

Special Certificate (CC)

- *SMPAO—Military Police Academy*

Advanced Certificate (CC)

- *CPAC0—Police Academy*

Associate (AAS)

- *DCJP0—Criminal Justice-Pre-Service*
- *DEMS1—Emergency Medical Services*

Partnership Programs

- *Alpena Community College*
- *Mid Michigan Community College*
- *North Central Michigan College*
- *Davenport University*
- *Franklin University*
- *Lake Superior State University*

Additional Training Opportunities

- *Firefighter I & II*

See information on our partnership programs on the web at

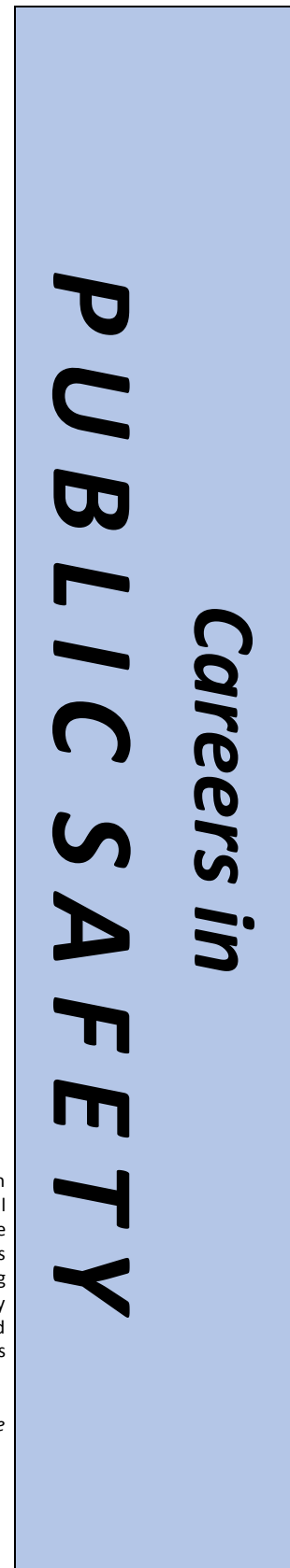
<http://www.kirtland.edu/transferring-from-kirtland>

Foundation

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills. In the certificate programs there are no English, reading, or mathematic requirements, however, these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below.

Students must plan additional time to complete their program requirements if placement results require them to begin with transitional courses.

Mathematics: _____ English: _____ Reading: _____



MILITARY POLICE ACADEMY

Special Certificate (SMPA0)

Minimum Credits: 7.5
Contact Hours: 17.5

This is a 7-week, Michigan Commission on Law Enforcement Standards (MCOLES) approved regional police academy. This course is specifically designed to complete training for military personnel leaving the service. Students will complete Michigan Commission on Law Enforcement Standards (MCOLES) and successfully pass a mastery exam administered by MCOLES. It will cover investigation, patrol procedures, detention and prosecution, police skills, traffic, tactical operation, EVO (emergency vehicle operation), defensive tactics/forced continuum, firearms and evidence collection. Prerequisite: must meet MCOLES Military Police requirements.

Notes:

- Conviction for some criminal offenses and any drug or substance related offense will render a candidate ineligible for entry into the Police Academy.
- Felony convictions and misdemeanor convictions involving domestic violence or drug/alcohol related offenses will prohibit admission to the program.
- There are abilities and requirements that a student must have/meet. A list of these abilities can be obtained from the MCOLES website. Based on history and physical examination findings, lacking one or more of these required abilities may prevent program admission.
- A "C" or better is required to pass this course.

Course	Title	Credits	Contact Hours
CJS-26601	Military Police Academy	7.5	17.5

POLICE ACADEMY

Advanced Certificate (CPAC0)

Minimum Credits: 21
Contact Hours: 42

The Academy is a 17-week, 40-hour per week, **MCOLES** (Michigan Commission on Law Enforcement Standards) certified program that covers the following: **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; **Patrol Procedures** - Patrol operations, interpersonal relations and conflict mediation, patrol techniques, report writing, and juveniles; **Detention and Prosecution** - Receiving and booking process, case prosecution, and civil process; **Police Skills** - First aid, firearms, police physical skills, and emergency vehicle operation; **Traffic** - Motor vehicle law, vehicle stops, traffic control and enforcement, operating under the influence of liquor, and motor vehicle traffic crash investigation; **Special Operations** - Emergency preparedness/disaster control, civil disorders, and tactical operations.

Additional Notes:

- Candidates for this program must possess an Associate Degree or higher or meet the MCOLES Military Police entrance requirements.
- Conviction for some criminal offenses and any drug or substance related offense will render a candidate ineligible for entry into the Police Academy.
- Felony convictions and misdemeanor convictions involving domestic violence or drug/alcohol related offenses will prohibit admission to the program.
- There are abilities that a student must have. A list of these abilities can be obtained from the MCOLES website. Based on history and physical examination findings, lacking one or more of these required abilities may prevent program admission.
- Candidates in this program must maintain a GPA of 2.0 or better; a "C" or better is required to pass this course.

Course	Title	Credits	Contact Hours
CJS-26600	Police Academy	21	42

CRIMINAL JUSTICE PRE-SERVICE

Associate in Applied Science (DCJPO)

Minimum Credits: 61
Contact Hours: 85

Criminal Justice Pre-Service is a program leading to certification by the Michigan Commission on Law Enforcement Standards (MCOLES). Upon completion of 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. A mandatory dress code is in effect for all students enrolled in the criminal justice curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may also be used toward the Criminal Justice-Generalist degree.

Admission Requirements – Criminal Justice Pre-Service: Applicants must be granted regular admission to Kirtland and meet the following requirement to be considered for admission to the Criminal Justice Pre-Service program:

- COMPASS testing to determine competency in math, English and reading.
- Computer skills are essential to program success (Internet, emails, word processing). Students must possess a basic knowledge of computer skills.
- Students requesting admission to the program must submit a "Request for Admission" form (available online at Careers in Public Safety website) and turn it into the Careers in Public Safety office during the student's first semester. Acceptance letters will be mailed to those students accepted into the program.

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 Careers in Public Safety 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. **For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.**

OCCUPATIONAL REQUIREMENTS			
Course	Title	Credits	Contact Hours
CJS-10000	Introduction to Criminal Justice	3	3
CJS-10200	Physical Training I	3	4
CJS-21100	Narcotics Investigation	3	3
CJS-24000	Criminology	3	3
CJS-24500	Social Deviant Behavior	3	3
CJS-26600	Police Academy	21	42
CJS-29900	Criminal Justice Internship	3	3
Total Occupational Credits/Contact Hours:		39	61
GENERAL EDUCATION			
CHE-10000	Chemical Science	4	5
ENG-10303	English Composition I	3	3
ENG-10403	English Composition II	3	3
MTH-12000	Intermediate Algebra or higher	3-4	4
PSY-10100	Introduction to Psychology	3	3
PSY-20200	Abnormal Psychology	3	3
SOC-10100	Introduction to Sociology	3	3
Total General Education Credits/Contact Hours:		22-23	24

Suggested sequencing of courses:

Year 1 (Fall Semester) 12 credits CJS-10000 – Intro to Criminal Justice CJS-21100 – Narcotics Investigation ENG-10303 – English Composition I PSY-10100 – Intro to Psychology	Year 1 (Winter Semester) 12 credits CJS-24000 – Criminology CJS-24500 – Social Deviant Behavior ENG-10403 – English Composition II PSY-20200 – Abnormal Psychology	Year 1 (Summer Semester) 3 credits CJS-29900 – Criminal Justice Internship
Year 2 (Fall Semester) 14 credits CHE-10000 – Chemical Science CJS-10200 – Physical Training I MTH-12000 – Intermediate Algebra SOC-10100 – Intro to Sociology	Year 2 (Winter Semester) 21 credits CJS-26600 – Police Academy	

EMERGENCY MEDICAL SERVICES

Associate in Applied Science (DEMS1)

Minimum Credits: 60**Contact Hours: 81.65**

This AAS degree prepares the individual for a career in Emergency Medical Services. Imbedded in this curriculum are Basic EMT and Paramedic courses as well as general education requirements. EMS courses are approved by the Michigan Department of Community Health. The entire Emergency Medical Services program is in the process of being accredited by the Commission on Accreditation of Allied Health Education Programs in conjunction with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. Following successful completion of this program, students are eligible to take the state licensure examination for EMT and Paramedic. Not all courses in this program transfer to all colleges. Students planning to transfer should see an advisor before enrolling in any course.

Requirements

- Must possess a high school diploma or GED.
- Conviction for some criminal offenses may render a candidate ineligible to take the national certification examination.
- Must have a felony-free criminal record.
- Students are required to complete all required courses with a "C" or better.
- A student must be at least 18 years of age and possess a Michigan driver's license.
- Hepatitis vaccination and current TB test are required
- Students must sign and abide by the Careers in Public Safety Code of Conduct, which includes a mandatory dress code.

PREREQUISITE REQUIREMENTS			
Students must test out or complete each of the following courses before being admitted to the EMS program.			
Course	Title	Credits	Contact Hours
MTH-07300	Basic Algebra <i>or</i> MTH-073PR based on COMPASS testing	0-5	0-5
ENG-09000	College Writing Skills <i>or</i> competency based on COMPASS testing	0-3	0-3
ENG-09601	College Reading Skills <i>or</i> competency based on COMPASS testing	0-3	0-3
EMS COURSE REQUIREMENTS			
EMS-10000	Basic Emergency Medical Technician (EMT)	10	10
EMS-10100	Clinical I	1	3
EMS-20000	Intro to Emergency Medicine	4	4
EMS-20100	Pharmacology	2.5	3.5
EMS-20200	Patient Assessment	2	2.75
EMS-20300	Medical/Surgical	5	6
EMS-20400	Special Considerations	2.5	3.2
EMS-20500	Clinical II	3	9.2
EMS-20600	Trauma	4.25	6.75
EMS-20700	Clinical III	2	6
EMS-20800	EMS Capstone	5.5	7
EMS-29900	Internship	5.25	5.25
EMS Credits/Contact Hours:		47	66.65
GENERAL EDUCATION REQUIREMENTS			
BIO-10700 <i>or</i> BIO-23500 <i>and</i> BIO-23600 <i>or</i> BIO-25000 <i>and</i> BIO-25100	Essentials of Anatomy & Physiology (FWS) <i>or</i> Anatomy & Physiology I <i>and</i> Anatomy & Physiology II (FWS) <i>or</i> Human Anatomy <i>and</i> Human Physiology (FWS)	4-8	5-10
ENG-10303	English Composition I	3	3
MTH-12000	Intermediate Algebra <i>or</i> higher	3-4	4
PSY-10100	Introduction to Psychology	3	3
General Education Credits/Contact Hours:		13-14	15
Program Credits/Contact Hours:		60	81.65

EMS Suggested Sequencing of Courses:

Year 1 (Fall Semester)—11 credits EMS-10000—Basic EMT EMS-10100—Clinical I General Education course(s)*	Year 1 (Winter Semester)—14 credits BIO-10700—Essentials of Anatomy & Physiology ENG-10303—English Composition I MTH-12000—Intermediate Algebra PSY-10100—Introduction to Psychology	
Year 2 (Fall Semester)—8.5 credits EMS-20000—Intro to Emergency Medicine EMS-20100—Pharmacology EMS-20200—Patient Assessment General Education course(s)*	Year 2 (Winter Semester)—10.5 credits EMS-20300—Medical/Surgical EMS-20400—Special Considerations EMS-20500—Clinical II General Education course(s)*	Year 2 (Summer Semester)—6.25 credits EMS-20600—Trauma EMS-20700—Clinical III
Year 3 (Fall Semester)—10.75 credits EMS-20800—EMS Capstone EMS-29900—Externship General Education course(s)*	*If not taken Year 1 Winter Semester.	

ADDITIONAL TRAINING OPPORTUNITIES OFFERED THROUGH THE CAREERS IN PUBLIC SAFETY DEPARTMENT

Firefighter I & II

The Firefighter I & II is a course leading to certification by the Michigan Office of Firefighter Training (OFFT). Upon completion of Firefighter I & II and successfully passing a written and practical mastery exam administered by OFFT, students will be eligible for employment as certified firefighter in most fire department agencies in Michigan. Students have the opportunity to plan to transfer to a four-year college or university, and credits may also be used toward the Technology Management degree or the Associate in Arts degree.

Admission Requirements: Applicants must be granted regular admission to Kirtland and meet the following requirements to be considered for enrollment in the Firefighter I & II course:

- COMPASS testing to determine competency in math, English and reading.
- Students desiring to take the course must meet with the academic advisor for the Careers in Public Safety programs to complete the required application packet.

Prerequisites

Applicants admitted to the Firefighter I & II course must be qualified according to the rules and regulations of OFFT and follow their policies and procedures. This course has special entrance requirements: 1) be 18 years of age or older; 2) possess a valid Michigan motor vehicle operator's or chauffeur's license; 3) have no felony convictions; 4) have a high school diploma or GED; 5) interview by appointment with an advisor before enrolling in the course; 6) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the course); 7) sign and abide by the Careers in Public Safety Code of Conduct, which includes a mandatory dress code; and 8) have a physical examination if required).

Course	Title	Credits	Contact Hours
FFT-20700	Firefighter I & II	14	14