

*MONTCALM COMMUNITY COLLEGE*

*1993-95 CATALOG*

# CALENDAR

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## Spring Semester 1993

Registration ..... Begins November 16  
Classes begin ..... January 8  
Spring Break ..... March 28-April 4  
College closed ..... April 9 (Good Friday)  
Classes end ..... May 8

## Summer Semester 1993 (Tentative)

Registration ..... Begins April 14  
Classes begin ..... June 14  
Classes end ..... August 6

## Fall Semester 1993 (Tentative)

Registration ..... Begins April 14  
Classes begin ..... August 25  
Classes end ..... December 20

## Spring Semester 1994 (Tentative)

Registration ..... Begins November 15  
Classes begin ..... January 17  
Classes end ..... May 14

## Summer Semester 1994 (Tentative)

Registration ..... Begins April 18  
Classes begin ..... June 13  
Classes end ..... August 5

## Fall Semester 1994 (Tentative)

Registration ..... Begins April 18  
Classes begin ..... August 24  
Classes end ..... December 19

## Spring Semester 1995 (Tentative)

Registration ..... Begins November 14  
Classes begin ..... January 13  
Classes end ..... May 13



MONTCALM COMMUNITY COLLEGE

*THE SMART CHOICE*

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*The material in this catalog applies to the 1993-95 academic years and reflects information available at publication in January 1993. Montcalm Community College reserves the right to revise information contained in this publication and make reasonable changes in requirements to improve or upgrade academic and non-academic programs. These changes will not affect credits already earned by current students.*

# WELCOME TO MCC

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Montcalm Community College began in fall 1963 as an idea in the minds of a group of public-spirited citizens. It had become obvious to the people of Montcalm County that such factors as distance to existing colleges, rising educational costs, increasing demands upon institutions of higher education and the growing specialization of the work force were combining to form a mandate for local post-high school education.

MCC became a reality on March 2, 1965 when the community college was established by an overwhelmingly favorable vote. The first Board of Trustees was also elected and a one-mill annual tax levy was established.

Completion of a joint site survey in September resulted in the purchase of land on Sidney Road for the campus. MCC's 240-acre-campus is near both the geographical and population centers of the district and is accessible from all directions by county and state highways.

The MCC campus includes the Library and Administration Building, the Activities Building, the Instruction East Building, the Instruction West Building, the Voc/Tech Building, Montcalm Heritage Village, the MCC Farmhouse and the Barn Theater. College courses are also available in the MCC Greenville Center and the MCC Ionia Center as well as at several area high schools and other facilities.



**Dr. Donald C. Burns**

Four presidents have served MCC including Dr. Donald Fink, 1965-1971; Dr. Clifford Bedore, 1971-1978; Dr. Herbert Stoutenburg, 1978-1984; and Dr. Donald C. Burns, 1984-present.

The college has enjoyed a long history of accreditation by the North Central Association of Colleges and Secondary Schools.

MCC was awarded status as a candidate for accreditation in the minimum time possible in April 1965. Full accreditation was awarded in 1974 then, following its second self-study period in 1979, the college received full accreditation for seven years. In June 1986, MCC

was reaccredited by the association for 10 years -- the maximum accreditation period allowed. Contact the MCC President's Office to review the college's accreditation documents.

MCC has progressed steadily since its approval by area voters in 1965. In March 1982, voters approved a 3/4-mill increase for the college. MCC continues to experience significant growth. Credit courses are available to students desiring selected classes or classes leading to a certificate or degree. Upgrading and retraining courses, a wide variety of non-credit and recreation courses, placement services, counseling, financial aid assistance, career planning services and tutoring are also available. A dedicated staff, student body and community have helped make the dream of 1963 a viable community college -- a learning community dedicated to meeting the educational needs of the people it serves.

## The Educational Program

The educational program at Montcalm Community College is based on a philosophy having as its chief goals the following outcomes:

1. For academic students, a two-year college education of high quality will be provided offering a firm grasp of the basic areas of knowledge: communication skills, social science, natural science, mathematics and humanities. In addition to this basic core of learning, a series of electives will permit students to explore areas of special interest. It is believed that sophomore graduates will be considered fully educated when prescribed work has been completed in the entire general educational program. It is expected that students who complete two years of academic study will have an understanding of how knowledge is gained in each academic discipline and will possess the skills to become a lifetime learner.
2. For vocational/technical students, a high degree of occupational competence at the skilled or semi-professional level should be achieved. It is expected that graduates will be able to demonstrate a high degree of job performance as well as the ability to accept new, related responsibility. For technical students who seek the associate degree as well as occupational competence, successful completion of portions of the general

## *Welcome to MCC*

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education core will also be required. Because associate-degree technicians frequently assist professional workers such as physicians, engineers, dentists, etc., graduates are expected to have competence in the realm of ideas and theories as a necessary complement to skill training. For vocational students, any academic training will be related specifically to the job skill which they are learning. For example, mathematics will be of a technical nature and directly connected with the skill being taught.

3. For all students, an opportunity to explore both the academic and vocational/technical studies while still qualifying for an associate degree will be provided. Where educational goals are not aimed specifically at transfer to a four-year college or at a skill specialty, students may enjoy greater flexibility in planning their programs of study along lines of varied interest.

4. For non-degree, non-certificate students, the opportunity to study for increased understanding, for greater job skill or for other personal reasons without reference to formal, prescribed educational pursuits is encouraged.

In all cases, Montcalm Community College students will be expected to pursue a chosen course of study with enthusiasm and the best effort of which they are capable at all times. Students and their instructors should approach the learning task with an attitude of optimum achievement. A high quality of performance is a consistent demand of all in this community of learning.

# MISSION STATEMENT & GUARANTEE

## **The Mission**

Montcalm Community College develops individual and community strength by:

- Providing opportunities for lifelong learning
- Preparing people for competence in the workplace, and
- Preparing people for successful transfer to baccalaureate institutions.

Montcalm Community College subscribes to the following institutional goals:

1. To provide opportunity for vocational and technical study leading to occupational competence for the new learner and for the person desiring retraining or upgrading skills.
2. To provide opportunity for liberal arts, sciences and technical study at the freshman and sophomore levels transferable to other colleges and universities and acceptable toward a baccalaureate degree.
3. To provide opportunity for general education and developmental course work for those who study primarily to become more knowledgeable or skilled in an area of interest.
4. To provide assistance for all students through educational counseling, guidance and placement services.
5. To provide a center and resources for community services (educational, health and well-being, recreational, cultural and economic development).
6. To provide an opportunity for organized activities to promote social skills and responsible citizenship.
7. To provide educational leadership through the promotion of cooperation with area organizations, institutions, businesses and industries.
8. To provide educational services to service area employers (assessment of needs, development of curriculum, credit and non-credit course work, seminars, consultation, workshops).

## **The Values**

Montcalm Community College subscribes to the following institutional values:

- We provide a caring environment for our students, staff and community.
- We expect competence and the pursuit of excellence from our students and staff.
- We possess a community orientation and support the development of a world-class community.

## **The Guarantee for Transfer Credit of Academic and Career Courses and for Job Competency.**

Montcalm Community College will refund the tuition of any MCC graduate for any course passed at MCC with at least a C grade\* if that earned course credit does not transfer to a college or university within two years of graduation from MCC. Such classes must be listed as transferable on the transfer institution's official curriculum guide sheets, dated 1987 or thereafter, on file in the MCC Student Services Office.

Any graduate of an associate-degree program in occupational studies judged by his/her employer as lacking in technical job skills normally expected of a job-entry-level employee will be provided further skill training of up to 16 semester credit hours by MCC without charge.

\*In some instances a grade of C- may not qualify.

## **SPECIAL CONDITIONS -- Occupational Studies**

### **The Degree:**

The graduate must have earned an associate degree after January 1, 1988 in a college-recognized specialty area (e.g., accounting, electronics technology, nursing, word processing) having followed a plan of study signed by the student and approved by the appropriate instructional administrator at least 30 credit hours prior to the student's completion of the program.

### **The Employment:**

The employment must be full time and the job must be certified by the Placement Office as directly related to the graduate's program of study.

## ***Mission Statement and Guarantee***

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The initial date of employment of the graduate must be within one year of the commencement date.

The employer must certify in writing that the employee is lacking the job-entry-level skills identified in writing at the time of initial employment, and must specify the area(s) of skills deficiency within 90 days of the graduate's initial employment.

**The Retraining Guarantee:** Skill retraining will be limited to 16 credit hours and to enrollment in courses regularly offered by MCC.

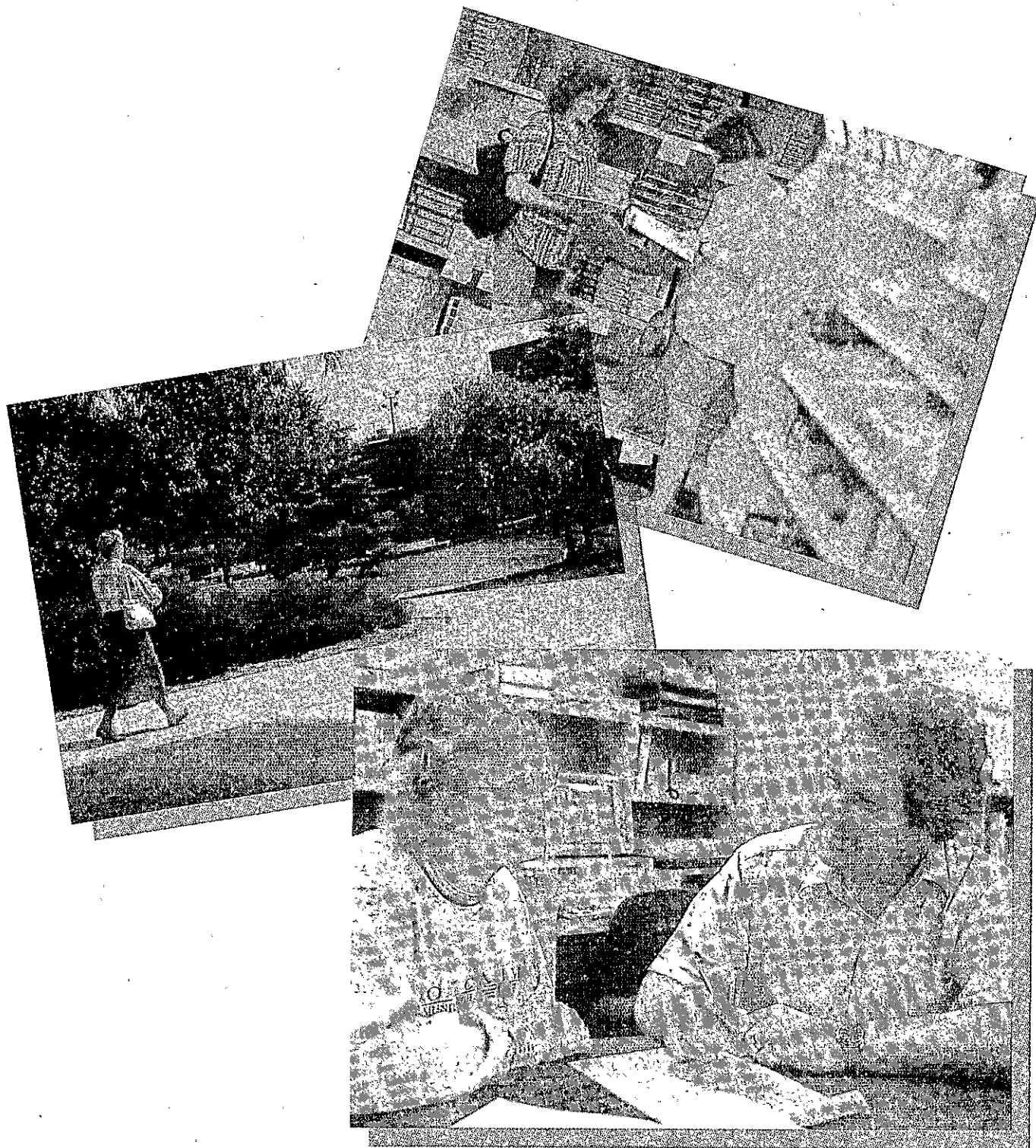
The skill retraining must be completed in one academic year.

The employer, the graduate and a college counselor, with the advice of appropriate teaching faculty, will develop an educational plan which specifies the courses constituting the 16 credit hours of further retraining.

The graduate must meet all prerequisites, corequisites and other admission requirements for "retraining courses."

Failure, withdrawal or audit of a "retraining course(s)" is creditable to the 16-credit-hour limit.

The graduate or the employer will bear the cost of books, supplies, uniforms, transportation, insurance and other related items. The college will waive tuition and fees.



*MONTCALM COMMUNITY COLLEGE*

*STUDENT SERVICES*

# STUDENT SERVICES INFORMATION

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*The Montcalm Community College Student Services Office is located in the lower level of the Library and Administration Building and offers a variety of services to complement the learning process. The Student Services Office can be contacted by calling 517/328-2111, extension 253.*

## Registration

Registration begins in the Student Services Office. Contact the Student Services Office, extension 230, for specific times and dates.

## Testing Policy

### Purpose of Testing:

ASSET test results are used to assist students in choosing classes appropriate to their skills. A number of classes have been identified which make demands upon students' abilities to read, write or do basic math. In order to be successful in these classes, students need a good background in these basic skills. Assessing basic skills of entering students allows counselors and others to assist students by either recommending courses which allow students to build their skills to a level needed for success in academic courses, by recommending advanced placement in courses to students who have a very good basic skill background, or requiring additional testing.

To ensure adequate skill preparation, MCC requires ASSET assessment before enrollment in certain courses. Some courses may require a minimum score as a prerequisite for enrollment. An advanced mathematics ASSET may be taken to waive certain mathematics prerequisite courses. Testing will require approximately two-and-one-half hours. Testing schedules are available in the Admissions Office.

### Who must test?

1. Students who have not previously taken the ASSET tests who want to enroll in a course for which testing is required
2. Students who want to use ASSET test scores in place of course prerequisites

### Who is exempt from testing?

1. Students who have previously tested
2. Those holding bachelor's or advanced degrees

3. Senior citizens (60 years of age and older)
4. Students who enroll only in courses that do not require testing
5. Students who audit a class which requires testing
6. Students who obtain a waiver from the course instructor

To avoid unnecessary delays at registration, take the test during one of the scheduled times. Students enrolling in off-campus courses will also be required to satisfy the testing requirement.

## Counseling

Licensed professional counselors are available to assist students with academic and personal concerns. Course advisement, testing and interpretation, special needs, tutoring, career exploration and career decision-making, referrals and other counseling services are also available. Appointments may be made by calling the Student Services Office at 517/328-2111, extension 231.

## General Information

Emergency procedures, class schedules, lost and found and other general college information topics are handled in the Student Services Office.

## ACT/GED Testing

The ACT (American College Test) and GED (General Educational Development) can be scheduled by contacting the Student Services Office at extension 231.

## Records

Accurate enrollment records, grade reports and transcripts are maintained in the Registrar's Office, extension 230. Grade reports are mailed to students each semester.

## Career Library

Career information and employment research materials; including occupational descriptions, salary estimates and job outlooks; are available to students through the Career Library. Books and videotapes about the job search process, resume writing and interviewing are

available for students and alumni seeking employment. Current catalogs, course transfer equivalency guides and other reference books are available for students planning to transfer to another college or university. The Career Library is located in the Student Services Office.

### **Career Planning Services**

Personal career counseling and career interest testing are available to students who are undecided about which college program or career to pursue. Occupational interest testing and personal consultations are available to assist students in educational and career research. Contact the Student Services Office for an appointment.

### **Job Placement Service**

Information regarding full-time and part-time employment, resume-writing assistance and job-search consultation is available to students and alumni through the Placement Office.

### **Tutorial Assistance**

MCC offers free peer tutorial assistance to qualifying students experiencing academic difficulty in any class. Students having academic difficulty are matched with a student who is experiencing or has experienced success in that course. Tutors receive compensation for providing assistance. Eligibility and application information for tutors and tutees is available from the Special Populations Counselor, extension 264.

### **Skills Development**

The Skills Development Lab, located in the Instruction West Building, provides basic skills instruction in mathematics, reading and writing. These credit classes are taught in an open lab setting which allows students to progress at their own learning pace. Instruction in study skills is provided using a traditional classroom approach. Basic skills testing, make-up testing and word processing equipment are also available.

### **Special Populations Program**

The Special Populations Program provides assistance to students with disabilities and limited English proficiency to identify, plan and obtain career goals consistent with their aptitudes, needs, and interests. Students have the opportunity to develop career awareness, career planning, career decision-making skills, placement opportunities and the knowledge of labor market trends.

Additional Special Populations services are curriculum modification, special instructional equipment, interpreters for the hearing impaired, learning station modification, note takers, scribes and readers. This free support facilitates the removal of physical and academic barriers and allows students to be successful in their programs of study.

# STUDENT ACTIVITIES

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Student activities contribute to the emotional and physical well-being of students, as well as to their intellectual, cultural, and social development outside the context of the institution's regular instructional program. The programs are funded through a portion of student activities fees. Suggestions, questions, and comments may be directed to the Activities Program Manager in the Activities Building.

## Clubs

Although the primary role of the college student centers on the formal learning environment, total student development includes informal activities. A number of clubs and organizations serve this purpose. The Student Government Association sponsors such clubs as:

Art Club	Domestic Violence Prevention
Drama Club	and Awareness Club
Newspaper Club	Sports Club
Nursing Clubs	Sign Language Club
Walking Club	Weight Lifting Club

To become a recognized club, the potential members must contact the Student Government Association officers or the Activities Program Manager and follow the guidelines for establishing club status and receiving funds.

## Activities

College-sponsored activities are available through the Student Activities Office, the Community Services and Continuing Education Office, the Student Government Association and its sanctioned organizations, and individual academic and vocational departments. Most activities are free to MCC students.

Club sports	Intramurals
Planned excursions	Social activities
Vocal music	Red Cross blood drives
Travelogues	Stress Management Series
Support groups	Marketing Yourself Series
Family recreation	Leadership Development
Fund raisers	Performance groups
Lectures	Political awareness
Campus governance	Campus committees

## Intramurals

Intramurals are student-initiated events sponsored by the Sports Club. If you are interested in participating or initiating a specific event, contact the Activities Program Manager or the Sports Club Advisor.

## Honor Society

Phi Theta Kappa is a national honor society for junior and community college students. There are over 700 chapters of Phi Theta Kappa across the nation and abroad. The Alpha Tau Alpha Chapter is located on MCC's campus. To qualify for membership, students must complete a minimum of 12 MCC credit hours with a minimum GPA of 3.5 and have letters of recommendation from two MCC faculty members. Provisional membership is available to students who have not met the criteria. Contact the Activities Program Manager for more information.

## I.D. Cards

Student I.D. cards are issued two days after the drop/add period each semester. They may be picked up at the Recreation Desk in the Activities Building weekdays between 8 a.m. and 4 p.m. and during scheduled open gym/open swim. The I.D. card allows students free use of the gym, pool, and fitness center during scheduled times; to check out recreation equipment; to use the Learning Resource Center; and to attend college-sponsored functions.

## Lockers

Lockers are available on a rental basis each semester and may be checked out at the Recreation Desk in the Activities Building.

# ADMISSION TO MCC

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*The Admissions Office is located in the Student Services Office and can be contacted by calling 517/328-2111, extension 224. Admissions staff can assist with the admissions process, assessment, orientation and campus tours.*

## Admission Policy

All applicants for admission to MCC must possess a high school diploma or GED certificate or meet the requirements of the college's ability to benefit policy. Admission to the college does not guarantee admission to academic programs which have specific entry requirements.

It is the policy of Montcalm Community College that no person; on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap or Vietnam-era veteran status; shall be discriminated against in employment, educational programs, activities or admissions. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

## Admission Application

Application for Admission forms are available from the Admissions Office, area high school counseling offices and community education offices. There is no application fee.

Current high school students who plan to attend MCC following graduation should submit completed Application for Admission forms to their high school counseling office.

High school graduates and GED recipients should submit completed Application for Admission forms to MCC's Admissions Office. Official copies of a student's high school transcript or GED results and, when applicable, transcripts from other colleges or universities the student has attended, should be sent directly from the institutions to MCC's Admissions Office.

## Admission of Non-degree Seeking Students

Applicants who wish to take selected courses for personal interest or enrichment should indicate this on their Application for Admission. These applicants are not required to submit high school or college transcripts, but must complete entry requirements for specific courses. Non-degree applicants are not eligible for federal or state financial aid.

## Admission of High School, Middle School and Elementary Students

Students who wish to enroll in MCC courses prior to graduation from high school should meet with their school counselor to submit an Application for Admission and discuss readiness for college course work. Students eligible for dual enrollment must submit a letter from the school counselor or principal. Students enrolling at MCC before graduating from high school may enroll only on a non-degree basis for a limited number of credit hours. Enrollment in certain courses may require permission of appropriate college faculty.

## Guest Students from Other Colleges

Students currently enrolled at other colleges or universities may attend MCC on a guest student status by completing a Michigan-Uniform Guest Student Application, available from the Registrar's Office at the institution where the student is enrolled. A student may not attend as a guest for two consecutive semesters.

## International Students

International students should contact the Admissions Office for an International Student Application for Admission. International students must submit original certified transcripts, in English, of all previous high school and post-secondary course work; a financial statement or affidavit of support indicating ability to meet all educational expenses; and a letter indicating their educational plans.

## **Ability to Benefit Policy for Non-High School Graduates**

Applicants who are 18 years of age or older or whose high school class has graduated who do not possess a high school diploma or GED certificate by the time of enrollment may enroll in selected course work on a non-degree status. These applicants will not be eligible for federal or state financial aid through MCC. Applicants who wish to be considered for admission to a certificate or degree program must meet with the Director of Admissions, and may be required to show successful completion of an assessment test.

## **New Student Enrollment Process**

After applying for admission, prospective students should complete assessment testing, which is required before enrolling in many entry-level courses, meet with an MCC counselor to plan their academic program and discuss course selection, and attend a new student orientation session. During orientation, new students meet with MCC faculty and staff, tour campus, and learn about MCC programs and services.

# TUITION AND FEES

## MCC District Residents

Tuition.....\$39 per credit hour  
Fees.....\$1 per credit hour  
to a maximum of \$12 per semester

*Residents of the MCC district live in the Carson City/ Crystal, Central Montcalm, Greenville, Lakeview, Montabella, Tri County or Vestaburg public school district. Students may be required to furnish proof of residency such as a driver's license or tax receipts.*

## Michigan Non-District Residents

Tuition.....\$59 per credit hour  
Fees.....\$1 per credit hour  
to a maximum of \$12 per semester

*All inmates in MCC's prison education programs are considered Michigan Non-District Residents.*

## Out-Of-State Residents

Tuition.....\$72 per credit hour  
Fees.....\$1 per credit hour  
to a maximum of \$12 per semester

## Other Fees

Late Registration Fee .....\$5  
\*Contact (Lab) Fee (per contact hour) .....\$10  
Materials Fee ..... designated in the credit schedule

\*A course with a required laboratory will cost \$10 per student contact hour more than the assessed credit hours charged for the course. For example: students taking NS103, with 5 credits and a total of 6 contact hours, are charged for 5 credit hours and 1 additional contact hour. For in-district students, the charge is \$205, which equals 5 credit hours x \$39 + 1 additional contact hour x \$10.

*Adults aged 60 or older who live in the MCC district may take MCC courses tuition free. Seniors who live outside the MCC district may take MCC courses for the difference between the in-district and non-district rates. All seniors are required to pay fees.*

## Refund Policy

1. Fees are not refundable.
2. Tuition is 100% refundable during the enrollment and drop/add period. No refunds of tuition shall be made for withdrawals after the end of the enrollment period.

## Payment of Tuition and Fees

1. Tuition and fees are due and payable at the time of registration.
2. The college will accept Visa and MasterCard.
3. Students who will receive financial aid through the college must present a form from the Financial Aid Office to the Cashier to complete enrollment. Any difference between aid and total tuition will be subject to the credit terms described below. If financial aid is not forthcoming, the balance is due at the time of notification. No refunds will be granted after the drop/add deadline.
4. New students applying for Veteran's benefits will be allowed to register with no down payment. The entire balance is due within 60 days. A 30-day extension may be approved by the Director of Financial Aid when notification of benefits has been received from the Veteran's Administration.
5. Short-term credit will be available upon application. Credit references may be requested.

## Credit Terms

\$1 - \$150 ..... Paid in full  
\$151 - \$200 ..... 50% down\* - balance plus \$5  
handling fee due in 30 days  
\$201 - \$500 ..... 60% down\* - 50% of balance due in  
30 days; total plus \$10 handling fee  
due in 60 days

*\*Financial aid will count towards down payment.*

6. Failure to pay as scheduled will result in the withholding of grades, certificates, and degrees. Graduating students will not be allowed to participate in graduation ceremonies.
7. Collection processes will be initiated for failure to pay.

# ACADEMIC REGULATIONS

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## Semester System

Montcalm Community College operates on the basis of two semesters per year. The first semester begins in late August and is completed in December. The second semester begins in January and ends in May. MCC also offers an accelerated summer session which runs from mid-June to early August.

## Classification System

A *freshman* is a student who has completed less than 25 semester hours of study.

A *sophomore* is a student who has completed at least 25 semester hours of study, but who has not yet qualified for an associate degree or a certificate.

A *full-time* student carries 12 or more semester hours of study. However, students must bear in mind the number of credit hours required for an associate degree and their desire to graduate after four semesters of study. (An average of 15 hours per semester are required to complete 60 hours total.)

A *part-time* student carries fewer than 12 semester hours.

## Program of Study Selection

Selection of a program of study takes place prior to registration. During the counseling interview, students are advised of specific course requirements necessary for program completion. Exceptions to specific program requirements will be made only by the dean of the appropriate instructional division of the college and must be authorized in writing.

## Program Planning

In planning course work, students should use counseling services, the catalog and semester class schedules. Some courses are offered every semester while others are only offered once per year.

## Honors

Each semester an Honors List includes students who complete at least 12 semester hours and attain a grade point average of 3.3 to 3.69. The President's Honors List includes students who complete at least 12 semester hours with a GPA of 3.7 or higher. Students whose accumulated GPA is 3.3 or higher at the time of graduation will have honors or high honors noted on their academic transcript.

## Class Attendance

Students are encouraged to attend all classes in which they are registered. Absence from classes shall in no way relieve students from completion of assigned work.

## Grading System

Academic achievement is appraised and recorded by the following system of letter grades:

GRADE	HONOR POINT VALUE
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
E	Failure
WP	Withdrew while passing
WF	Withdrew while failing
I	Incomplete
V	Audit
S	Satisfactory completion
U	Unsatisfactory completion

*Incomplete Grades* are awarded when students cannot complete required course work by the close of a semester for reasons beyond their control. An I grade is an indication of the instructor's belief that the student will receive a passing grade when the requirements have been fulfilled.

Incomplete forms, available in the Registrar's Office, must be filled out and signed by the student and the instructor. The following procedure is observed:

1. An I mark is entered on the student's record when a course is incomplete at the end of a scheduled semester.
2. An I mark remains without alteration until course requirements are satisfied and warranted in writing by the instructor to the Registrar or until the deadline for completion has passed.
3. An I mark is not averaged with other grades to establish a grade point average.
4. Students receiving Veteran's benefits who receive an I in a course have one year to complete the course without repaying the VA for the class.

*Audit* applies when a student pays tuition for a course but is not required to complete assignments or examinations. Audit status must be declared at the time of registration.

Students who are *repeating a course* for which a grade other than W or I was given must complete a course repeat form in the Registrar's Office. The higher grade earned for the course will be computed in the GPA.

S (satisfactory completion) and U (unsatisfactory completion) grades are used only for the following courses: CJ115, DP100, SD120, SD145, SD150, SD151, SD152, SD153, SD160, SD161, SD162, SD163, SD170, and SD171. An S or U grade will also be given when a student tests out of a course for credit.

Assigning of grades is the complete and irrevocable responsibility of each instructor.

## Dropping/Adding Classes

After registration, students may drop or add classes during a specific time period designated in the class schedule.

To officially drop or add classes:

1. Students must get a Drop/Add Form from the Registrar's Office.

2. After properly completing the Drop/Add Form, students take the form to the Business Office if tuition adjustment is necessary.

It is important to officially drop or add in order to receive proper course credit.

After the end of the drop/add period, only classes which have a later start date may be added or dropped. To discontinue a class after drop/add, students must follow the outlined withdrawal procedure. Refunds are not given after the drop/add period.

## Withdrawal Procedures

To discontinue a class after the drop/add period:

1. Students must obtain a Withdrawal Form from the Registrar's Office, fill in the required information and present the form to the instructor.
2. If the instructor approves the withdrawal, he/she will sign it, date it, indicate the grade of WP or WF, return a copy to the student, and present the completed form to the Registrar's Office prior to the final day of class. (Some instructors have a date beyond which they will not issue withdrawal.)

Tuition and fees will not be refunded for withdrawal.

## Transfer Credit Information

1. Only official transcripts will be evaluated.
2. Most courses are accepted in transfer for a corresponding MCC course. If a course has no equivalent at MCC, it might be used as an elective.
3. Credits, not grades, are accepted for courses in which a grade of C or better was earned.
4. When a student has received a two- or four-year degree from another institution, an evaluation is done following a student's request.

## Academic Regulations

5. Because MCC is based on a semester system, two-thirds credit is granted for courses earned at an institution which is on terms or quarters.
6. It is the student's responsibility to follow up on the credit evaluation. If a transcript is received and there is no record of that person applying to MCC, it is not possible to notify the student of credits granted.
7. The student will receive a copy of the evaluation and a copy will be placed in the student's file with the transcript.
8. A student may request a review of the evaluation.
9. Questions regarding the evaluation should be directed to the Registrar in the Student Services Office, extension 230.

### Graduation Requirements

All students who plan to graduate from MCC must file an application to graduate. To receive an associate degree or a certificate, a student must have an overall GPA of 2.00 and must complete all established requirements as listed. All course work completed at MCC is included in the overall average. Nursing students GPA requirements are outlined in the Nursing Handbook. Students graduating with an associate degree must have proof of high school graduation or GED certification on file at MCC.

### Student Leave of Absence

A student who is unable to complete his or her course work due to a serious injury, illness, military commitments or other extreme circumstances involving extended absence from classes, may request a leave of absence.

1. The Dean of Student Services is authorized to approve such requests in accordance with procedures developed pursuant to this policy.
2. The request must be supported by appropriate documentation, such as a physician's statement or military documentation which verifies that the student is unable to complete the course work at the current time.

3. With approval for a leave of absence, tuition-and-fee credit may be issued where a class grade of C- or below or a withdraw grade has been given by the instructor. Tuition-and-fee credit will be issued only with the approval of the Dean of Student Services (and the Director of Financial Aid in cases where the student's account has been paid).

4. When a student is responsible for his or her own account balance at the time the leave is granted, the amount of any unpaid tuition and fees will be deferred until the leave expires.

5. Should the student decide not to return, he or she will still be responsible for any unpaid balance. At the time the leave expires, regular billing procedures will resume for both the returning and non-returning students.

### Academic Probation and Dismissal

1. The minimum GPA for making satisfactory progress is 2.00.
2. Students who attain less than a .7 GPA for their first 15 hours at MCC will be dismissed.
3. Students who attain less than a 1.7 GPA at the end of their first enrollment period will be placed on academic probation.
4. Returning students who maintain less than a 2.00 cumulative GPA will be placed on academic probation.
5. Students on probation who achieve less than a 2.00 semester GPA will be dismissed.
6. Students who have been dismissed may accept the dismissal or appeal to the Dean of Student Services.
7. Students dismissed for academic reasons from MCC or another college may be required to wait a full semester before being readmitted.
8. Students placed on academic probation for two consecutive semesters or dismissed for unsatisfactory progress will not be eligible to receive financial aid or veteran's benefits until a minimum 2.00 accumulated grade point average has been achieved at the student's expense. Students who feel they have special circum-

stances may appeal to the Director of Financial Aid for consideration for continued aid or benefits.

9. The Veteran's Administration will be notified when a student receiving VA benefits remains on academic probation for two consecutive semesters or is dismissed for unsatisfactory progress.

10. Students transferring to MCC shall be subject to all regulations from the beginning of their enrollment.

11. Students will be advised, by letter, when they are placed on academic probation or dismissed.

## **Academic Amnesty**

Recognizing that not all first-time students are prepared for a successful academic experience, academic amnesty is designed to give a student a reasonable second chance by providing an opportunity to remove a certain portion of course work from grade point average computation.

To qualify for academic amnesty, a student must have an overall GPA of 1.99 or below, and a minimum of three years must have elapsed between the time of the poor academic performance and the granting of the request for academic amnesty.

Academic amnesty will apply to no more than the first 30 credit hours attempted and these 30 hours may not be accumulated over more than the first three semesters of enrollment. Amnesty will apply to all courses taken during the period for which academic amnesty is granted, regardless of the grade earned. Courses for which the student received a passing grade during this period may be applied toward completion of program requirements but grades for these courses will not be calculated in the student's grade point average.

All courses and grades will remain on the student's transcript with a notation that academic amnesty has been granted for the period approved.

A student for whom academic amnesty has been granted may not receive honors recognition.

Academic amnesty will be granted to a student only once. To apply for academic amnesty, a student should contact the Registrar's Office. After applying for amnesty, the student must complete six credit hours with a minimum 2.00 grade point average. Course work being taken at the time of the request for amnesty will not be considered as part of this requirement. Upon completion of these requirements, the student must contact the Registrar to complete the amnesty approval process.

## **Inclement Weather**

It is the policy of MCC to remain open whenever possible. If classes are cancelled, the following radio and television stations will be notified:

### *RADIO STATIONS*

WPLB Greenville, 1380 AM  
WODJ Grand Rapids, 107.3 FM  
WOOD Grand Rapids, 1300 AM and 105.7 FM  
WION Ionia, 1430 AM  
WBRN Big Rapids, 1460 AM and 100.9 FM  
WCEN Mt. Pleasant, 1150 AM and 94.5 FM  
WCUZ Grand Rapids, 1230 AM and 101.3 FM  
WCFX Mt. Pleasant, 95 FM  
WMLM St. Louis, 1520 AM  
WFYC Alma, 1280 AM, 104.9 FM

### *TELEVISION STATIONS*

WOOD Grand Rapids, Channel 8  
WLNS Lansing, Channel 6  
WZZM Grand Rapids, Channel 13

stances may appeal to the Director of Financial Aid for consideration for continued aid or benefits.

9. The Veteran's Administration will be notified when a student receiving VA benefits remains on academic probation for two consecutive semesters or is dismissed for unsatisfactory progress.

10. Students transferring to MCC shall be subject to all regulations from the beginning of their enrollment.

11. Students will be advised, by letter, when they are placed on academic probation or dismissed.

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WFYC Alma, 1280 AM, 104.9 FM

### *TELEVISION STATIONS*

WOOD Grand Rapids, Channel 8  
WLNS Lansing, Channel 6  
WZZM Grand Rapids, Channel 13

# CREDIT ACCEPTANCE GUIDELINES

Students who have taken courses at another college or university may have course work evaluated for credit toward a degree or certificate at Montcalm Community College.

Students must earn a minimum of 24 credits at MCC to receive an associate degree. At least 40 percent of the required credits for a certificate must be earned at MCC.

Students who intend to graduate from MCC must be enrolled at MCC during their final semester prior to receiving a degree or certificate.

Guidelines for the acceptance of credit from other colleges or universities and for earning credit in nontraditional ways follow. Students must make formal application to the college and enroll to qualify. More information is available from the Admissions Office or from the appropriate instructional administrator.

## **1. Transfer Credit from Accredited Institutions of Higher Learning:**

Courses taken at other colleges or universities in which a student has earned a C grade or better may be transferred to MCC.

## **2. Correspondence Courses:**

Generally, credit will not be granted by MCC for correspondence course work. Exceptions are limited to United States Armed Forces instruction courses and courses from regionally accredited institutions of higher learning. To qualify for correspondence credit, students must forward official transcripts to the Registrar's Office. Transcripts will be evaluated by the appropriate instructional administrator and a \$5 fee will be charged for each credit granted.

## **3. Credit or Waiver by Examination:**

Practical experience is often equivalent to knowledge that would be gained through course work. Students wishing to receive a waiver or credit for courses in which they feel competent and for which an exam is offered may opt for credit or waiver by examination.

a. Credit by examination: After enrolling in a course and successfully completing the exam, students are awarded an S grade and full credit for the course.

b. Waiver by examination: Upon successful completion of the exam, the requirement for taking that course will be waived and a \$5-per-credit-hour examination fee will be charged. This option is only available for a specific course once and is not available for a course in which a student has already received a grade.

## **4. (College Level Examination Program) Credit:**

Students enrolled at MCC who have taken part in the College Level Examination Program and ranked in the 50th percentile or higher on a subject area test may request a waiver of specific course requirements or have course credit granted. If the waiver is approved, students will not have to take the corresponding MCC course but will be required to take the equivalent credit hours in other MCC course work. A \$5-per-credit-hour fee will be charged for each credit granted for students who wish to have specific course credits granted for the CLEP exams. To qualify for CLEP credit, students must submit an official transcript of the test results to the Registrar's Office. The appropriate instructional administrator evaluates the examination results and CLEP credit is noted on the transcript.

## **5. Advanced Placement Credit:**

Students enrolled at MCC who have taken part in the College Board Advanced Placement Program and earned AP examination scores of three or above may receive MCC credit.

Students must present a certificate indicating a test score of three or above to the Registrar. The appropriate instructional administrator will evaluate the test results and determine suitable credit to be given. Students will pay \$5 per credit hour assigned to their transcripts. Advanced Placement credits will be assigned an S grade and will not be calculated as part of the overall grade point average.

## **6. Articulation Credits:**

MCC recognizes that some course work completed in high school may be equivalent to basic courses offered at the college. Written agreements to grant college credit in specific programs for high school courses have been reached with several school districts.

To receive credit, the student must maintain a B average in the articulated program and receive a written recommendation from the appropriate high school instructor. A maximum of 16 hours can be earned in this way. Credit will be granted when students complete six hours of MCC course work with a C average in the discipline for which college credit is being granted. There is no charge for the credit hours granted. Students must enroll at MCC, take the appropriate courses no later than the beginning of the third year following high school graduation, and formally request credit. Credit is awarded through notation (no grade will be given) upon completion of the requirements. For further information, contact the Instructional Office at 517/328-2111.

Students must submit the required forms to the Registrar's Office. When the MCC course work has been completed, they must notify the Registrar.

**7. Credit for Training Programs:**

a. Armed Services Basic Training: Students who have successfully completed military basic training will be granted up to four credit hours of physical education credit after they formally request credit for physical education and submit to the Registrar Form DD214 indicating the successful completion of basic training.

b. Other Training Programs: Students who have successfully completed military course work may receive transfer credit upon application according to the appropriate ACE guide. The MOS number by itself is not recognized for transfer credit. A \$5 fee is charged for each credit granted.

To earn credit for training or military course work, students must forward official transcripts to the Registrar's Office. The transcripts will be evaluated for credit by the appropriate instructional administrator.

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*It is the policy of Montcalm Community College that no person; on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap or Vietnam-era veteran status; shall be discriminated against in employment, educational programs, activities, or admission. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.*

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# TRANSFER STUDENTS

## Statewide College and University Articulation Agreement

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Transfer Agreement was established to improve transfer student articulation between two-year and four-year colleges in Michigan. Montcalm Community College is a participant in this agreement with the following four-year institutions:

Adrian College  
Albion College  
Alma College  
Aquinas College  
Baker College  
Calvin College  
Central Michigan University  
Cleary College  
Davenport College  
Detroit College of Business  
Eastern Michigan University  
Ferris State University  
General Motors Institute  
Grand Valley State University  
Hope College  
Kalamazoo College  
Lake Superior State University  
Lawrence Technological University  
Madonna University  
Michigan State University  
Michigan Technological University  
Muskegon College (Baker College System)  
Northern Michigan University  
Northwood Institute  
Oakland University  
Olivet College  
Siena Heights College  
Spring Arbor College  
St. Mary's College  
Western Michigan University

This agreement provides that students who complete the following requirements and are accepted as transfer students by one of these schools will have satisfied the basic general education requirements of that four-year college. The following courses may be used toward fulfilling the MACRAO requirements. Students completing the Associate in Arts & Sciences Degree should contact a counselor or the Registrar to see if these courses will meet the degree requirements.

1. English Composition - 6 semester hours  
LA100, LA101, LA250
2. Humanities - 8 semester hours (Courses must be taken from more than one academic discipline.)  
FL120, FL121, FL130, FL131, HU101, HU200, HU201, HU220, LA200, LA201, LA212, LA220, LA221
3. Natural Sciences - 8 semester hours (At least one course must be a lab course. Math courses are included in this category. Courses must be taken from more than one academic discipline.)  
NS100, NS101, NS105, NS110, NS115, NS201, NS203, NS208, NS220, NS221, NS230, NS231, MA159, MA190, MA250, MA251
4. Social Sciences - 8 semester hours (Courses must be taken from more than one academic discipline.)  
SS110, SS111, SS215, SS220, SS221, SS230, SS235, SS240, SS250, SS251, SS260

See an MCC counselor for more information. The information provided may change as four-year institutions change their degree requirements. Students should contact the Admissions Office at the four-year college or university they expect to attend as soon as possible after beginning at MCC.

This information cannot be considered an agreement or contract between the individual student and MCC or its staff.

# FINANCIAL AID

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*The Financial Aid Office is located in the Student Services Office and can be reached by calling 517/328-2111, extension 319. Financial Aid staff can assist with grants, loans, the work-study program and scholarships. More detailed information is available in the MCC Financial Aid Handbook.*

## HOW TO APPLY FOR AID

To be considered for financial aid, students must file a Free Application for Federal Student Aid (FAFSA), which will be processed by American College Testing. Students may apply for aid after January 1, and after they and/or their parents have completed an income tax form for the previous year. By completing the FAFSA, students may be considered for several types of financial aid. The FAFSA is available in the Financial Aid Office or high school guidance offices. Workshops are offered to help the student and/or their parents fill out the form.

All applicants for financial aid at MCC shall possess a high school diploma or General Educational Development (GED) Equivalency Examination Certificate and have been officially admitted to MCC. Financial aid students must present a completed FAFSA and signed award letter to register. Fall semester enrollees should submit their FAFSA by May 1, spring semester enrollees by November 15 and summer semester enrollees by April 15.

## SCHOLARSHIPS

### MCC SCHOLARSHIPS

**Board of Trustees Scholarship - 1 year (in district):**  
This scholarship equals the cost of 30 credit hours at the in-district rate and must be used within one year. Two scholarships per area high school are available to incoming new students who have attained a B average.

**Board of Trustees Scholarship - 1 year (out of district):**  
This scholarship equals the cost of 30 credit hours at the in-district rate and must be used within one year. Seven scholarships are available to incoming new students from out-of-district high schools who have attained a B average.

### **Board of Trustees Scholarship - 2 year:**

Three scholarships equal to the cost of 60 credit hours at the in-district rate are available. These scholarships must be used within two years and are available to incoming new students who have attained a B average.

### **Board of Trustees Scholarship for Adult High Schools:**

Five scholarships equal to the cost of 30 credit hours at the in-district rate are available to students in adult high school completion programs. The scholarships must be used within one year.

### **Board of Trustees Scholarship for Alternative High Schools:**

Two scholarships equal to the cost of 30 credit hours at the in-district rate are available to students in alternative high school completion programs. The scholarships must be used within one year.

### **Board of Trustees Scholarship for Returning Students:**

Ten scholarships equal to the cost of 30 credit hours at the in-district rate are available to students who have completed 24 semester credits at MCC and who have a minimum 3.0 cumulative GPA.

### **Talent Scholarship - Performing Arts/Music:**

Fifteen scholarships of \$250 per semester are available to students who perform in choir or band and have auditioned for the MCC Performing Arts Coordinator.

### **Special Achievement Scholarship for Incoming Students:**

Five scholarships of \$750 per academic year are available to students who have demonstrated ability in a chosen field.

### **Special Achievement Scholarship for Returning Students:**

Five scholarships of \$750 per academic year are available to students who have completed 24 semester credit hours at MCC with a minimum 3.0 cumulative GPA and who have demonstrated ability in a chosen field.

### **Divisional Scholarship:**

Ten scholarships of \$500 per academic year are available to returning MCC students with a minimum 3.0 cumulative GPA who have excelled in Liberal Arts/Business, Nursing/Allied Health, Technical Studies, or Criminal Justice/Paralegal/Child Development/PE.

### **Institutional Grant:**

Students who demonstrate financial need, as determined by the Director of Financial Aid, may be eligible for a one-semester grant.

### **Adult High School Scholarship:**

Two scholarships of \$250 per academic year are available for each area adult high school completion program.

### **Alternative High School Scholarship:**

One scholarship of \$250 per academic year is available for each area alternative high school completion program.

### **Scholarship for High School Seniors:**

50 scholarships for one tuition-and-fee-free class, at the in-district rate, are available to students who have completed their junior year of high school with a minimum B average. The course must be taken during the summer semester prior to high school graduation.

### **Scholarship for Adult High School Seniors:**

Scholarships for one tuition-and-fee-free class, at the in-district rate, are available to students enrolled in the last quarter of an adult high school completion program who achieved senior status with a minimum B average. The course must be taken during the summer semester prior to high school graduation.

### **Scholarship for Alternative High School Seniors:**

Scholarships for one tuition-and-fee-free class, at the in-district rate, are available to students enrolled in an alternative high school program who have achieved senior status with a minimum B average. The course must be taken during the summer semester prior to high school graduation.

## *LOCAL SCHOLARSHIPS*

Contact local organizations offering scholarships, a high school guidance counselor, or the Financial Aid Office for information. Scholarships available at MCC include: the Stanley Ash Scholarship, the Ferris Township Scholarship, the Fife Scholarship, the General Telephone Scholarship, the MCC Foundation/Herbert N. Stoutenburg Scholarship, the Michigan Bell Scholarship and the Edward Reddig Scholarship.

## **FEDERAL AID PROGRAMS**

### *PELL GRANT*

This grant is available on the basis of demonstrated financial need to undergraduate students who are attending eligible colleges or vocational schools. The grants are based on the cost of attendance at the institution. Students must complete and file a Free Application for Federal Student Aid (FAFSA) to be considered.

### *SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT*

Grants to undergraduates who demonstrate financial need range from \$100 to \$500 per academic year. Applicants must file an FAFSA to be considered.

### *STAFFORD LOAN*

These low-interest loans are made to needy students by a lender such as a bank, credit union or savings and loan association to help pay for education. Freshman may borrow up to \$2,625 and sophomores may borrow up to \$3,500. Applications are available at many local banks and credit unions and the Financial Aid Office.

### *PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)*

Parents may borrow up to the total cost of educational expenses for dependent, undergraduate children enrolled at least half time. Interest rates are set annually at a variable rate. Applications are available from participating banks, credit unions, savings and loan associations and the Financial Aid Office.

*SUPPLEMENTAL LOAN FOR STUDENTS (SLS)*

Independent students who attend an eligible college at least half time may borrow up to \$4,000 per academic year. This loan is usually sought by students who have exhausted eligibility for other financial aid. Interest rates are set annually at a variable rate. Applications are available from participating banks, credit unions, savings and loan associations and the Financial Aid Office.

*PERKINS LOAN*

This 5%-interest loan for undergraduate and graduate students is awarded through the Financial Aid Office. Loans are based on need, fund availability, and the amount of other aid received. Students may borrow up to \$4,500 if they have completed less than 2 years of a program leading to a bachelor's degree or if they are enrolled in a vocational program. Students must complete an FAFSA to be considered.

*FEDERAL WORK-STUDY PROGRAM*

Part-time jobs on the college campus are available to students enrolled at least half time who demonstrate financial need. Students must file an FAFSA and an employment application in the Financial Aid Office to be considered.

**STATE AID PROGRAMS***MICHIGAN LOAN (MI-LOAN)*

This loan is for students who are unable to obtain Stafford Loans. Application kits are available in the Financial Aid Office.

*MICHIGAN COMPETITIVE SCHOLARSHIP*

The state scholarship program for Michigan residents measures academic potential on the basis of the ACT. Eligible applicants may receive the amount of demonstrated need or the amount of tuition and fees.

*CARL D. PERKINS SINGLE PARENT/  
HOMEMAKER AND SEX EQUITY GRANTS*

The Single Parent/Homemaker program assists single parents, homemakers, displaced homemakers and single pregnant women who are enrolled in an occupational program. The Sex Equity Program assists students enrolled in an occupational program non-traditional to their gender. Assistance with tuition, fees, books, transportation and child care costs and support services and activities are available. Applications are available in the Admissions Office.

*MICHIGAN ADULT PART-TIME GRANT (APTG)*

This program provides up to \$600 annually for up to 24 months of study to needy state residents enrolled part time at approved public or private degree-granting Michigan colleges.

*MICHIGAN EDUCATIONAL  
OPPORTUNITY GRANT*

This grant provides assistance to needy state residents who are enrolled at least half time in Michigan public colleges and universities.

*TUITION INCENTIVE PROGRAM (TIP)*

This Michigan Department of Social Services program provides community college tuition and fees to lower-income students under age 20 who graduated from high school or obtained a GED after April 1988. Applications are available in the Financial Aid Office or from Department of Social Services Offices.

*MICHIGAN WORK-STUDY PROGRAM*

This program provides work opportunities to needy undergraduate students who enroll at approved public or private degree-granting Michigan colleges on a full- or part-time basis. Both non-profit and profit-based employers may sign agreements with Michigan colleges to participate.

# VETERAN'S INFORMATION

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For more information about VA education benefits, contact the Financial Aid Office, located in the Student Services Office.

Students who are eligible for Veteran's benefits while attending MCC must submit an application for VA benefits and an original DD214 or certified copy to be sent to the Veteran's Administration Office with the enrollment certification. Processing of benefits takes approximately six to eight weeks.

Satisfactory pursuit of study or training toward completion of an educational or vocational goal must be maintained. Students receiving VA benefits will be certified only for classes which are required for their declared program of study. Elective courses in the program will be certified. No more than 60 required credits will be authorized.

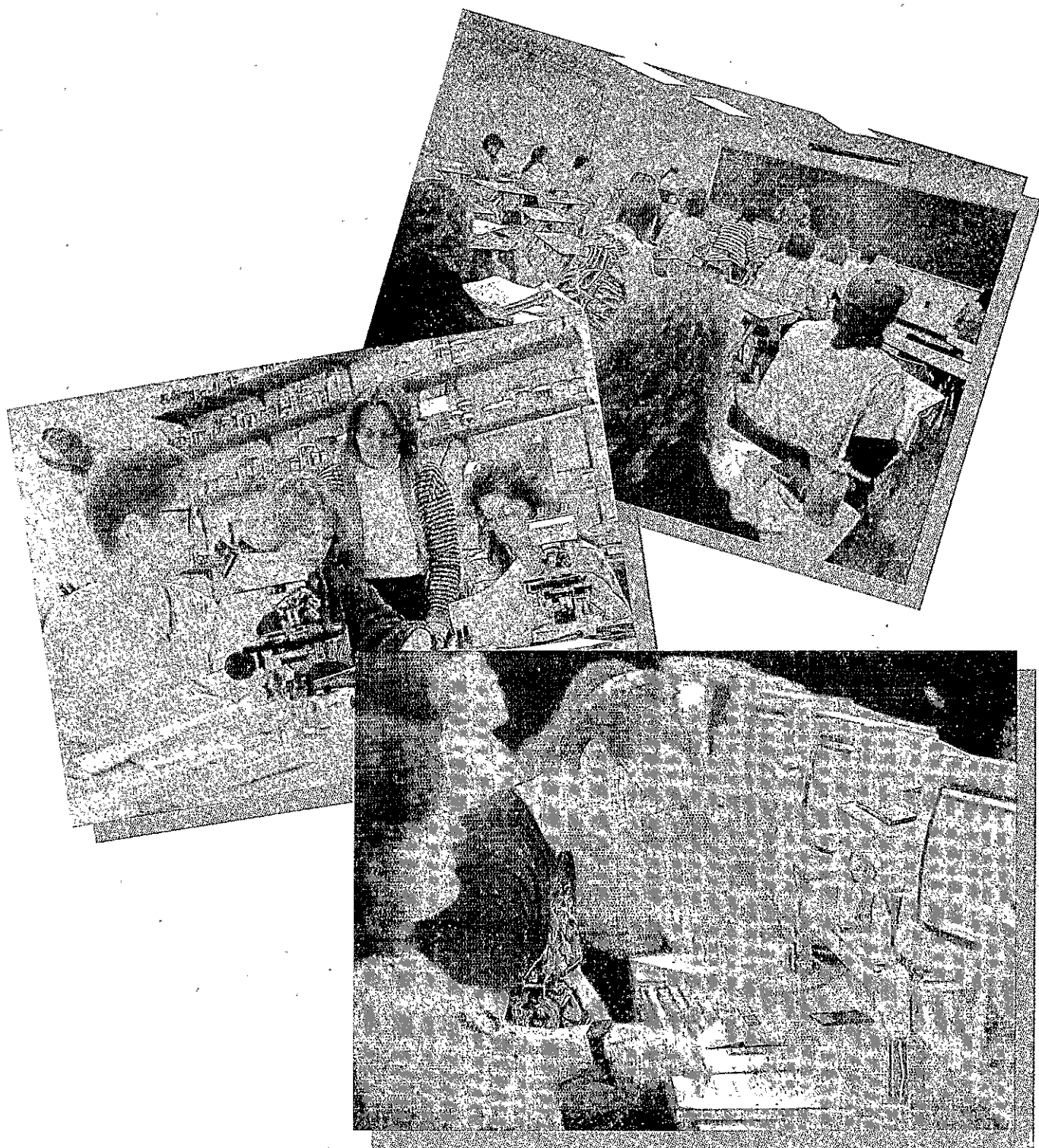
A change of program form must be submitted to the VA to change a program of study. The forms are available in the Financial Aid Office.

Transfer students who plan to receive VA benefits must provide the Registrar with copies of official transcripts from other colleges attended because the VA requires MCC to report the number of credits accepted in transfer. A second semester of enrollment will not be certified if official transcripts have not been received by MCC.

Students receiving VA benefits must notify the Financial Aid Office of change in enrollment or attendance during the semester. Failure to do this could result in an overpayment which the VA will require the student to repay. VA regulations state that any reduction in rate due to withdrawal from a class is effective retroactive to the beginning of the semester unless mitigating circumstances are documented. Mitigating circumstances are those which are normally, but not necessarily, beyond the student's control.

Students receiving VA benefits who receive a failing grade must notify the Financial Aid Office, in writing, of the last date of class attendance. Failure to provide this information will result in the VA being notified that the last date of attendance was the first day of the semester.

Unsatisfactory progress can stop VA benefits. The MCC academic dismissal policy is on page 16 of this catalog. Students receiving VA benefits who are placed on academic probation for two consecutive semesters or dismissed for unsatisfactory progress will not be recertified for benefits until an accumulated grade point average of at least 2.00 has been achieved at the student's own expense. An appeal may be made to the Director of Financial Aid for special circumstances. The VA will be notified when a student remains on academic probation for two consecutive semesters or is dismissed for unsatisfactory progress. Students receiving VA benefits who receive incomplete or unsatisfactory grades are allowed one year from the end of the semester to complete the course and receive a grade. If the class is not completed in the year allowed, the VA may require repayment of funds received for the course.



*MONTCALM COMMUNITY COLLEGE*

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*ACADEMIC PROGRAMS*

# DEGREES AND CERTIFICATES

MCC offers students a variety of degree programs. Specific program outlines are found on pages 28 through 64.

## ASSOCIATE DEGREES IN ARTS & SCIENCES

Associate Degrees in Arts and Sciences are recommended in but not limited to:

Art  
Biological Sciences  
Language Arts  
Physical Education  
Physical Sciences  
Social Sciences

### GUIDELINES FOR A DEGREE IN ARTS AND SCIENCES

This degree outline meets MACRAO transfer guidelines.  
See page 20 for more information.

COURSE TITLES	COURSE NUMBER	CREDIT HOURS
Freshman English I	LA100	3
Freshman English II	LA101	3
Humanities I	HU200	4
Humanities II	HU201	4
Biological Science*	NS100	4
Physical Science*	NS101	4
Introduction to Social Science I	SS110	4
Introduction to Social Science II**	SS111	4
TOTAL REQUIRED HOURS		30
TOTAL ELECTIVE HOURS		30
TOTAL HOURS REQUIRED FOR DEGREE		60
LIBERAL ARTS REQUIRED HOURS		13 or 14

See the specific program description for program requirements.

\* OR (with sufficient science background) any other two science laboratory courses

\*\* OR any other two social science courses

## ASSOCIATE DEGREES IN APPLIED ARTS & SCIENCES

Accounting  
Automotive Mechanics Technology  
Business Administration  
Business Data Processing  
Cosmetology Management  
Criminal Justice  
Criminal Justice/Corrections  
Drafting Technology  
Electronics/Industrial  
Executive Secretary  
Food Service Technology  
Industrial Technology  
Information Processing  
Legal Secretary  
Medical Secretary  
Nursing  
Paralegal Studies  
Radiological Technology (1+1 Agreement)  
Small Business Development/Management

### GUIDELINES FOR A DEGREE IN APPLIED ARTS AND SCIENCES

COURSE TITLES	COURSE NUMBER	CREDIT HOURS
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II	SS111	4
or Biological Science or Physical Science	NS100 or NS101	
or Humanities I or Humanities II	HU200 or HU201	
or any other social science course		
TOTAL REQUIRED HOURS		14
TOTAL HOURS REQUIRED FOR DEGREE		60

See the specific program description for program requirements.

Nursing students should see page 50 for degree requirements.

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**INFORMATION FOR APPLIED ARTS  
AND SCIENCES DEGREES**

These degree programs are for students who want to complete a specialized training education before entering the job market. Students planning to transfer to a four-year college or university should consult with a counselor to determine whether it is best to select courses other than those listed to maximize transferability of credits.

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**ASSOCIATE DEGREE  
IN GENERAL STUDIES**

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**GUIDELINES FOR A  
DEGREE IN GENERAL STUDIES**

COURSE TITLES	COURSE NUMBER	CREDIT HOURS
Introduction to Social Science I OR	SS110	4
American Political System	SS240	3

Other courses must be from at least three of the academic areas of humanities, language arts, mathematics, natural science, and social science.

TOTAL REQUIRED HOURS	15
TOTAL ELECTIVE HOURS	45
TOTAL HOURS REQUIRED FOR A DEGREE	60+

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**MULTIPLE DEGREE  
PROCEDURE**

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Students may earn all three MCC degrees if they meet the requirements. Students who have received or are earning an AAS or an AAAS degree may not apply for an Associate Degree in General Studies.

To receive an Associate Degree in Applied Arts and Sciences, students must complete the degree requirements for that program. The completion of a certificate program coupled with general education courses is not sufficient to qualify.

Students may receive more than one AAAS degree if they fulfill the requirements specified by the department. However, students may earn only one AAAS degree within a department (e.g. business studies, including business data processing and office systems). Students may complete more than one area of concentration within a department. Each area of concentration will be noted on the degree. While a second degree will not be granted, an area of concentration completed after an AAAS degree is issued will be noted on the transcript.

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**CERTIFICATE  
PROGRAMS**

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Automotive Servicing  
Cosmetology  
Criminal Justice/Corrections  
Drafting  
Food Service Technology  
Information Processing  
Legal Office Assistant  
Machine Tool Operation  
Medical Office Assistant  
Nursing  
Office Assistant  
Small Business Development/Management  
Stenographer  
Welding

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**TRAINING PROGRAMS**

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*Training programs may lead to certification by outside agencies.*

Allied Health  
Apprenticeship  
Child Development  
Criminal Justice/Corrections

# ART

This liberal arts program leads to an associate degree in arts and sciences with an emphasis in art and provides the background and skills necessary to continue study in the field of the visual arts. A minimum of 60 credits is required.

Course Name	Course#	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4
Humanities I	HU 200	4
Humanities II	HU 201	4
Biological Science*	NS 100	4
Physical Science*	NS 101	4

## CORE REQUIREMENTS

Introduction to Art	HU 120	2
Drawing I	HU 122	3
or Sketching	HU 121	2
Drawing II	HU 123	3
Painting I	HU 125	3
Painting II	HU 126	3
Painting III	HU 227	3
Painting IV	HU 228	3
Ceramics I	HU 130	3
Ceramics II	HU 131	3
Art - teaching courses		2-6

## OTHER DEGREE REQUIREMENTS

Electives

## SUGGESTED ELECTIVES

History	SS250, SS251 or SS255	3
Philosophy	HU220	3
Literature	LA200, LA201, LA220 or LA221	3

\*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, SS110, HU120, HU122 or HU121, & HU125

Spring: LA101, SS111, HU123, HU126 & an elective

### SECOND YEAR

Fall: HU200, NS100, HU130, HU227, Art teaching courses & an elective

Spring: HU201, NS101, HU131, HU228, Art teaching courses & an elective

# BIOLOGICAL SCIENCES

This liberal arts program leads to an associate degree in arts and sciences with an emphasis in biology and provides the background and skills necessary to continue study in the field of biological science. A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
College Chemistry I	NS 220	5
College Chemistry II	NS 221	5
Humanities I	HU 200	4
Humanities II	HU 201	4
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Botany	NS 110	4
Zoology	NS 115	4
Anatomy and Physiology I	NS 103	5
Anatomy and Physiology II	NS 203	4

## OTHER DEGREE REQUIREMENTS

Science Electives	6-8
Math Electives	7-8

## SCIENCE ELECTIVES

Microbiology	NS 201	4
Introductory Physics I	NS 230	4
Introductory Physics II	NS 231	4
Earth Science	NS 102	3
Environmental Geography	NS 120	3

## MATH ELECTIVES

Intermediate Algebra	MA104	4
Trigonometry	MA120	3
College Algebra	MA159	4

\*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, NS220, NS110 & a math elective

Spring: LA101, NS221, NS115 & a math elective

### SECOND YEAR

Fall: HU200, SS110, NS103 & a science elective

Spring: HU201, SS111, NS203 & a science elective

# LANGUAGE ARTS

This liberal arts program leads to an associate degree in arts and sciences with an emphasis in the language arts and provides the background and skills necessary to continue study in the field of language arts (literature, speech and communications). A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4
Humanities I	HU 200	4
Humanities II	HU 201	4
Biological Science*	NS 100	4
Physical Science*	NS 101	4

## CORE REQUIREMENTS

American Thought and Literature I	LA 200	3
American Thought and Literature II	LA 201	3
Speech	LA 210	3
English Literature: Beginning to 1798	LA 220	3
English Literature: 1798 to Present	LA 221	3

## OTHER DEGREE REQUIREMENTS

Electives

## LITERATURE ELECTIVES

Short Story	LA 230	3
Children's Literature	LA 235	3
The Novel	LA 240	3
Drama as Literature	LA 260	3
Drama as a Performing Art	LA 261	3
Poetry	LA 270	3

## SUGGESTED ELECTIVES

Introduction to Philosophy	HU 220	3
Principles of Macroeconomics	SS 215	3
General Psychology	SS 220	3
U.S. History to 1865	SS 250	3
U.S. History since 1865	SS 251	3
Michigan History	SS 255	3

\*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, SS110, LA200, LA210 & an elective  
Spring: LA101, SS111, LA201 & 2 electives

### SECOND YEAR

Fall: HU200, LA220, NS100 & an elective  
Spring: HU201, LA221, NS101 & an elective

# PHYSICAL EDUCATION

This liberal arts program leads to an associate degree in arts and sciences with an emphasis in physical education. It provides the background and skills necessary to continue study toward majors in secondary education with a minor in coaching, physical education and sports curriculums leading to employment in general recreation areas or therapeutic recreation, business, TV production, or health services management. A minimum of 60 credits is required.

*Course Name* *Course # Credits*

## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4
Humanities I	HU 200	4
Humanities II	HU 201	4
Biological Science*	NS 100	4
College Chemistry I	NS 220	5

## CORE REQUIREMENTS

Personalized Body Conditioning	PE 103	1
or Introduction to Physical Fitness	PE 110	1
Sports Fundamentals	PE 105	1
Sports Officiating	PE 210	1
Beginning Swimming	PE 130	1
Anatomy and Physiology I	NS 103	5
Anatomy and Physiology II	NS 203	4
Emergency Health Care	AH 100	2

## OTHER DEGREE REQUIREMENTS

Intermediate Algebra	MA104	4
Speech	LA 210	3
General Psychology	SS 220	3
Electives		9-11

Students taking physical education courses must submit evidence of physical fitness from a doctor to Montcalm Community College. The form is kept in the student's file for one year.

## SUGGESTED ELECTIVES

Introduction to Business	BA 135	3
Principles of Marketing	BA 233	3
Small Business Management	BA 235	3
Management	BA 237	3
Introduction to Data Processing	DP 110	3

\*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, SS110, NS100, MA104, PE103 & PE110  
Spring: LA101, SS111, LA210, PE105 & electives

### SECOND YEAR

Fall: NS220, NS103, HU200, PE210, PE130 & an elective  
Spring: SS220, NS203, HU201, AH100 & electives

# **PHYSICAL SCIENCES**

This liberal arts program leads to an associate degree in arts and sciences with an emphasis in the physical sciences and provides the background and skills necessary to continue study in the field of physical science (physics and chemistry). A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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## **GENERAL REQUIREMENTS**

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4
Humanities I	HU 200	4
Humanities II	HU 201	4

## **CORE REQUIREMENTS**

Introductory Physics I	NS 230	4
Trigonometry	MA120	3
Introductory Physics II	NS 231	4
College Chemistry I	NS 220	5
College Chemistry II	NS 221	5
College Algebra	MA159	4
Calculus and Analytic Geometry I	MA250	5
Calculus and Analytic Geometry II	MA251	5

## **OTHER DEGREE REQUIREMENTS**

Electives

## **SUGGESTED ELECTIVES**

Physical Science	NS 101	4
Biological Science	NS 100	4
Earth Science	NS 102	3
Botany	NS 110	4
Zoology	NS 115	4
Environmental Geography	NS 120	3
Nature Study	NS 208	4
Microbiology	NS 201	4

\*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 26.

## **SUGGESTED TWO-YEAR SEQUENCE**

### *FIRST YEAR*

Fall: LA100, NS220, NS230 & MA120

Spring: LA101, NS221, NS231 & MA159

### *SECOND YEAR*

Fall: HU200, SS110, MA250 & an elective

Spring: HU201, SS111, MA251 & an elective

# SOCIAL SCIENCES

This liberal arts program leads to an associate degree in arts and sciences with an emphasis in the social sciences and provides the background and skills necessary to continue study in the field of social science. A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4
Humanities I	HU 200	4
Humanities II	HU 201	4
Biological Science*	NS 100	4
Physical Science*	NS 101	4

## CORE REQUIREMENTS

U.S. History to 1865	SS 250	3
U.S. History since 1865	SS 251	3
Sociology	SS 230	3
Social Problems	SS 235	3
General Psychology	SS 220	3
Child Psychology	SS 221	3
Cultural Anthropology	SS 260	3
Principles of Macroeconomics	SS 215	3

## SUGGESTED ELECTIVES

Foreign Language	FL	4
Introduction to Philosophy	HU 220	3
American Thought and Literature I	LA 200	3
or American Thought and Literature II	LA 201	3
Speech	LA 210	3
Elementary Algebra	MA100	4
or Intermediate Algebra	MA104	4
Michigan History	SS 255	3
Abnormal Psychology	SS 225	3

\*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, SS110, SS250 & SS230

Spring: LA101, SS111, SS251 & SS235

### SECOND YEAR

Fall: HU200, SS220, SS260 & NS100

Spring: HU201, SS221, SS215 & NS101

# ACCOUNTING

This program leads to an associate degree in applied arts and sciences with an emphasis in accounting and provides the background and skills necessary for an entrance job in the accounting field. A minimum of 60 credits is required.

*Course Name* *Course # Credits*

## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Principles of Accounting I	BA 115	4
Keyboarding	SD 145	1
Introduction to Business	BA 135	3
Introduction to Data Processing	DP 110	3
Introduction to PCs and Lotus for Accounting Students	DP 113	1
or Microcomputers: Operating Systems and Applications	DP 116	3
Principles of Accounting II	BA 116	4
Cost Accounting I	BA 215	3
Legal Environment of Business	BA 200	3
Cost Accounting II	BA 216	3
Human Relations	BA 250	3
Management	BA 237	3

## OTHER DEGREE REQUIREMENTS

Speech	LA 210	3
Intermediate Algebra	MA104	4
Principles of Macroeconomics	SS 215	3
Electives		

## SUGGESTED ELECTIVES

Computerized Accounting	BA 214	3
Field Experience	BA 292	4-5
Microcomputers: Operating Systems and Applications	DP 116	3
Managerial Mathematics	MA116	3
Business Calculators	OS 240	3

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, BA115, SD145, BA135, DP110 & DP113 or DP116

Spring: LA101, BA116, LA210 & MA104

### SECOND YEAR

Fall: SS110, BA215, BA200, SS215 & an elective

Spring: SS111, BA216, BA250, BA237 & an elective

# AUTOMOTIVE MECHANICS TECHNOLOGY

This program provides basic preparation in several automotive subjects and allows students to select certain support courses which best fill their needs for transfer or work applications. Instructor or counselor help is recommended in making selections. Graduates may seek higher degrees in business, engineering, marketing or teaching and employment in automotive maintenance, manufacturing, field service or sales. A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

29 AM CREDITS (No more than 31 credits will apply to the degree.) With the exception of AM114, AM116, AM118, AM160 and AM164, students may select any of the AM courses available.

## OTHER DEGREE REQUIREMENTS

Elementary Algebra	MA100	4
Concepts of Electricity	EL 100	3
Basic Fluid Power	IT 253	3
Electives		

*Students must select courses from the areas listed below.*

BA - Business Administration  
 DP - Data Processing  
 EL - Electricity/Electronics  
 FL - Foreign Language  
 HU - Humanities  
 IT - Industrial Technology  
 LA - Language Arts  
 MA - Mathematics  
 NS - Natural Science  
 OS - Office Systems  
 SS - Social Science  
 TD - Technical Drafting  
 WE - Welding

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

A CERTIFICATE PROGRAM IN THE AUTOMOTIVE AREA IS ALSO AVAILABLE. SEE PAGE 55.

## Licenses & Certification

Professional auto service technicians are required to hold a state license with certifications appropriate to their work. Each of the eight certification areas has its own test. National ASE tests and certificates are also available in these same subjects and are accepted by most states. Many employers prefer to hire ASE-licensed technicians. MCC offers theoretical and practical course work which prepares students to pass tests in either series. The eight state and national testing areas and the recommended MCC courses to prepare for each are listed below. Students with previous training or experience or those who have not completed high school should contact an automotive instructor for individual recommendations.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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### BRAKES

Shop Procedures	AM104	1
Automotive Brakes & Servicing	AM108	3
Basic Fluid Power	IT 253	3

### FRONT-END SUSPENSION, STEERING

Shop Procedures	AM104	1
Basic Fluid Power	IT 253	3
Automotive Steering and Suspension Theory	AM130	2
Automotive Steering and Suspension Lab	AM131	2

### ENGINE REPAIR

Shop Procedures	AM104	1
Engine Servicing I	AM106	2
Engine Servicing Theory II	AM124	2
Engine Servicing Lab II	AM125	3

Continued on next page

# AUTOMOTIVE MECHANICS TECHNOLOGY

Continued from page 35

Course Name Course # Credits

## ENGINE TUNE-UP AND PERFORMANCE

Concepts of Electricity	EL 100	3
Shop Procedures	AM104	1
Engine Servicing I	AM106	2
Automotive Engine Performance Theory I	AM210	2
Automotive Engine Performance Lab I	AM211	2
Automotive Engine Performance Theory II	AM212	2
Automotive Engine Performance Lab II	AM213	3

## MANUAL TRANSMISSIONS, DIFFERENTIALS AND DRIVE TRAINS

Shop Procedures	AM104	1
Manual Transmission Theory	AM132	2
Manual Transmission Lab	AM133	2

## HEATING, VENTILATING AND AIR CONDITIONING

Shop Procedures	AM104	1
Automotive Heating and Air Conditioning Theory	AM260	2
Automotive Heating and Air Conditioning Lab	AM261	2

## AUTOMATIC TRANSMISSIONS

Basic Fluid Power	IT 253	3
Shop Procedures	AM104	1
Automatic Transmission Theory	AM230	2
Automatic Transmission Lab	AM231	2

Course Name

Course # Credits

## ELECTRICAL SYSTEMS

Concepts of Electricity	EL 100	3
Shop Procedures	AM104	1
Automotive Electrical Systems Theory I	AM140	2
Automotive Electrical Systems Lab I	AM141	3
Automotive Electrical Systems Theory II	AM142	2
Automotive Electrical Systems Lab II	AM143	3

ADDITIONAL AM COURSES ARE LISTED ON PAGES 66 THROUGH 68.

# BUSINESS ADMINISTRATION

This program leads to an associate degree in applied arts and sciences with an emphasis in business administration and provides the background skills necessary for an entrance job in the business field. A minimum of 60 credits is required.

## Course Name

## Course # Credits

## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Principles of Accounting I	BA 115	4
Principles of Accounting II	BA 116	4
Keyboarding	SD 145	1
Introduction to Business	BA 135	3
Introduction to Data Processing	DP 110	3
Introduction to PCs and Lotus for Accounting Students	DP 113	1
or Microcomputers: Operating Systems and Applications	DP 116	3
Human Relations	BA 250	3
Legal Environment of Business	BA 200	3
Management	BA 237	3
Marketing	BA 233	3
Advertising	BA 248	3

## OTHER DEGREE REQUIREMENTS

Speech	LA 210	3
Principles of Macroeconomics	SS 215	3
General Psychology	SS 220	3
Business Communications II**	OS 130	3
Electives		5-7

## SUGGESTED ELECTIVES

Accounting for Small Business	BA 105	3
Entrepreneurship	BA 136	3
Computerized Accounting	BA 214	3
Retailing	BA 234	3
Small Business Management	BA 235	3

Customer Relations	BA 251	2
Field Experience	BA 292	4-5
Microcomputers: Operating Systems and Applications	DP 116	3
College Algebra	MA159	4
Managerial Math	MA116	3

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.  
 \*\*The prerequisite of OS129 does not apply to this program.

## SUGGESTED TWO-YEAR SEQUENCE

## FIRST YEAR

Fall: LA100, BA115, SD145, BA135, DP110 & DP113 or DP116

Spring: LA101, BA116, BA250, LA210 & an elective

## SECOND YEAR

Fall: SS110, BA200, BA233, BA237 & SS 215

Spring: SS111, BA248, SS220, OS130 & an elective

# BUSINESS DATA PROCESSING

This program leads to an associate degree in applied arts and sciences with a specialty in business data processing and provides the background and skills necessary for an entrance job in the business data processing field. It is designed with two tracks: one for students seeking careers with larger companies having centralized computer departments\* and the other for students seeking careers with smaller companies using microcomputers and commercially available software packages\*\*. A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II***	SS 111	4

## CORE REQUIREMENTS

Principles of Accounting I	BA 115	4
Principles of Accounting II	BA 116	4
Keyboarding	SD 145	1
Introduction to Business	BA 135	3
Introduction to Data Processing	DP 110	3
Human Relations	BA 250	3
Legal Environment of Business	BA 200	3
Management	BA 237	3
Systems Concepts/Design	DP 240	3
Cobol Programming*	DP 220	3
or Microcomputer Spreadsheets**	DP 230	3
Introduction to Pascal*	DP 122	3
or Microcomputers: Operating Systems and Applications**	DP 116	3
RPGII Programming*	DP 225	3
or Microcomputer Data Base Applications**	DP 235	3
Programming Project	DP 290	3

## OTHER DEGREE REQUIREMENTS

Speech Elective	LA 210	3
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## SUGGESTED ELECTIVES

Advanced Programming in Pascal	DP 222	3
Field Experience	DP 292	4-5
Typing I	OS 100	3
Elementary Algebra	MA100	4
Intermediate Algebra	MA104	4
Managerial Math	MA116	3

*Students planning to transfer to four-year colleges are advised to consult with a counselor during their first semester.*

\*For students pursuing a programming career in high-level languages.

\*\*For students pursuing a career in microcomputer applications.

\*\*\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, BA115, SD145, BA135 & DP110

Spring: LA101, BA116, BA250, DP122 or DP116 & an elective

### SECOND YEAR

Fall: SS110, BA200, BA237, DP240, DP220 & DP230

Spring: SS111, DP225, DP235, DP290 & LA210

# COSMETOLOGY MANAGEMENT

Graduates of the cosmetology management program possess skills and knowledge to operate in today's business setting as shop managers and are able to work directly on customers. Some may wish to emphasize entrepreneurial skills with plans to open their own shops in the future. In addition to the 60 credits required for degree completion, students must be eligible for state cosmetology licensure testing.

## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

All cosmetology 200-level required courses or equated hours/credits\*\* (as determined by pre-board testing).

## OTHER DEGREE REQUIREMENTS

Accounting for Small Business	BA105	3
or Principles of Accounting I	BA115	4
Entrepreneurship	BA 136	3
or Small Business Management	BA 235	3

Select at least 3 of the following electives.

Introduction to Business	BA 135	3
Legal Environment of Business	BA 200	3
Principles of Marketing	BA 233	3
Retailing	BA 234	3
Human Relations	BA 250	3
Customer Relations	BA 251	2
Introduction to Data Processing	DP 110	3
Microcomputers: Operating Systems & Applications	DP 116	3
Speech	LA 210	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3
Principles of Macroeconomics	SS 215	3
General Psychology	SS 220	3

\*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 26.

\*\*Students who hold a valid State of Michigan Cosmetology License issued within the last 24 months may be granted up to 36 credits (a maximum of 32 general cosmetology credits) toward this degree. If licensed more than two years ago, applicants must document six months work experience out of the last 30 months to be eligible for the transfer credit. Unlicensed transfer applicants must take state pre-board exams to determine transfer credits in cosmetology.

A CERTIFICATE PROGRAM IN COSMETOLOGY IS ALSO AVAILABLE. SEE PAGE 55.

# CRIMINAL JUSTICE

This associate degree program prepares successful graduates for careers in the criminal justice field. The program is designed to provide maximum transferability to four-year colleges and universities which offer a bachelor's degree in criminal justice or related fields (security, public safety, etc.). A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Introduction to Criminal Justice	CJ 100	3
Introduction to Corrections	CJ 110	3
Corrections Institutions/Facilities	CJ 120	3
Police Administration and Operations	CJ 125	3
Juvenile Delinquency	CJ 230	3
American Criminal Law	CJ 210	3
Criminal Investigation	CJ 130	3
Introduction to Security Systems	CJ 240	3
Criminal Justice Practicum**	CJ 290	5

## OTHER DEGREE REQUIREMENTS

Introduction to Data Processing	DP 110	3
Personal Self-Defense	PE 114	1
Humanities I	HU 200	4
Humanities II	HU 201	4
Speech	LA 210	3
American Political System	SS 240	3
Psychology	SS 220	3

\*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 26.

\*\*Students successfully employed by a criminal justice organization (law enforcement agency, security, corrections etc.) for six or more months may substitute any two additional SS, CJ, PL or BA courses to meet this requirement.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: CJ100, LA100, SS110, CJ110 & DP110  
Spring: CJ120, LA101, SS111, CJ125 & PE114

### SECOND YEAR

Fall: HU200, LA210, CJ230, CJ210 & SS240  
Spring: HU201, CJ130, CJ240, CJ290 & SS220

A CRIMINAL JUSTICE CERTIFICATE PROGRAM (SEE PAGE 56) AND TRAINING PROGRAM (SEE PAGE 64) ARE ALSO AVAILABLE.

# CRIMINAL JUSTICE/CORRECTIONS

This associate degree program prepares successful graduates for careers in corrections. It includes the 15 credit hours needed for certification plus normal degree requirements and other career-related courses. The program is also designed to provide maximum transferability to four-year colleges and universities which offer a bachelor's degree in criminal justice or related fields. A minimum of 60 credits is required.

*Course Name* *Course # Credits*

## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Introduction to Corrections	CJ 110	3
Introduction to Criminal Justice	CJ 100	3
Corrections Institutions/Facilities	CJ 120	3
Report Writing for Line Officers	CJ 135	1
American Criminal Law	CJ 210	3
Legal Issues in Corrections	CJ 220	3
Client Relations in Corrections	CJ 250	3
Stress Management for Correctional Officers	CJ 115	1
Client Growth & Development	CJ 260	3
Criminal Justice Practicum**	CJ 290	5
Parole and Probation	CJ 235	3

## OTHER DEGREE REQUIREMENTS

Personal Self-Defense	PE 114	1
Humanities I	HU 200	4
Humanities II	HU 201	4
Speech	LA 210	3
Emergency Health Care	AH 100	2
Electives		

## SUGGESTED ELECTIVES

Introduction to Data Processing	DP 110	3
Psychology	SS 220	3
Human Relations	BA 250	3

\*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 26.

\*\*Students successfully employed by a criminal justice organization (law enforcement agency, security, corrections etc.) for six or more months may substitute any two additional SS, CJ, PL or BA courses to meet this requirement.

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: CJ110, LA100, SS110, CJ100 & an elective

Spring: CJ120, LA101, SS111, PE114, CJ135 & an elective

### SECOND YEAR

Fall: HU200, CJ210, LA210, CJ220, CJ250 & CJ115

Spring: AH100, HU201, CJ260, CJ290 & CJ235

A CRIMINAL JUSTICE CERTIFICATE PROGRAM (SEE PAGE 56) AND TRAINING PROGRAM (SEE PAGE 64) ARE ALSO AVAILABLE.

# DRAFTING TECHNOLOGY

Most manufactured items, however large or small, require a series of drawings to bring them from design conception to manufactured reality. A drafter is responsible for sketches, design layouts, detail and assembly drawings, and tool drawings, all necessary graphic communications for manufacturing. The employment outlook for drafters has been good. Advancement opportunities for associate degree personnel, with experience, are readily available. The sequence of courses shown allows students to earn an associate degree in applied arts and sciences in two years as a full-time student. Students who wish to attend school part time need not necessarily adhere to this exact sequence. Please check with a counselor. Sixty-one credit hours are required. A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Metallurgy and Heat Treatment	IT 130	2
Basic Machine Operation	IT 220	3
Technical Drafting I	TD 100	3
Manufacturing Processes	IT 260	2
Descriptive Geometry	TD 110	3
Technical Drafting II	TD 130	3
Concepts of Electricity	EL 100	3
Product Design	TD 215	3
Jig & Fixture Design	TD 230	3
Basic Fluid Power	IT 253	3
Tool and Die Design I**	TD 135	2
Introduction to CAD	TD 250	3

## OTHER DEGREE REQUIREMENTS

Intermediate Algebra	MA104	4
Sketching	HU 121	2
Trigonometry	MA120	3
Introduction to Data Processing	DP 110	3
Customer Relations	BA 251	2

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

\*\*Students may substitute Plastic Mold Design I (TD140)

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: IT130, IT, LA100, MA104 & TD100

Spring: HU121, IT260, LA101, MA120, TD110 & TD130

### SECOND YEAR

Fall: EL100, TD215, SS110, TD230 & DP110

Spring: BA251, IT253, SS111, TD135 & TD250

A CERTIFICATE PROGRAM IN DRAFTING IS ALSO AVAILABLE. SEE PAGE 56.

# ELECTRONICS/INDUSTRIAL

This program prepares students for diagnosis and repair of complex electronic devices and may be transferable to a four-year university. Through proper selection of electives, emphasis may be placed upon communications, computers or industrial electronics. A counselor or instructor can help select courses for these areas. Sixty credit hours are required for the degree and at least 26 must be EL courses. A minimum of 60 credits is required.

*Course Name* *Course # Credits*

## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Concepts of Electricity	EL 100	3
Electrical Circuit Analysis	EL 110	3
Digital Electronics	EL 230	3
Electronic Devices	EL 120	3
Industrial Electrical Maintenance I	EL 251	2
Industrial Electrical Maintenance II	EL 252	2
Industrial Electrical Maintenance III	EL 253	2
Industrial Electrical Maintenance IV	EL 254	2
Microprocessors	EL 240	3
Electronic Circuits	EL 210	3

## OTHER DEGREE REQUIREMENTS

Intermediate Algebra	MA104	4
Introduction to Data Processing	DP 110	3
Trigonometry	MA120	3
Introduction to College Physics I	NS 111	3
Introduction to College Physics II	NS 112	3
Customer Relations	BA 251	2
Elective		3

## SUGGESTED ELECTIVES

Microcomputers: Operating Systems and Applications	DP 116	3
Basic Fluid Power	IT 253	3
College Algebra	MA159	4

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, MA104, EL100, SS110 & DP110

Spring: LA101, MA120, EL110, EL230 & SS111

### SECOND YEAR

Fall: EL120, NS111, EL251, EL252, EL240 & BA251

Spring: EL210, NS112, EL253, EL254 & an elective

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

## **EXECUTIVE SECRETARY**

Graduates of the executive secretarial science curriculum have a knowledge of business technology and skill in dictation and accurate transcription of business letters and reports. Graduates are prepared for employment as stenographers or secretaries. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. In addition to taking dictation, secretaries are responsible for meeting office visitors, screening telephone calls, and assisting the executive. A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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### **GENERAL REQUIREMENTS**

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

### **CORE REQUIREMENTS**

Typing II	OS 101	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3
Business Communications II	OS 130	3
Typing III	OS 202	3
Business Calculators	OS 240	3
Information Processing I	OS 225	4
Shorthand I	OS 103	4
or Speedwriting I	OS 115	3
Voice Transcription	OS 220	3
Records Management	OS 175	3
Shorthand II	OS 104	4
or Speedwriting II	OS 116	3
Office Administration	OS 230	3
Information Processing III	OS 227	3

### **OTHER DEGREE REQUIREMENTS**

Accounting for Small Business	BA 105	3
Electives		

### **SUGGESTED ELECTIVES**

Introduction to Business	BA 135	3
Human Relations	BA 250	3
Introduction to Data Processing	DP 110	3
Shorthand III	OS 203	3
Information Processing II	OS 226	3
Field Experience	OS 290	3

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

### **SUGGESTED TWO-YEAR SEQUENCE**

#### *FIRST YEAR*

Fall: LA100, OS101, OS120, OS129 & an elective

Spring: LA101, OS130, OS202, OS240 & OS225

#### *SECOND YEAR*

Fall: SS110, OS103, OS115, BA105, OS220 & an elective

Spring: SS111, OS175, OS104, OS116, OS230 & OS227

# FOOD SERVICE TECHNOLOGY

This program provides the skills and technical knowledge necessary to prepare 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, and small business operation in the food service industry. A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Introduction to Food Service	FST100	3
Food Service Safety and Sanitation	FST101	2
Food Production Skills - General	FST110	4
Food Production Skills - Entree	FST120	4
Meat and Portion Control	FST130	2
Nutrition and Menu Planning	FST140	3
Equipment Design, Layout and Selection	FST200	2
Food Service Management	FST201	3
Food Production Skills - Bakery	FST210	4
Food Production Skills - Catering	FST220	4
Food Purchasing	FST230	3

## OTHER DEGREE REQUIREMENTS

Business Mathematics	OS 120	3
Introduction to Business	BA 135	3
Small Business Management	BA 235	3
Humanities I	HU 200	4

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, OS120, FST100, FST101 & FST110  
Spring: LA101, BA135, FST120, FST130 & FST140

### SECOND YEAR

Fall: SS110, FST200, FST201 & FST210  
Spring: SS111, BA235, HU200, FST220 & FST230

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

A CERTIFICATE PROGRAM IN FOOD SERVICE TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 57.

# INDUSTRIAL TECHNOLOGY

Graduates of this program have a well-rounded background preparing them for work in manufacturing and process industries as planners, buyers or technicians. Transfer to a four-year bachelor's degree program is also possible. The training offers many hours of practical, hands-on experience to complement the theory. Students are urged to learn typing in high school or early in this program. A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Basic Machine Operation	IT 220	3
Technical Drafting I	TD 100	3
Basic Fluid Power	IT 253	3
Manufacturing Processes	IT 260	2
Layout & Precision Measurement	TD 106	2
Concepts of Electricity	EL 100	3
Basic CNC Operation	IT 102	2
Metallurgy and Heat Treatment	IT 130	2
Industrial Quality Control	IT 270	2
Welding Elective		1-3

## OTHER DEGREE REQUIREMENTS

Elementary Algebra	MA100	4
Introduction to Data Processing	DP 110	3
Sketching	HU 121	2
Intermediate Algebra	MA104	4
Introduction to College Physics I	NS 111	3
Introduction to College Physics II	NS 112	3
Customer Relations	BA 251	2
Trigonometry	MA120	3

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: IT220, LA100, MA100, TD100 & DP110

Spring: HU121, IT253, IT260, LA101, MA104 & TD106

### SECOND YEAR

Fall: EL100, IT102, IT130, NS111 & SS110

Spring: IT270, BA251, MA120, NS112, SS111 & a welding elective

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

# INFORMATION PROCESSING

Graduates of this program have a knowledge of business concepts and skill in the use of several types of electronic office equipment and are prepared for employment as information processing secretaries or administrative secretaries. Advancement may also be attained for students who wish to further specialize in related fields. A minimum of 60 credits is required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Typing II	OS 101	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3
Business Communications II	OS 130	3
Typing III	OS 202	3
Business Calculators	OS 240	3
Information Processing I	OS 225	4
Information Processing II	OS 226	3
Voice Transcription	OS 220	3
Records Management	OS 175	3
Information Processing III	OS 227	3
Office Administration	OS 230	3

## OTHER DEGREE REQUIREMENTS

Introduction to Data Processing	DP 110	3
Accounting for Small Business	BA 105	3
Electives		

## SUGGESTED ELECTIVES

Introduction to Business	BA 135	3
Human Relations	BA 250	3
Shorthand I	OS 103	3
Speedwriting I	OS 115	3
Field Experience	OS 290	3

## SUGGESTED ELECTIVES

### FIRST YEAR

Fall: LA100, OS101, OS120, OS129 & an elective

Spring: LA101, OS130, OS202, OS240 & OS225

### SECOND YEAR

Fall: SS110, DP110, BA105, OS226 & OS220

Spring: SS111, OS175, OS227, OS230 & an elective

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

A CERTIFICATE PROGRAM IN INFORMATION PROCESSING IS ALSO AVAILABLE. SEE PAGE 57.

# LEGAL SECRETARY

This program prepares students who wish to specialize in legal shorthand and transcription and legal office procedures for employment or advancement. A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Typing II	OS 101	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3
Information Processing I	OS 225	4
Typing III	OS 202	3
Information Processing III	OS 227	3
Business Calculators	OS 240	3
Shorthand I	OS 103	4
or Speedwriting I	OS 115	3
Shorthand II	OS 104	4
or Speedwriting II	OS 116	3
Office Administration	OS 230	3
Records Management	OS 175	3
Voice Transcription	OS 220	3
Legal Terminology & Transcription	OS 205	3
Legal Office Procedures	OS 206	3

## OTHER DEGREE REQUIREMENTS

Accounting for Small Business	BA 105	3
Legal Environment of Business	BA 200	3

## SUGGESTED ELECTIVES

Introduction to Business	BA 135	3
Human Relations	BA 250	3
Introduction to Data Processing	DP 110	3
Business Communications II	OS 130	3
Shorthand III	OS 203	4
Information Processing II	OS 226	3
Field Experience	OS 290	3
Legal Research and Writing	PL 110	3

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, OS101, OS120, OS129 & OS225

Spring: LA101, BA105, OS202, OS227 & OS240

### SECOND YEAR

Fall: SS110, BA200, OS103 or OS115, OS220 & OS205

Spring: SS111, OS104 or OS116, OS206, OS230 & OS175

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

A CERTIFICATE PROGRAM FOR LEGAL OFFICE ASSISTANT IS ALSO AVAILABLE. SEE PAGE 58.



## NURSING: LEVEL I & II

A student may complete Levels I and II and be awarded an applied arts and sciences degree. The student may then become eligible to make application for the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse (RN).

To be placed on the waiting list, students must complete an MCC Application for Admission; send their high school transcripts or GED results to MCC; score at least 37 on the ASSET Reading Test; score at least 39 on the ASSET Numerical Skills Test; complete a general biology course with a lab, equivalent to NS100 Biological Science, with a C or better grade within the last 10 years; and submit a Waiting List Request Form. Prior to admission to Level I, students must complete NS103 and NS203 Anatomy & Physiology I & II with a C or better grade within the last 10 years, complete LA100 Freshman English I and submit a completed Eligibility Form.

Prior to admission to Level II, students must complete a general chemistry course with lab, equivalent to NS105 Introductory Chemistry, with a C or better grade within the last 10 years in high school or college; complete an algebra course, equivalent to MA100 Elementary Algebra, with a C or better grade within the last 10 years in high school or college or earn a passing score on the ASSET Algebra test; complete LA101 Freshman English II; score at least 25 on the Applied Weights and Measures Test; complete NS201 Microbiology within the last 5 years, with a C or better grade, prior to or with NUR251 Advanced Medical-Surgical Nursing; complete SS220 General Psychology (lecture section) prior to NUR255 Community Mental Health and SS110 Introduction to Social Science I.

Admission into either level of the Nursing Program is dependent upon available space and is not guaranteed immediately upon acceptance or being placed on the waiting list.

The following curriculum sequence is recommended:

Course Name	Course #	Credits
FALL SEMESTER		
Anatomy and Physiology I	NS 103	5
Freshman English I	LA 100	3
Introduction to Social Science I	SS 110	4
Elementary Algebra	MA100	4
SPRING SEMESTER		
Anatomy and Physiology II	NS 203	4
Freshman English II	LA 101	3
General Psychology	SS 220	3
Introductory Chemistry	NS 105	4

The following curriculum sequence is required:

FALL SEMESTER		
Fundamentals of Nursing Care	NUR101	5
Nutrition and Diet Therapy in Nursing	NUR111	2
Introduction to Concepts of Communication in Nursing	NUR121	2
Pharmacology in Nursing	NUR163	2
Nursing of the Adult Client I	NUR103	6
SPRING SEMESTER		
Nursing Care of the Childbearing Family	NUR146	3
Nursing Care of Children	NUR147	3
Nursing of the Adult Client II	NUR105	6
SUMMER SEMESTER		
Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends - PN Role	NUR126	.5
FALL SEMESTER		
Advanced Medical-Surgical Nursing	NUR251	10
Microbiology	NS 201	4
SPRING SEMESTER		
Maternal-Child Nursing II	NUR245	7
Community Mental Health	NUR255	6
SUMMER SEMESTER		
Leadership Role in Nursing	NUR225	3

A CERTIFICATE PROGRAM IN LICENSED PRACTICAL NURSING IS ALSO AVAILABLE. SEE PAGES 59 AND 60.

# NURSING: LEVEL II/Advanced Standing LPN

A student with prior nursing education or a Licensed Practical Nurse (LPN) may complete Level II and become eligible to make application for the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse (RN).

To be placed on the waiting list, students must complete the PN program prerequisites; complete an MCC Application for Admission; submit official transcripts of previous high school and college course work; score at least 37 on the ASSET Reading Test; score at least 39 on the ASSET Numerical Skills Test; complete a general chemistry course with lab, equivalent to NS105 Introductory Chemistry, with a C or better grade within the last 10 years; complete an Algebra course, equivalent to MA100 Elementary Algebra, with a C or better grade within the last 10 years, or earn a passing score on the ASSET Algebra test; complete a LA101 Freshman English II; complete a pharmacology course in the Practical Nurse program or its equivalent; and score at least 25 on the ASSET Applied Weights and Measures Test.

Before beginning Level II nursing courses, students must complete SS110 Introduction to Social Science I, NS201 Microbiology within the last 5 years prior to or concurrent with NUR251 Advance Medical-Surgical Nursing, and SS220 General Psychology lecture section prior to NUR255 Community Mental Health.

Prior to clinical experiences, students must complete skills testing, which is arranged with the Director of Nursing, and NLN testing if their graduation date is more than 5 years ago. There is a fee.

Admission into either level of the Nursing Program is dependent upon available space and is not guaranteed immediately upon acceptance or being placed on the waiting list.

The following curriculum sequence is recommended:

Course Name	Course #	Credits
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## FALL SEMESTER

Anatomy and Physiology I	NS 103	5
Freshman English I	LA 100	3
Introduction to Social Science I	SS 110	4
Elementary Algebra	MA100	4

## SPRING SEMESTER

Anatomy and Physiology II	NS 203	4
Freshman English II	LA 101	3
General Psychology	SS 220	3
Introductory Chemistry	NS 105	4

The following curriculum sequence is required:

## SUMMER SEMESTER

Role Transition	NUR200	2
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## FALL SEMESTER

Advanced Medical-Surgical Nursing	NUR251	10
Microbiology	NS 201	4

## SPRING SEMESTER

Maternal-Child Nursing II	NUR245	7
Community Mental Health	NUR255	6

## SUMMER SEMESTER

Leadership Role in Nursing	NUR225	3
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A CERTIFICATE PROGRAM IN LICENSED PRACTICAL NURSING IS ALSO AVAILABLE. SEE PAGES 59 AND 60.

# PARALEGAL STUDIES

This curriculum prepares students for a paralegal career.  
A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100 ✓	3
Freshman English II	LA 101 ✓	3
Introduction to Social Science I	SS 110 ✓	4
Introduction to Social Science II*	SS 111 ✓	4

## CORE REQUIREMENTS

Introduction to Paralegal Studies	PL 100 ✓	3
Legal Research and Writing	PL 110 ✓	3
Litigation I	PL 215 ✓	3
American Criminal Law	CJ 210 ✓	3
Legal Environment of Business	BA 200 ✓	3
Litigation II	PL 216 ✓	3
Estates, Wills, & Trusts	PL 200 ✓	3
Elective		
Domestic Relations Law	PL 217	3
or Tax Law	PL 210	3

*Must do one or the other*

## OTHER DEGREE REQUIREMENTS

Typing I	OS 100 ✓	3
Principles of Accounting I	BA 115 ✓	4
Introduction to Data Processing	DP 110 ✓	3
General Psychology	SS 220 ✓	3
Speech	LA 210 ✓	3
Electives		9-12

## SUGGESTED ELECTIVES

Tax Law	PL 210	3
Domestic Relations Law	PL 217	3
Business Communications II**	OS 130	3
Information Processing III**	OS 227	3
Paralegal Practicum	PL 290	3

## SUGGESTED TWO-YEAR SEQUENCE

This sequence assures that students are adequately prepared for subsequent courses and that the degree can be completed in two years. Students are encouraged to follow this sequence. Departures from it should be cleared through the Paralegal department. Students should not enroll in PL290 before their last semester before graduation.

### FIRST YEAR

Fall: LA100, SS100, PL100, OS100 & BA115

Spring: LA101, SS111, PL110, DP110 & an elective

### SECOND YEAR

Fall: PL215, CJ210, BA200, SS220 & an elective

Spring: PL216, PL200, LA210, PL217 or PL210 & an elective

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

\*\*Prerequisites for these courses are waived for this program.

# RADIOLOGICAL TECHNOLOGY

This program is offered in cooperation with Mid-Michigan Community College in a one-plus-one approach and is for students who live in the Montcalm Community College service area. Radiological technology courses (22 credit hours) are taught at Mid-Michigan Community College and the clinical courses (26 credit hours) are arranged locally. The liberal arts, science, and prerequisite courses (31 credit hours) are available at Montcalm Community College. Upon completion of the course work, an associate in applied science degree is awarded by Mid-Michigan Community College with a major in radiologic technology. Graduates are eligible to apply for the certification examination offered by the American Registry of Radiologic Technologists.

Course Name Course # Credits

## FIRST YEAR

### FALL SEMESTER (MONTCALM)

Medical Terminology*	OS 207	3
Anatomy and Physiology I*	NS 103	5
Introductory Chemistry*	NS 105	4
General Psychology	SS 220	3
Freshman English I	LA 100	3
Physical Education Elective		

### SPRING SEMESTER (MONTCALM)

Anatomy and Physiology II	NS 203	4
American Political System	SS 240	3
Introduction to Data Processing	DP 110	3
Speech	LA 210	3
Elective		

\*Prerequisite courses

All documents, testing, and prerequisites should be completed and submitted to Mid-Michigan Community College by May 1 for students to be eligible to begin radiologic technology classes by fall at Mid-Michigan Community College. Admission into the program is dependent upon available space.

Course Name Course # Credits

## SECOND YEAR

### FALL SEMESTER (MID-MICHIGAN)

Introduction to Radiologic Technology	RAD100	3
Radiologic Positioning I	RAD105	2

### SPRING SEMESTER (MID-MICHIGAN)

Radiation Physics	RAD110	3
Principles of Radiation Exposure	RAD115	3
Radiologic Positioning II	RAD125	2

### SUMMER SEMESTER (MID-MICHIGAN)

Radiologic Positioning III	RAD175	2
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## THIRD YEAR

THIS 50-WEEK CLINICAL COMPONENT IS ARRANGED LOCALLY.

### FALL SEMESTER

Clinical Education I	RAD200	10
Radiologic Techniques I	RAD215	3

### SPRING SEMESTER

Clinical Education II	RAD220	10
Radiologic Techniques II	RAD217	3

### SUMMER SEMESTER

Clinical Education III	RAD225	6
Radiographic Quality Assurance	RAD230	1

# SMALL BUSINESS DEVELOPMENT/MANAGEMENT

This program prepares students to start a new business venture, determine vendors, price merchandise, use a microcomputer for accounting purposes, recruit and select employees and handle public relations. A minimum of 60 credits is required.

Course Name	Course #	Credits
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## GENERAL REQUIREMENTS

Freshman English I	LA 100	3
Freshman English II	LA 101	3
Introduction to Social Science I	SS 110	4
Introduction to Social Science II*	SS 111	4

## CORE REQUIREMENTS

Principles of Accounting I	BA 115	4
Entrepreneurship	BA 136	3
Introduction to Data Processing	DP 110	3
Introduction to Business	BA 135	3
Advertising	BA 248	3
Small Business Management	BA 235	3
Marketing	BA 233	3
Legal Environment of Business	BA 200	3
Business Mathematics	OS 120	3
Microcomputers: Operating Systems and Applications	DP 116	3
Retailing	BA 234	3
Customer Relations	BA 251	2

## OTHER DEGREE REQUIREMENTS

Speech	LA 210	3
Principles of Macroeconomics	SS 215	3
General Psychology	SS 220	3
Elective		

## SUGGESTED ELECTIVES

Accounting for Small Business	BA 105	3
Principles of Accounting II	BA 116	4
Computerized Accounting	BA 214	3
Management	BA 237	3
Field Experience	BA 292	4-5
COBOL Programming	DP 220	3

## SUGGESTED TWO-YEAR SEQUENCE

### FIRST YEAR

Fall: LA100, BA115, BA136, DP110 & BA135

Spring: LA101, BA248, LA210, BA235 & BA233

### SECOND YEAR

Fall: SS110, BA200, OS120, SS215 & DP 116

Spring: SS111, BA234, BA251, SS220 & an elective

\*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 26.

A CERTIFICATE PROGRAM FOR SMALL BUSINESS DEVELOPMENT/MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 61.

## AUTOMOTIVE SERVICING

This program prepares students for their first job in automotive servicing. Selection of electives and additional courses determine which state certificates can be earned. Request instructor help. Personal hand tools are required.

*Course Name* *Course # Credits*

### FALL SEMESTER

Shop Procedures	AM104	1
Engine Servicing I	AM106	2
Auto Brakes and Servicing	AM108	3
Concepts of Electricity	EL 100	3
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Improving Reading and Writing	SD 175	3
Approved Automotive elective		2

### SPRING SEMESTER

Automotive Electrical Systems		
Theory I	AM140	2
Automotive Electrical Systems Lab I	AM141	3
Customer Relations	BA 251	2
Basic Fluid Power	IT 253	3
Automotive Welding	WE110	2
Approved Automotive elective		2

AN ASSOCIATE DEGREE IN AUTOMOTIVE TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 35.

## COSMETOLOGY

This Michigan Department of Licensing and Regulations-approved program prepares students to take the State Licensing Board Examination. Over 900 hours are spent in lab work. Thirty-two credit hours and 1,500 attendance hours are required. Admission is granted for fall semester only.

*Course Name* *Course # Credits*

### FIRST YEAR

#### FALL SEMESTER\*

Introduction to Cosmetology	CS 100	3
Introduction to Cosmetology Lab	CS 110	4
Beginning Hairstyling	CS 101	3
Beginning Hairstyling Lab	CS 111	4

#### SPRING SEMESTER\*

Beginning Hair Cutting and		
Permanent Waving	CS 102	3
Beginning Hair Cutting and		
Permanent Waving Lab	CS 112	4
Beginning Hair Coloring and		
Professional Development	CS 103	3
Beginning Hair Coloring and		
Professional Development Lab	CS 113	4

### SECOND YEAR

#### FALL SEMESTER\*

Advanced Hairstyling	CS 200	3
Advanced Hairstyling Lab	CS 210	5
Advanced Hair Coloring and		
Permanent Waving	CS 201	3
Advanced Hair Coloring and		
Permanent Waving Lab	CS 211	5

#### SPRING SEMESTER\*

Advanced Hairstyling II	CS 202	3
Advanced Hairstyling II Lab	CS 212	5
Salon Management and Board Review	CS 203	3
Salon Management and		
Board Review Lab	CS 213	5

\*18-week semester program. All courses are 9 weeks.

COST FOR UNIFORMS, SHOES AND LOCKER RENTAL IS EXTRA. AN ASSOCIATE DEGREE IN COSMETOLOGY MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 39.

## Certificate Programs

# CRIMINAL JUSTICE/ CORRECTIONS

This certificate program prepares students for a career with state, county or city correctional agencies. It meets the Michigan Corrections Officer Training Council pre-employment guidelines and provides students with communications course work -- a necessity in today's corrections environment. Course work is transferable to most colleges and universities offering degrees in corrections. Thirty-two credit hours are required.

Course Name	Course #	Credits
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### FALL SEMESTER

Freshman English I	LA 100	3
Introduction to Social Science I	SS 110	4
Introduction to Criminal Justice	CJ 100	3
Introduction to Corrections	CJ 110	3
Corrections Institutions/Facilities	CJ 120	3

### SPRING SEMESTER

Freshman English II	LA 101	3
Speech	LA 210	3
Legal Issues in Corrections	CJ 220	3
Client Relations in Corrections	CJ 250	3
Client Growth and Development	CJ 260	3
Report Writing for Line Officers	CJ 135	1

AN ASSOCIATE DEGREE IN CRIMINAL JUSTICE (SEE PAGE 40) AND CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 41), AND A TRAINING PROGRAM IN CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 64) ARE ALSO AVAILABLE.

# DRAFTING

This certificate program helps students prepare for their first job as a detailer or a drawing changer and is considered a first step toward an associate degree. Thirty credit hours are required.

Course Name	Course #	Credits
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Basic Machine Operation	IT 220	3
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Improving Reading & Writing	SD 175	3
Technical Drafting I	TD 100	3
Blueprint Reading	TD 105	2
Introduction to Data Processing	DP 110	3
Customer Relations	BA 251	2
Sketching	HU 121	2
Basic Fluid Power	IT 253	3
Manufacturing Processes	IT 260	2
Applied Geometry	MA111	2
or Intermediate Algebra	MA104	4
Technical Drafting II	TD 130	3

*The alternate math courses are recommended for those with adequate background who are considering the associate degree.*

AN ASSOCIATE DEGREE IN DRAFTING TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 42.

## FOOD SERVICE TECHNOLOGY

This program provides the skills and technical knowledge necessary for entry-level employment in the food service/restaurant industry and teaches basic skills in food preparation, nutrition, and menu planning. A minimum of 30 credit hours is required.

Course Name	Course #	Credits
Introduction to Food Service	FST100	3
Food Service Safety and Sanitation	FST101	2
Food Production Skills - General	FST110	4
Food Production Skills - Entree	FST120	4
Meat and Portion Control	FST130	3
Nutrition and Menu Planning	FST140	3
FST electives		11

AN ASSOCIATE DEGREE IN FOOD SERVICE TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 45.

## INFORMATION PROCESSING ASSISTANT

This program provides a background in and understanding of different types of electronic office equipment. This program prepares students for initial employment in the information processing field. Thirty-one credit hours are required.

Course Name	Course #	Credits
FALL SEMESTER		
Typing II	OS 101	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3
Information Processing I	OS 225	4
SPRING SEMESTER		
Introduction to Data Processing	DP 110	3
Business Communications II	OS 130	3
Typing III	OS 202	3
Office Administration	OS 230	3
Information Processing II	OS 226	3
SUMMER SEMESTER		
Voice Transcription	OS 220	3

AN ASSOCIATE DEGREE IN INFORMATION PROCESSING IS ALSO AVAILABLE. SEE PAGE 47.

## Certificate Programs

### LEGAL OFFICE ASSISTANT

This program provides an understanding of legal office assisting practices and procedures. Thirty-one credit hours are required.

Course Name	Course #	Credits
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#### FALL SEMESTER

Legal Environment of Business	BA 200	3
Typing II	OS 101	3
Business Communications I	OS 129	3
Legal Terminology and Transcription	OS 205	3

#### SPRING SEMESTER

Accounting for Small Business	BA 105	3
Typing III	OS 202	3
Legal Office Procedures	OS 206	3
Information Processing I	OS 225	4
Business Calculators	OS 240	3

#### SUMMER SEMESTER

Voice Transcription	OS 220	3
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AN ASSOCIATE DEGREE IN LEGAL SECRETARY IS ALSO AVAILABLE. SEE PAGE 48.

### MACHINE TOOL OPERATION

Students who successfully complete this program are eligible to obtain entry-level jobs in metal-working industries as machinist helpers. Many of the courses are applicable toward an associate degree or an apprenticeship certificate. A minimum of 30 credit hours are required.

Course Name	Course #	Credits
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#### FALL SEMESTER

Basic Machine Operation	IT 220	3
Introduction to College Writing II or Freshman English I	SD 171	2
	LA 100	3
Basic CNC Operation	IT 102	2
Metallurgy and Heat Treatment	IT 130	2
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Blueprint Reading	TD 105	2
Welding Technique and Joint Preparation	WE107	3

#### SPRING SEMESTER

Advanced Machine Operation	IT 221	3
Layout and Precision Measure	TD 106	2
Manufacturing Processes	IT 260	2
Basic Fluid Power	IT 253	3
Applied Geometry	MA111	2
or Intermediate Algebra	MA104	4
Industrial Quality Control	IT 270	2

## MEDICAL OFFICE ASSISTANT

This program provides an understanding of assisting and practice in medical office procedures. Thirty credit hours are required.

Course Name	Course #	Credits
FALL SEMESTER		
Typing II	OS 101	3
Business Communications I	OS 129	3
Medical Terminology	OS 207	3
Information Processing I	OS 225	4
SPRING SEMESTER		
Accounting for Small Business	BA 105	3
Emergency Health Care	AH 100	2
Typing III	OS 202	3
Medical Office Procedures	OS 208	3
Business Calculators	OS 240	3
SUMMER SEMESTER		
Voice Transcription	OS 220	3

AN ASSOCIATE DEGREE IN MEDICAL SECRETARY IS ALSO AVAILABLE. SEE PAGE 49.

## NURSING/ON-CAMPUS

### LEVEL I - CERTIFICATE

A student may complete Level I and be awarded a certificate. The graduate may then become eligible to make application for the National Council Licensing Examination (NCLEX-PN) for licensure as a Licensed Practical Nurse (LPN). To be placed on the waiting list, students must complete an MCC Application for Admission; send their high school transcripts or GED results to MCC; score at least 37 on the ASSET Reading Test; score at least 39 on the ASSET Numerical Skills Test; complete a general biology course with a lab, equivalent to NS100 Biological Science, with a C or better grade within the last 10 years; and submit a Waiting List Request Form. Prior to admission to Level I, students must complete NS103 and NS203 Anatomy and Physiology I & II with a C or better grade within the last 10 years, complete LA100 Freshman English I and submit a completed Eligibility Form.

The following curriculum sequence is required:

Course Name	Course #	Credits
FALL SEMESTER		
Fundamentals of Nursing Care	NUR101	5
Nutrition and Diet Therapy in Nursing	NUR111	2
Introduction to Concepts of Communication in Nursing	NUR121	2
Pharmacology in Nursing	NUR163	2
Nursing of the Adult Client I	NUR103	6
SPRING SEMESTER		
Nursing Care of the Childbearing Family	NUR146	3
Nursing Care of Children	NUR147	3
Nursing of the Adult Client II	NUR105	6
SUMMER SEMESTER		
Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends - PN role	NUR126	5

## Certificate Programs

### NURSING/OFF-CAMPUS

#### LEVEL I - CERTIFICATE

A student may complete Level I and be awarded a certificate. The graduate may then become eligible to make application for the National Council Licensing Examination (NCLEX-PN) for licensure as a Licensed Practical Nurse (LPN). To be placed on the waiting list, students must complete an MCC Application for Admission; send their high school transcripts or GED to MCC; score at least 37 on the ASSET Reading Test; score at least 39 on the ASSET Numerical Skills Test; complete a general biology course with a lab, equivalent to NS100 Biological Science, with a C or better grade within the last 10 years; and submit a Waiting List Request Form. Prior to admission to Level I, students must complete NS103 and NS203 Anatomy and Physiology I & II with a C or better grade within the last 10 years, complete LA100 Freshman English I and submit a completed Eligibility Form.

The following curriculum sequence is required:

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
SPRING SEMESTER		
Fundamentals of Nursing Care	NUR101	5
Nutrition and Nursing Care	NUR111	2
Introduction to Concepts of Communications in Nursing	NUR121	2
SUMMER SEMESTER		
Nursing of the Adult Client I	NUR103	6
FALL SEMESTER		
Nursing Care of the Childbearing Family	NUR146	3
Nursing Care of Children	NUR147	3
Pharmacology in Nursing	NUR163	2
SPRING SEMESTER		
Nursing of the Adult Client II	NUR105	6
SUMMER SEMESTER		
Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends - PN role	NUR126	5

AN ASSOCIATE DEGREE IN NURSING IS ALSO AVAILABLE. SEE PAGES 50 AND 51.

### OFFICE ASSISTANT

This curriculum prepares students for employment in a variety of office occupations and includes the development of skills in the use of all office machinery and the knowledge needed to carry out routine office functions. Previous typing training is desirable. Thirty-one credit hours are required. Students wishing to continue training may apply credits earned toward the secretarial or management programs.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
FALL SEMESTER		
Typing II	OS 101	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3
Information Processing I	OS 225	4
SPRING SEMESTER		
Accounting for Small Business	BA 105	3
Business Communications II	OS 130	3
Typing III	OS 202	3
Office Administration	OS 230	3
Business Calculators	OS 240	3
SUMMER SEMESTER		
Voice Transcription	OS 220	3

**SMALL BUSINESS****DEVELOPMENT/MANAGEMENT**

This certificate program prepares students to handle bookkeeping, determine prices, deal with customers, employ some computer applications and assist in new business development. Thirty credit hours are required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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**FALL SEMESTER**

Entrepreneurship	BA 136	3
Introduction to Data Processing	DP 110	3
Business Mathematics	OS 120	3
Legal Environment of Business	BA 200	3
Marketing	BA 233	3

**SPRING SEMESTER**

Small Business Management	BA 235	3
Customer Relations	BA 251	2
Accounting for Small Business	BA 105	3
Microcomputers: Operating Systems and Applications	DP 116	3
Retailing	BA 234	3
Keyboarding	SD 145	1

AN ASSOCIATE DEGREE IN SMALL BUSINESS/DEVELOPMENT MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 54.

**STENOGRAPHER**

This program is for high school graduates who have majored in business and desire advanced studies. Students with no previous business training may also follow this curriculum. Thirty-two credit hours are required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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**FALL SEMESTER**

Typing II	OS 101	3
Shorthand I	OS 103	4
or Speedwriting I	OS 115	3
Business Mathematics	OS 120	3
Business Communications I	OS 129	3

**SPRING SEMESTER**

Accounting for Small Business	BA 105	3
Typing III	OS 202	3
Shorthand II	OS 104	4
or Speedwriting II	OS 116	3
Office Administration	OS 230	3
Business Calculators	OS 240	3

**SUMMER SEMESTER**

Voice Transcription	OS 220	3
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## Certificate Programs

# WELDING TECHNOLOGY

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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. Students may develop sufficient skill for American Welding Society Certification.\* Thirty-two credit hours are required. Additional welding courses are available to develop further skills.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
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### FALL SEMESTER

Basic Machine Operations	IT 220	3
Welding Technique and Joint Preparation	WE 107	3
Welding and Fabrication I	WE 108	3
Applied Algebra	MA 110	2
Blueprint Reading	TD 105	2
Metallurgy and Heat Treatment	IT 130	2
Introduction to College Writing II	SD 171	2

### SPRING SEMESTER

Welding and Fabrication II	WE 120	3
Related Welding Skills	WE 122	3
Layout and Precision Measurement	TD 106	2
Sketching	HU 121	2
Customer Relations	BA 251	2
Basic Fluid Power	IT 253	3

\*The college does not certify welders.

## ALLIED HEALTH

### Emergency Medical Technician

This one-semester program grants a certificate of completion and allows successful students eligibility to take the Michigan Department of Public Health State Examination and become licensed EMTs. The program requires six hours of lecture per week for 16 weeks and six hours of clinical practice in one of several local cooperating hospitals starting in the sixth week of the semester. It is recommended that students enroll in AH100 Emergency Health Care prior to the EMT course. Nine credit hours are required.

#### RECOMMENDED SCHEDULE

Course Name	Course #	Credits
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#### SPRING SEMESTER

Emergency Medical Technician	AH 200	9
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#### FALL SEMESTER

Emergency Health Care	AH 100	2
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*A certificate of completion may be awarded to students finishing this program.*

### EMT Specialist

This one-semester program grants a certificate of completion and allows successful students eligibility to take the Michigan Department of Public Health State Exam and become licensed EMT Specialists. The program requires five hours of lecture per week for 16 weeks and four hours of clinical practice in one of several local cooperating hospitals starting in the sixth week of the semester. Students must have an EMT license. Seven credit hours are required.

#### FALL SEMESTER

EMT Specialist	AH 202	7
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## APPRENTICESHIP TRAINING

Students in this program must be employed and sponsored by their employer and a training agreement must be set up between the employer, the employee and the Bureau of Apprenticeship and Training. MCC coordinates the training plan and provides related instruction. Each 16-week semester usually includes two courses of apprenticeship-related instruction. A competency examination or official transcripts may result in a waiver of a required course. Entrance requirements are established by the employer in accordance with Bureau of Apprenticeship and Training standards. Continuation in the training program depends on employment status and achievement levels. The sample schedule of related instruction below is for apprentice tool-and-die designers. Programs for machinists, electricians, plastic mold designers, mold and die makers and welders are also available.

Course Name	Course #	Credits
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#### FIRST-LEVEL COURSES

Applied Algebra	MA110	2
Shop Drawing	TD 120	2
Blueprint Reading	TD 105	2
Applied Geometry	MA111	2

#### SECOND-LEVEL COURSES

Sketching	HU 121	2
Layout and Precision Measurement	TD 106	2
Applied Right Angle Trigonometry	MA112	2
Industrial Safety and First Aid	IT 155	2

#### THIRD-LEVEL COURSES

Machine Tool Theory	IT 100	2
Industrial Quality Control	IT 270	2
TIG Welding	WE125	2
Tool and Die Design I	TD 135	2

#### FOURTH-LEVEL COURSES

Tool and Die Design II	TD 136	2
Metallurgy & Heat Treatment	IT 130	2
Tool and Die Design III	TD 137	2
Basic CNC Operation	IT 102	2

*These courses are not limited to apprenticeship students.*

## *Training Programs*

### CHILD DEVELOPMENT

This 12-credit-hour program prepares students to be employed in child care centers, as a teacher's aide in public school preschool programs, or in the administration of a child care center. The following courses meet the 120-hour formal education requirement for completion of the Associate Credential in Child Development granted by The Counsel for Early Childhood Recognition, a national credentialing program. Payment of a fee and substantial fieldwork are also required.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
Introduction to CDA	CDA100	3
Child Development: Preschool Years	CDA110	3
Preschool Curriculum	CDA120	3
Administration of Early Childhood Programs	CDA130	3

*These courses are not limited to students desiring CECR certification.*

*A Childhood Development Associate is granted by a national credentialing program upon application and completion of federal requirements.*

AN ASSOCIATE DEGREE IS UNDERDEVELOPMENT. CONTACT THE MCC INSTRUCTIONAL OFFICE FOR MORE INFORMATION.

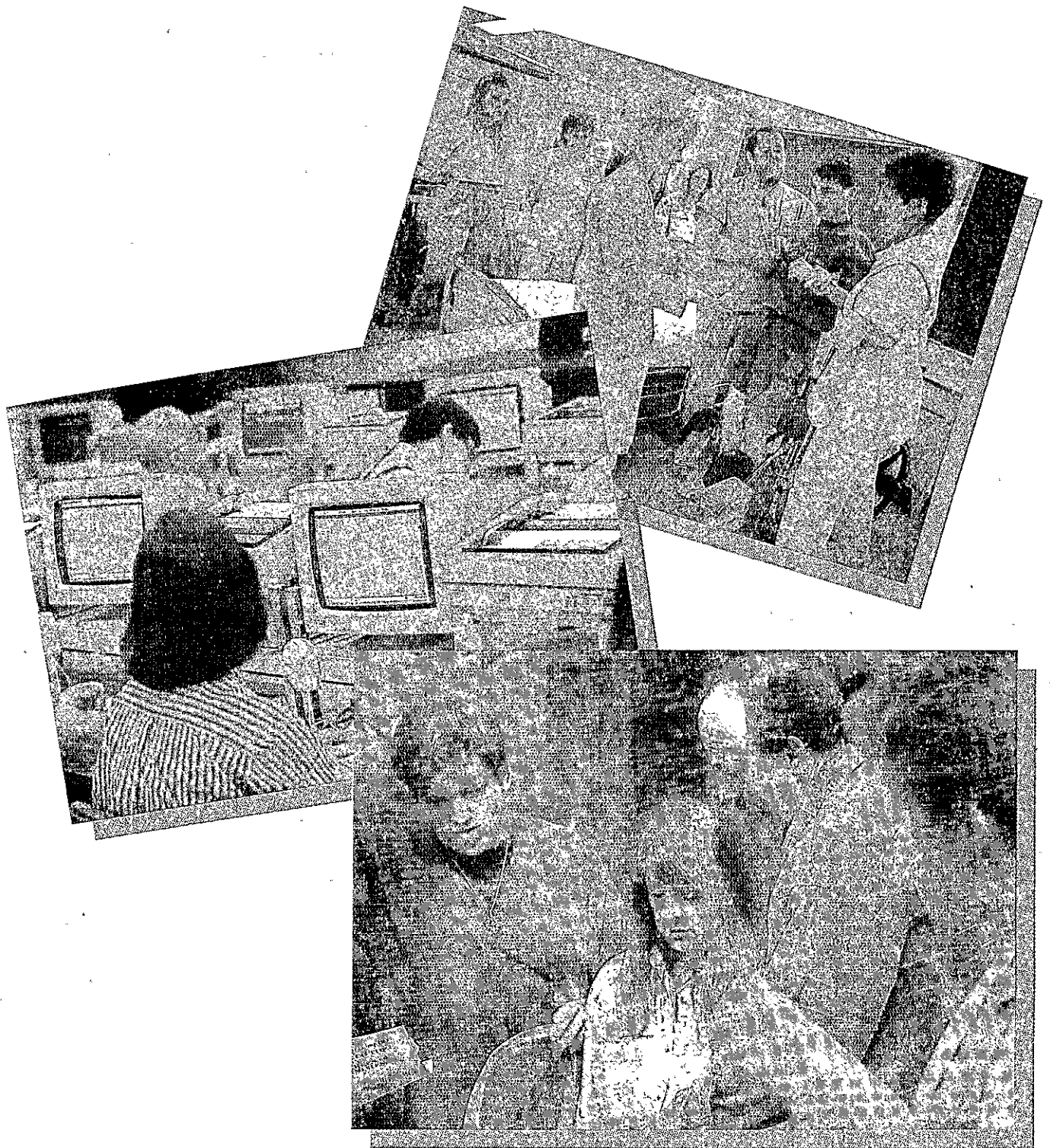
### CRIMINAL JUSTICE/ CORRECTIONS

This 15-credit-hour, five-course program qualifies students to apply for corrections officer positions with the Michigan Department of Corrections. Students must achieve a 2.0 or better grade in each course and pass a written Civil Service exam, a physical fitness exam, a personal interview, a background investigation and drug screening, and have earned a high school diploma or GED to be hired.

<i>Course Name</i>	<i>Course #</i>	<i>Credits</i>
Introduction to Corrections	CJ 110	3
Legal Issues in Corrections	CJ 220	3
Client Relations in Corrections	CJ 250	3
Corrections Institutions/Facilities	CJ 120	3
Client Growth and Development	CJ 260	3

*A certificate of completion by an outside agency may be awarded to students who successfully complete this program.*

AN ASSOCIATE DEGREE IN CRIMINAL JUSTICE (SEE PAGE 40) AND CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 41), AND A CERTIFICATE PROGRAM IN CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 56) ARE ALSO AVAILABLE.



*MONTCALM COMMUNITY COLLEGE*

*COURSE DESCRIPTIONS*

# COURSE DESCRIPTIONS

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*The information in the parentheses indicates the number of credit, lecture and laboratory hours for that class. The lecture and laboratory hours equal the total classroom/laboratory contact hours. For example, there are 12 contact hours for the course AH200 Emergency Medical Technician — 6 lecture and 6 lab.*

## ALLIED HEALTH

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### AH100 Emergency Health Care

(2 credit, 2 lecture, 0 lab) Prerequisites: None

This course covers CPR and first aid for wounds, shock, burns, poisoning, etc. Students successfully completing the course qualify for Red Cross Standard First Aid certification.

### AH200 Emergency Medical Technician

(9 credit, 6 lecture, 6 lab) Prerequisites: None

This course includes orientation to EMT legal responsibilities, anatomy, physiology, diagnostic signs, triage, basic cardiac life support, injuries to the body, illnesses of the body, childbirth, mental health, environmental injuries, communications and emergency vehicles including extrication. Upon successful completion, students are eligible to take the Michigan Department of Public Health State Exam.

### AH202 Emergency Medical Technician Specialist

(7 credit, 5 lecture, 4 lab) Prerequisite: Basic Emergency Medical Technician license by the Michigan Department of Public Health

This course includes orientation to EMT specialist legal responsibilities, anatomy, physiology, a review of emergency medical technician aspects of care, acid base balance, body chemistry, intravenous therapy, fluid therapy, advanced airway management including endotracheal intubation, esophageal obturator airway, esophageal gastric tube airway, tracheal suctioning and Magill forceps usage. Communications, cardiac monitor interpretation and recognition of cardiac dysrhythmias are also covered. Upon successful completion, students are eligible to take the Michigan Department of Public Health State Exam.

## AUTOMOTIVE MECHANICS TECHNOLOGY

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### AM104 Shop Procedures

(1 credit, 1 lecture, 0 lab) Prerequisites: None

This course provides a background in automotive shop equipment and procedures. Course topics include career opportunities, safety, hand tools, power tools, precision measuring tools, test equipment, fasteners, gaskets and sealers, and use of reference manuals and catalogs.

### AM106 Engine Servicing I

(2 credit, 1 lecture, 2 lab) Prerequisites: None

This course covers general engine principles and service with an emphasis on engine diagnosis; basic ignition, fuel, and cooling system service; and chassis inspection procedures.

### AM108 Auto Brakes and Servicing

(3 credit, 1 lecture, 3 lab) Pre- or Corequisite: AM104

This course furnishes the necessary technical knowledge and practical experience to diagnose and repair brakes and braking-system problems. The conventional hydraulic system, hydro-boost, and ABS systems are included. Projects involve diagnosis and repair of late-model units using the latest methods and modern brake equipment.

### AM114 Basic Small Engine Repair

(2 credit, 1 lecture, 1 lab) Prerequisites: None

This course provides basic knowledge of the operation, maintenance and minor repair procedures of small gasoline engines and is not recommended as an approved elective for the associate degree.

### AM116 Basic RV Maintenance and Repair

(2 credit, 1 lecture, 1 lab) Prerequisites: None

This course furnishes the necessary knowledge to make minor repairs on, perform general maintenance on, make buying judgments of, recognize danger signals of, and

## Course Descriptions

handle emergency problems with an RV. This course is not recommended as an approved elective for the associate degree.

### **AM118 Automotive Maintenance for the General Motorist**

*(2 credit, 1 lecture, 1 lab) Prerequisites: None*

This course, for non-automotive students, furnishes the necessary knowledge to recognize danger signals, handle emergency problems, make minor repairs and perform general automotive maintenance. This course is not recommended as an elective for the associate degree.

### **AM124 Engine Servicing Theory II**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: AM106*

This course includes cylinder head and crankcase details of construction, operations and nomenclature. Methods of inspecting and rebuilding are discussed, as students are introduced to specification charts. For maximum benefit, enroll concurrently in AM125.

### **AM125 Engine Servicing Lab II**

*(3 credit, 0 lecture, 4 lab) Pre- or Corequisites: AM124*

This lab course allows students to use special procedures, tools, measuring instruments, test devices and specifications as applied to engine rebuilding.

### **AM130 Automotive Steering and Suspension Theory**

*(2 credit, 2 lecture, 0 lab) Prerequisite: None*

This course details the history, design and principles of suspension and steering systems and includes the various methods of aligning and servicing the many varieties of systems in use today. For maximum benefit, enroll concurrently in AM131.

### **AM131 Automotive Steering and Suspension Lab**

*(2 credit, 0 lecture, 3 lab) Pre- or Corequisites: AM130*

This course provides the necessary technical knowledge and the practical experience to diagnose, align and repair front end, steering and suspension problems and covers all American and some foreign systems.

### **AM132 Manual Transmissions Theory**

*(2 credit, 2 lecture, 0 lab) Prerequisites: None*

This course includes principles, history and methods of servicing manual transmissions, differentials and

drivelines currently in use. For maximum benefit, enroll concurrently in AM133.

### **AM133 Manual Transmissions Lab**

*(2 credit, 0 lecture, 3 lab) Pre- or Corequisites: AM132*

This course provides practical experience in diagnosing troubles and repairing and adjusting manual transmissions, differentials and drivelines covered in AM132.

### **AM140 Automotive Electrical Systems Theory I**

*(2 credit, 2 lecture, 0 lab) Prerequisite: None*

This course involves the principles of operation, servicing, troubleshooting and repairing the several starting and charging systems, including batteries, currently in use.

### **AM141 Automotive Electrical Systems Lab I**

*(3 credit, 0 lecture, 4 lab) Pre- or Corequisites: AM140*

This course offers the practical experience necessary to inspect, test, service and repair all components in the cranking and charging systems.

### **AM142 Automotive Electrical Systems Theory II**

*(2 credit, 2 lecture, 0 lab) Pre- or Corequisite: EL100*

This course offers a complete study of the electrical systems (except starting, charging, and ignition) used in automobiles including lighting circuits, horn circuits, directional signal circuits, power accessory systems, heating circuits and warning system circuits.

### **AM143 Automotive Electrical Systems Lab II**

*(3 credit, 0 lecture, 4 lab) Pre- or Corequisite: AM142*

This course provides the necessary technical knowledge and practical experience to inspect, diagnose, test, service and repair all chassis electrical systems studied in AM142.

### **AM160 Automotive Restoration: Metal Bodywork**

*(2 credit, 1 lecture, 2 lab) Prerequisites: None*

This course develops knowledge and skill in traditional metal forming, joining and smoothing methods used primarily on older automobiles. Leading and preparation for painting are included. Students may bring their own parts to class. A materials fee is added.

## **Course Descriptions**

### **AM164 Automotive Restoration: Surface Preparation and Painting**

*(2 credit, 1 lecture, 2 lab) Prerequisites: None*

This course illustrates the technical aspects of surface preparation, priming, finishing materials and their application as well as the special artistic touches which make a good paint job better. A materials fee is added.

### **AM204 Automotive Parts and Service Management** *(2 credit, 2 lecture, 0 lab) Prerequisites: None*

This course is a study of the day-to-day operation of the parts and service departments including pricing, inventory control, scheduling, estimating, quality control, customer relations, parts ordering, selling, service training and customer follow-up. This course is normally offered only every other SPRING semester.

### **AM210 Automotive Engine Performance Theory I**

*(2 credit, 2 lecture, 0 lab) Prerequisites: None*

This course details the principles of operation, diagnosis, and repair of several kinds of carburetors, fuel injectors, and turbochargers used currently. To ensure more complete understanding, enroll concurrently in AM211. This course is normally offered only every other SPRING semester.

### **AM211 Automotive Engine Performance Lab I** *(2 credit, 0 lecture, 3 lab) Pre- or Corequisite: AM210*

This course allows students to service, diagnose, and repair automobiles, applying the knowledge gained in AM210. Use of special analytical equipment is stressed. This course is normally offered only every other SPRING semester.

### **AM212 Automotive Engine Performance Theory II**

*(2 credit, 2 lecture, 0 lab) Pre- or Corequisites: AM211 and EL100*

This course outlines the several types of ignition and emission control systems in use today and includes principles of operation, servicing and troubleshooting. For maximum benefit, enroll concurrently in AM213. This course is normally offered only every other SPRING semester.

### **AM213 Automotive Engine Performance Lab II** *(3 credit, 0 lecture, 4 lab) Pre- or Corequisite: AM212*

This lab offers many opportunities to apply the theories gained in AM212 and emphasizes the use of special test equipment in troubleshooting and adjusting systems after rebuilding or repair. This course is normally offered only every other SPRING semester.

### **AM230 Automatic Transmission Theory** *(2 credit, 2 lecture, 0 lab) Pre- or Corequisite: IT253*

This course includes the history, principles, parts, and operation of several makes of automatic transmissions and includes an in-depth study of the hydraulic and mechanical functional aspects of the automatic. For maximum benefit, enroll concurrently in AM231.

### **AM231 Automatic Transmission Lab** *(2 credit, 0 lecture, 3 lab) Pre- or Corequisite: AM230*

This course encourages application of all principles learned in AM230 and furnishes the necessary technical knowledge and practical experience to diagnose and repair automatic transmission problems. All modern, popular makes of automatics are covered.

### **AM254 Diesel Engine Theory** *(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This theory course is a study of basic diesel engines and related components not usually found on automotive gas engines and includes the study of fuel injection systems, governors, turbo chargers, and superchargers.

### **AM255 Diesel Engine Lab** *(3 credit, 0 lecture, 4 lab) Pre- or Corequisite: AM254*

This course provides the necessary technical knowledge and practical experience to service, repair, and diagnose diesel engines in the truck, farm, or heavy equipment fields.

### **AM260 Automotive Heating and Air Conditioning Theory** *(2 credit, 2 lecture, 0 lab) Prerequisites: None*

This course outlines the different systems and components used for heating and air conditioning in today's vehicles as well as testing, troubleshooting, and servicing techniques. For practical experience, enroll concurrently in AM261.

## AM261 Automotive Heating and Air Conditioning Lab

(2 credit, 0 lecture, 3 lab) Pre- or Corequisite: AM260

This course applies the knowledge gained in AM260 by providing several service opportunities on operating systems, using special test equipment.

# BUSINESS ADMINISTRATION

## BA104 Finance and Accounting for Nonfinancial Managers

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course provides basic finance and accounting theory, terminology, and practical applications to the nonaccountant. This course demonstrates how to read financial data in accounting statements and how the data applies to the work environment.

## BA105 Accounting for Small Business

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course provides basic accounting principles and practices from a theoretical and practical approach, with emphasis on the small business.

## BA115 Principles of Accounting I

(4 credit, 4 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading and Numerical Skills Test.

This introduction to accounting fundamentals covers the meaning and purpose of accounting statements, balance sheets, and profit and loss statements; the theory of debits and credits; accounts payable and receivable; the trial balance; adjusting and closing entries; and accounting for notes, interest, unearned and accrued items. Approximately 10-12 hours per week of study time is required for success in this course. This course is normally offered only in FALL semesters.

## BA116 Principles of Accounting II

(4 credit, 4 lecture, 0 lab) Prerequisite: BA115; Pre- or Corequisite: DP113 or DP116

This course covers basic procedures for accumulating and using the accounting data needed for managerial planning, controlling, and decision making. This course is normally offered only in SPRING semesters.

## BA135 Introduction to Business

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This introduction to the environment, nature, and opportunities of business covers marketing, location and layout, personnel, finance, controls for decision making, and the legal environment of business.

## BA136 Entrepreneurship

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course covers the special problems associated with the process of creating business ventures. The characteristics of the entrepreneur and the roles of business creators are examined.

## BA200 Legal Environment of Business

(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135

This introduction to the legal system and the common body of knowledge as it relates to the environment of business emphasizes business relations with society and government.

## BA214 Computerized Accounting

(3 credit, 2 lecture, 2 lab) Prerequisite: BA116; Pre- or Corequisite: BA135

This introduction to computerized general ledger accounting includes implementing the system, setting up the financial statements, data entry and transfer of the data entry to the general ledger.

## BA215 Cost Accounting I

(3 credit, 3 lecture, 0 lab) Prerequisite: BA116; Pre- or Corequisite: BA135 and DP113 or DP116

This course covers cost information systems and accumulation procedures for budgetary planning, and the recording and preparation of factory overhead, material, and labor costs in a form acceptable in AICPA.

## BA216 Cost Accounting II

(3 credit, 3 lecture, 0 lab) Prerequisite: BA215

This course covers planning for profits and sales and controlling of costs and profits with an emphasis on cost and profit analysis.

## BA233 Principles of Marketing

(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135

This introduction to marketing (the movement of goods and services from producer to consumer) emphasizes

## ***Course Descriptions***

the behavior of buyers in the marketplace, the major functions of marketing and their impact on the national and international economy. This course is normally offered only in FALL semesters.

### **BA234 Retailing**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This introduction to retailing includes buying and promoting, pricing, stocking goods and dealing with customers as well as the process of setting up a retail firm.

### **BA235 Small Business Management**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This introduction to the operation of the small business includes topics dealing with organization, financial structure, record keeping, and promotion of small business as well as salesmanship, personnel relations, customer psychology, and business law. This course is normally offered only in SPRING semesters.

### **BA237 Management**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This course covers, in detail, the managerial process, the purposes of organizations and how they function, and human behavior as it relates to organizations.

### **BA246 Tax Accounting**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This course covers local, state and federal taxes of sole proprietorships and partnerships, as well as tax practices and procedures relating to assessment and collections.

### **BA248 Advertising**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This course examines the role of advertising in society, the creation and planning of advertising, and effective promotional activities.

### **BA250 Human Relations**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This course examines the methods of selecting and training personnel, discipline problems, morale, wages, fringe benefits, promotions, separations, and related areas.

### **BA251 Customer Relations**

*(2 credit, 2 lecture, 0 lab) Pre- or Corequisite: BA135*

This course explores the ways and means of making good first impressions, maintaining satisfaction, communicating effectively, handling complaints, and avoiding mistakes which offend customers and emphasizes face-to-face and telephone contacts. This course is normally offered only in SPRING semesters.

### **BA253 Principles of Investment**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This introduction to the securities market gives special attention to corporate securities and financial policies including limited income securities, common stocks, special classes of securities, security analysis and portfolio development policies.

### **BA260 International Business**

*(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: BA135*

This course is an overview of international business with a focus on how American firms function in the economic, social, cultural and political environments outside the United States.

### **BA292 Field Experience**

*See the XY292 Field Experience description on page 104*

### **BA299 Directed Study**

*See the XY299 Directed Study description on page 104*

## ***CHILD DEVELOPMENT ASSOCIATE***

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### **CDA100 Introduction to CDA**

*(3 credit, 2 lecture, 2 lab) Prerequisites: None*

This course examines the Child Development Associate (CDA) Credential and the Credential Award System, explores ways students can meet the CDA Competency Standards, and provides assistance in beginning the credentialing process.

### **CDA110 Child Development: Preschool Years**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course covers psychological and physical growth patterns and emotional, social and cognitive skills from

birth to age six including behavior, discipline, ages and developmental stages, and acquisition of skills in recognizing and interpreting child behavior.

### **CDA120 Preschool Curriculum**

*(3 credit, 2 lecture, 2 lab) Prerequisites: None*

This course explores the curriculum guides needed in preschool education concentrating on the social, emotional, creative, physical and cognitive skill development and needs of preschool children.

### **CDA130 Administration of Early Childhood Programs**

*(3 credit, 2 lecture, 2 lab) Prerequisites: None*

This course covers the role of the early childhood program administrator, food services, health, and safety; implementation and supervision of an early childhood program; and business techniques necessary to operate a successful early childhood program.

### **CDA140 Michigan Child Care Futures - Basics**

*(1 credit, 1 lecture, 0 lab) Prerequisites: Participants must own, operate or be employed at a licensed family or group day care center.*

This course provides basic comprehensive training for family and group child care providers. This training meets the child development training requirements for State Licensing standards for group and family child care homes.

## **CONSUMER EDUCATION**

### **CE033 Basic Income Tax Preparation**

*(5 credit, 5 lecture, 1 lab) Prerequisites: None*

This H & R Block Income Tax Course enables students with no prior knowledge to begin to gain a solid, working understanding of the intricacies surrounding most income tax returns through illustrated lectures, discussions and the practical use of tax forms. There are 27 three-hour classes. Students who successfully complete the course are awarded the H & R Block certificate of achievement. The five credit hours may be used only for general credit and are not applicable to any business requirement for one- or two-year business curricula.

## ***Course Descriptions***

### **CE040 Red Cross Multimedia First Aid & CPR**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course provides fundamental principles and skills in basic first aid and accident prevention. Participants become prepared, through knowledge and skill development, to meet the needs of most situations in which CPR is needed and medical assistance is not excessively delayed.

### **CE100 Basic Consumerism**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course develops basic consumer principles and skills to meet the challenging and changing demands of day-to-day living in a free enterprise economic system. The course emphasizes consumer protection, resource management, decision-making, planning for food buying, purchasing health services, insurances, using community resources and credit.

## **COSMETOLOGY**

### **CS100 Introduction to Cosmetology**

*(3 credit, 3 lecture, 0 lab) Prerequisite: Completed and registered State Board Registration form, with registration fee*

This course is an orientation to the science of cosmetology and includes cosmetology laws and rules, sterilization and sanitation techniques and policies, the study of bacteriology pursuant to sterilization and sanitation, basic hair shaping and finger waving, shampoos and rinses, and scalp treatments.

### **CS101 Beginning Hairstyling**

*(3 credit, 3 lecture, 0 lab) Prerequisite: CS100*

This course provides the basic theory of pin curl and roller placements and pin curl and roller setting patterns and covers style selection, curl placement, comb out techniques, manicuring, and the correct use and care of all cosmetology equipment.

### **CS102 Beginning Hair Cutting and Permanent Waving Theory**

*(3 credit, 3 lecture, 0 lab) Prerequisite: CS101*

This course provides further theoretical training in the basic art of hairstyling and introduces basic hair cutting, permanent waving and chemical hair relaxing. The

## **Course Descriptions**

course also covers basic electrical theory as it relates to cosmetology; the use and care of thermal and specialized electrical equipment; and theory pursuant to the care, styling and fitting of wigs and other hair goods.

### **CS103 Beginning Hair Coloring and Professional Development Theory** (3 credit, 3 lecture, 0 lab) Prerequisite: CS102

This course covers the basics of hair coloring and anatomy and physiology as related to cosmetology.

### **CS110 Introduction to Cosmetology Lab** (4 credit, 0 lecture, 8 lab) Corequisite: CS100

This course provides laboratory experiences in the science of cosmetology and includes cosmetology laws and rules pursuant to sterilization and sanitation practices, procedures and policies. Students perform basic techniques used in hair shaping, finger waving, shampooing and hair rinses, and scalp and hair treatments and learn the safe use and care of all materials, implements and equipment used in the basic techniques.

### **CS111 Beginning Hairstyling Lab** (4 credit, 0 lecture, 8 lab) Corequisite: CS101

This course provides further laboratory experience in finger waving, shampooing and scalp treatments and emphasizes pin curls, roller placements, setting patterns, and comb out and manicuring techniques and procedures. Safety and sanitary techniques and procedures are stressed.

### **CS112 Beginning Hair Cutting and Permanent Waving Lab** (4 credit, 0 lecture, 8 lab) Corequisite: CS102

This course provides further laboratory experiences in basic hairstyling and introduces haircutting, permanent waving, chemical hair relaxing, and thermal styling. Basic electrical theory as it relates to cosmetology is applied and the use of thermal and specialized electrical equipment is practiced.

### **CS113 Beginning Hair Coloring and Professional Development Lab** (4 credit, 0 lecture, 8 lab) Corequisite: CS103

This course provides further laboratory experiences in all basic areas covered in preceding courses and introduces basic hair coloring procedures, products, and techniques.

### **CS200 Advanced Hairstyling** (3 credit, 3 lecture, 0 lab) Prerequisite: CS103

This course provides an introduction to cosmetic chemistry, facial treatments and facial make-up as well as a review of and further theory in advanced hairstyling and haircutting techniques. Methods of organization and operation of a dispensary and laboratory are also reviewed.

### **CS201 Advanced Hair Coloring and Permanent Waving** (3 credit, 3 lecture, 0 lab) Prerequisite: CS200

This course is a continuation of advanced hairstyling with special emphasis on basic and advanced hair coloring techniques and principles. The study of trichology as it pertains to hair coloring and hairstyling is also introduced.

### **CS202 Advanced Hairstyling II** (3 credit, 3 lecture, 0 lab) Prerequisite: CS201

This course reviews and continues to develop theoretical skills and knowledge in permanent waving. Salon management is introduced with special emphasis given to personal and professional development.

### **CS203 Cosmetology Salon Management and Board Review Theory** (3 credit, 3 lecture, 0 lab) Prerequisite: CS202

This course provides further training in salon management techniques as well as a complete review of all the theory covered in both the 100- and 200-level theory classes. The course prepares students for the State Board Theory Licensing Examination.

### **CS210 Advanced Hairstyling Lab** (5 credit, 0 lecture, 10 lab) Corequisite: CS200

This course provides laboratory practice in advanced hairstyling and haircutting techniques and dispensary and laboratory operation and organization and introduces skin care, facial make-up and facial treatment techniques.

### **CS211 Advanced Hair Coloring and Permanent Waving Lab** (5 credit, 0 lecture, 10 lab) Corequisite: CS201

This course provides further laboratory experiences in advanced hairstyling with emphasis on hair coloring and

the use of trichology in relationship to the application of all products used in the cosmetology industry.

**CS212 Advanced Hairstyling Lab II**  
(5 credit, 0 lecture, 10 lab) Corequisite: CS202

This course provides further laboratory experiences and the development of the technical skills of hairstyling, haircutting, coloring, permanent waving, and hair, skin and nail care. The use of techniques and theories gained through the study of trichology are stressed and personal and professional development techniques are practiced.

**CS213 Salon Management and Board Review Lab**  
(5 credit, 0 lecture, 10 lab) Corequisite: CS203

This course provides practical training in salon management techniques and professional ethics in the laboratory setting and reviews all practical experiences to prepare students for the State Board of Cosmetology Licensing Examination. Special emphasis is placed on the Pre-Board Examination.

**CS250 Cosmetology Instructional Internship**  
(16 credit, 9 lecture, 22 lab) Prerequisites: Written departmental approval and current cosmetology license

This tutorial course is taught in an active school setting, giving experience in a variety of training situations. One student is enrolled at a time and is expected to devote approximately 28 hours per week throughout the 18-week course. Emphasis is on methods of presentation, record keeping, safety, regulations, and customer/student relations.

## ***CRIMINAL JUSTICE***

**CJ100 Introduction to Criminal Justice**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course provides a broad overview of the history and scope of the American criminal justice system primarily through a descriptive survey of the agencies and processes involved in the administration of criminal justice. The course emphasizes historical, constitutional (legal) and political considerations. Criminal justice is analyzed as a system, with emphasis on the problems and prospects for change.

## ***Course Descriptions***

**CJ110 Introduction to Corrections**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course provides a broad overview of the American corrections system and presents an explanation of the various goals of corrections including incapacitation, retribution, deterrence, rehabilitation, and re-integration. Specific coverage of the development of correctional ideologies from early history to the modern era and how those ideologies were reflected in various types of programs is provided. Additional attention is given to the legal issues and processes which move an individual in and out of the system and how civil rights decisions have influenced the continuing development of corrections.

**CJ115 Stress Management for Correctional Officers**  
(1 credit, 1 lecture, 0 lab) Prerequisites: None

This course focuses on the physical and psychological effects of a criminal justice career on the practitioners and their families. A variety of stress management strategies and techniques are discussed, and students demonstrate those most appropriate for them.

**CJ120 Corrections Institutions/Facilities**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course provides a concentrated overview of correctional institutions and facilities. It is primarily for students intending to pursue a career in the criminal justice system and those already employed within the system. The course is also relevant to students pursuing a social science orientation. Students explore federal, state, county, and local facilities including maximum, close, medium, and minimum custody facilities. It addresses community facilities and co-educational facilities, and the safety and security requirements and considerations related to each. Constitutional and managerial issues are stressed. The course includes historical developments, philosophy, sociological concepts, definitions and concepts and their application.

**CJ125 Police Administration and Operations**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course is for students pursuing careers in criminal justice or those already employed within the system and explores the evolution of administrative theory with special emphasis on its impact and application at the operational level of law enforcement agencies.

## **Course Descriptions**

### **CJ130 Criminal Investigation**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course covers the basic principles of modern criminal investigation techniques including crime scene search, collection and preservation of evidence, follow-up investigation, police criminalistics, and court preparation and testimony.

### **CJ135 Report Writing for Line Officers**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course focuses on and provides the skills needed for the proper completion of forms used to document prisoner misconduct and other significant events in a criminal justice setting.

### **CJ210 American Criminal Law**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course is for students seeking employment in the criminal justice system and covers the historical development and philosophy of criminal law including legal definitions and concepts and their application to the criminal justice system.

### **CJ220 Legal Issues in Corrections**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course provides an overview of state and federal law related to corrections with emphasis on constitutional issues and remedies for violations of rights. A wide range of policy considerations behind corrections law and administrative procedures are covered. Leading cases and court decisions and their impact on corrections are explored.

### **CJ230 Juvenile Delinquency**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This introductory course is for students interested or already employed in the criminal justice system and includes theories of delinquency causation, examination of the family relationship and juvenile delinquency, the juvenile justice system, and delinquency prevention programs.

### **CJ235 Parole, Probation and Community Corrections**

*(3 credit, 3 lecture, 0 lab) Prerequisite: CJ100 or CJ110*

This course reflects the criminal justice system's recent focus on intervention and prevention strategies for people who are at high risk for criminal behavior. Students are

exposed to innovative community corrections programs employing technological advances and more traditional community resources. Examination of the roles and capabilities of federal, state, and local agencies is central.

### **CJ240 Introduction to Security Systems**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course is for students employed or interested in a career in the broad field of public and private security administration. Topics range from application of technology to management styles affecting loss prevention.

### **CJ250 Client Relations in Corrections**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

In this course, students examine the dynamics of human interaction within correctional facilities. Human relations in general are presented to establish a basis for more specific examination of the unique and complex situation found in corrections. The meaning and impact of culture and the causes and influence of prejudice on clients and corrections staff is explored. Discussion focuses on values, ethics, and professional responsiveness.

### **CJ260 Client Growth and Development**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course provides an understanding of and sensitivity to the motivations and behaviors of correctional clients. Students review the general factors believed to be influential in human development then analyze specific problems of prisoners. The course includes prevention theories and intervention and treatment strategies.

### **CJ290 Criminal Justice Practicum**

*(5 credit, 0 lecture, 20 lab) Prerequisite: Approval from the Dean of Correctional Education*

This course is a planned program of internship, including observation, study, and work in selected criminal justice agencies. It supplements previous classroom study through participation in U.S. or foreign criminal justice systems.

## DATA PROCESSING

### DP100 Computer Literacy

(1 credit, .5 lecture, 1 lab) *Prerequisite: SD145 or the ability to type 20 wpm*

This lecture/lab course is an introduction to computers as a basic tool. Emphasis is on word processing and related software, which directly assist college students to do their work.

### DP110 Introduction to Data Processing

(3 credit, 2 lecture, 2 lab) *Prerequisite: Passing score on the ASSET Reading Skills Test*

This course involves the fundamental concepts and applications of computers; the impact of the computer on human events and social institutions; the control, predictions, and implications of future computer developments; and the logic of computer control using BASIC programming language.

### DP111 Computer Applications in Health Care

(3 credit, 2 lecture, 2 lab) *Pre- or Corequisite: SD145*

This course introduces nursing and allied health students to computer applications in health care and emphasizes basic computer literacy skills and hospital applications of computers. Students examine the use of computers in health care and the impact of technology on health care delivery. Course topics include computer hardware and software, computer applications in health care, future trends, and ethical issues. Lab experience provides an opportunity to interact with a computer using various software packages.

### DP113 Introduction to PCs and Lotus for Accounting Students

(1 credit, 0.5 lecture, 1 lab) *Pre- or Corequisites: BA115 and the ability to type 20 wpm or SD145*

This course provides a brief introduction to the IBM or compatible machines using the current operating system software and an introduction to the use of a current spreadsheet software package. This course prepares non-data processing students for the use of microcomputers in accounting.

### DP116 Microcomputers: Operating Systems and Applications

(3 credit, 2 lecture, 2 lab) *Prerequisite: DP110; Pre- or Corequisite: SD145 or the ability to type 20 wpm*

This course introduces the operating systems used on today's microcomputers. The main emphasis is on the MS-DOS (Micro-Soft Disk Operating System) used on the IBM-PC and compatible machines. Students are also introduced to some commercial application software, file management, report generation, word processing, and spreadsheets. The PFS series from Software Publishing Company is used on the Apple and IBM-PC.

### DP122 Introduction to Pascal

(3 credit, 2 lecture, 2 lab) *Prerequisite: DP110; Pre- or Corequisite: SD145*

This course provides an elementary understanding of the principles and techniques of writing computer programs in Pascal and covers problem solving, algorithm development, structured programming techniques, module design, and dynamic storage concepts.

### DP220 COBOL Programming

(3 credit, 2 lecture, 2 lab) *Prerequisite: DP115 or DP122*

This course provides an elementary understanding of the principles and techniques of writing computer programs in the COBOL language and uses the features and capabilities of the COBOL language to solve business-related problems. Course topics include computer programming, flowcharting, data storage and procedural study.

### DP222 Advanced Programming in Pascal

(3 credit, 2 lecture, 2 lab) *Prerequisite: DP122*

This course concentrates on the use of Pascal in the personal computer environment. Standard Pascal using Turbo Pascal, interactive programming techniques, advanced data structures in Pascal (stacks, queues, trees), production programming (libraries), and advanced file storage (random) techniques are covered.

### DP225 RPG II Programming

(3 credit, 2 lecture, 2 lab) *Prerequisite: DP115 or DP122*

This course provides an elementary understanding of the principles and techniques of writing business-related programs in RPG II. The course is heavily oriented to hands-on programming and covers program design,

## Course Descriptions

flowcharts/pseudocode, report generation, editing, file concepts and use, and table processing.

### DP226 Advanced RPG II/III

(3 credit, 1 lecture, 3 lab) Prerequisite: DP225

This course provides advanced techniques for multiple file processing, listings and displays. Advanced RPG structured programming, CL programming and systems maintenance commands are used throughout the course which is heavily oriented to hands-on programming.

### DP230 Microcomputer Spreadsheets

(3 credit, 2 lecture, 2 lab) Prerequisite: DP116

This introduction to electronic spreadsheets using microcomputers covers popular spreadsheet applications programs available for use on microcomputers including the concepts, use and implementation of a broad spectrum of problems.

### DP235 Microcomputer Data Base Applications

(3 credit, 2 lecture, 2 lab) Prerequisite: DP116

This course introduces the concepts of data base management and the application of a typical data base management system to an organization's information needs utilizing microcomputers. The course uses microcomputers in the laboratory with DBASE III software.

### DP240 Systems Concepts/Design

(3 credit, 3 lecture, 0 lab) Prerequisites: BA135 and DP115, DP116 or DP122

This course details systems development methodology as applied to the analysis, design and implementation of manual and computerized systems and offers the opportunity to participate in the analysis and design of a simulated business system. Course topics include the role of the system analyst; system investigation; design of systems output, input, files, processing and controls; project management and implementation.

### DP290 Programming Project

(3 credit, 1 lecture, 4 lab) Prerequisites: BA116, BA135, DP240 and one other 200-level DP course

This comprehensive laboratory project requires students to conduct detailed analysis and implementation of a data processing application program or system.

## ELECTRONICS/ INDUSTRIAL

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### EL100 Concepts of Electricity

(3 credit, 2 lecture, 2 lab) Prerequisite: A passing score on the Prealgebra Concepts Test

This course provides a working knowledge of electrical terminology, DC and AC circuits, and measurements and topics including schematic symbols, power, capacitance, inductance, transformers, relays and DC motors. Knowledge of high school algebra is recommended.

### EL105 Electronic Fabrication

(1 credit, 0 lecture, 2 lab) Prerequisite: EL100

This course is designed to provide students an opportunity to develop skills of electronic soldering and interconnection technology. Competencies include practical knowledge and fundamental hand skills in the soldering and removal of terminal connections, axial lead components, integrated circuits and surface mount components.

### EL110 Electrical Circuit Analysis I

(3 credit, 2 lecture, 2 lab) Prerequisite: EL100; Pre- or Corequisite: MA120

This course emphasizes the analysis of passive electrical circuits. Network theorems are applied in both DC and AC applications and phasor analysis, the  $j$  operator, poly phase circuits and equipment calibration are discussed.

### EL120 Electronic Devices

(3 credit, 2 lecture, 2 lab) Prerequisite: EL110; Corequisite: MA120

This course includes many electrical and electronic components including inductors, capacitors, transformers, diodes, transistors, and integrated circuits. Applications such as filters, resonant circuits, and basic amplifier configurations are used to reinforce knowledge.

### EL160 Electronic Test Equipment

(3 credit, 2 lecture, 2 lab) Prerequisite: EL241

This course explores the use of test equipment in electronic servicing and uses a variety of servicing examples ranging from audio amplifiers to computer systems. Many practical troubleshooting hints are offered including the use of the human senses.

**EL210 Electronic Circuits**

*(3 credit, 2 lecture, 2 lab) Pre- or Corequisite: EL120*

This course presents electronic component applications and covers basic power supplies, regulated power supplies and amplifiers including audio, RF, and power types and some basic digital and pulse circuitry. Construction and analysis of these circuits, and proper soldering and desoldering techniques are included in the laboratory experiments.

**EL230 Digital Electronics**

*(3 credit, 2 lecture, 2 lab) Prerequisites: EL100, DP110 and MA104*

This course presents techniques used in building and analyzing digital circuitry and includes numbering and coding systems, digital logic gates, Boolean algebra, combinational and sequential logic circuits, and applications.

**EL240 Microprocessors**

*(3 credit, 2 lecture, 2 lab) Pre- or Corequisite: EL120*

This course is a continuation of EL230 and includes microcomputer basics and assembly language programming, interfacing memory, A/D converters and other I/O devices.

**EL250 National Electrical Code**

*(2 credit, 2 lecture, 0 lab) Prerequisite: EL100*

This course is a study of the arrangement, indexing, content, and application of the National Electrical Code. It is for those with a sound electrical/electronics training and experience, and for electrician licensing needs.

**EL251 Industrial Electrical Maintenance I**

*(2 credit, 1 lecture, 1 lab) Prerequisite: EL100*

This course is for students who have an understanding of electrical basics and want to learn more about industrial motors and controls. Included is a study of the National Electrical Code, wiring symbols and diagrams, motors, and basic control circuits.

**EL252 Industrial Electrical Maintenance II**

*(2 credit, 1 lecture, 1 lab) Prerequisite: EL251*

This course is for students who have a good understanding of basic industrial motor circuits. Included is a study of the National Electric Code, timing circuits, speed control, reduced voltage starting and troubleshooting.

**EL253 Industrial Electrical Maintenance III**

*(2 credit, 1 lecture, 1 lab) Prerequisite: EL252*

This course emphasizes the use, selection, setup and servicing of programmable controllers and provides an understanding of the programmable controller and its logic functions, its installation, and troubleshooting.

**EL254 Industrial Electrical Maintenance IV**

*(2 credit, 1 lecture, 1 lab) Prerequisite: EL253*

This course develops knowledge of programmable logic controllers by using them to program a robot. Also included is a study of robot types, components, safety, maintenance, and off-line computer programming.

**EL261 Electronic Communications**

*(2 credit, 0 lecture, 3 lab) Prerequisite: EL210*

This is a course in communications systems, such as AM and FM radio, television, and digital data links. Antenna systems are also included. This advanced course is for students interested in employment as radio, television, or telephone technicians.

**EL271 Microprocessor Interfacing**

*(3 credit, 0 lecture, 4 lab) Prerequisite: EL241*

This course is a continuation of the study of microprocessors and is primarily concerned with standard peripheral devices and how they are interfaced into a microprocessor system. More advanced microprocessor systems, such as the 6800, are also studied.

**EL281 Robotics and Industrial Electronics**

*(3 credit, 0 lecture, 4 lab) Prerequisite: EL241*

This course is a study of industrial robots including their classification, operation, programming, and functional analysis. Additional topics include motors, sensors, and control systems.

## ***FOOD SERVICE TECHNOLOGY***

**FST100 Introduction to Food Service**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course provides an introduction to the food service industry and covers the many divisions of the industry and their function and relationship to careers.

## **Course Descriptions**

### **FST101 Food Service Safety and Sanitation** (2 credit, 2 lecture, 0 lab) Prerequisites: None

This course provides an in-depth analysis of the Occupational Safety and Health Act as it relates to the food service operator. In-depth analysis of individuals' roles in sanitation as they relate to food service and its customers are also covered.

### **FST110 Food Production Skills-General** (4 credit, 2 lecture, 4 lab) Prerequisite: FST101

This course presents the various food production methods geared toward quantity food production and covers basic terminology and special considerations of safety and sanitation in a hands-on experience. The course includes preparation of all types of meals.

### **FST120 Food Production Skills-Entree** (4 credit, 2 lecture, 4 lab) Prerequisite: FST101

This course is a continuation of FST110 with special emphasis on preparation of both luncheon and dinner entrees.

### **FST130 Meat and Portion Control** (2 credit, 1 lecture, 2 lab) Prerequisite: FST101

This course provides a study of meat, its relationship to menu and how costs can affect menus. Identification of meat cuts and their methods of preparation are covered with an emphasis on meat quality and its significance to customer satisfaction and profitability.

### **FST140 Nutrition and Menu Planning** (3 credit, 3 lecture, 0 lab) Prerequisites: None

The course illustrates normal nutrition and how food is absorbed into the body and includes menu planning with a special emphasis on nutritional value and menu attractiveness. Special projects in all areas of menu planning are included.

### **FST200 Equipment Design, Layout, Selection** (2 credit, 1 lecture, 2 lab) Prerequisites: None

This course covers the equipment and facilities available to the food service industry. A course project consists of the overall design and equipment layout for maximum productivity and the selection of the actual equipment based on desired function, quality and performance of a specific food service facility.

### **FST201 Food Service Management** (3 credit, 3 lecture, 0 lab) Prerequisites: None

This course describes the manager's role in the operation of a food service establishment and includes the study of people and their performance and management controls and their relationship to successful food service operation management.

### **FST210 Food Production Skills-Bakery** (4 credit, 2 lecture, 4 lab) Prerequisite: FST101

This course is a continuation of FST110 and FST120, with special emphasis on preparation of all baked products including cake and pastry decoration.

### **FST220 Food Production Skills-Catering** (4 credit, 1 lecture, 5 lab) Prerequisite: FST101

This course covers the types and methods of catering operations with special emphasis on planning menus and preparing hors d'oeuvres and other items appropriate for various themes.

### **FST230 Food Purchasing** (3 credit, 3 lecture, 0 lab) Prerequisites: None

This course covers the standards of quality and quantity in purchasing for all phases of the food service operation. The proper selection of food service equipment, ranging from place settings in the dining room to kitchen equipment, all types of food and grocery selection, and standardized procedures for each purchase are also covered.

## **FOREIGN LANGUAGES**

### **FL120 Elementary French I** (4 credit, 4 lecture, 0 lab) Prerequisites: None

This course includes fundamental training in basic language skills stressing oral and written expression and aural comprehension and is offered to students with no French background or one year of high school French. Students electing this class should plan to take FL121 the second semester.

### **FL121 Elementary French II** (4 credit, 4 lecture, 0 lab) Prerequisite: FL120

This course is a continuation of FL120 Elementary French I.

**FL130 Elementary Spanish I**

(4 credit, 4 lecture, 0 lab) Prerequisites: None

This course is the first half of a two-semester beginning Spanish course designed primarily around conversational approaches to the language with instruction in the basics of Spanish grammar. Lectures and written exercises supplement an emphasis on oral recitation and classroom conversation along with an examination of pertinent aspects of Hispanic culture.

**FL131 Elementary Spanish II**

(4 credit, 4 lecture, 0 lab) Prerequisite: FL130

This course is a continuation of FL130 Elementary Spanish I.

## **HUMANITIES**

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**HU100 Fundamentals of Music**

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course covers development of the techniques necessary to the understanding and knowledge of music fundamentals and develops basic skills in reading and writing music, sight singing, ear training, rhythmic organization, and keyboard familiarity.

**HU101 Music Appreciation**

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This introduction to the various styles of music increases the understanding, awareness and enjoyment of music through the development of proper listening habits and includes records and demonstrations. It is recommended students take HU100 before or at the same time as this course.

**HU110 Music in the Elementary Classroom**

(3 credit, 2 lecture, 1 lab) Prerequisites: None

This course increases awareness of music programs for the elementary grades and emphasizes creative experiences, use of appropriate materials and methods pertinent to the elementary classroom, and the development of music fundamentals.

**HU111 Teaching Drawing to Children**

(1 credit, 1 lecture, .5 lab) Prerequisites: None

This basic drawing course is for students interested in learning to draw what they see. Course topics include

contour, light and shadow, perspective, and proportions of the human figure along with methods of instruction appropriate for use with children or the adult beginner in art.

**HU112 Teaching Ceramics to Children**

(1 credit, 1 lecture, .5 lab) Prerequisites: None

This introductory, hands-on course in working with clay covers many hand-building techniques for making pottery and sculpture, decorating and glazing techniques, and the loading and firing of electric and sawdust kilns.

**HU113 Teaching Sculpture to Children**

(1 credit, 1 lecture, .5 lab) Prerequisites: None

This course provides instruction and practical experience in the creation of various types of sculpture and emphasizes modeling, carving, and assembling techniques using low-cost materials suitable for children or the adult beginner.

**HU114 Teaching Painting to Children**

(1 credit, 1 lecture, .5 lab) Prerequisites: None

This course provides instruction and practical experience in the use of color, composition, and various painting media to create paintings emphasizing materials and techniques suitable for children or the adult beginner.

**HU115 Teaching Printmaking to Children**

(1 credit, 1 lecture, .5 lab) Prerequisites: None

This course provides instruction and practical experience in the use of various printmaking media to create designs and prints emphasizing materials and techniques suitable for children or the adult beginner.

**HU118 Art Materials and Methods-Studio**

(1 credit, .5 lecture, .5 lab) Prerequisites: None

This course examines the use of various materials and techniques to make art objects through films, examples and demonstrations.

**HU119 Teaching Art Appreciation to Children**

(1 credit, 1 lecture, 0 lab) Prerequisites: None

This course includes lecture and discussion of works of art using prints or actual art objects, experiments involving perception and the elements and principles of

## Course Descriptions

design, and demonstrations of the methods and materials used by artists to create art forms.

### **HU120 Introduction to Art**

(2 credit, 1 lecture, 2 lab) *Prerequisites: None*

This course combines instruction in design theory and art appreciation with studio work in a variety of two- and three-dimensional materials and techniques.

### **HU121 Sketching**

(2 credit, 1 lecture, 1.25 lab) *Prerequisites: None*

This course introduces basic free-hand drawing techniques including shading, perspective and proportions. Students learn to accurately sketch a variety of three-dimensional forms with emphasis on using the sketch as a method of communication.

### **HU122 Drawing I**

(3 credit, 1 lecture, 3 lab) *Prerequisites: None*

This course includes instruction in the basic drawing techniques of contour, gesture, shading, proportion, and perspective. Studio work provides drawing experiences using a variety of subjects and materials.

### **HU123 Drawing II**

(3 credit, 1 lecture, 3 lab) *Prerequisites: None*

This course further develops the drawing techniques of contour, gesture, shading, and proportion as they apply to the human figure. Students use a variety of materials to draw figures and portraits from models in the studio.

### **HU124 Lettering & Calligraphy**

(3 credit, 2 lecture, 2 lab) *Prerequisites: None*

This introductory course in typography presents the history of type styles and their classification and identification including lettering for specific purposes, advertising layouts, and an introduction to calligraphy.

### **HU125 Painting I**

(3 credit, 1 lecture, 3 lab) *Prerequisites: None*

This studio course includes basic instruction in color mixing and the techniques of painting with oils or acrylics. Studio work is in the student's chosen medium.

### **HU126 Painting II**

(3 credit, 1 lecture, 3 lab) *Prerequisite: HU125*

This studio course emphasizes composition and color theory.

### **HU130 Ceramics I**

(3 credit, 1 lecture, 3 lab) *Prerequisites: None*

This studio course includes instruction in the basic materials, techniques, and aesthetics of working in clay. Studio work consists of forming, decorating, and glazing hand-built pottery and sculpture, and an introduction to basic techniques of throwing on the potter's wheel.

### **HU131 Ceramics II**

(3 credit, 1 lecture, 3 lab) *Prerequisite: HU130*

This studio course emphasizes further development of hand-built and wheel-thrown forms and exploration of decorating, glazing and firing techniques.

### **HU150 Beginning Photography**

(3 credit, 2 lecture, 2 lab) *Prerequisites: None*

This course introduces basic photographic techniques including camera use, developing, printing, enlarging, and matting of black-and-white photographs.

### **HU155 Advanced Black & White Photography**

(3 credit, 2 lecture, 2 lab) *Prerequisite: HU150*

This course is a continuation of the basic black-and-white course, expanding the elementary principles and skills learned to include methods of manipulating the finished image, such as toning and techniques of retouching and the effects of exposure and development on black-and-white films.

### **HU185 Special Ensemble I**

(1 credit, 0 lecture, 2 lab) *Prerequisites: None*

After auditioning with the director, ensemble groups meet twice a week. Ensembles may include women's, men's or mixed singing groups.

### **HU186 Special Ensemble II**

(1 credit, 0 lecture, 2 lab) *Prerequisites: None*

This course is a continuation of HU185 and offers students interested in the performing arts an opportunity to further develop musical talents. The small ensemble performs at several campus and community events throughout the academic year.

### **HU191 Choir I**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course offers students interested in the performing arts an opportunity to further develop musical talents. The choir performs at several campus and community events throughout the academic year with opportunities to perform in small vocal ensembles.

### **HU192 Choir II**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course is a continuation of HU191 and offers students interested in the performing arts an opportunity to further develop musical talents. The choir performs at several campus and community events throughout the academic year with opportunities to perform with small vocal ensembles.

### **HU195 Jazz Band I**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course is for instrumentalists with previous band experience. The band performs at various concerts and community programs throughout the school year. Weekly rehearsals emphasize the jazz medium.

### **HU196 Jazz Band II**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course is a continuation of HU195. The band performs at various concerts and community programs throughout the school year. Weekly rehearsals emphasize the jazz medium.

### **HU200 Humanities I**

*(4 credit, 4 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test*

This course examines the artistic, literary and philosophical nature of man, integrating material from pre-Renaissance art, literature, music, philosophy and religion. This course is normally offered only in FALL semesters.

### **HU201 Humanities II**

*(4 credit, 4 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test*

This course emphasizes the modern (post-Renaissance) historical development of thought in art, literature, music, philosophy and religion. Completion of HU200 before enrolling in HU201 is recommended. This course is normally offered only in SPRING semesters.

### **HU220 Introduction to Philosophy**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This chronological survey of Western philosophy examines the ways in which thinkers have dealt with fundamental questions over the past 2,500 years. Examples of Eastern thought serve as points of reference and contrast to contemporary European and American positions. HU200 is recommended as a prerequisite to this course.

### **HU222 Bioethics**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course covers some of the major ethical theories and their relevance to the decision-making process in the biological or health-care related fields including issues related to conception and birth, life and death, and individuals' rights.

### **HU225 Art for the Elementary Teacher—Lecture and Studio**

*(2 credit, 1 lecture, 2 lab) Prerequisites: None*

This course combines instruction in the practice and philosophy of teaching arts and crafts to children, with studio work in a variety of materials and techniques suitable for their use.

### **HU227 Painting III**

*(3 credit, 1 lecture, 3 lab) Prerequisite: HU126*

This studio course emphasizes exploration of traditional or experimental painting techniques.

### **HU228 Painting IV**

*(3 credit, 1 lecture, 3 lab) Prerequisite: HU227*

This studio course emphasizes development of individual expression.

### **HU230 Watercolor Painting**

*(2 credit, 1 lecture, 2 lab) Prerequisites: None*

This course includes basic instruction in color mixing and the techniques of painting with watercolor.

### **HU232 Ceramics III**

*(3 credit, 1 lecture, 3 lab) Prerequisite: HU131*

This studio course emphasizes making more complex hand-built or wheel-thrown forms and learning kiln firing procedures.

## **Course Descriptions**

### **HU233 Ceramics IV**

*(3 credit, 1 lecture, 3 lab) Prerequisite: HU232*

This studio course emphasizes refining forms and develops knowledge of raw materials and glaze formulation.

### **HU240 American Art Seminar I**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course covers major American artists and movements from the native Americans through the 19th century, critically examining artists' works with lectures and discussions exploring the derivations, significances, meanings and trends evident in their artistic expressions.

### **HU241 American Art Seminar II**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course covers major American artists and movements of the 20th century, critically examining artists' works with lectures and discussions exploring the derivations, significances, meanings and trends evident in their artistic expressions.

### **HU245 French Impressionism**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course explores the artists, techniques, and environments of the Impressionist movement in painting which took place in France one hundred years ago and is one of the most popular periods in art history.

### **HU250 Color Photography**

*(3 credit, 2 lecture, 2 lab) Prerequisite: HU150*

This introduction to color photography covers techniques of film development, color printing, and color balance of color prints.

### **HU270 Issues in Leadership**

*(3 credit, 3 lecture, 0 lab) Prerequisites: Eligibility for Phi Theta Kappa membership*

This course introduces students to current leadership theories and techniques so they will better understand themselves and their potential to lead others. Students construct individual leadership plans and explore their own leadership philosophies.

### **HU287 Special Ensemble III**

*(1 credit, 0 lecture, 2 lab) Prerequisite: HU185*

This course is a continuation of HU186 and offers students interested in the performing arts an opportunity to further develop musical talents. The ensemble performs at several campus and community events throughout the academic year.

### **HU288 Special Ensemble IV**

*(1 credit, 0 lecture, 2 lab) Prerequisite: HU186*

This course is a continuation of HU287 and offers students interested in the performing arts an opportunity to further develop musical talents. The ensemble performs at several campus and community events throughout the academic year.

### **HU293 Choir III**

*(1 credit, 0 lecture, 2 lab) Prerequisite: HU191*

This course is a continuation of HU192 and offers students interested in the performing arts an opportunity to further develop musical talents. The choir performs at several campus and community events throughout the academic year with opportunities to perform in small vocal ensembles.

### **HU294 Choir IV**

*(1 credit, 0 lecture, 2 lab) Prerequisite: HU192*

This course is a continuation of HU293 and offers students interested in the performing arts an opportunity to further develop musical talents. The choir performs at several campus and community events throughout the academic year with opportunities to perform in small vocal ensembles.

### **HU297 Jazz Band III**

*(1 credit, 0 lecture, 2 lab) Prerequisite: HU195*

This continuation of HU196 is intended for instrumentalists with previous band experience. The band performs at various concerts and community programs throughout the academic year. Weekly rehearsals emphasize the jazz medium.

### **HU298 Jazz Band IV**

*(1 credit, 0 lecture, 2 lab) Prerequisite: HU196*

This continuation of HU297 is intended for instrumentalists with previous band experience. The band performs throughout the academic year. Weekly rehearsals emphasize the jazz medium.

## HU299 Directed Study

See the XY299 Directed Study description on page 104

# INDUSTRIAL TECHNOLOGY

## IT100 Machine Tool Theory

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This lecture course consists of the definition, history, operation, modern development and application of the various tool room machines with emphasis on specific operations such as threading, taper turning, indexing, gear cutting, electrical discharge and electro-chemical machining. Cutting tool geometry, grinder selection and methods of checking hardness are included and the machinist handbook is reviewed and used as a reference throughout the course.

## IT102 Basic CNC Operation

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course provides hands-on experience in programming Computer Numerical Control systems used with machine tools. Course topics covered include circular and linear interpolation, absolute programming, Preparatory (G) and Miscellaneous (M) functions. Students write programs and transfer them on punched tapes to be used on a machine tool simulator.

## IT104 Statistical Process Control

(1 credit, 1 lecture, 0 lab) Prerequisites: None

This course includes a brief history of SPC, a few of the statistical concepts which support it, and an explanation of why it works and why it is becoming more popular. Sampling methods, control charts, case studies and tips for getting SPC started in the plant environment are emphasized.

## IT105 Statistical Problem Solving

(1 credit, 1 lecture, 0 lab) Prerequisite: IT104

This course includes a brief refresher on the basic statistical concepts learned in IT104, a more in-depth explanation of the relationship between process variation and process problems, and advanced application toward a better understanding of machine and process capability in terms of improvement through reductions in the common causes of variation. Problem-solving

## Course Descriptions

techniques for correcting process non-conformities are emphasized.

## IT120 Plastics Technology

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course presents several types, characteristics and uses of modern plastics and includes demonstrations of handling, forming, and blending techniques.

## IT121 Plastic Injection Molding

(2 credit, 2 lecture, 0 lab) Prerequisites: None

This course emphasizes proper set-up, operation, adjustment, and minor repairs to an injection molding machine through classroom and hands-on experience. Common molding materials, their major characteristics, and the effects of recipe changes are also covered.

## IT130 Metallurgy and Heat Treatment

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course examines properties of metals and the tests to determine their use, chemical metallurgy, producing iron and steel, physical metallurgy, shaping and forming of metals, properties and nonferrous alloys, properties of steel, surface treatments, powder metallurgy, and classifications of steels. Stress, strain and strength of materials is also covered.

## IT140 Technical Writing for Business and Industry

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Writing Skills Test

This practical course covers technical writing style, format and techniques in order to organize, clarify, revise and prepare technical information. The course includes how to write effective memos, reports, procedures and technical documents by using proper format, grammar, and sentence and paragraph structure.

## IT155 Industrial Safety and First Aid

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course illustrates basic industrial safety practices and includes samples of lessons learned the hard way. Safety topics include fire, electrical, moving machinery, lifting, vision and hearing, and overhead work. An eight-hour basic first-aid section is taught by a certified Red Cross instructor, and successful students are eligible for Red Cross certification.

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### IT220 Basic Machine Operations

(3 credit, 1 lecture, 3 lab) Prerequisites: None

This course focuses on the theory and practice in the basic operations of typical machine tools such as lathes, mills, drills, and grinders and the use of precision bench tools and layout equipment. The course provides practical knowledge of machine processes and basic machine shop skills.

### IT221 Advanced Machine Operations

(3 credit, 1 lecture, 3 lab) Prerequisite: IT220

This course includes advanced machine operations on the milling machine, lathe and surface grinder and provides training in boring, taper turning, indexing and the setup and operation of a sine bar and turntable. Gaining of speed, accuracy and confidence on these machine tools is emphasized.

### IT253 Basic Fluid Power

(3 credit, 2 lecture, 2 lab) Prerequisites: None

This course provides a background in basic fluid power and covers hydraulic principles, cylinders, pumps, valves, reservoirs and accessories, fluids and pneumatic principles. Hydraulic and pneumatic symbols and formulas are stressed and laboratory work includes demonstrations and a series of 43 projects using specialized fluid power trainers.

### IT254 Advanced Hydraulics

(3 credit, 2 lecture, 2 lab) Prerequisite: IT253

This course provides training in advanced hydraulics and covers hydraulic motors, specialized hydraulic valves, servo systems accumulators, flow meters, closed loop systems, plumbing and sealing services, system design, trouble shooting, hydraulic symbols and formulas. Laboratory work includes demonstrations and a series of 20 projects using specialized hydraulic trainers.

### IT260 Manufacturing Processes

(2 credit, 2 lecture, 0 lab) Prerequisites: None

This classroom lecture course illustrates technological manufacturing methods currently in use. Course topics include computer-aided design and manufacturing, flexible manufacturing systems and cells, robotics in the work force, computer integrated manufacturing, computer numerical control, computer management systems, and various methods of manufacturing. Field trips to manufacturing sites are included and a research paper is required.

### IT270 Industrial Quality Control

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course defines the changing quality concepts of modern-day industry and further defines quality organization, quality costs, data collection, process control, customer relations and product reliability. The course encompasses theory and practical application of Statistical Process Control (SPC).

## LANGUAGE ARTS

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### LA100 Freshman English I

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Writing Skills Test

This course includes college-level writing instruction with emphasis on exposition, argumentation, research techniques, grammar and punctuation.

### LA101 Freshman English II

(3 credit, 3 lecture, 0 lab) Prerequisite: LA100

This extension of LA100 Freshman English I emphasizes exposition, argumentation, research techniques, grammar and punctuation.

### LA160 Journalism

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This introductory course covers the basic techniques in writing, the principles of effective news writing, and a survey of newsroom organization and offers practical experience through laboratory sessions. This course is normally offered only at the prison extensions.

### LA161 Journalism Lab I

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course provides practical newspaper experience.

### LA162 Journalism Lab II

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course provides advanced practical experience on a newspaper.

### LA200 American Thought and Literature I

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course introduces American literature through a thematic approach which emphasizes American social

and cultural values and conflicts. Study follows American thought through the Puritan period, the age of reason and romanticism to the beginnings of realism and naturalism. Readings and discussions stress themes, problems, and causes which have continuing relevance in America today.

**LA201 American Thought and Literature II**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course continues the thematic approach of LA200 surveying modern American literature and emphasizing late-19th and 20th century literature. Realism, naturalism, existentialism, and experimental writing are analyzed and recurrent themes, social issues, problems and causes are stressed.

**LA210 Speech**  
(3 credit, 2 lecture, 1 lab) Prerequisites: None

This introductory course in public speaking provides practice in speaking with interest and purpose before an audience. By presenting a series of brief talks before peers, students become familiar with the basic principles of speech organization, preparation and delivery.

**LA212 Oral Interpretation**  
(3 credit, 2 lecture, 1 lab) Prerequisites: None

This course covers performance literature in prose, poetry, drama, music, humor and cinema. Through analysis and performance of works, students increase understanding and improve their ability to communicate. Interpretive readings are related to other speech communication including public address, television and radio, theater, speech improvement, and teaching of literature.

**LA220 English Literature from the Beginning to 1798**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This systematic study of English literature stresses the principal authors and their works. Reading and discussion includes representative writings of the 18th century and surveys current critical approaches.

**LA221 English Literature from 1798 to Present**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This systematic study of English literature emphasizes the principal authors of the 19th and 20th centuries. Readings and discussion include representative works and reviews of current critical attitudes.

**LA230 Short Story**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course analyzes the strengths and limitations of the short story, stressing contemporary world literature. The course emphasizes social and cultural values and humans in crisis and investigates symbolism, irony, paradox and the structure of the short story.

**LA235 Children's Literature**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course is a survey of literature for children in the elementary grades, aimed at developing techniques for using books with children, storytelling, and the criteria for book selection. See LA295.

**LA240 The Novel**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course focuses on the themes of novels through the study of various schools of criticism. The more-than-casual reader is encouraged to analyze and interpret literature in novels from the 18th through 20th centuries.

**LA250 Creative Writing**  
(3 credit, 1 lecture, 2 lab) Prerequisites: None

This course allows students to sharpen their ability to use the English language in expressing creative thought in any of the traditional genres. Students are encouraged to greater achievement in types of writing already tried and are expected to attempt work in new areas in a workshop atmosphere with common exchange of ideas.

**LA260 Drama as Literature**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course is an introduction to drama as a literary form and requires the reading of representative writings of the period from classical times to present.

**LA261 Drama as a Performing Art**  
(3 credit, 1 lecture, 2 lab) Prerequisites: None

This course provides experience in producing, acting, staging and directing plays.

**LA270 Poetry**  
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course compares contemporary and classic examples of poetry to historically durable examples of structure and content.

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### **LA280 A Survey of Black American Literature** (3 credit, 3 lecture, 0 lab) *Prerequisites: None*

This is a chronological survey of Black American writing from 1760 to the present with emphasis on 20th-century poetry, fiction, drama and autobiography.

*The following LA295 courses are one-credit-hour modules of Children's Literature. Any three may be converted into credit for LA235 Children's Literature. Students wishing to make this conversion must contact the registrar.*

### **LA295 Children's Literature: The Younger Child, Preschool - 8 Years**

(1 credit, 1 lecture, 0 lab) *Prerequisites: None*

This course is a one-credit module of LA235 Children's Literature.

### **LA295 Children's Literature: The Middle (8-12) Years**

(1 credit, 1 lecture, 0 lab) *Prerequisites: None*

This course is a one-credit module of LA235 Children's Literature.

### **LA295 Children's Literature: Young Adults**

(1 credit, 1 lecture, 0 lab) *Prerequisites: None*

This course is a one-credit module of LA235 Children's Literature.

### **LA295 Children's Literature: Fairy Tales**

(1 credit, 1 lecture, 0 lab) *Prerequisites: None*

This course is a one-credit module of LA235 Children's Literature.

### **LA299 Directed Study**

*See the XY299 Directed Study description on page 104*

## **MATHEMATICS**

### **MA100 Elementary Algebra**

(4 credit, 4 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Numerical Skills Test*

This course reviews the properties of the basic number systems using the tools of beginning algebra including first-degree equations and inequalities, special products

and factoring, graphs and linear systems, radicals and quadratic equations.

### **MA100A Elementary Algebra, Part 1**

(2 credit, 2 lecture, 1 lab) *Prerequisite: A passing score on the ASSET Numerical Skills Test*

This course is the first half of MA100 Elementary Algebra. The topics covered include an introduction to algebra, integers and rational numbers, solving equations and problems, polynomial operations and factoring. Students must complete both MA100A and MA100B to have the equivalent of MA100 Elementary Algebra. Students may not receive credit in both MA100A and MA100.

### **MA100B Elementary Algebra, Part 2**

(2 credit, 2 lecture, 1 lab) *Prerequisite: MA100A*

This course is the second half of MA100 Elementary Algebra. The topics covered include graphs, linear equations, systems of equations, inequalities, sets, fractional expressions and equations, radical expressions and equations, and quadratics. Students must complete both MA100A and MA100B to have the equivalent of Elementary Algebra. Students may not receive credit in both MA100B and MA100.

### **MA104 Intermediate Algebra**

(4 credit, 4 lecture, 0 lab) *Prerequisites: MA100 or MA100A and MA100B or a passing score on the ASSET Elementary Algebra Test*

This course provides the algebraic skills necessary for the study of trigonometry and college algebra. Topics covered include a review of elementary algebra; linear, quadratics, exponential, and logarithmic functions; systems of equations; polynomial operations and equations; and exponents, powers, and roots.

### **MA104A Intermediate Algebra, Part 1**

(2 credit, 2 lecture, 1 lab) *Prerequisites: MA100 or MA100A and MA100B or a passing score on the ASSET Elementary Algebra Test*

This course is the first half of MA104 Intermediate Algebra. The topics covered include real number operations, solving equations and problems, systems of linear equations, inequalities, sets and polynomial operations. Students must complete both MA104A and MA104B to have the equivalent of MA104 Intermediate Algebra. Students may not receive credit in both MA104A and MA104.

**MA104B Intermediate Algebra, Part 2**  
(2 credit, 2 lecture, 1 lab) *Prerequisite: MA100A*

This course is the second half of MA104 Intermediate Algebra. The topics covered include fractional expression and equations, irrational expressions, quadratics, exponential and logarithmic functions. Students must complete both MA104A and MA104B to receive the equivalent of MA104 Intermediate Algebra. Students may not receive credit in both MA104B and MA104.

**MA110 Applied Algebra**  
(2 credit, 2.25 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Numerical Skills Test*

This course covers the algebra necessary for manipulating the formulas found in a shop setting, the use of calculators and some problem-solving techniques used in solving applied shop problems.

**MA111 Applied Geometry**  
(2 credit, 2.25 lecture, 0 lab) *Prerequisite: MA110*

This course in plane geometry covers propositions and axioms, definitions, circles, area, and angular formulas. Volumes from solid geometry are also covered.

**MA112 Applied Right Angle Trigonometry**  
(2 credit, 2.25 lecture, 0 lab) *Prerequisite: MA111*

This is a course in right triangle trigonometry as used in the machine trades. Functions, right triangles, and solving practical shop problems are included.

**MA113 Applied Oblique Angle Trigonometry**  
(2 credit, 2.25 lecture, 0 lab) *Prerequisite: MA112*

This course details the use of oblique triangles and the trigonometry necessary to solve machine shop problems.

**MA116 Managerial Mathematics**  
(3 credit, 3 lecture, 0 lab) *Prerequisite: MA104 or a passing score on the ASSET Intermediate Algebra Test*

This is a study of mathematics relating to various business situations involving matrix algebra, sets, probability, linear programming, and statistics.

**MA120 Trigonometry**  
(3 credit, 3 lecture, 0 lab) *Prerequisite: MA104 or a passing score on the ASSET Intermediate Algebra Test*

Trigonometric functions are studied first through right triangles and subsequently through the circular functions

of real numbers. Graphing, identities, inverse functions, Law of Sines, and Law of Cosines are also covered.

**MA151 Math for Elementary Teachers I**  
(4 credit, 3 lecture, 2 lab) *Prerequisite: MA100 or a passing score on the ASSET Elementary Algebra Test*

This first course in a two-course sequence provides some of the necessary background to teach mathematics in the elementary school, including such subjects as the origin of systems of whole numbers, integers and rationals, measurement, probability and statistics.

**MA152 Math for Elementary Teachers II**  
(3 credit, 3 lecture, 1 lab) *Prerequisite: MA151*

This second course in a two-course sequence provides some of the necessary background to teach mathematics in the elementary school, including such subjects as real numbers, plane and solid geometry, transformational geometry, set theory, and logic.

**MA159 College Algebra**  
(4 credit, 4 lecture, 0 lab) *Pre- or Corequisite: MA120 or proof of having taken the ASSET Intermediate Algebra Test and written departmental approval*

This course covers basic algebraic concepts, linear and quadratic equations and inequalities (singular and systems), relations and functions, matrices and determinants, exponential and logarithmic functions, complex numbers, polynomials and rational functions, second-degree equations, sequences, series, mathematical induction, combinatorics and probability. This course is normally offered only in SPRING semesters.

**MA190 Elementary Statistics**  
(3 credit, 3 lecture, 1 lab) *Prerequisite: MA100 or a passing score on the ASSET Elementary Algebra Test*

This course introduces basic statistical techniques including mean, standard deviation, frequency, probability, binomial distribution, normal curve, sample means, confidence limits, and hypothesis testing.

**MA250 Calculus and Analytic Geometry I**  
(5 credit, 5 lecture, 0 lab) *Prerequisite: MA159 or proof of having taken the ASSET College Algebra Test and written departmental approval*

This course covers functions and continuity, limits, differentiation, integration, definite integrals, and inverse functions. This course is normally offered only in FALL semesters.

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### MA251 Calculus and Analytic Geometry II (5 credit, 5 lecture, 0 lab) Prerequisite: MA250

This course covers definite integral applications, integration techniques, L'Hopital's Rule, improper integrals, sequences and series, conics, plane curves, parametric equations, and polar coordinates. This course is normally offered only in SPRING semesters.

## NATURAL SCIENCES

*The MCC science department recommends that students who have weak high school science backgrounds or who have been out of school for several years take the NS100-101 sequence before enrolling in any other college science classes. Other students should select from the biological and physical science courses listed below in order to fulfill the MCC science requirements. (NS102, NS108 and NS120 are not lab courses and therefore will not fulfill the science requirements for an associate degree in arts and sciences.)*

*For each of the following science course descriptions, whenever the word "equivalent" or "equivalency" is used, it shall be interpreted as meaning students must show evidence of possessing similar academic background, knowledge and skills as compared to the course for which the equivalency is being sought.*

### NS100 Biological Science

(4 credit, 3 lecture, 2 lab) Prerequisites: Passing scores on the ASSET Tests

This course provides a basic general education in some major biological sciences (botany, ecology, genetics and zoology) and a basis for relation to the total environment, enabling students to evaluate their interest and potential in the biological sciences.

### NS101 Physical Science

(4 credit, 3 lecture, 2 lab) Prerequisites: Passing scores on the ASSET Tests

This course provides basic general education in physics and chemistry so students may better understand and evaluate the results of scientific and technological achievement and their impact upon society, enabling them to evaluate their own interest and potential in the physical sciences. This course is normally offered only in SPRING semesters.

### NS102 Physical Geography/Earth Science (3 credit, 3 lecture, 0 lab) Prerequisites: None

This course examines the earth-sun relationship, climatic factors on the earth, the geographic grid, land forms, and rocks and minerals and covers skills in map reading and the study of the earth's natural resources and man's impact on these resources.

### NS103 Anatomy and Physiology I (5 credit, 4 lecture, 2 lab) Prerequisite: NS100

This course introduces basic structural and functional aspects of the human body. The contribution of each body system to the total well-being of the individual and the interdependence of the body systems are emphasized. Specific topics studied include anatomical terminology, chemical basis of life, cells, tissues, cellular metabolism, skeletal system, muscular system, and nervous system. Emphasis is placed on homeostatic mechanisms whenever feasible. Laboratory exercises include dissection and physiological experiments pertinent to the lecture topics covered.

### NS105 Introductory Chemistry (4 credit, 3 lecture, 2 lab) Prerequisites: None

This course covers the basic topics of inorganic chemistry including metrics, types of bonds, gases, chemical reactions, solutions, acids, bases and salts.

### NS108 Problem-Solving (3 credit, 3 lecture, 0 lab) Prerequisites: None

This course covers the techniques used in solving a variety of problems that occur in all aspects of college courses and in all walks of life. This elementary course assumes no prior knowledge beyond basic reading, writing and arithmetic skills.

### NS110 Botany (4 credit, 3 lecture, 2 lab) Prerequisite: NS100

This survey of the plant kingdom includes plant structure, classification and ecological relationships. Students have an opportunity to submit a collection from the local flora and special attention is given to taxonomic principles and collection procedures along with the use of plant keys. Much of the class is spent out-of-doors.

**NS111 Introduction to College Physics I**  
(3 credit, 2 lecture, 2 lab) *Prerequisite: MA100*

This class for vocational students and those that need a beginning physics class examines classical mechanics and sound. This course is normally offered only in FALL semesters.

**NS112 Introduction to College Physics II**  
(3 credit, 2 lecture, 2 lab) *Prerequisite: NS111*

This course covers thermodynamics, electricity and magnetism, optics and modern physics. This course is normally offered only in SPRING semesters.

**NS115 Zoology**  
(4 credit, 3 lecture, 2 lab) *Prerequisite: NS100*

This course is a general survey of the animal kingdom including comparative studies of the structure, function and behavior of representatives of animal groups. The anatomy and physiology of the human is emphasized in the study of mammals.

**NS120 Environmental Geography**  
(3 credit, 3 lecture, 0 lab) *Prerequisites: None*

This course is an introduction to human use of the earth's surface and an inquiry into selected environmental problems from man's use of the physical landscape.

**NS201 Microbiology**  
(4 credit, 3 lecture, 2 lab) *Prerequisites: NS100 and NS101 or NS105 or NS220*

This course is a study of the biology of various micro-organisms including viruses, bacteria, fungi, and protozoa and offers the opportunity to observe the roles of these organisms in health and disease and their impact on everyday life. Laboratory exercises provide hands-on opportunities to grow and work with a variety of living micro-organisms.

**NS203 Anatomy and Physiology II**  
(4 credit, 3 lecture, 2 lab) *Prerequisite: NS103 or an equivalent laboratory course*

This continuation of NS103 covers the integumentary system, special senses, the digestive system, the endocrine system, the respiratory system, blood, the cardiovascular system, the lymphatic system, the urinary system, water and electrolyte balance, the reproductive system and human genetics. Laboratory exercises are performed throughout the semester and related clinical

applications and pathophysiology are discussed when appropriate. Homeostatic mechanisms pertinent to current lecture topics are emphasized and the course offers the opportunity to observe a human cadaver display.

**NS208 Nature Study**  
(4 credit, 2 lecture, 3 lab) *Prerequisites: None*

This field course provides a background of information enabling recognition and some knowledge about many of the common plants and animals found in the local area. The laboratory used is the out-of-doors.

**NS220 College Chemistry I**  
(5 credit, 4 lecture, 2 lab) *Prerequisite: NS101 or one year of high school chemistry*

This course covers the basic topics of inorganic chemistry and includes atomic models, nuclear chemistry, compound formation, stoichiometry, gas laws, solutions, reaction rates, acids and bases. This course is normally offered only in FALL semesters.

**NS221 College Chemistry II**  
(5 credit, 4 lecture, 2 lab) *Prerequisite: NS105 with a B+ or higher grade or NS220*

This course covers the basic topics of organic chemistry including alkanes, alkenes, alkynes, alcohols, ethers, phenols, thiols, amines, carboxylic acids and esters. Time permitting, brief lectures are given on lipids, carbohydrates and proteins. This course is normally offered only in SPRING semesters.

**NS230 Introductory Physics I**  
(4 credit, 3 lecture, 2 lab) *Prerequisite: Written departmental approval*

This course is for students interested in the life sciences including biology, medical technology, pre-medicine and pre-dentistry and covers concepts of light, force and motion, and energy as they apply to biological mechanism and instrumentation.

**NS231 Introductory Physics II**  
(4 credit, 3 lecture, 2 lab) *Prerequisite: NS230*

This course is a continuation of NS230 and covers fluids, elasticity of matter and membranes, sound, electromagnetism, quantum theory and radioactivity.

## Course Descriptions

# NURSING

### **NUR101 Fundamentals of Nursing Care**

*(5 credit, 2 lecture, 6 lab) Prerequisite: Admission to the nursing program*

This course introduces students to the basic needs of man. Man's biophysical needs for safety, rest, comfort, mobility, elimination, nutrition, and hygiene are studied. Man's psychosocial needs for safety and security, love and belonging, self-esteem, and self-actualization are presented. The motivational tasks of aging with discussion of death, dying and grieving process are studied. Facilitating the client's adaptation through use of the nursing process is discussed with regard to the needs listed above. This course begins the student's socialization process into the profession of nursing. Instruction includes lecture, campus lab and clinical lab. Directed learning provides students with the opportunity to apply course concepts in specific situations. Basic nursing skills are introduced in campus lab. Universal precautions and skills integrated with the basic needs of man are demonstrated and practiced.

### **NUR103 Nursing of the Adult Client I**

*(6 credit, 2 lecture, 8 lab) Prerequisites: NUR101 and meeting school requirements to attend clinical; Corequisites: NUR121, NUR163 and NUR111*

This course introduces students to clients in acute health care settings. The nursing process is applied to clients based on assessment of functional health patterns. Course content is focused on the needs of clients having problems of discomfort, infection, elimination, and sensory perception alteration and clients undergoing surgery. These concepts are applied to discussion of clients with cancer, renal problems, HIV alterations in nutrition and impaired skin integrity. Classroom discussions are applied to the client in a clinical setting. Learning experiences in the campus laboratory increase the student's knowledge and abilities in nursing procedures. The clinical lab experience takes place in the acute care hospital and provides students with experiences to apply the knowledge of course content and nursing procedures in the care of clients.

### **NUR105 Nursing Care of the Adult Client II**

*(6 credit, 3 lecture, 6 lab) Prerequisite: NUR103*

This course presents the more common medical and surgical conditions and interventions involved in providing nursing care. The course utilizes the nursing process for assessing and meeting the total needs of the

adult client having problems with altered respiratory, cardiovascular, musculoskeletal and gastrointestinal systems. It integrates knowledge of pharmacology, nutrition, and anatomy and physiology in understanding varied health problems. It discusses disease prevention, health maintenance and wellness, and man's adaptation to the environment. The clinical component applies the classroom theory and incorporates critical thinking in the actual care of clients in the clinical setting. Students are taught, assisted and supervised in performing previously taught skills in a safe and professional manner.

### **NUR111 Nutrition and Nursing Care**

*(2 credit, 2 lecture, 0 lab) Prerequisites: Admission to the PN program and successful progression from previous nursing courses*

This course helps students involved with health care to become more aware of the basic knowledge, understanding, and application of the science of nutrition. The relationship between nutrition and the community environment, nutrition through the life cycle, and diet therapy are explored within the scope of the nursing process. Development of the ability to make practical application of sound nutrition principles, and the importance of education in maintenance of optimum health are basic goals of the course.

### **NUR119 Nursing Care of the Adult Client III**

*(5 credit, 2 lecture, 6 lab) Prerequisite: NUR105*

This course addresses the more complex medical and surgical conditions and the pertinent nursing interventions. The nursing process is utilized for assessing and meeting the total needs of the adult client having alterations of the neurological and endocrine systems. Techniques are included for integrating physical assessment skills. Students advance from basic to systematic assessment to determine the general adaptive, interactive and developmental characteristics of the individual's wellness or illness. The clinical practicum provides the environment for application of classroom theory. Critical thinking skills are enhanced by integrating assessment skills. Increased awareness and participation as a health care provider are stressed.

### **NUR121 Introduction to Concepts of Communication in Nursing**

*(2 credit, 2 lecture, 0 lab) Prerequisite: Admission to the nursing program*

This course assists students in becoming more efficient practitioners of communication. Students practice

interviewing skills and observe, discuss and begin to develop therapeutic communication skills. Types of learning and teaching styles are addressed. The nursing process is used in client teaching. Reporting and recording skills are based on the nursing process. Use of computers in the professional role include communication and legalities.

### **NUR126 Nursing Issues and Trends**

*(.5 credit, .5 lecture, 0 lab) Prerequisite: Admission to the nursing program*

Current issues and trends in nursing related to education, nurse practice acts, and professional organizations are the focus of this course.

### **NUR146 Nursing Care of the Childbearing Family**

*(3 credit, 1.5 lecture, 3 lab) Prerequisite: Successful progression from previous nursing courses*

This introductory course stresses the fundamentals of reproductive health and maternal/newborn care. Utilization of the nursing process and nursing care planning are incorporated into the discussion of reproductive wellness and illness, normal pregnancy and childbirth, and infant care. The family experience is emphasized including the influence of culture diversity.

### **NUR147 Nursing Care of Children**

*(3 credit, 1.5 lecture, 3 lab) Prerequisite: Successful progression from previous nursing courses*

The primary focus of this introductory course is on assisting children to attain an optimal state of wellness, taking into consideration their individual strengths and weaknesses. Nursing process and nursing care planning are included in promotion of growth and development of the well child, prevention of disease, and care of the hospitalized child. The importance of family dynamics is also stressed.

### **NUR163 Pharmacology in Nursing**

*(2 credit, 2 lecture, 0 lab) Prerequisite: Admission to the nursing program*

This course presents the basic concepts of pharmacology in a systems approach based on knowledge gained from anatomy and physiology. The effects of drugs on various body systems are presented. The nursing process is applied to an understanding of the physiological actions of drugs in the body. Nursing responsibilities are emphasized as students learn the importance of

assessing drug interactions, dosage effectiveness and side effects.

### **NUR200 Role Transition**

*(2 credit, 2 lecture, 0 lab) Prerequisite: Acceptance to the second year of the nursing program*

This course facilitates students' adaptation to the associate degree nurse role. The focus is on utilization of the nursing process, assessments, using nursing diagnoses and writing nursing care plans.

### **NUR225 Leadership Role in Nursing**

*(3 credit, 1 lecture, 4 lab) Prerequisite: Successful progression from previous nursing courses*

This course assists students, within the framework of the nursing process, to develop professional leadership skills, to delegate appropriate tasks to others, to set priorities in nursing practice, and to further develop independent accountability.

### **NUR245 Maternal-Child Nursing II**

*(7 credit, 3 lecture, 8 lab) Prerequisite: Successful progression from previous nursing courses*

This course is a more in-depth study of the physiologic and psychologic bases of maternal, newborn, and pediatric care than presented in NUR145. Parental-infant bonding and education for childbirth and parenting continue to be stressed. The high-risk mother and infant problems with necessary treatments, including nursing implications and care, are presented. Embryology and genetic problems are discussed and promotion of child health is emphasized with further study of the health care problems of children. A detailed study of ongoing developmental changes, environmental influences, assessment techniques and principles of disease process with regard to the special health and developmental needs of the pediatric client are emphasized.

### **NUR251 Advanced Medical-Surgical Nursing**

*(10 credit, 4 lecture, 12 lab) Prerequisite: Admission to the second year of the nursing program*

This course focuses on 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 with an emphasis on the nurse's role in disease prevention, health maintenance and teaching. Information builds upon the theory learned in all other prerequisite courses and enables students to apply previously learned knowledge and skills.

## Course Descriptions

### NUR255 Community Mental Health

(6 credit, 2 lecture, 8 lab) *Prerequisite: Successful progression from previous nursing courses*

This course introduces students to man's psycho-social adaptation to stressors in the environment. Recent developments in treatment modalities such as family therapy, behavior modifications, and reality orientation are presented. Using the nursing process to work with patients with varying degrees of dysfunction in a wide variety of settings is discussed. Students work with clients in a mental health center, day care center, substance abuse center, and/or a psychiatric hospital setting. The content is focused on helping students enhance their understanding of human behavior during both sickness and health and to acquire skill in interpersonal relationships.

## OFFICE SYSTEMS

### OS100 Typing I

(3 credit, 3 lecture, 1 lab) *Prerequisites: None*

This course is an introduction to and a mastery of the computer keyboard (including the 10-key pad). Correct techniques are emphasized along with speed and accuracy development. Students learn to format letters, memos, tables and reports using word processing software.

### OS101 Typing II

(3 credit, 0 lecture, 4 lab) *Prerequisites: OS100 and a minimum typing speed of 40 wpm; Corequisite: OS150*

This open-lab course develops speed-building and production techniques focusing on formatting and proofreading. Correspondence, reports, tables and forms are prepared using computer software.

### OS102 Machine Shorthand

(4 credit, 3 lecture, 2 lab) *Prerequisite: OS100*

This course introduces the theory and operation of the Stenograph Shorthand Machine and develops a knowledge of Stenograph's computer-compatible theory and skills in machine dexterity, shorthand reading ability and dictation.

### OS103 Shorthand I

(4 credit, 4 lecture, 1 lab) *Prerequisite: OS100*

This course covers the principles of Gregg Shorthand.

### OS104 Shorthand II

(4 credit, 3 lecture, 2 lab) *Prerequisite: OS103*

This course includes a review of all shorthand principles, intensive training in shorthand speed-building, the development of shorthand outlines and the ability to take new-matter dictation.

### OS105 Refresher Course in Gregg Shorthand

(2 credit, 2 lecture, 1 lab) *Prerequisite: OS103*

This course is for students who need review in the theory of Gregg Shorthand with emphasis on basic alphabetic principles, word beginnings and endings, blends, brief forms and phrases. Students also take dictation and transcribe.

### OS115 Speed Writing I

(3 credit, 3 lecture, 1 lab) *Prerequisite: OS100*

This course teaches a complete and working knowledge of an alphabetic speed writing system and develops skills in reading and fluency in writing and taking dictation. This knowledge can be applied to a professional setting or personal tasks.

### OS116 Speed Writing II

(3 credit, 3 lecture, 1 lab) *Prerequisite: OS115*

This course reviews all speed writing principles. The concentration is on speed building, new-matter dictation and mailable transcription.

### OS120 Business Mathematics

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Numerical Skills Test*

This course deals with practical application of mathematics concepts and fundamentals in business situations. Topics include retail, accounting, finance and statistics. Many of the problems deal with solving equations through algebraic methods so students must have some algebra background.

### OS129 Business Communications I

(3 credit, 3 lecture, 0 lab) *Pre- or Corequisite: OS100*

This course develops basic communications skills through a review of language structure with attention given to grammar, English for business use, vocabulary, punctuation, capitalization, spelling and numbers.

**OS130 Business Communications II**

*(3 credit, 3 lecture, 0 lab) Prerequisite: OS129*

This course focuses on human relations, electronic technology, proper and concise word usage, the formation of effective sentences and paragraphs, and planning techniques for writing effective correspondence in business.

**OS150 Typewriting Improvement**

*(2 credit, 2 lecture, .5 lab) Prerequisite: OS100*

This course is for students wishing to improve typewriting speed and accuracy skills and includes pretesting, diagnosing problem areas, typing extensive drills and post testing on the microcomputer.

**OS175 Records Management**

*(3 credit, 3 lecture, 1 lab) Prerequisite: OS100*

This course presents the principles of the alphabetic, numeric, geographic, and subject systems of records management; records maintenance; decision-making; and career opportunities in the records management field. Students complete projects using database software on the computer.

**OS202 Typing III**

*(3 credit, 0 lecture, 4 lab) Prerequisites: OS101 and minimum typing speed of 40 wpm; Corequisite: OS150*

This open-lab course develops continued speed-building techniques and advanced-production typewriting techniques focusing on formatting and proofreading. Correspondence, reports, tables and forms are prepared using WordPerfect software. MS-DOS is introduced.

**OS203 Shorthand III**

*(4 credit, 0 lecture, 4 lab) Prerequisites: OS101 and OS104*

This open-lab course further develops the ability to write new-matter dictation with increasing emphasis on speed and accuracy in transcription.

**OS205 Legal Terminology and Transcription**

*(3 credit, 0 lecture, 4 lab) Pre- or Corequisite: OS100*

This open-lab course is a study of legal terminology, which is designed to assist legal secretarial and paralegal students in mastering legal terms. A small selection of client and court documents are prepared as skills on transcription and computer equipment are introduced. With an understanding of basic terms, students are

prepared to pursue additional education in the legal environment.

**OS206 Legal Office Procedures**

*(3 credit, 0 lecture, 4 lab) Prerequisites: OS202 and OS205*

This open-lab course focuses on the duties and responsibilities of those working in the legal environment while being introduced to the legal system. Court and client documents and reports are prepared using WordPerfect software.

**OS207 Medical Terminology**

*(3 credit, 0 lecture, 4 lab) Prerequisites: None*

This open-lab course is a study of medical terminology, which is designed to assist medical secretarial, nursing and science students in mastering medical terms. With an understanding of basic terms, students are prepared to pursue additional education in the medical environment.

**OS208 Medical Office Procedures**

*(3 credit, 0 lecture, 4 lab) Prerequisites: OS101 and OS207*

This open-lab course focuses on the duties and responsibilities of those working in the medical environment while being introduced to the procedures of the medical profession. Students develop a marketable skill in the use of computer software for the medical office.

**OS220 Voice Transcription**

*(3 credit, 0 lecture, 4 lab) Pre- or Corequisite: OS202*

This open-lab course stresses development of transcription skills with the operation of cassette-tape transcribers at the computer. Typing proficiency, grammar and punctuation usage, and proofreading skills are emphasized. At orientation, students select medical, legal or standard business dictation depending upon their chosen field.

**OS225 Information Processing I**

*(4 credit, 4 lecture, 1 lab) Prerequisite: OS100*

This lecture course introduces DOS, computer concepts, word processing and terminology. Spelling, grammar, punctuation, and vocabulary are drawn together in practical application on the computer. New career paths in the electronic office are also examined.

## Course Descriptions

### OS226 Information Processing II

(3 credit, 0 lecture, 4 lab) Prerequisite: OS225

This open-lab course provides a brief review of basic MS-DOS. Concentration is in the use of an integrated software program featuring word processing, spreadsheets, charts and graphs, and database.

### OS227 Information Processing III

(3 credit, 0 lecture, 4 lab) Prerequisite: OS100

This open-lab course provides experience using beginning through advanced features of WordPerfect or WordPerfect for Windows. Desktop Publishing is introduced. At orientation, students select WordPerfect or WordPerfect for Windows.

### OS230 Office Administration

(3 credit, 3 lecture, 1 lab) Prerequisite: OS101

This course emphasizes advanced-level office administration for meeting the needs of business, industry, and the professions. Communications, information systems, desktop publishing, administrative support, records management, reprographics, human relations, time management, ethics, telecommunications and professional development concepts are stressed.

### OS240 Business Calculators

(3 credit, 0 lecture, 4 lab) Prerequisites: OS100 or DP100 and OS120

This open-lab course emphasizes business math concepts. Students are introduced to the electronic calculator and micro-numeric keypad using Lotus 1-2-3 spreadsheets.

### OS250 Desktop Publishing

(3 credit, 2 lecture, 2 lab) Prerequisite: DP110 or OS225

Students learn the basics of graphic design, creating reports, brochures, advertisements and newsletters using PageMaker software.

### OS290 Field Experience

(3 credit, 0 lecture, 12 lab) Prerequisites: OS206, OS208 or OS230 and permission from the instructor

This course consists of a carefully planned cooperative work experience in the office. Students must complete approved work experience arranged by the instructor, show evidence of satisfactory progress through employer reports and instructor visitations at the office site,

and complete a minimum of 96 clock hours during the semester.

### OS290 Field Experience

See the XY290 Field Experience description on page 104

## PARALEGAL STUDIES

### PL100 Introduction to Paralegal Studies

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course provides a broad overview of paralegal services and is primarily for students intending to pursue a career in law, short of becoming a lawyer. The course explores paralegal duties, responsibilities, and challenges and has relevance to all students interested in the legal system. Career opportunities, practical applications of legal philosophy and research methodology, and related subjects are included. A key part of the course focuses on developing an appreciation of the American legal system's processes and operations. Students are also exposed to legal research, terminology, and legal writing. This course is normally offered only in FALL semesters.

### PL110 Legal Research and Writing

(3 credit, 3 lecture, 0 lab) Prerequisite: LA100

This course teaches students the sources of law and how to research legal issues using these sources. The course requires students to write a legal memorandum and a legal brief using the required format for each paper. Students also learn how to analyze legal issues and prepare careful, crafted, written presentations of their research and analysis.

### PL200 Estates, Wills and Trusts

(3 credit, 3 lecture, 0 lab) Prerequisite: PL100

This course trains the prospective paralegal in the administration of estates, wills and trusts. Duties and responsibilities that can be performed by the paralegal under the supervision of an attorney are emphasized. Appropriate federal and state tax laws are also introduced. This course is normally offered only in SPRING semesters.

**PL210 Tax Law**

(3 credit, 3 lecture, 0 lab) Prerequisites: PL110 and BA200

This course is an in-depth treatment of taxation of business enterprises and emphasizes federal taxation of corporations, shareholders, partnerships and partners. It is required for the paralegal associate degree, but is designed for any student desiring an advanced course in federal taxation.

**PL215 Litigation I: Pretrial Matters**

(3 credit, 3 lecture, 0 lab) Prerequisite: PL100

This is the first of two courses that familiarize students with the litigation process. It provides students with an in-depth study of pretrial considerations necessary for litigation including jurisdiction, venue, statutes of limitations, pleas, discovery and other pretrial matters. This course is normally offered only in FALL semesters.

**PL216 Litigation II: Trial and Appellate Procedures**

(3 credit, 3 lecture, 0 lab) Prerequisite: PL215

This continuation of PL215 provides an in-depth study of trial considerations and procedures. Evidence, interviews, client preparation, jury selection, arguments, instructions to the jury, verdicts and other pertinent trial-related activities are covered with an emphasis on the role of the legal assistant in trials and appeals. This course is normally offered only in SPRING semesters.

**PL217 Domestic Relations Law**

(3 credit, 3 lecture, 0 lab) Prerequisite: PL100

This course provides students with an overview of the legal system's involvement in the area of family law and relations.

**PL290 Paralegal Practicum**

(3 credit, 0 lecture, 12 lab) Prerequisites: PL110, PL215 and Practicum Coordinator's approval

This course is a planned program of internship including work experience, observation and study in a legal environment. It is intended to extend the student's understanding of the legal system through a hands-on application of previous classroom study.

## PHYSICAL EDUCATION

*Students taking physical education courses must submit evidence of physical fitness from a doctor to MCC. The form is kept in the student's file for one year.*

**PE101 Golf**

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course introduces the fundamental skills of golf. It offers a general overview of all aspects of the game and provides a foundation of the basic skills and knowledge required to help students pursue recreational enjoyment of golf.

**PE102 Bowling**

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course introduces the fundamentals of bowling including equipment selection, stance, approach, delivery, scoring and rules.

**PE103 Personalized Body Conditioning**

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course provides the knowledge to condition the body through a supervised program consisting of the basic principles of total fitness and exercise with emphasis on heart rate monitoring.

**PE104 Archery**

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This hands-on course teaches the beginning skills of archery for students interested in learning a new and challenging sport.

**PE105 Sports Fundamentals**

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course provides the basic, general knowledge needed to more fully enjoy watching and participating in volleyball, basketball, softball, racquetball, and badminton. Students are given a broad overview of each sport and its rules and skills.

**PE106 Volleyball**

(1 credit, 0 lecture, 2 lab) Prerequisites: None

This course teaches the basic skills of volleyball, its history, an understanding of the game and its rules, terminology, offensive and defensive systems, and mental/physical readiness including warm-up exercises.

## **Course Descriptions**

### **PE107 Cross Country Skiing**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course teaches the fundamental principles of cross country skiing. This includes use and maintenance of clothing and equipment. Basic skills are learned in the field and on trails.

### **PE108 Social Dancing**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course introduces the basic steps in modern social dancing including swing, fox-trot, cha-cha, waltz and disco and the courtesies necessary for developing poise and confidence on the dance floor.

### **PE109 Folk Dancing**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This general course develops skills and techniques in the various country and folk dances.

### **PE110 Introduction to Physical Fitness**

*(1 credit, 1 lecture, 1 lab) Prerequisites: None*

This course provides a generalized overview of physical fitness bringing together terms often seen in print separately but seldom explained in relationship to each other such as cardiovascular, aerobics, stress, cholesterol, nutrition and lifetime sports. Students assess their own fitness level and develop individualized lifelong plans for improved health.

### **PE111 Karate I**

*(1 credit, 0, lecture, 2 lab) Prerequisites: None*

This course teaches the basic kicks, punches and blocks of karate.

### **PE112 Karate II**

*(1 credit, 0 lecture, 2 lab) Prerequisite: PE111*

This is a continuation of PE111. Students completing this course are encouraged to attempt the tests for their lower-degree belts.

### **PE113 Cross Country Skiing/Beginning Tennis**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course allows participation in winter and spring activities. Fundamental cross country skiing principles are learned in the first half of the spring semester and the basic skills of tennis are learned in the second half.

### **PE114 Personal Self-Defense**

*(1 credit, 1 lecture, 1 lab) Prerequisites: None*

This course covers basic self-defense strategies in avoiding potential dangers. Methods of instruction include techniques for avoiding and averting physical harm as well as the presentation and discussion of concepts and philosophies about personal self-defense.

### **PE115 Advanced Personal Self-Defense**

*(1 credit, .5 lecture, 1 lab) Prerequisite: PE114*

This course covers advanced techniques in personal self-defense using methods found in Karate, Judo, Aikido, Kendo and other martial art forms.

### **PE116 Racquetball**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course teaches the fundamental skills and knowledge of rules needed to play racquetball for fun and fitness.

### **PE118 Bicycling**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course teaches how to select, adjust, maintain, and use equipment properly. Students also learn safety and riding techniques.

### **PE119 Beginning Tennis**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course teaches the basic skills of tennis, including service, forehand and backhand ground strokes. Students also learn the rules and strategy of the game. A class tournament is held during the last week of class.

### **PE120 Intermediate Tennis**

*(1 credit, 0 lecture, 2 lab) Prerequisite: PE119*

This course refines the basic skills of tennis; including service, forehand, and backhand ground strokes; and covers the rules and strategy of the game. A tournament is held during the last week of class.

### **PE121 Advanced Tennis**

*(1 credit, 0 lecture, 2 lab) Prerequisites: PE120*

This continuation of PE120 allows participants to advance the basic acquired skills in Intermediate Tennis.

### **PE122 Beginning Skiing**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course teaches the basic ski maneuvers through wide-stance parallel turns and includes information on ski maintenance, waxing, and different types of skis, bindings and ski equipment.

### **PE123 Intermediate Skiing**

*(1 credit, 0 lecture, 2 lab) Prerequisite: PE122*

This course includes all intermediate ski maneuvers with special emphasis on parallel skiing and an introduction to ski racing and information on ski maintenance, skis and bindings.

### **PE124 Advanced Skiing**

*(1 credit, 0 lecture, 2 lab) Prerequisite: PE123*

This course teaches the fundamentals of ski instruction and advanced ski techniques and consists of the theory of ski mechanics, theory of teaching skiing, theory of basic ski maneuvers, practice teaching and advanced ski techniques.

### **PE130 Beginning Swimming**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course includes the basic swimming strokes including the front crawl, back crawl, side stroke, breast stroke, and elementary backstroke. Safety, non-swimming rescues, swimming hygiene, water entries and survival swimming are also covered.

### **PE131 Intermediate Swimming**

*(1 credit, 0 lecture, 2 lab) Prerequisite: PE130*

This course improves the swimmer's skill in the basic swimming strokes including the front crawl, back crawl, breaststroke, sidestroke, and elementary backstroke. Other strokes covered include butterfly, overarm sidestroke, trudgen crawl and inverted breaststroke. The course also covers diving, treading water, boating safety, turns, safety, non-swimming rescues and survival swimming.

### **PE133 Lifeguard Training**

*(1 credit, 1 lecture, 1 lab) Prerequisites: Good physical health, at least 15 years of age and PE131-level swimming skills.*

This course provides the necessary minimum skills training for a person to qualify as a lifeguard in situations where Red Cross Lifeguard Training is required.

To become certified lifeguards, students must also become certified in Red Cross Standard First Aid. AH100 Emergency Health Care or equivalent training is strongly recommended.

### **PE134 Water Safety Instructors Certification**

*(1 credit, 1 lecture, 1 lab) Prerequisite: PE131 and at least 17 years old*

This course trains instructor candidates to teach American Red Cross water safety courses. Basic stroke evaluation, teaching techniques and water safety are covered.

### **PE135 Skin and Scuba Diving**

*(2 credit, 1 lecture, 2 lab) Prerequisites: The ability to tread water for 5 minutes using only feet and arms, swimming 200 yards without fins, and swimming under water 50 feet without fins or push-off*

This course teaches skills needed to become a safe scuba diver. Upon successful completion of the course, students are encouraged to take P.A.D.I. certification tests.

### **PE136 Water Exercise**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course provides the knowledge and guidance to improve health and physical fitness through aquatics exercise. This low-impact program builds aerobic fitness, muscular endurance and strength, and flexibility in every muscle group. Swimming skills are not necessary.

### **PE137 Lifeguard Instructor Certification**

*(1 credit, 1 lecture, 1 lab) Prerequisites: Lifeguard Training Certificate and at least 17 years old*

This course trains instructor candidates to teach American Red Cross Basic Water Safety, Emergency Water Safety, Lifeguard Training and Lifeguard Training Review Courses.

### **PE140 Advanced Open Water & Rescue Diving**

*(2 credit, 1 lecture, 2 lab) Prerequisites: At least 15 years of age and scuba diving and current CPR certification*

This course provides theory and practical application in advanced and rescue diving.

## **Course Descriptions**

### **PE144 Fitness Walking**

*(1 credit, .5 lecture, 1 lab) Prerequisites: None*

This course helps students improve their fitness levels through vigorous walking. Each student develops a personalized, healthy life-style plan which integrates exercise, diet and stress management.

### **PE210 Sports Officiating**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This course presents the rules of a major sport, which is chosen by the participants of the class, and covers officiating techniques, relationship of players, officials and aspects of administration. Students may choose, upon completion of the class, to take the state examination to become a registered official in the chosen sport.

### **PE231 Swimming Fitness**

*(1 credit, 0 lecture, 2 lab) Prerequisite: PE131*

This course provides the knowledge and guidance to improve health and physical fitness through exercise and training in a swimming program. This conditioning course covers the advantages and benefits of swimming; principles of training, evaluation and motivation; minor health annoyances and stroke mechanics.

## **SKILLS DEVELOPMENT**

### **SD108 Problem Solving**

*(3 credit, 3 lecture, 0 lab) Prerequisites: None*

This course in general problem-solving skills covers the techniques used in solving a variety of problems that occur in all aspects of college courses and in all walks of life. This elementary course assumes no prior knowledge beyond basic reading, writing, and arithmetic skills.

### **SD110 Career Development**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course is an overview of career/life-style planning. Values, skills, interviews, occupational information, resumes, interest inventories, decision making and placement are covered.

### **SD120 Dealing with Stress**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course introduces the concepts of stress and stress management. Identifying stressors, psychological and

physical responses to stress and the techniques for managing stress are presented and students are exposed to various relaxation techniques including progressive relaxation, autogenic, biofeedback and imagery and physical exercise as a means of stress reduction is also explored. Students design and implement personal stress management programs as a final class project.

### **SD130 Women's Awareness**

*(1 credit, 1 lecture, 0 lab) Prerequisites: None*

This course offers skills for improving self-awareness and understanding to increase the ability to plan and set goals. Women in history, stereotyping in our society, career options and family relationships are discussed.

### **SD140 Reading for Fun and Profit**

*(1 credit, 0 lecture, 1 lab) Prerequisites: None*

This course helps develop a keener appreciation of reading for fun as a leisure-time activity which is not only entertaining, but also thought provoking and profitable as an activity that can help students develop a fuller personality, grow intellectually, become more aware of the world and their place in it, and enhance their self worth and value to others in society. Students study a selection of reading material and meet periodically to discuss, interpret and evaluate the material.

### **SD145 Keyboarding**

*(1 credit, 0 lecture, 2 lab) Prerequisites: None*

This open-lab course is an introduction to the computer keyboard. The concept of typing the alphabet, numbers, and symbols by touch is stressed.

### **SD150 Developmental Reading I**

*(1 credit, 0 lecture, 1 lab) Prerequisites: None*

This course assists students in the development of reading skills with emphasis on decoding strategies, vocabulary growth and comprehension skills. In a lab format, students progress at their own learning rate under instructor supervision. A grade of S indicates satisfactory completion of this course.

### **SD151 Developmental Reading II**

*(1 credit, 0 lecture, 1 lab) Prerequisites: None*

This course assists students in the development of reading skills with emphasis on comprehension, vocabulary growth and spelling. In a lab format, students progress at their own learning rate under instructor supervision. A grade of S indicates satisfactory completion of the course.

### **SD152 Developmental Reading III**

*(1 credit, 0 lecture, 1 lab) Prerequisite: SD151 or a passing score on the ASSET Reading Skills Test*

This course assists students in the development of reading skills with emphasis on advanced comprehension skills and vocabulary development. In a lab format, students progress at their own learning rate under instructor supervision. A grade of S indicates satisfactory completion of the course.

### **SD153 Developmental Reading IV**

*(1 credit, 0 lecture, 1 lab) Prerequisites: None*

This course assists students in the development of reading skills with emphasis on bringing logical thinking skills to bear on the reading process and on advanced vocabulary development. In a lab format, students progress at their own learning rate under instructor supervision. A grade of S indicates satisfactory completion of the course.

### **SD156 Efficient Study**

*(2 credit, 2 lecture, 0 lab) Prerequisites: None*

This course provides instruction and practice in time management, textbook study, note-taking, study environment and memory techniques. Using reference materials in the library and identifying and overcoming self-defeating behaviors are also included. Students wishing to evaluate present study abilities should contact the Skills Development Lab to schedule a time to take the ASSET Study Skills Test. The results of this test can assist students in deciding whether to enroll in this course.

### **SD160 Arithmetic Review I**

*(1 credit, 0 lecture, 1 lab) Prerequisites: None*

This course provides a review of whole numbers and fractions and is especially recommended to students who score below 35 on the ASSET Numerical Skills Test. Instruction in an individualized learning lab allows students to progress at their own pace.

### **SD161 Arithmetic Review II**

*(1 credit, 0 lecture, 1 lab) Prerequisite: Take concurrently with SD160 or a passing score on the ASSET Numerical Skills Test*

This course provides a review of decimals, ratio and proportion, and percentages in an individualized, self-paced lab. This course is recommended to students who have mastered the skills taught in SD160 who want a

further arithmetic review. It may be useful for students who plan to take Business Math or Business Calculators.

### **SD162 Systems of Measurement**

*(1 credit, 0 lecture, 1 lab) Prerequisite: SD161 or a passing score on the ASSET Numerical Skills Test*

This course provides a review of basic geometry concepts and the metric system. Topics include area, perimeter and volume of parallelograms, trapezoids, triangles and circles, the metric system and conversion between the metric system and the American measurement system and between Fahrenheit and Celsius measures. This class takes place in an individualized, self-paced learning lab. It may be useful to students prior to enrolling in drafting, nursing, and other programs that utilize these concepts.

### **SD163 Pre-Algebra**

*(1 credit, 0 lecture, 1 lab) Prerequisite: SD162 or a passing score on the ASSET Numerical Skills Test*

This class provides an introduction to the basic concepts of elementary algebra. Exponents, square roots, scientific notation, integers and equations are included. This class is taught in an individualized, self-paced learning lab. It may be useful to students prior to taking Business Math, Introduction to Data Processing, NS101, EL100, MA100 or MA110.

### **SD170 Introduction to College Writing I**

*(2 credit, 0 lecture, 2 lab) Prerequisites: None*

Students learn the basics of writing well-formed sentences and paragraphs. In the first part of the course, students learn to express their thoughts in individual sentences, using sentence combining techniques. The second part of the course focuses on paragraph construction with emphasis on topic sentences, varying levels of supporting evidence, paragraph unity and coherence. This course is strongly recommended for students who score below 35 on the ASSET Writing Skills Test.

### **SD171 Introduction to College Writing II**

*(2 credit, 0 lecture, 2 lab) Prerequisite: SD170 or a passing score on the ASSET Writing Skills Test*

This course provides the opportunity to learn the skills necessary to compose a five-paragraph essay. Major aspects of the course are the essay form, developing a thesis, supporting the thesis with specific evidence, writing an effective introduction and conclusion and improving grammar and sentence mechanics.

## Course Descriptions

### SD175 Improving Reading and Writing

(3 credit, 3 lecture, 0 lab) Prerequisites: None

This course offers an opportunity to improve communication skills in reading and writing. Throughout the course, the relationship between good writing and reading for comprehension are stressed. Emphasis is placed on grammar, sentence structure, vocabulary development, spelling and paragraph construction.

## SOCIAL SCIENCES

### SS110 Introduction to Social Science I

(4 credit, 4 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test

This course introduces the interdisciplinary approach to the study of society and human behavior, emphasizing methodology, the development of skills necessary to study and research in the social sciences and the study of power, its use and distribution as an overall framework for examining the nature of society's strengths and weaknesses. Materials focus primarily on economics and political science with special emphasis on the rights and responsibilities of citizenship and the form and functions of government at the national, state and local levels. This course is normally offered only in FALL semesters.

### SS111 Introduction to Social Science II

(4 credit, 4 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test

This course is a continuation of SS110 and completion of SS110 is recommended before enrolling. Materials focus on history, anthropology, sociology and psychology as the study of society and human nature continues, emphasizing selective aspects of culture and contemporary social problems. This course is normally offered only in SPRING semesters.

### SS215 Principles of Macroeconomics

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test

This one-semester course provides an introductory exposure to macroeconomics. The course materials focus on the measurement of the national economy, gross national product, inflation and unemployment, and the principles for controlling the economy through taxes, spending, and monetary policy.

### SS216 Principles of Microeconomics

(3 credit, 3 lecture, 0 lab) Prerequisite: SS215

This course introduces students to the basics of microeconomic analysis and international trade. The course illustrates the principles students employ in making economic decisions as well as the principles followed by industry. Students should be capable of further studies at another institution and be able to directly apply course work to a business environment.

### SS220 General Psychology

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test

This course familiarizes beginning students with the concepts and methods used by psychologists to study human behavior. Subjects covered include experimental methods, human growth and development, intelligence, perception, learning, motivation and emotion, personality disorder and therapy, and group behavior. Daytime, on-campus sections of this course employ an individualized study approach and other sections follow a more traditional classroom/lecture-discussion format.

### SS221 Child Psychology

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test

This course covers psychological theory and experimental findings as they apply to understanding and influencing children's growth and development emphasizing basic concerns such as the effects of heredity and environment, the processes of maturation, intellectual growth and development, and childhood anxiety.

### SS225 Abnormal Psychology

(3 credit, 3 lecture, 0 lab) Prerequisite: SS220

This course covers the definition, description, measurement, diagnosis, causes, treatment, and prevention of abnormal behavior. Biological, psycho-social and socio-cultural perspectives are reviewed.

### SS230 Sociology

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test

This course familiarizes beginning students with the basic concepts and methods used by sociologists to study society and covers culture, social structure, social class, institutions, demography, deviance, and social change emphasizing the sociological perspective of human behavior and modes of social organization.

### SS235 Social Problems

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course focuses on the sociological approach to social problems including mental illness, crime, poverty, family and community disintegration, violence, ecology and current events.

### SS240 The American Political System

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course introduces politics and government at the federal level. Although in many ways it is a basic traditional survey sequence in American government, the course goes beyond the traditional examinations of government institutions (the executive, the legislature, and judiciary) to explore how the complex web of ideas, groups, personalities, and processes interact with those institutions to arrive at public policy. Within the larger context of the evolution of our present political system and the ongoing debate between liberals and conservatives, the course attempts to discover how our political culture; federal structure; the Constitution; public opinion, political socialization, campaigns and voting; pressure groups and lobbying; political parties; civil rights and liberties; public policy, foreign/defense policy and international affairs relate to power, influence, and decision-making in American politics. This course points out problem areas and inequities in development of our lives and relies on both historical and contemporary examples, stressing the present-day practice of politics to illustrate and explain the principles and processes outlined above.

### SS246 International Relations

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course provides an introductory examination and analysis of international relations designed to prepare students to function as members of a global society. Economic, political and security issues are examined. The course includes analysis of foreign policy objectives, internal and external influences on foreign policy making and trends in the international system. Successful completion of SS110 or SS240 are recommended.

### SS250 United States History to 1865

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course critically examines America's past from before the European takeover and domination of the

North American continent until a young but increasingly powerful United States is ripped apart by Civil War. Conflicts between individualism and collectivism and nationalism and sectionalism, and conflicts between social classes and ethnic groups are examined. Attention is given to social history, which involves the effort to explore history "from the bottom-up" through the eyes and everyday experiences of common, working-class people preoccupied not with the great events of the day, but with the day-to-day business of living. This course focuses on America before the European invasion; native American cultures; early settlements; the variety of colonial experience and regional differences; independence, war, and nationhood; the Constitution; economic growth; an emerging American culture; territorial expansion and manifest destiny; nationalism and sectionalism; North/South Conflict; and the Civil War in an effort to contribute to the understanding of America's infancy and early youth.

### SS251 United States History Since 1865

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course is a continuation of SS250, with a similar emphasis on social history and the conflicts between individualism and collectivism, social classes, and ethnic groups as well as new conflicts between liberals and conservatives, isolationists and imperialists and centralists and localists that remain today. The course focuses on racism, reconstruction, and Jim Crow; involvement; social, political and economic reform in the Progressive period; the World Wars; the Depression and the reform of capitalism; the Cold War and the age of affluence; the turbulent sixties; the self-indulgent seventies and the age of scarcity in an effort to understand the factors that influence America's present behavior.

### SS255 Michigan History

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course presents a broad overview of the history of the Wolverine State. Several themes; including immigration, exploration, technology, mobility, abundance and exploitation; are explored, especially as they relate to the broader picture of national history. Several important overlapping periods of Michigan history are examined in detail -- from the early French explorations and fur trade through the British occupation, the logging boom, statehood, growth of commerce and shipping, agricultural development and the Age of the Automobile with the consequent industrialization and growth of the tourist industry. The course focuses on local aspects of

## Course Descriptions

the state's history as they relate to the themes and periods above.

### SS260 Cultural Anthropology

(3 credit, 3 lecture, 0 lab) *Prerequisite: A passing score on the ASSET Reading Skills Test*

This course covers different cultures, particularly preliterate ones, and includes food-gathering and settlement patterns, status and kinship systems, economic and political organization, religion, language, art, and special concepts and methods used by cultural anthropologists.

### SS299 Directed Study

*See the XY299 Directed Study description on page 104*

## TECHNICAL DRAFTING AND DESIGN

### TD100 Technical Drafting

(3 credit, 1 lecture, 4 lab) *Prerequisites: None*

This laboratory/lecture course links the knowledge and manipulative skills needed for work with drafting instruments to create line work, lettering, geometric construction, sketching, multi-view projection, sectioning, basic dimensioning, and isometric, oblique and perspective projection.

### TD102 Industrial Graphics Communications

(2 credit, 1 lecture, 1.25 lab) *Prerequisites: None*

This course allows development of the knowledge and skill necessary to accurately communicate ideas through freehand drawing. The course focuses on the use of freehand drawing to convey technical ideas, designs and details that would be typically found in an industrial setting.

### TD105 Blueprint Reading

(2 credit, .5 lecture, 1.75 lab) *Prerequisites: None*

This technical blueprint reading course with practical applications is structured around a workbook approach to learning, with lecture sessions preceding workbook assignments. Topics include basic projection of views, lines, reading scales, sketching, isometric and oblique projection, sections, perspectives, threads, title blocks, stock lists and interpreting blueprints.

### TD106 Layout and Precision Measurement

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD105*

This technical blueprint reading course with practical applications is structured around a workbook approach to learning, with lecture sessions preceding workbook assignments. Topics include geometrical and positional tolerancing and symbols, fits between mating parts, weldment blueprint reading and weldment assembly. Students are required to check manufactured parts against part prints with precision measuring devices.

### TD110 Descriptive Geometry

(3 credit, 1 lecture, 4 lab) *Prerequisite: TD100*

This laboratory/lecture course consists of one hour of lecture and four hours of supervised laboratory instruction each week. Topics include projection of points, lines, and planes; revolution of objects; intersection of planes and solids; and projection of oblique and true view surfaces.

### TD120 Shop Drawing

(2 credit, .5 lecture, 1.75 lab) *Prerequisites: None*

This course includes the basic principles and techniques of shop drafting, stressing the essentials of equipment usage, line work, lettering, isometric and oblique drawings, multi-view (orthographic) projection, geometric construction, basic auxiliary views, and basic dimensioning.

### TD130 Technical Drafting II

(3 credit, 1 lecture, 4 lab) *Prerequisite: TD100*

This lecture/laboratory course includes one hour of lecture theory directly related to four hours of instructor-supervised laboratory each week. The course includes dimensioning, English and metric tolerancing, threads, fasteners, springs, representation of screws, nuts, bolts, dowels, and detailing of assembly drawings.

### TD135 Tool and Die Design I

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD120*

This course is structured primarily for tool-and-die apprentice students. Lectures are followed by reinforcing laboratory sessions which consist of sketching sheet metal die components. Emphasis is not on line quality and technique, but the communication of ideas and design graphically. Topics include basic discussion of tools, dies and punches; blanking force and standard die sets and die components with emphasis on drop-through blank dies. Students are required to maintain a note-

book, which is reviewed by the instructor at the end of the course and returned for future reference.

### **TD136 Tool and Die Design II**

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD135*

This course is structured primarily for tool-and-die apprentice students. Lectures are followed by reinforcing laboratory sessions, which consist of sketching sheet metal components related to the classroom discussion. Topics include basic flat part progressive dies; compound blank and pierce dies; stock guides; pitch gauges; stock feeders; roller guides; ball bearing guide pins and bushings; strip layout; availability of various standard punches, dies, and components; and knowledge and review of tool-and-die standardized components and catalogs.

### **TD137 Tool and Die Design III**

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD136*

This laboratory/lecture course emphasizes sheet metal progressive draw dies. Emphasis is not on line quality and technique, but the communication of ideas and designs graphically. Topics include mathematical development of a product design into a flat blank pattern, progression of dies, development of draw and redraw stations, stock lifters, hydraulic assisted draw pads, press cushions and air pins and horizontal cams.

### **TD140 Plastic Mold Design I**

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD120*

This course emphasizes the fundamentals of plastic molding, plastic product design, types of molds, tool-making processes, equipment and methods, materials for model making and designing and drafting practices as well as compression and transfer molds, injection molds for thermoplastics, cold mold design, extrusion dies for thermoplastics, blow mold construction and design, mold design for expanded polystyrene, and special fixtures.

### **TD141 Plastic Mold Design II**

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD140*

This course is a continuation of TD140.

### **TD142 Plastic Mold Design III**

(2 credit, .5 lecture, 1.75 lab) *Prerequisite: TD141*

This course is a continuation of TD141.

### **TD215 Product Design**

(3 credit, 2 lecture, 3 lab) *Prerequisites: TD100 and TD110*

This course provides drafting technology students with the ability to analyze, design and develop solutions to mechanical design problems. The instructional approach encourages students to conceptualize and communicate using engineering graphics, mathematics and technical science emphasizing manufacturability and producibility of a particular new product design.

### **TD230 Jig and Fixture Design**

(3 credit, 1 lecture, 4 lab) *Prerequisite: TD130*

This laboratory/lecture course includes four hours of drafting practice and one hour of drafting lecture theory directly related to the laboratory work. The course includes the design of indexing jigs and milling fixtures. Use of standard components from various catalogs is also emphasized.

### **TD250 Introduction to CAD**

(3 credit, 2 lecture, 2 lab) *Prerequisites: None*

This course is a combination of four hours of lecture and laboratory and consists of computer-generated graphics to include terminology, techniques and application of computer aided drafting (CAD) to engineering, tool design, architecture and electronics. Two-dimensional design drafting is stressed.

## **WELDING TECHNOLOGY**

### **WE107 Welding Technique and Joint Preparation**

(3 credit, 1 lecture, 3 lab) *Prerequisites: None*

This course gives students with no welding experience the opportunity to learn welding skills and proper techniques. Rod selection and out-of-position welding are covered. Projects from home are encouraged.

### **WE108 Welding and Fabrication**

(3 credit, 1 lecture, 3 lab) *Prerequisites: None*

This course emphasizes the five basic joint designs utilizing the oxyacetylene and arc process with emphasis on the 1, 2, 3, and 4 F positions.

## Course Descriptions

### **WE110 Automotive Welding**

*(2 credit, 1 lecture, 2 lab) Prerequisites: None*

This course provides automotive maintenance students an understanding of the basic techniques, machine operations and safety rules pertaining to soldering, welding, and brazing of lighter gauge materials.

### **WE120 Welding and Fabrication II**

*(3 credit, 1 lecture, 3 lab) Prerequisites: None*

This course allows welding students to continue developing skills on the 1, 2, 3 and 4 G weldments. Testing of weldments by means of destructive and non-destructive methods is used to insure students are properly developing welding skills.

### **WE121 Advanced Welding**

*(3 credit, 1 lecture, 3 lab) Prerequisites: None*

This course provides the training required for accomplishing qualification-type weldments in accordance with the A.W.S. welding code, using the S.M.A.W. process. M.I.G. procedures are also covered.

### **WE122 Related Welding Skills**

*(3 credit, 1 lecture, 3 lab) Prerequisites: None*

This course is for students needing a welding course to meet the requirements of other MCC technical programs. Students receive basic training in oxy-acetylene, M.I.G. welding and oxy-acetylene flame cutting.

### **WE124 Agriculture and Construction Welding**

*(1 credit, .5 lecture, 1.5 lab) Prerequisites: None*

This course is for those who make their own repairs on machinery. Topics include basic arc welding, basic gas welding, cast iron brazing, hard-surface application, flame cutting, and control of heat related stresses. Small, student-furnished projects are allowed but must be removed after each class.

### **WE125 TIG Welding**

*(2 credit, .5 lecture, 1.75 lab) Prerequisites: None*

This course is a comprehensive coverage of the Gas/Tungsten Arc Welding process, developed especially for and in consideration of the tool-and-die industry.

## **MODULAR & PRACTICAL APPLICATION COURSES**

*XY290 courses exist in some disciplines. These courses may be carefully designed projects employing skills taught in that discipline or field experience in that area, or they might include both features. Examples are DP290 Programming Project in data processing and OS290 Field Experience in Office Systems. On semester schedules the letters "XY" are replaced with department prefixes such as DP290 or LA295.*

### **XY292 Field Experience**

*(4 credit, 1 lecture, 15 lab or 5 credit, 1 lecture, 20 lab)*

*Prerequisites: 30 credits, a 2.0 GPA and departmental approval according to department standards*

Enrolled students hold jobs related in some way to their field of study. Performance on the job is monitored and guided by the employer and college personnel. Attendance at one-hour weekly seminars and submission of a final report are required.

### **XY295 Modular Course**

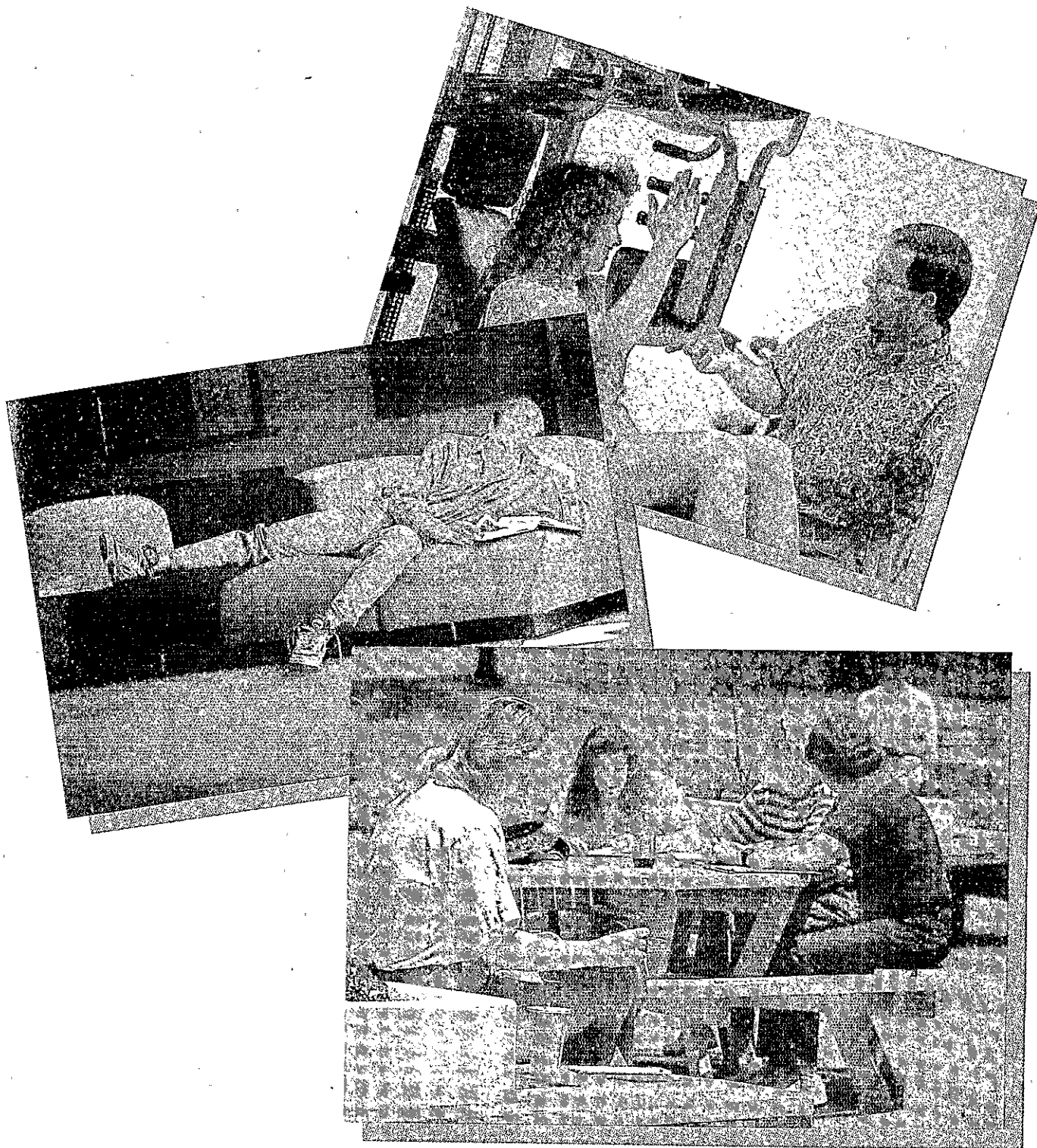
*(1 or 2 credit hours) Prerequisites: Same as parent course*

These courses are one- or two-hour units of study which contain part of an existing course. Such courses respond to special, often one-time needs, and usually are not publicized by the college separate from the regular semester schedules.

### **XY299 Directed Studies**

*(1 or 2 credit hours) Prerequisite: Written departmental approval*

These courses are usually for advanced students or those who have exhausted regular college offerings. The directed study cannot be used near the end of the semester to fill requirements, but must be planned in advance. Careful attention must be given to the description of the work proposed because there is no other course outline on file to document the experience. Students interested in directed study must contact an instructor who will sponsor the proposed activities. The teacher completes the written plan on proper forms and seeks approval from the instructional administrator before work begins. Students must enroll in an appropriately labeled section of Directed Studies 299, e.g., HU299, SS299, etc.



MONTCALM COMMUNITY COLLEGE  
*STUDENT RIGHTS & RESPONSIBILITIES*

# *STUDENT RIGHTS & RESPONSIBILITIES*

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## **Family Educational Rights and Privacy Act**

1. Students have the right to inspect and review their educational records and to receive copies of any such records at a minimal cost.
2. Student files are maintained in the Student Services Office and the Registrar is responsible for their upkeep. Information is maintained on previous transcripts, grades while attending Montcalm Community College, financial aid records and Veteran's Administration records. All Student Services and instructional administration employees have access to these student records. All full-time instructors have access to the records of students attending or students who have attended their classes. National League for Nursing achievement test scores, State Board scores and NAPNES Pharmacology Achievement test scores are maintained in the office of the Director of Nursing and Allied Health. The Director of Nursing and Allied Health, the nursing faculty and the secretary to the director have access to the information which is released only upon request by the student.
3. Students wishing to inspect their records may do so by contacting the Registrar in the Student Services Office. They may inspect the record of their professional test scores by contacting the secretary to the Director of Nursing and Allied Health.
4. MCC will not disclose personally identifiable information from students' records without prior written consent except for directory information as defined in the Buckley Amendment Final Regulations Sub Part A 99.3. Definitions. Directory information includes the following relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended and other similar information. Students have the right to refuse permission of their inclusion in directory information.
5. MCC will, for each request and for each disclosure of personally identifiable information, maintain a record. This record may be inspected by the student.

6. Students who believe that information contained in their records is inaccurate, misleading or in violation of their privacy or other rights may request of the Dean of Student Services that their records be amended.

7. Students who experience difficulties in viewing records, receiving copies, affecting amended changes, etc., may request a hearing with the College President and, if their issue remains unsolved, may file their concern with H.E.W.

8. All students will be informed of the policy upon initial registration and copies will be available upon request.

## **Policy Against Discrimination**

It is the policy of Montcalm Community College that no person; on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap or Vietnam-era veteran status; shall be discriminated against in employment, educational programs, activities, or admissions. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. MCC Vice President for Administrative Services James Lantz is MCC's EEO Officer/Title IX-Section 504 Coordinator. His office is located in the Library and Administration Building and he can be reached by telephone at 517/328-2111, ext. 220.

## **Grievance Procedures**

Grievance Procedures for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and Michigan Handicappers' Civil Rights Act.

### **Section I**

If any person believes that Montcalm Community College or any part of the school organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and Michigan Handicappers' Civil

Rights Act, he or she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:  
James D. Lantz, 2800 College Drive, S.W., P.O. Box 300, Sidney, Michigan 48885-0300. 517/328-2111, ext. 220.

## **Section II**

The person who believes he or she had a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint, and reply with an answer to the complainant. He or she may initiate format procedures according to the following steps.

### *Step 1*

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within 5 business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within 5 days.

### *Step 2*

If the complainant wishes to appeal the decision of the Local Civil Rights Coordinator, he or she may submit a signed statement of appeal to the College President within 5 business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days.

### *Step 3*

If the complainant remains unsatisfied, he or she may appeal through a signed, written statement to the MCC Board of Trustees within 5 business days of receipt of the President's response in step two. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within 10 days of this meeting.

### *Step 4*

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201. Inquiries concerning the non-discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations on which this notice is based may be found in the Coordinator's office.

## **Code of Student Ethics**

*Preamble:* Students enrolled at Montcalm Community College are expected to conduct themselves as responsible adult men and women at all times. Students are subject to the jurisdiction of the college and civil authorities during their period of enrollment.

Students must follow generally accepted rules of good conduct. Any student behavior which violates these accepted practices, whether or not it is expressly forbidden, may subject the student to penalty. Enforcement of MCC rules and regulations is the responsibility of the Dean of Student Services. The student has the right to appeal any decision through established procedures.

Acts that seriously interfere with the basic purposes, necessities and processes of the academic community or that deny the essential rights of other students, faculty, staff or other citizens of the community will not be tolerated by MCC. Such acts are prohibited and may lead to probation, dismissal from the College and/or civil prosecution. The following rules and regulations are to serve as a guide to student conduct.

## ***Student Rights & Responsibilities***

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### **Laws**

The individual student is responsible for observing the laws enacted by federal, state and local governments as well as the rules and regulations established by MCC.

### **Non-Discrimination**

Montcalm Community College complies with applicable federal and state laws prohibiting discrimination, including Title IX of the education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Michigan Handicappers' Civil Rights Act. It is the policy of Montcalm Community College that no person; on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap or Vietnam-era veteran status; shall be discriminated against in employment, educational programs, activities, or admissions.

### **Demonstrations and Assembly**

No person or persons shall assemble or demonstrate in a manner which obstructs the free movement of persons about the campus or the normal use of College buildings and facilities, or obstructs the established operation of MCC.

### **College and Individual Property**

The property and rights of others is to be respected at all times. Theft of any kind and destruction or mutilation of College or another individual's property are prohibited. Students are expected to use receptacles for trash, cigarette butts, food waste, and food and drink containers.

### **Alcoholic Beverages and Drugs**

Any student drinking, being under the influence of or possessing alcoholic beverages on College property is subject to immediate disciplinary action. Students shall obey all federal, state and local laws pertaining to the use of drugs of any kind. Failure to obey these laws may result in probation, dismissal from the College and/or civil prosecution.

### **Smoking**

MCC buildings are smoke-free. Students are to adhere to all smoking regulations posted on the campus.

### **Explosives**

The possession or use of explosives, firecrackers, or firearms on College property or at College- or student-sponsored functions is not permitted without the expressed consent of College authorities.

### **Gambling**

Gambling of any kind, on campus or at College- or student-sponsored events, is prohibited.

### **Cheating - Plagiarism**

All students are expected to be honest in their studies, work and play. Dishonesty in completing assignments, examinations or other academic endeavors is considered an extremely serious violation of the rights of others at MCC and is subject to severe disciplinary action. Plagiarism; failure to give credit for ideas, thoughts or material taken from another; is cheating.

### **Dress**

Students are expected to dress appropriately and in keeping with the adult community of which the college student is a part. The College reserves the right to make specific recommendations.

### **Parking - Speed Limits**

All students are to park in designated student parking areas only. Students are to observe posted speed limits and obey traffic regulations.

### **Records**

Students and prospective students are to give honest and complete replies to all questions and requirements included in application forms and other documents

required by MCC. Students are to keep the college informed of their current addresses and phone numbers while attending MCC.

## **General Behavior**

Behavior considered inappropriate by the larger society, whether on campus or at a College- or student-sponsored activity, is subject to immediate disciplinary action.

## **Publications**

Publications and/or advertisements not approved by MCC will not be authorized for posting or distribution on campus. Authorization to post or distribute materials may be obtained from the Dean of Student Services.

## **Financial Responsibility**

Students are expected to keep current any financial indebtedness to the college. Students owing money to the College for fees, loans, library fines, bookstore accounts, etc., may be denied admission to classes and may be denied permission to register for a succeeding semester or summer session until such accounts are paid. If any accounts are outstanding at the close of an academic semester or summer session, the student's grade report and/or official transcript will be delayed until such accounts are paid.

## **Conclusion**

It is understood that final authority for the Student Code of Ethics and all regulations rests with the MCC President and the Board of Trustees.

### *Provisions for Review of Disciplinary Decisions*

Each student at Montcalm Community College, subject to disciplinary action as a result of misconduct, shall have the following recourse to due process:

1. At such time as the Dean of Student Services has rendered a disciplinary decision, the aggrieved student may request in writing a review of the procedures taken by the Dean of Student Services with the President of the College within 10 days.

2. In the event the President sustains the decision of the Dean, the aggrieved student may request a hearing before the Board of Trustees by giving notice in writing to the Secretary of the Board not later than 10 days after the President's decision is announced.

3. In the event the decision of the Dean of Student Services is reversed by the President, the decision of the President shall be binding upon both parties, unless reversed by the Board of Trustees.

4. The hearing before the Board of Trustees shall be conducted so as to assure both parties the right to counsel of their own choosing, the right to provide witnesses, the right to question witnesses, and such other process as may be necessary to provide coincident exposure to two points of view.

5. In all cases, decisions rendered by the Board of Trustees, subsequent to a hearing regarding a disciplinary case, shall be final and binding upon all parties.

# ***SUBSTANCE ABUSE POLICY & PROCEDURE***

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*The following information is presented in accordance with the Drug-free Schools and Communities Act Amendments of 1989.*

## **Standards of Conduct**

It is the policy of Montcalm Community College that the transportation, possession or consumption of an alcoholic beverage or a controlled substance on College property is prohibited.

## **Legal Sanctions**

Students who illegally use alcoholic beverages or controlled substances on College property face disciplinary action, suspension from the College, and/or prosecution under the law. Any person who illegally sells, provides, transports, possesses, or consumes alcoholic beverages or controlled substances on College property may face immediate arrest and prosecution under applicable federal, state, and local laws. Penalties under these laws may include fines, imprisonment, or both.

## **Health Risks**

Illegal use of alcohol or controlled substances can result in illness, injury or death.

## **Available Counseling & Treatment Programs**

All MCC students and employees will have access to substance awareness workshops, seminars, and classes offered at the College. A student or employee who voluntarily seeks assistance to overcome substance abuse problems will receive counseling services on a confidential and non-punitive basis. When necessary, referral will be made to a community agency for assessment, prescribed treatment, and follow-up.

*Treatment programs are available at the following agencies:*

Montcalm County Mental Health Center  
611 N. State, Stanton, MI 48888  
(517) 831-5245

Mt. Pleasant Counseling Services  
3480 S. Isabella Rd., Mt. Pleasant, MI 48858  
(517) 773-9655

Students and employees participating in counseling or a prescribed program are not exempt from College policies, procedures or rules.

## **Disciplinary Sanctions**

Students and employees who illegally use alcoholic beverages or controlled substances on College property face disciplinary action, suspension from the College, and/or prosecution under the law.

*Contact the Student Services Counseling Office at 517/328-2111, ext. 231, for more information.*

# EMERGENCY PROCEDURES

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Montcalm Community College does not provide medical care beyond first aid. If an emergency condition is such that a person is incapable of a rational decision, the College employee will initiate this procedure. Ambulance and hospital expenses shall be borne by the person, his or her family, or his or her insurance company. The first College employee to become aware of personal injury or illness shall provide reasonable assistance and the Vice President for Administrative Services will be alerted as soon as possible.

## *Procedure*

The first College employee on the scene will:

1. Have someone call for an ambulance, if needed, and briefly and accurately describe the accident. Call 911 on an outside line.
2. If possible have someone contact the parent, guardian, or spouse as a courtesy and calmly explain the situation. Otherwise, the ambulance personnel or the receiving hospital will follow up with the next of kin. The receiving hospital will depend on the patient's preference and/or seriousness of the accident.
3. Remain with the patient until the ambulance personnel arrive keeping him or her as comfortable as possible. Stay long enough to answer any questions the ambulance personnel may have.
4. File an accident report form with the Vice President for Administrative Services no later than the next regular office day.

## **Threatening Disasters on or Near Campus**

Fire or explosion in any building mandates evacuation with expeditious safety. The signal is a loud, constant fire horn which will continue to sound until it has been switched off by College personnel. Directions are simple:

1. Exit the building. All students, employees of the College, and any visitors must exit regardless of the weather.

2. Use the nearest door to the outside.

3. Persons restricted in mobility by crutches, casts, wheelchairs or other handicaps should request and receive assistance as needed. It is recommended that such handicapped persons exit after the first big rush (dependent upon circumstances) thus avoiding the possibility of being pushed off balance, but being certain that dependable assistants have been advised of their need.

## **Tornado**

There is a difference between a tornado watch and a tornado warning. These two terms are used by the U.S. Weather Bureau, the Sheriff's Department and the public news media.

## *Definitions*

Tornado Watch:	Tornado may develop
Tornado Warning:	Tornado has been sighted in the area

## *Safety Procedures*

Whenever the watch or warning conditions exist for the vicinity of the College, the Montcalm Sheriff's Department will phone the MCC switchboard with a specific directive. The officer calling will indicate whether it is a watch or warning and if it is in the immediate vicinity.

1. If a tornado warning condition exists in the immediate vicinity, a message will be sent to all buildings. The fire alarm must not be used.
2. The message will state: "A tornado has been sighted in the area. You are to proceed to the nearest tornado shelter which is indicated on the chart posted in each classroom. It is your responsibility to know exactly where to go from whatever room you might occupy. Your cooperation will facilitate safety for all."

# REPORTING CRIMES & EMERGENCIES

Campus crime is a reality on small rural community colleges. Preventing crime is a shared responsibility between Montcalm Community College and its campus community members. Public apathy is a criminal's greatest ally. You cannot assume that someone has reported criminal activity. Suspicion is the only reason you need for calling the police. Suspicion of a crime does not require proof. Whether you are or someone else is the victim, you should report a crime, suspicious activity or any other emergency on campus.

## General

If you suspect that a crime is being committed or has been committed, call or visit the Montcalm County Sheriff's Department immediately. It is located at 659 N. State, Stanton, MI 48888. For emergencies, call 911. For non-emergencies call 517/831-5253. An emergency is any situation needing immediate attention. When calling the Montcalm County Sheriff Department, please provide your name, location of the incident, description of the scene and suspects, and description of any vehicle involved in the incident, including a license plate number.

## Specific Situations

1. If you are a victim of a crime, call 911 as soon as possible. If it is an assault, try to remember as much about the person as possible. Important characteristics include: sex, race, hair color, hair length and texture, body size, clothing description, scars and other noticeable markings, mode of travel, type of vehicle, color of vehicle and license number. The campus will be searched immediately for suspects and neighboring police agencies will be notified. In many incidents, the victim may already know the name of the person committing the assault.

2. If you see a suspicious person, call 911 as soon as possible. Do not approach the person yourself. When reporting suspicious activity, describe the behavior and give a general description of the suspicious persons. General descriptive information that is helpful includes: the number of persons, sex, race, dress, vehicle and location. Sheriff's deputies will investigate your report immediately. If all members of the campus community become security conscious and report suspicious

activity, thefts, and related incidents will be prevented or reduced.

3. Call 911 immediately if you receive a bomb threat. Then, contact the office of the Vice President for Administrative Services located in the Library and Administration Building. If the office is closed, contact the personnel office. If the personnel office is closed, contact the custodian on duty at the power plant building.

Obtain as much information from the caller as possible including the location of the bomb, the time of explosion, and the type of bomb. Observe the caller's voice and any background noises. This information can assist in identifying the caller. Sheriff's deputies will search the area identified and contact a removal team if a device is found. The Sheriff's department and College administrators will determine if evacuation is required.

4. If there are any other emergencies such as a fire or people needing medical attention, call 911 immediately.

## Access to Campus Facilities

When facilities and classrooms are not needed for college educational purposes, MCC welcomes the surrounding community to utilize its facility resources. MCC expects that students, faculty, staff and the community will work together to preserve safe and well maintained campus facilities. Students have access to MCC facilities except when the campus is closed from 11 p.m. to 7 a.m. Monday through Sunday. Special events or projects may alter these times. General public access to facilities such as the gym and pool is authorized only during scheduled times. Faculty access to MCC facilities is authorized when on college related business.

## Campus Law Enforcement

MCC's campus law enforcement policy is based on the desire to ensure the reasonable safety of persons visiting or utilizing the college campuses. Practical response considers the location of campuses, the peak time periods of use, the range of persons who have access to the campuses, available law enforcement, college

resources, legal obligations and the crime rate in the surrounding community.

Security concerns at MCC are coordinated through the Vice President for Administrative Services. Law enforcement responsibilities are administered by the Montcalm County Sheriff's Department and other local police agencies. Twenty-four hour patrol, dispatch services and emergency services are coordinated with local municipal emergency and law enforcement agencies.

MCC shall make timely reports to the campus community on crimes considered to be a threat to other students and employees. These reports include crimes as described in the Annual Security Report and are reported to local law enforcement agencies. The reports shall be provided to students and employees in a timely manner to help prevent similar occurrences.

## **Crime Prevention**

MCC recognizes the benefits of both preventative and reactive efforts. Crime prevention is best achieved through interacting and outreaching to students, faculty and staff. Campus safety and crime prevention is a shared responsibility between MCC students and employees.

Crime prevention at MCC is part of a community based program. The main goal is to improve the quality of life for members of the campus community. MCC's crime prevention program stresses community awareness/interaction through the dissemination of materials and presentations geared toward students, faculty and staff. MCC's annual efforts include:

1. Posting of crime prevention awareness information in college buildings.
2. Disseminating crime prevention material in handbooks and in the Student Services office.
3. Utilizing county and state police crime prevention specialists as speakers.
4. Disseminating the Annual Security Report to all current employees and students and to all prospective employees and students who request it.

# COLLEGE FACILITIES

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**ACTIVITIES BUILDING:** This building contains a pool, a gymnasium, the bookstore, the food services area, a student lounge area, the fitness center, a large conference room and the Community Services and Continuing Education Office. Physical education classes and many activities take place in this building.

**ADMINISTRATION OFFICES:** The lower level of the Library and Administration Building includes the President's Office, the Instructional Office, the Business Office and the Student Services Office.

**BARN THEATRE:** The Barn Theatre is located west of the main entrance and includes the College's music facilities.

**BOOKSTORE:** The Campus Bookstore, located in the Activities Building, offers textbooks, student supplies, paperbacks, greeting cards, and a variety of items including pennants, mugs, exercise clothing and tote bags bearing the College's name. The bookstore is open during the fall and spring semesters from 8 a.m. to 7 p.m. Monday through Thursday, 8 a.m. to noon and 12:30 to 4:30 p.m. Friday, and 9 a.m. to 1 p.m. Saturday. The bookstore is open during the summer semester from 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to noon and 12:30 p.m. to 4:30 p.m. Friday.

**CAREER LIBRARY:** The Career Library, in the Student Services Office, contains career planning information. College catalogs, various brochures, job descriptions, and up-to-date employment trends are among the materials and information available.

**FARMHOUSE:** The MCC Farmhouse is located on Sidney Road west of College Drive and is used as a conference center.

**FITNESS TRAIL:** MCC's Fitness Trail, located around the perimeter of campus, offers the opportunity to experience a complete, well-balanced fitness and conditioning program at your own pace and level. The introduction area, located east of the Activities Building, begins the 20-station course. The program begins with stretching exercises followed by more strenuous exercises and ends with cool-down and relaxation exercises. MCC's Fitness Trail is open to everyone and is free of charge.

**INSTRUCTION EAST:** This two-story building houses the nursing and allied health programs, science instruction, computer labs and secretarial and business programs. It contains labs, classrooms and instructors' offices.

**INSTRUCTION WEST:** This building contains two auditoriums, three lecture classrooms, instructors' offices, and the Skills Development Lab. The auditoriums are used for classes, performances and community meetings. The Skills Development Lab provides developmental programs, tutoring, independent study materials, and opportunities for students to make up tests.

**LIBRARY SERVICES:** The Learning Resource Center is available to students and the community and is located in the upper level of the Library and Administration Building at the center of campus. Books and reference materials, collections of periodicals, audio-visual materials, video viewing stations, typewriters, study areas, and a conference room are available. The College library has one of the largest book collections in the county and offers leisure reading materials as well as information resources. Automated information searches are available via CD-ROM products and various on-line database services.

Books can be borrowed for two weeks and magazines are loaned for one week. Reference books cannot be checked out. Other items may be borrowed overnight with permission from staff. The LRC provides audio-visual equipment for instructional purposes and to student and community groups meeting on campus. Proof of identification is needed to borrow library materials. Library cards are not issued.

Library hours during the fall and spring semesters are 8 a.m. to 10 p.m. Monday through Thursday, 8 a.m. to 4:30 p.m. Friday and 9 a.m. to 1 p.m. Saturday. The library is open during the summer semester from 8 a.m. to 9 p.m. Monday through Thursday and 8 a.m. to 4:30 p.m. on Fridays.

If the MCC LRC does not have the materials you desire, they can be requested from other libraries.

**MOBILE OFFICE UNIT:** The yellow temporary building between the Instruction West and Instruction East buildings contains instructors' offices and the office of the maintenance supervisor.

**MONTCALM HERITAGE VILLAGE:** The village, located on the west side of campus, includes local historical buildings and artifacts. An annual Heritage Village Celebration takes place on campus during August.

**NATURE TRAILS:** Several trails exist in the nature area on College property and adjoining state land. Biology students use the nature trails for short field trips and research projects, and students and community members may take self-guided nature walks. Further information may be obtained from the Community Services and Continuing Education Office.

**OFF-CAMPUS FACILITIES:** The MCC Ionia Center, located in the Ionia Educational Center on Tuttle Road, and the MCC Greenville Center, located on Nelson Drive, are sites of off-campus college courses. MCC also offers courses at a number of other off-campus locations. Contact the Student Services Office by calling 517/328-2111 or see an MCC semester class schedule for a current listing of off-campus courses.

**PHYSICAL EDUCATION FACILITIES:** MCC's physical education facilities include an NCAA swimming pool, tennis courts, a softball field, a gymnasium, and the MCC Fitness Center. The facilities are available to students and community members.

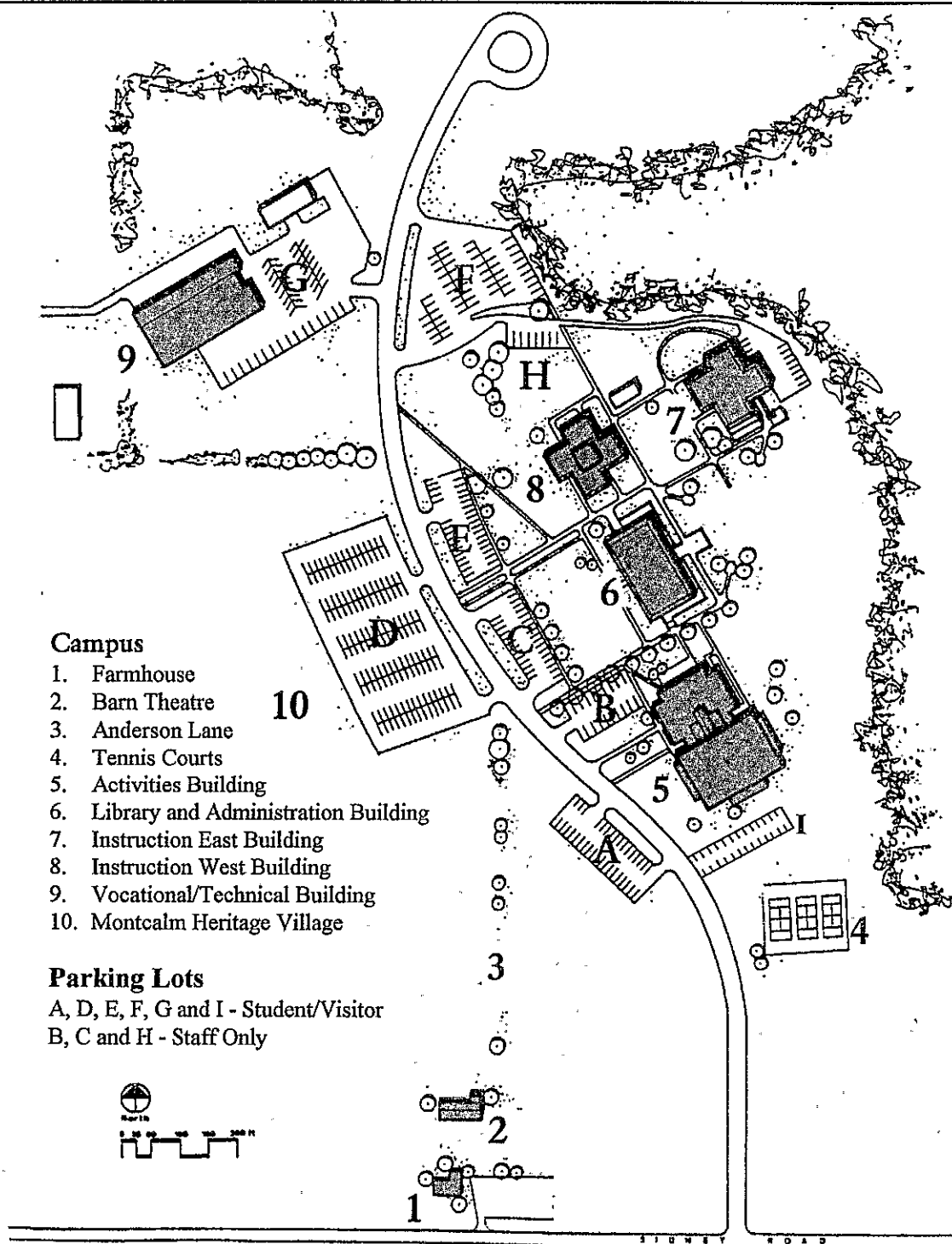
**VOCATIONAL/TECHNICAL BUILDING:** This building in the northwest corner of campus houses art classes and contains labs and lecture rooms.

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*Handicapped students and senior citizens with limited mobility are encouraged to attend MCC classes and use MCC's facilities. The buildings are barrier-free and every attempt is made to provide additional accommodations if required.*

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# CAMPUS MAP



Montcalm Community College

2800 College Dr., S.W., P.O. Box 300

Sidney, Michigan 48885-0300

517-328-2111

# *GLOSSARY OF COLLEGE TERMS*

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**ACADEMIC** relates to formal education studies other than technical or vocational studies.

**ACADEMIC FREEDOM** refers to the right of the teacher to employ teaching methods and content which are effective in pursuing the course objectives.

**ACCREDITATION** is recognition by an approving organization such as the North Central Association of Colleges and Schools which accredits Montcalm Community College. To review MCC's accreditation documents, contact the President's Office.

**ADMISSION** is the acceptance of a student by a college or university entitling him or her to take classes and participate in campus activities.

**ADVISOR** is the person responsible for advising students regarding financial aid, class scheduling or career choice.

**APPRENTICE** is a person following a planned program of occupational skills which are provided by an employer and related instructional training which is provided through a community college or high school.

**ASSOCIATE DEGREE** is a two-year degree from an accredited college.

**AUDIT** generally means students pay regular fees for a class, but need not complete assignments or take examinations. Arrangements to audit an MCC course must be made prior to registration. The option to switch to audit status is not available after the end of the drop/add period.

**BACHELOR'S DEGREE** is a four-year degree from an accredited college or university that is awarded upon successful completion of a prescribed major course of study.

**CAMPUS** is the entire physical content of a college or university including all buildings and grounds.

**CATALOG** is the college or university publication which lists general campus information, college programs and course descriptions.

**COMMUNITY COLLEGE** is a post-secondary institution authorized to award associate degrees and certificates as well as offer a variety of non-degree learning experiences. Programs include liberal arts, technical studies, adult education, business and industry training and personal enrichment opportunities.

**COUNSELOR** is a professional who helps students with career and life planning.

**THE COMMUNITY SERVICES AND CONTINUING EDUCATION OFFICE** provides a variety of learning opportunities and recreational activities.

**CONTACT HOURS** are the total hours of lecture and laboratory instruction for each class.

**COREQUISITE** is a required course which, if not taken ahead of time, must be taken at the same time as another class.

**CREDIT HOURS** are assigned to each class, usually reflecting the number of lecture hours per week. Additional laboratory hours are required in some courses.

**CURRICULUM** is the collective term for various courses of study offered.

**DROP/ADD PERIOD** is the time after classes begin when students may add or delete classes from their schedules without penalty.

**ELECTIVE** is a class not specifically required in a course of study.

**ENROLL** is to sign-up for classes for inclusion on the official class list or roster.

**ESSAY TEST** is an examination where answers to questions are written in paragraph form.

**EXTRACURRICULAR ACTIVITIES** are campus events, other than classes, in which students participate.

**FEES** are non-refundable charges in addition to tuition.

**FINAL EXAM**, the last test given in a class, may include all or part of the course work covered.

## *Glossary of College Terms*

---

**FINANCIAL AID** is money received from various sources to help students with college costs.

**FULL-TIME STUDENTS** take 12 or more credit hours of study.

**GRADE POINT AVERAGE (GPA)** is the cumulative numerical value of grades earned by a student, determined by dividing total points by the number of credit hours.

**INCOMPLETE (I) GRADES** are awarded when students cannot complete required course work by the close of a semester for reasons beyond their control. The grade indicates the instructor's belief that the student will receive a passing grade when the requirements have been fulfilled.

**INTRAMURAL** is a term used in connection with athletic teams which consist of students from a single institution who compete against each other.

**LABORATORIES** are science, computer, secretarial, automotive, art or other hands-on experiences related to classroom instruction.

**LABORATORY ASSISTANT** is a college employee who provides assistance to students in a lab setting.

**LABORATORY SUPERVISOR** is a staff person with teacher qualifications who supervises a lab and provides assistance similar to that available from an instructor.

**LEARNING RESOURCE CENTER (LRC)** includes traditional library services, audio-visual aids, automated information services and access to materials from off-campus sources.

**LIBERAL ARTS** are academic disciplines such as language, history or humanities that develop general intellectual ability and provide information of general cultural concern.

**MATRICULATION** is the act of enrolling at a college or university.

**OFFICE HOURS** are scheduled times instructors are in their offices to meet with students. The hours are posted on faculty office doors.

**OPEN LABORATORY** is a classroom setting where self-teaching materials are used.

**ORIENTATION** is a scheduled time that students visit campus to receive counseling and visit facilities and personnel.

**PART-TIME STUDENTS** carry fewer than 12 credit hours.

**PREREQUISITE** is a course required to have been successfully completed prior to enrollment in another course.

**REGISTRAR** is the administrator responsible for student records, transcripts, and registration procedures.

**REGISTRATION** is the process of enrolling in classes.

**SCHOLARSHIP** money is awarded to a student, often based on grades or need, to help defray the cost of higher education.

**SEMESTERS** are the time periods in which classes run. At MCC, 16-week semesters begin in August and January. A shorter summer semester begins in June.

**SEMESTER HOUR** is the measurement of time spent in class.

**SENIOR CITIZEN** is a person who is 60 years of age or older.

**SEQUENTIAL CLASSES** are courses offered consecutively with each serving as the prerequisite for the next.

**SKILLS DEVELOPMENT LAB**, in the Instruction West Building, is where students develop basic reading, math and language usage skills.

**STUDENT RIGHTS** include procedures for appealing grades and offering input on college or university policy-making.

**STUDENT SERVICES** is located in the lower level of the Library and Administration Building and includes admissions, financial aid, records, registration, veterans'

information, counseling, placement and the career library.

**TECHNICAL STUDIES** are occupationally oriented programs of learning which provide job skills for students who wish to enter the career of their choice upon the completion of their training.

**TEXTBOOK** is a written manual used for reference or study in a class.

**TRANSCRIPT** is the official record of grades from a particular college or university which shows a cumulative record of course work updated at the end of each semester.

**TRANSFER** is the process by which a student enters a college or university after having been enrolled at another institution.

**TUITION** is the amount of money charged for classes.

**TUTOR** is a person competent in a specific subject who helps students having a problem with that subject. Students either needing a tutor or wishing to be a tutor should contact the Special Populations Counselor.

**WITHDRAWAL** is the act of voluntarily dropping out of a specific class within a prescribed time. Students must initiate the request to withdraw and, if approval is granted, the instructor will assign a WP, withdrawal passing, or a WF, withdrawal failing, to the transcript.

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