Principles of Retailing(F) 3(3-0)**  
This course emphasizes the theory of retailing and its application to business problems. The course covers retail structure, consumer analysis, store operation (organization, management, and control), personnel, merchandising and sales promotion.

**MKT-11000 Principles of Selling(W) 3(3-0)**  
Principles and techniques employed by successful salesmen with emphasis on how to sell rather than how to manage.

**MKT-18101 Desktop Publishing-PageMaker(V) 3(3-0)**  
This course introduces the basics of desktop publishing. Topics covered in this course are fundamentals of layout and design, the identification, and reasons for specific type selection, equipment, printing, and other related publishing requirements. In considering this course, it is desirable to have skills in word processing and keyboarding. Also this course will require additional time outside the classroom to prepare and complete assignments. **Prerequisite:** OIS-18112 or CIS-10500 or permission of instructor.

**MKT-20000 Principles of Marketing(F) 3(3-0)**  
Managerial approach to marketing process. Marketing and business management, role of the consumer, marketing structure, merchandising, support functions, and product flow. **Prerequisite:** sophomore standing.

**MKT-20400 Advertising(V) 3(3-0)**  
Social value of advertising and its role in marketing. Analysis of behavioral scientists' findings in regard to customer appeals and motivations, window display techniques, principles of advertising copy and layout.

**MKT-21000 Market Research(V) 3(3-0)**  
This course is designed to introduce the student to the problem-oriented nature of marketing research. Emphasis is given to how marketing research activities are actually implemented by professional marketing researchers. Students will be encouraged to involve themselves in a research project. **Prerequisite:** sophomore status or permission of advisor.

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## MATHEMATICS

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### Math Sequence

**For Basic Mathematics, DEV-06300, and for Basic Algebra, DEV-07300, see DEVELOPMENTAL course descriptions.**

**MTH-10100 Finite Mathematics(F,W,S) 4(3-1)**  
This course will cover fundamental algebraic operations and geometric concepts with some numerical and data analysis. Laboratory activities explorations and applications of these concepts will be conducted using graphing calculators/computers. A scientific or graphing calculator is required. **Prerequisite:** DEV-07300 or algebraic competency test score of 14-22. ENG-10300 or permission of instructor.

**MTH-10101 Finite Mathematics for Health Occupations(F,W) 4(3-1)**

This course will cover fundamental algebraic operations and geometric concepts with some numerical and data analysis. Math activities, explorations and applications for health occupations will be incorporated. **Prerequisite:** DEV-07300 or algebraic competency test score of 14-22. ENG-10300 or permission of instructor.

**MTH-11600 Mathematics for Elementary Teachers(W) 4(4-0)**

This course is designed for prospective elementary teachers and for non-mathematics majors in the liberal arts curriculum. The course covers the modern concepts of mathematics taught in the K-8th grades. It places emphasis on set theory, problem-solving, numeration systems, operations on whole numbers and rational numbers, percentages, proportions and ratios, measurement, geometry, statistics, probability, and exercises using manipulatives. A scientific calculator is required. **Prerequisite:** Demonstrated algebraic competency

or MTH-10100 or MTH 10101. **Pre- or corequisite:** ENG-10300 or permission of instructor.

**MTH-12000 Intermediate Algebra(F,W,S) 4(4-0)**  
This course includes the study of the properties of real numbers, basic concepts of algebraic operations, solving and graphing linear and nonlinear functions, systems of equations, quadratic functions, factoring, rational expressions, and basic interpretations of tables and graphs of data. A scientific or graphing calculator is required. **Prerequisite:** Demonstrated algebraic competency or advanced math placement test score of 0-3 or MTH-10100 or MTH-10101. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

**MTH-12100 College Algebra with Trigonometry(F,W,S) 4(4-0)**  
This course includes the study of trigonometry, vectors, exponents, radicals, complex numbers, exponential functions, logarithmic functions, systems of equations, determinants and matrices. A scientific or graphing calculator is required. **Prerequisite:** MTH-12000 or advanced math placement test score of 4-7.

**MTH-18001 Precalculus(F,W) 4(4-0)**  
This course includes the study of functions, algebraic operations, trigonometry, logarithmic and exponential functions, conics, parametric equations, polar equations, combinations, permutations, sequences and series, and mathematical induction. A graphing calculator is required. Contact the mathematics department for information on calculator type. **Prerequisite:** MTH-12100 or advanced math placement test score of 8-11.

**MTH-20500 Introduction to Statistics(W) 3(3-0)**  
This is an introductory course in statistics for any field in which the collection, analysis, interpretation and presentation of numerical data are important. Topics include organization of data, types of distributions (binomial, normal, student t, chi-square), sampling, testing of hypotheses, confidence intervals, correlation, regression. A calculator is required. Computer software will be utilized. **Prerequisite:** MTH-12000 or higher.

**MTH-20600 Introduction to Statistics with Applications(W) 4(4-0)**  
The students in this course will study the same course content as MTH-20500, Introduction to Statistics. Additionally, the students will choose a project which will allow them to gain experience and demonstrate understanding of some of the statistical techniques or methods in MTH-20500. Computer software will be utilized. **Prerequisite:** MTH-12000 or higher.

**MTH-22002 Calculus I(W) 4(4-0)**  
This is the first of a three semester sequential course in analytic geometry and calculus. Topics include functions, limits, continuity, derivatives, integrals, and their applications. A graphing calculator is required. **Prerequisite:** MTH-18001

or advanced math placement test score of 12-15.

**MTH-22102 Calculus II(F) 4(4-0)**  
This course is a continuation of MTH-22002. Topics include applications of integration, techniques of integration, L'Hopital's Rule, improper integrals, infinite series, conic section, plane curves, parametric equations, and polar coordinates. A graphing calculator is required. **Prerequisite:** MTH-22002.

**MTH-22202 Calculus III(W) 4(4-0)**  
This course is a continuation of MTH-22102. Topics include: vector-valued functions, functions of several variables, multiple integration, and vector analysis. A graphing calculator is required. **Prerequisite:** MTH-22102.

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## MEDICAL OFFICE ASSISTANT

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**MOA-10102 Medical Ethics and Law(F,W) 1(1-0)**  
An introduction to the medical assistant's role in ethical and legal responsibilities in a physician's office.

**MOA-10500 Introduction to Health Information Systems(F) 3(1-2)**  
A study of the medical record including definition, content, format and purpose. Storage and retrieval methods will be included. Emphasis will be placed on the interaction of health care professionals contributing to and utilizing the medical record. Laboratory component deals with analysis of the patient record and maintenance of the master patient index.

**MOA-11000 Medical Terminology(F,W,S) 3(2-1)**  
This class is an intensive study in the word building system for medical terms. It covers word roots, combining forms, prefixes, suffixes, and medical word building and decoding. Emphasis is placed on the correct spelling of terms as well as definition and usage according to medical specialties. In addition, this course can be utilized by students involved in the dental, nursing, veterinary, anthropological, or allied health fields.

**MOA-11400 Medical Office Transcription(W) 3(1-2)**  
The course will explore the types of forms and content utilized and required in medical transcription. Guidelines will be introduced for style, grammar, and specific medical transcription mechanics such as editing, spelling, and formatting of medical reports. **Prerequisite:** OIS-11400 or OIS-18112, MOA-11000.

**MOA-11500 Medical Insurance Coding & Billing(F) 3(1-2)**  
This class will cover a study and practical application of coding of medical diagnoses and procedures using ICD-9-CM and CPT coding manuals. Medical billing claim form processing would be taught to cover all the various forms of insurance such as BCBS, HMO, Workmen's Comp. Disability,

Champus, Medicare, and Medicaid. **Prerequisite:** OIS-11400 or OIS-18112, MOA-11000.

**MOA-12101 Medical Transcription I(W) 3(1-2)**  
Basic machine transcription of medical dictation including correspondence and reports emphasizing development of proficiency in machine operation, English usage, spelling, punctuation, and format of typewritten material. **Prerequisite:** OIS-11400 or OIS-18112, MOA-11000 with a grade of C or better, ENG-10300.

**MOA-12200 Basic Pharmacology(W) 3(3-0)**  
This study of pharmacology focuses on commonly used drugs, instructions on reading prescriptions, translating directions for patients, and safe administration of medications.

**MOA-12500 Medical Office Procedures(W) 3(1-2)**  
This course is a simulation of computerized medical office management, including scheduling of appointments, maintenance of patient records, patient billing, electronic claims submission for medical insurance billing, collection processes, daysheet management, ledger analysis, aging of accounts, and production analysis such as end-of-month and end-of-year reports. **Prerequisite:** OIS-11400 or OIS-18112, ENG-10300, CIS-10500, MOA-11000.

**MOA-20501 Medical Keyboarding(F) 3(1-2)**  
This course is a concentrated application of processing medical documents typically used in a medical office setting. Emphasis is placed on speed building through the use of speed building exercises and applications. **Prerequisite:** OIS-11400 or OIS-18112, MOA-11000.

**MOA-22100 Medical Transcription II(F) 3(1-2)**  
This course will expand the transcription skills of the student by the use of dictation in the specialty areas of medicine and will include dictation by heavily accented English-speaking people. The student will further develop their skill in efficient usage of reference materials. **Prerequisite:** MOA-12101.

**MOA-24100 Medical Transcription III(W) 3(1-2)**  
This machine transcription course will require the student to develop an employable production speed while transcribing a variety of medical documents dealing with the specialty areas of medicine and advanced terminology. Dictation by persons with foreign accents will be incorporated into this class. **Prerequisite:** MOA-12200 and MOA-22100.

**MOA-27500 Directed Study in Medical Office Assistant(V) 1-6(Variable)**  
A course designed to meet special occupational needs for individual students. To enroll in this course, the student must have the recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

## MUSIC

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**MUS-10100 Music History and Appreciation(W) 3(3-0)**

A guide to listening, with emphasis on understanding and experiencing the fundamentals of music to increase the enjoyment and knowledge of music, and to cultivate the art of intelligent and perceptive listening. **Prerequisite or corequisite:** ENG-10300.

**MUS-10400 Piano I(F,W,S) 3(1.5-1.5)**

This course is designed for group instruction on electronic piano. It will develop proficiency in piano playing to students who have had no experience at the keyboard. Other musical experience such as MUS-10100 is helpful but not essential.

**MUS-10500 Piano II(F,W,S) 3(1.5-1.5)**

Continuation of Piano I. **Prerequisite:** MUS-10400 or consent of instructor.

**MUS-10600 Piano III(F,W,S) 3(1.5-1.5)**

Continuation of Piano II. **Prerequisite:** MUS-10500 or consent of instructor.

**MUS-10700 Piano IV(F,W,S) 3(1.5-1.5)**

Continuation of Piano III. **Prerequisite:** MUS-10600 or consent of instructor.

**MUS-10802 Contemporary Guitar Styles I(F,W) 2(1-1)**

This class will teach beginners in an ensemble setting the basics of guitar styles used by today's musicians. Students will learn strumming and picking techniques along with simple major, minor and 7<sup>th</sup> chords that will allow them to accompany themselves and/or others.

**MUS-10901 Contemporary Guitar Styles II(F,W,S) 2(1-1)**

This class is a continuation of MUS-10802 and will teach more advanced chords, strumming and picking techniques, along with more complex chord progressions. Both rhythm and lead techniques are taught in an ensemble setting. **Prerequisite:** MUS-10802 or permission of instructor.

**MUS-11000 Instrumental Ensemble I(F) 3(3-0)**

This course develops general musicianship and provides training in instrumental ensemble playing. Participation in rehearsals for performances presented on campus is required.

**MUS-11500 Beginning Voice(W) 3(3-0)**

Classroom instruction in singing and vocal technique, including posture breathing, tone, song preparation and performance. Provides some individual instruction, choral training and general musicianship. Required of all student seeking a concentration in acting.

**MUS-12300 Jazz History and Appreciation(F) 3(3-0)**

An in-depth study of America's only original art form through

a historical and social perspective beginning with Blues and including Dixieland, Swing, BeBop, and Modern Jazz. **Prerequisite or Corequisite:** ENG-10300.

**MUS-27503 Intermediate Voice(V) 3(3-0)**  
A continuation of MUS-11500. Classroom instruction in singing and vocal technique, including articulation, resonance, vocal health, vocal problem solving and performance. Provides some individual instruction, choral training and general musicianship. **Prerequisite:** MUS-11500 or permission of instructor.

**MUS-27505 Applied Voice I(V) 3(3-0)**  
Private instruction in vocal technique lessons will meet one-half hour per week. Repertoire is at the discretion of the instructor, including Italian and English literature and styles of interest to the student. **Prerequisite:** MUS27503 or permission of instructor.

**MUS-27506 Applied Voice II(V) 3(3-0)**  
A continuation of Applied Voice I. **Prerequisite:** MUS-27505.

**MUS-27507 Applied Voice III(V) 3(3-0)**  
A continuation of the techniques learned in applied Voice II. Emphasis is on solo work and includes private lessons with the instructor. Classes involve ensemble warm-ups and mixed chorale harmonizing. **Prerequisite:** Successful completion of MUS-27506 or permission of instructor.

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## NATURAL SCIENCE

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**NSE-10000 Science Discovery(F) 4(3-2)**  
The emphasis of this course is on reducing science anxiety and improving skills necessary for success in science courses. Specific methods to identify and reduce science anxiety associated with science topics will be presented. Important science reasoning skills will be developed, including: observation, experimental techniques, critical thinking and communication techniques. Students will gain experience designed to improve their competency in these areas. This course is not intended to serve as substitute for science requirements, but may satisfy a general elective requirement. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

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## NURSING

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**NUR-10500 Foundations of Nursing(F) 5(5-0)**  
A course designed to introduce the beginning nursing student to the philosophy and objectives of practical nursing; to assist the student in identification of self as an individual, as a member of the community, and as a member of the health team; to introduce the scientific principles and skills concerned with basic nursing practice; emphasis on areas of nursing skills in respect to safety, prevention of illness, and maintenance of health in regard to the individual as a person, as a family member, and as a community member. The student is introduced to basic communication skills, to basic mental health and nutritional concepts, and to the regulations which govern the distribution of health care. **Prerequisite:** Admission into the Practical Nursing Program (Level I).

**NUR-10600 Nursing Skills Lab(F,W,S) 2(0-4)**  
A nursing laboratory course designed to enable the student to update and review basic nursing skills. The modular approach allows for individualized self paced instruction. **Prerequisite:** Eligibility for course determined by nursing faculty.

**NUR-10800 Nursing Clinical I(F) 6(0-0-18)**  
A course which consists of guided learning clinical experience in selected health care facilities. Emphasis is placed on the principles and activities concerned with basic nursing techniques that are common to the hospitalized client. **Prerequisite:** Admissions into the Practical Nursing Program (Level I). **Corequisite:** NUR-10500.

**NUR-12200 Pharmacology(W) 3(3-0)**  
A course designed to introduce the student to basic concepts of drug therapy, principles and methods of drug administration and related nursing activities and responsibilities. The course is based on the pharmaco/physiological concept. Continual association to medical-surgical and physiology principles serves as the foundation of the course. Supervised practice in safely administering oral/rectal medications and hypodermic injections will be integrated into Nursing Clinical II. **Prerequisite:** Admission into the

Practical Nursing Program, BIO-11600.

**NUR-12300 Nursing Clinical II(W) 7(0-0-21)**  
A course designed to introduce the student to basic concepts of drug therapy, principles and methods of drug administration and related nursing activities and responsibilities. The course is based on the pharmaco/physiological concept. Continual association to medical-surgical and physiology principles serves as the foundation of the course. **Prerequisite:** NUR-10500, NUR-10800, BIO-11600. **Corequisite:** NUR-12200, NUR-12500, NUR-12600, NUR-12700.

**NUR-12500 Care of the Adult(W) 4(4-0)**  
This course is designed to introduce the student to types of, causes of, and reaction of the body to a disease condition using the nursing process. Emphasis is placed on the individual client's nursing needs, with preventive aspects, medical and surgical therapy (including diet and drugs), rehabilitative aspects, and community health integrated throughout the course. This course presumes a basic understanding of normal physiology, anatomy, nutrition, and nursing foundations. **Prerequisite:** NUR-10500, NUR-10800, BIO-11600.

**NUR-12600 Pediatric Nursing(W) 2(2-0)**  
This course is designed to introduce the student to the concepts of pediatric nursing care. The course will include the health concerns confronting the hospitalized infant, child, and adolescent and their families, caretakers, and the community. This course presumes a basic understanding of normal physiology and anatomy. Basic concepts and principles of growth and development from one month of age through adolescence will be integrated throughout. Nutritional needs of the individual pediatric client and variations of diet therapy will also be included. **Prerequisite:** NUR-10500, NUR-10800, BIO-11600.

**NUR-12700 Maternity Nursing(F) 2(2-0)**  
A course designed to aid the student in applying the nursing process to the needs of maternity families is the focus of this course. Nursing intervention in assisting the client and family to promote maximum holistic health through continuous adaptation, growth and development in their responses to pregnancy, birth, and the puerperium period is discussed. Emphasis is placed on the nurse's role of nurturing and facilitating the family in building, mobilizing and using their resources in health promotion, health maintenance and managing complications of pregnancy and childbirth. This course presumes a basic understanding of normal physiology. **Prerequisite:** BIO-11600, or the consent of the director of health occupations. **Corequisite:** NUR-10500, NUR-10800.

**NUR-13300 Senior Nursing(S) 1(1-0)**  
A course designed to emphasize the responsibilities and concerns associated with a graduate practice nurse. The course will focus on employment opportunities, continuing educational/professional responsibilities, current issues in nursing, and role transition. **Prerequisite:** Successful completion of semester one and semester two in the practical nursing

program, ENG- 10300, PSY-10100.

**NUR-13400 Nursing Clinical III(S) 4(0-0-12)**  
A course which consists of guided learning clinical experience in selected health care facilities. Continued emphasis is placed on meeting the biopsychosocial developmental needs of the client. Continued technical growth of previously demonstrated nursing techniques is expected. Role transition from student to graduate status is fostered. **Prerequisite:** Successful completion of semester one and semester two in the practical nursing program, ENG-10300, PSY-10100. **Corequisite:** NUR-13300.

**NUR-15000 Basic Concepts of Pharmacology(W) 3(3-0)**  
This course is designed to introduce the student to pharmacological concepts and techniques that are essential for the LPN in carrying out medications responsibilities. **Prerequisite:** Licensure as LPN.

**NUR-21100 Nursing Transition I(S,V) 1(1-0)**  
An introductory course designed to explore and broaden the professional registered nurse's knowledge base and mode of thinking. The various levels of professional nursing preparation are defined, including the expanded role of the practitioner, and historical origins of nursing. Current health care and nursing issues will be discussed as: legal and ethical professional responsibilities, roles of nursing accrediting agencies, and major nursing professional organizations. **Prerequisite:** Admission to the associate degree nursing program or certificate in practical nursing.

**NUR-21200 Nursing Transition II(F,W) 2(1-2)**  
A lecture/laboratory course designed to explore the nursing process in depth as a foundation for professional nursing practice. Methods for eliciting a sound health history and techniques for physical assessment will be introduced and demonstrated as a means of providing essential information for care planning. **Corequisite or prerequisite:** BIO/NUR-21500, Certificate in Practical Nursing.

**NUR-21500 Pathophysiology(F,W) 4(4-0)**  
(Also listed as BIO-21500)  
Content of this course will examine the mechanism underlying disease processes and the subsequent adaptation and alterations in body function. Selective health problems will be emphasized throughout the course. Clinical application will be made in concurrent and subsequent nursing courses. **Prerequisite:** BIO-11500.

**NUR-22100 Nursing Care of the Adult, Advanced(F,W) 8(3-0-15)**  
A course designed to aid the student in using the nursing process in giving care to adults who are acutely ill or have multiple health problems is the focus of this lecture/clinical course. Nursing intervention in assisting the client and family in their holistic adaptive responses to illness and stress is discussed. Emphasis is placed on the nurse's role in disease prevention, health promotion and maintenance, and teaching.

Information is designed to build upon the theory learned in all other prerequisite courses and will enable the student to apply previously learned knowledge and skills. Application of adult care concepts will occur in selected hospital and community sites. **Prerequisite:** Admission into the associate degree nursing program. **Corequisite:** BIO/NUR-21500, NUR-21100, NUR-21200, BIO-21000, or consent of the director of health occupations.

**NUR-23100 Family Centered Pediatrics(F,W)4(2-0-6)**  
A course designed to aid the student in applying the nursing process to the needs of pediatric families is the focus of this lecture/clinical course. Nursing intervention in assisting the client and family to promote maximum holistic health through continuous adaptation, growth and development in their responses to illness and stress is discussed. Emphasis is placed on the nurse's role of nurturing and facilitating the child and family in building, mobilizing and using their resources in health promotion, health maintenance and managing illness. This course presumes the student has previously attained a basic level of knowledge in pediatric nursing and is designed to build upon that knowledge base. Application of family-centered pediatrics nursing care will occur in selected hospital and community settings. **Prerequisite:** Admission to the associate degree nursing program. **Corequisite:** NUR-21100, NUR-21200 BIO-21000, BIO/NUR-21500, or the consent of the director of health occupations.

**NUR-24000 Community Mental Health Nursing(F,W) 6(3-0-9)**  
A course designed to build upon Level I knowledge, and develop knowledge and skills in providing basic psychiatric nursing care to selected individuals in the hospital or community who demonstrate common patterns of maladaptive behavior appropriate to Level II curriculum. The central focus of the course considers utilization of oneself in a therapeutic manner that meets the client's psychological needs. Hospital and community clinical experiences are utilized in providing the student with a one-to-one interpersonal relationship, through which the nursing process is applied and analyzed. The student will have experience with current methods of prevention, maintenance, and treatment. **Prerequisite:** Admission to the associate degree nursing program. **Corequisite:** NUR-21100, BIO-21000, NUR-21200, BIO/NUR-21500.

**NUR-25100 Nursing Care of Groups(S) 4(1.5-0-7.5)**  
A course designed to assist the transition of the nurse to the graduate nurse. Nursing behaviors, attitudes, and participation appropriate for clinical leadership, including: continuing education, community service, professional organizations, and provide direct supervised nursing care to groups of clients with multiple and/or complex nursing care needs. **Prerequisite:** Successful completion of NUR-22100, NUR-23100, NUR-24000, or consent of the director of health occupations.

**NUR-25500 Nursing Seminar (V) (All Lab) 1-3(Variable)**  
A course designed to assist the student in meeting the requirements for graduation or reentry when a deficiency in clinical hours or clinical experience exists. Eligibility for this course will be determined by the nursing faculty or program director. **Prerequisite:** Eligibility for this course shall be at the discretion of the director of health occupations.

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## OFFICE INFORMATION SYSTEMS

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**OIS-10400 Keyboarding I(F,W,S) 3(1-2)**  
(Formerly SEC-10400)  
Students will be using a microcomputer and appropriate software to develop basic skills in typewriting, including touch-type operation of the keyboard, ability to prepare simple business letters, reports, manuscripts, and outlines. Review and drill work is available for those students who have previously developed some typing skill.

**OIS-10500 Business Correspondence(F,W,S) 3(2-1)**  
(Formerly SEC-10500)  
Detailed discussion and examination of methods of communication in business. Instruction and practice in writing and constructing rough drafts, finished letters and forms used in business. Includes grammatical and mechanical foundation for preparing business correspondence with emphasis on successful human relations. Employability skills, including letters of appreciation, application forms, and interview techniques are presented. **Prerequisite:** ENG-10300.

**OIS-11100 Speedwriting(F) 3(2-1)**  
(Formerly SEC-11100)  
Speedwriting is a course designed to provide the students with the knowledge and skill in reading and writing speedwriting theory. Students will develop dictation ability and transcription ability on old and new material.

**OIS-11400 Keyboarding II(F,W,S) 3(1-2)**  
(Formerly SEC-11400)  
Designed to increase speed and accuracy in the preparation of business reports and letters. Introduction to various letter styles, forms, manuscripts and tabulation problems. **Prerequisite:** OIS-10400 or OIS-18112 or equivalent.

**OIS-17000 Legal Terminology and Transcription(F) 3(1-2)**  
(Formerly SEC-17000)  
This course is designed to give the student a background in basic legal terminology including spelling, pronunciation, and meaning. The student will develop transcription skills by transcribing from taped dictation documents dealing with the courts, legal systems, and litigation procedures. **Prerequisite:** ENG-10300, OIS-11400 or consent of advisor.

**OIS-18112 WordPerfect 6.1(F,W,S) 3(1-2)**  
(Formerly SEC-18112)

A course designed to provide students with a knowledge of word processing concepts, equipment, and the ability to perform word processing operations using a word processing system. Using a word processing system, the student will perform basic word processing functions including input, editing, printing, and files maintenance. **Prerequisite:** OIS-10400 or consent of advisor.

**OIS-19000 Machine Transcription(W) 3(1-2)**  
(Formerly SEC-19000)

A course designed to develop machine transcription skills from basic operation of transcribing machines to proficiency in the production of mailable typewritten materials including letters, documents and reports. **Prerequisite:** ENG-10300 and OIS-11400 or OIS-18112.

**OIS-20500 Filing and Records Management(F,W) 3(1-2)**  
(Formerly SEC-20500)

Introduction to the basic principles and procedures of records storage and control, methods of records storage, methods and systems for storing and retrieving special records, and management of the records system. Practical application of filing is utilized to acquaint students with the various methods and systems used.

**OIS-21000 Office Procedures and Practices(W) 3(1-2)**  
(Formerly SEC-21000)

Application and combination of previously learned skills. Introduction to an application of standard office procedures and practices. Emphasis on the production of quality materials suitable for actual use. Further emphasis on the development of acceptable personal attitudes and personality. Includes a review of employability skills. **Prerequisite:** OIS-11400, OIS-18112, ENG-10300.

**OIS-21400 Keyboarding III(F,W,S) 3(1-2)**  
(Formerly SEC-21400)

Application and study in the preparation of common and specialized letters, business forms, legal papers, and correct office methods and procedures. Also, typing of specialized forms in accounting, government, and professional and technical fields. **Prerequisite:** OIS-11400 or OIS-18112.

**OIS-21500 Desktop Publishing for Offices(W) 3(1-2)**  
(Formerly SEC-21500)

A course designed to study the technology of desktop publishing. WordPerfect will be used to create documents such as reports, brochures, advertisements, newsletters, flyers, and correspondence. Advanced features will also be taught; therefore, the student will acquire a skill that is valuable in both small and large offices. **Prerequisite:** CIS-10500, OIS-11400, OIS-18112.

**OIS-22004 WordPerfect 6.1(F,W) 3(1-2)**  
(Formerly SEC-22004)

A course designed to provide advanced applications of the word processing system and program used in OIS-18112. The student will demonstrate proficiency in advanced word processing applications including power typing, creation of documents, and enhancement to promote efficiency. **Prerequisite:** OIS-18112.

**OIS-22500 Legal Office Procedures(W) 3(1-2)**  
(Formerly SEC-22500)

A course designed to provide students with the practical application of previously acquired skills to simulated law office projects. **Prerequisite:** OIS-11400, OIS-17000 with a grade of C or better, BUS-10100, BUS-21500.

**OIS-24100 Coordinated Secretarial Practices (F,W,S) 3(0-11)**  
(Formerly SEC-24100)

A period of directed office work experience consisting of supervised secretarial duties in a suitable office facility. Placement is dependent upon the availability of appropriate sites. **Prerequisite:** Consent of advisor and/or GPA 2.0 or better.

**OIS-24101 Administrative Assistant(F,W,S) 3(3-8)**  
(Formerly SEC-24101)

The externship consists of 128 hours of directed office work experience consisting of supervised secretarial duties in a suitable office facility either on or off campus. **Prerequisite:** Completion of all courses required for program, consent of advisor, and a GPA of 2.0 or better.

**OIS-24102 Legal Secretary(F,W,S) 3(3-8)**  
(Formerly SEC-24102)

The externship consists of 128 hours of directed office work experience consisting of supervised legal secretarial duties in a suitable legal office. **Prerequisite:** Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

**OIS-24103 Medical Secretary(F,W,S) 3(3-8)**  
(Formerly OIS-24103)

The externship consists of 128 hours of directed office work experience consisting of supervised medical secretarial duties in a suitable medical facility. **Prerequisite:** Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

**OIS-24104 Medical Office Assistant(F,W,S) 3(3-8)**  
(Formerly SEC-24104)

The externship consists of 128 hours of directed office work experience consisting of supervised medical office assistant duties in a suitable medical facility. **Prerequisite:** Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

**OIS-24106 Medical Transcription(F,W,S) 4(3-9)**  
(Formerly SEC-24105)

This externship consists of coordinated, directed, on-site training under the supervision of a qualified medical record administrator in an office specializing in medical transcription. The externship will involve 144 hours of work experience transcribing the basic four reports (history and physical, consultation, operative report, and discharge summary) as well as other specialty area transcription. A transcription project will be developed along with a transcription procedures manual. **Prerequisite:** Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

**OIS-27500 Directed Study in Secretarial Science(V) 1-6(Variable)**  
(Formerly SEC-27500)

A course designed to meet special occupational needs for individual students. To enroll in this course, the student must have the recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

**OIS-27505 Directed Study-Advanced Word Processing Specialist(F,W,S) 3(3-8)**

The externship consists of 128 hours of directed office work experience consisting of supervised advanced word processing duties in a suitable facility. **Prerequisite:** Completion of all courses required for the program, consent of advisor, and a GPA of 2.0 or better.

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## PHILOSOPHY

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**PHL-20100 Introduction to Philosophy(V) 3(3-0)**

A study of major historical and contemporary schools of thought and movements in man's search for truth. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

**PHL-21000 Introduction to Ethics: Historical and Applied Approach(W) 3(3-0)**

This course will explore a variety of philosophical debates and rationales for acting ethically. The first half of the course will look at actual philosophical texts and explore the why and how we might come to certain decisions regarding courses of action. The second half of the class will look at the applied use of ethics in late twentieth century America — why are certain laws on the books; how should we (or perhaps can we) live a fulfilling life as an individual and as a member of a society; what does it mean to live a “good” life; is it possible to live ethically without religion; how do we make certain choices as individuals, as a community, and as a state.

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## PHOTOGRAPHY

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**PHO-10000 Introduction to Photography(V) 3(3-4)**

An introductory course in black and white photography. This course will cover basic camera techniques as well as

darkroom procedures. No previous photography experience is necessary. Students must provide their own adjustable 35-mm camera. If interested in humanities elective see ART-11500 or 21500. **This is not a humanities elective.**

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## PHYSICAL EDUCATION AND RECREATION

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**PER-10301 Conditioning Activities-Aikido(V) 1(0-3)**

Aikido is a modern combination of ancient samurai fighting techniques, as well as a philosophy of peace, harmony, and self-improvement. Often called the “nonviolent martial art,” Aikido's purpose is to develop calmness, mental focus, physical health, and harmonious social relationships in addition to self-defense techniques. Classes include stretching exercises, learning safe falls, pins, and throwing techniques. Because Aikido depends on balance, precision, and timing rather than speed and strength, it can be learned and practiced by people of all ages in a cooperative, noncompetitive setting of Japanese formality and discipline.

**PER-10302 Conditioning Activities-Blueprint for a Healthy Back(V) .5(0-1)**

This one day condensed class is designed to instruct the lay person in care and prevention for a healthy back. Topics include structural and functional overview of the spine and muscles, body mechanics for posture and lifting, methods for evaluating strength and mobility, exercises, and basic care techniques when pain is present.

**PER-10303 Conditioning Activities-Water Walking(V) 1(0-2.25)**

If compared to walking on land, water walking burns three times the calories. A variety of steps and types of walking are offered to increase the enjoyment and efficiency of the workout. No swimming skills are required.

**PER-10304 Conditioning Activities-Aquarobics(V) 1(0-2.25)**

Look good and feel better about yourself by participating in this low-impact water exercise course that offers thermal warmup, stretching, toning and cool-down. Walking in water burns three times more calories than walking on land. Hydro-tone water weight lifting equipment will be introduced to strengthen the novice and challenge the expert. Students will improve their cardiovascular performance, range of motion in joints, sense of personal well-being and total physical fitness. For the swimmer and non-swimmer alike, this is the total workout.

**PER-10306 Conditioning Activities-Wilderness Awareness and Survival(V) 2(0-3)**

This course will provide students with the fundamentals of wilderness survival. It will include in-depth study of shelter construction, water collection, starting fires, land navigation and location/preparation of edible plants. Practical applica-

tion of topics will be included. This course is recommended for hunters, naturalists, campers, hikers and others who enjoy the out-of-doors.

**PER-10308 Conditioning Activities-Aquarobics II(V) 1(0-1.5)**  
This is a continuation of Aquarobics, PER-10304.

**PER-10309 Conditioning Activities-Cross Country Skiing(W) 1(0-2)**  
This course is designed to introduce the student to the fun sport and recreational activity of cross country skiing. Some topics covered will be: general fitness, equipment selection, proper techniques, etc. There will be a few in-class sessions, but the majority of the class time will be spent skiing with instruction given while on the trail. Students will be given time to enjoy skiing at their own pace. We will use the fitness trail on campus and other trails around the area. Students to bring their own or rented equipment.

**PER-12400 Lifetime Wellness & Fitness(V) 2(0-2)**  
This is a physical education course designed for men and women of all ages. The course covers weight control, nutrition, exercise, and stress management. It will also include a blood analysis to help the student plan a more healthful lifestyle.

**PER-12500 Gunsmithing I(W) 4(1-3)**  
A lecture/laboratory course introducing the student to gun safety, ballistics, reloading, powders, lead bullets, small arms, types of actions, installation of sights, cleaning and maintenance.

**PER-13000 Gunsmithing II(W) 4(1-3)**  
A lecture/laboratory course introducing the student to actual gun shop operation and working conditions. Course will include design carving, and finishing stocks, steeping, and checkering, conversion and redesign of military rifles, removal of obstructions and alteration of choke. Students supply guns to be worked on. **Prerequisite:** PER-12500 or permission of instructor.

**PER-22300 Scuba Diving(V) 2(1-2)**  
This course is designed to give the student the skills needed to become a safe scuba diver. Upon successful completion of the course, students will be prepared for open water training. Students must provide towel, mask, fins and snorkel.

**PER-22500 Advanced Gunsmithing(W) 4(1-3)**  
Students will complete advanced gunsmithing projects as approved and assigned by the instructor. Projects will require use of skills developed in previous course. Emphasis will be on quality work. **Prerequisite:** PER-13000 or permission of instructor.

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## PHYSICS

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**PHY-20100 General Physics I(F) 4(4-2)**  
Introductory physics, topics to include general properties of matter with emphasis on mechanics; heat and thermodynamics with practical applications; sound. **Prerequisite or corequisite:** MTH-12100 and ENG-10300, or permission of instructor.

**PHY-20200 General Physics II(W) 4(4-2)**  
Introducing the student to physical principles of electricity and magnetism; optics; concepts of modern physics including relativity and nuclear reaction. **Prerequisite:** PHY-20100 or permission of instructor.

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## POLITICAL SCIENCE

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**POL-10100 Introduction to American Government(F,W,S) 3(3-0)**  
A study of the processes and functions of national government. This course includes a study of federalism, political parties, constitutional principles, and the role of the citizen. **Prerequisite or corequisite:** ENG-10300.

**POL-10200 State and Local Government(V) 3(3-0)**  
A comparative study of the structure, procedures and functional services of state, county, and municipal governments with emphasis on Michigan state government and special reference to the Michigan Constitution. **Prerequisite:** POL-10100.

**POL-20000 International Relations(V) 3(3-0)**  
A study of the nature of relations among nations with particular reference to the basic principles of international politics. Course includes foreign policy, cooperation, conflict, and the role of international organizations. Special focus will be on global issues such as political and economic development, human rights, population growth, food and energy policies, and conservation. **Prerequisite:** POL-10100.

**POL-20099 Honors International Relations(V) 3(3-0)**  
This is a designated honors course. Courses with this designation are designed for the more highly qualified student and include more challenging course work and classroom participation.

A study of the nature of relations among nations with particular reference to the basic principles of international politics. Course includes foreign policy, cooperation, conflict, and the role of international organizations. Special focus will be on global issues such as political and economic development, human rights, population growth, food and energy policies, and conservation. **Prerequisite:** POL-10100 and acceptance to the Honors Program or permission from the instructor.

**POL-20100 Comparative Government(V) 3(3-0)**  
A survey of the government and political institutions in selected Western European democracies, Communist systems, and the third world countries, emphasizing political

socialization, participation, political parties, interest groups, policy making and governmental structures. The student will come to understand the differences between the American political system and other democratic and non-democratic systems. In addition, the course considers cultural, economic, and social differences. **Prerequisite:** POL-10100.

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## PSYCHOLOGY

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**PSY-10100 Introduction to Psychology(F,W,S) 3(3-0)**

A study of human and animal behavior with reference to perception, learning memory, thinking, emotions, intelligence, aptitude and personality. The need for scientific investigation of behavior is stressed throughout the course. In addition, the biological, intra-psychic and social/behavioral viewpoints are considered for analysis of psychological phenomena. **Prerequisite or corequisite:** ENG-10300.

**PSY-20100 Educational Psychology(V) 3(3-0)**

This course demonstrates how to practically apply psychological concepts to teaching and learning. **Prerequisite:** PSY-10100.

**PSY-20200 Abnormal Psychology(V) 3(3-0)**

This course deals with the nature and causes of mental disorders. Particular attention will be paid to theories of abnormal behavior and various types of psychotherapy. Description of mental disorders will involve the use of the diagnostic and statistical manual of mental disorders (DSM IV). **Prerequisite:** PSY-10100. **Corequisite:** ENG-10400 or permission of instructor.

**PSY-24000 Lifespan Developmental Psychology(V) 3(3-0)**

A course designed to introduce the basic principles of developmental psychology from conception to death (life-span). The course, while pursuing a chronological approach (life-stages) and examining basic developmental tasks appropriate to each stage, will explore the factors that influence growth and development. **Prerequisite:** PSY-10100 or permission of instructor.

**PSY-26000 Sexual Behavior: A Psychosocial Perspective 3(3-0)**

This course will examine the effect of human sexuality and sex roles upon human behavior. Additionally, findings in contemporary sexual research and therapy will be emphasized. **Prerequisite:** PSY-10100 or SOC-10100. Also listed as SOC-26000.

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## SOCIOLOGY

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**SOC-10100 Introduction to Sociology(F,W,S) 3(3-0)**

An introduction to the nature of society, culture, group relations, social processes and institutions. **Prerequisite or corequisite:** ENG-10300.

**SOC-10200 Social Theory and Problems(V) 3(3-0)**

The nature and range of social problems and the conditions which cause them are considered in a context of social change and disorganization. **Prerequisite:** SOC-10100.

**SOC-23500 Racial, Cultural and Ethnic Diversity(F) 3(3-0)**

(Also listed as ANT-23500)

Concepts such as prejudice, stereotyping, discrimination, and racism will be considered from a cross-cultural perspective. Emphasis will be on socio-cultural and self-awareness in areas of race and ethnicity and age and gender. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

**SOC-24000 Criminology(F,W) 3(3-0)**

An analysis of crime, criminal behavior, and punishment through a variety of historical and contemporary theoretical perspectives. Also listed as CJS-24000. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

**SOC-24500 Social Deviant Behavior(F) 3(3-0)**

A study of social deviant behavior, including social and ethnic bias, sociopath, cult behavior and ethical behaviors within the criminal justice process. **Prerequisite:** PSY-10100 or SOC-10100. Also listed as CJS-24500.

**SOC-26000 Sexual Behavior: A Psychosocial Perspective 3(3-0)**

This course will examine the effect of human sexuality and sex roles upon human behavior. Additionally, findings in contemporary sexual research and therapy will be emphasized. **Prerequisite:** PSY-10100 or SOC-10100. Also listed as PSY-26000.

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## SPEECH

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**SPE-10500 Fundamentals of Speech(F,W,S) 3(3-0)**

Fundamentals of Speech addresses the basic principles of speech construction and delivery. During the course the student will give various kinds of speeches, such as speeches which introduce, inform and persuade. In addition, students will deliver impromptu speeches. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

**SPE-11400 Introduction to Interpersonal and Public Communication(F,W,S) 3(3-0)**

Introduction to Interpersonal and Public Communication is a course aimed at understanding and applying communication theory. Communication skills will be developed through small group activities, public speaking, and personal assessment assignments. **Prerequisite or corequisite:** ENG-10300 or permission of instructor.

**SPE-11499 Honors Introduction to Interpersonal and Public Communication(V) 3(3-0)**

This is a designated honors course. Courses with this designation are designed for the more highly qualified student and include more challenging course work and classroom partici-

pation.

Introduction to Interpersonal and Public Communication is a course aimed at understanding and applying communication theory. Communication skills will be developed through small group activities, public speaking, and personal assessment assignments. **Prerequisite:** Acceptance to the Honors Program or permission from the instructor.

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## THEATRE

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### **THE-11000 Modern Dance I(F) 3(3-0)**

Students will study the basics of movement, learning to free their body for communication of emotions and ideas. In addition, stretching exercise will be used to increase the range of motion of the limbs and to develop in students kinesthetic awareness. Rhythm exercises will expose students to the myriad variations in the rhythms of daily life. Required of all students seeking a concentration in Acting.

### **THE-11100 Modern Dance II(W) 3(3-0)**

This is a continuation of the techniques developed in Modern Dance I. Improvisational movement techniques will be used to stimulate the creative process. The student will work on defining the complex rhythmic patterns present below the simplest of rhythms. Classroom studies may be augmented with performance opportunities in and around the Kirtland Service Area. **Prerequisite:** THE-11000 or permission of instructor.

### **THE-11200 Tap Dancing I(V) 3(3-0)**

This is an introduction of tap dance for beginning students. The course will include basic rhythms, steps, terminology and techniques. Performance skills will be established with simple dance combinations and sequences.

### **THE-11300 Ballet I(V) 3(3-0)**

This is an introduction to the art of classical ballet for beginning students. Emphasis is on strength, flexibility and balance. While learning basic ballet techniques and terminology, basic body carriage/posture will be developed. Students will also learn simple jump and turn combinations and establish performance skills.

### **THE-12000 Introduction to the Theatre(V) 3(3-0)**

A survey of the evolution of world theatre forms from the cave drawings of prehistoric man to the most recent machinations of the Broadway stage. Classroom discussions will cover the major producers, playwrights, performers, directors, designers and actor-managers of each era covered as well as the body of literature which has come to represent that era. Classroom sessions will be augmented by readings from the important plays of each era.

### **THE-12100 Theatre Workshop I(V) 1-3(Variable)**

Practical experience in mounting a theatrical production. The student can gain familiarity with one or more of the following areas: acting, directing, costuming, scenery construction,

properties, lighting, or stage managing. Weekly time commitment will be in a concentrated block during part of the semester. The student will be required to work 45 hours or more for one hour credit, 90 hours or more for two hours credit, and 135 hours or more for three hours of credit.

### **THE-12200 Stagecraft I(F) 3(3-0)**

A study and application of the basic techniques of set construction, theatrical lighting, sound technology, stage rigging and backstage organization. This "basics" course will introduce the student to the various technical elements that make a theatre run. Classes will cover the theory of the various theatre disciplines outlined above as well as provide actual hands-on experience with theatre lighting and sound equipment, maneuvering theatre catwalks and building basic theatrical scenery. Required for admission to upper level design and technology courses.

### **THE-12300 Acting I(V) 3(3-1)**

An introduction to the art of acting. The student walks the path of the actor from developing an acting technique to the final performance of a short scene. The actor learns to get beyond the limits of self and explore the freedom of creating a character. Along the way, time will be spent exploring the creative process and developing an ensemble approach to acting.

### **THE-12400 Acting II(V) 3(3-1)**

A continuation of Acting I. The course will focus on character analysis and the presentation of in-class scenes. The student can begin the preparation for competitive auditions in community theatres, at larger colleges, at universities, or at pre-professional schools. As with Acting I, the course can work in conjunction with the semester's theatrical production. **Prerequisite:** THE- 12300 or permission of instructor.

### **THE-13100 Theatre Workshop II(V) 1-3(Variable)**

A continuation of Theatre Workshop I. Students may concentrate their efforts in different areas than they did in Workshop I, or they may work in the same area as in Workshop I to improve a specific skill. The student will be required to work 45 hours or more for one hour of credit, 90 hours or more for two hours of credit, and 135 hours or more for three hours of credit. **Prerequisite:** THE-12100 or permission of instructor.

### **THE-13200 Stagecraft II(V) 3(1-2)**

This course achieves the same goals and works on the same basics as Stagecraft I but allows the individual student the opportunity to specialize in a particular area of technical theatre. **Prerequisite:** THE-12200 or permission of instructor.

### **THE-27000 Audition/Résumé Workshop(V) 3(3-0)**

This course prepares the student to audition and/or interview for professional employment in theatre or for admission into a B.F.A. training program following graduation. Through a series of lectures, the student will develop a theatrical résumé, portfolio and/or audition book specific to the field they wish

to pursue. Students will also learn how to modify and update their audition/interview materials as changes in their circumstances dictate. **Prerequisite:** sophomore status, successful completion of THE-12000, and permission of instructor.

**THE-27511 Directed Study  
Dance Exploration I(V) 3(0-4)**

This class exposes beginning-level students to the following dance styles: tap, ballet, and contemporary (modern) dance. Students learn proper technique in the basic of each style along with dance history and vocabulary. Classes consist of barre work and center floor technique, body awareness, improvisation and choreography, developing in the student a basic foundation, understanding and appreciation for the art of dance.

**THE-27513 Directed Study, Performance Art  
Workshop(V) 2(0-2)**

The focus of this class is to develop, rehearse, and ultimately present an original performance art piece using the students' native skills, abilities and creative instincts, while developing in the student an understanding of, and appreciation for, ensemble interplay. Using various forms of expression, students learn to use theme and mood to relate and/or contrast abstract concepts and ideas. Musicians, poets, studio artists, actors and dancers create visual responses to thematic statements and then work to seamlessly present their work simultaneously.

**THE-27517 Performing Arts Internship(V) 3(0-3)**

The student works with a regional or national professional or semi-professional performing arts company as a performer, designer, assistant designer, director, assistant director, stage manager or technician. Employment must be selective and based on an application process, audition or interview. **Prerequisite:** Permission of instructor.

**THE-27518 Advanced Studies In  
Theatre Workshop(V) 3(3-0)**

Area specific studies for AFA Theatre students. May involve working in the theatre office, backstage or as a performer or technician on a main stage performance. 135 hours of work in discipline and a program specific paper are required to successfully complete this course. **Prerequisite:** Permission of instructor.

**THE-27519 Lighting Design Practicum(V) 4(4-0)**

Assist with lighting design and focus for all main stage performances. Help select color, determine focus, patching and control of lighting instruments and operate lighting board during performances. Work closely with visiting lighting designers and technicians to help them realize their lighting concepts in our space. **Prerequisite:** Permission of instructor.

**WLD-10000 Introduction to Welding and Cutting  
Processes(F) 4(2-4)**

The student gains practical knowledge and experience on all common welding processes. Fundamentals of welding processes are studied and applied in a lab setting. An in-depth study of oxy-fuel welding, brazing, and cutting with related laboratory practice takes place. Basic shielded metal arc, gas metal arc, and gas tungsten arc welding processes are completed by students using common welding equipment and materials. Students study the science of fusion and penetration emphasizing welding techniques in the flat and horizontal positions.

**WLD-10200 Advanced Shielded Metal  
Arc Welding(V) 4(2-4)**

Students learn out of position arc welding on a variety of thicknesses of steel, blueprint reading, and welding symbols. A term paper is a requirement of this class. **Prerequisite:** WLD-10000.

**WLD-20200 Advanced MIG and TIG  
Welding(V) 4(2-4)**

Students develop competency in out-of-position G.M.A.W. and G.T.A.W. on a variety of metals including stainless steel, aluminum, and low carbon mild steel plate. A.W.S. welding inspection and testing and D.I.I. structural steel welding code topics are also covered. **Prerequisite:** WLD-10200.

**WLD-21000 Welder Qualifications, General Repair  
and Maintenance(V) 4(2-4)**

Students complete ten welder qualifications using S.M.A.W., O.A.W., G.M.A.W, G.T.A.W. and plasma arc. A drawing, layout and a completed welding project are required in the course and students complete a variety of welding repairs during the course. **Prerequisite:** WLD-20200.

**WLD-27500 Directed Study in Welding  
Technology(V) 1-6(Variable)**

A course designed to meet special occupational needs for individual student. To enroll in this course, the student must have the recommendation of an advisor. All proposals designed for purposes of directed study must be approved by the dean of instructional services and are subject to review by the curriculum-instruction committee.

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## WELDING

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# KIRTLAND COMMUNITY COLLEGE ADMINISTRATION

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Dorothy N. Franke, President

B.S. Northern Illinois University  
M.S. University of Iowa  
Ph.D. Vanderbilt University

Jerry Boerema, Director of Criminal Justice

A.A.S. West Shore Community College  
B.A. Central Michigan University

Louise Bucco, Director of Learning Resources

B.S. James Madison University  
M.L.S. University of Maryland

Paul Durbin, Dean of Instruction

B.S. Ferris State University  
M.B.E. Central Michigan University

Edmund Koliba, Controller

B.S. Oakland University  
M.B.A. Saginaw Valley State University

Katherine Nemeth, Vice President for Operations

B.S.N. University of Michigan  
M.A. Central Michigan University

Richard Silverman, Vice President for Instruction

B.A. University of Michigan  
M.A. Wayne State University

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## FULL-TIME FACULTY

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James Backlund, Instructor of Psychology/Sociology

B.S. Northern Michigan University  
M.A. Western Michigan University

Lisa Balbach, Instructor of Data Processing

B.S. University of Minnesota  
M.A. University of Minnesota

Ed Balis, Instructor of Accounting

B.S. Northeastern University  
M.B.A. Northeastern University

Sharon Blasch, Instructor of Secretarial Science

Ph.B. Siena Heights College

Richard Bonk, Instructor of Automotive Technology

A.A.S. Kirtland Community College

Thomas Dale, Instructor of Biology

B.S. Central Michigan University  
M.S. University of New Hampshire

Joseph Donna, Instructor of Art

B.A. Michigan State University  
M.A. Michigan State University

Dave Engemann, Instructor of Computer Aided Drafting and Design Technology

B.S. Ferris State University  
M.S. Eastern Michigan University

Donald Fenton, Instructor of Chemistry

B.S. University of Wisconsin-Stevens Point  
M.S. Central Michigan University

Frederic Giacobazzi, Instructor of English

B.A. Wayne State University  
M.A. Wayne State University

Judith Grenkowicz, Instructor of Business

B.S. Ferris State University

M.B.A. University of Detroit  
Ed.D. Northern Illinois University

Sharon Hammond, Instructor of Developmental English

B.A. Central Michigan University  
M.A. Central Michigan University

Wendy Hillman, Instructor of Nursing

B.S.N. Mercy College of Detroit  
M.S.N. Wayne State University

Nicholas Holton, Instructor of Mathematics

B.S. Western Michigan University  
M.A. Central Michigan University

Gerard LaFemina, Instructor of English

B.A. Sarah Lawrence College  
M.F.A. Western Michigan University  
M.A. Western Michigan University

Doty Latuszek, Division Chair, Occupational Education/  
Instructor of Mathematics

B.S. Nazareth College  
M.A. Western Michigan University

Kathleen Marsh,

Instructor of Data Processing  
B.S. Lake Superior State College  
M.S. George Washington University

Leonard Miller, Instructor of Manufacturing Processes  
Technology

Beth Mogle, Instructor of Nursing

B.S.N. Oakland University  
M.A. Central Michigan University

Larry Murray, Division Chair, General Education/Instructor  
of Economics/Marketing/Retailing  
B.A. Albion College  
M.A. Western Michigan University

Joanne Neihardt, Instructor of Nursing  
A.D.N. Northwestern Michigan College  
B.S.N. University of Michigan  
M.S.N. Wayne State University

Nancy Pamerleau, Instructor of Communication  
B.S. Western Michigan University  
M.A. Central Michigan University

Michael Rogers, Instructor of Criminal Justice  
A.A.S. Henry Ford Community College

Marcell Romancky, Instructor of Developmental  
Mathematics/Counselor  
A.A.S. Kirtland Community College  
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M.A. California State University

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B.S. East Texas State University

Jacqueline Warren Smith, Instructor of Nursing  
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M.S.N. Wayne State University

Kathryn Taylor, Instructor of Secretarial Science  
B.S. Central Michigan University  
B.S. Central Michigan University  
M.A. Central Michigan University

Jon Thompson, Instructor of English  
B.A. Alma College  
M.A. Central Michigan University

Sinan Toprak, Instructor of Political Science  
B.A. University of Bursa  
M.A. Western Michigan University

Ginna Wenger, Instructor of Developmental English  
B.A. Central Michigan University  
M.A. Central Michigan University

Francis Wilson, Instructor of Cosmetology

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## FULL-TIME CLASSIFIED STAFF

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A.A.S. Northwood University  
B.S. Northwood University

Jennifer Anderson, Secretary Admissions  
A.S. Kirtland Community College

Kathleen Barber, Coordinator of Personnel & Business  
Services

Jim Berry, Custodian

Patti Berry, Food Service Manager

Brenda Brager, Printshop Clerk

Mark Burger, Instructional Technology Director  
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B.B.A. Wichita State University

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Performing Arts  
B.A. Southwest State University  
M.A. University of Washington

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B.A. Edgecliffe College  
M.A. University of Michigan

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Connie Colvin, Bookkeeper Accounts Payable

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M.S. State University College at Oneonta

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A.A.S. Lake Superior State University

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B.A. Spring Arbor College

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A.A. Kirtland Community College

Cindy Gibbs, Criminal Justice Division Assistant

Chris Green, Secretary Faculty Office  
C.C. Detroit Business Institute  
A.A.S. Detroit College of Business

Peter Howey, Computer Network Technician  
B.A. Grand Valley State University

Kurt Kiessel, Custodian

Kathryn Koch, Secretary Student Services

C.C. Kirtland Community College  
 A.A.S. Kirtland Community College  
 A.B.A. Kirtland Community College  
 B.B.A. Northwood University

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 C.C. Kirtland Community College

Dale Marie Losee, Admissions/Recruiter  
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Fred Miracle, Custodian

Larry Miracle, Custodian

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 Services, Single Parent/Displaced  
 Homemaker and Sex Equity  
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Mark Schroeder, Groundskeeper

Dale Shantz, Director of Human Resources  
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 M.A. Michigan State University

Ron Sharpe, Maintenance

Carol Silverman, Coordinator Tutoring/Transfer Advisor  
 B.A. University of Michigan

Cynthia Sikarskie, Secretary, Business Services/Ticket  
 Office

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Yvonne Smith, Secretary Counseling/Receptionist

Stacey Thompson, Registrar  
 B.S. Ferris State University

Jerry Werle, Director of Public Relations  
 B.A. Beloit College

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## **KIRTLAND COMMUNITY COLLEGE FOUNDATION**

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The Kirtland Community College Foundation was established in 1972 for the purposes of soliciting funds to augment and extend the financial base of the college. The Foundation is a tax exempt non-profit corporation. Funds are used for capital construction, scholarships, library acquisitions, fellowships, and faculty improvement grants, and the equipping and staffing of existing programs with modern tools of technology.

The Foundation officers and members work closely with the college board of trustees and the administration. A member of the college board of trustees serves as a member of the Foundation and the President of the college serves as secretary of the Foundation.

### **Members as of June 1999**

Louis Boggs, O.D., President  
 William Curnalia, Vice President  
 Eugene Turkelson, Treasurer  
 Pauline Cournyer, Assistant Treasurer  
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Fern Farber	Loretta Hassan
Keith Kenney	Robert Morley
Eugene Turkelson	John W. Wade
John Walkley	

Honorary Members: Dave Camp, John Rosczyk

# KIRTLAND COMMUNITY COLLEGE ADVISORY COMMITTEES

Advisory committees for individual occupational programs at Kirtland provide information concerning competencies needed by employees, physical facilities and types of equipment used in the business or industry, technical curriculum content, and recruitment opportunities. Members also assist with promotion of the programs, evaluation of programs, job placement, and work experience. At times advisory members are instrumental in acquiring donations of equipment and supplies for occupational programs.

## Automotive

Richard Bonk	Robert Shingledecker	Paul Durbin
Shawn Butler	Bernie Milnes	Dick Coulter
Frank Schultz	Daniel Walcott	James Witt
Matt Jernigan	David Petrie	Steve Ament
James Decker		

## Corrections

Monty K. Antcliff	Paul Durbin	James McBride
Judge Michael Matusak	Michael Johnson	Lisa Herman
Dale Suiter	Jerry Boerema	

## Criminal Justice

Donald Anderson	Robert Denslow	Paul Durbin
Lawrence Jones	Thomas Grace	Howard Hanft
Jerry Boerema	Kurt Jones	Mel Hill
David Lovely	Donald Smith	Fran Staley
Martin Trombley	Michael Wesolowski	Peter Stephan

## Cosmetology

Janet Hupchik	Shannon Hasty	Catherine Knepp
Laurel Smith	Boyd Wilson	Robin Winton
Mary Rom	Francis Wilson	Jennie Walker
Paul Durbin	Patrick Hanafin	Steve Dubree

## CWB&I/CO-OP/Customized Training

Sandy Altman	John Kurtz	Tina Fullerton
Chuck Niehaus	Barry Poindexter	Bob Hannan
Don Haskin	Betty Spangler	Harold Jostoch
Jennie Walker	Jerre Lewis	Dick Coulter
Rich Colvin	Dan Post	Bob Caillier

## Computer Committee

Richard Silverman	Paul Durbin	Louise Bucco
Mike Wahl	Jim Garlo	Larry Murray
Kathy Marsh	Peter Howey	Clay Horton
Detmar Finke	Bob Bovee	Missy Williams
Jim Haf	Mark Burger	

## Drafting & Design Technology

Charles Adams, II	Jimmie Rice	Dave Clover
Student Rep.	Dave Engemann	Tim Holliday

## Employment Services

James Beach	Sharon Blasch	Louise Bucco
Dick Coulter	Dave Engemann	Roy Hart
Jim Lederman	Kathy Marsh	Leonard Miller
Chuck Nienhaus	Richard Silverman	Yvonne Smith

## Marketing & Retailing/Business

James Crause	Kent Davison	Daniel Fishel
Ann Nielson	Leslie Renn	Fred Roemer
Bill Root	Jim Scott	

## Manufacturing Processes Technology

Dan Beltz	Don Gusler	Todd Bidwell
Jan Kiesling	Dick Coulter	Don Pillow
Louis Cox	Jennie Walker	Paul Gormley

## Nursing

Ann Balfore	Jan Bersted	Debbie Bills
Karen Bloom	Janine Diebel	Carol Duquette
Judy Eckert	Janet Jackson	Glenda Jacobs
Pat McDougall	Rose Prevo	Larry Sabin
Karen Schaffer	MaryAnn Schultz	Gay Showalter
Patti Walker	Lee Wilkes	Kathy Zelinsky
Tamlyn Evans	Bonnie Kinder	Frances Meredith
Douglas Pattullo	Penny Powarowski	Mary Lee Lord
Karen Brown	Nancy Allen	Maureen Hayes
Signe Ruddy	David Byington	Ruth Kottle
Cynde Spearman	Mary King	
Noreen Connolly	Christopher Lauckner	

## Secretarial Science

Sharon Blasch	Phyllis Dale	Chrissy Dantzer
Mary Dasho	Paul Durbin	Betty Ehinger
Joann Enboden	Sandy Figley	Mary Ann Frick
Jan Funkey	Carrie Green	Lydia Hiatt
Nancy Hodges	Penny Jenereaux	Vicki Jones
Anna Kukla	Tanya LeMire	Therese Leverenz
Darcia Little	Alishia Lynd	Heather Madaj
Kathy Marsh	Cindy Miller	Becky Nelson
Kathy Painter	George Ann Pratt	Gayle Prause
Judy Ranney	Chris Rice	Sarepta Small
Sue Smith	Kathy Taylor	Ardith Thompson
Sandy Trout	Jill Uhouse	Jill VanWormer
Penny Vendzuh	Bonnie Wiles	

## Special Populations

Sharman Caffery	Dennis Carroll	Carole Chilton
Dick Coulter	Paul Durbin	Don Dyer
Betty Ehinger	Fern Farber	Kelly Fortino
Leslie Hildebrant	Brenda Dawe	Chuck Nienhuis
Carol Silverman	Renee Toth	Jennie Walker
Terri Stonecipher	Frank Turnage	

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