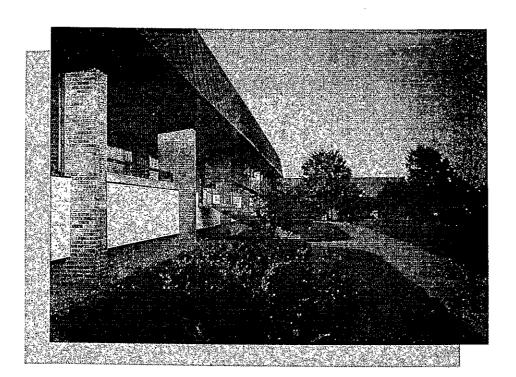
Montcalm Community College

1995-97 CATALOG

See the forest and the trees

GENERAL INFORMATION





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 semiprofessional level should be achieved. For students who seek the associate degree as well as occupational competence, successful completion of portions of the general education core will also be required. Because associate-degreed technicians frequently assist professional workers such as physicians, engineers or dentists, graduates are expected to have competence in the realm of ideas and theories as a necessary complement to skill training.
- 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 collaboratively and with an attitude of optimum achievement. A high quality of performance is a consistent demand of all in this community of learning.

The Mission

Montcalm Community College creates a learning community in which educated and trained people contribute to the economic, social and cultural well-being.

The Goals

PROVIDING OPPORTUNITIES FOR LIFELONG LEARNING

- Providing general education that will improve student knowledge and understanding in a wide range of disciplines common to liberal arts education.
- Assisting students in overcoming deficiencies and acquiring skills fundamental to further academic, career and personal achievement.
- Providing continuing education services for those seeking professional development and credentialing.
- Facilitating community development in such areas as avocation, recreation, health and fitness.
- Developing awareness of global interdependence and the value of human diversity and commonality.
- Developing the intellectual and communication skills necessary to contribute productively to the world community.

PREPARING PEOPLE FOR SUCCESSFUL TRANSFER

 Providing liberal arts, science and technical study programs at the freshman and sophomore levels that are transferable to other institutions of higher education.

PREPARING PEOPLE FOR COMPETENCE IN THE WORKPLACE

- Providing occupational programs and courses based on current standards and workplace competencies for those seeking career preparation.
- Providing consultation and human resource development for area employers and employees.

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 or 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, information processing) having followed a plan of study signed by the student and approved by the appropriate in-

structional 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 Employment Services Office as directly related to the graduate's program of study.

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.

Admission

Admission Policy

Applicants for admission to degree or certificate programs 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 submithigh 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 School 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.

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 Dean of Student Services 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 staff, tour campus, and learn about MCC programs and services. For more information, call 517/328-1250.

MCC 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 Vietnamera 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 Englishlanguage skills is not a barrier to admission or participation.

TRANSFER STUDENTS

Transfer from MCC

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.

This agreement provides that students who complete the following requirements and are accepted as transfer students 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
- Humanities 8 semester hours (Courses must be taken from more than one academic discipline.) Foreign language, HU101, HU200, HU201, HU220, HU270, IA200, IA201, IA212, IA220, IA221
- 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, NS103, NS105, NS110, NS115, NS201, NS203, NS208, NS220, NS221, NS230, NS231, MA159, MA190, MA250, MA251
- Social Sciences 8 semester hours (Courses must be taken from more than one academic discipline.)

SS110, SS111, SS215, SS216, SS220, SS221, SS225, SS230, SS235, SS240, SS250, SS251, SS255, SS260

Contact a 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.

Transfer to MCC

CREDIT ACCEPTANCE

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.

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.

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.

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. If the waiver is approved, students will be required to take the equivalent number of credit hours in other MCC course work.

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-percredit-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.

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 GPA.

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 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.

Students must submit a written recommendation from an instructor to the Registrar's Office. When the six hours of MCC course work has been completed, students must notify the Registrar.

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 creditupon 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.

DEGREES & CERTIFICATES

MCC offers students a variety of degree programs. Specific program outlines are found on pages 42 through 81.

ASSOCIATE DEGREES IN ARTS & SCIENCES

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

Art
Biological Sciences
Early Childhood Development
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 8 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 ELECTIV	VE HOURS	30
TOTAL HOURS REQUIRED FOR	R DEGREE	60
LIBERAL ARTS REQUIRE	ED HOURS	13 or 14

See the specific program description for program requirements.

ASSOCIATE DEGREES IN APPLIED ARTS & SCIENCES

Accounting Automotive Mechanics Technology Business Administration Business Data Processing Cosmetology Management Criminal Justice Criminal Justice/Corrections Drafting Technology Early Childhood Development Electronics Technology **Executive Secretary** Food Service Technology Industrial Technology Information Processing Assistant Legal Secretary Medical Secretary Nursing Paralegal Studies Radiological Technology 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	NS100	
or Physical Science	NS101	
or Humanities I	HU200	
or Humanities II	HU201	
or any other social science cours	e	
TOTAL REQUIR	ED HOURS	14
TOTAL HOURS REQUIRED FO		60

See the specific program description for program requirements.

Nursing students should see page 66 for degree requirements.

^{*} OR (with sufficient science background) any other two science laboratory courses

^{**} OR any other two social science courses

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.

ASSOCIATE DEGREE IN GENERAL STUDIES

Guidelines for a degree in General Studies

COURSE TITLES	COURSE NÚMBER	CREDIT HOURS
Introduction to Social Science I	SS110 -	4
or 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 DEGREE	60+

MULTIPLE DEGREE PROCEDURE

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.

CERTIFICATE PROGRAMS

Certificate programs may transfer to related associate degree programs upon completion of additional course work.

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

TRAINING PROGRAMS

Training programs may lead to certification by outside agencies.

Allied Health Apprenticeship Child Development Associate Criminal Justice/Corrections

TUITION & FEES

MCC District Residents

Tuition......\$45 per credit hour Fees......\$1.50 per credit hour to a maximum of \$18 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 will be required to furnish proof of residency such as a driver's license or tax receipts.

Michigan Non-District Residents

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

Out-Of-State Residents

Tuition.....\$88 per credit hour Fees.....\$1.50 per credit hour to a maximum of \$18 per semester

Other Fees

· · · ·
Late Registration Fee\$5
Contact (Lab) Fee* \$22.50 per contact hour
Materials Feedesignated in the
credit schedule

*A course with a required laboratory will cost \$22.50 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 indistrict students, the charge is \$247.50, which equals 5 credit hours x \$45 + 1 additional contact hour x \$22.50.

Adults aged 60 or older who live in the MCC district may take MCC credit courses tuition free. Seniors who live outside the MCC district may take MCC credit 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.
- 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, Discover 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.
- 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.

Tuition and fees are subject to change.

FINANCIAL AID

Application for Financial Aid

The college attempts to assist students with their expenses by constructing a package of grants, loans, scholarships, and work opportunities. The amount awarded through each program in the package depends greatly upon an analysis of the applicant's financial situation. For this reason, students wishing to participate are required to complete a Federal Application For Student Aid (FAFSA) and a Montcalm Community College Financial Aid Application.

Information about all forms of financial aid is available in the Financial Aid Office. Entering freshmen are encouraged to submit a financial statement and application, as early as possible, in their senior year of high school. For maximum award consideration, all information should be submitted by returning students by March 15 and first-time freshmen by February 15.

Documentation Required Prior to Payment of Financial Aid

Students will not be eligible to receive financial aid until the following documents are on file at the Financial Aid Office.

Application for Admission
Proof of High School Graduation
Financial Aid Transcripts from all colleges
or universities previously attended
Student Aid Report and necessary
documentation to complete verification
Proof of residency for Michigan financial aid
recipients
Selective Service Compliance
Non-Default Statement
Release to transfer aid to student account
Verification of Attendance Form
Copy of current drivers license
Copy of Social Security Card
Financial Aid Award Letter

Loan Default Policy

Students found in default of Title IV loans or owing a Title IV refund to any college will not be eligible to receive financial aid funds. Academic transcripts will not be released to students who are found in default on Title IV Federal Loans or owe any Title IV refund to MCC.

Enrollment Status

To participate in financial aid programs, students must enroll for a minimum of six semester hours in an eligible degree program. Exceptions to this requirement are the Michigan Adult Part-Time Grant and the Pell Grant.

Method and Frequency of Financial Aid Payments

Money from all grants will be transferred to student accounts no earlier than one week after the drop/add period.

Attendance Verification Forms must be signed by each instructor for each class in which the student is enrolled. If a student is enrolled in a class that has a late start date, that student must be in attendance of enough regular start classes to prove at least half-time attendance. If attendance is not yet at half-time, refund of grant checks will be held until attendance verification is proven.

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Refunds from grants will be made by check at the time there is a credit balance on the student's account and the Attendance Verification Form has been completed and returned to the Financial Aid Office.

Loan money will be disbursed to student accounts no earlier than thirty days after classes begin. Refunds from loans will be made immediately by check when there is a credit balance on the account and the Attendance Verification Form has been submitted to the Financial Aid Office.

Loan applications will be processed so disbursement dates will coincide with this policy.

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Montcalm Community College will refund Title IV funds first to the Federal Stafford Loan Program, then to the Supplemental Educational Opportunity Grant and then to the Pell Grant program.

Student Budget and Award Packaging

The sample budget below includes the major expenditures that may be incurred by MCC students during the 1994-95 academic year. It is used by the Financial Aid Office to calculate a student's financial need.

DEPENDENT STUDENTS

(Also used for determining need for Michigan Competitive Scholarship recipients)

Tuition and Fees

(Based on in district, full time)	\$1,260
Room and Board	
Books and Personal	\$1,050
Travel	
Total	

INDEPENDENT STUDENTS

Tuition and Fees

(Based on in district, full time)	\$1,260
Room and Board	
Books and Personal	\$1,985
Travel	\$915
Total	\$10,999

Change of Address or Financial Circumstance

Financial aid recipients must inform the Financial'Aid Office of changes in address or financial circumstances.

Citizenship and Residency Requirements

Federal financial aid is restricted to US citizens and qualified aliens. State of Michigan aid is restricted to those having continuous residency in the state for 12 months prior to enrollment.

Types of Financial Aid Available

Scholarships are nonrepayable money usually based on academic performance or demonstrated need.

Grants are nonrepayable money usually based on demonstrated need.

Loans are money that must be repaid after students leave college or enroll less than half time.

Employment is part-time work on and off campus. Evidence of demonstrated financial need is sometimes a requirement. The total hours a student works are determined by financial need. Students are paid every two weeks.

Sources of Financial Aid

FEDERAL PROGRAMS

Federal Pell Grant: This program offers students meeting specified need requirements grants up to \$2,300. It is paid in proportion to the number of credit hours for which the student is enrolled. Students are eligible until completion of the first baccalaureate degree.

Federal Supplemental Educational Opportunity Grant (SEOG): This program offers students with need grants up to \$4,000. Normally, it may be used until completion of the first baccalaureate degree.

Federal College Work Study (CWS): This program offers students with financial need work on or off campus to help meet their educational expenses. Jobs are arranged after considering

the amount of the award and the students class schedule. Students are paid bi-weekly.

Federal Stafford Loan Program: A student may obtain a federally insured loan through a federally approved local financial lending institution. The federal government subsidizes interest on the subsidized Stafford Loan, based on financial need, while the student is enrolled at least half time. The federal government does not subsidize interest on the unsubsidized Stafford Loan which is not based on need. First-year students may borrow up to \$2,625 per academic year. Second-year students may borrow up to \$3,500 per academic year. The maximum cumulative loan amount is \$23,000.

The interest rate charged to borrowers is set by federal law. The rate for continuing borrowers is between 7 and 10 percent. New borrowers have a variable rate of interest adjusted annually on July 1. It is based on the 91-day treasury bill auctioned prior to June 1 plus 3.1% not to exceed 9%. Once a borrower has obtained a Federal Stafford Loan, the interest rate charged on the first loan will be charged on all subsequent loans as long as the loans have an outstanding principal balance.

Borrowers who obtain a first loan for study beginning after June 30, 1988 who have no outstanding Stafford Loans, SLS, PLUS or Consolidation Loans for study beginning before July 1, 1988 will be charged 8% interest through the end of the fourth year or repayment and 10% thereafter.

Student must be enrolled at least half time and attending classes regularly to be eligible to receive a loan disbursement. Students must be in regular attendance at the time the refund is disbursed. An Enrollment Verification Form must be submitted to the Financial Aid Office before payment is made. If verification is not provided, the check is returned to the lender.

To receive a Subsidized Stafford Loan, the loan plus other financial aid being received from MCC may not exceed the students total need for the academic year. To receive an unsubsidized Stafford Loan, the loan cannot exceed the students total budget for the academic year.

STATE PROGRAMS

Michigan Competitive Scholarships: The scholarships of up to \$1,200 are awarded annually to state resident college freshmen whose scores on the American College Testing (ACT) Program qualify them and whose Financial Aid Applications show need. Undergraduate students may renew this scholarship for up to the equivalent of ten semesters by maintaining eligibility.

Michigan Work-Study Program: The program is available to Michigan residents who show financial need to work on or off campus to help meet their educational expenses.

Michigan Independent Part-Time Grant: This grant is available to independent part-time (taking 3 to 11 credit hours) students showing financial need who have been Michigan residents for at least 12 months prior to enrollment. The student must have been out of high school (other than GED or adult education) for at least two years. The maximum grant is \$600 per year not to exceed 24 months of total eligibility.

Michigan Educational Opportunity Grant (MEOG) Program: This grant provides assistance for needy Michigan residents who are enrolled at least half time at Michigan public colleges and universities. Grants up to \$1,750 per year are available.

Michigan Tuition Incentive Program (TIP): This Department of Social Services-sponsored program pays tuition and fees at the in-district rate. Students under age 20 who graduate from high school or obtain a GED and who are from lower-income families are eligible. Applications are available in the Financial Aid Office and from local DSS offices.

Bureau of Indian Affairs: This program provides educational benefits to students of at least 1/4 treaty-certifiable American Indian descent who are enrolled in a public college or university.

MCC-FUNDED PROGRAMS

Area Adult and Alternative High School
Student Scholarship
MCC Board of Trustees Scholarship
MCCF Herbert N. Stoutenburg
Scholarship
Edward Reddig Scholarship
Mr. & Mrs. John Hathaway Scholarship
Mildred Farmer-Angwin Scholarship

Contact the Financial Aid Office or your high school counselor.

OTHER PROGRAMS

The Vocational Education, Single-Parent/Home-maker Program provides financial assistance and support services to single parents, displaced homemakers or single, pregnant women who are enrolled in an occupational program.

The Sex-Equity Program provides financial assistance and support services to students enrolled in an occupational program which is nontraditional to their gender.

The Social Services and Labor departments provide a variety of public assistance and training programs that can be used by students under certain circumstances.

As part of staff development plans and benefit packages, many employers reimburse their employees and their dependents for successful completion of college courses.

A variety of programs and organizations provide scholarships and financial assistance to those meeting specific qualification criteria. 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 and the Ameritech Scholarship.

Veterans' Benefits: US military service veterans may receive veterans' benefits or VA Contributory Benefits to help with educational expenses. The amount of the monthly payment varies according to enrollment status. Students receiving this assistance must meet specific academic and attendance requirements. For more information, contact the Veterans Administration Office by calling 1-800-827-1000 or the Financial Aid Office.

EightCAP provides education benefits to students from low-income families or dislocated workers.

State and federal funding is necessarily tentative at the time awards are made. MCC cannot guarantee substitute awards if anticipated sources of assistance do not materialize.

The amount of financial aid is contingent upon full-time enrollment for each semester awarded on the award notice. If enrollment changes, the award is adjusted accordingly.

Maintaining Satisfactory Progress for Financial Aid Eligibility

Students receiving financial aid at MCC must maintain satisfactory academic progress (SAP) in accordance with the guidelines listed below. The federal and state governments mandate the establishment and enforcement of a satisfactory academic progress policy for institutions disbursing their financial aid funds to students. A student is in good standing for financial aid if he or she meets the following standards and is accepted for continued enrollment under the academic policy. All withdrawals, incompletes, repetitions, and Eor U grades are evaluated into the percent completion section of the policy.

This policy is applied after a student has been enrolled two semesters and has registered for at least 12 MCC credit hours. Transfer credits are not evaluated in this policy.

When measuring academic progress, all credit hours for which the student has incurred a financial obligation are considered, including the hours for which the student has personally paid. Accountability starts with the student's MCC entry date.

In order to continue to receive financial aid funding a student must:

Be progressing at a rate that would allow completion of the certificate or associate degree which the student is pursuing within a time frame which, by federal regulation, is 150% of the published credit hour requirements of the program. For example, if an associate degree program requires 60 credits, it must be completed in a maximum of 150% of 60 credits, including both attempted and completed credits. Multiply the number of credits required in the program by 1.5 to determine the maximum number of credits.

Maintain a minimum grade point average and successfully complete a percentage of all credit hours attempted based on the following charts.

Credit Hours Attempted	Student Must Successfully Complete
1-15	50%
16 and above	70%

Cumulative /	Grade Point
Semester Hours	Average
1-15	1.70
16 or more	2.00

Each May, the Financial Aid Office reviews the progress of students. Those not making satisfactory academic progress are sent a letter stating they are no longer eligible for financial aid. Students denied financial aid because of failure to make satisfactory academic progress may appeal the denial in writing to the Financial Aid Office if there are mitigating circumstances. The appeal must describe in detail all circumstances which the student believes relevant to his or her inability to meet the satisfactory academic progress requirements. Students must submit any supporting documents. Students who attain less than a 1.7 GPA at the end of their first enrollment period are placed on academic probation. Students who attain less than a .7 GPA for their first 15 hours will be dismissed. 为,我们也是是一个人,我们是一个人,我们是是一个人,我们是一个人,我们是一个人,我们是一个人,我们也是一个人,我们也是一个人,我们是一个人,我们是一个人,我们是 第一个人,我们是一个人,我们是是一个人,他们是一个人,我们是一个人,我们是一个人,我们是一个人,我们是一个人,我们是一个人,我们是一个人,我们是一个人,我们是一

A Satisfactory Academic Progress Review Committee will assess the appeal and determine if it will be approved. The student will be advised in writing of the committee's decision. A student who appeals and is reinstated on a probationary status must meet all criteria in the reinstatement notification. If the appeal is approved, the student will receive an additional probational semester of aid during which he or she must meet the criteria stated in the response. At the end of the probationary semester, grades and other requirements will be reviewed to determine if the student will continue on probation until the satisfactory academic progress policy requirements are met. If a student becomes ineligible for financial aid due to a lack of satisfactory academic progress and no appeal is submitted or the appeal is denied, he or she may regain eligibility by meeting the satisfactory academic progress policy without the benefit of financial aid at Montcalm Community College. To do this, the student must enroll and complete the courses which are applicable to his or her program of study, and the student must achieve the number of credit hours and the necessary grade point average to meet the satisfactory academic progress policy.

Veteran's Information

For more information about VA education benefits, contact the MCC Financial Aid 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 VÅ 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 27 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.

STUDENT SERVICES

Registration

Registration includes seeing a counselor, enrolling in courses and paying tuition and fees. Registration dates, times and options are outlined in each semester schedule.

Assessment 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?

- 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
- 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 Counseling and Employment Services Office at 517/328-1231.

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 Counseling and Employment Services Office at 517/328-1231.

Records

Grade reports are mailed to students at the end of each semester or enrollment showing grades, hours attempted, hours completed, hours earned, honor points and GPA. This information is not given out by telephone. Grade reports will not be released for students who have outstanding bills in the Business Office or

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who have overdue materials from the Learning Resource Center.

Students desiring that an official copy of their transcripts be sent to another college must submita signed, written request to the Registrar's Office. The request should include the name used when the student attended MCC, dates of attendance, and social security number. The first three transcripts are issued free of charge; the fourth and subsequent copies will be \$1 each.

Unofficial copies of transcripts may be sent to students upon request, either in writing or by phone.

No transcripts will be issued for students who have outstanding financial obligations to MCC.

Access and Privacy of Student Records

The Family Education Rights and Privacy Act of 1974 provides for the protection of a student's right to privacy of information which MCC has in its possession. It also provides a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

MCC accords all the rights under the law to students who are 18 years old or older.

No one outside the institution shall have access to, nor will the institution disclose, any information from a student's education records without the written consent of the student with the exception of directory information, which may be released at MCC's discretion. Directory information includes: name, address, date of birth, program of study, dates of attendance, degrees received, awards received, previous educational institutions attended, and participation in officially recognized activities and clubs.

Students may request, in writing each semester, that MCC withhold all information pertaining to them.

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 Counseling and Employment 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 Counseling and Employment Services Office for an appointment.

Employment Services

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

ASK ME Mentoring Program

MCC is concerned about the experiences, well being, and success of students. The ASK ME Mentoring Program has been developed to provide support and encouragement and to assist students in making the transition to college. Those who feel they would benefit by having a mentor who is familiar with MCC and the services that are available should contact the Dean of Student Services Office at 517/328-1253 for more information.

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, makeup 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

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 by a portion of student activities fees.

Clubs

The Student Government Association sponsors such clubs as the Art Club, Drama Club, Sports Club, nursing clubs, Environmental Club, Gamers Club and Substance Abuse Awareness Club.

To establish a new club, potential members must contact the Student Government Association officers and follow the guidelines for establishing club status and receiving funds.

Activities

College-sponsored activities include items like club sports, planned excursions, travelogues, support groups, fund raisers, lectures, intramurals, American Red Cross blood drives, self-help seminars, leadership development, performance groups and campus governance.

Honor Society

Phi Theta Kappa is an international honor society for junior and community college students. There are more than 1,000 Phi Theta Kappa chapters. MCC's Alpha Tau Alpha Chapter provides opportunities in leadership, scholarship, fellowship and service. To qualify for membership, students must complete a minimum of 12 MCC credit hours with a minimum 3.5 GPA and have letters of recommendation from two MCC faculty members. Students who have been granted academic amnesty are not eligible for membership. Provisional membership is available to students who have not met the criteria. Contact the Assistant Director of Admissions for more information.

ID Cards

Student ID cards are available after the drop/add period each semester. Applications are available 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 ID 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. Local businesses also support MCC by offering special discounts to students using their student picture ID card.

Lockers

Lockers are available on a rental basis each semester at the Recreation Desk in the Activities Building.

COLLEGE REGULATIONS

Semester System

Montcalm Community College operates on the basis of two semesters per year. The fall semester begins in late August and is completed in December. The spring 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. An average of 15 hours per semester are required to complete 60 hours total in four semesters.

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.

Students who wish to change their program of study must complete a change of program form.

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. Part-time Honors and President's Honors lists are based on the same GPAs and include students who complete at least six credits in one semester. 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
В	3.0
В-	2.7
C+	2.3
С	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

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close of a semester for reasons beyond their control. An I grade indicates 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.
- 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.
- 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 in writing 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 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

- Students must fill out a Drop/Add Form in the Registrar's Office.
- After completing the Drop/Add Form, students must go to the Business Office for a new copy of their schedule and make tuition adjustments if necessary.

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

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

- Students must obtain a Withdrawal Form from the Registrar's Office, complete the required information and present the form to the instructor.
- 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.

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.
- When a student has received a two- or fouryear degree from another institution, an evaluation is done following a student's request.
- 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.
- 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.
- Questions regarding the evaluation should be directed to the Registrar in the Student Services Office.
- See page 8 for information on nontraditional credit which may be accepted.

Graduation Requirements

Candidates for degrees and certificates must meet the following requirements to be eligible for graduation. Candidates must:

- 1. Complete course and credit-hour requirements as outlined in the catalog. A minimum of 60 credits are required for an associate degree and 30 credits for a certificate. All course substitutions or waivers must be in writing and a copy must be in the student's academic file.
- 2. Maintain an overall GPA of 2.0 or higher. Nursing students must meet grade requirements shown in the nursing handbook.
- Earn a minimum of 24 credits for an associate degree or 40% of the total credits required for a certificate while enrolled at MCC.
- 4. Be enrolled at MCC during the semester that requirements are completed.
- 5. Apply for graduation and pay the graduation fee.
- 6. Ensure proof of high school graduation or GED certification is on file at MCC.

Students are urged to apply for graduation by November 1 of the academic year in which they will complete their program so the Registrar can certify graduation eligibility and inform students of courses still needed, if any.

All students who graduate during the academic year or in the next summer session are invited and encouraged to participate in the annual May commencement ceremony.

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 requests in accordance with

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- 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 through Financial Aid).
- 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.
- 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 returning and non-returning students.

Academic Probation and Dismissal

- 1. The minimum GPA for making satisfactory progress is 2.00.
- Students who attain less than a .7 GPA for their first 15 hours at MCC will be dismissed.
- 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.

- Students on probation who achieve less than a 2.00 semester GPA will be dismissed.
- 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 GPA has been achieved at the student's expense. Students who feel they have special circumstances may appeal to the Director of Financial Aid for consideration for continued aid or benefits.
- 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.
- 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.

Family Educational Rights and Privacy Act

- Students have the right to inspect and review their educational records and to receive copies of any such records at a minimal cost.
- Student files are maintained in the Student Services Office and the Registrar is responsible for their upkeep. Information is maintained on previous transcripts and grades while attending Montcalm Community Financial aid and Veteran's College. records are maintained in the Financial Aid Office. 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 and State Board 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 offi-

cially 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.

- MCC will, for each request and for each disclosure of personally identifiable information, maintain a record. This record may be inspected by the student.
- 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.
- 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

MCC 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. In addition, arrangements can be made to en-

sure 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.

Grievance Procedures

The following MCC grievance procedures are based on 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.

SECTION II

The person who believes he or she has 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 nondiscriminatory 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.

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

MCC 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 employ-

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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 collegeor student-sponsored functions is not permitted without the expressed consent of college authorities.

GAMBLING

Gambling of any kind, on campus or at collegeor 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 MCC, 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 and Procedure

The following information is presented in accordance with the Drugfree 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 AND TREATMENT PROGRAMS

All MCC students and employees will have access to substance awareness workshops, seminars, and classes offered at the college. A studentor 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 517/328-1231 for more information.

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. 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.

Emergency Procedures

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, a 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 the seriousness of the accident.
- Remain with the patient until ambulance of 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.
- 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 US Weather Bureau, the Sheriff's Department and the public news media.

DEFINITIONS

Tornado Watch: Tornado Warning: Tornado may develop Tornado has been sighted

in the area

SAFETY PROCEDURES

Whenever the watch or warning conditions exist for the vicinity of the college, the Montcalm County 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."

Inclement Weather

Montcalm Community College will cancel all or part of its operations only in case of extreme emergency caused by impassible roads, violent weather, energy loss, or other conditions seriously endangering the health and safety of students, faculty and staff.

Every effort will be made to make the decision to cancel so that the announcement can be made over radio and television stations as early as possible, but no later than 7 a.m. for daytime classes and 3 p.m. for evening classes.

Students, faculty and staff should assume that the college is open unless they hear otherwise on the radio or television. They are asked not to call the college switchboard to ask about cancellations, but to listen for the information on the following radio or television stations.

RADIO STATIONS

WPLB Greenville, 1380 AM & 106.3 FM WODJ Grand Rapids, 107.3 FM WOOD Grand Rapids, 1300 AM & 105.7 FM WION Ionia, 1430 AM WBRN Big Rapids, 1460 AM & 100.9 FM WCEN Mt. Pleasant, 1150 AM & 94.5 FM WCUZ Grand Rapids, 1230 AM & 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

Reporting Crimes and 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 SITUATIONS

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 sheriff's 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 in the Power Plant. 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.

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 lawenforcement agencies.

MCC shall make timely reports to the campus community of 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 with 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.
- 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.

COMMUNITY PROGRAMS

Montcalm Community College is dedicated to providing educational experiences for all residents in our community. The credit-free courses and workshops offered through the Instructional Services Department will help you prepare for the challenges of the 1990s by providing current and useful information on topics of interest to you in your personal or professional life. Courses are conveniently scheduled to meet the demands of today's busy person.

A variety of credit-free courses are offered each semester for Professional and Personal Development, changing as the needs of the community change. Past courses have included computer classes, hospice training, stress management, photography, management training, medical office training, CPR, first aid, time management and financial planning.

Recreation Classes are popular with all ages. Classes in swimming which are held in the NCAA-size swimming pool are offered for infants through senior citizens. Lifeguard and Water Safety Instructor training are held in cooperation with the Physical Education Department and are offered for credit as well as creditfree. Other health courses, such as weight training, aerobics, slide training, and dance are offered in the MCC gym and fitness center. A Wellness Cooperative composed of representatives from health agencies in Montcalm County helps provide programming direction. The college gym, pool and fitness center are also open to the public during designated hours.

Summer Day Camps for children offer a learning experience in a fun environment. In cooperation with the Montcalm Area Intermediate School District, the college hosts summer sessions of Science Camp, Fine Arts Camp and Sports FUNdamentals camp.

For information about current credit-free courses and recreation opportunities, contact the Community Programs Office at 517/328-1210.

Registration is accepted by mail, in person, and by phone (if paying by credit card). The tuition waiver for senior citizens is not available for credit-free courses.

COLLEGE FACILITIES

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 Programs and Admissions Offices.

BARN THEATRE: The Barn Theatre is located west of College Drive and includes the college's performing arts facilities.

BOOKSTORE: The MCC Bookstore, located in the Activities Building, offers textbooks, student supplies, greeting cards, and a variety of items bearing the MCC name including pennants, mugs, exercise clothing and tote bags. 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 4:30 p.m. Friday, and 7:30 to 11:30 a.m. Saturday. The bookstore is open during the summer semester from 8 a.m. to 4:30 p.m. Monday through 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.

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 BUILDING: 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 BUILDING: 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.

THE LEARNING RESOURCE CENTER: The LRC is available to students and the community and is located in the upper level of the Library and Administration Building. Books and reference materials, collections of periodicals, audiovisual 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 and 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 audiovisual 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 and 8 a.m. to 4:30 p.m. Friday. 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.

LIBRARY AND ADMINISTRATION BUILDING: The lower level of the Library and Administration Building includes the President's Office, the Instructional Office, the Business Office, the Student Services Office and the Financial Aid Office.

MOBILE OFFICE UNIT: The yellow temporary building between the Instruction West and Instruction East buildings contains instructory offices.

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.

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. The MCC Tri County Office is located on Edgerton in Howard City. Contact the Student Services Office by calling 517/328-1253 or see an MCC semester class schedule for a current listing of off-campus courses.

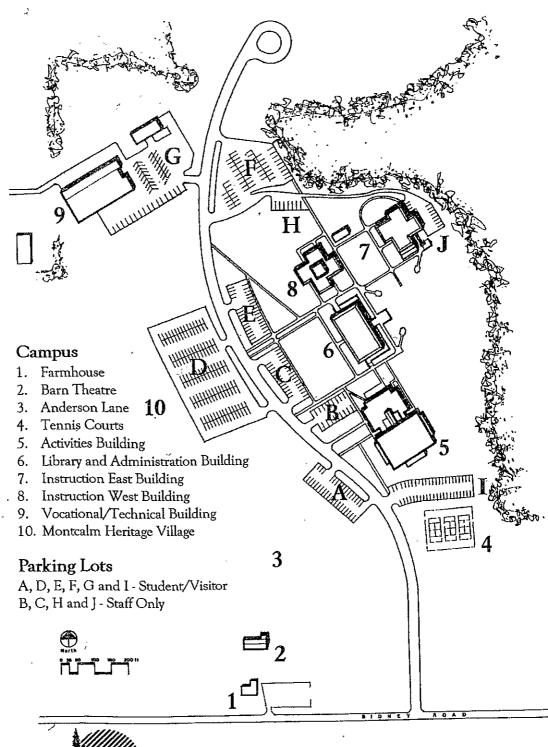
PHYSICAL EDUCATION FACILITIES: MCC's physical education facilities include an NCAA swimming pool, tennis courts, a softball field, a gymnasium, and the MCC Fitness Cen-

ter. The facilities are available to students and community members.

VOCATIONAL/TECHNICAL BUILD-ING: This building in the northwest corner of campus houses classrooms and offices.

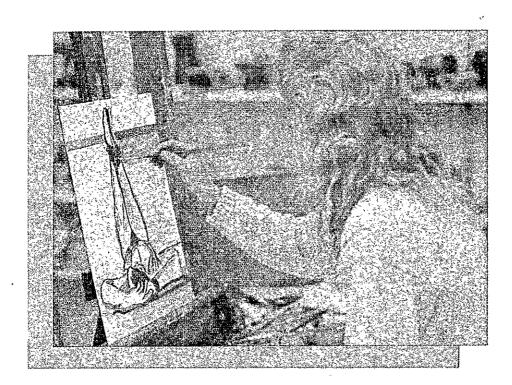
Handicapped students and senior citizens with limited mobility are encouraged to attend MCC classes and use MCC's facilities. The buildings are barrier-free and every attempt is made to provide additional accommodations if required.

CAMPUS MAP



40

Academic Programs



ASSOCIATE DEGREES IN ARTS AND SCIENCES

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 #	Cr.
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Humanities I	HU200	4
Humanities II	HU201	4
Biological Science*	NS100	4
Physical Science*	NS101	4
,		
Core Requirements		-
Introduction to Art	HU120	2
Drawing I	HU122	3 3 3 3 3 3
Drawing II	HU123	٫3 ِ
Painting I	HU125	² 3
Painting II	HU126	3
Painting III	HU227	3
Painting IV	HU228	3`
Ceramics I	HU130	3
Ceramics II	HU131	3-
Art - teaching courses		2-6
Orher Degree Requiren	nents	

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

Suggested Electives History: SS250, SS251 or SS

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 11.

BIOLOGICAL SCIENCE

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.

Course # Cr.

Course Name

Obuise Haine	Course n	Οı.
General Requirements		•
Freshman English I	LA100	3
Freshman English II	LA101	
College Chemistry I	NS220	3 5
College Chemistry II	NS221	
Humanities I	HU200	5 4
Humanities II	HU201	4
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Core Requirements		
Botany	NS110	4
Zoology	NS115	4
Anatomy & Physiology I	NS103	5
Anatomy & Physiology II	NS203	4
Other Degree Requirem	ente	
Science Electives	iciita	
Math Electives		6-8
Math Electives		7-8
Science Electives		
Microbiology	NS201	4
Introductory Physics I	NS230	4
Introductory Physics II	NS231	4
Earth Science	NS102	3
Environmental Geography	NS120	3
= ~ ·		
Math Electives		
Intermediate Algebra	MA104	4
CT .		-

^{*}See the alternatives listed under the requirements for the associate degree in arts and sciences on page 11.

MA120

MA159

Trigonometry

College Algebra

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

Arts & Sciences Associate

EARLY CHILDHOOD DEVELOPMENT

Course # Cr.

LA295

This program is for students who plan to transfer to a four-year school and pursue a degree in child development, early childhood, child psychology or a related area. A minimum of 60 credits is required.

Course Name

General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Humanities I	HU200	4
Humanities II	HU201	4
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4 4
Biological Science*	NS100	
Physical Science*	NS101	4
Core Requirements		
Introduction to CDA	ECD100	1
Child Development: Infants		
& Toddlers	ECD110	3
Child Development: Preschoolers	ECD120	3
Infant/Toddler & Preschool		
Curriculum	ECD130	3
Administration of Early		
Childhood Programs	ECD150	3
Children with Special Needs	ECD160	3
General Psychology	SS220	3
Child Psychology	SS221	3
Emergency Health Care	AH100	2

Suggested Electives

Electives

Children's Literature: The Younger

Child, Preschool - 8 years

Michigan Child Care Futures:		
Basic	ECD140	1
Michigan Child Care Futures:		
Advanced	ECD141	1
Elementary Spanish	FL130	4
Small Business Management**	BA235	3
Accounting for Small Business	BA105	3

Suggested Two-year Sequence

FIRST YEAR
Fall: LA100, ECD100, ECD110, SS110, AH100 & an elective
Spring: LA101, ECD120, SS111, LA295 & ECD150

SECOND YEAR Fall: HU200, ECD130, NS100 & SS220

Spring: HU201, ECD160, NS101, SS221 & an elective

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 11.

**The prerequisite of BA135 for this course is waived for this program.

ANEARLY CHILDHOOD DEVELOPMENT APPLIED ARTS AND SCIENCES ASSOCI-ATE (SEE PAGE 58) AND A CHILDHOOD DEVELOPMENT ASSOCIATE (SEE PAGE 81) ARE ALSO AVAILABLE.

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 # Cr	Course Name	Course #	Cr.
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General Requirements

Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111 .	4
Humanities I	HU200	4
Humanities II	HU201	4
Biological Science*	NS100	4
Physical Science*	NS101	4
-		

Core Requirements

American Thought & Literature I	LA200	3
American Thought & Literature II	LA201	3
Speech	LA210	3
English Literature: Beginning		
to 1798	LA220	3
English Literature: 1798 to Present	LA221	3

Other Degree Requirements

Electives

Literature Electives

Short Story	LA230	3
Children's Literature	LA235	3
The Novel	LA240	3
Drama as Literature	LA260	3
Drama as a Performing Art	LA261	3
Poetry	LA270	3

Suggested Electives

Introduction to Philosophy	HU220	3
Principles of Macroeconomics	SS215	3
General Psychology	SS220	3
US History to 1865	SS250	3
US History Since 1865	SS251	3
Michigan History	SS255	3

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 11.

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 #	Cr.
General Requirements		
Freshman English I	LA100	.3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4 4 4 4 5
Humanities I	HU200	4
Humanities II	HU201	4
Biological Science*	NS100	4
College Chemistry I	NS220	5
Core Requirements		
Personalized Body Conditioning	PE103	1
or Introduction to Physical	3	
Fitness	PE110	1
Sports Fundamentals	PE105	1
Sports Officiating	PE210	1
Beginning Swimming	PE130	1
Anatomy & Physiology I	NS103	÷ 5
Anatomy & Physiology II	NS203	4
Emergency Health Care	AH100	[•] 2
Other Degree Requirem	nents	
Intermediate Algebra	MA104	4
Speech	LA210	3
General Psychology	SS220	3
Electives		9.11

Suggested Electives

30		
Introduction to Business	BA135	3
Principles of Marketing	BA233	3
Small Business Management	BA235	3
Management	BA237	3
Introduction to Data Processing	DP110	3

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 11.

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.

Course Name Course # Cr.

General Requirements

Freshman English I LA100	3
Freshman English II LA101	3
Introduction to Social Science I SS110	4
Introduction to Social Science II* SS111	4
Humanities I HU200	4
Humanities II HU201	4

Core Requirements

Introductory Physics I	NS230	4
Trigonometry	MA120	3
Introductory Physics II	NS231	4
College Chemistry I	NS220	5
College Chemistry II	NS221	5
College Algebra	MA159	4
Calculus & Analytic Geometry I	MA250	4
Calculus & Analytic Geometry II	MA251	4

Other Degree Requirements

Electives

Suggested Electives

Physical Science	NS101	4
Biological Science	NS100	4
Earth Science	NS102	3
Botany	NS110	4
Zoology	NS115	4
Environmental Geography	NS120	3
Nature Study	NS208	4
Microbiology	NS201	4

^{*}See the alternatives listed under the requirements for the associate degree in arts and sciences on page 11.

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

Arts & Sciences Associate

SOCIAL SCIENCE

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 social science field. A minimum of 60 credits is required.

Course Name Course # Cr.

General Requirements

Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Humanities I	HU200	4
Humanities II	HU201	4
Biological Science*	NS100	4
Physical Science*	NS101	4
Thysical Delotted		

Core Requirements

US History to 1865	SS250	3
US History Since 1865	SS251	3
Sociology	SS230	3
Social Problems	SS235	3
General Psychology	SS220	3
Child Psychology	SS221	3
Cultural Anthropology	SS260	3
Principles of Macroeconomics	SS215	3
Titrospan		

Suggested Electives

Suggested Electives		
Foreign Language	FL	4
Introduction to Philosophy	HU220	3
American Thought & Literature I	LA200	3
or American Thought &		
Literature II	LA201	3
Speech	LA210	3
Elementary Algebra	MA100	4
or Intermediate Algebra	MA104	4
Michigan History	SS255	3
Abnormal Psychology	SS225	3
Principles of Microeconomics	SS216	3
L Hitcibies of taristoccommunication		

^{*}See the alternatives listed under the requirements for the associate degree in arts and sciences on page 11.

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

Academic Programs



ASSOCIATE DEGREES IN APPLIED ARTS AND SCIENCES

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 #	Cr.
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Core Requirements		
Principles of Accounting I	BA115	4
Keyboarding	OS145	1
Introduction to Business	BA135	3
Introduction to Data Processing	DP110	3
Introduction to PCs and Lotus for		
Accounting Students	DP113	1
or Microcomputers Operating		
Systems and Applications	DP116	3
Principles of Accounting II	BA116	4
Computerized Accounting I	BA213	3 3 3 3 3
Computerized Accounting II	BA214	3
Cost Accounting	BA215	3
Legal Environment of Business	BA200	3
Human Relations	BA250	3
Management	BA237	3
Other Degree Requirem	nents	
Speech	LA210	3
Intermediate Algebra	MA104	4
Principles of Macroeconomics	SS215	3
Electives		
TICCLI CO		

SS216	3
BA292	4-5
DP116	3
HU270	3
MA116	3
OS240	3
	BA292 DP116 HU270 MA116

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

Suggested Two-year Sequence FIRST YEAR Fall: LA100, BA115, OS145, BA135, DP110 & DP113 or DP116 Spring: LA101, BA116, LA210 & MA104

SECOND YEAR
Fall: SS110, BA213, BA215, BA200, SS215 & an elective
Spring: SS111, BA214; 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.

Course Name Course, # Cr.

General Requirements

Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4

Core Requirements

29-30 AM Credits (Students may select any of the AM courses available except AM114, AM116, AM118, AM160 and AM164.

Other Degree Requirements

0 1		
Elementary Algebra	MA100	4
Concepts of Electricity	EL100	3
Basic Fluid Power	IT253	3
Elective Credits from the area	as listed below	6-8
BA Business Administration, I	OP Data Processin	g, EL
Electronics Technology, FL F	oreign Language,	HU
Humanities, IT Industrial Tec	hnology, LA Lang	guage
Arts, MA Mathematics, NS	Natural Science	, OS
Office Systems, SS Social Science	e, TD Technical I)raft
ing and WE Welding.		

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

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.

BRAKES

Shop Procedures	AM104	1
Automotive Brakes	AM107	4
Basic Fluid Power	IT253	3
EDONE ENTO OF TODEN TOTO	M OFFERMAN	.~

FRONT-END SUSPENSION, STEERING Shop Procedures AM104 1 Basic Fluid Power IT253 3 Steering and Suspension AM109 5

ENGINE REPAIR

Shop Procedures	AM104	1
Engine Repair Specialist	AM105	8

ENGINE TUNE-UP AND PERFORMANCE

Concepts of Electricity	EL100	3
Shop Procedures	AM104	1
Engine Performance	AM205	9

MANUAL TRANSMISSIONS.

DIFFERENTIALS AND DR	IVE TRAIN	S
Shop Procedures	AM104	1
Manual Drivetrains and Axles	AM111	5

HEATING, VENTILATING AND AIR

CONDITIONING

Shop Procedures	AM104	1
Heating and Air Conditioning	AM207	5

AUTOMATIC TRANSMISSIONS

Basic Fluid Power	IT253	3
Shop Procedures	AM104	1
Automatic Transmissions	AM201	5

ELECTRICAL SYSTEMS

Concepts of Electricity	EL100	3
Shop Procedures	AM104	1
Electrical Systems	AM203	10

ADDITIONALAM COURSES ARE LISTED ON PAGES 84 THROUGH 86.

Applied
Arts &
Sciences
Associate

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DMINISTRATION

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 #	Cr.
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Core Requirements		,
Principles of Accounting I	BA115	4
Principles of Accounting II	BA116	4
Keyboarding	OS145	1
Introduction to Business	BA135	3
Introduction to Data Processing	DP110	3
Introduction to PCs and Lotus for		
Accounting Students	DP113	1
or Microcomputers: Operating	{	
Systems and Applications	DP116	3
Human Relations	BA250	3 3 3 3
Legal Environment of Business	BA200	3
Management	BA237	3
Marketing	BA233	.3
Advertising	BA248	3
Other Degree Requiren	nents	
Speech	LA210	3
Principles of Macroeconomics	SS215	3
General Psychology	SS220	
Business Communications II**	OS130	3
Electives		5-7

Suggested Electives	•	
Accounting for Small Business	BA105	3
Entrepreneurship	BA136	3
Computerized Accounting I	BA213	3
Computerized Accounting II	BA214	3
Retailing	BA234	3
Small Business Management	BA235	3
Customer Relations	BA251	2
Field Experience	BA292	4-5
Microcomputers: Operating		
Systems and Applications	DP116	3
Issues in Leadership	HU270	3
College Algebra	MA159	4

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

MA116

**The prerequisite of OS129 does not apply to this program.

Suggested Two-year Sequence

FIRST YEAR Fall: LA100, BA115, OS145, BA135, DP110 & DP113 or DP116 Spring: LA101, BA116, BA250, LA210 & an

SECOND YEAR

elective

Managerial Math

Fall: SS110, BA200, BA233, BA237 & SS215 Spring: SS111, BA248, SS220, OS130 & an elective

Business Data Processing

Applied
Arts &
Sciences
Associate

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 a job in the business data processing field. It is designed for students seeking careers with companies that use microcomputers and commercially available software packages. A minimum of 62 credits is required.

A minimum 20 wpm typing or OS145 Keyboarding is a program requirement. For those without prior computer experience, completion of DP100 is strongly recommended prior to enrollment in other DP courses. DP110 and DP114 are prerequisites for all DP courses in the program. Students who completed DP110 before 1992 should meet with a counselor or DP faculty member to determine whether they need to repeat DP110.

Course Name	Соитѕе #	Cr.
General Requirements		L.
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4

Core Requirements		
Principles of Accounting I	BA115	4
Principles of Accounting II	BA116	4
Introduction to Business	BA135	3
Introduction to Data Processing	DP110	3
Introduction to Programming		
and Logic	DP114	3
Human Relations	BA250	3
Legal Environment of Business	BA200	3
Management	BA237	3
Systems Concepts/Design	DP240	4
Microcomputer Spreadsheets	DP230	3
Microcomputers: Operating		
Systems and Applications	DP116	3
Microcomputer Data Base		
Applications	DP235	3
Advanced Microcomputer		
Applications	DP236	3

Other Degree Requirements

	-	_		
Speech		LA210	3	
Elective	(math recommen	nded)	3 or	4

Suggested Electives

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.

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, BA115, DP114, BA135 & DP110 Spring: LA101, BA116, BA250, DP116, DP235, & an elective

SECOND YEAR

Fall: SS110, BA200, BA237, DP230, & DP236 Spring: SS111, DP240, LA210 & BA250

COSMETOLOGY IVI ANAGEMENT

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.

Course Name Course # Cr.

General Requirements

Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4

Core Requirements

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

Other Degree Requirements

outer police reduitem	CITCO	
Accounting for Small Business	BA105	3
or Principles of Accounting I	BA115	4
Entrepreneurship	BA136	3
or Small Business Management	BA235	3
Select at least 3 of the following election	ves.	
Introduction to Business	BA135	3
Legal Environment of Business	BA200 -	3
Principles of Marketing	BA233	3
Retailing	BA234	3
Human Relations	BA250	3
Customer Relations	BA251	2
Introduction to Data Processing	DP110	3
Microcomputers: Operating		
Systems and Applications	DP116	3
Speech	LA210	3
Business Mathematics	OS120	3
Business Communications I	OS129 ~	3
Principles of Macroeconomics	SS215	3
General Psychology	SS220	3

*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 11.

**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 documents ix 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 72.

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 #	Cr.
General Requirements		
Freshman English I	LA100	3 - 3 - 4 - 4 -
Freshman English II	LA101	3 ′
Introduction to Social Science I	SS110	4 -
Introduction to Social Science II*	SS111	4 -
Cara Paguiramanta		
Core Requirements		_
Introduction to Criminal Justice	CJ100	3 ~ 3 ~ 3 ~
Introduction to Corrections	CJ110	3 -
Corrections Institutions/Facilities	CJ120	3 -
Police Administration and		
Operations	CJ125	3 ~
Juvenile Delinquency	CJ230	3 🐃
American Criminal Law	CJ210	3 ~ 3 ~ 3 №
Criminal Investigation	CJ130	3 ~
Introduction to Security Systems	CJ240	3 N
Criminal Justice Practicum**	CJ290	5
0.1 D D :		
Other Degree Requirem	ents	
Introduction to Data Processing	DP110	3 ~
Personal Self-Defense***	PE114	1 -
Humanities I	HU200	4 -
Humanities II	HU201	4~_
Speech	LA210	3 ~
American Political System	SS240	3
Psychology	SS220	3 -

*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 11.

Suggested Two-year Sequence

FIRST YEAR

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

SECOND YEAR

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

CRIMINAL JUSTICE CERTIFICATE (SEE PAGE 73) AND TRAINING PROGRAMS (SEE PAGE 81) ARE ALSO AVAILABLE.

^{**}Students 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.

^{***}Students may substitute PE111, PE112 or PE125.

CRIMINAL JUSTICE/ CORRECTIONS

This associate degree program prepares successful graduates for careers in corrections. It includes the 15 credit hours needed for certification plus 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.

minimum of oo credits is requir	cu.	
Course Name	Course #	Cτ.
7.		Ť
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Core Requirements		
Introduction to Corrections	CJ110	3 ~
Introduction to Criminal Justice	CJ100	3 ~
Corrections Institutions/Facilities	CJ120	3~
Report Writing for Line Officers	CJ135	1
American Criminal Law	CJ210	3~
Legal Issues in Corrections	CJ220	3~
Client Relations in Corrections	CJ250	3 ~
Stress Management for		
Correctional Officers	CJ115	1 -
Client Growth & Development	CJ260	3~
Criminal Justice Practicum**	CJ290	5
Parole and Probation	CJ235	3
Other Degree Requirem	nents	
Personal Self-Defense***	PE114	1 -
Humanities I	HU200	4 -
Humanities II	HU201	4 7
Speech	LA210	3 -
Emergency Health Care	AH100	2
Electives	,	
Suggested Electives		
Introduction to Data Processing	DP110	3
Psychology	SS220	3
Human Relations****	BA250	3
4		

*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 11.

**Students 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.

***Students may substitute PE111, PE112 or PE125.

****The prerequisite of BA135 for this course is waived for this program.

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

CRIMINAL JUSTICE CERTIFICATE (SEE PAGE 73) AND TRAINING PROGRAMS (SEE PAGE 81) ARE ALSO AVAILABLE.

DRAFTING LECHNOLOGY

Applied
Arts &
Sciences
Associate

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. minimum of 60 credits is required.

Course Name	Course # C	٦_
Course Ivame	Course # C	JΤ.

General Requirements

Freshman English I	LA100	3 •
Freshman English II	LA101	.3 -
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4 -

Core Requirements

Metallurgy and Heat Treatment	IT130	2
Basic Machine Operation	IT220	3 ~
Technical Drafting I	TD100	3~
Manufacturing Processes	IT260	2-
Descriptive Geometry	TD110	3 -
Technical Drafting II	TD130	3 ~
Concepts of Electricity	EL100	3
Product Design	TD215	3 ·
Jig & Fixture Design	TD230	3 -
Basic Fluid Power	IT253	3 000
Tool and Die Design I**	TD135	2 🖍
Introduction to CAD	TD250	3 ~

Other Degree Requirements

Intermediate Algebra	MA104	4
Industrial Graphics		
Communication	TD102	2 -
Trigonometry	MA120	3 -
Introduction to Data Processing	DP110	3 ~~~
Customer Relations	BA251	2 ~

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

**Students may substitute TD140 Plastic Mold Design I.

Suggested Two-year Sequence

FIRST YEAR

Fall: IT130, IT220, LA100, MA104 & TD100 Spring: TD102, IT260, LA101, MA120, TD110 & TD130

SECOND YEAR

Fall: EL100, TD215, SS110, TD230 & DP110 Spring: BA251, IT253, SS111, TD135 & TD250

A CERTIFICATE PROGRAM IN DRAFT-ING IS ALSO AVAILABLE. SEE PAGE 73.

EARLY CHILDHOOD DEVELOPMENT

This program is for students who desire training that satisfies state requirements for Headstart programs, day-care centers, home day care and related areas. A minimum of 60 credits is required.

Course Name	Соитѕе #	Cr.
General Requirements		,
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	3 4
Introduction to Social Science II*	SS111	4
Core Requirements		
Introduction to CDA	ECD100	1
Child Development: Infants		
& Toddlers	ECD110	3
Child Development:	1	-
Preschoolers	ECD120	3
Infant/Toddler & Preschool		
Curriculum	ECD130	3
Administration of Early		
Childhood Programs	ECD150	.3
Children with Special Needs	ECD160	3
General Psychology	SS220	3
Child Psychology	SS221	3
Emergency Health Care	AH100	2
Children's Literature: The Younge		
Child, Preschool - 8 years	LA295	1
Small Business Management**	BA235	3
Accounting for Small Business	BA105	3
Introduction to Data Processing	DP110	3
Entrepreneurship	BA136	3
Business Mathematics	OS120	3
Introduction to Physical Fitness	PE110	1
Dealing with Stress	SD120	1
Electives		4

Suggested Electives

Michigan Child Care Futures:		
Basic	ECD140	1
Michigan Child Care:		
Advanced	ECD141	1
Elementary Spanish	FL130	4
Sociology	SS230	3
Legal Environment of Business**	BA200	3
Human Relations**	BA250	3

Suggested Two-year Sequence

FIRST YEAR
Fall: LA100, SS110, ECD100, ECD110 & AH100
Spring: LA101, SS111, ECD120, ECD150 & LA295

SECOND YEAR

Fall: SS220, BA235, BA105, DP110 & PE110 Spring: SS221, ECD160, BA136, OS120 & SD120

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

**The prerequisite of BA135 for these courses is waived for this program.

ANEARLY CHILDHOOD DEVELOPMENT ARTS AND SCIENCES ASSOCIATE (SEE PAGE 44) AND A CHILDHOOD DEVEL-OPMENT ASSOCIATE (SEE PAGE 81) ARE ALSO AVAILABLE.

ELECTRONICS TECHNOLOGY

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. A minimum of 62 credit hours are required for the degree and at least 26 must be EL courses.

Course Name	Course #	Cr.
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Core Requirements		
Concepts of Electricity	EL100	3
Electronic Fabrication	EL105	1
Electrical Circuit Analysis	EL110	3
Digital Electronics	EL230	3
Electronic Devices	EL120	3
Industrial Electrical Maintenance I	EL251	2
Industrial Electrical		
Maintenance II	EL252	2
Industrial Electrical		
Maintenance III	EL253	2
Industrial Electrical		
Maintenance IV	EL254	2
Microprocessors	EL240	3
Electronic Circuits	EL210	3

Other	Degree	Requirements
-------	--------	--------------

Intermediate Algebra	MA104	4
Introduction to Data Processing	DP110	3
Trigonometry	MA120	3
Introduction to College Physics I	NS111	3
Introduction to College Physics II	NS112	3
Customer Relations	BA251	2
Elective		3

Suggested Electives

Introduction to Programming		
and Logic	DP114	3
Basic Fluid Power	IT253	3
College Algebra	MA159	4

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, MA104, EL100, NS111, & DP110 Spring: LA101, MA120, EL110, EL105 & NS112

SECOND YEAR

Fall: EL120, SS110, EL251, EL252, EL230 & an elective Spring: EL210, SS111, EL240, EL253, EL254 & BA251

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

EXECUTIVE SECRETARY

This program provides students with 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.

Course Name	Course #	Ст.
General Requirements		
-	IA100	3
Freshman English I	TA101	3
Freshman English II Introduction to Social Science I	SS110	. 4
Introduction to Social Science II*	SS111	4
Introduction to Social Ocience if	00111	•
Core Requirements		
-	OS101	3
Typing II Business Mathematics	OS120	3
=	OS129	3
Business Communications I	OS130	3
Business Communications II	OS202	3
Typing III	OS240	3
Business Calculators		4
Information Processing I	OS225	. 4
Shorthand I	OS103	4
or Speed Writing I	OS115	3
Voice Transcription: Business	OS220	3
Records Management	OS175	3
Shorthand II	OS104	4
or Speed Writing II	OS116	3
Office Administration	OS230	3
Information Processing III	OS227	3
Information 1 focessing in		

Other Degree Requirements

Office Degree and		_
Accounting for Small Business	BA105	3
Electives		

Suggested Electives

88	D 4125	3
Introduction to Business	BA135	-
Human Relations	BA250	3
Introduction to Data Processing	DP110	3
Issues in Leadership	HU270	3
Shorthand III	OS203	3
	OS226	3
Information Processing II	OS290	3
Field Experience	03290	,

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

Suggested Two-year Sequence

FIRST YEAR
Fall: LA100, OS101, OS120, OS129 & an elective
Spring: LA101, OS130, OS202, OS240 & OS225

SECOND YEAR

Fall: SS110, OS103 or OS115, BA105, OS220 & an elective Spring: SS111, OS175, OS104 or OS116, OS230 & OS227

FOOD SERVICE LECHNOLOGY

Applied
Arts &
Sciences
Associate

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.

\$ w 2 .		_
Course Name	Course #	Ст.
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
5 5 6 7 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8		
Core Requirements		
Introduction to Food Service	FST100	3
Food Service Safety and Sanitation	FST101	2
Food Production Skills General	FST110	4

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	OS120	3
Introduction to Business	BA135	3
Small Business Management	BA235	3
Humanities I	HU200	4

Suggested Two-year Sequence

FIRST YEAR
Fall: LA100, OS120, FST100, FST101 &
FST140

Spring: LA101, BA135, FST120, FST130 & FST110

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 11.

A CERTIFICATE PROGRAM IN FOOD SERVICE TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 74.

INDUSTRIAL TECHNOLOGY

Course # Cr.

1-3

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. Aminimum of 60 credits is required.

Course Name

General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
•		
Core Requirements		
Basic Machine Operation	IT220	3
Technical Drafting I	TD100	3
Basic Fluid Power	IT253	3
Manufacturing Processes	IT260 🐫	2
Layout & Precision Measurement	TD106	2 [°]
Concepts of Electricity	EL100	.3
Basic CNC Operation	IT102	2
Metallurgy and Heat Treatment	IT130	2
Industrial Quality Control	IT270	2

Other Degree Requirements

Welding Elective

I		
Elementary Algebra	MA100	4
Introduction to Data Processing	DP110	3
Industrial Graphics		
Communications	TD102	2
Intermediate Algebra	MA104	4
Introduction to College Physics I	NS111	3
Introduction to College Physics II	NS112	3
Customer Relations	BA251	2
Trigonometry	MA120	3
- 0		

Suggested Two-year Sequence

FIRST YEAR

Fall: IT220, LA100, MA100, TD100 & DP110 Spring: TD102, 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 11.

Information Processing

Applied Arts & Sciences Associate

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 be attained for students who wish to further specialize in related fields. A minimum of 60 credits is required.

Course Name		Course		Ci.
	1 D			

General Requirements

3
3
4
4

Core Requirements

0010 - 10 1		
Typing II	OS101	3
Business Mathematics	OS120	3
Business Communications I	OS129	3
Business Communications II	OS130	3
Typing III	OS202	3
Business Calculators	OS240	.3
Information Processing I	OS225	4
Information Processing II	OS226	3
Voice Transcription: Business	OS220	3
Records Management	OS175	3
Information Processing III	OS227	3
Office Administration	OS230	.3

Other Degree Requirements

Introduction to Data Processing	DP110	.3
Accounting for Small Business	BA105	3
Electives		

Suggested Electives

Introduction to Business	BÁ135	3
Human Relations	BA250	3
Shorthand I	OS103	3
Speed Writing I	OS115	3
Field Experience	OS290	3

Suggested Two-year Sequence

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 11.

A CERTIFICATE PROGRAM FOR INFORMATION PROCESSING ASSISTANT IS ALSO AVAILABLE. SEE PAGE 74.

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 #	Ст.
COMING I TOTAL	G () , , , , , , , , , , , , , , , , , ,	

General Requirements

LA100	3
LA101	3
SS110	4
SS111	4
	LA101

Core Requirements

Typing II	OS101	3
Business Mathematics	OS120	3
Business Communications I	OS129	3
Information Processing I	OS225	4
Typing III	OS202	3
Information Processing III	OS227	3
Business Calculators	OS240	.3
Shorthand I	OS103	4
or Speed Writing I	OS115	3
Shorthand II	√ OS104	4
or Speed Writing II	OS116	3
Office Administration	OS230	3
Records Management	OS175	3
Voice Transcription: Legal	OS221	3
Legal Terminology	OS205	3
Legal Office Procedures	OS206	3
-		

Other Degree Requirements

Accounting for Small Business	BA105	3
Legal Environment of Business**	BA200	3

Suggested Electives

Introduction to Business	BA135	3
Human Relations**	BA250	3
Introduction to Data Processing	DP110	3
Business Communications II	OS130	3
Shorthand III	OS203	4
Information Processing II	OS226	⁻ 3
Field Experience	OS290	3
Legal Research and Writing	PL110	3

Suggested Two-year Sequence

FIRST YEAR

Fall: IA100, OS101, OS120, OS129 & OS225 Spring: IA101, BA105, OS202, OS227 & OS240

SECOND YEAR

Fall: SS110, BA200, OS103 or OS115, OS221 & 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 11.

**The prerequisite of BA135 for these courses is waived for this program.

A CERTIFICATE PROGRAM FOR LEGAL OFFICEASSISTANT ISALSO AVAILABLE. SEE PAGE 75.

MEDICAL SECRETARY

Applied
Arts &
Sciences
Associate

This program prepares students for employment or advancement in a physician's office; hospital; medical supply house; local, state, or federal health agency; voluntary health agency; medical college; health insurance firm or related area. A minimum of 60 credits is required.

Course Name		Course #	Ст.
	•		•

General Requirements

LA100	3
LA101	.3
SS110	4
SS111	4
	LA101

Core Requirements

Core Requirements		
Typing II	OS101	3
Business Mathematics	OS120	3
Business Communications I	OS129	.3
Information Processing I	OS225	4
Typing III	OS202	3
Information Processing III	OS227	3
Business Calculators	OS240	3
Shorthand I	OS103	4
or Speed Writing I	OS115	3
Shorthand II	OS104	4
or Speed Writing II	OS116	3
Voice Transcription: Medical	OS222	3
Records Management	OS175	3
Office Administration	OS230	3
Medical Terminology	OS207	3
Medical Office Procedures	OS208	3

Other Degree Requirements

-		
Accounting for Small Business	BA105	3
Emergency Health Care	AH100	2

Suggested Electives

Introduction to Business	BA135	3
Human Relations**	BA250	3
Introduction to Data Processing	DP110	3
Business Communications II	OS130	3
Shorthand III	OS203	4
Information Processing II	OS226	3
Field Experience	OS290	3

Suggested Two-year Sequence

FIRST YEAR Fall: LA100, OS101, OS120, OS129 & OS225 Spring: LA101, BA105, OS202, OS227 &

SECOND YEAR

OS240

Fall: SS110, OS103 or OS115, OS207, OS222 & OS175 Spring: SS111, AH100, OS104 or OS116, OS208 & OS230

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 11.

**The prerequisite of BA135 for this course is waived for this program.

A CERTIFICATE PROGRAM FOR MEDI-CALOFFICEASSISTANT IS ALSO AVAIL-ABLE. SEE PAGE 76. Students completing the certificate and applied arts and sciences degree programs become eligible to apply for the National Council Licensing Examination/Computer Adaptive Testing (NCLEX-RN/CAT) 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, with a C or better grade within the last 10 years; and submit a Waiting List Request Form to the MCC Admissions Office. Prior to admission to the certificate program, students must complete NS103 and NS203 with a C or better grade within the last 10 years and complete LA100.

Prior to admission to the degree program, students must complete a general chemistry course with lab, equivalent to NS105, with a Cor better grade within the last 10 years in high school or college; complete an algebra course, equivalent to MA100, 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; score at least 25 on the ASSET Applied Weights and Measures Test; complete NS201 within the last 5 years, with a C or better grade, prior to or with NUR253 Advanced Medical-Surgical Nursing; complete SS220 prior to NUR227 Community Mental Health and complete SS110.

Admission into the nursing program is dependent upon available space and is not guaranteed immediately upon acceptance or being placed on the waiting list.

Course Name	Course #	Cr.
The following curriculum sequence i FALL SEMESTER	s recommend	ded:
Anatomy and Physiology I	NS103	5
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
Elementary Algebra	MA100	4
SPRING SEMESTER		
Anatomy and Physiology II	NS203	4
Freshman English II	LA101	
General Psychology	SS220	3
Introductory Chemistry	NS105	3 4
The following curriculum sequence i. FALL SEMESTER	s required:	
Fundamentals of Nursing Care Nutrition and Diet Therapy in	NUR101	5
Nursing	NUR111	2
Introduction to Concepts of	, NORIII	L
Communication in Nursing	NUR121	2
Pharmacology in Nursing	NUR163	2
Nursing of the Adult Client I	NUR103	6
SPRING SEMESTER	11011103	Ü
Nursing Care of the		
Childbearing Family	NUR146	2
Nursing Care of Children	NUR147	3
		6
Nursing of the Adult Client II	NUR105	b
SUMMER SEMESTER		
Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends	NUR126	.5
FALL SEMESTER Advanced Medical-Surgical		
Nursing	NII ID252	10
	NUR253 NS201	
Microbiology*	NS201	4
SPRING SEMESTER		
Advanced Nursing Care of the		_
Childbearing Family	NUR246	3
Advanced Nursing Care of		
Children	NUR247	
Community Mental Health	NUR227	5
SUMMER SEMESTER		
Leadership and Management	NUR257	3
recently and Management	INORAJI	

^{*}NS201 can be taken prior to fall semester.

ADVANCED STANDING

This program provides a means for the Licensed Practical Nurse, holding a valid unencumbered license in good standing, to complete the ADN program and become eligible to make application for the National Council Licensing Examination/Computer Adaptive Testing (NCLEX-RN/CAT) for licensure as a Registered Nurse (RN).

To be placed on the waiting list, students must have completed a PN program; 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 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 NUR253 Advance Medical-Surgical Nursing, and SS220 General Psychology prior to NUR227 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 for these exams.

Admission into the advanced studies program is dependent upon available space and is not guaranteed immediately upon acceptance or being placed on the waiting list.

Course Name	Course #	Cr.
The following curriculum sequence is FALL SEMESTER	recommend	łed:
Anatomy and Physiology I	NS103	5
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
Elementary Algebra	MA100	4
SPRING SEMESTER		
Anatomy and Physiology II	NS203	4
Freshman English II	LA101	3
General Psychology	SS220	3
Introductory Chemistry	NS105	4
The following curriculum sequence i SUMMER SEMESTER		
Role Transition	NUR200	2
FALL SEMESTER		
Advanced Medical-Surgical		
Nursing	NUR253	10
Microbiology	NS201	4
SPRING SEMESTER		
Advanced Nursing Care of the		
Childbearing Family	NUR246	3
Advanced Nursing Care of		
Children	NUR247	3
Community Mental Health	NUR227	5
SUMMER SEMESTER		
Leadership and Management	NUR257	3
· OFFICIATE DECOEMAN	A CTOT TATE 1	OTT

A CERTIFICATE PROGRAM IN PRACTI-CALNURSING IS ALSO AVAILABLE. SEE PAGE 77.

PARALEGAL STUDIES

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

galcareer. Allithman	•	
Course Name	Course #	Cr.
General Requirements		٠
General Response	LA100	3.5
Freshman English I	LA101	3 '
Freshman English II	SS110	4 :
Introduction to Social Science I	SS111	4
Introduction to Social Science II*	00111	•
Core Requirements		
Core Requiremental Studies	PL100	3`
Introduction to Paralegal Studies	PL110	3
Legal Research and Writing	PL215	3
Litigation I	CJ210	3
American Criminal Law	BA200	3 . 3
Legal Environment of Business**	PL216	3
Litigation II	PL200	3
Estates, Wills and Trusts	PL217	3
Domestic Relations Law	PL210	3
or Tax Law	12210	J
Other Degree Requiren	nents	
	OS100	3 `
Typing I	BA115	4`
Principles of Accounting I Introduction to Data Processing	DP110	4 ` 3 3
introduction to Data i rocessing	SS220	3
General Psychology	LA210	3 \
Speech		9-12
Electives		
Suggested Electives		
	PL210	3
Tax Law Domestic Relations Law	PL217	3
Business Communications II**	OS130	3
Business Communications 11	OS227	
Information Processing III**	PL290	3
Paralegal Practicum	PL219	2\
Administrative Law Introduction to LEXIS Research	PL102	$\tilde{1}$
introduction to LEAIS Research	1 21 02	•

Suggested Two-year Sequence

Students are encouraged to follow this sequence because it assures that they are adequately prepared for subsequent courses. 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, SS110, 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 11.

**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 MCC service area. Radiological technology courses (24 credit hours) are taught at Mid-Michigan Community College and the clinical courses (26 credit hours) are arranged locally. Liberal arts, science and prerequisite courses (29 credit hours) are available at MCC. 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 American Registry of Radiologic Technologists certification examination.

Course Name

Course # Cr.

First Year

L1 122 02112	•	
Medical Terminology	OS207	3
Anatomy and Physiology I	NS103	5
Introductory Chemistry	NS105	4
Freshman English I	LA100	3
SPRING SEMESTER (MONT	CALM)	
Anatomy and Physiology II*	NS203	4
Introduction to Data Processing	DP110	3
General Psychology	SS220	3
Introduction to Social Science I	SS110	4

FALL SEMESTER (MONTCALM)

* These courses are prerequisite to acceptance in Mid-Michigan Community College's Radiography program. It is also strongly recommended by MMCC that students take MA100 at MCC prior to enrolling in chemistry or anatomy and physiology. Additionally, SPE101, Fundamentals of Communication (3 credits), HUM200 Modernity & Culture (3 credits), and MAT101, Basic Mathematics** (3 credits) are to be taken at MMCC or equivalent credit earned. All courses must have a "C" or better to transfer. Science and Math courses must have been completed within five years of the date the student formally begins the program.

**Math requirement can be met by competency testing at MMCC.

All documents, testing, and prerequisites should be completed and submitted to Mid-Michigan Community College by May 20 for students to beeligible to begin Radiologic Technology classes by fall at Mid-Michigan Community College. Admission into the program is dependent upon available space, however MCC has been guaranteed a minimum of two slots each academic year, Students are expected to contact Mid-Michigan's Director of the Radiologic Technology program once each semester.

Second Year

Montcalm Community College students accepted in Mid-Michigan's Radiological Technology Program will be allowed to enroll in RAD courses at the MMCC in-district tuition rate.

FALL SEMESTER (MID-MICHIGAN)

Introduction to		
Radiologic Technology	RAD100	3
Radiation Physics	RAD110	3
Maddatt 111/0100		-
WINTER SEMESTER (MIT	-MICHIGA	N)

Principles of Radiation Exposure RAD115 3 Radiographic Positioning I & II RAD130 4

SUMMER SEMESTER (MID-MICHIGAN)
Radiographic Positioning III RAD175 3

Third Year

occur,.	
RAD200	10
RAD215	3
RAD220	10
RAD217	3
RAD225	6
RAD230	2
	RAD220 RAD217 RAD225

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 #	Cr.
General Requirements		
Freshman English I	LA100	3
Freshman English II	LA101	3
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4
Core Requirements		
Principles of Accounting I	BA115	4
Entrepreneurship	BA136	3
Introduction to Data Processing	DP110	3
Introduction to Business	BA135	3
Advertising	BA248	3
Small Business Management	BA235	
Marketing	BA233	3 3 3 3
Legal Environment of Business	BA200	3
Business Mathematics	OS120	3
Microcomputers: Operating		
Systems and Applications	DP116	3
Retailing	BA234	3 3 2
Customer Relations	BA251	2
Oth on Dormon Poquiran	nante	
Other Degree Requiren		2
Speech	LA210	3 3 3
Principles of Macroeconomics	SS215	,
General Psychology	SS220	3
Elective		
Suggested Electives		
Accounting for Small Business	BA105	3
Principles of Accounting II	BA116	4
Computerized Accounting I	BA213	3
~		_

Computerized Accounting II

Management

Field Experience

BA214

BA237

BA292

3

4-5

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 11.

A CERTIFICATE PROGRAM FOR SMALL BUSINESS DEVELOPMENT/MANAGE-MENT IS ALSO AVAILABLE. SEE PAGE 78.

Academic Programs



CERTIFICATE AND TRAINING PROGRAMS

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 #	Cr.
PALL OF LECTED		
FALL SEMESTER	43.6104	1
Shop Procedures	AM104	_
Concepts of Electricity	EL100	3
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Improving Reading and Writing	SD175	3
Approved Automotive elective		8
SPRING SEMESTER		
Customer Relations	BA251	2
Basic Fluid Power	IT253	.3
Automotive Welding	WE110	2
Approved Automotive elective		8
APPROVED AM ELECTIVES		
	AM105	8
Engine Repair Specialist		_
Automotive Brakes	AM107	4
Steering and Suspension	AM109	5
Manual Drivetrains and Axles	AM111	5
Automatic Transmissions	AM201	5
Electrical Systems	AM203	10
Engine Performance	AM205	9
Heating and Air Conditioning	AM207	5
-		

AN ASSOCIATE DEGREE IN AUTOMOTIVE MECHANICS TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 51.

COSMETOLOGY

This Michigan Department of Commerce, Division 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 #	Cr.
First Year		
FALL SEMESTER*		
Introduction to Cosmetology	CS100	3
Introduction to Cosmetology Lab	CS110	4 3
Beginning Hairstyling	CS101	
Beginning Hairstyling Lab	CS111	4
SPRING SEMESTER* Beginning Hair Cutting and		
Permanent Waving	CS102	3
Beginning Hair Cutting and Permanent Waving Lab Beginning Hair Coloring and	CS112	4
Professional Development	CS103	3
Beginning Hair Coloring and Professional Development Lab	CS113	4

To begin second-year course work, students must have passed all written tests with a minimum of 75% and completed at least 690 clock hours. Departmental approval is required for any exceptions.

Second Year

FALL SEMESTER* Advanced Hairstyling Advanced Hairstyling Lab Advanced Hair Coloring and Permanent Waving Advanced Hair Coloring and Permanent Waving Lab	CS200 CS210 CS201	3 5 3
SPRING SEMESTER* Advanced Hairstyling II Advanced Hairstyling II Lab Salon Management and Board Review Salon Management and Board Review Lab	CS202 CS212 CS203 CS213	3 5 3

^{*18-}week semester program with 9-week courses.

ANASSOCIATE DEGREE IN COSMETOLOGY MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 54.

RIMINAL USTICE/ CORRECTIONS

This certificate program prepares students for careers 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 #	Cr.
FALL SEMESTER		
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
Introduction to Criminal Justice	CJ100	3
Introduction to Corrections	CJ110	3
Corrections Institutions/Facilities	CJ120	3
SPRING SEMESTER		
Freshman English II	LA101	3
Speech	LA210	3
Legal Issues in Corrections	CJ220	3
Client Relations in Corrections	CJ250	3
Client Growth and Development	CJ260	3
Report Writing for Line Officers	CJ135	1

AN ASSOCIATE DEGREE IN CRIMINAL JUSTICE (SEE PAGE 55) AND CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 56), AND A TRAINING PROGRAM IN CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 81) 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	Соитѕе #	Сr
Basic Machine Operation	IT220	3
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Improving Reading & Writing	SD175	3
Technical Drafting I	TD100	3
Reading Engineering Drawings	TD105	2
Introduction to Data Processing	DP110	3
Customer Relations	BA251	2
Industrial Graphics		
Communication	TD102	2
Basic Fluid Power	IT253	3
Manufacturing Processes	IT260	2
Applied Geometry	MA111	2
or Intermediate Algebra	MA104	4
Technical Drafting II	TD130	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 57.

Certificate Programs

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 #	Ст.
	Introduction to Food Service Food Service Safety and Sanitation Food Production Skills: General Food Production Skills: Entree Meat and Portion Control Nutrition and Menu Planning FST electives	FST100 FST101 FST110 FST120 FST130 FST140	3 2 4 4 3 3

AN ASSOCIATE DEGREE IN FOOD SER-VICE TECHNOLOGY IS ALSO AVAIL-ABLE. SEE PAGE 61.

INFORMATION PROCESSING ASSISTANT

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

Course Name	Course #	Cr.
FALL SEMESTER		
Typing II	OS101	3
Business Mathematics	OS120	3
Business Communications I	OS129	3
Information Processing I	OS225	4
SPRING SEMESTER		
Introduction to Data Processing	DP110	3
Business Communications II	OS130	3
Typing III	OS202	3
Office Administration	OS230	3
Information Processing II	OS226	3
SUMMER SEMESTER		
Voice Transcription: Business	OS220	3

AN ASSOCIATE DEGREE IN INFORMATION PROCESSING IS ALSO AVAILABLE. SEE PAGE 63.

LEGAL OFFICE ASSISTANT

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

Course Name	Соитѕе #	Cr.
FALL SEMESTER		
Legal Environment of Business	BA200	3
Typing II	OS101	3
Business Communications I	OS129	3
Legal Terminology	OS205	3
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Typing III	OS202	3
Legal Office Procedures	OS206	3
Information Processing I	OS225	4
Business Calculators	OS240	3
SUMMER SEMESTER		
Voice Transcription: Legal	OS221	3

AN ASSOCIATE DEGREE IN LEGAL SECRETARY IS ALSO AVAILABLE. SEE PAGE 64.

Machine Tool Operation

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

Course Name	Соитѕе #	Cr.
FALL SEMESTER		
Basic Machine Operation	IT220	3
Introduction to College Writing II	SD171	2
or Freshman English I	LA100	2 3 ·
Basic CNC Operation	IT102	2
Metallurgy and Heat Treatment	IT130	2
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Reading Engineering Drawings	TD105	2
Welding Technique and		
Joint Preparation	WE107	3
SPRING SEMESTER		
Advanced Machine Operation	IT221	3
Layout and Precision		Ū
Measurement	TD106	2
Manufacturing Processes	IT260	2
Basic Fluid Power	IT253	3
Applied Geometry	MA111	2
or Intermediate Algebra	MA104	4
Industrial Quality Control	IT270	2

Certificate Programs

MEDICAL OFFICE ASSISTANT

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

Course Name	Course #	Cr.
FALL SEMESTER		
Typing II	OS101	3
Business Communications I	OS129	3
Medical Terminology	OS207	3
Information Processing I	OS225	4
SPRING SEMESTER		ar.
Accounting for Small Business	BA105	3
Emergency Health Care	AH100	2
Typing III	OS202	3
Medical Office Procedures	OS208	3
Business Calculators	OS240 ²	3
OLD OF CENTEED		
SUMMER SEMESTER	OS222	3
Voice Transcription: Medical	USLLL	J

AN ASSOCIATE DEGREE IN MEDICAL SECRETARY IS ALSO AVAILABLE. SEE PAGE 65.

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.

Course Name	Course #	Cr.
FALL SEMESTER		1
Typing II	OS101	3
Business Mathematics	OS120	3
Business Communications I	OS129	3
Information Processing I	OS225	4
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Business Communications II	OS130	3
Typing III	OS202	3
Office Administration	OS230	3
Business Calculators	OS240	3
SUMMER SEMESTER		
Voice Transcription: Business	OS220	3
or Voice Transcription: Legal	OS221	3
or Voice Transcription: Medical	OS222	3

OFF-CAMPUS

ON-CAMPUS

A student completing the certificate program becomes eligible to apply for the National Council Licensing Examination/Computer Adaptive Testing (NCLEX-PN/CAT) 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 to the MCC Admissions Office. Prior to admission, students must complete NS103 and NS203 Anatomy and Physiology I & II with a C or better grade within the last 10 years and complete LA100 Freshman English I.

A student completing the certificate program becomes eligible to apply for the National Council Licensing Examination/Computer Adaptive Testing (NCLEX-PN/CAT) 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 to the MCC Admissions Office. Prior to admission, students must complete NS103 and NS203 Anatomy and Physiology I & II with a C or better grade within the last 10 years and complete LA100 Freshman English I.

Course Name	Course# (Cr.	Course Name	Course # Cr.
The following curriculum sequence i SPRING SEMESTER	s required:		The following curriculum sequence is FALL SEMESTER	required:
Fundamentals of Nursing Care	NUR101	5	Fundamentals of Nursing Care	NUR101 5
Nutrition and Nursing Care Introduction to Concepts of	NUR111	2	Nutrition and Diet Therapy in Nursing	NURI11 2
Communications in Nursing	NUR121	2	Introduction to Concepts of Communication in Nursing	NUR121 2
SUMMER SEMESTER			Pharmacology in Nursing	NUR163 2
Nursing of the Adult Client I	NUR103	6	Nursing of the Adult Client I	NUR103 6
FALL SEMESTER Nursing Care of the Childbearing Family Nursing Care of Children Pharmacology in Nursing	NUR146 NUR147 NUR163	3 3 2	SPRING SEMESTER Nursing Care of the Childbearing Family Nursing Care of Children Nursing of the Adult Client II	NUR146 3 NUR147 3 NUR105 6
SPRING SEMESTER Nursing of the Adult Client II	NUR105	6	SUMMER SEMESTER Nursing of the Adult Client III Nursing Issues and Trends	NUR119 5 NUR126 .5
SUMMER SEMESTER Nursing of the Adult Client III Nursing Issues and Trends	NUR119 NUR126	5 .5	AN ASSOCIATE DEGREE IN ALSO AVAILABLE. SEE PAC	

Certificate Programs

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.

Course Name	Course #	Ст.
FALL SEMESTER		
Entrepreneurship	BA136	3
Introduction to Data Processing	DP110	3
Business Mathematics	OS120	3
Legal Environment of Business	BA200	3
Marketing	BA233	3
SPRING SEMESTER		
Small Business Management	BA235	3
Customer Relations	BA251	2
Accounting for Small Business	BA105	3
Microcomputers: Operating		
Systems and Applications	DP116	3
Retailing	BA234	3
Keyboarding	OS145	1

AN ASSOCIATE DEGREE IN SMALL BUSINESS DEVELOPMENT/MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 70.

TENOGRAPHER

This program provides students with basic skills to function effectively in a business environment. Graduates will have a general understanding of business concepts and be prepared for employment as a secretary or administrative assistant. Students who wish to advance and specialize should refer to the associate degree programs in Information Processing, Legal and Medical Secretary. Thirty-two credit hours are required.

Course Name	Course #	Cr.
FALL SEMESTER	•	
Typing II	OS101	3
Shorthand I	OS103	4
or Speed Writing I	OS115	3
Business Mathematics	OS120	3
Business Communications I	OS129	3
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Typing III	OS202	3
Shorthand II	OS104	4
or Speed Writing II	OS116	3
Office Administration	OS230	3 3
Business Calculators	OS240	3
,		
SUMMER SEMESTER		
Voice Transcription: Business	OS220	3

WELDING TECHNOLOGY

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.

Course Name	Course #	Cr.
FALL SEMESTER		
Basic Machine Operations	IT220	3
Welding Technique and	-	
Joint Preparation	WE107	3
Welding and Fabrication I	WE108	3
Applied Algebra	MA110	2
Reading Engineering Drawings	TD105	2
Metallurgy and Heat Treatment	IT130	2
Introduction to College Writing	II SD171	2
SPRING SEMESTER		
Welding and Fabrication II	WE120	3
Related Welding Skills	WE122	3
Layout and Precision		
Measurement	TD106	2
Industrial Graphics		
Communication	TD102	2
Customer Relations	BA251	2
Basic Fluid Power	IT253	3

^{*}The college does not certify welders.

$\mathbf{A}_{ ext{LLIED}}\mathbf{H}_{ ext{EALTH}}$

APPRENTICESHIP TRAINING

Emergency Medical Technician

This one-semester program grants a certificate of completion and provides 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.

Course Name Course # Cr.

Recommended Schedule

SPRING SEMESTER
Emergency Medical Technician AH200 9

FALL SEMESTER
Emergency Health Care AH100 2

EMT Specialist

This one-semester program grants a certificate of completion and provides 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 AH202 7

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. Actual number of program hours may vary with the training agreement. Programs for machinists, electricians, plastic mold designers, mold-and-die makers and welders are also available.

Course Name	Course #	Cr.
FIRST SEMESTER		
Applied Algebra	MA110	2
Shop Drawing	TD120	2
Reading Engineering Drawings	TD105	2
Applied Geometry	MA111	2
SECOND SEMESTER		
Industrial Graphics		
Communication	TD102	2
Layout & Precision Measurement	TD106	2
Applied Right Angle Trigonometry	MA112	2
Industrial Safety and First Aid	IT155	2
THIRD SEMESTER		
Machine Tool Theory	IT100	2
Industrial Quality Control	IT270	2
TIG Welding	WE125	2
Tool and Die Design I	TD135	2
Applied Oblique Angle		
Trigonometry	MA113	2
FOURTH SEMESTER		
Tool and Die Design II	TD136	2
Metallurgy & Heat Treatment	IT130	2
Tool and Die Design III	TD137	2
Basic CNC Operation	IT102	2

CHILD DEVELOPMENT ASSOCIATE

The Child Development Associate credential is conferred by the Council for Early Childhood Recognition. To be awarded this credential, students must complete a planned set of activities including work experience, supervised training and education. MCC does not offer this credential, however, students who complete MCC's ECD courses will meet the related instruction required as part of one of the CDA credentialing options. Students wishing to learn all that is necessary to apply for the CDA credential should enroll in ECD100 Introduction to CDA.

ANEARLY CHILDHOOD DEVELOPMENT ASSOCIATE DEGREE IS ALSO AVAILABLE. SEE PAGES 44 AND 58.

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 minimum 2.0 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 considered for employment by the Michigan Department of Corrections.

Course Name	Course #	Cr.
Introduction to Corrections	CJ110	3
Legal Issues in Corrections	CJ220	3
Client Relations in Corrections	CJ250	3
Corrections Institutions/Facilities	CJ120	3
Client Growth and Development	CI260	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 55) AND CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 56), AND A CERTIFICATE PROGRAM IN CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 73) ARE ALSO AVAILABLE.

COURSE CODE INDEX

Use this index by finding the subject of interest. The letter prefix that follows tells where to find descriptions of the courses which cover that subject matter. For example, accounting course descriptions would be found under BA.

Accounting/BA
Acting/LA
Advertising/BA
Algebra/MA
Allied Health/AH
Analytic Geometry/MA
Anatomy/NS
Anthropology/SS
Art/HU
Art Appreciation/HU
Automotive Mechanics
Technology/AM

Biology/NS
Blueprint Reading/TD
Botany/NS
Business

Communications/OS
Business Correspondence/OS
Business Law/BA
Business Mathematics/OS
Calculus/MA
Ceramics/HU
Chemistry/NS
Child Development/CDA
Communications/LA
Composition/LA
Computer Programming/DP

Correspondence/OS
Cosmetology/CS
Criminal Justice/CJ
Data Processing/DP
Die Drafting Apprentice/TD
Diesel Engine/AM
Directed Studies/XY

Computers/DP

Corrections/CI

Drafting Technology/TD Drafting & Design Apprentice/TD Drama/LA
Drawing/HU
Early Childhood

Development/ECD Economics/SS

Electronics-Industrial/EL Emergency Health Care/AH

English/LA

Entrepreneurship/BA

Executive Secretary Studies/OS

Fitness/PE

Food Service/FST

French/FL

General Business/BA

Geography/NS Government/SS

Heat Treatment Metals

Apprentice/IT

History/SS

Humanities/HU Human Relations/BA

Hydraulics/IT

Industrial Electronics/EL Industrial Supervision/BA Information Processing/OS

Journalism/LA
Law-Business/BA
Law Enforcement/CJ
Legal Secretary/OS

Machine Lab Apprentice/IT

Machine Shop/IT Management/BA Marketing/BA Mathematics/MA

Literature/LA

Mathematics Apprentice/MA

Mathematics-Business/OS Medical Shorthand/OS

Medical Terminology/OS

Metallurgy Theory
Apprentice/IT

Mold & Die Design

Apprentice/TD

Music/HU

Natural Science/NS Nursing-Practical/NUR Nursing-ADN/NUR Office Practice/OS

Oral Interpretation/LA

Painting/HU Paralegal/PL Philosophy/HU

Photography/HU

Physical Education/PE

Physical Science/NS

Physics/NS Physiology/NS Plastics-IT/TD Political Science/SS Psychology/SS

Reading/SD Religion/HU

Safety and First Aid/IT or AH

Salesmanship/BA Science/NS

Sculpture/HU

Secretarial Studies/OS

Shop Drawing/TD

Shorthand/OS Sketching/HU

Small Business/BA

Social Science/SS

Sociology/SS Spanish/FL

Speech/LA Sports/PE

Statistics/MA Supervision and

Management/BA Taxation-Business/BA Technical Drafting/TD

Theater/LA

Tool Drafting Apprentice/TD

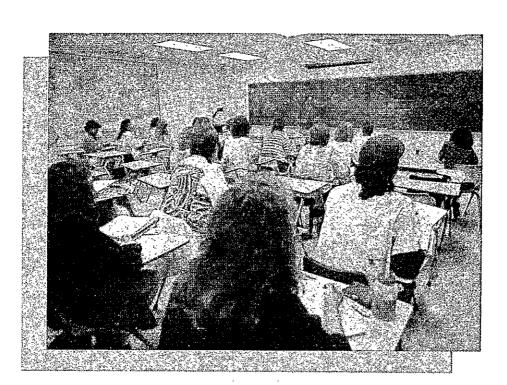
Transcription/OS
Trigonometry/MA

Typewriting/OS Welding Trades

Apprentice/WE Welding Technology/WE

Word Processing/OS Writing/LA or SD

Zoology/NS



COURSE DESCRIPTIONS

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

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 American 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: Michigan Department of Public Health Basic Emergency Medical Technician license

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 incubation, esophageal obturator airway, esophageal gastric tube airway, tracheal suctioning

and magill forcep 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.

AH299 Directed Study
See the XY299 Directed Study description on page 131

AUTOMOTIVE MECHANICS TECHNOLOGY

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.

AM105 Engine Repair Specialist (8 credit, 0 lecture, 16 lab) Prerequisites: None

This course covers the types of engines used in modern automobiles and small trucks. Diagnosis and testing of various engines are an integral part of the course. Engine system adjustment, repair and overhaul will be accomplished using the required tools and equipment. Exhaust, cooling and lubrication systems are covered in detail. Introduction to fuel and ignition systems, batteries and starting systems are also included.

AM107 Automotive Brakes

(4 credit, 0 lecture, 6 lab) Prerequisites: None

This course covers the types of brake systems used in modern passenger automobiles and

small trucks. Diagnosis and testing of various brake systems are an integral part of the course. Brake systems repair and overhaul will be accomplished using the required tools and equipment. Machine tools specialized for brake service will be used in the process of repairing and rebuilding the brake system. Anti-lock braking systems are included.

AM109 Steering and Suspension (5 credit, 0 lecture, 10 lab) Prerequisites: None

This course covers the types of steering and suspension systems used in modern automobiles and small trucks. Diagnosis and testing of various steering and suspension systems are an integral part of the course. Steering and suspension systems repair, overhaul and alignment will be accomplished using the required tools and equipment. Computerized alignment and balancing equipment will be utilized.

AM111 Manual Drivetrains and Axles (5 credit, 0 lecture, 10 lab) Prerequisites: None

This course covers the types of manual transmissions and transaxles, clutches, rear drive axles, front drive axles, drivelines, and differentials used in modern automobiles and small trucks. Diagnosis and testing are an integral part of the course. Adjustment, repair, overhaul and replacement will be accomplished using the required tools and 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 provides the necessary knowledge to make minor repairs on, perform general maintenance on, make buying judgements of, recognize danger signals of, and 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, provides 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.

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.

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 and the special artistic touches which make a good paint job better. A materials fee is added.

AM201 Automatic Transmissions (5 credit, 0 lecture, 10 lab) Prerequisites: None

This course covers the types of transmissions and transaxles used in modern automobiles and small trucks. Maintenance, diagnosis and overhaul of various transmissions are an integral part of the course. Transmission overhaul will be accomplished using the required manuals, tools and equipment.

AM203 Electrical Systems

(10 credit, 0 lecture, 20 lab) Prerequisites: None

This course covers basic electrical concepts and the following as utilized in modern automobiles and small trucks: starting system, charging system, lighting system, driver information system, horn and washer/wiper system, motorized accessories, cruise control, security systems, and entertainment systems. Diagnosis and testing are an integral part of the course. Adjustment, repair, overhaul and replacement will be accomplished using the required tools and equipment.

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 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.

AM205 Engine Performance

(9 credit, 0 lecture, 18 lab) Prerequisites: None

This course covers the principles of operation, diagnosis, and repair of several kinds of carburetors, fuel injectors, and turbochargers used in modern automobiles and small trucks. Students service, diagnose, and repair automobiles using special analytical equipment. The principles of operation, servicing and troubleshooting of the several types of ignition and emission control systems are also covered.

AM207 Heating and Air Conditioning (5 credit, 0 lecture, 10 lab) Prerequisite: None

This course covers the types of heating and air conditioning systems used in modern automobiles and small trucks. Diagnosis and testing are an integral part of the course. Adjustment, repair, overhaul and replacement will be accomplished using the required tools and equipment.

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, turbochargers, 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.

AM299 Directed Study

See the XY299 Directed Study description on page 131

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 non-accountant. It 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.

BA213 Computerized Accounting I (3 credit, 3 lecture, 0 lab) Prerequisite: BA116, Pre- or

(3 credit, 3 lecture, Ulab) Prerequisite: BA116, Pre-

Corequisite: BA135

This course covers the installation, set up, and operation of Peachtree's general ledger, accounts

receivable, and accounts payable modules. This includes preparation and data entry of monthly transactions, income statements and balance sheets.

BA214 Computerized Accounting II (3 credit, 3 lecture, 0 lab) Prerequisite: BA213

This course covers the installation, set up, and operation of Peachtree's payroll, inventory, and invoicing modules. This includes preparation and data entry of monthly transactions and appropriate reports.

BA215 Cost Accounting

(3 credit, 3 lecture, 0 lab) Prerequisite: BA116

This course covers cost flows, cost behavior, budgets for planning and controlling, flexible and static budgets, contribution and variable costing methods, centralized and decentralized operations, and inventory management.

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 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, dealing with customers, and 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, promotion, 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, and 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 Corequisité: 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) Prerequisite: None

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 US.

BA292 Field Experience

See the XY292 Field Experience description on page 131

BA299 Directed Study

See the XY299 Directed Study description on page 131

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- to two-year business curricula.

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 shap-

ing 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 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 makeup 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 and 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 makeup 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.

CS299 Directed Study

See the XY299 Directed Study description on page 131

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.

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 reintegration. 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 coeducational 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 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. It explores the evolution of administrative theory with special emphasis on its impact and application at the operational level of law enforcement agencies.

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 in 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

This course examines 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, 0 lab) Prerequisite: Approval from the Dean of Occupational Programs

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 US or foreign criminal justice systems.

CI299 Directed Study

See the XY299 Directed Study description on page 131

DATA PROCESSING

DP100 Computer Literacy

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

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) Prerequisites: A 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) Prerequisites: None

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 Corequisite: BA115

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.

DP114 Introduction to Programming Concepts and Logic

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

This first computer programming course uses microcomputers and the programming language VISUAL BASIC as the primary tools. It includes programming concepts and problemsolving techniques. Setting up and creating application solutions in a graphical environment compatible with Microsoft Windows is emphasized. Logical approaches to understanding and breaking down a problem into small understandable pieces are covered. Programming and problem assignments will reflect personal and business applications. This course prepares students for dealing with the application languages that are present in most major microcomputer application software in use on today's systems.

DP116 Microcomputers: Operating Systems and Applications

(3 credit, 2 lecture, 2 lab) Prerequisites: DP110 and DP114

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.

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 database 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.

DP236 Advanced Microcomputer Applications

(3 credit, 2 lecture, 2 lab) Prerequisite: DP230, Pre- or corequisite: DP235

Students will be required to define, design and implement application packages using the internal programming languages of popular microcomputer software. Particular emphasis will be on data-base and spreadsheet applications which automate tasks to increase efficiency and provide safeguards during data manipulation and data-entry processes. The developed packages

will provide user friendly interfaces. Students are required to provide user documentation of their activities with their applications. These application packages can then be used by less-experienced personnel to complete routine tasks.

DP240 Systems Concepts/Design (4 credit, 2 lecture, 4 lab) Pre- or Corequisite: DP236

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.

DP299 Directed Study

See the XY299 Directed Study description on page 131

EARLY CHILDHOOD DEVELOPMENT

ECD100 Introduction to CDA

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

This class is for students planning to obtain a Child Development Credential (CDA) through the CDA National Credentialing Program. It is not recommended for students who intend to earn an associate degree in Early Childhood Development.

ECD110 Child Development: Infants & Toddlers

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

This course provides students with knowledge of physical, cognitive, social, and emotional development in the prenatal, infancy and toddler periods. Basic theories, developmental principles, and guidance techniques are presented. Students will spend 16 hours observing infants and toddlers in the field.

ECD120 Child Development: Preschoolers

(3 credit, 3 lecture, 0 lab) Prerequisite: ECD110

This course provides students with knowledge of physical, cognitive, social, and emotional development during the preschool years. Basic theories, developmental principles, and guidance techniques will be presented. Students will spend 32 hours observing preschoolers in the field.

ECD130 Infant/Toddler & Preschool Curriculum

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

This course explores the curriculum guides needed in an infant/preschool education concentrating on the social, emotional, creative, physical and intellectual skill development and needs of infants, toddlers, and preschoolers. ECD110 or ECD120 are recommended prerequisites.

ECD140 Michigan Child Care

Futures: Basics

(1 credit, 1 lecture, 0 lab) Prerequisite: Participants must own, operate, or be employed by a licensed family or group day care facility.

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.

ECD141 Michigan Child Care Futures: Advanced

(1 credit, 1 lecture, 0 lab) Prerequisite: ECD140

This course provides advanced 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.

ECD150 Administration of Early Childhood Programs

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

This course provides an in-depth study of the role of the early childhood program administrator in such areas as food service, health and safety; implementation and supervision of an early childhood program; and business techniques necessary to operate a successful early childhood program.

ECD160 Children with Special Needs (3 credit, 3 lecture, 0 lab) Prerequisite: ECD120

This comprehensive review of the various issues regarding young children with special needs includes the recognition of individual likenesses and differences among children. Roles of teachers and parents as they relate to children with special needs are addressed. Also included are the implications of social and political policy on the process of mainstreaming young children in early childhood programs.

ECD299 Directed Study See the XY299 Directed Study description on page 131

ELECTRONICS TECHNOLOGY

EL100 Concepts of Electricity

(3 credit, 2 lecture, 2 lab) Prerequisite: A passing score on the ASSET Pre-algebra 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 provides 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

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.

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 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 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 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, set up 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.

EL299 Directed Study

See the XY299 Directed Study description on page 131

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.

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 and 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 continuation of FST110 and FST120 provides 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.

FST299 Directed Study

See the XY299 Directed Study description on page 131

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.

FL299 Directed Study See the XY299 Directed Study description on page 131

HUMANITIES

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.

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 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.

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) Prerequisite: HU122

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 HU150. It expands 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.

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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) Prerequisites: LA100 and 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: HU200

This course emphasizes the modern (post-Renaissance) historical development of thought in art, literature, music, philosophy and religion. 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.

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.

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

(Î 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 continuation of HU186 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 continuation of HU287 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 continuation of HU192 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 continuation of HU293 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 131

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 electrochemical 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. Problemsolving techniques for correcting process non-conformities are emphasized.

IT110 Basic Pneumatics

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

This course illustrates how work force and energy are applied to principles of pneumatics. Operating principles of reciprocation, positive displacement and rotary and dynamic air compressors are presented. Primary and secondary air treatment; including moisture removal, oil scrubbers, contaminant filtration and lubrication; are included. Components of pneumatic systems that are focused on are valves, logic devices, cylinders and air motors.

IT111 Basic Pneumatic Trouble Shooting

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

This course provides an overview of pneumatic systems. Use of schematic symbols and diagrams, proper installation of system components, planned maintenance of a pneumatic system, system diagnosis and step-by-step troubleshooting recommendations are included. Specific maintenance practices for air compressors, control valves, air motors, electrical components, and pneumatic/hydraulic hybrid systems are addressed.

IT112 Pump Installation and Maintenance Fundamentals

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

This course covers the basic pumping concepts, required maintenance of packing seals, maintenance and overhaul of centrifugal pumps, and concludes with maintenance essentials of rotary pumps.

IT113 Hydraulic Trouble-Shooting Fundamentals (1 credit, 1 lecture, 0 lab) Prerequisites: None

This course presents a review of hydraulic systems; use of schematic diagrams; proper installation procedures, cleanliness and safety; tubing cutting, bending and flaring practices; identification and selection of proper fluid and charging the system; planned system maintenance; specific repair/replacement recommendations based on system diagnoses; and troubleshooting valves, cylinders, pumps and motors.

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 setup, 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 American Red Cross instructor, and successful students are eligible for Red Cross certification.

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 advanced hydraulics training 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, .5 lecture, 1.75 lab) Prerequisites: None

This 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.

IT299 Directed Study

See the XY299 Directed Study description on page 131

LANGUAGE ARTS

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 IA100 emphasizes exposition, argumentation, research techniques, grammar and punctuation.

LA125 Elementary American Sign Language I

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

This course provides students the opportunity to learn sign-language skills. It covers learning the alphabet, numbers and words, and interpreting sentences, songs and stories.

LA126 Elementary American Sign Language II

(3 credit, 3 lecture, 0 lab) Prerequisites: LA125

This continuation of LA125 further develops the student's ability to sign words, numbers, sentences, songs and stories.

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 newspaper experience.

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.

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.

LA225 Advanced American

Sign Language I

(3 credit, 3 lecture, 0 lab) Prerequisite: LA126

This course provides students the opportunity to learn advanced sign-language skills. Students build on vocabulary and syntax by interpreting sentences, songs, and pantomime stories by practicing in class demonstrations.

LA226 Advanced American Sign Language II

(3 credit, 3 lecture, 0 lab) Prerequisite: LA225

This continuation of LA225 further develops and builds vocabulary and syntax. Students demonstrate competencies by interpreting sentences, songs and stories in class.

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.

IA261 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.

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-credithour 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.

IA295 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.

IA295 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 131

MATHEMATICS

MA100 Elementary Algebra

(4 credit, 4 lecture, 1 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. 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 MA100. Students may not receive credit in both MA100B and MA100.

MA104 Intermediate Algebra

(4 credit, 4 lecture, 1 lab) Prerequisite: 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. Students may not receive credit in both MA104A and MA104.

MA104B Intermediate Algebra, Part 2 (2 credit, 2 lecture, 1 lab) Prerequisite: MA104A

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. 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 Corequisites: 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, nor-

mal curve, sample means, confidence limits, and hypothesis testing.

MA250 Calculus and Analytic Geometry I

(4 credit, 4 lecture, 0 lab) Prerequisites: 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.

MA251 Calculus and Analytic Geometry II

(4 credit, 4 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.

MA299 Directed Study

See the XY299 Directed Study description on page 131

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" 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; Pre- or Corequisites: LA100 or SD175

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; Pre- or Corequisites: LA100 or SD175

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 microorganisms 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 microorganism.

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 of 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) Prerequisites: None

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. NS101 or one year of high school chemistry is a recommended prerequisite.

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 continuation of NS230 covers fluids, elasticity of matter and membranes, sound, electromagnetism, quantum theory and radioactivity.

NS299 Directed Study

See the XY299 Directed Study description on page 131

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 human needs. Biophysical needs for safety, rest, comfort, mobility, elimination, nutrition, and hygiene are studied. 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, dving and the 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 nursing profession. 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: Successful progression from previous nursing courses

This course introduces students to adult clients in a variety of 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 students' 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: Successful progression from previous nursing courses

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: Successful

(2 credit, 2 lecture, 0 lab) Prerequisites: Successful progression from previous nursing courses

This course is designed to help 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: Successful progression from previous nursing courses

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. The student advances 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 is stressed.

NUR121 Introduction to Concepts of Communication in Nursing

(2 credit, 2 lecture, 0 lab) Prerequisite: Successful progression from previous nursing courses

This course is designed to assist the student to become a more efficient practitioner of communication. The student will practice interviewing skills; 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 will include communication and legalities.

NUR1 26 Nursing Issues and Trends (.5 credit, .5 lecture, 0 lab) Prerequisite: Successful progression from previous nursing courses

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: Successful progression from previous nursing courses

This course is designed to present the basic concepts of pharmacology in a systems approach based on knowledge gained from anatomy and physiology. The drugs will be presented as they effect various body systems. The nursing process will be applied to an understanding of the physiological actions of drugs in the body. Nursing responsibilities are emphasized as the student learns the importance of assessing drug interactions, dosage effectiveness and side effects.

NUR200 Role Transition

(2 credit, 2 lecture, 0 lab) Prerequisite: A valid unencumbered LPN license in good standing.

This course is designed to facilitate the student's adaptation to the Associate Degree nurse role. The content includes transition, personal and professional growth, student role and stress reduction. Other content will give the student an opportunity to update critical thinking skills and use of nursing process and a chance to update nursing assessment skills.

NUR227 Community Mental Health

(5 credit, 2 lecture, 6 lab) Prerequisite: Successful progression from previous nursing courses

This course introduces the student to human psychosocial-social adaptation to stressors in the environment. Recent developments in treatment modalities such as family therapy, behavior modifications, and reality orientation are presented. The nurse, using the nursing process to work with patients with varying degrees of dysfunction in a wide variety of settings, is discussed. The student works with clients in a mental health center, day-care center, substance abuse center, and/or a hospital setting. The content is focused on helping the student enhance his or her understanding of human behavior during both sickness and health and to acquire skill in interpersonal relationships.

NUR246 Advanced Nursing Care of the Child-Bearing Family

(3 credit, 1.5 lecture, 3 lab) Prerequisite: Successful progression from previous nursing courses

This course introduces the significant components of critical thinking that maternal/newborn nurses use in their everyday practice. It includes an in-depth study of the physiological and psychological aspects of contemporary maternal/newborn nursing while preparing the student for a holistic approach to care. Though a review of normal antepartum, intrapartum, postpartum, and neonatal nursing will be included, the primary focus will be on the development of nursing goals and interventions for the care of the high-risk mother and infant through the various stages of the childbearing process.

NUR247 Advanced Nursing Care of Children

(3 credit, 1.5 lecture, 3 lab) Prerequisites: Successful progression from previous nursing courses

This course provides an overview of the nursing of children from a child-centered perspective that views children as unique individuals rather than miniature adults. The focus of nursing care is on prevention of illness and promotion of health. A theoretical basis for performance of a pediatric physical and developmental assessment will be included. The development of nursing goals and interventions essential for the care of children and their families at different developmental levels and with various acute and chronic illnesses will be discussed.

NUR253 Advanced Medical-Surgical Nursing

(10 credit, 4 lecture, 12 lab) Prerequisite: Successful progression from previous nursing courses

The primary focus of this course is on assisting the adult who is acutely or chronically ill or has multiple health problems to attain an optimal state of wellness. The nursing process is used in determining appropriate nursing interventions to assist the client and family in their holistic adaptive responses to illness and stress. The nurse's role in disease prevention, health maintenance and teaching is emphasized. Advanced assessment skills are included for the provision/management/coordination of client care to facilitate the maintenance and promotion of health. Critical thinking and decision-making skills are utilized in the delivery of client care. Content is designed to build upon theory learned in prerequisite courses and will enable the student to apply previously learned knowledge and skills.

NUR257 Leadership and Management

(3 credit, 1 lecture, 4 lab) Prerequisite: Successful progression from previous nursing courses

This course is designed to assist the student to successfully make the transition from student to practitioner and effectively manage care of a group of clients in today's complex and rapidly

changing health-care setting. It assists the student, using the framework of the nursing process, to develop professional nursing leadership skills. Special responsibilities of the leader/manager are described and practiced in the clinical setting. Decision-making skills, critical thinking, conflict resolution and delegation legalities are topics examined in the role of the professional nurse. Ethical and legal responsibilities are discussed as are aspects of professional growth and future direction for nursing leadership and management.

NUR299 Directed Study

See the XY299 Directed Study description on page 131

OFFICE SYSTEMS

OS100 Typing I

(3 credit, 3 lecture, 1 lab) Pre- or Corequisite: DP100

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 Microsoft Works for Windows.

OS101 Typing II

(3 credit, 0 lecture, 4 lab) Prerequisites: OS100 and a minimum typing speed of 40 wpm, Corequisite: OS150 or departmental approval

This open-lab course develops speed-building and production techniques focusing on formatting and proofreading. Correspondence, reports, tables and forms are prepared using WordPerfect.

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 speedbuilding, 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, newmatter 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.

OS145 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.

OS150 Typewriting Improvement

(2 credit, 2 lecture, .5 lab) Prerequisite: OS100 or equivalent

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 50 wpm, Corequisite: OS150 or departmental approval

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.

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

(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. 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: OS100 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: Business (3 credit, 0 lecture, 4 lab) Pre- or Corequisite: OS202

This open-lab course stresses development of business transcription skills with the operation of cassette-tape transcribers at the computer. Students will use WordPerfect software. Typing proficiency, grammar and punctuation usage, and proofreading skills are emphasized.

OS221 Voice Transcription: Legal (3 credit, 0 lecture, 4 lab) Prerequisites: OS202 and OS205

This open-lab course develops legal transcription skills using a cassette tape transcriber at the computer. Students will use WordPerfect software. Typing proficiency, grammar, punctuation, and proofreading skills are emphasized.

OS222 Voice Transcription: Medical (3 credit, 0 lecture, 4 lab) Prerequisites: OS202 and OS207

This open-lab course develops medical transcription skills using a cassette tape transcriber at the computer. Students will use WordPerfect software. Typing proficiency, grammar, punctuation, and proofreading skills are emphasized.

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.

OS226 Information Processing II (3 credit, 0 lecture, 4 lab) Prerequisite: OS225

This open-lab course provides a brief review of Windows. Concentration is in the use of Microsoft Office Professional, an integrated software program featuring word processing, spreadsheets, charts and graphs, and database.

OS227 Information Processing III (3 credit, 0 lecture, 4 lab) Prerequisite: OS225

This open-lab course provides experience using beginning through advanced features of Word 6.0. Desktop publishing is introduced.

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, 0 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 12 hours per week of approved work experience arranged by the instructor and show evidence of satisfactory progress through employer reports and instructor visitations at the office site.

OS292 Field Experience

See the XY292 Field Experience description on page 131

OS299 Directed Study

See the XY299 Directed Study description on page 131

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.

PL102 Introduction to LEXIS Research (1 credit, 1 lecture, 0 lab) Prerequisite: Passing scores on the ASSET Reading and Writing tests

This course provides students with the skills needed to do electronic searches for basic legal research on the LEXIS system. These skills include an introduction to the use of computers and an understanding of the American legal system and the sources of law.

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 indepth 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.

PL219 Administrative Law

(2 credit, 2 lecture, 0 lab) Prerequisites: PL215 and PL216

This course provides students with an overview of administrative law and entitlement programs.

PL290 Paralegal Practicum

(3 credit, 0 lecture, 0 lab) Prerequisites: PL110, PL215 and the practicum coordinator's approval

This course is a planned program of internship that must include 12 hours per week of 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.

PL299 Directed Study

See the XY299 Directed Study description on page 131

PHYSICAL EDUCATION

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.

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 and 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.

PE117 Basketball Fundamentals

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

This course teaches the basic skills of basketball, terminology, offensive and defensive systems, and mental and physical readiness for the game.

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 and 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 and 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) Prerequisite: PE120

This continuation of PE120 allows participants to advance the basic skills acquired.

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, 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.

PE125 Beginning Judo

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

This course introduces the basic principles of the sport of Judo. The student will trace the historical development from its origins 600 to 1,000 years ago in Asia to its development as a modern Olympic sport. Emphasis is placed on learning the basic throwing, holding, falling and submission techniques practiced in this sport and the rules which govern competition. The student will get a unique look at the Japanese culture by understanding the development and practice of its national sport which the Japanese call "the gentle way."

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 the 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 American 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) Prerequisites: 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, 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 and 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.

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.

PE160 Fundamentals of Climbing

(1 credit, .5 lecture, 1 lab) Prerequisite: Liability waiver

Students receive training in climbing techniques, safety and equipment usage. Actual climbing is conducted on an indoor, artificial rock surface to develop the skills necessary to climb rock and ice.

PE161 Climbing II

(1 credit, .5 lecture, 1 lab) Prerequisites: PE160 and liability waiver

This course is a continuation of PE160.

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 administra-

tion. 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.

PE299 Directed Study See the XY299 Directed Study description on page 131

SKILLS DEVELOPMENT

SD108 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.

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. 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 selfawareness 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: A passing score on the ASSET Numerical Skills Test, Corequisite: SD160

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 Busi-

ness 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 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.

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.

SD299 Directed Study

See the XY299 Directed Study description on page 131

SOCIAL SCIENCES

SS110 Introduction to Social Science I

(4 credit, 4 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills Test; Pre- or Corequisite: LA100 or SD175

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; Pre- or Corequisite: LA100 or SD175

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 micro-economicanalysis and international trade. The course illustrates the principles students employ in making economic decisions and 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.

SS221 Child Psychology

(3 credit, 3 lecture, 0 lab) Prerequisite: SS220

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, psychosocial and sociocultural 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 de-

signed 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 dayto-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 the state's history as they relate to these themes and periods.

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 131

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 Reading Engineering Drawings (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 weld-

ment 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: TD100 or 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. Stu-

dents are required to maintain a notebook, 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: TD100 or TD120

This course emphasizes the fundamentals of plastic molding, plastic product design, types of molds, toolmaking 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 the manufacturability 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.

TD299 Directed Study

See the XY299 Directed Study description on page 131

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.

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 nondestructive 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 oxyacetylene, M.I.G. welding and oxyacetylene 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 tooland-die industry.

WE299 Directed Study

See the XY299 Directed Study description on page 131

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, 0 lecture, 0 lab or 5 credit, 0 lecture, 0 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, four hours per credit per week of work experience, and submission of a final report are required.

XY295 Modular Course

(variable credit) 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

(variable credit) 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.

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CILOSSARY OF TERMS

ACADEMIC FREEDOM refers to the right of the student to learn and the right of the teacher to employ teaching methods which are effective in pursuing course objectives.

ACCREDITATION is recognition by an approving organization such as the North Central Association of Colleges and Schools which accredits Montcalm Community College.

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 information, college programs and course descriptions. community college is a post-secondary institution authorized to award associate degrees and certificates and 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.

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 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 nonrefundable charges in addition to tuition.

FINAL EXAM, the last test given in a class, may include all or part of the course work covered.

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 usually 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, audiovisual aids, automated information services and access to materials from off-campus sources.

LIBERALARTS 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.

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.

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 records, registration, veterans' information, counseling and employment services.

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 educational institution 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 with that subject. Students either needing a tutor or wishing to be a tutor should contact the Special Needs 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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CALENDAR

1995 Spring Semester	1996 Summer Semester	
Registration begins November 28	(Tentative)	
Classes begin January 13	Registration begins	
Spring Break April 3-9	Registration begins	
College closed April 14 (Good Friday)		
Classes end	Classes end	
1995 Summer Semester	1996 Fall Semester	
(Tentative)	(Tentative)	
Registration begins	Registration begins April 29	
Classes begin June 12	Classes begin	
	Classes end December 16	
Classes end		
	1997 Spring Semester	
1995 Fall Semester	Time of the second	
(Tentative)	Parisemetra basing	
Registration begins April 24	Classes begin January 10 Classes end May 10	
Classes begin	Classes end	
Classes end December 18		
	化抗环 数,"阿洛维致税"。	
1996 Spring Semester	For more information, call 517/328-2111.	
(Tentative)		
Registration begins November 27		
Classes begin January 15		
Classes end	and the second of the second o	

The material in this catalog applies to the 1995-97 academic years and reflects information available at publication in March 1995. 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.



Montcalm Community College

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