

Planning Guide

1983- 84

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517-328-2111



montcalm community college
SIDNEY, MICHIGAN 48885

revised: 8-82, 10-82, 12-82
6-83, 10-83

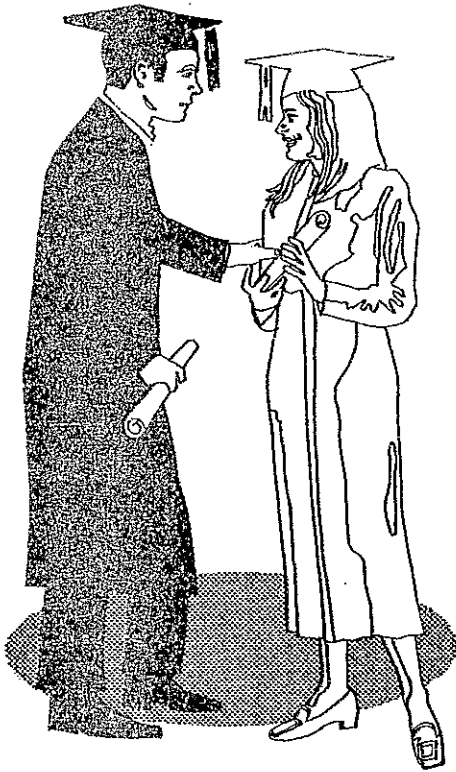
THE FOLLOWING ONE AND TWO YEAR CERTIFICATE
AND DEGREE PROGRAMS ARE DESIGNED FOR STU-
DENTS WHO WISH TO COMPLETE A SPECIALIZED
TRAINING EDUCATION BEFORE ENTERING THE JOB
MARKET. STUDENTS PLANNING TO TRANSFER TO
A FOUR YEAR (SENIOR) COLLEGE OR UNIVERSITY
SHOULD CONSULT WITH A COUNSELOR TO DETERMINE
WHETHER IT IS BEST TO SELECT COURSES OTHER
THAN THOSE LISTED HEREIN, IN ORDER TO MAX-
IMIZE TRANSFERABILITY OF CREDITS TO UPPER
LEVEL COLLEGES AND UNIVERSITIES.

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OCCUPATIONAL EDUCATION

associate degree & certificate programs



associate in applied arts and sciences

- Accounting
- Business Data Processing
- Business Administration
- Executive Secretary
- Industrial Technology
- Legal Secretary
- Nursing
- Technical Drafting
- Word Processing Specialist

associate in general studies

certificate programs



- Apprentice Training
- Automotive Maintenance
- Clerk-Typist
- Cosmetology
- Electricity/Electronics
- Legal Office Assistant
- Medical Office Assistant
- Nursing
- Construction Tradesman
- Stenographer
- Word Processing Operator
- Welding



COURSES REQUIRED AT M.C.C.

ASSOCIATES IN ARTS AND SCIENCES

<u>Course Title</u>	<u>Course Number</u>	<u>Credit Hours</u>
Freshman English I	LA100	3
Freshman English II OR (with earned B+ in LA100)	LA101	
any literature class: LA200,201,240,250,270,280, or 295.		3
Biological Science & Physical Science OR (with sufficient science background)	NS100/101	
any two science lab courses: NS103,105,200,201,203,205,220,221,230, or 235, 240,250,251,258,260.		8
Introduction to Social Science I	SS110	4
Introduction to Social Science II OR	SS111	
any two social science classes: SS120,150,215,220,221,230, or 231.		4 or 6
Humanities I and II	HU200/201	8
	REQUIRED LIBERAL ARTS HOURS:	30 or 32
	ELECTIVE HOURS:	30
	TOTAL FOR DEGREE:	60+

ASSOCIATES IN APPLIED ARTS AND SCIENCES

<u>Course Title</u>	<u>Course Number</u>	<u>Credit Hours</u>
Freshman English I	LA100	3
Freshman English II OR (with earned B+ in LA100)	LA101	
any literature class		3
Introduction to Social Science I	SS110	4
Introduction to Social Science II OR	SS111	
NS100 or NS101, HU200 or HU201, or any other SS course.		3 or 4
	REQUIRED LIBERAL ARTS HOURS:	13 or 14
	SEE SPECIFIC PROGRAM REQUIREMENTS:	
	TOTAL FOR DEGREE:	60+

ASSOCIATES IN GENERAL STUDIES

<u>Course Title</u>	<u>Course Number</u>	<u>Credit Hours</u>
Introduction to Social Science I	SS110	4
OR		
Political Science	SS240	3
Electives		11 or 12
	REQUIRED LIBERAL ARTS HOURS:	15*
	ELECTIVE HOURS:	45
	TOTAL FOR DEGREE:	60

*These 15 hours must include courses from at least three of the academic areas (humanities, language arts, math, science, and social science).

accounting

This is a two-year program leading to an Associates Degree in Applied Arts and Science with a specialty in Accounting. The objective of this program is to provide the background and skills necessary for an entrance job in the accounting field.

FIRST YEAR

Fall Semester

Financial Accounting	BA115	4
Introduction to Business	BA135	3
Intro. to Elec Data Processing	DP110	3
Freshman English I	LAT00	3
Introduction to Social Science I	SS110	4
		<u>17</u> credit hours



Spring Semester

Managerial Accounting	BA116	4
Freshman English II*	LA101	3
Introduction to Social Science II*	SS111	4
Managerial Math	MA116	3
		<u>14</u> credit hours

SECOND YEAR

Fall Semester

Legal Environment of Business	BA200	3
Cost Accounting	BA215	3
Management	BA237	3
Principles of Economics	SS215	3
Elective		3
		<u>15</u> credit hours

Spring Semester

Cost Accounting II	BA216	3
Tax Accounting	BA246	3
Psychology	SS220	3
Elective		3
		<u>15</u> credit hours

SUGGESTED ELECTIVES

Introduction to Computer Programming	DP115	3
College Algebra	MA159	3
Beginning Typing	OE100	3

*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science (page 2).

apprentice training

Admission into the apprenticeship training program is gained by the way of employment and/or sponsorship by the employer and contingent upon the development of a training agreement between the employer, employee, and the United States Bureau of Apprenticeship and Training. Montcalm Community College coordinates the training plan and provides the related instruction.

The semester of apprenticeship-related instruction is 16 weeks in length, with the trainee usually taking two 2-credit hour courses per semester. A competency examination may result in a waiver of a required course. Official transcripts may also be used.

Entrance requirements are established by the employer in accordance with existing Bureau of Apprenticeship Training standards. Continuation in the training program is contingent upon employment status and/or related instruction level of achievement.

Apprenticeship training is presently established for the tool and die maker. Other apprenticeship trades may be pursued providing suitable training plans are established.

FIRST LEVEL COURSES:

MA110 Shop Math I
*HU121 Sketching
TD105 Blueprint Reading I
*IT155 Safety & First Aid

SECOND LEVEL COURSES:

MA111 Shop Math II
MA112 Shop Math III
TD106 Blueprint Reading II
TD120 Shop Drawing

THIRD LEVEL COURSES:

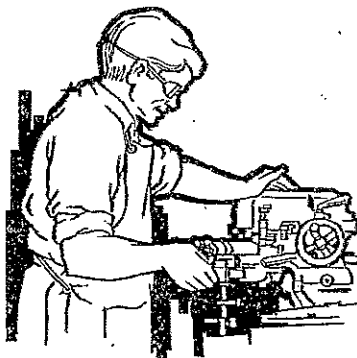
*IT102 Basic CNC Operation
IT115 Strength of Materials
TD135 Tool & Die Design I
IT100 Machine Tool Theory

FOURTH LEVEL COURSES:

TD136 Tool & Die Design II
TD137 Tool & Die Design III
*WE125 TIG Welding
IT130 Metallurgy & Heat Treatment

*Courses for any level.

These courses are NOT limited to apprenticeship students only.



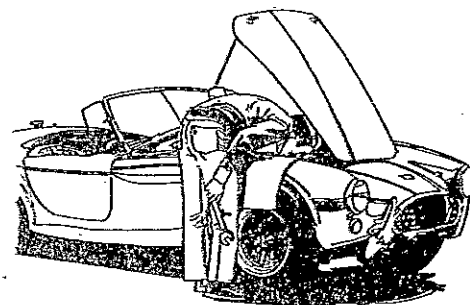
automotive maintenance

The automotive maintenance mechanics curriculum provides for the development of the skill and knowledge essential in the performance of the inspection, diagnosis, repair and adjustments of automotive vehicles and diesel engines. A thorough understanding of the principles and procedures of maintaining and repairing the modern automobile, its components and accessories, is developed through classroom study and laboratory experience. Included in the program is a study of the diesel engine and its special properties with the emphasis on maintenance, servicing, diagnosis and repair of diesel component parts and accessories. Laboratory instruction is performed on modern equipment and operating training units.

FIRST YEAR

Fall Semester

Automotive Gasoline Engines Theory	AM100	3	
Automotive Gasoline Engines Lab	AM101	5	
Manual Transmissions, Rear Axles and Drive Trains	AM102	5	
Shop Math	VE110	3	
Basic Electricity	VE250	3	
		<u>19</u>	credit hours



Spring Semester

Automotive Engine Tune-Up Theory	AM150	3	
Automotive Engine Tune-Up Lab	AM151	5	
Automotive Electrical Systems	AM152	5	
Related Welding Skills	WE110	3	
Hydraulics and Fluid Power	IT253	3	
		<u>19</u>	credit hours

SECOND YEAR

Fall Semester

Automatic Transmissions	AM200	5	
Automotive Brakes	AM201	4	
Automotive Front End/Steering	AM202	4	
Automotive Parts Management	AM232	2	
Basic Writing Skills	SD170	2	
		<u>17</u>	credit hours

Spring Semester

Diesel Engine Theory	AM250	3	
Diesel Engines Lab	AM251	5	
Automotive Heating and Air Conditioning	AM252	4	
Automotive Service Management	AM233	2	
Career Development	SD110	1	
		<u>15</u>	credit hours

Students wishing to earn the Associates Degree (81 hours) must complete the additional courses required for the Associates in Applied Arts and Science (page 2).

LA100/101 SS110, SS111 or NS100/101
 H4200/201
 or SS course

business administration

This is a two-year program leading to an Associate Degree in Applied Arts and Science with a specialty in business administration. The objective of this program is to provide the background and skills necessary for an entrance job in the business field.

FIRST YEAR

Fall Semester

Financial Accounting	BA115	4
Introduction to Business	BA135	3
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
Elective		3
		<u>17</u> credit hours



Spring Semester

Managerial Accounting	BA116	4
Freshman English II	LA101	3
Introduction to Social Science II*	SS111	4
Elective		3
		<u>14</u> credit hours

SECOND YEAR

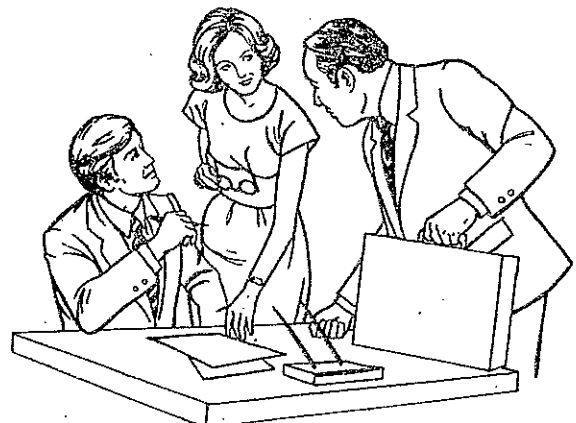
Fall Semester

Legal Environment of Business	BA200	3
Principles of Marketing	BA233	3
Principles of Economics	SS215	3
Management	BA237	3
Data Processing	DP110	3
		<u>15</u> credit hours

Spring Semester

Advertising	BA248	3
Human Relations in Business	BA250	3
Speech	LA210	3
Psychology	SS220	3
Elective		3
		<u>15</u> credit hours

*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science (page 2).



business data processing

This is a two-year program leading to an Associate Degree in Applied Arts and Science with a specialty in business data processing. The objective of this program is to provide the background and skills necessary for an entrance job in the business data processing field.

FIRST YEAR

Fall Semester

Freshman English I	LA100	3
Financial Accounting	BA115	4
Introduction to Data Processing	DP110	3
Introduction to Business	BA135	3
Elective		3
		<u>16</u> credit hours

Spring Semester

Freshman English II	LA101	3
Managerial Accounting	BA116	4
Human Relations in Business	BA250	3
Introduction to Computer Programming	DP115	3
Elective		3
		<u>16</u> credit hours



SECOND YEAR

Fall Semester

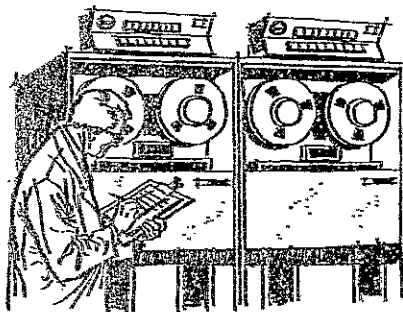
Introduction to Social Science I	SS110	4
Legal Environment of Business	BA200	3
COBOL Programming	DP120	3
Management	BA237	3
Systems Concepts/Design	DP240	3
		<u>16</u> credit hours

Spring Semester

Introduction to Social Science II	SS111	4
Programming Project	DP290	3
Speech	LA210	3
RPGII Programming	DP125	3
		<u>13</u> credit hours

SUGGESTED ELECTIVES

Problem Solving	SD/NS108
College Algebra	MA159
Economics	SS215
General Psychology	SS220



clerk - typist

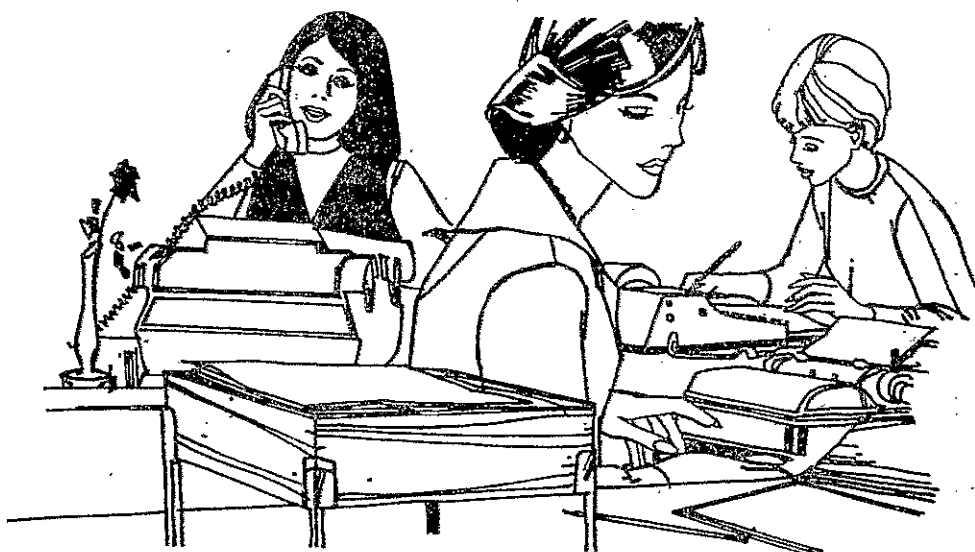
The objective of the clerk-typist curriculum is preparation for employment in a variety of office occupations which include the development of skills in the use of all office machinery and the knowledge needed to carry out routine office functions. Previous training in typing is desirable. A certificate will be awarded upon successful completion of the program requirements. A student wishing to continue training may apply credits earned toward the secretarial or management programs.

Fall Semester

Intermediate Typing	OE101	3
Clerical Accounting	OE117	3
Business Mathematics	OE120	3
Business Communications I	OE129	3
Introduction to Business	BA135	3
		<u>15</u> credit hours

Spring Semester

Advanced Typing	OE202	3
Business Communications II	OE130	3
Office Procedures	OE230	3
Human Relations in Business	BA250	3
Business Machines	OE240	4
		<u>16</u>



cosmetology

The cosmetology program is approved by the Michigan Board of Licensing and Regulation and prepares students to take the State Licensing Board Examination. Instruction is scheduled for five days per week, four and one-half hours per day, and includes over 1,500 hours of training. Over 900 hours will be spent in laboratory work during which students practice and apply services studied in the classroom setting. A licensed cosmetology instructor directs students' activities in a completely equipped cosmetology laboratory.

FIRST YEAR

Fall Semester

Introduction to Cosmetology	CS100	4	
Introduction to Cosmetology Lab	CS110	4	
Beginning Hairstyling	CS101	4	
Beginning Hairstyling Lab	CS111	4	
		<u>16</u>	credit hours

Spring Semester

Beginning Hair Cutting & Permanent Waving	CS102	4	
Beginning Hair Cutting & Permanent Waving Lab	CS112	4	
Beginning Hair Coloring & Professional Devel.	CS103	4	
Beginning Hair Coloring & Prof. Devel. Lab	CS113	4	
		<u>16</u>	credit hours

SECOND YEAR

Fall Semester

Advanced Hairstyling	CS200	4	
Advanced Hairstyling Lab	CS210	4	
Advanced Hair Coloring & Permanent Waving	CS201	4	
Advanced Hair Coloring & Perm. Waving Lab	CS211	4	
		<u>16</u>	credit hours

Spring Semester

Advanced Hairstyling II	CS202	4	
Advanced Hairstyling Lab II	CS212	4	
Cosmetology Salon Management & Board Review	CS203	4	
Salon Management & Board Review Lab	CS213	4	
		<u>16</u>	credit hours



Students wishing to earn an Associates Degree in Applied Arts and Science must complete additional courses required for this degree. (see page 2).

MONTCALM COMMUNITY COLLEGE

Cosmetology Program

Requirements for Entrance to Program:

1. Students entering the Montcalm Community College Cosmetology Program must have completed the 12th grade of high school or completed a G.E.D. Equivalency exam.
2. A physical exam will be required to determine the absence of communicable diseases (T.B., V.D. etc) The form will be provided on the first day of class.
3. A registration form will have to be completed and sent with a \$5.00 registration fee to the State of Michigan-Board of Cosmetology. These forms will be provided on the first day of class.
4. Students are expected to arrive on the first day of class in uniform. This consists of a white dress uniform (either one or two piece) white leather shoes, and beige hose. Name pins will be ordered for you through the Cosmetology Department.
5. Text books will be ordered by the Cosmetology Department and will be available for you to purchase at an approximate cost of \$28.00.

executive secretary

The graduate of the executive secretarial science curriculum will have a knowledge of business technology, and a skill in dictation and accurate transcription of business letters and reports. The graduate is prepared to be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda or reports. The secretary, in addition to taking dictation and transcribing, is responsible for meeting office callers, screening telephone calls, and assisting the executive. An Associate Degree in Applied Arts and Science will be awarded upon successful completion of this 65-credit-hour program.

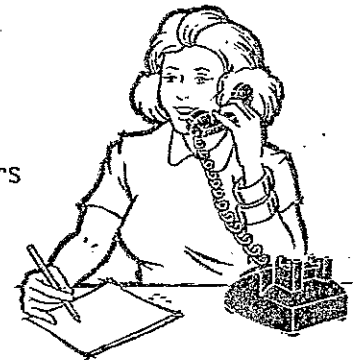
FIRST YEAR

Fall Semester

Intermediate Typing	OE101	3	
Business Mathematics	OE120	3	
Business Communications I	OE129	3	
Freshman English I	LA100	3	
Introduction to Social Science I	SS110	4	
		<u>16</u>	credit hours

Spring Semester

Business Communications II	OE130	3	
Intermediate Shorthand	OE104	4	
Freshman English II**	LA101	3	
Introduction to Social Science II**	SS111	4	
Introduction to Business	BA135	3	
		<u>17</u>	credit hours



SECOND YEAR

Fall Semester

Introduction to Data Processing	DP110	3	
Advanced Shorthand	OE203	4	
Advanced Typing	OE202	3	
Clerical Accounting	OE117	3	
Records Management	OE175	3	
		<u>16</u>	credit hours

Spring Semester

Office Procedures	OE230	3	
Voice Transcription	OE220	3	
Business Machines	OE240	3	
Human Relations in Business	BA250	3	
		<u>15</u>	credit hours

*See alternatives listed under requirements for the Associate Degree in Applied Arts and Science (page 2).



food service technology*

The two-year program in Food Service Technology is a 61 credit hour program designed to provide students with the skills and technical knowledge necessary to prepare them for entry level employment in the Food Service/Restaurant industry. Students completing this program will have basic skills in food preparation, nutrition, and menu planning, hotel and restaurant management, small business operation as it relates to the food industry and food related safety and sanitation. Completion of the full two years will fulfill requirements for an Applied Arts and Science Degree.

* 1 yr. Certificate
+ 12 credits
in food service
can use SE150/51

FIRST YEAR

Fall Semester

Freshman English I	LAI00	3
Business Mathematics	OET20	3
Introduction to Food Service	FST100	3
Food Service Safety & Sanitation	FST101	2
Food Production Skills-General	FST110	4
	<u>15</u>	credit hours

Spring Semester

Freshman English II	LAI01	3
Introduction to Business	BA135	3
Food Production Skills-Entree	FST120	4
Meat & Portion Control	FST130	2
Nutrition & Menu Planning	FST140	3
	<u>15</u>	credit hours

SECOND YEAR

Fall Semester

Introduction to Social Science I	SS110	4
Equipment Design, Layout & Selection	FST200	2
Food Service Management	FST201	3
Food Production Skills-Bakery	FST210	4
	<u>13</u>	credit hours

Spring Semester

Humanities I	HU200	4
Small Business Management	BA235	3
Introduction to Social Science II	SS111	4
Food Production Skills-Catering	FST220	4
Food Purchasing	FST230	3
	<u>18</u>	credit hours



*Currently (1982) this program is available only in the prison extension program in Ionia.

legal office assistant

This one-year 32-credit-hour program leads to a certificate as a legal office assistant. The curriculum provides the student with a background and understanding of legal office assisting, practices, and procedures.

Fall Semester

Intermediate Typing	OE101	3
Business Communications I (or II)	OE129/130	3
Business Machines	OE240	3
Legal Environment of Business	BA200	3
Business Mathematics	OE120	3
	<u>15</u>	credit hours

Spring Semester

Advanced Typing	OE202	3
Voice Transcription	OE220	3
Office Procedures	OE230	3
Legal Office Procedures	OE206	3
Word Processing I	OE225	4
	<u>16</u>	credit hours



legal secretary

This program leads to a two-year Associate Degree in Applied Arts and Science. The legal secretarial program is designed to prepare for employment and/or advancement for students who wish to specialize in legal shorthand and transcription and legal office procedures.

FIRST YEAR

Fall Semester

Intermediate Shorthand	OE104	4	
Business Mathematics	OE120	3	
Clerical Accounting	OE117	3	
Freshman English I	LA100	3	
Introduction to Social Science I	SS110	4	
		<u>17</u>	credit hours

Spring Semester

Business Communications I(or II)	OE129/130	3	
Advanced Shorthand	OE203	4	
Advanced Typing	OE202	3	
Freshman English II**	LA101	3	
Introduction to Social Science II*	SS111	4	
		<u>17</u>	credit hours

SECOND YEAR

Fall Semester

Business Machines	OE240	4	
Office Procedures	OE230	3	
Legal Environment of Business	BA200	3	
Legal Dictation and Transcription	OE205	4	
Elective		<u>1</u>	
		<u>15</u>	credit hours

Spring Semester

Legal Office Procedures	OE206	3	
Word Processing I	OE225	4	
Field Experience	OE290	3	
Voice Transcription	OE220	3	
Elective		<u>3</u>	
		<u>15</u>	credit hours



*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science (See page 2).

medical office assistant

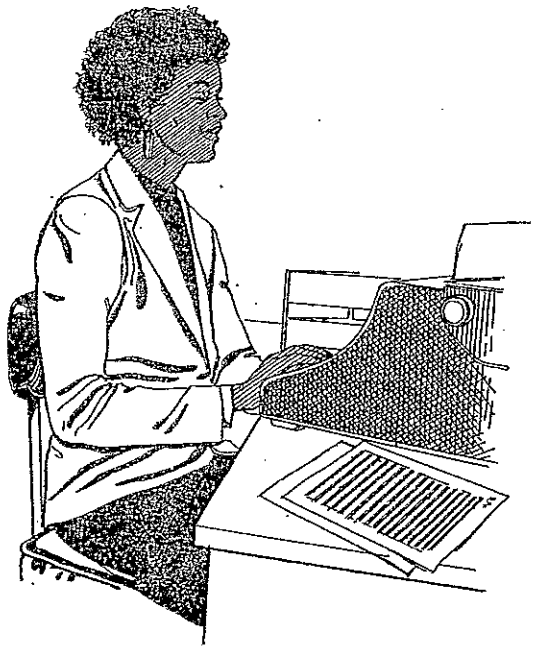
This one-year 33-credit-hour program leads to a certificate as a medical office assistant. The curriculum provides the student with a background and understanding of medical office assisting and practice in medical office procedures.

Fall Semester

Intermediate Typing	OE101	3
Business Communications I (or II)	OE129/130	3
Business Machines	OE240	3
Business Mathematics	OE120	3
Clerical Accounting	OE117	3
	<u>15</u>	credit hours

Spring Semester

Advanced Typing	OE202	3
Voice Transcription	OE220	3
Office Procedures	OE230	3
Medical Office Procedures	OE208	3
Emergency Health Care	PE205	2
	<u>17</u>	credit hours



medical secretary

This program leads to a two-year Degree in Applied Arts and Science. The medical secretarial program is designed to prepare the student for employment and/or advancement in a physician's office, hospital, medical supply house, local, State or Federal health agency, voluntary health agency, medical college, health insurance firm, or related area.

FIRST YEAR

Fall Semester

Intermediate Shorthand	OE104	4	
Business Mathematics	OE120	3	
Clerical Accounting	OE117	3	
Freshman English I	LA100	3	
Introduction to Social Science I	SS110	4	
		<u>17</u>	credit hours

Spring Semester

Business Communications I (or II)	OE129/130	3	
Advanced Shorthand	OE203	4	
Emergency Health Care	PE205	2	
Freshman English II*	LA101	3	
Introduction to Social Science II*	SS111	4	
Elective		<u>1</u>	
		<u>16</u>	credit hours

SECOND YEAR

Fall Semester

Business Machines	OE240	3	
Advanced Typing	OE202	3	
Office Procedures	OE230	3	
Medical Dictation & Transcription	OE207	3	
Voice Transcription	OE220	3	
		<u>15</u>	credit hours

Spring Semester

Human Relations in Business	BA250	3	
Medical Office Procedures	OE208	3	
Field Experience	OE290	3	
Word Processing I	OE225	4	
Human Anatomy and Physiology I	NS103	4	
		<u>16</u>	credit hours



*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science (page 2).

nursing

LEVEL I - PN

The Montcalm Community College Nursing Curriculum is designed to promote career mobility for the student. A student who completes one year is awarded a certificate in Practical Nursing and is eligible to write the National Council Licensing Examination (NCLEX-PN) for licensure and practice as a Licensed Practical Nurse (LPN).

Fall Semester - 16 weeks

Skills I	NUR100	4	
Nutrition	NUR110	2	
Clinical	NUR115	3	
Communication	NUR120	2	
Child Psychology	SS-221	3	
Med.-Surg. I	NUR150	2	
Anatomy & Physiology I	NS-103	4	
Physical Fitness	PE-110	1	
		<u>21</u>	credit hours

Spring Semester - 16 weeks

Skills II	NUR101	2	
Clinical	NUR116	10	
Mat.-Child. I	NUR145	3	
Med.-Surg. II	NUR151	3	
Pharmacology	NUR160	<u>2</u>	
		20	credit hours

Summer Semester - 8 weeks

Clinical	NUR117	6	
Issues	NUR125	1	
Med-Surg III	NUR152	<u>1</u>	
		8	credit hours

PRACTICAL NURSING CERTIFICATE



nursing

LEVEL II - ADN

The Montcalm Community College Nursing curriculum is designed to promote career mobility for the students. A student who completes two years is awarded an Applied Arts and Science Degree and becomes eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure and practice as a Registered Nurse (RN). Students who have previously completed an LPN program are eligible to be considered for advanced standing in the program. (Prior to admission into the Level II program LPN students are required to enroll in the following two courses offered in the summer semester: Role Transition-NUR200-2 credits and Physical Fitness-PE110-1 credit.)

Fall Semester - 16 weeks

Advanced Med.-Surg.	NUR251	10	
Freshman English I	LA-100	3	
General Psychology	SS-220	3	
Microbiology	NS-201	4	
		<u>20</u>	credit hours

Spring Semester - 16 weeks

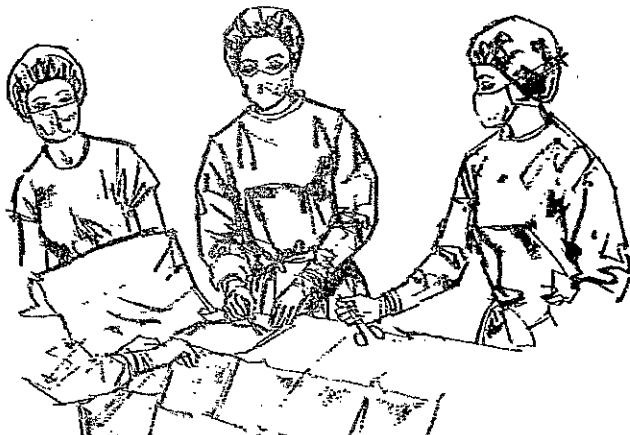
Mat.-Child. II	NUR245	6	(8 wks.)
Mental Health	NUR225	6	(8 wks.)
Freshman English II**	LA-101	3	
Political Science	SS-240	3	
Anatomy & Physiology II	NS-203	4	
		<u>22</u>	credit hours

Summer Semester - 4 weeks

Leadership	NUR225	3	
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ASSOCIATE IN APPLIED ARTS & SCIENCE DEGREE

**See alternatives listed under requirements for the Associate Degree in Applied Arts and Science (page 2).



stenographer

The 33-credit-hour program is planned for the high school graduate who has majored in business and desires advanced studies to perfect skills, but who can spend only one year in college. A student who has little or no previous business training and can spend only one year in college may also wish to follow this curriculum. This is a one-year certificate program.

Upon completion of this intensive program, a certificate of achievement will be awarded.

Fall Semester

Intermediate Typing	OE101	3
Intermediate Shorthand	OE104	4
Business Mathematics	OE120	3
Clerical Accounting	OE117	3
Business Communications I (or II)	OE129/130	3
	<u>16</u>	credit hours

Spring Semester

Advanced Typing	OE202	3
Advanced Shorthand	OE203	4
Voice Transcription	OE220	3
Office Procedures	OE230	3
Business Machines	OE240	3
	<u>16</u>	credit hours



welding

Welding is a skill which is essential to many industries. This program stresses the development of techniques and understanding of quality weldments. Effects of heat and stress on welded materials are studied and practiced in the laboratory. The student may develop sufficient skill for American Welding Society Certification and receive the Certificate of Achievement upon successful completion of program requirements which follow.

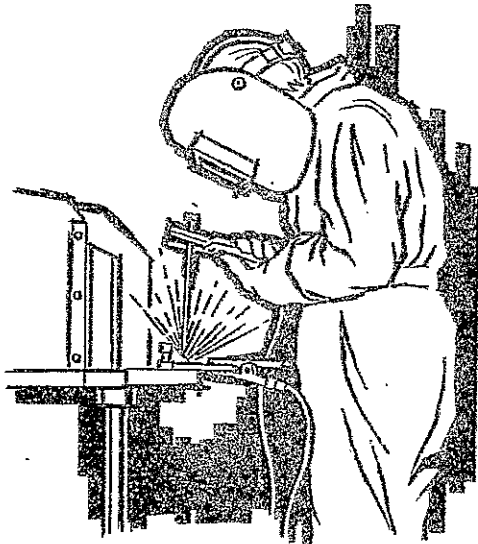
Fall Semester

Beginning Welding	WE105	2
Basic Design Fundamentals in Welding	WE106	2
Welding Technique and Joint Preparation	WE107	3
Welding and Fabrication I	WE108	3
Shop Mathematics	MA110	2
Shop Drawing	TD120	2
		<hr/>
		14 credit hours

Spring Semester

Welding and Fabrication II	WE120	3
Advanced Welding	WE121	3
Related Welding Skills	WE122*	3
Basic Writing Skills	SD170	2
Career Development	SD110	1
Blueprint Reading	TD105	2
Hydraulics and Fluid Mechanics	IT253	3
		<hr/>
		17 credit hours

* WE125 TIG Welding may be substituted for WE122.



word processing

ONE-YEAR CERTIFICATE

This one-year program leads to a certificate in Word Processing and provides the student with a background and understanding of different types of electronic office equipment. This program is designed to prepare the student for employment as a word processing secretary and/or advancement in the word processing/secretarial field.

Fall Semester

Intermediate Typing	OE101	3
Business Communications I	OE129	3
Business Mathematics	OE120	3
Word Processing I	OE225	4
Introduction to Data Processing	DP110	3
		<u>16 credit hours</u>

Spring Semester

Advanced Typing	OE202	3
Business Communications II	OE130	3
Human Relations in Business	BA250	3
Word Processing II	OE226	3
Voice Transcription	OE220	3
		<u>15 credit hours</u>



word processing

TWO-YEAR ASSOCIATE DEGREE

This graduate of this two-year associate degree program will have a knowledge of business concepts and skill in the use of several types of electronic office equipment. The student is prepared to be employed as either a word processing secretary and/or an administrative secretary. Advancement may also be attained for those students who wish to further specialize in related fields.

FIRST YEAR

Fall Semester

Word Processing I	OE225	4	
Business Mathematics	OE120	3	
Freshman English I	LA100	3	
Business Communications I	OE129	3	
Introduction to Data Processing	DP110	3	
		<u>16</u>	credit hours

Spring Semester

Word Processing II	OE226	3	
Voice Transcription	OE220	3	
Advanced Typing	OE202	3	
Freshman English II	LA101	3	
Business Communications II	OE130	3	
		<u>15</u>	credit hours

SECOND YEAR

Fall Semester

Word Processing III	OE227	3	
Intro. to Social Science I	SS110	4	
Clerical Accounting	OE117	3	
Elective		3	
Introduction to Business	BA135	3	
		<u>16</u>	credit hours

Spring Semester

Human Relations in Business	BA250	3	
Intro. to Social Science II	SS111	4	
Office Practice	OE230	3	
Records Management	OE175	3	
Field Experience	OE290	3	
		<u>16</u>	credit hours

