

Kirtland Community College

Catalog

2000-2001

WELCOME

A MESSAGE FROM THE PRESIDENT

Welcome to the “college in the woods!” Your success is our business. Call on us for whatever you need. Let us help you plan and prepare for your life’s careers. We are delighted to have you join the Kirtland family.

While you are at KCC, you should also take advantage of our intercollegiate athletics, intramurals, cultural events, skiing, hiking, swimming, canoeing, golfing, etc. Enjoy our unique and beautiful setting!

You can feed our deer, wild turkeys, squirrels, chipmunks, and small birds, but don’t get too close to our raccoons, bald eagles, and bears!

Yours truly,

Charles D. Rorie, Ph.D.
President

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Louise Bucco
Director of Learning Resources

Paul Durbin
Dean of Instructional Services

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CATALOG INDEX

The Student Handbook is the first section of this catalog, pages 10-48.
The Financial Aid Handbook is included in this section, pages 12-20.

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. Dale Shantz, Director of Human Resources, is the 504 Coordinator. Carole Chilton, Director of Special Populations, is the ADA Compliance Officer.

VISION AND VALUES

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 that 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 typically 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

For 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 listed below:

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," assuming 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 as 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.

ASSURANCE OF QUALITY

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 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

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 that 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 that 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 those listed below:

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 Colleges and 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 forty-five occupational (technical career oriented) certificate and degree programs and six 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, 227 students graduated from Kirtland with a degree or certificate.

ENROLLMENT

Approximately 2,500 students are served annually by Kirtland through college level and community service classes. While 40 percent of Kirtland's students are under the age of 24, the average age is 32. Approximately two-thirds of the students attend on a part-time basis. Most are employed at least part-time.

INTERCOLLEGIATE ATHLETICS

The mission of the athletic program is to provide men and women with the opportunity to learn and grow as a result of participating in a high-quality intercollegiate program. The program also attempts to improve student life and, in turn, improve the recruitment and retention of students. The athletic program also seeks to increase community involvement with Kirtland by providing sports entertainment at a level that previously has not been offered in the Kirtland region.

Kirtland competes in intercollegiate athletics as a member of the Eastern Conference of the Michigan Community College Athletic Association. The Kirtland Firebirds compete in men's and women's basketball and men's and women's golf. For more information, call the vice president for instruction's office at (517) 275-5000, extension 277, or the athletic director's office.

STUDENT PROFILE (1999 Fall Semester)

Total enrollment (end of semester): 1,484

Student Gender:

Males 42%
 Females 58%

Student Age Distribution:

24 and under 40%
 25 to 39 32%
 40 to 59 21%
 60 and older 4%
 Unknown 3%

Average Age: 32

County of Residence:

Crawford 14%
 Ogemaw 17%
 Oscoda 10%
 Roscommon 27%
 Other 32%

Student Status:

FTIAC (first time in any college) 22%
 Returning to KCC 67%
 First-time Transfer 10%
 Guest 1%

Student Program Areas:

Automotive 2%
 Business 7%
 Contracting with Business and Industry 1%
 Cosmetology 1%
 Criminal Justice 6%
 Health Occupations 15%
 Industrial Technology 5%
 Secretarial 4%
 Transfer 22%
 Personal Interest 35%

Student Credit Hour Load:

Non-Credit 6%
 Part-Time: 1-11 cr. hrs 63%
 Full-Time: 12 & over cr. hrs. 31%

Average Student Cr. Hr. Load: 8.0 Credit Hours



2000-2001 COLLEGE CALENDAR

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

FALL 2000 SEMESTER

Fall 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

Last Day of Fall 2000 Semester Saturday
December 16, 2000

WINTER 2001 SEMESTER

Winter Semester Registration Wednesday & Thursday
January 17 & 18, 2001

Winter Semester Begins Friday, January 19, 2001

Late Registration Friday, Monday, & Tuesday
January 19, 22, & 25, 2001

Spring Break Sunday-Sunday
March 18-25, 2001

Good Friday/Easter Break Friday-Sunday
April 13-15, 2001

Graduation Friday, May 11, 2001

Final Day of Winter Semester Saturday, May 12, 2001

SUMMER 2001 SESSION

LPN/ADN Begins Monday, May 14, 2001

Registration Thursday & Friday
May 31 & June 1, 2001

Summer Session Begins Monday, June 4, 2001

Late Registration Monday & Tuesday
June 4 & 5, 2001

ADN Session Ends Friday, June 8, 2000

Independence Day Break Saturday-Wednesday
June 30-July 4, 2001

LPN Graduation Friday, July 6, 2001

Summer Session Ends Wednesday, August 1, 2001

FALL 2001 SEMESTER

Registration Wednesday-Friday
August 22-24, 2001

Fall 2001 Semester Begins Monday, August 27, 2001

Late Registration Monday & Tuesday
August 27 & 28, 2001

Labor Day Break Monday & Tuesday
September 3 & 4, 2001

Thanksgiving Break Wednesday-Sunday
November 21-25, 2001

Fall 2001 Semester Ends Saturday, December 15, 2001

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

DIRECTORY OF SERVICES

MAIN SWITCHBOARD

Telecommunication Device for the Deaf (TDD)

517-275-5000

517-275-6721

| Offices | Extension Numbers | |
|---|--------------------------|--|
| ADMISSIONS | 284 | DEPARTMENT OF PUBLIC SAFETY 355 |
| This office is responsible for admission of all new students, new student recruitment activities, and admissions advising. | | The Department of Public Safety is located in room 127 in the administration center. Office hours are 8 a.m. to 11 p.m., Monday through Friday. Public Safety services include the following: |
| BOOKSTORE | 273 | <ul style="list-style-type: none">• After-dark escort service from buildings to vehicles• Response to criminal behavior complaints• Preventative workshops/seminars on drug/alcohol awareness, rape awareness, use of weapons, etc.• The addressing of parking and traffic violations• Provision of vehicle emergency assistance (keys locked inside vehicle, jump-starting vehicle, etc.) |
| Located in the student center, the bookstore provides textbooks, reference books, classroom supplies, clothing, gift items and souvenirs, some snacks, and miscellaneous sundries. | | |
| CAFETERIA | 268 | LIBRARY 246 |
| The cafeteria is located in the student center and is open Monday through Friday. Hours and specials are posted in the Student Bulletin. | | 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, interlibrary loan, and on-line search service. See page 27 for library hours and more information. |
| CAREER AND EMPLOYMENT SERVICES | 450 | SERVICES FOR STUDENTS WITH DISABILITIES 218 |
| This office helps students research specific careers and career opportunities. Assistance with job search strategies, résumé writing, and interviewing techniques is also provided. | | This office assists students who need supportive services (e.g., scribes, notetakers, readers, textbooks on tape, sign language interpreters, etc.) to succeed in their vocational program because of physical, mental, or emotional disabilities. |
| COUNSELING OFFICE | 280 | INSTRUCTION OFFICE 270 |
| Michigan-licensed professional counselors are available in the student services office in the administration center to provide Kirtland students with academic, personal, and career counseling. The counseling staff will make use of a variety of test instruments when they work with students in order to help them learn more about their academic abilities, interests, personality type, and current level of self-esteem. The counseling process, aided often by such testing information, can help students make more informed personal, academic, and career decisions. | | 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. |
| FINANCIAL AID | 257 | RECORDS OFFICE 291 |
| This office helps students apply for financial assistance including grants, loans, scholarships and student employment. | | The responsibilities of this office include course registrations, processing of student progress reports, grade reporting, maintenance of permanent academic records, issuance of academic transcripts upon student request, and transfer credit evaluations. |

PHONE NUMBERS TO KNOW

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

| | | | |
|--|----------------|---|-----------------|
| Accounting | 262, 337, 238 | Journalism Office | 229 |
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| Boardroom | 314 | Mailroom | 227 |
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| Box Office | (275-6777) 777 | Massage Therapy | 224 |
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| Cosmetology Lab | 274 | Photo Lab | 275-3040 |
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| Game Room | 289 | Tutoring | 252, 211 |
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| Hearing Impaired (LTD) | 1-800-649-3777 | Vocational Education | 270 |
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COLLEGE MAPS

GETTING STARTED

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 President's 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. 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. Dual enrollees must also take Kirtland's Placement Tests.

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. Parents of home schooled children are encouraged to register their program with the State of Michigan's Department of Education.

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.

The Michigan Commission on Law Enforcement Standards (MCOLES) requires that Criminal Justice students complete a GED, a high school or adult education diploma, in addition to their home schooled diploma in order to become certified.

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

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

Additional information about admissions requirements may be requested from the advisor 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 encouraged to make an appointment to see an admissions advisor. 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 courses in which a grade of C or better has been earned. 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 want 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 may 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 evaluation of prior training for college credits.

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 evaluation for college credits.

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 form to the records office at Kirtland Community College for consideration of granting college credit. Once 15 credit hours are successfully completed, the Articulated credit will be posted to the transcript.

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

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

PROFICIENCY IN BASIC ACADEMIC SKILLS AND PLACEMENT TESTING

Kirtland Community College requires prospective students to demonstrate basic academic skill proficiencies in English, reading, and mathematics before they will be permitted to enroll in college-level courses. Acceptable ways in which a student may demonstrate proficiency in one or more of the basic academic skills include the following:

1. Submitting ACT test results. The ACT must have been taken within four years of enrollment at the college. Test results can be presented in person or mailed to the admissions office.
2. Submitting test results from the Advanced Placement Program, CLEP, or DANTES. Official transcripts must be sent to the admissions office. An Application for Admission must be on file for a credit evaluation to be completed.
3. Transferring credit for courses taken in English and mathematics at another college or university. Courses must be completed with a C grade or better. Official transcripts must be sent to the admissions office. An Application for Admission must be on file for a credit evaluation to be completed.

4. Enrolling as a "Personal Interest" student. A student is permitted to take one occupational-technical course, business seminar(s), or studio art course(s) without the requirement of placement testing.
5. Taking developmental courses offered by the college in the basic academic skills of English, reading, and mathematics.
6. Taking the Kirtland Placement Tests within four years of enrollment at the college. The Kirtland Placement Tests will consist of departmentally approved tests for English, reading, and mathematics.

Further exceptions to the Proficiency in Basic Academic Skills and Placement Testing policy may be granted by the director of guidance and counseling and the director of student services.

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. New student orientation is also conducted during each Placement Testing session.

PAYING FOR COLLEGE

TUITION AND FEES

Tuition

In-district resident: \$52.10 per credit hour.

Out-of-district resident: \$71.40 per credit hour.

General Fees

Course lab fees: Please refer to the class schedule.

Facility fee: \$2.00 per credit hour.

Excess contact hour fee: \$0.50 (one contact hour equals 16 hours of instruction).

Registration fee: \$15.00 per semester (nonrefundable)

Student activity fee: \$1.00 per credit hour (not assessed during summer).

Technology fee: \$4.00 per credit hour.

NOTE: Tuition and fees are subject to change without notice.

Payment for Classes

Upon registration, it is the ultimate responsibility of the student to pay tuition, fees, and other debts incurred at KCC by the appropriate due date listed in the current class schedule (whether a bill has been received or not). When registering in person, a statement of account will be given to each student with his/her class schedule. If registering by telephone or on the Internet, a statement of charges will be mailed within 7-10 days. Students with questions concerning their accounts are encouraged to contact the accounting office in the administration building.

Methods of Payment

Cash, Check, or Money Order

Payment may be made in person or by mail. The student ID number needs to be included with the payment. A \$15.00 charge will be assessed for all NSF checks returned by the bank.

VISA, MasterCard, Discover

Fees may be paid in person in the accounting office or by telephone at 517-275-5000, extension 238.

Employer or Sponsoring Agency

The accounting office can bill a student's employer or a state agency if a signed authorization or letter is submitted prior to the payment due date or at the time of registration. Written authorizations need to be submitted each semester.

Financial Aid/Loans/Scholarships - When a student's financial aid award is approved, the amount will automatically be credited to his/her account. If the award does not cover the balance in full, the student is responsible for paying the difference by the due date. Also, if the student has applied but the award has not been approved by the payment deadline, the student must be prepared to pay. He/she may be reimbursed after the award has been released.

Payment Schedule

If payment is not received by the due date, the student's classes will be dropped, and the nonrefundable registration fee will still be due. All delinquent accounts will be turned over to a collection agency, and the cost of such action will be added to the student's account. A student will not be allowed to register for classes or receive transcripts if all financial obligations to Kirtland have not been met.

Payment Plan

Students who cannot pay their bill in full may apply for a payment plan by contacting the business office. An application must be completed and the first payment made prior to the appropriate due date listed in the current class schedule. A \$15.00 nonrefundable processing fee will be assessed. If the student's account is not paid by the final due date, a \$25.00 late payment fee will be assessed.

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 with address on it
- 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 class schedule 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.

Registration fees are nonrefundable. Contact the accounting office for more information.

Cancelled Class

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

Federal Return of Funds/Repayment Policy

Under changes made by the Higher Education Act of 1998, this policy focuses on the amount of Title IV program funds to be returned when a student withdraws from college prior to completing the semester. This policy applies only to students receiving Title IV aid (federal PELL grants, federal SEOG, and federal subsidized and unsubsidized Stafford Loans).

During the first 60% of the enrollment period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled.

Students who withdraw totally from the college without completing 60% of the enrollment period will be required to repay a portion of the aid received within 45 days. For example, a student withdrawing after completing 10% of the enrollment period may need to repay up to 90% of the federal funds that were awarded to him or her.

A student's withdrawal date is:

- the date the student began the institution's withdrawal process, **or**
- the midpoint of the period for a student who leaves without notifying the school.

The institution has the option of using the student's last date of attendance at a documented academically-related activity in lieu of any other withdrawal date.

The responsibility to repay unearned aid is shared by the school and the student in proportion to the aid each is assumed to possess.

The institution's share is the lesser of:

- the total amount of unearned aid, **or**
- institutional charges multiplied by the percentage of aid that was unearned.

The student's share is:

- the difference between the total unearned amount and the institution's share.

After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half.

Students with questions should contact the financial aid office.

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 the student's 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 received.

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 Kirtland's office of financial aid. An electronic application may also be accessed at www.fafsa.ed.gov. This is not an application for any particular form of aid; rather, it is an application for needs analysis, on which most federal and state aid programs are based. Within 30 days after submitting the FAFSA, the student will receive his/her copy of the Student Aid Report (SAR).

If there are any problems, errors, or questions, the student should contact the financial aid office of the college. The SAR will be used to determine which programs the student is eligible for, and how much can be awarded. The student may need to provide supporting documentation for information provided on the FAFSA.

A student's application for aid at Kirtland will not be considered finalized until the following items are completed:

1. The applicant has been officially admitted to Kirtland Community College.
2. The financial aid office has on file the following documents, if selected for verification:
 - Student Aid Report (SAR) from the federal processor and, if required,
 - Verification Worksheet
 - 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 by the financial aid office 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:

$$\text{Student Budget} - \text{Expected Family Contribution} = \text{Financial Need}$$

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

Expected Family Contribution is taken from the student's 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. Inquire at the financial aid office if additional funding is needed.

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 postsecondary education. To be considered "independent," at least one of the following must apply to the student:

- turns 24 before January 1 of the academic year for which aid is sought
- is a veteran of the U.S. Armed Forces
- is an orphan or ward of the court until age 18
- is married
- has children

Students are not asked where they live. This is not generally a factor in determining family unit status.

HOW DO STUDENTS PAY FOR CLASSES IF THEY 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. 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 students 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 biweekly.

Under changes made by the Higher Education Act of 1998, this policy focuses on the amount of Title IV program funds to be returned when a student withdraws from college prior to completing the semester. This policy applies only to students receiving Title IV aid (federal PELL grants, federal SEOG, and federal subsidized and unsubsidized Stafford Loans).

During the first 60% of the enrollment period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled.

Students who withdraw totally from the college without completing 60% of the enrollment period will be required to repay a portion of the aid received within 45 days. For example, a student withdrawing after completing 10% of the enrollment period may need to repay up to 90% of the federal funds that were awarded to him or her.

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 supply to Kirtland a duplicate copy of their Student Aid Report and any other requested documentation.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

To be eligible for financial aid, students must be in Good Academic Standing **and** making Satisfactory Academic Progress, as defined below, 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. 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 census 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 completing an associate degree) and no more than three associate degrees. In addition, the following rules also apply:

- 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's advisor 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. It is the student's responsibility to notify the financial aid office when satisfactory academic progress has been met.

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 the first time for financial aid, who has a prior record of unsatisfactory progress but has been allowed by the college to enroll, may be considered for financial aid for one probationary semester. As stated previously, satisfactory completion of probationary requirements will remove the probationary status.

APPEALS/SPECIAL CIRCUMSTANCES

All students have the right to appeal any decision or action taken regarding their 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. A committee decision is final. The result of an appeal will be recorded and kept on file.

Any student who feels his/her family has special circumstances that might affect the amount their family can contribute 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; or recent unemployment of the student, his/her spouse, or parents. There have to be very good reasons to make any adjustments, and adequate proof to support any adjustments must be provided. 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 generally destroyed after five years. The college may, however, without the written consent of the student, send a financial aid transcript to another college detailing when, whether, and how much financial aid a student has received

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.

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.

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

STUDENT EMPLOYMENT HANDBOOK

The purpose of the Student Employee 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 Student Employee 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 Free Application for Federal Student Aid form (FAFSA) for a determination of "financial need." Financial aid is classified in the following manner:

Grants - do not have to be repaid; awarded on the basis of demonstrated financial need.

Scholarships - do not have to be repaid; based upon academic performance and/or special circumstance. Demonstrated financial need may be considered.

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

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

GRANTS

BUREAU OF INDIAN AFFAIRS (BIA)

The student must be a registered member of a federally recognized American Indian tribe, be enrolled in a public college or university, and demonstrate financial need. For more information, contact Bureau of Indian Affairs, Federal Square Office Plaza, Box 884, Sault Ste Marie, MI 49783. Phone: 906-732-6809.

MICHIGAN ADULT PART-TIME GRANT (APTG)

This grant is awarded on the basis of exceptional need to independent undergraduates enrolled part-time at a Michigan college. Funds are limited and are awarded on a first-come, first-served basis. Maximum award is \$600 for the academic year.

MICHIGAN COMPETITIVE SCHOLARSHIP

The student must score well on the 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)

This grant is awarded on the basis of need to undergraduates enrolled at least half-time at a public Michigan college. Funds are limited and are awarded on a first-come, first-served basis. Maximum award is \$1,000 for the academic year.

MICHIGAN MERIT AWARD SCHOLARSHIP

The student must score well on the MEAP exams while in high school. The state makes the award, and it is disbursed by the college.

MICHIGAN TUITION INCENTIVE PROGRAM (TIP)

The student must be from a low-income family and must have graduated from high school or completed a GED prior to reaching the age of 20.

If the student is 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 the senior year in high school, although eligibility may be established as early as grade seven.

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

Students 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

Students must have graduated from high school within the past academic year with a minimum GPA of 3.50.

KIRTLAND HONORS SCHOLARSHIP

Students must have been accepted into the Kirtland Honors Program.

KIRTLAND INDIAN TUITION WAIVER

The student must have been a Michigan resident for at least 12 months and be certified by his/her 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

Students 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

Students must have graduated from high school within the past academic year with a minimum GPA of 3.00.

PUBLIC SCHOOL EMPLOYEE SCHOLARSHIP

Students must be regular employees of COOR 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

Students must have graduated from high school within the past academic year 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 SCHOLARSHIP

Students must be residents of the Kirtland district, age 60 or over.

SCHOLARSHIPS/GRANTS SPONSORED BY THE KIRTLAND FOUNDATION

AUTO PARTS GRANT

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

CARL J. DARLING JR. MEMORIAL SCHOLARSHIP

This scholarship is limited to criminal justice pre-service students entering the Police Academy. They must have a GPA of 2.5 or better.

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 who maintain a minimum 3.00 GPA in their core courses and a minimum 2.50 GPA for all other courses. They must also be residents of the college district.

MARGUERITE GAHAGEN SCHOLARSHIP

Students applying for this scholarship must be majoring in journalism at Kirtland. They must have earned a 3.00 GPA, reside in Roscommon County, and show financial need.

JEAN KING MEMORIAL

This scholarship is limited to students majoring in fine arts or commercial arts at Kirtland. They must be residents of the college district. First preference will be given to residents of Ogemaw County.

THE RON MARINO MEMORIAL SCHOLARSHIP

Students must be seeking a degree or certificate on at least a half-time basis. Applications will be reviewed based upon a Statement of Goals, an instructor's recommendation, and an evaluation of financial need. Employees or immediate family members of Weyerhaeuser Company shall receive first consideration.

HERBERT AND EVELYN MILLER SCHOLARSHIP

This scholarship is limited to Kirtland Level I LPN students who maintain a minimum 3.00 GPA in their core courses and a minimum 2.50 GPA for all other courses.

HERBERT F. POEHLE MEMORIAL

This 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.

PATRICK J. TRAHAN MEMORIAL

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

SCHOLARSHIP SPONSORED BY OUTSIDE AGENCY

JANET SIEB MEMORIAL SCHOLARSHIP

This scholarship is limited to full-time students in a business or office information systems 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

This loan is for students enrolled at least half-time and 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)

This loan is 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

This loan is 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

SPECIAL POPULATIONS GRANTS

Attendance costs such as tuition, fees, books, supplies, uniforms, transportation, and/or dependent care may be covered for special population students enrolled in approved occupational programs or courses. Grants may be available to students with disabilities, students who are economically or academically disadvantaged, students with limited English proficiency, and also to the following students:

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 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 are no longer supported by that income or must be 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 Student 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.

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, healthcare, child care, literacy training, education, housing and neighborhood improvement, rural development, and community improvement. For further information, contact the financial aid office.

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 payment if they carry at least a half-time course load and the VA receives the enrollment certification at least 30 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, and the

student receives it at registration. Subsequent checks are mailed to the student's mailing address.

Guidelines and Responsibilities

1. Generally, classes certified must fulfill graduation requirements.
2. VA payment is not ordinarily allowed for repeating a previously passed course.
3. Any changes in program of study, course load, address, etc., must be reported to the office of veteran affairs.
4. **If any eligible student certified for benefits fails to enter a course or withdraws officially or unofficially from classes, the VA will be notified.**
5. 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 30 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.

REGISTRATION AND ACADEMIC POLICIES

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 records office in student services.

Early registration is held just before the end of the fall and winter semesters and in the summer 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 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 of a semester or session. Both new and returning students may register for classes during this period.

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 instructional services or designee. In the instance where the college catalog lists more than 18 hours as a suggested semester load, students may register without the dean's 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 end the first week of the semester. No student will be allowed to add a class after the class has met more than two times 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 Courses.")

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 generally 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.

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 the records office in student services for processing.

Financial aid is not available for a course taken for audit. 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 15-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+ Above 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 multiplying the honor point value of the course by the number of credit hours. Therefore, a grade of B in a 4 credit-hour course is 12 honor points (3 x 4).

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.

TRANSCRIPTS

Official and unofficial transcripts are available from the records 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 identification number, signature, and to whom and where

(including address) the transcript is to be sent. Transcript requests can be received by FAX (517-275-6789) 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 records office in student services. A student record will include the 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 copies are sent to the student and placed in the student's file.

STUDENT ATTENDANCE POLICY

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. Excessive absence may affect financial aid awards.

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 cancelled 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 granting an incomplete grade, the instructor shall submit an Incomplete Grade Request form to the records 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 class schedule or contact the records office 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 the records office. 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 class schedule 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

Good academic standing is a status achieved by students who have earned a 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 |

NOTE: *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 reenter 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 or academic dismissal will be notified of their status by letter. The letter will be from the director of student services.

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 meet the following criteria:



1. A cumulative grade point average (GPA) of less than 2.00.
2. Completion of 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. One year elapsed 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 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 director of student services to the student's (petitioner's) transcript, the student will not be permitted to rescind the application of amnesty on his/her academic record. Other conditions include the following:

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 director of student services 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 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 records office and placed in the student's file.
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 15 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 pages 95-103 for transfer degree requirements.

Students who plan to earn an associate degree or certificate must file a Request to Graduate form with the records office 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. For more information about graduation fees, contact the records office at 517-275-5000, extension 291.

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.

EXPLORING EDUCATIONAL CHOICES

COUNSELING SERVICES

College is a time of many changes and decisions, and at times students may feel the need for help in coping with those changes and making those decisions. Kirtland's staff of Michigan-licensed professional counselors is trained to help students deal with the college experience.

Services provided include the following:

- Personal, career, and academic counseling
- Academic advising to assist a student in completing his/her educational plan, including transferring to another college
- Administering placement tests to new students and interpreting the results (no charge)
- Administering and interpreting interest and personality test instruments for students seeking career and educational information (no charge)
- Administering standardized tests for college credit (proctor fee and test publisher fee charged)
- Referral information for other available counseling services

Personal Counseling is helpful in situations where problems are persistent and bothersome to the point that discussion with another person is needed. Personal counseling on campus is available through the director of guidance and counseling. Long-term counseling is available through referral to community agencies that provide this service. 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 the career and employment services 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.

NONTRADITIONAL CAREER CHOICES

If a student is considering a career field in which his or her gender comprises less than 25% of the workers in the career field, there may be funds available to assist in paying for educational-related expenses. For more information, please refer to "Nontraditional" in this catalog, or call extension 252.

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), Learning Styles (CAR-11600), Service Learning Lab (CAR-12600), and Service Learning Project (CAR-20000). 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 available.

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.

Admission

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, representatives from many universities and some private colleges 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 will usually be 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 the campus, it is important that students talk to an advisor in their program of study.

Student Housing at the Senior Institution

Students in need of off-campus housing at the school to which they will be transferring 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 records office. This copy must be sent directly from the records 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. For 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. Member colleges and

universities participate in a state-wide transfer agreement 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 30 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 a transfer degree will automatically have the "MACRAO Agreement Satisfied" designation added to the end of their transcript. Students just completing the 30 credit hour program, as stated above, **must request** that the designation be added to their transcript.

Please contact the student services office for more information.

SUPPORTING ACADEMIC SUCCESS

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. For more information, contact the instruction office at 517-275-5000, 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, is available by appointment. For more information, call 517-275-5000, extension 246.

Resources available in the library include a 30,000-volume collection, accessible through the on-line 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 obtained by interlibrary loan from 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 and 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

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 246, for an appointment.

Instructional Technology Department

The Instructional Technology Department coordinates distance learning activities, including interactive telecommunications and satellite; oversees the Netcon ITV system; coordinates the use of instruction technology; and provides media services for the college. For more information, see the web site at: <http://www.kirtland.cc.mi.us/itdept/>

Media Services Department

A variety of audiovisual services are provided to students, faculty, and staff at Kirtland, including technology classrooms equipped with big screen projectors that display computer data, videotapes, and DVD players with a direct connection to the Internet. For a complete list of services, see: http://www.kirtland.cc.mi.us/itdept/equipment_offered.htm

Distance Learning Center

The distance learning center is located in the library building. Services provided to students, faculty, staff, and the community include satellite video-teleconferences, interactive television, telecourses, and on-line Internet classes. More information is available at: <http://kosmo.kirtland.cc.mi.us/online/desplash.htm>

- **ITV**—Kirtland is connected to the AMA ESD (Alpena, Montmorency and Alcona school districts) and COOR ISD (Crawford, Oscoda, Ogemaw, and Roscommon school districts) via an ATM (asynchronous transfer mode) Network for Voice, Video, and Data. The system is used for classes among the high school districts and institutions of higher education.
- **TELECOURSES**—A telecourse is an integrated learning system that uses telecommunications to teach and inform. Telecourses are a convenient, flexible way for the mature, self-directed student with a busy schedule to pursue a

college education. More information is available at: <http://www.kirtland.cc.mi.us/itdept/tele/html>

- **ON-LINE CLASSES**—On-line Internet classes allow students to complete their coursework without time and place restrictions. Technology and the Internet provide the link between the student and the instructor. For more information, see: <http://kosmo.kirtland.cc.mi.us/online/>

FACULTY ADVISING

Faculty advisors assist students prior to and during registration with the selection of classes to meet 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

(Free to Kirtland Students)

Peer tutors are available in most subject areas. Individual appointments can be scheduled one or two hours per week for an entire semester (or for as long as tutoring is needed) at a time convenient to both tutor and tutee.

- **Drop-in math** tutoring by a paraprofessional tutor is provided to those students needing occasional help in math classes; check with the tutorial center for days and times.
- **Study groups** are available for students in the same class who can benefit by studying together under the guidance of a student leader.
- **Study skills workshops** are available covering such topics as note-taking, test-taking, textbook reading and time management; help is also available with spelling, vocabulary building, and memory improvement.
- **Classes in English as a Second Language** are offered through the tutorial center. One credit hour classes for tutors, supplemental instruction leaders, and other interested people on learning styles, learning disabilities, and tutoring techniques are also offered.

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. For an application or more information about becoming a tutor, contact the tutorial office in room 212 of the administration center, call extension 211, or e-mail silvermc@kirtland.cc.mi.us.

WRITING CENTER

The writing center is staffed by specially-trained members of the Kirtland faculty and offers guided instruction to students seeking to improve their writing skills. The self-paced writing course ENG-10000 (Writing Lab) is taught here. Because the skills taught in Writing Lab support those taught in English Composition, most students take ENG-10000 concurrently with ENG-10300 or ENG-10303.

Drop-in services, to help with specific questions or specific pieces of writing, are also provided to KCC students, faculty, and staff. Contact the writing center, room 134 in the administration center, or call extension 338 or 386.

On-line services (similar to the on-campus drop-in services) are available through the Kirtland HOWL (Helpful On-line Writing Lab), located at: <http://sbox.kirtland.cc.mi.us/writlab>

SUPPLEMENTAL INSTRUCTION

Special group study sessions are attached to some of the more difficult (or faster-paced) natural science 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 Career Development, 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 that are nontraditional for their gender. Support services and assistance to help them reach their career goals include the following:

- Education Development Plan (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 adjustment or other accommodations are available in the student support services office. Some examples of services and accommodations follow:

- Instructional accommodations—scribes, readers, note-takers, 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.

RECOGNIZING EXCELLENCE

SCHOLARSHIPS

Scholarships that 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 310.

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, 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 Reporting System") 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 met the following criteria:

- Completed all the requirements needed for a certificate or an associate degree
- Earned at least 15 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 cumulative GPA |
| Magna Cum Laude | 3.600-3.799 cumulative GPA |
| Cum Laude | 3.400-3.599 cumulative 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 in projects and services related to scholarship (study topics) and community service. In 2000-01, the study topic is "In the Midst of Water: The Origin and Destiny of Life." The service project theme is "America's Promise," led by General Colin Powell. The themes for the study topic and service project are provided by the International Phi Theta Kappa Headquarters.

For more information about membership in Kirtland Community College's local chapter, Alpha Omicron Gamma, contact Kathy Koch in student services by calling 517-275-5000, extension 253, or e-mail: kochk@kirtland.cc.mi.us. Additional information about Phi Theta Kappa can also be obtained at the following web site address: www.ptk.org

GETTING INVOLVED

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, intramural sports, 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 career and employment services office in the student center will issue cards upon request to all students who register for classes. The identification cards are nontransferable and are valid for one 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"). In addition, some area businesses offer student discounts to card-holders.

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 cocurricular 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 for other information, contact the student senate office or the bookstore.

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

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.

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. Equipment for baseball, softball, tennis, etc., is also available for checkout. Student identification cards are required for equipment checkout (see "Student I.D. Card").

KIRTLAND CENTER FOR THE PERFORMING ARTS

Kirtland Center for the Performing Arts exists as the cultural and entertainment establishment at Kirtland Community College. The purpose of Kirtland Center for the Performing Arts is to present a variety of performing arts events catering to the diversity of interests among the members of the Kirtland Community College service district and beyond. Kirtland Center for the Performing Arts presents an annual performing arts series that brings world-class entertainment to the campus of Kirtland Community College.

Kirtland Youth Theatre exists as the educational wing of Kirtland Center for the Performing Arts and presents an annual youth theater series that introduces the students of the area to the live performing arts.

Kirtland Center Players is the academic organization that produces plays using Kirtland Community College students and area citizens.

Kirtland Center for the Performing Arts, Kirtland Youth Theatre, and Kirtland Center Players all rely on the talents and abilities of many volunteers in all areas. Volunteers are always welcome.

For more information on scheduled events, tickets, and on becoming a Kirtland Center volunteer, contact Gary Carton, director of the Kirtland Center for the Performing Arts 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 to 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).

SAFETY, SECURITY, AND EMERGENCIES

DEPARTMENT OF PUBLIC SAFETY

The personal safety and security of those on campus are the primary concerns of the department of public safety. The 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, cooperation is needed. 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 room 127 in the administration center. Office hours are 8 a.m. to 11 p.m., Monday through Friday. Public Safety services include:

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

CRIME REPORTING

If anyone witnesses a crime or is a victim of any criminal activity, he or she should take immediate action by contacting the public safety office at extension 355, 283, or 0, or contacting the Roscommon County Sheriff's Department at 275-5101.

NOTE: Upon request, data can be obtained from the student services office regarding incidents reported, during 1997-1999, 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. It is also hoped that fire, safety, and maintenance vehicle access lanes, handicap spaces, and loading/unloading opportunities can be provided with the least amount of inconvenience.

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 ALARMS

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 there is 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. However, possession in a locked vehicle may be permitted according to state laws. Law enforcement officers are exempt from this policy.

CAMPUS SAFETY AND SECURITY

The 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 the following:

- 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 information
- Statistics on campus crime occurrence
- 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 | 1997 | 1998 | 1999 |
|---------------------------|------|------|------|
| 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 | 2 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |

| Arrests | 1997 | 1998 | 1999 |
|-----------------------|------|------|------|
| 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. The services can be reached by calling extension 355. The public safety department can assist with these situations and refer them to the proper authorities. Battery jumps and assistance in unlocking car doors are performed by the public safety office and campus security.

ACCIDENT REPORTING

Students having an accident or needing medical assistance while on campus should call public safety office at extension 355.

CLASS CANCELLATIONS

When classes are cancelled due to inclement weather or other unusual circumstances, the procedure below is followed.

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 | 101.5 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 (WCML) | 89.5 FM |
| Alpena | NPR (WCML) | 91.7 FM |
| Petoskey | WKHQ | 96 FM |
| West Branch | WBMI | Kool 105.5 |

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 cancelled, 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 cancelled 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 the nursing student handbook.)

COLLEGE CLOSINGS

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 the previous section entitled "Class Cancellations."

PROTECTING STUDENT RIGHTS

STUDENT'S RIGHT TO KNOW

Upon request, the college is required to disclose the following information to both prospective and enrolled students:

Rights Under Family Education Rights and Privacy Act (FERPA)

- C Right to and procedures for inspecting and reviewing student's education records
- C Right to and procedures for requesting amendment of student's education records that student/parent believes to be inaccurate, misleading, or in violation of student privacy rights
- C Right to file a complaint with U.S. Department of Education for alleged school or educational agency failure to comply with FERPA requirements
- C Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from student's education records without prior consent

FFEL/Direct Loan Deferments for Peace Corps or Volunteer Service

- C Terms and conditions of deferments for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service

Available Financial Assistance

- C Description of all available federal, state, local, private, and institutional financial need-based and non-need-based assistance programs and, for each program, a description of application form and procedures, student eligibility requirements, selection criteria, and criteria for determining the amount of a student's award
- C Rights and responsibilities of students receiving Title IV and other financial aid

Institutional Information

- C Cost of attending the school
- C Any applicable refund policy
- C Requirements for officially withdrawing from the school
- C Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students
- C Information regarding school's academic programs
- C Entities that accredit, license, or approve the school and its programs, and procedures for reviewing school's accreditation, licensing, or approval documentation

- C Description of any special services and facilities for disabled students
- C Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact designated employees
- C Statement that enrollment in a study abroad program approved for credit may be considered enrollment at the school for the purpose of applying for Title IV assistance

Completion/Graduation Rates

- C Completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150% of the standard time for graduation or completion.

Campus Security Report

- C Statistics for three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of certain offenses reported to campus security authority or local police

NOTE: While much of this information can be found in the class schedule and in the college catalog, a full report of disclosure information may be obtained at the following web site: <http://www.kirtland.cc.mi.us/disclosures/> (Kirtland Community College will also provide, upon request, a paper copy of the disclosure information.)

NONDISCRIMINATION

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, sex, disability, marital status, age, height, weight, national origin or ancestry, Vietnam-era veteran status, or other protected category under Michigan and federal law, shall be discriminated against, excluded from participation in, or denied the benefits of 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, employment, and business opportunities, and community services are offered without regard to individual circumstance, except as otherwise restricted by law. The

college Title IX and Section 504 coordinator is Dale Shantz, Kirtland Community College, 10775 N. St. Helen Road, Roscommon, Michigan 48653, 517-275-5000, extension 271.

Compliance with the Americans with Disabilities Act (ADA) is a priority of Kirtland Community College. Students seeking accommodation or redress under the provisions of the act should contact Carole Chilton, Kirtland Community College, 10775 N. St. Helen Road, Roscommon, Michigan 48653, 517-275-5000, extension 218. Employees, visitors, contractors, patrons, and others should contact Dale Shantz, Kirtland Community College, 10775 N. St. Helen Road, Roscommon, Michigan 48653, 517-275-5000, extension 271.

HARASSMENT

It is the policy of Kirtland Community College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the college community, that harassment, in any form, of students, employees, or other individuals at Kirtland Community College is unacceptable and impermissible conduct which will not be tolerated. Harassment is any statement or conduct which constitutes an illegal quid pro quo (an unwelcome demand for an exchange of favors), or otherwise creates or fosters an intimidating, hostile, or offensive campus environment. Anyone facing an immediate physical threat should contact the department of public safety at extension 283 (emergency extension, 355). For more information, or to file a harassment complaint, please contact the business office, located in rooms 226 - 228 of the administration center, or call 517-275-5000, extensions 239 or 271.

Kirtland's policies on nondiscrimination and harassment are consistent with federal and state statutes that prohibit discrimination against employees and require fair and equal treatment of students, including Titles VII and IX of Civil Rights Act of 1964 and the Michigan Elliot-Larsen Civil Rights Act, 1976, which prohibit discrimination because of race, color, religion, sex, disability, marital status, age, height, weight, national origin or ancestry, Vietnam-era veteran status, or other protected category under Michigan and federal law.

SMOKE-FREE LEARNING ENVIRONMENT

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 records office located in the student services office in the administration center, or call 517-275-5000, extension 291.

- 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 records 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 that 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 VA 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 Criminal Justice) 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 standard and normal use of the college buildings and facilities, or prevent or obstruct the usual 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, counselor, or lawyer (at the student's own expense) present for advice before, during, and/or after the hearing.
- 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 a 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 a hearing committee's recommendation to the director of student services.

NOTE: For a detailed description of nonacademic and academic due process, please see pages 40 and 41 respectively.

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 and 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, 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 that 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 student services will decide whether jurisdiction should be asserted to address the adverse effects of an off-campus activity.

A. Forms of Misconduct

The following forms of misconduct will not be tolerated by the college. Minimum sanctions, disciplinary actions typically 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

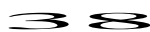
both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Such proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

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 3-1/8 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 nonsmoking 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 typical 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)**

B. 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 student services 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. A warning typically 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 Courses 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 to 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 that 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.

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 Nonacademic 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 student services 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 usual 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 student services 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 student services' actions as soon as practicable.

Procedure for Nonacademic 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 nonacademic 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/it and of the college's policy regarding due process.
- B. The director of student services will appoint a student judiciary committee composed of three full-time college employees and two students. The director of student services 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 student services 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 10 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 student services.
- E. The director of student services 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 student services will then inform (in writing) all parties involved of his/her decision .
- F. If the student wishes to contest the director of student services' 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 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 instructional services 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 10 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 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 Immunodeficiency Virus (HIV), which causes the Acquired Immunodeficiency 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 in a standard and typical fashion.

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 intravenous 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.

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 roommates, classmates, or employees 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 instructor. 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 in Cadillac for free counseling and/or HIV testing.

FACILITIES, SERVICES, AND PARKING

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:** Federal guidelines require that students be informed that they are not in any way required to purchase books and supplies at the campus bookstore.

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 preschool program in a developmentally appropriate setting for children ages 2 ½ weeks to 12 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 two snacks are provided by the center. The cost for day care at the center is \$2 per hour for 2 ½-12 years of age and \$2.25 per hour for those under 2 ½. Family Independence Agency payments are accepted.

The hours for the center are 7:00 a.m. to 6:00 p.m., Monday through Thursday. On Friday, the center is open from 7:30 a.m. to 6 p.m. The center follows Kirtland Community College's academic calendar.

For more information, contact the director of the center, Amy Hesse, 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. 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 5 cents per copy. A copy machine is also located in the college bookstore. The bookstore personnel will provide copies of material at 15 cents per copy.

TYPEWRITERS FOR STUDENT USE

Typewriters and word processors for student use can be found in the administration center, room 247. However, since this also serves as a classroom, general student use is limited to when classes are not in session. There is also a typewriter located in the library for student use during regular library hours. Students using this equipment must have the knowledge and skills to operate it.

COMPUTERS FOR STUDENT USE

Computers for general student use can be found in the open computer laboratory located in the administration center, room 251. This lab is open from 8 a.m. to 9:30 p.m., Monday through Thursday. Laboratory assistants are available during these hours to help students. There are also computers located in the library for general student use during regular library hours.

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 | 348-5409 |
| Ogemaw Public Transit | 345-5790 |
| Regional Ride | 877-4-MY-LIFT |
| Roscommon Mini-Bus | 275-4034 |

PARKING

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 building is reserved for patrons of cosmetology services.

STUDENT HOUSING

Student housing is available on campus on a limited basis. The college maintains a list of rental housing available in the college district. Those students with questions about housing should contact the admissions office at 517-275-5000, extension 284.

COMMUNITY SUPPORT SERVICES

CONTINUING EDUCATION

Continuing education offers educational programs to students and other members of the community. Programs such as the Stepping Stones Series feature courses such as Starting Your Own Business; Marketing Research Plans and Strategies; How to Sell Your Product or Service; Legal and Tax Issues for Business Owners; Introduction to Accounting and Recordkeeping; Financial Management; Sources of Financing and Meeting with a Lender; and Developing a Business Plan. Computer courses such as Windows; Introduction to Computers; Microsoft Word; Excel; Access; and PowerPoint are offered each semester. In many instances, arrangements can be made to provide computer training at work sites through the **Customized Training Program**. Personal interest courses such as Aikido, Karate, and Gunsmithing may also be offered. For more information on these courses, contact the Continuing Education Secretary at 517-275-5000, extension 210.

CUSTOMIZED TRAINING

The Customized Training Program was 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 result of joint planning by the company and Kirtland training specialists in order to facilitate immediate or long-term needs of the company.

Training is carried out either at the business site or 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 the dean of instructional services at 517-275-5000, extension 270.

COMMUNITY BASED STUDENT EMPLOYMENT

Part-time student employment with off-campus employers is an option for eligible Kirtland students. Off-campus employers considering participation in this program should contact Jennifer Anderson at 517-275-5000, extension 257. Since financial aid may not cover 100% of the student's wages, off-campus employers may be obligated to contribute matching funds.

COMMUNICATION WITH THE COLLEGE COMMUNITY

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 early April for both summer and fall semesters and in early November for the winter semester.

STUDENT BULLETIN

A student bulletin is issued weekly 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 as official notices appear there. Students may request personal notices to be placed in the student bulletin.

STUDENT MAGAZINE

The *Kirtland Chronicle* is a student magazine 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 magazine 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 advisor, Jon Thompson, 517-275-5000, extension 229.

WEB SITE

Kirtland's web site can be accessed at:
<http://www.kirtland.cc.mi.us>

GLOSSARY OF COLLEGE TERMS

Academic Subjects - Studies such as English, mathematics, science and history. Nonacademic subjects include key-boarding, 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 granting college credit for approved secondary education programs and 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.

Bachelor's Degree - The degree given for completing undergraduate college programs that typically 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, 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 postsecondary institution authorized to give associate degrees and certificates, as well as to offer a variety of both credit and non-credit learning experiences. Programs include liberal arts, technical studies, and enrichment opportunities.

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

Contact Hours - 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 students 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, 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 - The time set aside after classes begin when students may add or drop classes from their schedules.

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

Enroll - To 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 - 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, other than tuition, made by a college or university. These support things such as athletic events, student newspaper, or medical service.

Final Exam - The last test given in a class, may include all or part of the coursework 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 - A student who takes 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 that 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 that includes the following subject areas: art, foreign language, history, humanities, journalism, literature, music, philosophy, and theatre.

Incomplete - A grade indicating that a student's work in a course is not complete, 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 that 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.

Nontraditional Student - 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 does not live within the college's district.

Part-Time Student - A student who carries fewer than 12 credit hours.

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

Postsecondary 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. It is 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 15 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 - Includes admissions, financial aid, records, registration, veterans' information, counseling, and career and employment 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 chosen from the business field only).

Technical Studies - Occupationally oriented programs of learning that 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 showing a cumulative record of course work that is 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 that 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 nontransferable.

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, a W will be assigned by the records office.

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AUTOMOTIVE TECHNOLOGY

Associate in Applied Science (DAUTO)

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 **minimum of 71 credit hours**. Kirtland Community College has had an ongoing 2 + 2 transfer agreement with Ferris State University for students who want to pursue a bachelor's degree. Both Kirtland and Ferris are currently revising curricula. The expectation is that the agreement will remain in place. Any Automotive Technology major who plans to acquire a bachelor's degree after completion of the associate degree should contact his/her advisor during the first semester at Kirtland Community College.

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 drivetrain, 4) suspension and steering, 5) brakes, 6) electrical/electronic systems, 7) heating and air conditioning, and 8) engine performance.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|--------------------------------------|----------|
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics (or higher) | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Automotive Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| AUT-16100 | Engine Fundamentals & Overhaul | 4 |
| AUT-16201 | Fuel Systems & Emission Control | 4 |
| AUT-16302 | Automotive Fundamentals | 4 |
| 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-17702 | Automotive Braking Systems | 5 |
| AUT-17901 | Manual Transmission, Drivelines & Rear Axles | 4 |
| AUT-20402 | Introduction to Automotive Service Management | 2 |
| AUT-20403 | Advanced Automotive Service Management | 1 |
| AUT-21800 | Automatic Transmissions | 4 |
| AUT-23100 | Auto Service Area | 8 |
| AUT-26601 | Engine Performance & Diagnostics | 4 |

Course Sequence

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

| Semester I (Fall) | Semester II (Winter) |
|-----------------------|-------------------------------|
| AUT-16302 | AUT-16100 |
| AUT-16401 | AUT-16201 |
| AUT-17702 | AUT-16801 |
| ENG-10000 | PHY-10500 |
| ENG-10300/10303 | |
| MTH-10100 (or higher) | |
| Semester III (Fall) | Semester IV (Winter) |
| AUT-16500 | AUT-17901 |
| AUT-17001 | AUT-20402 |
| AUT-21800 | AUT-20403 |
| AUT-26601 | AUT 23100 |
| COM-10000 | HUM-20500 or SOC-20500 |



AUTOMOTIVE TECHNOLOGY

Master Certification Certificate (CAUT1)

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 the 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 drivetrain, 4) suspension and steering, 5) brakes, 6) electrical/electronic systems, 7) heating and air conditioning, and 8) engine performance.

This program has a minimum of 53 credit hours.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

Automotive Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| AUT-16100 | Engine Fundamentals & Overhaul | 4 |
| AUT-16201 | Fuel Systems & Emission Control | 4 |
| AUT-16302 | Automotive Fundamentals | 4 |
| 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-17702 | Automotive Braking Systems | 5 |
| AUT-17901 | Manual Transmission, Drivelines & Rear Axles | 4 |
| AUT-20402 | Introduction to Automotive Service Management | 2 |
| AUT-21800 | Automatic Transmissions | 4 |
| AUT-23100 | Auto Service Area | 8 |
| AUT-26601 | Engine Performance & Diagnostics . . . | 4 |

Course Sequence

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

Semester I (Fall)

AUT-16302
AUT-16401
AUT-17702

Semester II (Winter)

AUT-16100
AUT-16201
AUT-16801
AUT-20402

Semester III (Fall)

AUT-16500
AUT-17001
AUT-21800
AUT-26601

Semester IV (Winter)

AUT-17901
AUT-23100

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 advisor for additional information.



AUTOMOTIVE CHASSIS SPECIALIST Special Certificate (SAUT0)

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 Certification and National Institute for Automotive Service Excellence (ASE) testing and certification. Students will demonstrate competence in suspension, steering, and brakes.

This certificate program is available to part-time students and requires a **minimum of 23 credit hours**.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

Automotive Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| AUT-16100 | Engine Fundamentals & Overhaul | 4 |
| AUT-16302 | Automotive Fundamentals | 4 |
| AUT-16500 | Steering, Suspension & Alignment . . . | 4 |
| AUT-17702 | Automotive Braking Systems | 5 |
| AUT-20402 | Introduction to Automotive Service Management | 2 |
| AUT-23101 | Auto Service Area - Chassis | 4 |

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 advisor for additional information.

AUTOMOTIVE ELECTRICAL SYSTEMS SPECIALIST Special Certificate (SAUT1)

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 the following: 1) electricity/electronics, and 2) engine performance.

This certificate program is available to part-time students and requires a **minimum of 25 credit hours**.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

Automotive Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| AUT-16201 | Fuel Systems & Emission Controls . . . | 4 |
| AUT-16302 | Automotive Fundamentals | 4 |
| AUT-16401 | Basic Electricity | 3 |
| AUT-16801 | Automotive Electrical Systems | 4 |
| AUT-20402 | Introduction to Automotive Service Management | 2 |
| AUT-23103 | Auto Service Area - Electrical | 4 |
| AUT-26601 | Engine Performance & Diagnostics . . . | 4 |

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 advisor for additional information.



AUTOMOTIVE POWERTRAIN SPECIALIST Special Certificate (SAUT3)

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 the following: 1) brakes, and 2) manual drivetrain and axles.

This certificate program is available to part-time students and requires a **minimum of 23 credit hours**.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

Automotive Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| AUT-16100 | Engine Fundamentals & Overhaul | 4 |
| AUT-16302 | Automotive Fundamentals | 4 |
| AUT-17702 | Automotive Braking Systems | 5 |
| AUT-17901 | Manual Transmission, Drivelines and Rear Axles | 4 |
| AUT-20402 | Introduction to Automotive Service Management | 2 |
| AUT-23102 | Auto Service Area - Powertrain | 4 |

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 advisor for additional information.

AUTOMOTIVE GENERAL Special Certificate (SAUT2)

Introduction

Kirtland's Automotive General 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 **minimum of 18 credit hours**.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Automotive Major

| Course Number | Course Title | Cr. Hrs. |
|---|---|----------|
| AUT-16302 | Automotive Fundamentals | 4 |
| AUT-23100 | Auto Service Area | 8 |
| ... and six or more hours of 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-17702 | Automotive Braking Systems | 5 |
| AUT-17901 | Manual Transmission, Drivelines & Rear Axles | 4 |
| AUT-21800 | Automatic Transmissions | 4 |

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 advisor.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

BUSINESS MANAGEMENT

Associate in Applied Science (DBSM0)

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 that 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 requires a **minimum of 65 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 page 96.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|---|----------|
| CAR-10300 | Career Development Skills | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Math or | |
| MTH-12000 | Intermediate Algebra | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |
| POL-10100 | Introduction to American Government | 3 |
| PSY-10100 | Introduction to Psychology | 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 |
| OIS-10400 | Keyboarding I | 3 |
| OIS-10500 | Business Correspondence | 3 |

...and three or more credit hours from the following:

| | | |
|-----------|--|-----|
| ACC-18500 | Accounting Applications/Computers | 3 |
| BUS-20100 | Coordinated Business Practices | 3-9 |
| CIS-17500 | Microcomputers & Business Applications | 3 |
| MKT-10100 | Principles of Retailing | 3 |
| MKT-11000 | Principles of Selling | 3 |
| MKT-20400 | Advertising | 3 |

Course Sequence

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

| Semester I (Fall) | Semester II (Winter) |
|-------------------------------|-------------------------------|
| ACC-12100* | ACC-12200 |
| BUS-10100 | BUS-21000 |
| CAR-10300 | CIS-10500 |
| ENG-10000 | COM-10000 |
| ENG-10300/10303 | PSY-10100 |
| MTH-10100 or MTH-12000 | |
| OIS-10400 | |
| Semester III (Fall) | Semester IV (Winter) |
| BUS-21500 | Business Elective |
| BUS-24500 | ECO-20200 |
| ECO-20100 | OIS-10500 |
| MKT-20000 | HUM-20500 or SOC-20500 |
| POL-10100 | PHY-10500 |

NOTES: A certificate in General Business is awarded to those students who complete the requirements for Semesters I and II of this program.

*Students with little or no accounting background will be required to take ACC-10600 or ACC-10601.

GENERAL BUSINESS

Certificate of Completion (CBUS0)

Introduction

Kirtland's program in General Business 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 that 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 **minimum 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

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| ENG-10400 | English Composition II or | |
| ENG-10403 | English Composition II/Computers . . . | 3 |

General Business Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| ACC-10600 | Fundamentals of Accounting or | |
| ACC-10601 | Fundamental of Accounting w/ Computers or | |
| ACC-12100 | Accounting Principles I** | 4 |
| BUS-10100 | Introduction to Business | 3 |
| CIS-10500 | Introduction to Computer or | |
| CIS-17500 | Microcomputers & Business Applications | 3 |

| | | |
|-----------|-----------------------------------|---|
| MTH-10100 | Finite Math or | |
| MTH-12000 | Intermediate Algebra | 4 |
| OIS-10400 | Keyboarding I* or | |
| OIS-11400 | Keyboarding II or | |
| --- | Business Elective | 3 |
| OIS-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 17000 | Microsoft Office or | |
| CIS 17500 | Microcomputers & Business Applications | 3 |
| MKT-10100 | Principles of Retailing | 3 |
| MKT-11000 | Principles of Selling | 3 |
| MKT-20400 | Advertising | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |

Course Sequence

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

| Semester I (Fall) | Semester II (Winter) |
|--|-------------------------------|
| ACC-10600 or | Business Elective |
| ACC-10601 or | Business Elective |
| ACC-12100** | CIS-10500 or CIS-17500 |
| BUS-10100 | ENG-10400/10403 |
| ENG-10000 | OIS-10500 |
| ENG-10300/10303 | |
| MTH-10100 or MTH-12000 | |
| OIS-10400 or OIS-11400 or Business Elective | |

NOTES: *Students who have completed one year of high school typing may substitute OIS-11400 Keyboarding II, or a Business Elective.

**Students should have basic algebra skills before enrolling in accounting courses.

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 advisor for additional information.

COSMETOLOGY

Associate in Applied Science (DCOS0)

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 **minimum of 94 credit hours** (1,500 clock hours) to qualify for graduation. Job placement in this program is excellent. Students also have the opportunity to continue their education by enrolling in the Cosmetology Instructor program.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|--|----------|
| CAR-10300 | Career Development Skills | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics (if required) | 0-4 |
| PHY-10500 | Introduction to Physical Science | 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. Part-time students or students who have transferred courses from another college should complete the courses listed under Semester I before moving on to the next semester, and so on. The student's advisor will help make necessary changes to this recommended sequence.

Semester I (Fall)

- COS-10001
- COS-10002
- COS-10101
- COS-10102
- ENG-10000
- ENG-10300/10303

Semester II (Winter)

- CAR-10300
- COM-10000
- COS-10201
- COS-10202
- COS-10301
- COS-10302
- MTH-10100

Semester III (Fall)

- COS-20401
- COS-20402
- COS-20501
- COS-20502
- PHY-10500

Semester IV (Winter)

- COS-20601
- COS-20602
- COS-20701
- COS-20702
- HUM-20500 **or** SOC-20500

NOTE: Students may accelerate progress by attending maximum hours available and by attending in the summer.

COSMETOLOGY

Certificate of Completion (CCOS0)

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 minimum of 80 credit hours** (1,500 clock hours) to qualify for graduation. Job placement in this program is excellent. Students also have the opportunity to continue their education by enrolling in the Cosmetology Instructor program.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

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. Part-time students or students who have transferred courses from another college should complete the courses listed under Semester I before moving on to the next semester, and so on. The student's advisor will help make necessary changes to this recommended sequence.

| | |
|----------------------------|-----------------------------|
| Semester I (Fall) | Semester II (Winter) |
| COS-10001 | COS-10201 |
| COS-10002 | COS-10202 |
| COS-10101 | COS-10301 |
| COS-10102 | COS-10302 |
| Semester III (Fall) | Semester IV (Winter) |
| COS-20401 | COS-20601 |
| COS-20402 | COS-20602 |
| COS-20501 | COS-20701 |
| COS-20502 | COS-20702 |

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 advisor for additional information.

COSMETOLOGY INSTRUCTOR

Certificate of Completion (CCIN0)

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 **minimum of 26 credit hours** (500 clock hours) to qualify for graduation.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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.

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 advisor for additional information.

MANICURING

Special Certificate (SMAN0)

Manicuring is a 8 credit hour, 400 clock hour, one course program designed to prepare the student for employment as a manicurist.

NOTE: Students should see their advisor for information regarding transfer of cosmetology hours toward manicuring program.

| Course Number | Course Title | Cr. Hrs. |
|----------------------|----------------------|-----------------|
| COS-11100 | Manicuring | 8 |

CORRECTIONS ADMINISTRATION

Associate in Applied Science (DCRA0)

Introduction

The Corrections Administration program is designed to provide the student with an Associate in Applied Science degree. The courses 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.

All candidates must complete a **minimum of 64 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. 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) interview by appointment with a criminal justice advisor before entering the program; 4) 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) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|--|----------|
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| MTH-10100 | Finite Mathematics (or higher) | 4 |
| OIS-10400 | Keyboarding I or | |
| CIS-10500 | Introduction to Computers | 3 |
| PHY-10500 | Introduction to Physical Science | 4 |
| POL-10100 | Introduction to American Government . | 3 |
| PSY-10100 | Introduction to Psychology | 3 |
| SOC-10100 | Introduction to Sociology | 3 |
| --- | Humanities or Social Science Elective (see glossary, page 46 for choices) . . . | 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 and Development | 3 |
| CJS-17000 | Correctional Institutions and Facilities . | 3 |
| CJS-17100 | Correctional Officer's 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 three credit hours from the following electives:

| | | |
|-----------|---|---|
| CJS-10200 | Physical Training | 3 |
| CJS-10800 | Firearms | 3 |
| CJS-12100 | Photography for Police/Fire Fighters . | 3 |
| CJS-24500 | Social Deviant Behavior | 3 |
| CJS-28001 | Institutional Jail and Prison Administration | 3 |

Course Sequence

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

(continued)

CORRECTIONS ADMINISTRATION

Associate in Applied Science (DCRA0)

(continuation)

Semester I (Fall)

CJS-10000
CJS-10900
CJS-11000
ENG-10000
ENG-10300/10303
OIS-10400 **or** CIS-10500

Semester II (Winter)

COM-10100
CJS-11100
CJS-11200
CJS-17100
SOC-10100

Semester III (Summer)

CJS-20800

Semester IV (Fall)

CJS-17000
CJS-17200
CJS-21100
MTH-10100
PSY-10100

Semester V (Winter)

CJS-24000
CJS-27000
CJS-Elective
PHY-10500
POL-10100

NOTE: Students must carry a grade of C for all CJS courses. Students may take up to nine credits in Criminal Justice Internship.

CORRECTIONAL OFFICER

Certificate of Completion (CCRR1)

Introduction

The Correctional Officer certificate prepares graduates for jobs in a prison system as a corrections officer. This one- year certificate of completion incorporates the 15 semester hours of corrections, criminal justice, psychology, sociology, and human relations credits required by the Michigan Department of Corrections. All candidates for the Correctional Officer certificate must complete **a minimum 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) interview by appointment with a criminal justice advisor before entering the program; 4) 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) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 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 and Development | 3 |
| CJS-17000 | Correctional Institutions and Facilities . | 3 |
| CJS-17100 | Correctional Officer's Report Writing . | 1 |
| CJS-17200 | Client Relations in Corrections | 3 |
| CJS-24000 | Criminology | 3 |

...and three credit hours from the following electives:

| | | |
|-----------|---|-----|
| CIS-10500 | Introduction to Computers | 3 |
| CIS-17500 | Microcomputers and Business Applications | 3 |
| CJS-10200 | Physical Training | 3 |
| CJS-12100 | Photography for Police/Fire Fighters . . | 3 |
| --- --- | CIS, CJS, or MTH elective (approved by advisor) | 3-4 |

Course Sequence

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

| Semester I (Fall) | Semester II (Winter) |
|-------------------|---------------------------|
| CJS-10000 | CJS-17000 |
| CJS-10900 | CJS-17100 |
| CJS-11000 | CJS-17200 |
| CJS-11100 | CJS-24000 |
| CJS-11200 | CIS, CJS, or MTH elective |
| ENG-10000 | approved by advisor |
| ENG-10300/10303 | |

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 advisor for additional information.

CRIMINAL JUSTICE ADMINISTRATION

Associate in Applied Science (DCJA0)

Introduction

Criminal Justice Administration 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 crime prevention, law enforcement, detection and apprehension of criminals, deterrence of 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 **minimum of 60 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 the 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) interview by appointment with a criminal justice advisor 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) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|---|----------|
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| OIS-10400 | Keyboarding I or | |
| CIS-10500 | Introduction to Computers | 3 |
| PHY-10500 | Introduction to Physical Science | 4 |
| POL-10100 | Introduction to American Government . | 3 |
| PSY-10100 | Introduction to Psychology | 3 |
| SOC-10100 | Introduction to Sociology | 3 |
| --- | Humanities or Social Science Elective | |
| | (see glossary, page 46 for choices) . . . | 3 |

Criminal Justice Administration Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| CJS-10000 | Introduction to Criminal Justice | 3 |
| CJS-11000 | Careers in Criminal Justice | 1 |
| CJS-17000 | Correctional Institutions and Facilities . | 3 |
| CJS-20800 | Criminal Justice Internship | 3 |
| CJS-24000 | Criminology | 3 |

... and 18 credit hours from the following electives:

| | | |
|-----------|---|---|
| CJS-10200 | Physical Training | 3 |
| CJS-10800 | Firearms | 3 |
| CJS-10900 | Introduction to Corrections | 3 |
| CJS-11100 | Legal Issues in Corrections | 3 |
| CJS-11200 | Client Growth and Development | 3 |
| CJS-12100 | Photography for Police/Fire Fighters . . | 3 |
| CJS-17100 | Correctional Officer's 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 and Prison | |
| | Administration | 3 |

(continued)

CRIMINAL JUSTICE ADMINISTRATION
Associate in Applied Science (DCJA0)
(continuation)

Course Sequence

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

Semester I (Fall)

CJS-10000
 CJS-11000
 CJS- Elective
 OIS-10400 **or** CIS-10500
 ENG-10000
 ENG-10300/10303

Semester II (Winter)

CJS-17000
 CJS-Elective
 COM-10000
 MTH-10100
 PSY-10100

Semester III (Summer)

CJS-20800

Semester IV (Fall)

CJS-Elective
 CJS-Elective
 Humanities **or** Social Science
 Elective
 POL-10100
 SOC-10100

Semester V (Winter)

CJS-24000
 CJS-Electives
 CJS-Electives
 PHY-10500

CRIMINAL JUSTICE PRE-SERVICE

Associate in Applied Science (DCJP0)

Introduction

Criminal Justice Pre-Service is a program leading to an Associate in Applied Science degree and certification by the Michigan Commission on Law Enforcement Officers Standards (MCOLES). Upon completion of the police academy and successfully passing a mastery exam administered by MCOLES, 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 **minimum of 66 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 MCOLES and follow their policies and procedures. This program has 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) interview by appointment with a criminal justice advisor before entering the program; 5) 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); 6) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 7) have a physical examination before enrolling in Physical Training class; 8) successfully complete the MCOLES literacy and physical agility exams before entering Police Academy. A complete physical examination and hearing and vision tests are also required prior to entering the Police Academy.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|--|----------|
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| OIS-10400 | Keyboarding I or | |
| CIS-10500 | Introduction to Computers | 3 |
| PHY-10500 | Introduction to Physical Science | 4 |
| POL-10100 | Introduction to American Government . | 3 |
| PSY-10100 | Introduction to Psychology | 3 |
| PSY-20200 | Abnormal Psychology | 3 |
| SOC-10100 | Introduction to Sociology | 3 |

Criminal Justice Pre-Service Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| CJS-10000 | Introduction to Criminal Justice | 3 |
| CJS-10200 | Physical Training | 3 |
| 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. Part-time students or students who have transferred courses from another college should complete the courses listed under Semester I before moving on to the next semester, and so on. The student's advisor will help make necessary changes to this recommended sequence.

(continued)

CRIMINAL JUSTICE PRE-SERVICE
Associate in Applied Science (DCJP0)

(continuation)**Semester I (Fall)**

CJS-10000
 CJS-11000
 OIS-10400 or CIS-10500
 PSY-10100
 ENG-10000
 ENG-10300/10303

Semester II (Winter)

CJS-24000
 MTH-10100
 PHY-10500
 POL-10100
 SOC-10100

Semester III (Summer)

CJS-20800

Semester IV (Fall)

CJS-10200
 CJS-24500
 PSY-20200
 COM-10000

Semester V (Winter)

CJS-26600

POLICE ACADEMY

The Academy is a 17-week, 40-hour per week, **MCOLES** (Michigan Commission on Law Enforcement Standards)-certified program that 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, police 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.

CONTRACTING WITH BUSINESS AND INDUSTRY (CWB&I)

Associate in Applied Science (DBIO0)

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 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 requires a **minimum of 60 credit hours**. This program is intended to provide students with the required training to gain entry-level positions in their chosen career field.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 517-275-5000, extension 450, for an appointment.

Suggested Programs

CWB&I is a unique program that has great flexibility. The career training options appear to be limitless. **Students may select from the list of training programs on page 67. If not listed there, ask the CWB&I advisor to develop a different career option to meet an individual need.**

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. |
|---------------|--|----------|
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Math or | |
| MTH-12000 | Intermediate Algebra (or higher) | 4 |
| POL-10100 | Introduction to American Government . | 3 |
| PSY-10100 | Introduction to Psychology or | |
| SOC-10100 | Introduction to Sociology | 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 courses specific to each program.

EXAMPLE:

Automotive Body Repair

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| AUT-16302 | Automotive Fundamentals | 4 |
| AUT-16401 | Basic Electricity | 3 |
| AUT-16500 | Steering, Suspension, and Alignment | 3 |
| CAR-10300 | Career Development Skills | 1 |
| WLD-10000 | Welding and Cutting Processes | 3 |

...and 11-12 more credit hours from the following electives:

| | | |
|-----------|---|-----|
| AUT-17001 | Heating and Air Conditioning | 3 |
| CIS-10500 | Introduction to Computers | 3 |
| SPE-11400 | Introduction to Interpersonal and Public Communication | 3 |
| --- | Elective approved by advisor | 3-4 |

CONTRACTING WITH BUSINESS AND INDUSTRY (CWB&I)

Certificate of Completion (CBIO0)

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 **minimum of approximately 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 degrees) with their program advisor.

Prerequisites

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 517-275-5000, extension 450, for an appointment.

Suggested Programs

CWB&I is a unique program that 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) ask the CWB&I advisor to develop a different career option to meet an individual need.**

Upon request, students may receive a booklet which displays all required courses for each of the listed training programs. Two **examples** of CWB&I training programs follow.

- | | |
|--------------------------|--------------------------------|
| Accounting Clerk | Recreational Engine Technician |
| Automobile Body Repairer | Restaurant Manager Trainee |
| Computer Technician | Retail Manager Trainee |
| Dental Lab Technician | Surveyor Assistant |
| Golf Course Operations | Teacher's Aide |
| Hotel/Motel Management | Title Research and Abstract |
| Insurance Sales | Veterinarian Aide |
| Maintenance Worker | Web Master I |
| Medical Billing Clerk | Web Master II |
| Pharmacy Technician | |
| Physical Therapist Aide | |
| Radio Announcing | |

General Education

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

Hotel/Motel Management

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| BUS-10100 | Introduction to Business | 3 |
| BUS-21000 | Principles of Management | 3 |
| BUS-24500 | Personnel Management | 3 |
| CAR-10300 | Career Development Skills | 1 |
| CBI-10100 | Off-Campus Training | 8 |
| CBI-10200 | Off-Campus Training | 8 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| SPE-11400 | Introduction to Interpersonal and Public Communication | 3 |

Physical Therapist Aide

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| ALH-10100 | Medical Terminology | 3 |
| ALH-11200 | Medical Ethics and Law | 1 |
| ALH-20201 | Standard First Aid | 1 |
| BIO-10701 | Essentials of Anatomy and Physiology | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| CAR-10300 | Professional Career Development | 1 |
| CBI-10100 | Off-Campus Training | 8 |
| CBI-10200 | Off-Campus Training | 8 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| SPE-11400 | Introduction to Interpersonal and Public Communication | 3 |

PRACTICAL NURSING - LEVEL I

Certificate of Completion (CLPN0)

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 National Council Licensure Exam (NCLEX). 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 **minimum of 45 credit hours** is required for a Certificate in Practical Nursing.

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 an official high school transcript or GED Score Report.
2. Demonstrate proficiency in basic academic skills in writing, reading, and mathematics according to the guidelines set forth on page 11 of this catalog. If placement testing indicates that developmental writing and/or reading courses must be taken by the student, then such courses must be completed successfully with an SB (satisfactory with a grade of B) on the first attempt.
3. Successfully complete (with grade of C or better) the following prerequisite and general education courses prior to beginning the nursing course sequence of the Level I Nursing program:
 - BIO-11500 - Anatomy and Physiology I
 - BIO-11600 - Anatomy and Physiology II
 - ENG 10000 - Writing Lab (or demonstrate proficiency)
 - ENG-10300 or ENG-10303 - English Composition I
 - MTH-10101 - Finite Math for Health Occupations (or demonstrate proficiency)
 - PSY-10100-Introduction to Psychology
4. Submit a report of a physical examination by the applicant's personal health-care provider indicating the ability to participate in the Level I nursing program.
5. Submit proof that a course in Basic Life Support has been successfully completed within the two months prior to the beginning of the fall semester.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

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.**

Prerequisite and General Education Courses to be Completed prior to entry into the Level I Nursing program

| | |
|-----------|---|
| BIO-11500 | Anatomy and Physiology I |
| BIO-11600 | Anatomy and Physiology II |
| ENG-10000 | Writing Lab (if required) |
| ENG-10300 | English Composition I or |
| ENG-10303 | English Composition I/Computers |
| MTH-10101 | Finite Math for Health Occupations (or demonstrate proficiency) |
| PSY-10100 | Introduction to Psychology |

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 - Level I

Listed below is a suggested sequence of courses. The health occupations advisor will help students make any necessary changes to this recommended sequence.

| Semester I (Fall) | Semester II (Winter) |
|--|----------------------|
| NUR-10500 | NUR-12200 |
| NUR-10800 | NUR-12300 |
| NUR-12700 | NUR-12500 |
| | NUR-12600 |
| | |
| Semester III (Summer) | |
| NUR-13300 | |
| NUR-13400 | |
| NUR-21100 (recommended if proceeding on to Level II) | |

NOTE: Conviction for some criminal offenses may render a candidate ineligible for writing the NCLEX-PN for state licensure.

ASSOCIATE DEGREE IN NURSING - LEVEL II

Associate in Applied Science (DADN1)

Introduction

The Associate Degree in 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 - Level I. Students with a nursing program GPA of 3.0 may then continue on to Level II.

Those students who successfully complete the program are eligible to write the registered nurse's National Council Licensure Exam (NCLEX). Upon completion of **minimum 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 courses is determined on an individual basis and varies among four-year institutions.

Admission Requirements Associate Degree Nursing - Level II

Applicants must be granted regular admission to Kirtland and meet the following requirements to be considered for admission to the Associate Degree Nursing program:

1. Submit an official high school transcript or GED Score Report.
2. Demonstrate evidence of high school chemistry with a GPA of 2.0 (C or higher). As an alternative, applicant may successfully complete Kirtland's Chemical Science (CHE-10000) or equivalent with a grade of C or higher.
3. Submit a report of a physical examination by the applicant's health care provider indicating the ability to participate in the Level II Nursing program.
4. Submit proof that a course in Basic Life support has been successfully completed within the two months prior to the beginning of the fall semester.
5. Submit official transcripts demonstrating successful completion of an approved practical nursing program within the last three years. The applicant who graduated more 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 (score of 65 or higher), or by evidence of 12 months of clinical work experience on an obstetrical unit.
 - Demonstrate 12 months of clinical experience in an acute or skilled care setting within the last three years or successfully complete the 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.
6. Submit an official college transcript that shows successful completion (grade of C or higher) of the following prerequisite and general education courses. These courses must be completed before a student can begin the nursing courses in the Level II Nursing program.
 - BIO-11500 - Anatomy and Physiology I
 - BIO-11600 - Anatomy and Physiology II
 - CHE-10000 - Chemical Science
 - ENG 10000 - Writing Lab (or demonstrate proficiency)
 - ENG-10300 or ENG-10303 - English Composition I
 - MTH-10101 - Finite Math for Health Occupations (or demonstrate proficiency)
 - PSY-10100-Introduction to Psychology
7. When a student has not successfully completed the prerequisite and general education courses listed above, the student will be required to demonstrate proficiency in one or more of the basic academic skills needed for entry into these classes (see page 11 in this catalog). If placement testing indicates that a student needs to take a developmental writing and/or reading course(s), then the student must also meet Level I Nursing admission requirements related to successful completion of developmental course work.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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.**

(continued)

ASSOCIATE DEGREE IN NURSING - LEVEL II**Associate in Applied Science (DADN1)****(continuation)**

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| BIO-11600 | Anatomy and Physiology II | 4 |
| BIO-21000 | Microbiology | 4 |
| BIO-21500 | Pathophysiology | 4 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| POL-10100 | Introduction to American Government | 3 |
| PSY-10100 | Introduction to Psychology | 3 |
| --- --- | English or Speech Elective | 3 |
| | (Select one course from the following: | |
| | ENG-10400 or ENG-10403, | |
| | 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 |
| --- --- | NCLEX Review Course | |

Course Sequence

Listed below is a suggested sequence of courses for completing the Level II Nursing program. The health occupations advisor will help students make necessary changes in this recommended sequence.

These Level II courses may be taken prior to entry into the Level II nursing sequence.

BIO-21000
 BIO-21500
 ENG/SPE Elective
 NUR-21100
 NUR-21200
 POL-10100

Course Sequence - Level II

Listed below is a suggested sequence of courses. The health occupations advisor will help students make any changes in this recommended sequence.

Semester I (Fall)

NUR-22100

Semester II (Winter)

NUR-23100

NUR-24000

Semester III (Summer)

NUR-25100

NCLEX Review Course (mandated upon completion of program)

NOTE: Conviction for some criminal offenses may render a candidate ineligible for writing the NCLEX-RN state licensure.

COMPETENCY EVALUATED NURSE AIDE

Special Certificate (SCNA0)

Introduction

The Competency Evaluated Nurse Aide program is designed to prepare students for entry-level positions as nursing assistants. Following successful completion of this certificate, graduates are eligible to write the competency evaluated tests.

A **minimum of 12 credit hours** is required for a certificate of completion for the Competency Evaluated Nurse Aide program.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

A physical exam by the applicant's personal health care provider indicating the ability to participate in the competency evaluated nurse aide program is required.

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-10001 | Competency Evaluated Nurse Aide | ... 7 |
| ALH-10501 | Competency Evaluated Nurse Aide Clinic | 5 |

Course Sequence

Listed below is the suggested sequence of courses for full-time students.

Semester I

ALH-10001
ALH-10501

NOTE: This program is currently undergoing revision. Interested students should consult the health occupations advisor.

MEDICAL ASSISTANT

Associate in Applied Science (DMEA0)

Introduction

A Medical Assistant will be trained in two major areas, administrative and clinical, in preparation for employment in an ambulatory facility. This program provides required office skills such as receptionist, medical office procedures, insurance billing and coding, transcription of medical dictation, and administrative secretarial duties. In addition, the students will receive clinical training to prepare them to assist the health care provider and 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 a **minimum of 67 credit hours**.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and

DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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.**

NOTE: This program is currently undergoing revision. All students should consult the health occupations advisor prior to registration.

BASIC EMERGENCY MEDICAL TECHNICIAN (E.M.T.) Special Certificate (SEMT0)

Introduction

The Basic E.M.T. Certification program covers all basic techniques in emergency medical care within the responsibilities of the Basic Emergency Medical Technician (E.M.T.). Upon successful completion of a **minimum of 10 credits**, the student will receive a certificate of completion and be eligible to write the state licensure examination.

Prerequisites

A physical examination by the applicant's personal health care provider, which indicates the applicant's ability to participate in the E.M.T. program, is required. Proof that a course in Basic Life Support has been successfully completed within the six months prior to the beginning of the fall semester must also be submitted.

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 guidelines set forth on page 11 of this catalog) are required. If these guidelines show a need for DEV-06300 and/or DEV-08601, DEV-09601, DEV-09903/09904, these courses must be completed 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.

| Course Number | Course Title | Cr. Hrs. |
|----------------------|------------------------|-----------------|
| ALH-12000 | Basic E.M.T. | 6 |
| ALH-12101 | E.M.T. Lab I | 2 |
| ALH-12201 | E.M.T. Clinical I | 2 |

NOTE: Conviction for some criminal offenses may render a candidate ineligible for writing the state licensure examination.

PARAMEDIC

Certificate of Completion (CPAR0)

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 **minimum of 38 credit hours** is required for a certificate of completion.

Prerequisites

A physical examination by the applicant's personal health care provider, which indicates the applicant's ability to participate in the paramedic program, is required. A current and valid State of Michigan E.M.T. license is also 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 guidelines set forth on page 11 of this catalog) are required. If these guidelines show a need for DEV-06300 and/or DEV-08601, DEV-09601, DEV-09903/09904, these courses must be completed 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.**

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| ALH-15000 | Basic Pharmacology | 3 |
| BIO-10701 | Essentials of Anatomy and Physiology | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |

Paramedic Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|----------------------------------|----------|
| 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 below is a suggested sequence of courses. The health occupations advisor will help students make any changes in this recommended sequence.

| Semester I (Fall) | Semester II (Winter) |
|-----------------------|----------------------|
| ALH-15000 | ALH-23001 |
| ALH-22001 | ALH-23101 |
| ALH-22101 | ALH-23201 |
| ALH-22201 | BIO-10701 |
| ENG-10000 | BIO-10702 |
| ENG-10300/10303 | |
| Semester III (Winter) | |
| ALH-24001 | |
| ALH-24101 | |
| ALH-24201 | |

NOTE: Conviction for some criminal offenses may render a candidate ineligible for writing the state licensure examination.

EMERGENCY MEDICAL SERVICES (PARAMEDIC)

Associate in Applied Science (DEMS0)

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 care provider, as well as give them additional education that will prepare them 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 **minimum of 61 credit hours** is required for an Associate in Applied Science degree in Emergency Medical Services.

Prerequisites

A physical examination by the applicant's personal health care provider, which indicates the applicant's ability to participate in the paramedic program, is required. A current and valid State of Michigan E.M.T. license is also 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 guidelines set forth on page 11 of this catalog) are required. If these guidelines show a need for DEV-06300 and/or DEV-08601, DEV-09601, DEV-09903/09904, these courses must be completed 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.**

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| ALH-10100 | Medical Terminology | 3 |
| ALH-10800 | Pathology | 4 |
| ALH-15000 | Basic Pharmacology | 3 |
| BIO-10701 | Essentials of Anatomy and Physiology | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |

| | | |
|-----------|--|---|
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10101 | Finite Math for Health Occupations | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |
| PSY-10100 | Introduction to Psychology | 3 |

Emergency Medical Services Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|----------------------------------|----------|
| 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 below is a suggested sequence of courses. The health occupations advisor will help students make any changes in this recommended sequence.

| Semester I (Fall) | Semester II (Winter) |
|-------------------------------|----------------------|
| BIO-10701 | ALH-10100 |
| BIO-10702 | ALH-15000 |
| ENG-10000 | ALH-22001 |
| ENG 10300/10303 | ALH-22101 |
| MTH-10101 | ALH-22201 |
| PHY-10500 | |
| Semester III (Summer) | Semester IV (Fall) |
| PSY-10100 | ALH-10800 |
| | ALH-23001 |
| | ALH-23101 |
| | ALH-23201 |
| | COM-10000 |
| Semester V (Winter) | |
| ALH-24001 | |
| ALH-24101 | |
| ALH-24201 | |
| HUM-20500 or SOC-20500 | |

NOTE: Conviction for some criminal offenses may render a candidate ineligible for writing the state licensure examination.

MASSAGE THERAPY

Certificate of Completion (CMAS0)

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 **minimum of 35.5 credit hours** and 624 contact hours are required for a certificate in Massage Therapy.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level courses.

Applicants to this program must be at least 18 years of age. A physical examination by the applicant's personal health care provider, which indicates the applicant's ability to participate in the massage program, is required.

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-10100 | Medical Terminology | 3 |
| ALH-11200 | Medical Ethics and Law | 1 |
| ALH-12400 | Lifetime Wellness & Fitness | 2 |
| ALH-20201 | Standard First Aid | 1 |
| BIO-10701 | Essentials of Anatomy and Physiology | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| BUS-25000 | Business Seminar | 1 |

Massage Therapy Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| MAS-10000 | Introduction to Massage Therapy | 1 |
| MAS-10200 | Introduction to Clinic Operations | 1 |
| MAS-10300 | Swedish Massage I | 2 |
| MAS-10400 | Swedish Massage II | 2 |
| MAS-12200 | Clinic I | 2 |
| MAS-12300 | Structural Based Bodywork I | 1 |
| MAS-12400 | Structural Based Bodywork II | 2 |
| MAS-12500 | Structural Based Bodywork III | 1 |
| MAS-12600 | Energy Based Bodywork I | 2 |
| MAS-12700 | Energy Based Bodywork II | 2 |
| MAS-12800 | Integrated Structural Dynamics | 2 |
| MAS-13004 | Topics in Massage I | 1 |
| MAS-13005 | Topics in Massage II | 1 |
| MAS-13100 | Clinic II | 2 |
| MAS-13200 | Internship | 1.5 |

Course Sequence

Listed below is a suggested sequence of courses for students who wish to complete their program in the shortest amount of time.

Semester I (Fall)

ALH-10100
ALH-20201
BIO-10701
BIO-10702
MAS-10000

Semester II (Winter)

ALH-12400
MAS-10200
MAS-10300
MAS-10400
MAS-12800
MAS-13004

Semester III (Summer)

MAS-12200
MAS-12300
MAS-12400
MAS-12500
MAS-13005

Semester IV (Fall)

ALH-11200
BUS-25000
MAS-12600
MAS-12700
MAS-13100
MAS-13200

MASSAGE THERAPY

Associate in Applied Science (DMAS0)

Introduction

Kirtland's 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 **minimum of 60.5 credit hours** is required for an Associate in Applied Science degree in Massage Therapy.

Prerequisites

A physical examination by the applicant's persona health care provider, which indicates the applicant's ability to participate in the massage program, is required.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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-10100 | Medical Terminology | 3 |
| ALH-11200 | Medical Ethics and Law | 1 |
| ALH-12400 | Lifetime Fitness & Wellness | 2 |
| ALH-20201 | Standard First Aid | 1 |
| BIO-10701 | Essentials of Anatomy and Physiology | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| BUS-25000 | Business Seminar | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| CIS-10500 | Introduction to Computers | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |

| | | |
|-----------|--|---|
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |
| PSY-10100 | Introduction to Psychology | 3 |

Massage Therapy Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| MAS-10000 | Introduction to Massage Therapy | 1 |
| MAS-10200 | Introduction to Clinic Operations | 1 |
| MAS-10300 | Swedish Massage I | 2 |
| MAS-10400 | Swedish Massage II | 2 |
| MAS-12200 | Clinic I | 2 |
| MAS-12300 | Structural Based Bodywork I | 1 |
| MAS-12400 | Structural Based Bodywork II | 2 |
| MAS-12500 | Structural Based Bodywork III | 1 |
| MAS-12600 | Energy Based Bodywork I | 2 |
| MAS-12700 | Energy Based Bodywork II | 2 |
| MAS-12800 | Integrated Structural Dynamics | 2 |
| MAS-13004 | Topics in Massage I | 1 |
| MAS-13005 | Topics in Massage II | 1 |
| MAS-13100 | Clinic II | 2 |
| MAS-13200 | Internship | 1.5 |
| MAS-27500 | Directed Study I | 2 |

Course Sequence

Listed below is a suggested sequence of courses for students who wish to complete their program in the shortest amount of time.

| Semester I (Fall) | Semester II (Winter) |
|-----------------------|-------------------------------|
| ALH-10100 | ALH-12400 |
| ALH-20201 | COM-10000 |
| BIO-10701 | MAS-10200 |
| BIO-10702 | MAS-10300 |
| ENG-10000 | MAS-10400 |
| ENG-10300/10303 | MAS-12800 |
| MAS-10000 | MAS-13004 |
| PSY-10100 | PHY-10500 |
| Semester III (Summer) | Semester IV (Fall) |
| CIS-10500 | ALH-11200 |
| MAS-12200 | BUS-25000 |
| MAS-12300 | HUM-20500 or SOC-20500 |
| MAS-12400 | MAS-12600 |
| MAS-12500 | MAS-12700 |
| MAS-13005 | MAS-13100 |
| MAS-27500 | MAS-13200 |
| MTH-10100 | |

KIRTLAND HONORS PROGRAM

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 minimum of 12 credits in honors courses is required to earn an Honors associate degree. An additional three credits in honors courses is required for each subsequent honors 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

Students interested in earning an honors degree in another area should contact Fred Giacobazzi at extension 321.

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 nine 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
 - in Honors Projects (HON 225; up to three credits) undertaken in conjunction with non-honors courses
3. The student must have a cumulative Kirtland grade point average of at least 3.5.
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.

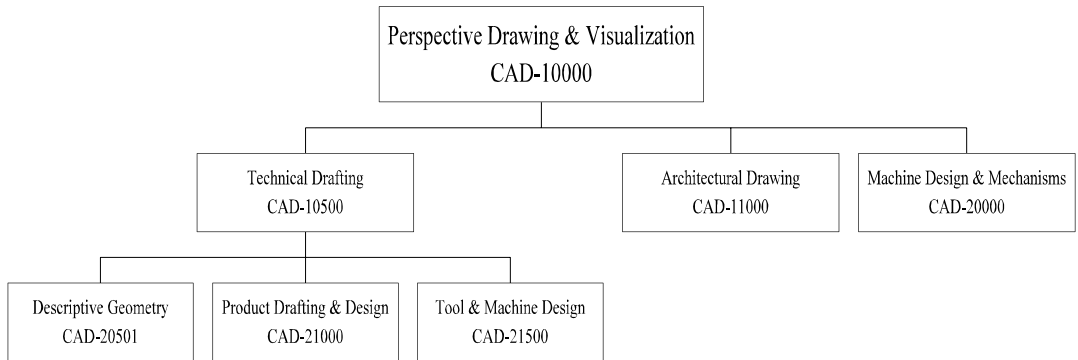
Every effort will be made to ensure that honors students can complete the requirements for an honors degree within two academic years. However, students must be made aware that scheduling difficulties may prevent their completion of the requirements within two years.

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.

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

Associate in Applied Science (DCAD0)

Students with no previous drafting and computer aided drafting experience should follow this pattern. Students with previous drafting and computer aided drafting experience should consult with the instructor. CAD-10001 and CAD-10500 are offered every fall and winter semester. CAD 11000, 20000, 20501, 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 a minimum of 60 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. Kirtland Community College has had an ongoing 2 + 2 transfer agreement with Ferris State University for students who want to pursue a bachelor's degree. Both Kirtland and Ferris are currently revising curricula. The expectation is that the agreement will remain in place. Any student planning to transfer to a four-year college or university must notify his/her advisor during the first semester.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|--|----------|
| CAR-10300 | Career Development Skills | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-_____ | Mathematics Electives (MTH-12000 or higher excluding MTH-20500 or 20600) | 8 |
| PHY-10500 | Introduction to Physical Science | 4 |

(continued)

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

Associate in Applied Science (DCAD0) (continuation)

| 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/CAD | 4 |
| CAD-21000 | Product Drafting and Design/CAD | 4 |
| CAD-21500 | Tool and Machine Design/CAD | 4 |
| MPT-10000 | Metal Machining I | 4 |
| MPT-10100 | Metal Machining II | 4 |
| --- --- | Elective (two classes selected from the following list: computer aided design, computers, humanities, manufacturing processes, mathematics, science, or social science) | 6-7 |

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-Technology degree program.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (SCAD3)**

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| CAD-10001 | Perspective Drawing and Visualization/CAD | 4 |
| CAD-10500 | Technical Drafting/CAD | 4 |
| CAR-10300 | Career Development Skills | 1 |
| MPT-_____ | Electives | 3-4 |

...and three suggested electives:

| | | |
|----------------------------------|---|-----|
| MTH-_____ | Elective (MTH-10100 or higher-level math) | 4 |
| --- --- | Elective (two classes selected from the following list: computer aided design, computers, humanities, manufacturing processes, mathematics, science, or social science) | 6-7 |
| Total Credit Hours: 22-24 | | |

**CAD OPERATOR-MECHANICAL LEVEL II,
Certificate (CCAD0)**

| 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/CAD | 4 |
| CAD-21000 | Product Drafting and Design/CAD | 4 |
| CAR-10300 | Career Development Skills | 1 |
| MPT-10000 | Metal Machining I | 4 |

...and three suggested electives:

| | | |
|----------------------------------|---|-----|
| MTH-_____ | Elective (MTH-10100 or higher-level math) | 4 |
| --- --- | Elective (two classes selected from the following list: computer aided design, computers, humanities, manufacturing processes, mathematics, science, or social science) | 6-7 |
| Total Credit Hours: 35-36 | | |

**CAD OPERATOR-ARCHITECTURAL LEVEL II,
Certificate (CCAD1)**

| 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-20501 | Descriptive Geometry/CAD | 4 |
| CAR-10300 | Career Development Skills | 1 |
| --- ---- | Studio Art Elective (with permission of advisor) | 3 |
| --- ---- | Elective | 4 |

...and three suggested electives:

| | | |
|----------------------------------|---|-----|
| MTH-_____ | Elective (MTH-10100 or higher-level math) | 4 |
| --- --- | Elective (two classes selected from the following list: computer aided design, computers, humanities, manufacturing processes, mathematics, science, or social science) | 6-7 |
| Total Credit Hours: 34-35 | | |

(continued)

COMPUTER AIDED DRAFTING (CAD) PROGRAM
Certificates of Completion **(continuation)**

**CAD OPERATOR LEVEL III,
 Certificate (CCAD2)**

| 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/CAD | 4 |
| CAD-21000 | Product Drafting and Design/CAD | 4 |
| CAD-21500 | Tool and Machine Design/CAD | 4 |
| CAR-10300 | Career Development Skills | 1 |
| MPT-10000 | Metal Machining I | 4 |
| MPT-21200 | Statistical Processes Control | 4 |

...and three suggested electives:

| | | |
|-----------|---|------------|
| MTH-_____ | Elective (MTH-10100 or higher-level math) | 4 |
| --- --- | Elective (two classes selected from the following list: computer aided design, computers, humanities, manufacturing processes, mathematics, science, or social science) | <u>6-7</u> |

Total Credit Hours: 43-44

MANUFACTURING PROCESSES TECHNOLOGY

Associate in Applied Science (DMPT0)

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.

This program leads to an Associate in Applied Science degree and has a **minimum of 60 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

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. **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. |
|---------------|--|----------|
| CAR-10300 | Career Development Skills | 1 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-_____ | Mathematics Electives (MTH-12000 | |
| | or higher excluding MTH-20500 | |
| | and MTH-20600) | 8 |
| PHY-10500 | Introduction to Physical Science | 4 |

Manufacturing Process Technology Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---------------------------------------|----------|
| CAD-10001 | Perspective Drawing and | |
| | Visualization/CAD | 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 and Cutting | |
| | Processes | 4 |

...and six credit hours from the following electives:

| | | |
|-----------|-------------------------------------|---|
| CIS-10500 | Introduction to Computers | 3 |
| MPT-21000 | Understanding and Application | |
| | of Machinist Handbook | 3 |
| WLD-10200 | Advanced Shielded Metal Arc | |
| | Welding | 4 |
| --- ---- | General Elective | 4 |

Course Sequence

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

| | |
|-------------------------------|------------------------------|
| Semester I (Fall) | Semester II (Winter) |
| CAD-10001 | CAD-10500 |
| ENG-10000 | CAR-10300 |
| ENG-10300/10303 | MPT-10100 |
| MPT-10000 | MTH-12100 or higher |
| MPT-10900 | WLD-10000 |
| MTH-12000 or higher | |
| Semester III (Fall) | Semester IV (Winter) |
| HUM-20500 or SOC-20500 | MPT-20200 |
| MPT-20300 | MPT-20800 |
| PHY-10500 | MPT-21200 |
| Technical Elective | Technical Elective or |
| | Internship |

NOTE: It is recommended that students also investigate the possibilities of the Computer Aided Drafting and Design and Manufacturing Processes Multi-Technology associate degree programs.

MACHINE TOOL OPERATION

Certificate of Completion (CMTO0)

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 **minimum of 32 credit hours**. All courses in this program apply to the Manufacturing Processes 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

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 Drawing and Visualization/CAD | 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 and Cutting Processes | 4 |

...and six credit hours from the following electives:

| | | |
|-----------|---|---|
| CIS-10500 | Introduction to Computers | 3 |
| MPT-21000 | Understanding and Application 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. Part-time students or students who have transferred courses from another college should complete the courses listed under Semester I before moving on to the next semester, and so on. The student's advisor will help make necessary changes to this recommended sequence.

Semester I (Fall)

CAD-10001
 DEV-06300
 MPT-10000
 MPT-10900
 WLD-10000

Semester II (Winter)

CAD-10500
 MPT-10100
 MPT-20200
 Elective
 Technical 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 advisor for additional information.

MULTI-TECHNOLOGY COMPUTER AIDED DRAFTING & DESIGN/MANUFACTURING PROCESSES

Associate in Applied Science (DMLT0)

Introduction

The multi-technology curriculum prepares students for employment in a variety of jobs in the drafting/CAD and manufacturing/CNC fields. By specializing in two areas, students will become familiar with the problems that arise in industry between engineering, tooling, and production, thus 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 teamwork ability.

Upon completion of a **minimum of 76 credit hours**, an Associate in Applied Science degree is awarded. Kirtland Community College has had an ongoing 2 + 2 transfer agreement with Ferris State University for students who want to pursue a bachelor's degree. Both Kirtland and Ferris are currently revising curricula. The expectation is that the agreement will remain in place.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 mechanics on the placement essay (writing sample) or achieve a grade of SA in DEV-09904.**

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| CAR-10300 | Career Development Skills | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-_____ | Mathematics Electives (MTH-12000 or higher excluding MTH-20500 and MTH-20600) | 8 |
| PHY-10500 | Introduction to Physical Science | 4 |

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/CAD | 4 |
| CAD-21000 | Product Drafting and Design/CAD | 4 |
| CAD-21500 | Tool and 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 | Introduction to Welding and Cutting Processes | 4 |
| --- --- | Elective (two classes selected from the following list: computer aided design, computers, humanities, manufacturing processes, mathematics, science, or social science) | 6-7 |

WELDING TECHNOLOGY

Associate in Applied Science (DWDL0)

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 welding, and 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 **minimum of 60 credit hours**. Upon successful completion, students may be eligible to transfer for a bachelor's degree. Welding students should take into consideration that 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

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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. |
|---------------|--|----------|
| CAR-10300 | Career Development Skills | 1 |
| COM-10000 | Written and Oral Communication | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . | 3 |

| | | |
|-----------|--|---|
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics (or higher-level math) | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Welding Technology Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| AUT-16401 | Basic Electricity | 3 |
| CAD-10001 | Perspective Drawing and Visualization/CAD | 4 |
| MPT-10000 | Metal Machining | 4 |
| MPT-20200 | Metallurgy | 3 |
| MPT-21200 | Statistical Process Control | 4 |
| WLD-10000 | Introduction to Welding and Cutting Processes | 4 |
| WLD-10200 | Advanced Shielded Metal Arc Welding | 4 |
| WLD-20200 | Advanced MIG and TIG Welding | 4 |
| WLD-21000 | Welder Qualifications, General Repair and Maintenance | 4 |
| --- | Math or Technical Elective (approved by advisor) | 3-4 |
| --- | Technical Elective (approved by advisor) | 4 |

Course Sequence

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

Semester I (Fall)

CAD-10001
CAR-10300
MPT-10000
WLD-10000

Semester II (Winter)

ENG-10000
ENG-10300/10303
MPT-20200
MTH-10100 **or** higher
WLD 10200

Semester III (Fall)

AUT-16401
COM-10000
HUM-20500 **or** SOC-20500
PHY-10500
WLD-20200

Semester IV (Winter)

MPT-21200
WLD-21000
Math or Technical Elective
Technical Elective

WELDING

Certificate of Completion (CWLD0)

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 **minimum of 30 credit hours**. Students may also elect to pursue an associate degree in Welding Technology at any point in the certificate program.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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-10300 | Career Development Skills | 1 |

Welding Program

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| AUT-16401 | Basic Electricity | 3 |
| CAD-10001 | Perspective Drawing and Visualization/CAD | 4 |
| MPT-10000 | Metal Machining I | 4 |
| MPT-20200 | Metallurgy | 3 |
| WLD-10000 | Introduction to Welding and Cutting Processes | 4 |
| WLD-10200 | Advanced Shielded Metal Arc Welding | 4 |
| WLD-20200 | Advanced MIG and TIG Welding | 4 |
| WLD-27500 | Directed Study in Welding Technology. | 3-4 |

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 advisor for additional information.

ADMINISTRATIVE ASSISTANT

Associate in Applied Science (DADA0)

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 a variety of office situations.

An Associate in Applied Science degree is awarded after completion of a **minimum of 61 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.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Administrative Assistant Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| BUS-10100 | Introduction to Business | 3 |
| BUS-21500 | Legal Environment of Business | 3 |
| CIS-10500 | Introduction to Computers | 3 |
| CIS-17000 | Microsoft Office | 3 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11100 | Speedwriting | 3 |
| OIS-11200 | Business Calculations | 2 |
| OIS-11400 | Keyboarding II | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |
| OIS-19000 | Machine Transcription | 3 |
| OIS-20500 | Filing and Records Management | 3 |
| OIS-21000 | Office Procedures and Practices | 3 |
| OIS-21400 | Keyboarding III | 3 |
| OIS-21500 | Desktop Publishing for the Office | 3 |
| OIS-22005 | Word Processing II - Word or | |
| OIS-22006 | Word Processing II - WordPerfect 9 . . . | 3 |
| OIS-24101 | Externship - Administrative Assistant . . | 3 |

Course Sequence

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

Semester I (Fall)

- BUS-10100
- CIS-10500
- ENG-10000
- ENG-10300/10303
- OIS-20500
- OIS-18113 **or** OIS-18114

Semester II (Winter)

- MTH-10100
- OIS-11400
- OIS-19000
- OIS-22005 **or** OIS-22006
- HUM-20500 **or** SOC-20500

Semester III (Fall)

- BUS-21500
- OIS-11100
- OIS-21400
- PHY-10500
- OIS-21500

Semester IV (Winter)

- CIS-17000
- OIS-10500
- OIS-11200
- OIS-21000
- OIS-24101

ADVANCED WORD PROCESSING SPECIALIST

Associate in Applied Science (DWPS0)

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 secretaries in various business, industrial, governmental and professional firms.

An Associate in Applied Science degree is awarded after completion of a **minimum of 61 credit hours**.

Prerequisites

Students should have completed a basic typing course with a grade of C or better prior to enrollment.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I* or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Advanced Word Processing Specialist Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| BUS-10100 | Introduction to Business | 3 |
| BUS-21500 | Legal Environment of Business | 3 |
| CIS-10500 | Introduction to Computers | 3 |
| CIS-17000 | Microsoft Office | 3 |
| CIS-17500 | Microcomputers and Business Applications or | |
| CIS-_____ | CIS elective (with advisor approval) . . . | 3 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11200 | Business Calculations | 2 |
| OIS-11400 | Keyboarding II* | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |
| OIS-19000 | Machine Transcription | 3 |
| OIS-20500 | Filing and Records Management | 3 |
| OIS-21000 | Office Procedures & Practices | 3 |
| OIS-21400 | Keyboarding III | 3 |
| OIS-21500 | Desktop Publishing for Offices | 3 |
| OIS-22005 | Word Processing II - Word or | |
| OIS-22006 | Word Processing II - WordPerfect 9 . . . | 3 |
| OIS-27500 | Directed Study in Secretarial Science . . . | 3 |

Course Sequence

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

| | |
|-------------------------------|----------------------------------|
| Semester I (Fall) | Semester II (Winter) |
| BUS-10100 | MTH-10100 |
| CIS-10500 | OIS-11400 |
| ENG-10000 | OIS-19000 |
| ENG-10300/10303 | OIS-20500 |
| OIS-11200 | OIS-22005 or OIS-22006 |
| OIS-11813 or OIS-18114 | |
| Semester III (Fall) | Semester IV (Winter) |
| BUS-21500 | CIS-17500 or CIS Elective |
| CIS-17000 | with advisor approval |
| OIS-21500 | OIS-10500 |
| PHY-10500 | OIS-21000 |
| HUM-20500 or SOC-20500 | OIS-21400 |

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.

WORD PROCESSING SPECIALIST

Certificate of Completion (CWPS0)

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.

A certificate of completion is awarded to the student after a **minimum of 30 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.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I* or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |

Word Processing Specialist Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| CIS-10500 | Introduction to Computers | 3 |
| CIS-17000 | Microsoft Office | 3 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11400* | Keyboarding II | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |
| OIS-20500 | Filing and Records Management | 3 |
| OIS-21400 | Keyboarding III | 3 |
| OIS-21500 | Desktop Publishing for Offices or | |
| CIS-_____ | CIS credits (with advisor approval) . . . | 3 |
| OIS-22005 | Word Processing II - Word or | |
| OIS-22006 | Word Processing II - WordPerfect 9 . . . | 3 |

Course Sequence

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

Semester I (Fall)

- CIS-10500
- ENG-10000
- ENG-10300/10303
- OIS-11400
- OIS-18113 **or** OIS-18114
- OIS-20500

Semester II (Winter)

- CIS-17000
- OIS-10500
- OIS-21400
- OIS-21500 **or** CIS
- Elective with approval
- OIS-22005 **or** OIS-22006

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 advisor for additional information.

LEGAL SECRETARY

Associate in Applied Science (DLES1)

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 offices where a knowledge of legal terminology and procedures is required. An Associate in Applied Science degree is awarded after completion of a **minimum of 64 credit hours**.

Prerequisites

Students should have completed a basic typing course with a grade of C or better prior to enrollment.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Legal Secretary Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|---|----------|
| ALH-10100 | Medical Terminology | 3 |
| BUS-10100 | Introduction to Business | 3 |
| BUS-21500 | Legal Environment of Business | 3 |
| CIS-10500 | Introduction to Computers | 3 |
| CIS-17000 | Microsoft Office or | |
| OIS-21500 | Desktop Publishing for the Office . . . | 3 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11100 | Speedwriting | 3 |
| OIS-11200 | Business Calculations | 2 |
| OIS-11400 | Keyboarding II | 3 |

| | | |
|-----------|--|---|
| OIS-17000 | Legal Terminology and Transcription | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |
| OIS-19000 | Machine Transcription | 3 |
| OIS-20500 | Filing and Records Management | 3 |
| OIS-21400 | Keyboarding III | 3 |
| OIS-22005 | Word Processing II - Word or | |
| OIS-22006 | Word Processing II - WordPerfect 9 . . . | 3 |
| OIS-22500 | Legal Office Procedures | 3 |
| OIS-24102 | Externship - Legal Secretary | 3 |

Course Sequence

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

| | |
|-------------------------------|-------------------------------|
| Semester I (Fall) | Semester II (Winter) |
| ALH-10100 | BUS-10100 |
| CIS-10500 | OIS-11200 |
| ENG-10000 | OIS-11400 |
| ENG-10300/10303 | OIS-19000 |
| OIS-18113 or OIS-18114 | OIS-22005 or OIS-22006 |
| OIS-20500 | |
| Semester III (Fall) | Semester IV (Winter) |
| BUS-21500 | MTH-10100 |
| CIS-17000 or OIS-21500 | OIS-10500 |
| HUM-20500 or SOC-20500 | OIS-21400 |
| OIS-11100 | OIS-22500 |
| OIS-17000 | PHY-10500 |
| Semester V (Summer) | |
| OIS-24102 | |

MEDICAL CLERK

Certificate of Completion (CMOA1)

Introduction

The Medical Clerk program is designed to train students for employment as medical clerks. The program emphasizes development of proficiency in 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 **minimum of 31 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.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |

Medical Clerk Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| ALH-10100 | Medical Terminology | 3 |
| ALH-11200 | Medical Ethics & Law | 1 |
| MOA-11400 | Medical Office Transcription | 3 |
| MOA-12600 | Medical Billing and Office Procedures | 4 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11200 | Business Calculations | 2 |
| OIS-11400 | Keyboarding II* | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |
| OIS-20500 | Filing and Records Management | 3 |
| OIS-24104 | Externship - Medical Clerk | 3 |

Course Sequence

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

| Semester I (Fall) | Semester II (Winter) |
|-------------------------------|----------------------|
| ALH-10100 | MOA-12600 |
| ALH-11200 | OIS-10500 |
| ENG-10000 | OIS-11200 |
| ENG-10300/10303 | OIS-11400 |
| MOA-11400 | OIS-20500 |
| OIS-18113 or OIS-18114 | |
| Semester III (Summer) | |
| OIS-24104 | |

NOTES: *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 advisor for additional information.

MEDICAL SECRETARY

Associate in Applied Science (DMES1)

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 a **minimum of 67 credit hours**.

Prerequisites

Students should have completed a basic typing course with a grade of C or better prior to enrollment.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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-10701 | Essentials of Anatomy and Physiology | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Medical Secretary Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| ALH-10100 | Medical Terminology | 3 |
| ALH-11200 | Medical Ethics and Law | 1 |
| ALH-15000 | Basic Pharmacology | 3 |
| CIS-10500 | Introduction to Computers | 3 |
| MOA-10500 | Introduction to Health Information Systems | 3 |
| MOA-11400 | Medical Office Transcription | 3 |
| MOA-12100 | Medical Transcription I | 3 |
| MOA-12600 | Medical Billing and Office Procedures | 4 |
| MOA-20501 | Medical Keyboarding | 3 |
| MOA-22100 | Medical Transcription II | 3 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11100 | Speedwriting | 3 |
| OIS-11200 | Business Calculations | 2 |
| OIS-11400 | Keyboarding II | 3 |
| OIS-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 | 3 |
| OIS-20500 | Filing & Records Management | 3 |
| OIS-24103 | Externship - Medical Secretary | 3 |

Course Sequence

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

| Semester I (Fall) | Semester II (Winter) |
|------------------------|----------------------|
| ALH-10100 | BIO-10701 |
| ENG-10000 | BIO-10702 |
| ENG-10300/10303 | CIS-10500 |
| MOA-10500 | MOA-12100 |
| MOA-11400 | OIS-11400 |
| OIS-18113 or OIS-18114 | OIS-20500 |
| Semester III (Fall) | Semester IV (Winter) |
| MOA-22100 | ALH-11200 |
| MOA-20501 | ALH-15000 |
| MTH-10100 | MOA-12600 |
| OIS-11100 | OIS-10500 |
| HUM-20500 or SOC-20500 | OIS-11200 |
| | PHY-10500 |
| Semester V (Summer) | |
| OIS- 24103 | |

MEDICAL TRANSCRIPTION

Associate in Applied Science (DMET0)

Introduction

This program provides the career training necessary to transcribe physicians' 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 a **minimum of 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.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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-10701 | Essentials of Anatomy and Physiology. | 3 |
| BIO-10702 | Essentials of Anatomy and Physiology Laboratory | 1 |
| CIS-10500 | Introduction to Computers | 3 |
| ENG-10000 | Writing Lab (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |
| HUM-20500 | The Individual and Society or | |
| SOC-20500 | The Individual and Society | 3 |
| MTH-10100 | Finite Mathematics | 4 |
| PHY-10500 | Introduction to Physical Science | 4 |

Medical Transcription Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|--|----------|
| ALH-10100 | Medical Terminology | 3 |
| ALH-10800 | Pathology | 4 |
| ALH-11200 | Medical Ethics and Law | 1 |
| ALH-15000 | Basic Pharmacology | 3 |
| MOA-10500 | Introduction to Health Information Systems | 3 |
| MOA-11400 | Medical Office Transcription | 3 |
| MOA-12100 | Medical Transcription I | 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-18113 | Word Processing I - Word or | |
| OIS-18114 | Word Processing I - WordPerfect 9 . . . | 3 |
| OIS-20500 | Filing and 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. Part-time students or students who have transferred courses from another college should complete the courses listed under Semester I before moving on to the next semester, and so on. The student's advisor will help make necessary changes to this recommended sequence.

Semester I (Fall)

| |
|-------------------------------|
| ALH-10100 |
| ENG-10000 |
| ENG-10300/10303 |
| MOA-10500 |
| MOA-11400 |
| OIS-18113 or OIS-18114 |

Semester II (Winter)

| |
|-----------|
| BIO-10701 |
| BIO-10702 |
| CIS-10500 |
| MOA-12100 |
| OIS-11400 |
| OIS-20500 |

Semester III (Fall)

| |
|-----------|
| ALH-10800 |
| MOA-20501 |
| MOA-22100 |
| MTH-10100 |
| PHY-10500 |

Semester IV (Winter)

| |
|-------------------------------|
| ALH-11200 |
| ALH-15000 |
| MOA-24100 |
| OIS-10500 |
| OIS-21400 |
| HUM-20500 or SOC-20500 |

Semester V (Summer)

| |
|-----------|
| OIS-24106 |
|-----------|

OFFICE ASSISTANT

Certificate of Completion (COAS0)

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 **minimum of 30 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.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 (if required) | 0-1 |
| ENG-10300 | English Composition I or | |
| ENG-10303 | English Composition I/Computers . . . | 3 |

Office Assistant Major

| Course Number | Course Title | Cr. Hrs. |
|---------------|-------------------------------------|----------|
| CIS-10500 | Introduction to Computers | 3 |
| OIS-10400 | Keyboarding I or | |
| OIS-11400 | Keyboarding II | 3 |
| OIS-10500 | Business Correspondence | 3 |
| OIS-11200 | Business Calculations | 2 |
| OIS-11400 | Keyboarding II or | |
| 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. Part-time students or students who have transferred courses from another college should complete the courses listed under Semester I before moving on to the next semester, and so on. The student's advisor will help make necessary changes to this recommended sequence.

| Semester I (Fall) | Semester II (Winter) |
|-------------------------------|-------------------------------|
| ENG-10000 | CIS-10500 |
| ENG-10300/10303 | OIS-10500 |
| OIS-10400 or OIS-11400 | OIS-11400 or OIS-21400 |
| OIS-11200 | OIS Elective |
| OIS Elective | Elective |
| Elective | |

NOTES: Appropriate electives will be determined in consultation with advisor.

With advisor permission, a student may substitute more advanced courses for beginning courses listed; previous education will determine which courses best satisfy the student's needs.

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 advisor for additional information.

ASSOCIATE IN ARTS DEGREE (DLIB0)

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 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 advisor and with approval of the dean of instructional services. 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.

Completion of the Associate in Arts degree, **a minimum of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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

| | |
|----------------------------|--------------|
| I. General | |
| A. ENG-10000 (if required) | 0-1 |
| B. ENG-10300 or ENG-10303 | 3 |
| C. ENG-10400 or ENG-10403 | 3 |
| D. POL-10100 | 3 |
| E. SPE-10500 or SPE-11400 | 3 |
| | <u>12-13</u> |

II. Humanities

(Only two courses per subject area can be used to meet degree requirements in humanities.)

| | |
|---|--------------|
| A. Select one course from History, Humanities, Journalism, Language, Literature, or Philosophy. | 3-4 |
| B. Select one course from Art, Music, or Theatre. | 2-4 |
| C. Select additional courses from A and/or B. | <u>6</u> |
| | 11-14 |

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 |
| B. Select one course from Anthropology, Psychology, or Sociology. | 3 |
| C. Select additional courses for A and/or B. | <u>6</u> |
| | 12-13 |

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, Geology, or Physics. | 4 |
| B. Select one Mathematics (MTH-11600 or higher) course. | 3-4 |
| C. Select an additional course from A or B. (MTH-20500 and 20600 cannot both be counted for credit.) | <u>3-4</u> |
| | 11-12 |

V. Electives

(Three credits in Physical Education courses can be used to meet degree requirements.)

| | |
|--|-------------|
| Select any 10000-level or higher courses | 9-14 |
|--|-------------|

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 advisor to discuss course selection.

TRANSFER DEGREES

ASSOCIATE IN BUSINESS ADMINISTRATION (DABA1)

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 below are some of the majors pursued by students following this program:

| | |
|------------------|-----------------------|
| Accounting | Management |
| Advertising | Marketing |
| Economics | Personnel/Industrial |
| Finance | Relations |
| General Business | Public Administration |

Students planning to transfer to a four-year college or university must consult with their 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.

Completion of the Associate in Business Administration degree, a **minimum of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 |
|---|---------------------|
| I. General | |
| A. ENG-10000 (if required) | 0-1 |
| B. ENG-10300 or ENG-10303 | 3 |
| C. ENG-10400 or ENG-10403 or ENG-10601 | 3 |
| D. POL-10100 | 3 |
| E. SPE-10500 or SPE-11400 | <u>3</u> |
| | 12-13 |
| II. Humanities | |
| (Only two courses per subject area can be used to meet degree requirements in humanities.) | |
| A. Select one course from History, Humanities, Journalism, Language, Literature, or Philosophy. | 3-4 |
| B. Select one course from Art, Music, or Theatre. | 2-4 |
| C. Select one additional course from A or B. | <u>3</u> |
| | 8-11 |
| III. Social Science | |
| A. ECO-20100 and ECO-20200 | 6 |
| B. PSY-10100 or SOC-10100 | <u>3</u> |
| | 9 |
| IV. Mathematics and Science | |
| A. Select one laboratory science course from Biology, Chemistry, Geology, or Physics. | 3-4 |
| B. Select MTH-12100 or a higher-level mathematics course. | 4 |
| C. Select a statistics course: MTH-20500 or 20600. | <u>3-4</u> |
| | 10-12 |
| V. Business Major | |
| A. ACC-12100* and ACC-12200 (*Students with little or no accounting background will be required to take ACC-10600 or ACC-10601.) | 8 |
| B. Select Business, Computer Information Systems, Marketing, and/or Office Information Systems courses. | <u>10-14</u> |
| | 18-22 |
| 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 advisor to discuss course selection.

ASSOCIATE IN COMPUTERS

Computer Science (DACP0) or Information Systems (DACP1)

Introduction

Students interested in pursuing a career in the computer field should plan to eventually complete a bachelor's degree at a four-year school of their choice. Computer majors are found in two separate areas. Computer Information Systems degrees are business oriented. Positions of employment would include computer programmers, systems analysts, network administrators, or microcomputer specialists. Degrees in these areas include the following:

Management Information Systems
Computer Information Systems
Information Systems

Computer Science degrees are mathematical and engineering oriented. Positions of employment would include application programmers, systems programmers, software engineers, and systems analysts. Degrees in this area include the following:

Software Engineering
Computer Science
Computer Engineering

Students planning to transfer to a four-year college or university must consult with their advisors 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 advisor and with approval of the dean of instructional services. 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.

Completion of the Associate in Computers degree, a **minimum of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 |
|--|-----------------|
| I. General | |
| A. ENG-10000 (if required) | 0-1 |
| B. ENG-10300 or ENG-10303 | 3 |
| C. ENG-10400 or ENG-10403 | 3 |
| D. POL-10100 | 3 |
| E. SPE-10500 or SPE-11400 | <u>3</u> |
| | 12-13 |
| II. Humanities | |
| A. Select three courses from History, Humanities, Journalism, Language, Literature, or Philosophy. | 9 |
| B. Select one course from Art, Music, or Theatre. | <u>3</u> |
| | 12 |
| III. Social Science | |
| A. Select one course from Anthropology, Psychology, or Sociology. | 3 |
| B. Select one course from Psychology. | <u>3</u> |
| | 6 |
| IV. Mathematics and Science | |
| A. Select one laboratory course from Biology. | 4 |
| B. Select one laboratory course from Chemistry | 4 |
| C. Select one Mathematics (MTH-12000 or higher) course. | <u>4</u> |
| (MTH-20500 and 20600 cannot both be counted for credit.) | 12 |
| V. Computer Major | |
| A. CIS-10500 | 3 |
| B. CIS-27001 | 3 |
| C. CIS-27101 | <u>4</u> |
| | 10 |

(continued)

ASSOCIATE IN COMPUTERS

Computer Science (DACP0) or Information Systems (DACP1)

Select one of the options below:

Computer Science Option (Select 7 - 8 credits.)

- A. CIS-17000 (3 credits)
- B. CIS-17500 (3 credits)
- C. CIS-23500 (3 credits)
- D. CIS-26000 (3 credits)
- E. MTH-12100 (4 credits)
- F. MTH-18001 (4 credits)
- G. MTH-22002 (4 credits)

7-8

Information Systems Option (Select 7 - 8 credits.)

- A. ACC-12100 (4 credits)
- B. ACC-12200 (4 credits)
- C. BUS-10100 (3 credits)
- D. CIS-17000 (3 credits)
- E. CIS-17500 (3 credits)
- F. CIS-23500 (3 credits)
- G. CIS-26000 (3 credits)
- H. ECO-20100 (3 credits)
- I. ECO-20200 (3 credits)

7-8

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 advisors to discuss course selection.

NOTE: Schools vary in the number of credits over 60 that will transfer. Students should check with their advisors for transferability of additional courses.

ASSOCIATE IN CRIMINAL JUSTICE - GENERALIST (DCJG0)

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 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.

Completion of the Associate in Criminal Justice - Generalist degree, a **minimum 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) interview by appointment with a criminal justice advisor before entering the program; 5) provide personal background information and sign release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program; 6) sign and abide by Criminal Justice Code of Conduct, which includes a mandatory dress code; 7) pass a physical examination before enrolling in physical training class.

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 |
|---|-------------------------|
| I. General | |
| A. ENG-10000 (if required) | 0-1 |
| B. ENG-10300 or ENG-10303 | 3 |
| C. ENG-10400 or ENG-10403 or ENG-10601 | 3 |
| D. POL-10100 | 3 |
| E. SPE-10500 or SPE-11400 | <u>3</u> |
| | 12-13 |
| II. Humanities | |
| (Only two courses per subject area can be used to meet degree requirements in humanities.) | |
| A. Select one course from History, Humanities, Journalism, Language, Literature, or Philosophy. | 3-4 |
| B. Select one course from Art, Music, or Theatre. | 2-4 |
| C. Select one additional course from A or B. | <u>2-3</u> |
| | 8-11 |
| III. Social Science | |
| A. SOC-10100 | 3 |
| B. PSY-10100 and PSY-20200 | 6 |
| C. Select one additional course from Anthropology, Political Science, Psychology, or Sociology. | <u>3</u> |
| | 12 |
| IV. Mathematics and Science | |
| A. Select one laboratory science course from Biology, Chemistry, Geology, or Physics. | 4 |
| B. Select MTH-10100 or higher course (excluding MTH-20500 and 20600). | <u>4</u> |
| | 8 |
| V. Criminal Justice Major | |
| A. CJS-10000 | 3 |
| B. CJS-24000 or SOC-24000 or substitution approved by advisor | 3 |
| C. Criminal Justice electives | <u>15</u> |
| | 21 |
| 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 mandatory that students meet with their advisor to discuss course selection.

NOTE: Students must earn a C or better in each course within this degree program.

ASSOCIATE IN FINE ARTS

Creative Writing (DAFA0), Studio Art (DAFA1), or Theatre Arts (DAFA2)

Introduction

The Associate in Fine Arts degree is designed for students with an interest in studio arts (such as sculpture or 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 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 advisor and with approval of the dean of instructional services. 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.

Completion of the Associate in Fine Arts degree, a **minimum of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 |
|---|---------------------|
| I. General | |
| A. ENG-10000 (if required) | 0-1 |
| B. ENG-10300 or ENG-10303 | 3 |
| C. ENG-10400 or ENG-10403 | 3 |
| D. POL-10100 | 3 |
| E. SPE-10500 or SPE-11400 | <u>3</u> |
| | 12-13 |
| II. Humanities | |
| (Only two courses per subject area can be used to meet degree requirements in humanities.) | |
| A. Select one course from History, Humanities, Journalism, Language, Literature, or Philosophy. | 3-4 |
| B. Select one course from Art, Music, or Theatre. | 2-4 |
| C. Select a Fine Arts option: | 3 |
| Creative Writing Option: Select ENG-21500. | |
| Studio Art Option: Select an Art course. | |
| Theatre Arts Option Select THE-12000. | <u> </u> |
| | 8-11 |
| 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 |
| B. Select one course from Anthropology, Psychology, or Sociology. | 3 |
| C. Select two courses from A and/or B. | <u>6</u> |
| | 12-13 |
| 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 |
| B. Select one Mathematics (MTH-11600 or higher) course. | 3-4 |
| C. Select an additional course from A or B. (MTH-20500 and 20600 cannot both be taken for credit.) | <u>4</u> |
| | 11-12 |

(continued)

ASSOCIATE IN FINE ARTS

Creative Writing (DAFA0), Studio Art (DAFA1), or Theatre Arts (DAFA2)

V. Options - Select one of the following options:

Creative Writing Option

- | | |
|---|-----------|
| A. ENG-29100 or ENG 29200 | 3 |
| B. Additional courses approved by advisor | <u>12</u> |
| | 15 |

Studio Art Option

- | | |
|---|-----------|
| A. ART-28000 | 3 |
| B. Additional courses approved by advisor | <u>12</u> |
| | 15 |

Theatre Arts Option

- | | |
|---|-----------|
| A. THE-27000 | 3 |
| B. Additional courses approved by advisor | <u>12</u> |
| | 15 |

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 advisor to discuss course selection.

ASSOCIATE IN SCIENCE DEGREE

Life Science (DASC1) or Physical Science (DASC2)

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 | Geology |
| Chemistry | Mathematics |
| Computer Science | Natural Science |
| Conservation | Physical Science |
| Education - Elementary | Physics |
| Education - Industrial | Pre-Professional Health |
| Education - Secondary | Pre-Engineering |
| Forestry | Zoology |

Completion of the Associate in Science degree, a **minimum of 60 credit hours**, will satisfy the requirements of the MACRAO Transfer Agreement.

Prerequisites

A student is required to demonstrate his/her proficiency in basic academic skills before beginning course work at Kirtland Community College (see page 11). If test results show a need for developmental course work in English (DEV-09903 and DEV-09904) and/or reading (DEV-08601 and/or DEV-09601) and/or mathematics (DEV-06300), a student is expected to begin these courses during his/her first semester and to finish these courses before completing 30 credit hours.

Because DEV courses are prerequisites to most college-level courses, they must be completed before a student can register for those college-level 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 |
|----------------------------|---------------------|
| I. General | |
| A. ENG-10000 (if required) | 0-1 |
| B. ENG-10300 or ENG-10303 | 3 |
| C. ENG-10400 or ENG-10403 | 3 |
| D. POL-10100 | 3 |
| | 9-10 |

II. Humanities

(Only two courses per subject area can be used to meet degree requirements in humanities).

| | |
|---|--------------|
| A. Select one course from History, Humanities, Journalism, Language, Literature, or Philosophy. | 3-4 |
| B. Select one course from Art, Music, or Theatre | 2-4 |
| C. Select additional courses from A and/or B. | 6 |
| | 11-14 |

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 |
| B. Select one course from Anthropology, Psychology, or Sociology. | 3 |
| C. Select one additional course from A or B. | 3 |
| | 9-10 |

IV. Mathematics and Science - Select one of the options below.

Life Science Option

| | |
|---|--------------|
| A. BIO-10100 | 4 |
| B. BIO-20100, 21000, or 21300 | 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 either a Chemistry or Physics sequence: CHE-10100 and CHE-10200 or 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 |

(continued)

ASSOCIATE IN SCIENCE DEGREE

Life Science (DASC1) or Physical Science (DASC2)

- C. In addition to courses taken under A and B, select any two of the following courses:
- BIO-10100, 20100, 21000, 21300;
 CHE-10100, 10200;
 GEL-10500;
 MTH-22102, 22202;
 PHY-20100, 20200

8
24

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 advisor to discuss course selection.

V. Electives

(Three credits in Physical Education courses can be used to meet degree requirements.)

Select any 10000-level or above courses **3-8**

Minimum Total Credit Hours Required 60

COURSE DESCRIPTIONS

This portion of the 2000-2001 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-10000¹ **Chemical Science² (F,W)³** **4⁴(3-2)⁵**
Prerequisite: DEV-07300⁷ or
Corequisite: DEV-07300⁸
(*Credit Type*)⁹

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. **Prerequisite⁷** or **corequisite⁸:** DEV-07300.⁶

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. **Course Description:** An explanation of the knowledge and skills gained by successful completion of the course.
7. **Prerequisite:** Requirement(s) that must be met or course(s) that must be taken before enrolling in a specific course.
8. **Corequisite:** Course that must be taken at the same time as the desired course.
9. **Distribution:** Some programs require courses of a specific distribution type. The category in which a course may be used is listed in italics.

ACCOUNTING (ACC)

ACC-10500 Federal Income Tax Accounting (V) 3(3-0)

This course will analyze income tax laws to determine how they have been established; examine and discuss the rights of the government and taxpayer, determination of exemptions and deductions, determination of taxable income, and 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 is recommended.

ACC-10600 Fundamentals of Accounting (F,W,S) 4(4-0)

This course is 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)

This course provides development of an understanding of accounting topics that include assets, liabilities, and both partnership and corporate equity. This course will develop the student's ability to use accounting information. **Prerequisite:** ACC-10600, ACC-10601, or permission of advisor and successful completion of pre-test. **Prerequisite or corequisite:** ENG-10300/10303 or permission 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, ACC-10601, or ACC-12100.

ACC-20500 Cost Accounting I (V) 3(3-0)

This course is 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. **Prerequisites:** ACC-12100 and ACC-12200.

ACC-20600 Cost Accounting II (V) 3(3-0)

This course is 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 (V) 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 (V) 4(4-0)

This course provides 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.

ALLIED HEALTH (ALH)

ALH-10001 Competency Evaluated Nurse Aide 7(8-0)

This course is 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, basic mental health and nutritional concepts, and the regulations that govern the distribution of health care in long-term facilities.

ALH-10100 Medical Terminology (F,W,S) 3(2-1)
(formerly MOA-11000)

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. This course can be utilized by students involved in the dental, nursing, veterinary, anthropological, or allied health fields.

ALH-10501 Competency Evaluated Nurse Aide Clinic (F,W) 5(8-0)

This course 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)

This course 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). **Prerequisites:** ALH-10100, BIO-10701, and BIO-10702.

ALH-11200 Medical Ethics and Law (F,W) 1(1-0)

This course provides an introduction to the health care professional's role and ethical and legal responsibilities in our society.

ALH-11500 Medical First Responder (V) 5(4-1)

The student will assess and assure scene security, determine the needs of the incident, and communicate appropriately. The student will conduct the patient assessment, and prioritize, plan, and implement emergency medical procedures according to local medical control protocols. This course includes training in professional rescuer CPR.

ALH-11700 Medical Assistant Clinical Lab I (F) 4(0-6)

This course is 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.). This includes dispatch, emergency victim care in a variety of situations, extrication, and transportation.

ALH-12101 E.M.T. Lab I (V) 2(0-5)

This course 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)

This course provides structured clinical experience in settings related to Basic E.M.T. I classroom topics.

ALH-12400 Lifetime Wellness & Fitness (V) 2(0-2)
(formerly PER-12400)

This is a course designed for men and women of all ages. The course covers recommended screening, nutrition, exercise, and stress management. It will help the student plan a more healthful lifestyle.

ALH-15000 Basic Pharmacology (W) 3(3-0)
(formerly MOA-12200)

This study of pharmacology focuses on commonly used drugs, patient instructions, and safe administration of medications.

ALH-20201 Standard First Aid (V) 1(1-0)

Students will gain knowledge and practice in CPR (including adult, one-man, two-man, infant, and child) and Basic First Aid.

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 see ALH-11500

ALH-21800 Medical Assistant Clinical Lab II (W) 4(0-6)

Emphasis is on performing the complete blood count and routine urinalysis. This 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)

This course presents theory and didactic knowledge of advanced patient assessment, acid/base balance, IV therapy, and advanced airway management. It introduces fundamental paramedic-level concepts. The focus is on respiratory emergencies and related pharmacology. **Prerequisites:** BIO-10701 and BIO-10702. **Corequisites:** ALH-10100, ALH-15000, ALH-22101, and ALH-22201.

ALH-22101 Paramedic Lab I (V) 2(0-5)

This course presents hands-on practical skills training and application of material in Paramedic I. It includes review of E.M.T. I skills. Students will learn advanced patient assessment, IV therapy, and advanced airway management. The focus will be on applying skills to actual situations through scenario-based teaching. **Prerequisites:** BIO-10701 and BIO-10702. **Corequisites:** ALH-10100, ALH-15000, ALH-22001, and ALH-22201.

ALH-22201 Paramedic Clinical I (V) 3(0-8)

This course provides structured clinical experience in settings related to Paramedic I classroom topics. It may include assignments in phlebotomy, emergency department, respiratory therapy, advanced life support E.M.S. unit, and intensive care unit. **Prerequisites:** BIO-10701 and BIO-10702. **Corequisites:** ALH-10100, ALH-15000, ALH-22001, and ALH-22101.

ALH-23001 Paramedic II (V) 4(4-0)

This course presents theory and didactic knowledge of cardiac patient assessment, cardiology, and ECG interpretation. The focus is on cardiac emergencies and related pharmacology. It also includes medical and pediatric emergencies. **Prerequisite:** Basic E.M.T. License. **Corequisites:** ALH-23101 and ALH-23201.

ALH-23101 Paramedic Lab II (V) 2(0-5)

This course presents hands-on practical skills training and application of material in Paramedic II. It includes review of Paramedic I skills. Students will learn cardiac patient management, including cardiac arrest. It 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. **Corequisites:** ALH-23001 and ALH-23201.

ALH-23201 Paramedic Clinical II (V) 3(0-8)

This course provides structured clinical experience in settings related to Paramedic II classroom topics. This may include assignments in emergency department, surgery, cardiac catheterization, advanced life support E.M.S. unit, and intensive care unit. **Prerequisite:** ALH-22201. **Corequisites:** ALH-23001 and ALH-23101.

ALH-24001 Paramedic III (V) 4(4-0)

This course presents theory and didactic knowledge of the prehospital approach to the traumatized patient, including prioritized patient assessment and advanced treatment of various injuries. The focus is on trauma emergencies and related topics. It also includes mass casualty incidents, environmental, and hazardous materials emergencies. **Prerequisite:** ALH-23001. **Corequisites:** ALH-24101 and ALH-24201.

ALH-24101 Paramedic Lab III (V) 2(0-5)

This course presents hands-on practical skills training and application of material in Paramedic III. It includes review of Paramedic I and II skills. Students will learn advanced trauma patient management. It will focus on applying skills to actual situations through scenario-based teaching including mock disasters and vehicle extrication situations. Application of the team leader concept is also continued. **Prerequisite:** ALH-23101. **Corequisites:** ALH-24001 and ALH-24201.

ALH-24201 Paramedic Clinical III (V) 3(0-8)

This course provides structured clinical experience in settings related to Paramedic III classroom topics. It may include assignments in emergency departments, advanced life support E.M.S. units, and intensive care units. **Prerequisite:** ALH-23201. **Corequisites:** ALH-24001 and ALH-24101.

ALH-26500 Externship - 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. **Prerequisites:** completion of all courses required for the program, permission of advisor, and a GPA of 2.0 or better.

ANTHROPOLOGY (ANT)

ANT-10100 Cultural Anthropology (V) 3(3-0)

This 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-10300/10303 or permission

of instructor. (*Social Science Credit*)

ANT-10500 Introduction to Archaeology and Prehistory (V) 3(3-0)

This course introduces 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-10300/10303 or permission of instructor. (*Social Science Credit*)

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, ethnicity, age, and gender. **Prerequisite or corequisite:** ENG-10300/10303 or permission of instructor. (*Social Science Credit*)

ANT-27500 Directed Study in Anthropology (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. (*Social Science Credit*)

ART (ART)

ART-10000 Art History I (F) 3(3-0)

This course surveys the major developments, movements, and philosophies of the visual arts from the Prehistoric to the Renaissance period by means of lecture, slides, and videos. (*Humanities Credit*)

ART-10103 Art History II (W,S) 3(3-0)

This course provides 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, and videos. (*Humanities Credit*)

ART-10500 Introduction to Design (F) 3(0-4)

In this course, students will gain an understanding of the relationships between shape, form, pattern, texture, and color. By using computers, the student will create compositions dealing with biomorphic and rectilinear shapes. This course is intended to give the student a basic knowledge of the principles of composition and the elements of design and the role they play in the creative process. **Prerequisite:** permission of instructor. (*Humanities Credit*)

ART-10600 Fundamentals of Drawing I (F) 3(0-4)

This course will stress the process of drawing as an imitation of nature through eye-hand coordination. Drawings are generated exclusively from still lifes as subject matter. Emphasis is on linear construction with a concern for accurate

proportion and simple positive-negative/figure-ground relationships. Value structure is introduced after an initial but solid understanding of sighting and measuring, composition, and spatial relationships has been developed. Media is limited to achromatic/monochromatic dry drawing materials. (*Humanities Credit*)

ART-10700 Painting I (V) 3(0-4)

This course will stress the process of painting as an imitation of nature through eye-hand coordination. Paintings are generated from photographs and still lifes (observed objects) as subject matter. Emphasis is on the exploration of techniques with a concern for accurate proportion, simple positive-negative/figure-ground relationships, and color dynamics. Technical realism is introduced after an initial but solid understanding of color theory, compositions, and spatial relations has been developed. Media is limited to full-spectral wet oil materials. (*Humanities Credit*)

ART-10800 Ceramics I (V) 3(0-4)

This course provides an introduction to clay and its characteristics as a creative medium in utilitarian and non-utilitarian forms through hand-built and wheel-thrown objects. (*Humanities Credit*)

ART-11000 Watercolors (V) 3(0-4)

This course will stress the process of painting as an imitation of nature through eye-hand coordination. Paintings are generated from photographs and still lifes (observed objects) as subject matter. Emphasis is on the exploration of techniques with a concern for accurate proportion, simple positive-negative/figure-ground relationships, and color dynamics. Technical realism is introduced after an initial but solid understanding of color theory, compositions, and spatial relations has been developed. Media is limited to full-spectral wet watercolor materials. (*Humanities Credit*)

ART-11200 Printmaking (F,W) 3(0-4)

This course introduces the basic techniques of etching, calligraphy, embossing, block printing, and woodcuts. Students are able to explore a variety of image transfer processes. (*Humanities Credit*)

ART-11400 Sculpture (V) 3(0-4)

Students will explore 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. (*Humanities Credit*)

ART-11500 Photography I (V) 3(2-2)

This course offers an introduction to the basic technical skills of photography as a creative medium for personal expression. Students must provide a 35mm camera. (*Humanities Credit*)

ART-20500 Design II (W) 3(0-4)

This course concentrates on three-dimensional form and spatial relationships. Students will gain the ability to manipulate objects in three-dimensional space. Course assignments will focus on processes of construction and quality of craftsmanship. **Prerequisite:** ART-10500.

(Humanities Credit)

ART-20600 Drawing II (W) 3(0-4)

This course stresses the process of drawing as an imitation of nature through eye-hand coordination. Drawings are generated from still lifes and photographs as subject matter. In Drawing I, emphasis is on linear construction with a concern for accurate proportion and simple positive-negative/figure-ground relationships. Emphasis in Drawing II is on value structure and the development of the realistic rendering techniques. Students should show a concentration in experimental media, techniques, spatial relationships, and conceptual processes of drawing. **Prerequisite:** ART-10600. *(Humanities Credit)*

ART-20700 Painting II (F) 3(0-4)

Painting II will continue to stress the process of painting as an imitation of nature through eye-hand coordination. Paintings are generated from photographs and still lifes as subject matter. Students embark on a wider exploration of techniques with a concern for accurate proportion, simple positive-negative/figure-ground relationships, and color dynamics. Technical realism is one approach used to develop a continuing understanding of color theory, composition, and spatial relationships. Emphasis is on the student's personal development and refinement of personal expression. Media is limited to full-spectral wet oil materials. **Prerequisite:** ART-10700. *(Humanities Credit)*

ART-20800 Ceramics II (V) 3(0-4)

This course offers advanced study of forms in clay with emphasis on wheel-thrown objects, glaze calculations, and kiln procedures. **Prerequisite:** ART-10800. *(Humanities Credit)*

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. *(Humanities Credit)*

ART-21500 Photography II (V) 3(2-2)

This course provides 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. *(Humanities Credit)*

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. *(Humanities Credit)*

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 encouraged to explore how personal issues influence the development of his/her own style. **Prerequisites:** ART-11400 and ART-21400. *(Humanities Credit)*

ART-22500 Introduction to Color

Photography (V) 3(0-4)

By using color transparency film, computers, and/or color negative film, students will explore the use of color as a compositional element in photography. **Prerequisite:** ART-11500. *(Humanities Credit)*

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. **Prerequisites:** ART-10800, ART-20800, and ART-21800. *(Humanities Credit)*

**ART-23100 Advanced Black and White
Photography (W) 3(0-4)**

Students will be encouraged to use a variety of films and processes. Students will use both medium and large format cameras, as well as gain a greater understanding of 35mm photography. The use of special lighting techniques will also be explored. **Prerequisites:** ART-11500 and ART-21500. *(Humanities Credit)*

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 media and ideas. **Prerequisite:** ART-22400. *(Humanities Credit)*

ART-27500 Directed Study in Art (V) 1-6(Variable)

This course is designed to meet the interests and needs of individual students who are at an advanced level in one of the art disciplines. **Prerequisite:** 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. *(Humanities Credit)*

ART-28000 Portfolio (F,W) 3(3-1)

This is an advanced course in portfolio preparation. It will stress the process of preparing an intensive portfolio for the artist's market. Résumés and artist's statements are written to develop an initial but solid understanding of the artist's work.

AUTOMOTIVE TECHNOLOGY (AUT)

**AUT-16100 Engine Fundamentals &
Overhaul (W) 4(3-3)**

This course provides an 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. **Recommended prerequisite:** AUT-16302 or instructor's permission.

**AUT-16201 Fuel Systems & Emission
Control (W) 4(3-3)**

This lecture/lab course is 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 in emission control testing. **Recommended prerequisite:** AUT-16401 or instructor's 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)

This is 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. **Recommended prerequisite:** AUT-16302 or instructor's permission. AUT-17702 is also 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. **Recommended prerequisite:** AUT-16401 or instructor's permission.

AUT-17001 Heating and Air Conditioning (F) 3(2-2)

In this 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. **Recommended prerequisite:** AUT-16302 or instructor's permission.

AUT-17702 Automotive Braking Systems (F) 5(3-3)

This course is 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's permission.

AUT-17901 Manual Transmission, Drivelines and Rear Axles (F) 4(3-3)

This is 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. **Recommended prerequisite:** AUT-16302 or instructor's 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-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, and 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. **Recommended prerequisite:** AUT-16302 or instructor's 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. **Prerequisites:** AUT-20402, ENG-10300/10303, and COM-10000.

AUT-21800 Automatic Transmissions (F) 4(2-4)

In this lecture/lab course, 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. **Recommended prerequisite:** AUT-16302 or instructor's 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. **Prerequisites:** successful completion of semesters one, two, and three of automotive curriculum. **Corequisite:** AUT-16500.

AUT-23101 Auto Service Area - Chassis (W) 4(0-6)
This is a specialty service lab for students pursuing the Chassis Specialist certificate. **Prerequisites:** AUT-16201, AUT-16302, and AUT-17702. **Corequisite:** AUT-16500.

AUT-23102 Auto Service Area - Powertrain (W) 4(0-6)
This is a specialty service lab for students pursuing the Powertrain Specialist certificate. **Prerequisites:** AUT-17702 and 17901. **Corequisite:** AUT-16100.

AUT-23103 Auto Service Area - Electrical (W) 4(0-6)
This is a specialty service lab for students pursuing the Electrical Specialist certificate. **Prerequisites:** AUT-16201, AUT-16302, AUT-16401, AUT-16801, and AUT-26601.

AUT-26601 Engine Performance and Diagnostics (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. **Prerequisites:** successful completion of first and second semester of automotive curriculum or instructor's permission and AUT-16201, AUT-16302, AUT-16401, and AUT-16801.

AUT-27500 Directed Study in Automotive Technology (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 instructional services and are subject to review by the curriculum-instruction committee.

AVIATION (AIR)

AIR-25000 Private Pilot Ground School (W) 3(3-0)
This is 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, and medical factors of flight. Upon completion, the student will be qualified to take the Federal Aviation Administration written examination for private pilots.

BIOLOGY (BIO)

BIO-10100 General Biology (F,W) 4(3-2)
This is a lecture and laboratory course in the basic principles of life science: genetics, origin, and evolution of life, structure, function, and classification of organisms and interactions in the ecosystem are stressed. **Prerequisite:** CHE-10000, one year of high school chemistry, or PHY-10500. (*Science Credit*)

BIO-10700 see BIO 10701 and BIO-10702

BIO-10701 Essentials of Anatomy and Physiology (F,W,S) 3(3-0)
This course provides an abbreviated study of the gross and microscopic structures and functions of the systems, organs, and tissues of the human body. Terminology and common pathologies of each system will be introduced. **Prerequisite corequisite:** ENG-10300/10303 or permission of instructor. **Corequisite:** BIO-10702. (*Science Credit, except for Associate in Science*)

BIO-10702 Essentials of Anatomy and Physiology Laboratory (F,W,S) 1(0-2)
This is a laboratory course to accompany BIO 10701. **Corequisite:** BIO-10701. (*Science Credit, except for Associate in Science*)

BIO-11500 Anatomy & Physiology I (F,W) 4(3-2)
The first 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. (*Science Credit, except for Associate in Science*)

BIO-11600 Anatomy & Physiology II (W,S) 4(3-2)
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. (*Science Credit, except for Associate in Science*)

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. (*Science Credit*)

BIO-20000 Life Science Workshop (V) 1-4(Variable)
This is a lecture and hands-on activity course in life science. Teachers will receive materials suitable for use in their classrooms. (*Science Credit, except for Associate in Science*)

BIO-20100 General Zoology (V) 4(3-2)

This course provides 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 identification of local animals is included. **Prerequisite:** BIO-10100 or permission of instructor. (*Science Credit*)

BIO-21000 Microbiology (F,W) 4(3-2)

This course provides 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 student. **Prerequisites:** CHE-10000 and BIO-10100 or permission of instructor. (*Science Credit*)

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. (*Science Credit*)

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. **Prerequisites:** BIO-11500 and BIO-11600. (*Science Credit, except for Associate in Science*)

BUSINESS (BUS)

BUS-10100 Introduction to Business (F,W) 3(3-0)

This course provides orientation to characteristics and functions of business, business environment, opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics, law, and 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-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: 1) have the approval of the school internship coordinator and department head within the curriculum he or she is 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 the student in a particular curriculum. **Prerequisite:** permission of advisor.

BUS-21000 Principles of Management (W) 3(3-0)

This course examines 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)

This course provides 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, providing 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 (30 credit hours or more).

BUS-25000 Business Seminars (F,W,S) 1-6(Variable)
These courses or seminars are 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)
This course is designed to meet special occupational needs for individual students. **Prerequisite:** recommendation of 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.

CAREER AND PERSONAL DEVELOPMENT (CAR)

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 his/her 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-10300 Career Development Skills (V) 1(1-0)
Career development skills are those abilities that allow students to be successful in all aspects of their careers. This course teaches career exploration, job search, employment correspondence, and interview and employability skills. Life skills such as time management, communications, and working cooperatively are emphasized. Students will engage in written, oral, and interpersonal activities to learn and demonstrate workplace skills.

CAR-10400 Using a College Library (F,W,S) 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)
This course in reading for speed and efficiency 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)
This course is 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:** permission of instructor.

CAR-11600 Learning Styles (V) 1(Variable)
This class on learning styles will teach students to take responsibility for their own learning. **Prerequisite:** permission of instructor.

CAR-12600 Service Learning Lab (V) 1(Variable)
A service learning project designed by an instructor to supplement course learning, this 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 will be designed under the supervision of the coordinator of service learning and appropriate faculty members. The student will design a community placement as the basis for academic learning. **Prerequisite:** permission of the service learning advisory committee.

CHEMISTRY (CHE)

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-10300/10303 or permission of instructor. (*Science Credit*)

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. **Prerequisites:** high school chemistry or CHE-10000 and one year of high school algebra. **Prerequisite or corequisite:** ENG-10300/10303 or permission of instructor. (*Science Credit*)

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. (*Science Credit*)

CHE-10500 Organic and Biological Chemistry (V) 4(3-3)

Organic and Biological Chemistry will first provide a brief outline of the functional groups, nomenclature, and reactions of organic chemistry, then examine the fundamentals of biochemistry, including structure and reactivity of proteins and nucleic acids, and the basic process of metabolism. Methods of analysis of important bio-molecules and clinical tests of body processes and molecular diseases will be presented. In laboratory, students will conduct laboratory procedures that will reinforce or broaden the concepts presented in lecture. The course is designed to satisfy the degree requirements in nursing (BSN) or an allied health field. It will also serve as a preparatory course for higher level organic and biochemistry courses that are required for pre-medical, pre-dental, or chemistry major programs. **Prerequisite:** CHE-10000 or CHE-10100. (*Science Credit*)

CHE-10600 Organic and Biological Chemistry (V) 3(3-0)

Organic and Biological Chemistry will first provide a brief outline of the functional groups, nomenclature, and reactions of organic chemistry, then examine the fundamentals of biochemistry, including structure and reactivity of proteins and nucleic acids, and the basic process of metabolism. Methods of analysis of important bio-molecules and clinical tests of body processes and molecular diseases will be presented. The course is designed to satisfy the degree requirements in nursing (BSN) or an allied health field. It will also serve as a preparatory course for higher level organic and biochemistry courses that are required for pre-medical, pre-dental, or chemistry major programs. **Prerequisite:** CHE-10000 or CHE-10100. (*Science Credit*)

COMMUNICATION (COM)

COM-10000 Written and Oral Communication (V) 3(3-0)

This course combines interpersonal, public, and written communication skills. Students will be exposed to these aspects of communication through reading and research and will demonstrate these skills through group activities, classroom discussion, presentations, and written assignments. **Prerequisite:** ENG-10300/10303.

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY (CAD)

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.

CAD-10500 Technical Drafting/CAD (F,W) 4(3-3)

Technical Drafting/CAD covers advanced orthographic projection topics including geometry/fillets, rounds and runouts/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.

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; and standard sections and details. **Prerequisite:** CAD-10001.

CAD-20000 Machine Design & Mechanisms/CAD (V) 4(3-3)

This is 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.

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-10500.

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-10500.

CAD-21500 Tool and Machine Design/CAD (V) 4(3-3)

Tool and Machine Design is the study of the equipment and processes that 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 gauging; 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-10500.

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.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS Prerequisites and Demonstrated Competency

The only CIS courses that do not have prerequisites are listed below:

- CIS-01000 Basic Computing
- CIS-10500 Introduction to Computers
- CIS-22100 DOS
- CIS-22301 Windows 98

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-22301, CIS-26100, CIS 26200, and CIS-27001 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. Students who do pass the test 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 those thinking about transferring should not elect this option.

CIS-01000 Basic Computing (F,W,S) 2(2-0)

This course is designed to help students learn about the fundamental aspects of using a computer. It is designed for beginners who have never used a computer or are afraid to use one. This course is slower paced and does not have the rigor of a transferable computer course. Students will learn about hardware components, Windows, word processing software, the Internet, and e-mail. This course does not transfer to other college or universities.

CIS-10500 Introduction to Computers (F,W,S) 3(3-0)

The student will become familiar with computer terminology, applications, and basic telecommunication concepts. Specific topics covered in this course include hardware and software terminology/concepts, Windows operating system, word processing, spreadsheet, database management, data communications, and the Internet. Application software used is Works 2000 and Internet Explorer.

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 components of Microsoft Office. **Prerequisite:** CIS-10500 or demonstrated competency.

CIS-17100 PowerPoint (F,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 a computer monitor and on the World Wide Web. **Prerequisite:** CIS-10500, CIS-22301, 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)
(Also listed as ACC-18500)

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, ACC-10601, or ACC-12100.

CIS-19500 Hardware Repair/Maintenance (F) 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-10500, CIS-22301, 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-22301 Windows 98 Operating System (V) 1(1-0)

The student will learn functions and commands in the Windows operating system. Specific topics to be covered in this course include investigating the environment, customizing the desktop, running applications programs, working with files and folders, printing, multitasking, installing applications programs, customizing the menu, and using the Explorer for file management.

CIS-22400 Unix Operating System (F) 2 (2-0)

Students will learn about the Unix operating system environment. They will learn about the different Unix Shells and how to issue system commands. Other topics covered include the following: 1) using common editors; 2) managing files, directories, and permissions; 3) writing alias and script files; 4) using pine for e-mail; and 5) controlling the processing of a program. System administration concepts and commands, such as administering user account and groups, device management, task automation, backup/recovery, queue

management, and network administration, will also be covered. **Prerequisite:** CIS-10500, CIS-22301, or demonstrated competency.

CIS-22701 Microsoft Excel 2000 (F) 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-10500, CIS-22301, or demonstrated competency.

CIS-23500 Database Design (W) 3(2-2)

Students will learn the theoretical knowledge necessary to design and implement effective information databases. Areas such as file layout, data structures, implementation methods, security, and web interfacing will be addressed. Students will work with a currently popular commercially available database management system. Application software package used is Access 2000. **Prerequisite:** CIS-17000, CIS-27001, CIS-27101, 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 (F,W,S) 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 Telnet. This course will offer the students the ability to become comfortable finding and retrieving information from this network of networks. **Prerequisite:** CIS-10500, CIS-22301, or demonstrated competency.

CIS-26200 Web Pages (F,W,S) 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, CIS-26100, or demonstrated competency.

CIS-26300 Advanced Web Pages (F,W) 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 add multimedia files to web pages and how to add code for Java applets. **Prerequisite:** CIS-26200 or demonstrated competency.

CIS-26400 JavaScript (V) 2(2-0)

JavaScript is a programming language that resides inside HTML documents. It is used to create interactive web pages that incorporate banners, pop-up windows, calculations, interactive forms, dynamic images, etc., into web pages. Topics such as conditionals, functions, objects, properties,

methods, event handlers, forms, and frames will be covered in this course. **Prerequisite:** CIS-26300.

CIS-27001 Programming I (F) 3(3-0)

This course investigates general methods of problem-solving, principles of structured programming, and algorithmic design. This includes data types and variable declarations, I/O (input and output), arithmetic operators, assignment and expressional operators, static and automatic variables, external declaration, functions and modular programming, array processing, pointers, record data structures, and file I/O. Programming language used is C. **Prerequisites:** CIS-10500 and MTH-10100 or demonstrated competencies.

CIS-27101 Programming II (W) 4(4-0)

General methods of problem-solving, principles of algorithmic design, and object-oriented design are discussed. This includes data types, functions, arrays, pointers, objects, classes, class inheritance, polymorphism, exceptions, input, output, and file-handling techniques. Other topics introduced include linked lists, stacks, queues, recursion, and dynamic allocation. Programming language used is C++. **Prerequisite:** CIS-27001 or demonstrated competency.

CIS-27200 CGI Programming (W) 2(2-0)

CGI scripts make web pages dynamic and allow users to interact with a web site. Students will learn how to write CGI scripts using the C and Perl languages for a wide variety of applications. Areas of study include generation of dynamic web pages and graphics, creating security for a CGI-activated site, creating interactive forms and image maps, and implementing search facilities. **Prerequisites:** CIS-22400 and CIS-27001, or CIS-27101.

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 instructional services and are subject to review by the curriculum-instruction committee.

CONTRACTING WITH BUSINESS AND INDUSTRY - CWB&I (CBI)

CBI-10100 Contracting with Business and Industry I (F,W,S) 8(0-12)

This is the first 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. **Corequisites:** 8-9 credits of appropriate electives.

CBI-10200 Contracting with Business and Industry II (F,W,S) 8(0-12)

This is the second 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 as CBI-10100. **Prerequisite:** CBI-10100. **Corequisites:** 7-8 credits of appropriate electives.

COOPERATIVE OCCUPATIONAL EDUCATION (COE)

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.

COSMETOLOGY (COS)

COS-10001 Cosmetology I (F,W,S) 5(1-5)

This course covers orientation and theory, sanitation, and braids.

COS-10002 Cosmetology II (F,W,S) 5(1-5)

This course covers theory, personal safety measures, and bacteriology, as well as maintenance of equipment theory. **Prerequisite:** COS-10001.

COS-10101 Cosmetology III (F,W,S) 5(1-5)
This course covers laboratory work in shampooing, towel drying, brushing, and finger waves. **Prerequisite:** COS-10002.

COS-10102 Cosmetology IV (F,W,S) 5(1-5)
This course covers theory and demonstration on manikins in permanent waving and pin curls. **Prerequisite:** COS-10101.

COS-10201 Cosmetology V (F,W,S) 5(1-5)
This course covers theory and demonstrations and practice on scalp treatment and hair dressing. **Prerequisite:** COS-10102.

COS-10202 Cosmetology VI (F,W,S) 5(1-5)
This course covers theory, laboratory demonstration in manicuring, facial, and massage, and make-up practice. **Prerequisite:** COS-10201.

COS-10301 Cosmetology VII (F,W,S) 5(1-5)
This course covers theory, laboratory demonstration in tinting and bleaching, blow drying, and thermal curling. **Prerequisite:** COS-10202.

COS-10302 Cosmetology VIII (F,W,S) 5(1-5)
This course covers theory and review of introduction to hair cutting, hair color, and bleaching. **Prerequisite:** COS-10301.

COS-11100 Manicuring (F,W,S) 8(400)
This course covers orientation, theory, and laboratory work on the public. Instruction and application includes manicuring, nail repair, nail wrap, sculpturing nails, nail tips, nail capping, and removal of sculpture nails and nail tips.

COS-20401 Cosmetology IX (F,W,S) 5(1-5)
This course covers theory, introduction to skin care, machine facial, and hair removal. **Prerequisite:** COS-10302.

COS-20402 Cosmetology X (F,W,S) 5(1-5)
This course covers theory and skin and nail disorders. **Prerequisite:** COS-20401.

COS-20501 Cosmetology XI (F,W,S) 5(1-5)
This course covers 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)
This course covers theory, introduction to salon management, and rules and regulations. **Prerequisite:** COS-20501.

COS-20601 Cosmetology XIII (F,W,S) 5(1-5)
This course covers theory review, preparation for final test, and practice of all curriculum in clinic or on manikins. **Prerequisite:** COS-20502.

COS-20602 Cosmetology XIV (F,W,S) 5(1-5)
This course covers theory, review of professional ethics, and salon management. **Prerequisite:** COS-20601.

COS-20701 Cosmetology XV (F,W,S) 5(1-5)
This course covers theory and continues practice of all curriculum. **Prerequisite:** COS-20602.

COS-20702 Cosmetology XVI (F,W,S) 5(1-5)
This course provides preparation for the final test and a simulated State board exam. **Prerequisite:** COS-20701.

COS-20801 Cosmetology Instructor I (V) 5(1-5)
This course offers orientation and review of all subjects in cosmetology curriculum. **Prerequisite:** license in cosmetology from the State of Michigan.

COS-20802 Cosmetology Instructor II (V) 5(1-5)
This course provides practical experience in laboratory work and clinic. **Prerequisite:** COS-20801.

COS-20901 Cosmetology Instructor III (V) 5(1-5)
This course provides a 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)
This course provides demonstration review and clinical work, including scheduling appointments. **Prerequisite:** COS-20902.

COS-21002 Cosmetology Instructor VI (V) 3(1-3)
This course reviews all subjects in the cosmetology curriculum. Students complete a final test and a simulated State board exam. **Prerequisite:** COS-21001.

COS-211-213 Cosmetology Seminars (V) 1-4(Variable)
These seminars provide brush-up for licensed cosmetologists.

COS-25500 Cosmetology Seminar (V) 0(1-12)
This course is designed to meet deficiency in laboratory hours.

COS-27500 Directed Study in Cosmetology (V) 1-6(Variable)
This course is designed to meet special occupational needs for individual students. **Prerequisite:** recommendation of his/her 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.

CRIMINAL JUSTICE (CJS)

CJS-10000 Introduction to Criminal Justice (F) 3(3-0)
This course covers the history and developing philosophy of law enforcement, including the police, courts, and corrections; present organization and jurisdiction of local, state, and federal agencies; and an introduction to the problems facing the criminal justice system today.

CJS-10200 Physical Training (F,W,S) 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-10800 Firearms (F) 3(1-2)

This is an eight-week course that covers orientation to firearms; policies, procedures, and liability of firearms; and use and hands-on firearms range techniques using targets approved by the Michigan Commission on Law Enforcement Standards (MCOLES). **Prerequisite:** employment as a peace officer or status as a criminal justice student.

CJS-10900 Introduction to Corrections (F,W,S) 3(3-0)

This course introduces the agencies and processes within the correctional system, beginning with ancient history through the modern era. Correctional legislation and the courts are examined, 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. **Prerequisite:** enrollment as a criminal justice student.

CJS-11100 Legal Issues in Corrections (F,W,S) 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,W,S) 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, ultraviolet and infrared, traffic, civil disorders, mug shots, administration of a photographic unit, and courtroom testimony. **Prerequisite:** permission of the director of criminal justice.

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 the 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, as well as several other topics.

CJS-17000 Correctional Institutions and Facilities (F,W,S) 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 student's 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 that meets two hours per week. **Prerequisite:** ENG-10300/10303 or permission of the director of criminal justice.

CJS-17200 Client Relations in Corrections (F,W,S) 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,W,S) 3(2-1)

This course covers 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:** permission of the director of criminal justice.

CJS-20800 Criminal Justice Internship (F,W,S) 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 that 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 permission of the 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 courtroom presentations.

CJS-22400 Advanced Firearms Training (W) 3(1-2)
The course presents the concepts and techniques related to safely using a semiautomatic 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 his or her proficiency with weapons using a course and targets approved by MCOLES. This is an eight-week course of which 16 hours are lecture and 32 hours are range time. **Prerequisite:** CJS-10800 or permission of the director of criminal justice.

CJS-24000 Criminology (F,W) 3(3-0)
(Also listed as SOC-24000)
This course provides an analysis of crime, criminal behavior, and punishment through a variety of historical and contemporary theoretical perspectives. **Prerequisite:** ENG-10300/10303 or permission of instructor.

CJS-24500 Social Deviant Behavior (F) 3(3-0)
(Also listed as SOC-24500)
This course studies social deviant behavior, including social and ethnic bias, sociopaths, cult behavior, and ethical behaviors within the criminal justice process. **Prerequisite:** PSY-10100 or SOC-10100.

CJS-25000 In-Service Courses (V) 1-8(Variable)
In-service 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 in-service training as a means of dealing with the threat of vicarious liability.

CJS-26600 Police Academy (F) 21(0-42)
This is a 17-week, Michigan Commission on Law Enforcement Standards (MCOLES)-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)
This course surveys 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)
This course is designed to meet special occupational needs for individual students. 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. **Prerequisite:** permission of the director of criminal justice.

CJS-28001 Institutional Jail and Prison Administration (W) 3(3-0)
This course provides 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.

DEVELOPMENTAL (DEV)

Below 100 level

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.

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, DEV-06300, or algebraic competency test score of 0-13.

DEV-08601 Basic Reading Skills (F,W,S) 3(1.5-1.5)
This course offers instruction in basic reading techniques to improve comprehension, vocabulary, and critical thinking skills.

DEV-08800 Writing Mechanics (F,W,S) 2-3(0-2-3)
This course provides self-paced, individualized instruction in basic writing skills for students who have completed DEV-09904. **Prerequisite:** permission of the instructor or the writing center coordinator.

DEV-09200 Mechanics of Spelling (F,W,S) 1(0-2)
This course is 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)
This course focuses on identifying each student's strengths and problems as a learner and using that information to improve reading and study skills. It also emphasizes goal setting, time management, critical reading/thinking, vocabulary building, and reading faster while understanding more.

DEV-09903 Basic Writing Skills I (F,W,S) 3(1.5-1.5)
This course 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, this course deals with an in-depth study of the five-paragraph essay. **NOTE:** Successful completion of this course is a prerequisite for

ENG-10300/10303 for students who have not demonstrated proficiency on the English Placement Test.

ECONOMICS (ECO)

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:** completion of 30 credit hours of college-level courses, including ENG-10300/10303. (*Social Science Credit*)

ECO-20200 Principles of Economics (Microeconomics) (W) 3(3-0)

This is a one-semester course that 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:** completion of 30 credit hours of college-level courses, including ENG-10300/10303. (*Social Science Credit*)

ECO-24500 International Economics (V) 3(3-0)
(Also listed as POL-24500)

This course provides an introduction to the international economics for the understanding of the post-Cold War world with the new international system that has succeeded it--globalization. The course examines how globalization now shapes virtually all domestic policies and international relations. It offers a provocative look at the positive and negative impacts of globalization, including the historical, theoretical, and political blend of relationships between nations, corporations, and individuals. **Prerequisite:** ECO-20100. (*Social Science Credit*)

EDUCATION (EDU)

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-10300/10303.

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. Students 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. Students will also 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. **Prerequisite:** completion of one semester (minimum of six credits) with a minimum overall grade point average of 2.5.

ENGLISH and LITERATURE (ENG)

ENG-10000 Writing Lab (F,W,S) 1(1-1)

This course provides 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-10300/10303.

ENG-10300 English Composition I (F,W,S) 3(3-0)

This course is 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. **Prerequisites:** DEV-09904 or a satisfactory writing sample.

ENG-10303 English Composition I with Computers (F,W,S) 3(3-0)

This course is 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. Students prepare their writing using microcomputers. **Prerequisites:** DEV-09904 or a satisfactory writing sample.

ENG-10400 English Composition II (F,W,S) 3(3-0)

A continuation of English Composition I, this composition course 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. **Prerequisite:** ENG-10300/10303.

ENG-10403 English Composition II with Computers (F,W,S) 3(3-0)

A continuation of English Composition I, this course 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. Students prepare their writing using microcomputers. **Prerequisite:** ENG-10300/10303.

ENG-10601 Technical Writing (V) 3(3-0)

Students will learn techniques for collecting and presenting technical data through preparation of informal and formal reports and technical papers and through the study of forms and procedures to establish a general pattern for all technical reports. **Prerequisite:** ENG-10300/10303.

ENG-12000 Journalism I (V) 3(3-0)

This introduction to journalism includes techniques of news gathering and news writing as well as issues such as accuracy, fairness, laws, and ethics. Current newspaper, radio, television, and Internet news sources are also examined. **Prerequisite:** ENG-10300/10303 or permission of instructor. (Humanities Credit)

ENG-12100 Journalism II (V) 3(3-0)

This course provides an in-depth look at journalistic news gathering and news writing. Special areas studied include police and courtroom news, sports reporting, environmental news, and opinion columns. **Prerequisite:** ENG-10300/10303 or permission of instructor. (Humanities Credit)

ENG-12500 Journalism Practicum (V) 1-4(Variable)

Students work with the advisor as staff members of the college news magazine in one area of reporting, editing, photography, desktop publishing, advertising sales, or a combination of these areas. The course may be repeated up to a maximum of four credit hours. **Prerequisites:** ENG-12000 and ENG-12100 or permission of instructor. (Humanities Credit)

ENG-21200 Children's Literature (V) 3(3-0)

This course provides 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-10300/10303 or permission of instructor. (Humanities Credit)

ENG-21400 Introduction to Literature (V) 3(3-0)

This course considers 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-10300/10303 or permission of instructor. (Humanities Credit)

ENG-21500 Creative Writing (V) 3(3-0)

This course provides study and practice of imaginative writing in poetry, fiction, and personal essay. Half the class time will be used in workshop format, sharing work 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-10300/10303 or permission of instructor. (Humanities Credit)

ENG-22200 Introduction to Fiction (V) 3(3-0)

This course provides discussion, analysis, and critical evaluation of selected works by various authors. **Prerequisite:** ENG-10300/10303 or permission of instructor. (Humanities Credit)

ENG-22300 Introduction to Poetry (V) 3(3-0)

This course provides discussion, analysis, and critical evaluation of selected works by various poets. **Prerequisite:**

ENG-10300/10303 or permission of instructor. (Humanities Credit)

ENG-22500 Contemporary Literature (V) 3(3-0)

Students will study works of selected authors of the 20th century. **Prerequisite:** ENG-10300/10303 or permission of instructor. (Humanities Credit)

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 created works. 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 audience's judgements about those events. **Prerequisite:** ENG-10300/10303 or permission of instructor. (Humanities Credit)

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-10300/10303. (Humanities Credit)

ENG-23000 American Literature before 1865 (V) 3(3-0)

This course surveys 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-10300/10303 or permission of instructor. (Humanities Credit)

ENG-23100 American Literature after 1865 (V) 3(3-0)

This course is 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-10300/10303 or permission of instructor. (Humanities Credit)

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-10300/10303 or permission of instructor. (Humanities Credit)

ENG-25100 Topics in Literature (V) 3(3-0)

This course is a study of a significant literary topic and may cover genres, literary figures, subjects, or themes. The class may be repeated for credit if the topics are different. **Prerequisite:** ENG-10300/10303 or permission of instructor. (Humanities Credit)

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*. **Prerequisite:** ENG-21500. (*Humanities Credit*)

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*. **Prerequisite:** ENG-21500. (*Humanities Credit*)

GEOGRAPHY (GEO)

GEO-10000 World Geography (W) 4(4-0)
This course provides 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-10300/10303. (*Social Science Credit*)

GEOLOGY (GEL)

GEL-10500 Physical Geology (V) 4(3-2)
(formerly GEL-22000)
This lecture and laboratory course 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. (*Science Credit*)

HISTORY (HIS)

HIS-10500 History of World Societies to 1600 (F) 3(3-0)
This course provides 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-10300/10303. (*History Credit*)

HIS-10600 History of World Societies Since 1600 (W) 3(3-0)
This course is 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-10300/10303. (*History Credit*)

HIS-20100 United States History to 1865 (F) 3(3-0)
This course is 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:** sophomore standing. **Prerequisite or corequisite:** ENG-10300/10303. (*History Credit*)

HIS-20200 United States History Since 1865 (W) 3(3-0)
A continuation of HIS 201, this is 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. **Recommended prerequisite:** HIS-20100. **Prerequisite or corequisite:** ENG-10300/10303. (*History Credit*)

HIS-20300 Michigan History (V) 3(3-0)
This course provides 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-10300/10303 or permission of instructor. (*History Credit*)

HONORS (HON)

HON-22500 Honors Project (V) 1-3(Variable)
A significant project over and above the typical course requirements which may be undertaken in any regular Kirtland course, the Honors 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 earn from one to three credits. Students may achieve more than three credits in honors projects, but no more than three credits may be applied toward the honors degree. **Prerequisites:** admission to the Honors Program; permission of the instructor and the honors program committee.

HON-25000 Honors Colloquium (W) 3(3-0)
This is an interdisciplinary course that 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. **Prerequisites:** admission to the Honors Program and sophomore standing, or permission of instructor and the honors program committee.

HOSPITALITY (HSP)

HSP-12100 Tourism and the Hospitality Industry (V) 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 apply to all aspects of the industry.

HSP-12200 Marketing and the Hospitality Industry (V) 3(3-0)
This course takes a practical perspective in introducing students to the marketing of hotels, 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.

HSP-12300 Hospitality Sales & Marketing (V) 3(3-0)

This course builds a top-flight sales team with creative, successful sales and marketing programs that really work. It 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 provide suggestions for playing up the unique features of a property.

HSP-13600 Golf Course Operation Management (V) 3(3-0)

This course covers 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.

HSP-13700 Problems in Plant Management (V) 2(2-0)

This course provides students with a broad general education including scientific understanding, quantitative skills, decision-making, cultural enrichments, and social and global awareness of plants, insects and the environment. This course encourages lifelong learning with continual educational programs in the golf program.

HSP-13800 Landscape Management (V) 3(3-0)

The student will learn about 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.

HSP-13900 Environmental Law (V) 3(3-0)

Legal issues are an integral part of the environment which every organization must be aware of today. This course discusses environmental monitoring, report writing, and data management.

HSP-14000 The Game of Golf (V) 1(0-1)

This course teaches the student the basics of the game of golf.

HSP-14100 Landscape Construction (V) 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.

HSP-15800 Nutrition (V) 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.

HSP-15900 Hospitality Industry Computer Systems (V) 1(0-1)

This course provides an overview of the computer information needs of lodging programs and food service establishments.

HSP-16000 Financial Accounting for the Hospitality Industry (V) 4(4-0)

This course presents basic financial accounting concepts and explains how they apply specifically to the hospitality industry.

HSP-16800 Food & Beverage Service (V) 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.

HSP-16900 Front Office Procedure (V) 2(2-0)

This course lays the foundation that will enable students to follow effective office procedures in the hospitality industry.

HSP-17000 Convention Management & Service (V) 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. It offers unique ideas for serving groups during their stay.

HSP-17100 Housekeeping Management (V) 3(3-0)

This course teaches students how housekeeping is critical to the success of today's hospitality operations. It shows the students how to direct the day-to-day operations of this vital department, from the "big picture" management down to technical details.

HSP-17200 Hotel/Motel Security Management (V) 2(2-0)

This course teaches students to keep their staff informed about security issues, concerns and practices that affect property on a daily basis. It covers the physical security of the property, asset protection, guest protection, security equipment, emergency management and procedures, OSHA requirements, and more.

HSP-17300 Introduction to Casino/Gambling Industry (V) 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 and examines casino customers, the gaming environment, venues of gaming, importance of marketing to casinos and gaming, economic impact of casinos and gaming. It also addresses American Indian casinos.

HSP-17400 Resort Management (V) 3(3-0)

This course teaches students how to increase the property's share of the growing leisure and convention markets with the successful resort concepts contained in this course. It shows how to take advantage of the skyrocketing demand for "mini-vacations" and includes the concierge function, computer systems, and health club/spa facility management.

HSP-17500 International Hotel Management (V) 3(3-0)

This course provides the background every graduate will need in today's rapidly changing global marketplace. It prepares students to plan, develop, market, and manage hotels in the

international arena. It also gives students a solid foundation for understanding and managing cultural diversity in the workplace and underscores the importance of protocol in international interactions.

HSP-17600 Managing for Quality in the Hospitality Industry (V) 2(3-0)

This course is designed to acquaint students with quality and leadership issues facing today's hospitality industry. Included are continuous improvement, quality service, power and empowerment, communication skills, goal setting, high performance teams, diversity, management of organizational change, and strategic career planning.

HSP-17800 Food Service Sanitation (V) 2(2-0)

This course 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 are addressed. The course also helps food service managers understand the FDA food code guidelines.

HSP-17900 Food Production (V) 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. It covers hot and cold food preparation, baking, sanitation, proper storage and handling of food, and creative food presentation.

HSP-18000 Bar and Beverage Management (V) 3(3-0)

This course is designed as a must for any employee involved in any way with alcohol service. It includes everything staff members need to know to profitably manage the establishment and covers control systems, hiring and training, responsible alcohol service, and essential information on a wide range of beverage products.

HSP-18100 Hospitality Purchasing Management (V) 3(3-0)

This course teaches staff how to buy major commodities and non-food supplies, ensuring the price and product quality necessary for success. It gives the how-to's of dealing with suppliers and includes the managerial aspects of purchasing.

HSP-18200 Menu Design/Layout (V) 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.

HSP-18300 Basic Cost Control for Food Service Management (V) 3(3-0)

This course teaches 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.

HSP-18400 Contemporary Club Management (V) 3(3-0)

This course introduces students to the unique world of private club management. From "crunching the numbers" to providing impeccable service, it explores the issues that today's club

managers face every day and is loaded with case studies, interviews with club managers, and sample contracts.

HSP-18500 Facilities Management (V) 2(2-0)

Students learn to show their operations managers how to handle today's engineering and maintenance concerns. The course covers all major facility systems and 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.

HSP-18600 Food & Beverage Controls (V) 3(3-0)

Students learn to help their employees take charge of the complexities of controlling food, beverages, labor, and sales income. The course covers standards determination, the operating budget, income/cost control and control systems, the basics of computers, and computer applications in planning and control facilities.

HSP-18700 Managing Catering Operations (V) 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. Techniques in charcuterie and cold food decoration will be covered.

HSP-18800 Wine Appreciations (V) 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.

HSP-18900 Gourmet Foreign Cookery (V) 1(1-0)

This course covers 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 that will change food into culinary delights.

HSP-19000 Bakery Products (V) 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, as well as cake decorating.

HSP-19100 Food Decorating Garnishes (V) 1(0-1)

Basic principles of food decorations and garnishes using fundamental everyday foods for preparation of these garnishes are taught.

HSP-19200 Soups and Sauces (V) 2(0-2)

Basic principles of soups and sauces made from basic stock are covered. Techniques will be taught that will enhance your meals with special sauces as well as unique and challenging soups.

HSP-19300 Professional Food Preparation (V) 3(1-2)

This course covers the skills and training involved in becoming a professional food preparer-chef, including

techniques involved in planning, preparing, serving and presenting “fine” meals. Emphasis is placed upon the use of fresh foods.

HSP-19400 Mixology/The Right Mix (V) 2(1-1)
This course covers the 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.

HSP-19500 Operations Procedures (V) 2(2-0)
Operations procedures covers the process from menu to 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.

HSP-19600 Inventory Control (V) 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 determine what procedure would best solve the problem.

HSP-19700 Bar/Tending Procedures (V) 1(1-0)
Today’s bartenders must know as much about laws governing alcohol consumption as how to mix speciality drinks. This course 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.

HSP-19800 Professional Bartending/Bar Code (V) 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.

HSP-19900 Quality Sanitation Management (V) 2(2-0)
This course shows how to minimize potential liability and better protect the health and safety of guests and staff, and it clearly outlines the sanitation risk management program that helps your property provide quality products and services, comply with regulations, and improve the bottom line.

HUMANITIES (HUM)

HUM-20500 The Individual and Society (V) 3 (3-0)
(Also listed as SOC-20500)
The course is meant to give students an introduction to the basic concepts of the social sciences and the humanities by exploring the relationship between individuals and the society in which they live. The course will begin by examining the language of these disciplines - what is culture? what is the role of the individual in a culture? - and then go on to put a magnifying glass to three different societies to see how these concepts were brought to life. **Prerequisite:** ENG-10300/10303. **Corequisite:** COM-10000, ENG-10400/10403, or permission of instructor. (*Humanities Credit*)

LANGUAGE

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

SGN-10000 American Sign Language I (F,W) 3(0-4)
This course covers the beginning level of the native language of the deaf. Students will develop receptive and expressive skills in fingerspelling, vocabulary and short sentences. Objectives are met through use of drills, videos, and occasional guests who are deaf. **NOTE:** There is no

prerequisite, but prior knowledge of ASL is helpful. *(Humanities Credit)*

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. *(Humanities Credit)*

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. The course will focus on reading "words" and not letters. *(Humanities Credit)*

SGN-10300 American Sign Language III (V) 3(0-4)
This course is a continuation of American Sign Language II. **Prerequisite:** SGN-10100. *(Humanities Credit)*

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. *(Humanities Credit)*

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. *(Humanities Credit)*

SPN-20100 Spanish III (V) 3(3-0)
This course is a continuation of SPN-10200. **Prerequisite:** SPN-10200 or permission of the SILP coordinator. *(Humanities Credit)*

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. *(Humanities Credit)*

LITERATURE

refer to English and Literature,
pages 120-122.

MANUFACTURING

PROCESSES

TECHNOLOGY (MPT)

MPT-10000 Metal Machining I (V) 4(2-4)
This course covers modern metal-making techniques involving theory and practice in the application of machine tool principles.

MPT-10100 Metal Machining II (W) 4(2-4)
This course covers advanced theory and practices in the application of machine tool metal working processes and

procedures. Special problems involving advanced setups and tooling are included, as well as an introduction to C.N.C. and E.D.M. **Prerequisite:** MPT-10000.

MPT-10900 Metrology I (F) 3(2-1)
This course covers fundamentals of dimensional metrology, including systems of measurements, vernier and micrometer instruments, standards, gauge blocks, and pneumatic measuring devices. Emphasis is placed 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. is also covered.

MPT-20200 Metallurgy (W) 3(2-1)
This course covers fundamental physical properties of metals and their effects upon industrial uses. It includes basic strengths of metals, heat treatment, and forming metals and alloys. **Prerequisite:** DEV-09601 or demonstrated competency.

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)
This course is 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., and C.N.C. time. **Prerequisite:** MPT-20300.

MPT-21000 Understanding and Application of Machinist Handbook (F) 3(2-1)
This covers the use of the Machinist's Handbook and the pocket calculator in the solution of manufacturing and design problems. **Prerequisite:** CAD-10500, MPT-10000, MPT-10100, or permission of instructor.

MPT-21200 Statistical Process Control (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)
This course is 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 dean of instructional services and the curriculum-instruction committee.

MARKETING AND RETAILING (MKT)

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)
This course covers 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 of, and reasons for, specific type selection; equipment; printing; and other related publishing requirements. It is desirable that students have skills in word processing and keyboarding. This course will also require additional time outside the classroom to prepare and complete assignments. **Prerequisite:** CIS-10500, OIS-18112, OIS-18113, OIS-18114, or permission of instructor.

MKT-20000 Principles of Marketing (F) 3(3-0)
This course covers the managerial approach to the marketing process. This includes marketing and business management, the role of the consumer, marketing structure, merchandising, support functions, and product flow. **Prerequisite:** sophomore standing.

MKT-20400 Advertising (V) 3(3-0)
This course addresses the social value of advertising and its role in marketing. Analysis of behavioral scientists' findings in regard to customer appeals and motivations, window display techniques, and principles of advertising copy and layout are conducted.

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.

MASSAGE THERAPY (MAS)

MAS-10000 Introduction to Massage Therapy (F,W,S) 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 of massage therapy.

MAS-10200 Introduction to Clinic Operations (W) 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-10300. **Corequisites:** MAS-10400 and MAS-13004.

MAS-10300 Swedish Massage I (W) 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-10701 and BIO-10702, as well as building skills in manipulations and the necessary support skills. These include body mechanics; positioning and draping; communication; hygiene, safety and sanitation; sequence and flow; range of motion; and preparation for the Kirtland clinic experience. **Corequisites:** MAS-10400 and MAS-13004.

MAS-10400 Swedish Massage II (W) 2(1.5-1.5)

Swedish Massage II is a continuation of Swedish Massage I. This course is designed to build skills in manipulation and necessary support skills as described in Swedish I. This course focuses on applying the anatomy and physiology knowledge gained in BIO-10701, BIO-10702, 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.

MAS-12200 Clinic I (S) 2(0-2)

This laboratory experience enables the student to practice Swedish and structural-based techniques in a supervised setting. **Prerequisite:** MAS-10200. **Corequisites:** MAS-12300, MAS-12400, MAS-12500, and MAS-13005.

MAS-12300 Structural Based Bodywork I (S) 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 its use, 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. **Prerequisite:** MAS-10200.

MAS-12400 Structural Based Bodywork II (S) 2(2-0)

This course will introduce students to the specialty of sports/performance massage. Topics will include the benefits of sports massage, basic applications, specific techniques, and common conditions and injuries. Participation includes providing massage at the AuSable Canoe marathon. This course is recommended to professional massage therapists and individuals who have completed at least 100 hours of training. **Prerequisite:** MAS-12300.

MAS-12500 Structural Based Bodywork III (S) 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. **Prerequisite:** MAS-12400.

MAS-12600 Energy Based Bodywork I (F) 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, acupuncture, therapeutic touch, and healing touch. **Prerequisite:** MAS-10200.

MAS-12700 Energy Based Bodywork II (F) 2(1-1)

This course further develops the student's skill in using and integrating energy-based systems. The course includes an introduction to cranio-sacral techniques, as well as lecture, demonstration, and hands-on practice. The student will be assigned a client for a case study. **Prerequisite:** MAS-12600.

MAS-12800 Integrated Structural Dynamics for the Massage Therapist (W) 2(1/1)

This course is designed to assist the student in gaining greater knowledge of the human musculoskeletal systems via muscle identification, palpation, and assessment of movement. The material will be integrated into the coursework through the program. **Prerequisites:** ALH-10100, BIO-10701, BIO-10702, and MAS-10000.

MAS-13004 Topics in Massage Therapy I (W) 1(1-0)

This course examines the issues of special populations served by the massage therapist (the elderly, the pregnant, infants, children, the disabled, survivors of abuse). Topics include appropriate techniques, common conditions, contraindications, marketing, and professional development, identifying the special needs of the various populations, and practical experience under supervision. **Corequisite:** MAS-10400.

MAS-13005 Topics in Massage Therapy II (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 specific techniques for specific conditions. **Corequisite:** MAS-12500.

MAS-13100 Clinic II (F) 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 (F) 1.5(0-1.5)

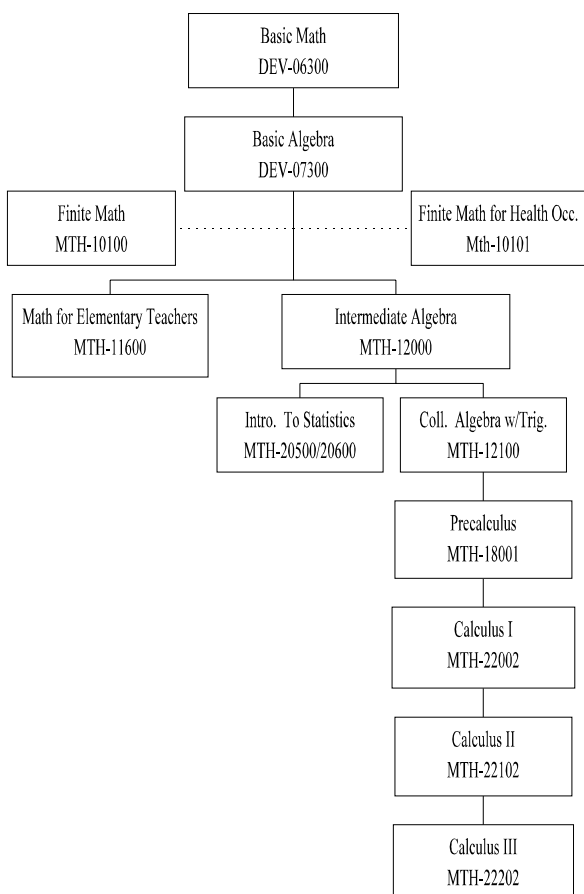
This course enables the student to gain a working knowledge by practicing with an approved professional in the community. Practice sites may include hospitals, resorts, private clinics, and sporting events. **Prerequisite:** permission of instructor.

MAS-27500 Directed Study - Massage Therapy I (S) 2(2-0)

This course enables the student to focus on his or her individual area of interest. Specialized areas of study and methods of study must be approved by the instructor. **Prerequisite:** MAS-10300 or permission of instructor.

MATHEMATICS (MTH)

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 graphing calculator is required. **Prerequisite:** DEV-07300 or algebraic competency test score of 14-22.

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. *(Elective Credit)*

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 grades K-8. 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 service learning project in an elementary school will also be part of this course. A scientific calculator is required. **Prerequisite:** demonstrated algebraic competency, MTH-10100, or MTH-10101. **Prerequisite or corequisite:** ENG-10300/10303 or permission of instructor. *(Math Credit)*

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, complex numbers, quadratic functions, factoring, rational expressions, and basic interpretations of tables and graphs of data. A graphing calculator is required. **Prerequisite:** demonstrated algebraic competency, advanced math placement test score of 0-3, MTH-10100, or MTH-10101. *(Math Credit)*

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 graphing calculator is required. **Prerequisite:** MTH-12000 or advanced math placement test score of 4-7. *(Math Credit)*

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. *(Math Credit)*

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, and regression. A calculator is required. Computer software will be utilized. **Prerequisite:** MTH-12000 or higher. *(Math Credit)*

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 that 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. (*Math Credit*)

MTH-22002 Calculus I (W,S) 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. (*Math Credit*)

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. (*Math Credit*)

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. (*Math Credit*)

MEDICAL OFFICE ASSISTANT (MOA)

MOA-10102 see ALH-11200

MOA-10500 Introduction to Health Information Systems (F) 3(1-2)

This course is 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. The laboratory component deals with analysis of the patient record and maintenance of the master patient index.

MOA-11000 see ALH-10100

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. **Prerequisites:** ALH-10100; OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

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 will be taught, to cover all the various forms of insurance such as BCBS, HMO, Workmen's Compensation, Disability, Champus, Medicare, and Medicaid. **Prerequisites:** ALH-10100; OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

MOA-12100 Medical Transcription I (W) 3(1-2)

This course teaches 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. **Prerequisites:** ALH-10100 with a grade of C or better; ENG-10300/10303; and OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

MOA-12200 see ALH-15000

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. **Prerequisites:** ALH-10100; CIS-10500; ENG-10300/10303; and OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

MOA-12600 Medical Billing & Office Procedures (V) 4(1-4)

This course includes the study and practical application of coding medical diagnoses and procedures using ICD-9-CM and CPT4. Instruction in medical claim form processing covers all major health insurance forms and electronic media claims. A computerized medical office simulation prepares students for scheduling appointments, inputting patient information, handling billing, aging of accounts, and practice and ledger analysis. **Prerequisites:** ALH-10100; ENG-10300/10303; and OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

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. **Prerequisites:** ALH-10100; OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

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 students will further develop their skill in efficient usage of reference materials. **Prerequisite:** MOA-12100.

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. **Prerequisites:** ALH-15000 and MOA-22100.

MUSIC (MUS)

MUS-10100 Music History and

Appreciation (W) 3(3-0)

This course is 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-10300/10303. (*Humanities Credit*)

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 in students who have had no experience at the keyboard. Other musical experience such as MUS-10100 is helpful but not essential. (*Humanities Credit*)

MUS-10500 Piano II (F,W,S) 3(1.5-1.5)

This course is a continuation of Piano I. **Prerequisite:** MUS-10400 or permission of instructor. (*Humanities Credit*)

MUS-10600 Piano III (F,W,S) 3(1.5-1.5)

This course is a continuation of Piano II. **Prerequisite:** MUS-10500 or permission of instructor. (*Humanities Credit*)

MUS-10700 Piano IV (F,W,S) 3(1.5-1.5)

This course is a continuation of Piano III. **Prerequisite:** MUS-10600 or permission of instructor. (*Humanities Credit*)

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 7th chords that will allow them to accompany themselves and/or others. (*Humanities Credit*)

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. (*Humanities Credit*)

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. (*Humanities Credit*)

MUS-11500 Beginning Voice (W) 3(3-0)

This course provides classroom instruction in singing and vocal technique, including posture breathing, tone, song preparation, and performance. Some individual instruction, choral training, and general musicianship is also provided. The course is required of all student seeking a concentration in acting. (*Humanities Credit*)

MUS-12300 Jazz History and Appreciation (F) 3(3-0)

This course is 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-10300/10303. (*Humanities Credit*)

MUS-27503 Intermediate Voice (V) 3(3-0)

This course is a continuation of MUS-11500. It provides classroom instruction in singing and vocal technique, including articulation, resonance, vocal health, vocal problem-solving, and performance. Some individual instruction, choral training, and general musicianship are also provided. **Prerequisite:** MUS-11500 or permission of instructor. (*Humanities Credit*)

MUS-27505 Applied Voice I (V) 3(3-0)

Private instruction in vocal technique is provided in lessons that meet 30 minutes per week. Repertoire is at the discretion of the instructor, including Italian and English literature, and styles of interest to the student. **Prerequisite:** MUS-27503 or permission of instructor. (*Humanities Credit*)

MUS-27506 Applied Voice II (V) 3(3-0)

This course is a continuation of Applied Voice I. **Prerequisite:** MUS-27505. (*Humanities Credit*)

MUS-27507 Applied Voice III (V) 3(3-0)

This course is 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. (*Humanities Credit*)

NURSING (NUR)

NUR-10500 Foundations of Nursing (F) 5(5-0)

This course is 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; with 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 that 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)

This is 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)

This course 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:** admission into the Practical Nursing Program (Level I). **Corequisite:** NUR-10500.

NUR-12200 Pharmacology (W) 3(3-0)

This course is 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, and MTH-10101.

NUR-12300 Nursing Clinical II (W) 7(0-0-21)

This course is 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. **Prerequisites:** BIO-11600, NUR-10500, and NUR-10800. **Corequisites:** NUR-12200, NUR-12500, NUR-12600, and 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 standard physiology, anatomy, nutrition, and nursing foundations. **Prerequisites:** BIO-11600, NUR-10500, and NUR-10800.

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 standard 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. **Prerequisites:** BIO-11600, NUR-10500, and NUR-10800.

NUR-12700 Maternity Nursing (F) 2(2-0)

Aiding 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 standard physiology. **Prerequisite:** BIO-11600 or the permission of the director of health occupations. **Corequisites:** NUR-10500 and NUR-10800.

NUR-13300 Senior Nursing (S) 1(1-0)

This is 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. **Prerequisites:** successful completion of semester one and semester two in the practical nursing program, ENG-10300/10303, and PSY-10100.

NUR-13400 Nursing Clinical III (S) 4(0-0-12)

This course 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. **Prerequisites:** successful completion of semester one and semester two in the practical nursing program, ENG-10300/10303, and PSY-10100. **Corequisite:** NUR-13300.

NUR-20000 Introduction to Complementary Therapies for Nursing (V) 2(2-0)

This course is designed to introduce the student to the application of nontraditional therapies as nursing interventions. The course content may include art therapy, aromatherapy, music therapy, humor therapy, imagery, spirituality, relaxation, reminiscence therapy, meditation, therapeutic touch, nutrition therapy, acupuncture, and other current therapies.

NUR-21100 Nursing Transition I (W) 1(1-0)

This introductory course is 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, such 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 a certificate in practical nursing.

NUR-21200 Nursing Transition II (F,W) 2(1-2)

This lecture/laboratory course is 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. **Prerequisite or corequisite:** BIO/NUR-21500 and a certificate in practical nursing.

NUR-21500 Pathophysiology (F,W) 4(4-0)
(Also listed as BIO-21500)

The 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)**

This lecture/clinical course is designed to aid the student in using the nursing process in giving care to adults who are acutely ill or have multiple health problems. 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. **Corequisites:** BIO/NUR-21500, NUR-21100, NUR-21200, and BIO-21000, or permission of the director of health occupations.

**NUR-23100 Family Centered
Pediatrics (F,W) 4(2-0-6)**

This is a lecture/clinical course designed to aid the student in applying the nursing process to the needs of pediatric families. 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; it 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. **Corequisites:** BIO-21000, BIO/NUR-21500, NUR-21100, and NUR-21200, or the permission of the director of health occupations.

**NUR-24000 Community Mental Health
Nursing (F,W) 6(3-0-9)**

This is a course designed to build upon Level I knowledge and to 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. **Corequisites:** BIO-21000, BIO/NUR-21500, NUR-21100, and NUR-21200.

NUR-25100 Nursing Care of Groups (S) 4(1.5-0-7.5)

This course is 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 providing direct supervised nursing care to groups of clients with multiple and/or complex nursing care needs, are addressed. **Prerequisites:** successful completion of NUR-22100, NUR-23100, and NUR-24000, or permission of the director of health occupations.

**NUR-25500 Nursing Seminar
(V) (All Lab) 1-3(Variable)**

This is 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:** permission of the director of health occupations.

OFFICE INFORMATION SYSTEMS (OIS)

OIS-10100 Basic Keyboarding (F,W,S) 1(0-1)

This course is for those who have not had any previous keyboarding instruction.

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 are provided, including instruction and practice in writing and constructing rough drafts, finished letters, and forms used in business. The course also includes a 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-10300/10303.

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-11200 Business Calculations (F,W,S) 2 (0-2)

The student will learn how to add, subtract, multiply, and divide to complete various business application problems using an electronic calculator and the microcomputer ten-key pad.

OIS-11400 Keyboarding II (F,W,S) 3(1-2)
(Formerly SEC-11400)

This course is designed to increase speed and accuracy in the preparation of business reports and letters. It includes introduction to various letter styles, forms, manuscripts, and tabulation problems. **Prerequisite:** OIS-10400, OIS-18112, OIS-18113, OIS-18114, or equivalent.

OIS-17000 Legal Terminology and Transcription (F,W,S) 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-10300/10303, OIS-11400, or permission of advisor.

OIS-18112 Word Processing I - WordPerfect 6.1 (F,W,S) 3(1-2)
(Formerly SEC-18112)

This course is 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 WordPerfect 6.1, the student will perform basic word processing functions including input, editing, printing, and files maintenance. **Prerequisite:** OIS-10400 or permission of advisor.

OIS-18113 Word Processing I - Word (F,W,S) 3(1-2)

This course is 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 Microsoft Word, the student will perform basic word processing functions including input, editing, printing, and files maintenance. **Prerequisite:** OIS-10400 or permission of advisor.

OIS-18114 Word Processing I - WordPerfect 9 (F,W,S) 3(1-2)

This course is 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 WordPerfect 9, the student will perform basic word processing functions including input, editing, printing, and files maintenance. **Prerequisite:** OIS-10400 or permission of advisor.

OIS-19000 Machine Transcription (W) 3(1-2)
(Formerly SEC-19000)

This course is 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. **Prerequisites:** ENG-10300/10303; OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

OIS-20500 Filing and Records Management (F,W) 3(1-2)
(Formerly SEC-20500)

This course provides an 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 (F,W,S) 3(1-2)
(Formerly SEC-21000)

This course provides the application and combination of previously learned skills. It introduces the application of standard office procedures and practices. Emphasis is on the production of quality materials suitable for actual use, with further emphasis on the development of acceptable personal attitudes and personality. The course also includes a review of employability skills. **Prerequisites:** OIS-11400; OIS-18112, OIS-18113, or OIS-18114; and ENG-10300/10303.

OIS-21400 Keyboarding III (F,W,S) 3(1-2)
(Formerly SEC-21400)

This course provides 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 is taught. **Prerequisite:** OIS-11400, OIS-18112, OIS-18113, or OIS-18114.

OIS-21500 Desktop Publishing for the Office (W) 3(1-2)
(Formerly SEC-21500)

This is 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. **Prerequisites:** CIS-10500; OIS-11400; OIS-18112, OIS-18113, OIS-18114, or equivalent.

OIS-22004 Word Processing II - WordPerfect 6.1 (F,W) 3(1-2)
(Formerly SEC-22004)

This course is 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-22005 Word Processing II - Word (F,W,S) 3(1-2)
(Formerly SEC-22004)

This course is designed to provide advanced applications of the word processing system and program used in OIS-18113. The student will demonstrate proficiency in advanced word processing applications including power typing, creation of documents, and enhancement to promote efficiency. **Prerequisite:** OIS-18113.

OIS-22006 Word Processing II - WordPerfect 9 (F,W,S) 3(1-2)
(Formerly SEC-22004)

This course is designed to provide advanced applications of the word processing system and program used in OIS-18114. The student will demonstrate proficiency in advanced word processing applications including power typing, creation of

documents, and enhancement to promote efficiency. **Prerequisite:** OIS-18112 or OIS-18114.

OIS-22500 Legal Office Procedures (F,W,S) 3(1-2)
(Formerly SEC-22500)

This course is designed to provide students with the practical application of previously acquired skills to simulated law office projects. **Prerequisites:** BUS-10100, BUS-21500, OIS-11400, and OIS-17000 with a grade of C or better.

OIS-24100 Coordinated Secretarial Practices (F,W,S) 3(0-11)
(Formerly SEC-24100)

This is 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:** permission of advisor and/or GPA of 2.0 or better.

OIS-24101 Externship - 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. **Prerequisites:** completion of all courses required for program, permission of advisor, and a GPA of 2.0 or better.

OIS-24102 Externship - 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. **Prerequisites:** completion of all courses required for the program, permission of advisor, and a GPA of 2.0 or better.

OIS-24103 Externship - 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. **Prerequisites:** completion of all courses required for the program, permission of advisor, and a GPA of 2.0 or better.

OIS-24104 Externship - Medical Clerk (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, permission of advisor, and a GPA of 2.0 or better.

OIS-24106 Externship - 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. **Prerequisites:** completion of all courses required for the program, permission of advisor, and a GPA of 2.0 or better.

OIS-27500 Directed Study in Secretarial Science (V) 1-6(Variable)
(Formerly SEC-27500)

This course is 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, permission of advisor, and a GPA of 2.0 or better.

PHILOSOPHY (PHL)

PHL-20100 Introduction to Philosophy (V) 3(3-0)

This course is a study of the major historical and contemporary schools of thought and movements in man's search for truth. **Prerequisite or corequisite:** ENG-10300/10303 or permission of instructor. (*Humanities Credit*)

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 why and how certain decisions regarding courses of action were made. 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 one (or perhaps can one) 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? (*Humanities Credit*)

PHYSICAL EDUCATION AND RECREATION (PER)

PER-10302 Conditioning Activities-Blueprint for a Healthy Back (V) .5(0-1)

This one-day condensed class is designed to instruct the layperson 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.

PHYSICS (PHY)

PHY-10500 Introduction to Physical Science (F,W,S) 4(3-2)

This is a lecture and laboratory course in physical science. The course develops fundamental concepts in matter, energy, and technology through use of selected materials from the areas of physics and chemistry. Attention is given to the methods of scientific inquiry and applications in technology. This course may be elected to meet the science requirement by those not majoring in science. **Prerequisite:** DEV-07300. **Corequisite:** MTH-10100 (*Science Credit*)

PHY-20100 General Physics I (F) 4(4-2)

This is a lecture and laboratory course in introductory physics. Topics will include general properties of matter with emphasis on mechanics, heat and thermodynamics with practical applications, and sound. **Prerequisite:** MTH-12100 or permission of instructor. (*Science Credit*)

PHY-20200 General Physics II (W) 4(4-2)

This is a lecture and laboratory course in introductory physics. Topics will include principles of electricity and magnetism, optics, and concepts of modern physics including relativity and nuclear reaction. **Prerequisite:** PHY-20100 or permission of instructor. (*Science Credit*)

POLITICAL SCIENCE (POL)

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-10300/10303.

POL-20000 International Relations (V) 3(3-0)

This is a study of the nature of relations among nations with particular reference to the basic principles of international politics, including 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. (*Social Science Credit*)

POL-20100 Comparative Government (V) 3(3-0)

This course surveys the government and political institutions in selected Western European democracies, communist systems, and 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. (*Social Science Credit*)

POL-24500 International Economics (V) 3(3-0)
(Also listed as ECO-24500)

This course provides an introduction to the international economics for the understanding of the post-Cold War world with the new international system that has succeeded it-- globalization. The course examines how globalization now shapes virtually all domestic policies and international relations. It offers a provocative look at the positive and negative impacts of globalization, including the historical, theoretical, and political blend of relationships between the nations, corporations, and individuals. **Prerequisite:** ECO-20100. (*Social Science Credit*)

PSYCHOLOGY (PSY)

PSY-10100 Introduction to Psychology (F,W,S) 3(3-0)

This course is 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 behavioral neuroscience, psychodynamic, social/behavioral, cognitive, and humanistic viewpoints are considered for analysis of psychological phenomena. **Prerequisite or corequisite:** ENG-10300/10303. (*Social Science Credit*)

PSY-20100 Educational Psychology (V) 3(3-0)

This course demonstrates how to practically apply psychological concepts to teaching and learning. **Prerequisite:** PSY-10100. (*Social Science Credit*)

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. (*Social Science Credit*)

PSY-24000 Lifespan Developmental Psychology (V) 3(3-0)

This is 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. (*Social Science Credit*)

PSY-26001 Human Sexuality (F) 3(3-0)
(Also listed as SOC-26001)

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. (*Social Science Credit*)

SOCIOLOGY (SOC)

SOC-10100 Introduction to Sociology (F,W,S) 3(3-0)

This course is an introduction to the nature of society, culture, group relations, social processes, and institutions. **Prerequisite or corequisite:** ENG-10300/10303. (*Social Science Credit*)

SOC-10200 Social Theory and Problems (V) 3(3-0)

The nature and range of social problems and the conditions that cause them are considered in a context of social change and disorganization. **Prerequisite:** SOC-10100. (*Social Science Credit*)

SOC-20500 The Individual and Society (V) 3(3-0)
(Also listed as HUM-20500)

The course is meant to give students an introduction to the basic concepts of the social sciences and the humanities by exploring the relationship between individuals and the society in which they live. The course will begin by examining the language of these disciplines - what is culture? what is the role of the individual in a culture? - and then go on to put a magnifying glass to three different societies to see how these concepts were brought to life. **Prerequisite:** ENG-10300/10303. **Corequisite:** COM-10000, ENG-10400/10403, or permission of advisor. (*Social Science Credit*)

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 sociocultural and self-awareness in areas of race, ethnicity, age, and gender. **Prerequisite or corequisite:** ENG-10300/10303 or permission of instructor. (*Social Science Credit*)

SOC-24000 Criminology (F,W) 3(3-0)
(Also listed as CJS-24000)

This course provides an analysis of crime, criminal behavior, and punishment through a variety of historical and contemporary theoretical perspectives. **Prerequisite or corequisite:** ENG-10300/10303 or permission of instructor. (*Social Science Credit*)

SOC-24500 Social Deviant Behavior (F) 3(3-0)
(Also listed as CJS-24500)

This course provides 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. (*Social Science Credit*)

SOC-26001 Human Sexuality (F) 3(3-0)
(Also listed as PSY-26001)

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. (*Social Science Credit*)

SPEECH (SPE)

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.

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.

THEATRE (THE)

THE-11000 Modern Dance I (V) 3(3-0)

Students will study the basics of movement, learning to free their body for communication of emotions and ideas. In addition, stretching exercises will be used to increase the range of motion of the limbs and to develop the 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 (V) 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 to 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 (F,S) 3(3-0)

This course is a survey of the evolution of world theatre forms, from the cave drawings of prehistoric man to the most recent shows on the Broadway stage. Classroom discussions will cover the major producers, playwrights, performers, directors, and designers of each era covered, as well as the body of literature that has come to represent that era. Classroom sessions will be augmented by readings from these periods. (*Humanities Credit*)

THE-12100 Theatre Workshop I (F,S) 1-3(Variable)

The workshop provides practical experience in mounting a theatrical production. The student will gain familiarity with one or more of the following areas: acting, directing, costuming, scenery construction, properties, lighting and sound, and stage managing. A weekly time commitment will be a requirement during the semester. The student will be required to work 30 hours or more for one credit hour, 60 hours or more for two credit hours, and 90 hours or more for three credit hours. *(Humanities Credit)*

THE-12200 Stagecraft I (F) 3(3-0)

This course studies and applies 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. The class will cover various theatre disciplines outlined above and provide actual hands-on experience with theatre lighting and sound equipment, maneuvering theatre catwalks, and building basic theatrical scenery. This course is required for admission to upper-level design and technology courses. *(Humanities Credit)*

THE-12300 Acting I (F,S) 3(3-1)

This class is 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. *(Humanities Credit)*

THE-12400 Acting II (W) 3(3-1)

This course is a continuation of Acting I. It will focus on character analysis and the presentation of in-class scenes. The student can begin the preparation for competitive auditions in community theatres, colleges, universities, or 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. *(Humanities Credit)*

THE-13100 Theatre Workshop II (W) 1-3(Variable)

This course is a continuation of Theatre Workshop I. Students concentrate their efforts in different areas than they did in Workshop I. The student will be required to work 30 hours or more for one credit hour, 60 hours or more for two credit hours, and 90 hours or more for three credit hours. **Prerequisite:** THE-12100 or permission of instructor. *(Humanities Credit)*

THE-13200 Stagecraft II (W) 3(1-2)

This course achieves the same goals and works on the same basics as Stagecraft I, but it allows the individual student the opportunity to specialize in a particular area of technical theatre. **Prerequisite:** THE-12200 or permission of instructor. *(Humanities Credit)*

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. Students will develop theatrical résumés, portfolios, and/or audition books 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.

Prerequisites: sophomore status, successful completion of THE-12000, and permission of instructor. *(Humanities Credit)*

THE-27511 Directed Study - Dance Exploration I (V) 3(0-4)

This class exposes beginning-level students to the following dance styles: jazz, ballet, and modern dance. Students learn basic technique of each style along with dance history and vocabulary. Classes consist of barre work, center floor technique, body awareness, improvisation, and choreography, developing in the student a basic foundation, understanding, and appreciation for the art of dance. **Prerequisite:** permission of instructor. *(Humanities Credit)*

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 student's 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. **Prerequisite:** permission of instructor *(Humanities Credit)*

THE-27517 Performing Arts Internship (V) 3(0-3)

The student works with a regional or national professional or semiprofessional performing arts company as a performer, designer, assistant designer, director, stage manager, or technician. Employment must be selective and based on an application process, audition, or interview. **Prerequisite:** permission of instructor. *(Humanities Credit)*

THE-27518 Advanced Studies In Theatre Workshop (V) 3(3-0)

These workshops are area-specific studies for AFA Theatre students. These may involve working in the theatre office, backstage, or as a performer or technician on a main stage performance. Ninety hours of work in the discipline and a program-specific paper are required to successfully complete this course. **Prerequisite:** permission of instructor. *(Humanities Credit)*

THE-27519 Lighting Design Practicum (V) 4(4-0)

During this practicum, students will assist with lighting design and focus for all main stage performances. They will help select color, determine focus, patching, and control of lighting instruments, and they will operate the lighting board during performances. They will work closely with visiting lighting designers and technicians to help them realize their lighting concepts in Kirtland's space. **Prerequisite:** permission of instructor. *(Humanities Credit)*

THE-27520 Theatrical Makeup (V) 3(3-0)

The student will become familiar with the art and profession of stage makeup. This course will involve hands-on experience

in the principles of the art and technique of designing and applying theatrical makeup. Many textbooks will be provided as reference material. The course will cover character analysis, facial anatomy, makeup supplies, and professional makeup application. **Prerequisite:** permission of instructor. (*Humanities Credit*)

WELDING (WLD)

WLD-10000 Introduction to Welding and Cutting Processes (F) 4(2-4)

The student will gain 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, as well as 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 10 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)

This course is designed to meet special occupational needs for the 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.

KIRTLAND COMMUNITY COLLEGE ADMINISTRATION

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Ph.D. University of Texas at Austin

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 B.S. Northwood University

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 M.A. University of Michigan

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KIRTLAND COMMUNITY COLLEGE FOUNDATION

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 nonprofit corporation. Funds are used for capital construction, scholarships, library acquisitions, fellowships, 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.

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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.

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