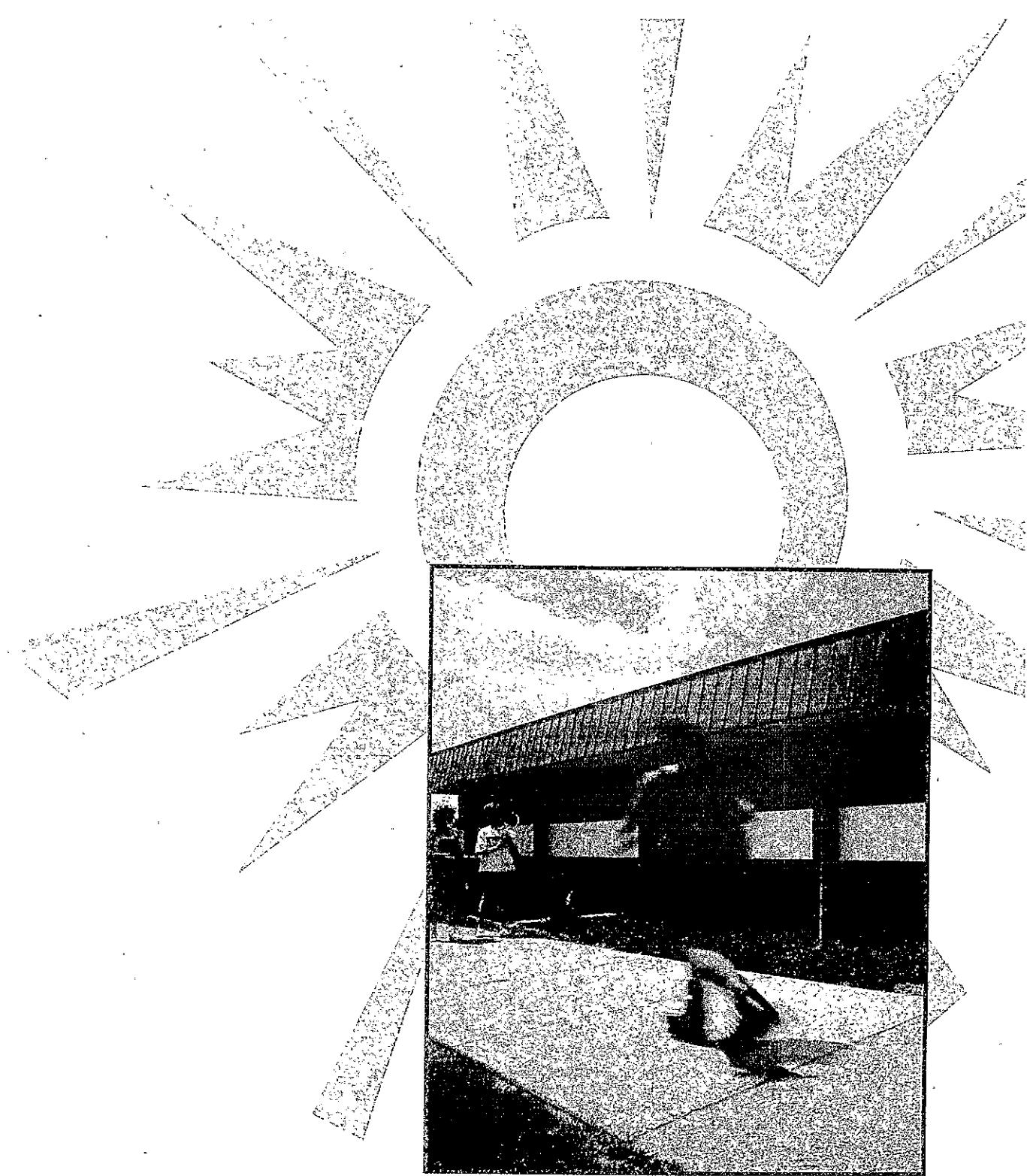


CREATING BRIGHTER FUTURES



MONTCALM
COMMUNITY COLLEGE

1997-99 CATALOG



GENERAL INFORMATION

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ABOUT MCC

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

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

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

The MCC campus includes the Library and Administration Building, the Activities Building, the Instruction East Building, the Instruction West Building, the Voc/Tech Building, Montcalm Heritage Village, the Foundation Farmhouse and the Barn Theater. College courses are also available in the MCC Greenville Center and the MCC Ionia Center as well as at several area high schools and other facilities. The MCC Tri County office in Howard City was established in 1993 to help better meet the needs of people in the northwest part of the college's district.

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

The college has enjoyed a long history of accreditation by the North Central Association of Colleges and Secondary Schools. MCC was awarded status as a candidate for accreditation in the minimum time possible in April 1965. Full accreditation was awarded in 1974 then, following its second self-study period in 1979, the college received full accreditation for seven years. In 1986 and in 1996, MCC was reaccredited by the association for 10 years — the maximum accreditation period allowed.

MCC has progressed steadily since its approval by area voters in 1965. In March 1982, voters approved a 3/4-mill increase for the college. In February 1996, voters approved a 10-year, 1.25-mill increase which will allow the college to build and renovate facilities. MCC continues to experience significant growth. Credit courses are available to students desiring selected classes or classes leading to a certificate or degree. Upgrading and retraining courses, a wide variety of credit-free and recreation courses, employment services, counseling, financial aid assistance, career planning services and tutoring are also available. A dedicated staff, student body and community have helped make the dream of 1963 a viable community college — a learning community dedicated to meeting the educational needs of the people it serves.



Dr. Donald C. Burns

The Educational Program

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

1. For academic students, a two-year college education of high quality will be provided offering a firm grasp of the basic areas of knowledge: communication skills, social science, natural science and humanities. In addition to this basic core of learning, a series of electives will permit students to explore areas of special interest. It is expected that students who complete two years of academic study will have an understanding of how knowledge is gained in each academic discipline and will possess the skills to become a lifetime learner.
2. For vocational/technical students, a high degree of occupational competence at the skilled or 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 profes-

sional 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 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

- ① Providing general education that will improve student knowledge and understanding in a wide range of disciplines common to liberal arts education.
- ② Assisting students in overcoming deficiencies and acquiring skills fundamental to further academic, career and personal achievement.
- ③ Providing continuing education services for those seeking professional development and credentialing.
- ④ Facilitating community development in such areas as avocation, recreation, health and fitness.

- ⑤ Developing awareness of global interdependence and the value of human diversity and commonality.
- ⑥ Developing the intellectual and communication skills necessary to contribute productively to the world community.

PREPARING PEOPLE FOR SUCCESSFUL TRANSFER

- ① 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

- ① Providing occupational programs and courses based on current standards and workplace competencies for those seeking career preparation.
- ② Providing consultation and human resource development for area employers and employees.

The Values

Montcalm Community College subscribes to the following institutional values:

- ① We provide a caring environment for our students, staff and community.
- ② We expect competence and the pursuit of excellence from our students and staff.
- ③ 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 systems) having followed a plan of study signed by the student and approved by the appropriate instructional administrator at least 30 credit hours prior to the student's completion of the program.

THE EMPLOYMENT

The employment must be full time and the job must be certified by the 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.

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, height, weight, disability 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 the MCC Admissions Office.

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

Admission of Non-degree Seeking Students

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

Admission of High School, Middle School and Elementary 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 Dual Enrollment Form or other written statement of eligibility from the school counselor or principal. Students enrolling at MCC before graduating from high school may enroll only on a non-degree basis.

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; documentation of English language skills (500 or above on the TOEFL); and a letter indicating their educational plans. Students must have established housing and transportation arrangements.

Ability to Benefit Policy for Non-High School Graduates

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

Dual Enrollment

Dual enrollment is an educational option for high school students. Students are officially enrolled in high school and simultaneously enrolled in one or more college classes. The classes may be taken for both college and high school credit. Students interested in dual enrollment must contact their high school counselor or principal for eligibility requirements and authorization to register (Dual Enrollment Form). Students must meet all college admission and registration requirements.

New Student Enrollment Process

After applying for admission, prospective students should

- complete assessment testing, which is required before enrolling in many entry-level courses;
- attend a new student advisement session; and
- meet with an MCC counselor to plan their academic program and discuss course selection.

Academic Advisement

New students are strongly encouraged to attend a New Student Advisement Session prior to beginning classes at MCC. The session introduces students to personnel, resources and services that are available. Students also meet with an academic advisor to discuss their program of study and semester schedule. Students who need additional assistance should call the Counseling and Employment Services Office at 517/328-1231 for an appointment.

Students who take the ACT should request that a copy of their test scores be sent to MCC to assist in advisement and course selection.

TRANSFER STUDENTS

Transfer Information 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 Degree in Arts and Sciences should contact a counselor or the Registrar to see if these courses will meet the degree requirements.

1. English Composition - 6 semester hours
LA100, LA101, LA250
2. Humanities - 8 semester hours (Courses must be taken from more than one academic discipline.) Foreign language, HU101, HU110, HU200, HU201, HU220, HU270, LA200, LA201, LA212, LA220, LA221
3. Natural Sciences - 8 semester hours (At least one course must be a lab course. Math courses are included in this category. Courses must be taken from more than one academic discipline.) NS100, NS101, NS103, NS105, NS110, NS115, NS201, NS203, NS208, NS220, NS221, NS230, NS231, MA159, MA190, MA250, MA251
4. Social Sciences - 8 semester hours (Courses must be taken from more than one academic discipline.)
SS110, SS111, SS215, 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.

The Universal Transfer Agreement is similar to the MACRAO agreement. The UTA allows transfer from four-year to two-year, two-year to four-year and two-year to two-year schools. It requires that a grade of at least a C (2.00) be earned in all core classes. When transferring to a community college, the UTA applies only to those degrees designated as transfer degrees, such as MCC's associate in arts and sciences degree.

Students who feel they have met the requirements for one or both of these agreements should fill out a MACRAO/UTA form, available in the Registrar's Office, prior to transfer. This information cannot be considered an agreement or contract between the individual student and MCC or its staff.

Transfer to MCC

Following are guidelines for the acceptance of credit from other colleges or universities and for earning credit in nontraditional ways.

CREDIT ACCEPTANCE

Students must make formal application to MCC and enroll to qualify. Courses taken at other colleges or universities in which a student has earned a C grade or better may be transferred to MCC. More information is available from the Registrar's Office or from the appropriate instructional administrator.

CORRESPONDENCE COURSES

Generally, credit is not 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.

CREDIT OR WAIVER BY EXAMINATION

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

- a. *Credit by examination:* After enrolling in a course and successfully completing the exam, students are awarded an S grade and full credit for the course.
- b. *Waiver by examination:* Upon successful completion of the exam, the requirement for taking that course will be waived and a \$5-per-credit-hour examination fee will be charged. This 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, the student 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 (CLEP) and ranked in the 50th percentile or higher on a subject area test may request a waiver of specific course requirements or have course credit granted. If the waiver is approved, students will not have to take the corresponding MCC course but will be required to take the equivalent credit hours in other MCC course work. A \$5-per-credit-hour fee is charged for each credit granted to 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, students 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 is 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 is given) upon completion of the requirements.

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 credit upon application according to the appropriate ACE guide. The MOS number by itself is not recognized for transfer credit. A \$5 fee is charged for each credit granted.

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

DEGREES & CERTIFICATES

MCC offers students a variety of degree programs. Specific program outlines are found on pages 40 through 78. Students planning to transfer to four-year colleges are advised to consult with a counselor during their first semester.

ASSOCIATE DEGREES IN ARTS AND SCIENCES

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

Art
Biological Science
Early Childhood Development
Language Arts
Physical Education
Physical Science
Pre-Elementary Education
Social Science

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
Humanities I	HU200	4
Humanities II	HU201	4
Freshman English I	LA100	3
Freshman English II	LA101	3
Biological Science*	NS100	4
Physical Science*	NS101	4
Introduction to Social Science I	SS110	4
Introduction to Social Science II**	SS111	4
TOTAL REQUIRED HOURS		30
TOTAL ELECTIVE HOURS		30
TOTAL HOURS REQUIRED FOR DEGREE		60

LIBERAL ARTS REQUIRED HOURS 13 or 14

See the specific program description for program requirements.

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

** OR two other social science courses

ASSOCIATE DEGREES IN APPLIED ARTS AND SCIENCES

Accounting
Business Administration
Business Information Systems
Cosmetology Management
Criminal Justice
Criminal Justice/Corrections
Drafting Technology
Early Childhood Development
Electronics Technology
Emergency Medical Technology
Executive Secretary
Food Service Technology
Industrial Technology
Information Systems
Legal Information Systems
Medical Information Systems
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 Humanities I	HU200	
or Humanities II	HU201	
or Biological Science	NS100	
or Physical Science	NS101	
or any other social science course		

TOTAL REQUIRED HOURS 14

TOTAL HOURS REQUIRED FOR DEGREE 60

See the specific program description for program requirements.

Nursing students should see page 64 for degree requirements.

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 NUMBER	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., students

may earn one degree showing both medical information systems and legal information systems, but will not be awarded two separate degrees). 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.

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

TRAINING PROGRAMS

Training programs may lead to certification by outside agencies.

Allied Health
Emergency Medical Technician
EMT Specialist/Paramedic
Nurse Assistant
Apprenticeship Training
Child Development Associate
Criminal Justice/Corrections

TUITION & FEES

MCC District Residents

Tuition \$47.40 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

Tuition \$72.70 per credit hour
Fees \$1.50 per credit hour to a
maximum of \$18 per semester

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

Out-Of-State Residents

Tuition \$92.75 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* \$23.70 per contact hour
Materials Fee designated in the credit schedule

**Some courses have lab or contact hours for which there is a charge of \$23.70 for each hour. In the semester course schedules, these are shown in parentheses immediately following the credit hours.*

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.
2. Tuition is 100% refundable during the enrollment and drop/add period. No refunds of tuition will be made for withdrawals after the end of the enrollment period.

First-time MCC Student Title IV Refunds

This policy applies to students receiving Title IV funds during their first semester of attendance at MCC who have completely withdrawn during the first 60% of that semester. The refund is determined by dividing the total number of weeks of the enrollment period for which the student was charged into the number of weeks remaining in that period at the time the student withdraws. The refund is less any charges owed by the student for the period of enrollment for which the student was charged and an administration fee of 5% of the tuition and fees or \$100, whichever is less.

Returning MCC Student Title IV Refunds

This policy applies to returning students receiving Title IV funds at MCC who have completely withdrawn (or quit attending) during the first 50% of the semester. The refund is determined by the following chart:

Withdrawals	Tuition Refund
First week of classes	100%
After first week of classes and up to 25% of period	50%
Between 25% and up to 50% of period	25%
After 50% of period	0%

The refund is less any charges owed by the student for the period of enrollment for which the student was charged and an administrative fee of 5% of the tuition or \$100, whichever is less.

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 Business Office to complete enrollment. Any difference between aid

and total tuition will be subject to the credit terms described below. If financial aid is not forthcoming, the balance is due at the time of notification. No refunds will be granted after the drop/add deadline.

4. 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 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 are not eligible to receive financial aid until the following documents are on file in 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 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. Academic transcripts will not be released to students who are found in default on Title IV Federal Loans or who 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, the 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.

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.

Montcalm Community College Title IV Refund Distribution Policy

MCC refunds 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 1996-97 academic year. It is used by the Financial Aid Office to calculate a student's financial need.

DEPENDENT STUDENTS

(This is also used for determining need for Michigan Competitive Scholarship recipients.)

Tuition and fees (based on in district, full time)	\$ 1,330
Room and board	\$ 2,730
Books and personal	\$ 1,110
Travel	\$ 970
TOTAL	\$ 6,140

INDEPENDENT STUDENTS

Tuition and fees (based on in district, full time)	\$ 1,330
Room and board	\$ 7,247
Books and personal	\$ 2,104
Travel	\$ 970
TOTAL	\$11,651

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 required. 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 \$2,470. 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 student's class schedule. Students are paid bi-weekly.

Federal Stafford Loan: A student may obtain a federally insured loan through an 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%. 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.

Students 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 student's total need for the academic year. To receive an unsubsidized Stafford Loan, the loan cannot exceed the student's total budget for the academic year.

STATE PROGRAMS

Michigan Competitive Scholarships: Scholarships of up to \$1,200 are awarded annually to state resident college freshmen whose American College Testing (ACT) Program scores 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 as work on or off campus to help meet 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. Students 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): 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 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 Family Independence Agency offices.

Michigan Indian Tuition Waiver: This program provides free tuition for North American Indians in public colleges or universities. Applicants must be certified by their tribal association and verified by the Michigan Commission on Indian Affairs to be not less than 1/4 quantum blood Indian.

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 for information.

OTHER PROGRAMS

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

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

The Family Independence Agency 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 and the General Telephone Scholarship.

Job Training Partnership Act (JTPA) provides education benefits to students from low-income families or dislocated workers.

State and federal funding is 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. Students are in good standing for financial aid if they meet the following standards and are accepted for continued enrollment under the academic policy. All withdrawals, incompletes, repetitions, and E or 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 students must be progressing at a rate that would allow completion of the certificate or associate degree being pursued 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.

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

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

Cumulative <u>Semester Hours</u>	Grade Point <u>Average</u>
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 are 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.

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.

Veterans' Information

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

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

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

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

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

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

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

Unsatisfactory progress can stop VA benefits. The MCC academic dismissal policy is on page 25 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 a minimum accumulated 2.0 grade point average 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 assessment 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 the basic skills of entering students allows counselors and others to assist students by recommending courses which allow them 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 test may be taken to waive certain mathematics prerequisite courses. Testing requires approximately two-and-one-half hours. Testing schedules are available in the Admissions Office.

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.

WHO MUST TEST?

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

WHO IS EXEMPT FROM TESTING?

1. Students who have previously completed the ASSET assessment
2. Those holding bachelor's or advanced degrees
3. Senior citizens (60 years of age and older)
4. Students who enroll only in courses that do not require testing
5. Students who audit a class which requires testing
6. Students who obtain a waiver from the course instructor

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 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 of 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 who have overdue materials from the Learning Resource Center.

Students desiring that an official copy of their transcripts be sent to another college must submit a signed, written request to the Registrar's Office. The request should include the student's name, 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 are \$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.

Career Library

Career information and employment research materials including occupational descriptions, salary estimates, occupational outlook forecasts and employer directories 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 Michigan college and university 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.

The Special Populations Office provides small group and individual tutoring at no cost. Students must meet program guidelines in order to receive assistance.

ASK ME Mentoring Program

MCC is concerned about the experiences, well being, and success of students. The ASK ME Mentoring Program provides support and encouragement and assists 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 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.

Handicap Services

The college is committed to providing equal educational opportunities to all students regardless of handicap. The Carl Perkins Act is a federal program designed to help qualified MCC students achieve academic success.

Handicapped students in need of assistance should contact the Special Populations Office to arrange for necessary support services. In order for the college to provide accommodations, some requests need to be arranged *prior to the beginning of the semester*. Support services include academic and career counseling, interpreters, readers, notetakers and testing time accommodations. Additional services are also available to effectively meet students' needs.

STUDENT ACTIVITIES

Student activities contribute to the emotional and physical well-being of students, and 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, nursing clubs, the Alpha Tau Alpha honor society, and BACCHUS (a 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, 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. 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. ID cards allow students free use of the gym, pool, and fitness center during scheduled times; to check out recreation equipment; to use the Learning Resource Center; and to attend college-sponsored functions.

Lockers

Lockers are available for rent each semester 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 in four semesters.

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

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.

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.

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 com-

plete 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 the responsibility to complete assigned work.

Grading System

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

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

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

Forms to file for an incomplete grade are available in the Registrar's Office and must be filled out and signed by the student and the instructor. The following procedure is observed:

1. An I grade is entered on the student's record when a course is incomplete at the end of a scheduled semester.

2. An I grade 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 grade is not averaged with other grades to establish a grade point average.
4. Students receiving Veterans' benefits who receive an I grade 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. Credit and financial aid will be given only once for a course. An equivalent course taken at another institution will not remove the MCC equivalent from the MCC transcript.

S (satisfactory completion) and U (unsatisfactory completion) grades are used only for the following courses: CJ115, CIS101, CIS101, SD120, CIS100, 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, approximately 8 to 10 days during fall and spring semesters.

1. To officially drop or add classes, students must fill out a Drop/Add Form in the Registrar's Office.
2. 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

1. 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.
2. To approve the withdrawal, the instructor will sign, date, indicate the grade of WP or WF, return a copy to the student, and present the 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.
4. When a student has received a two- or four-year degree from another institution, an evaluation is done following a student's request.
5. Because MCC is based on a semester system, two-thirds credit is granted for courses earned at an institution which is on terms or quarters.
6. It is the student's responsibility to follow up on the credit evaluation. If a transcript is received and there is no record of that person applying to MCC, it is not possible to notify the student of credits granted.
7. The student will receive a copy of the evaluation and a copy will be placed in the student's file with the transcript.

8. A student may request a review of the evaluation.
9. Questions regarding the evaluation should be directed to the Registrar.
10. See pages 8 and 9 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.
3. 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 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 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 procedures developed pursuant to this policy.
2. The request must be supported by appropriate documentation, such as a physician's statement or military documentation which verifies that the student is unable to complete the course work at the current time.
3. With approval for a leave of absence, tuition-and-fee credit may be issued where a class grade of C- or below or a withdraw grade has been given by the instructor. Tuition-and-fee credit will be issued only with the approval of the Dean of Student Services (and the Director of Financial Aid in cases where the student's account has been paid 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.
5. Should the student decide not to return, he or she will still be responsible for any unpaid balance. At the time the leave expires, regular billing procedures will resume for both returning and non-returning students.

Academic Probation and Dismissal

1. The minimum GPA for making satisfactory progress is 2.00.
2. Students who attain less than a 1.7 GPA for their first 15 hours at MCC will be dismissed.
3. Students who attain less than a 1.7 GPA at the end of their first enrollment period will be placed on academic probation.

4. Returning students who maintain less than a 2.00 cumulative GPA will be placed on academic probation.
5. Students on probation who achieve less than a 2.00 semester GPA will be dismissed.
6. Students who have been dismissed may accept the dismissal or appeal to the Dean of Student Services.
7. Students dismissed for academic reasons from MCC or another college may be required to wait a full semester before being readmitted.
8. Students placed on academic probation for two consecutive semesters or dismissed for unsatisfactory progress will not be eligible to receive financial aid or veterans' 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.
9. The Veterans' Administration will be notified when a student receiving VA benefits remains on academic probation for two consecutive semesters or is dismissed for unsatisfactory progress.
10. Students transferring to MCC shall be subject to all regulations from the beginning of their enrollment.
11. Students will be advised, by letter, when they are placed on academic probation or dismissed.

Academic Amnesty

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

To qualify for academic amnesty, a student must have an overall GPA of 1.99 or below, and a minimum of three years must have elapsed between

the time of the poor academic performance and the granting of the request for academic amnesty.

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

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

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

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

Family Educational Rights and Privacy Act

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.

1. Students have the right to inspect and review their educational records and to receive copies of any such records at a minimal cost.

2. Student files are maintained in the Student Services Office and the Registrar is responsible for their upkeep. Information is maintained on previous transcripts and grades while attending Montcalm Community College. Financial aid and Veteran's 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. Nursing students may inspect the record of their professional test scores by contacting the secretary to the Director of Nursing and Allied Health.
4. MCC will not disclose personally identifiable information from students' records without prior written consent except for directory information as defined in the Buckley Amendment Final Regulations Sub Part A 99.3. Definitions. Directory information includes the following relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended and other similar information. Students have the right to refuse permission of their inclusion in directory information. Students may request, in writing each semester, that MCC withhold all information pertaining to them.
5. MCC will, for each request and for each disclosure of personally identifiable information, maintain a record. This record may be inspected by the student.
6. Students who believe that information contained in their records is inaccurate, misleading or in violation of their privacy or other rights may request of the Dean of Student Services that their records be amended.
7. Students who experienced 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, height, weight, disability or Vietnam-era veteran status; shall be discriminated against in employment, educational programs, activities, or admissions. In addition, arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation. MCC Vice President for Administrative Services James Lantz is MCC's EEO Officer/Title IX-Section 504 Coordinator. 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 and the following telephone number: 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.

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 or being under the influence of or possessing alcoholic beverages on college property is subject to immediate disciplinary action. Students shall obey all federal, state and local laws pertaining to the use of drugs of any kind. Failure to obey these laws may result in probation, dismissal from the college and/or civil prosecution.

SMOKING

MCC buildings are smoke-free. Students are to adhere to all smoking regulations posted on the campus.

EXPLOSIVES

The possession or use of explosives, firecrackers, or firearms on college property or at college- or student-sponsored functions is not permitted without the expressed consent of college authorities.

GAMBLING

Gambling of any kind, on campus or at college- or student-sponsored events, is prohibited.

CHEATING - PLAGIARISM

All students are expected to be honest in their studies. 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 AND 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 Drug-free Schools and Communities Act Amendments of 1989.

STANDARDS OF CONDUCT

It is the policy of Montcalm Community College that the transportation, possession or consumption

of an alcoholic beverage or a controlled substance on college property is prohibited.

LEGAL SANCTIONS

Students who illegally use alcoholic beverages or controlled substances on college property face disciplinary action, suspension from the college, and/or prosecution under the law. Any person who illegally sells, provides, transports, possesses, or consumes alcoholic beverages or controlled substances on college property may face immediate arrest and prosecution under applicable federal, state, and local laws. Penalties under these laws may include fines, imprisonment, or both.

HEALTH RISKS

Illegal use of alcohol or controlled substances can result in illness, injury or death.

AVAILABLE COUNSELING AND TREATMENT PROGRAMS

All MCC students and employees will have access to substance awareness workshops, seminars, and classes offered at the college. A student or employee who voluntarily seeks assistance to overcome substance abuse problems will receive counseling services on a confidential and non-punitive basis. When necessary, referral will be made to a community agency for assessment, prescribed treatment, and follow-up.

Treatment programs are available at the following agencies:

Montcalm Center for Behavioral Health
611 N. State, Stanton, MI 48888
517/831-7520

Mt. Pleasant Counseling Services
3480 S. Isabella Rd., Mt. Pleasant, MI 48858
517/773-9655

Substance Abuse Consultation Services
308 E. Main, Stanton, MI 48888
517/328-4980

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 facilities. 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.

3. Remain with the patient until ambulance personnel arrive keeping him or her as comfortable as possible. Stay long enough to answer any questions the ambulance personnel may have.
4. File an accident report form with the Vice President for Administrative Services no later than the next regular office day.

Threatening Disasters on or Near Campus

Fire or explosion in any building mandates evacuation with expeditious safety. The signal is a loud, constant fire horn which will continue to sound until it has been switched off by college personnel. Directions are simple:

1. Exit the building. All students, employees of the college, and any visitors must exit regardless of the weather.
2. Use the nearest door to the outside.
3. Persons restricted in mobility by crutches, casts, wheelchairs or other handicaps should request and receive assistance as needed. It is recommended that such handicapped persons exit after the first big rush (dependent upon circumstances) thus avoiding the possibility of being pushed off balance, but being certain that dependable assistants have been advised of their need.

Tornado

There is a difference between a tornado watch and a tornado warning. These two terms are used by the US Weather Bureau, the Sheriff's Department and the public news media.

DEFINITIONS

Tornado Watch:	Tornado may develop
Tornado Warning:	Tornado has been sighted in the area

SAFETY PROCEDURES

Whenever the watch or warning conditions exist for the vicinity of the college, the Montcalm 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 law enforcement agencies.

MCC shall make timely reports to the campus community of crimes considered to be a threat to other students and employees. These reports in-

clude 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.
3. Utilizing county and state police crime prevention specialists as speakers.
4. Disseminating the Annual Security Report to all current employees and students and to all prospective employees and students who request it.

COMMUNITY & BUSINESS SERVICES

Montcalm Community College is dedicated to providing educational experiences for all residents in our community. The credit-free courses and workshops offered through the Community and Business Services Office will help you prepare for the challenges of the twenty-first century 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. Swimming classes, 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 credit free. 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 and Business Services 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 conference room, and the Community and Business Services Office.

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 Counseling and Employment 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.

FOUNDATION FARMHOUSE: The Foundation 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 contains labs, classrooms and instructors' offices.

INSTRUCTION WEST BUILDING: This building contains two auditoriums, classrooms, instructors' offices, and the Skills Development Lab. The auditoriums are used for classes, performances and community meetings.

THE LEARNING RESOURCE CENTER: The LRC is available to students and the community and is located in the Library and Administration Building. Books and reference materials, collections of periodicals, audiovisual materials, video viewing stations, Internet access, study areas, and a conference room are available. 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.

If the MCC LRC does not have the materials you desire, they can be requested from other libraries.

LIBRARY AND ADMINISTRATION BUILDING: The Library and Administration Building includes the President's Office, the Instructional Office, the Business Office, the Dean of Student Services Office, the Admissions Office, the Registrar's Office, the Counseling and Employment Services Office, the Financial Aid Office and the Learning Resource Center.

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

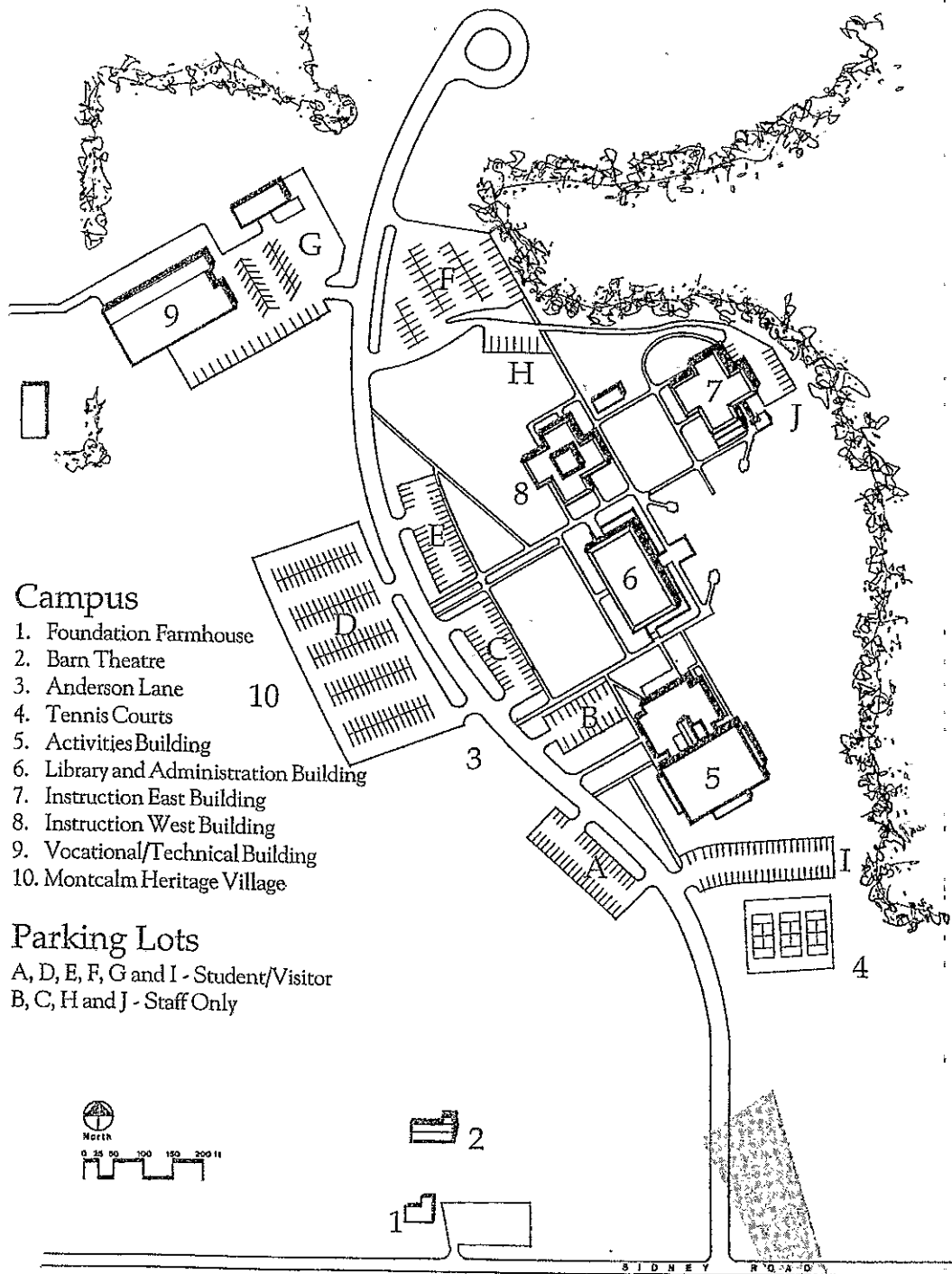
OFF-CAMPUS FACILITIES: The MCC Ionia Center, located in the Ionia Educational Center at 250 E. Tuttle Road, and the MCC Greenville Center, located at 407 Nelson Drive, are sites of off-campus college courses. MCC also offers courses at a number of other off-campus locations. The MCC Tri County Office is located at 106 E. Edgerton in Howard City. Contact the Student Services Office or see an MCC semester class schedule for a current listing of off-campus courses.

PHYSICAL EDUCATION FACILITIES: MCC's physical education facilities include an NCAA swimming pool, tennis courts, a softball field, a gymnasium, and the MCC Fitness Center. The facilities are available to students and community members.

VOCATIONAL/TECHNICAL BUILDING: This building in the northwest corner of campus houses 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

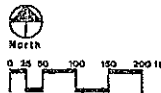


Campus

1. Foundation Farmhouse
2. Barn Theatre
3. Anderson Lane
4. Tennis Courts
5. Activities Building
6. Library and Administration Building
7. Instruction East Building
8. Instruction West Building
9. Vocational/Technical Building
10. Montcalm Heritage Village

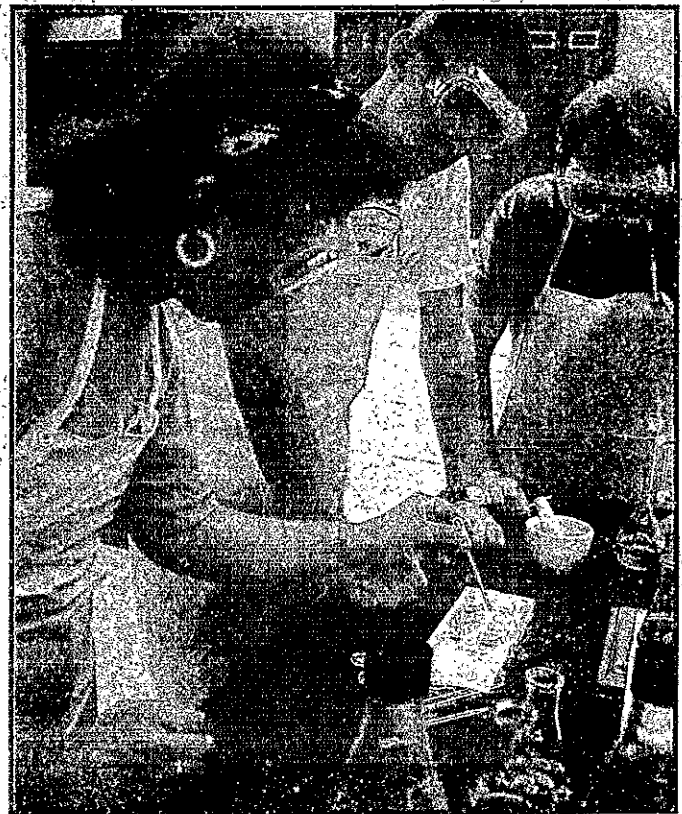
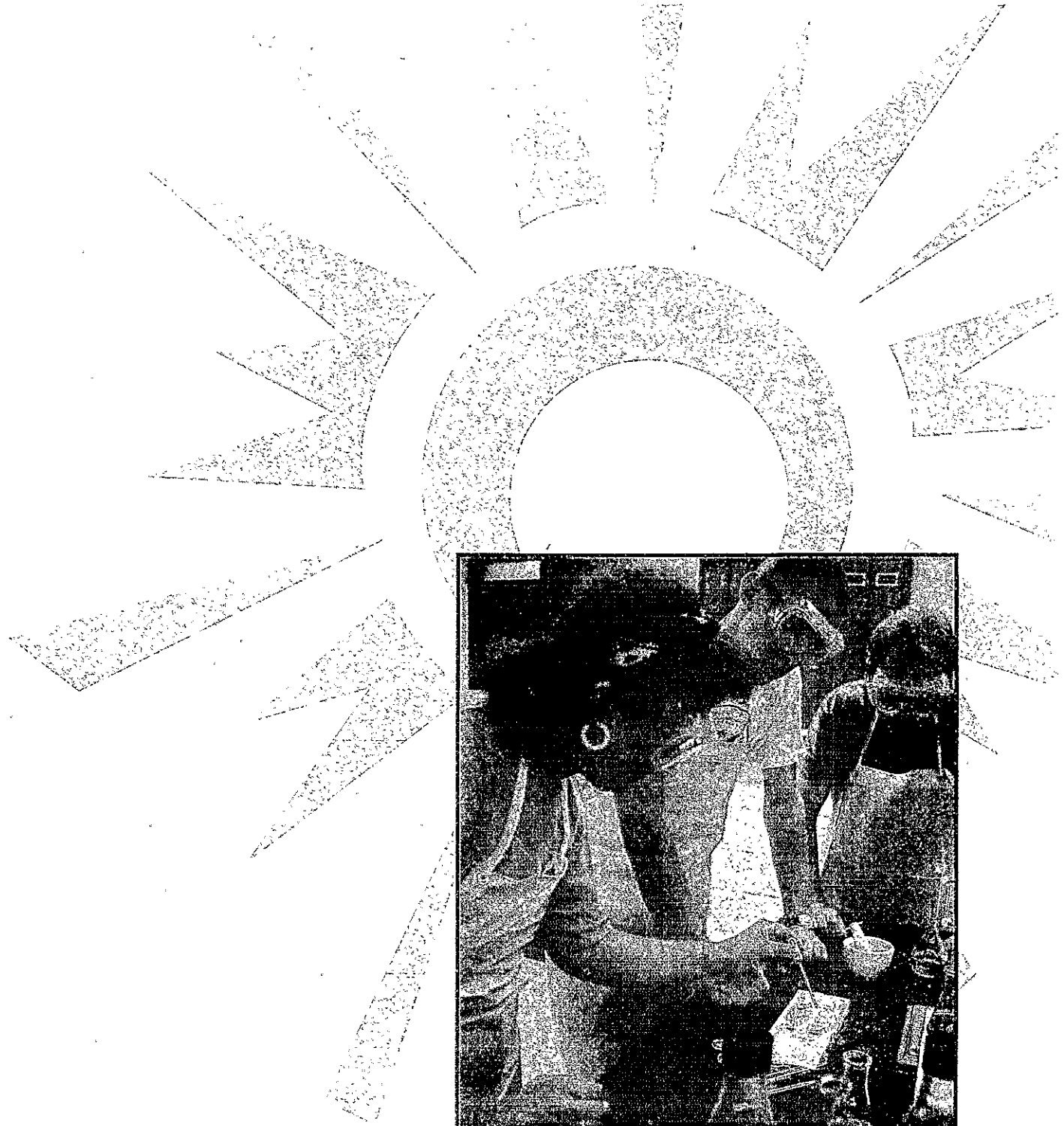
Parking Lots

- A, D, E, F, G and I - Student/Visitor
B, C, H and J - Staff Only



Montcalm Community College

2800 College Drive, S.W., P.O. Box 300, Sidney, MI 48885-0300 * 517/328-2111



ACADEMIC PROGRAMS

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.
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General Requirements

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

Core Requirements

Introduction to Art	HU120	2
Drawing I	HU122	3
Drawing II	HU123	3
Painting I	HU125	3
Painting II	HU126	3
Ceramics I	HU130	3
Ceramics II	HU131	3
Painting III	HU227	3
Painting IV	HU228	3
Art - teaching courses		2-6

Other Degree Requirements

Electives

Suggested Electives

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

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

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

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

SECOND YEAR

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

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

BIOLOGICAL SCIENCE

Arts &
Sciences
Associate

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 Name	Course #	Cr.
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General Requirements

Humanities I	HU200	4
Humanities II	HU201	4
Freshman English I	LA100	3
Freshman English II	LA101	3
College Chemistry I	NS220	5
College Chemistry II	NS221	5
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4

Core Requirements

College Biology I	NS121	4
College Biology II	NS122	4
Anatomy & Physiology I	NS103	5
Anatomy & Physiology II	NS203	4

Other Degree Requirements

Science Electives	6-8
Math Electives	7-8

Science Electives

Earth Science	NS102	3
Environmental Geography	NS120	3
Microbiology	NS201	4
Introductory Physics I	NS230	4
Introductory Physics II	NS231	4

Math Electives

Intermediate Algebra	MA104	4
Trigonometry	MA120	3
College Algebra	MA159	4

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, NS121, NS220 & a math elective

Spring: LA101, NS122, NS221 & a math elective

SECOND YEAR

Fall: HU200, NS103, SS110 & a science elective

Spring: HU201, NS203, SS111 & a science elective

EARLY CHILDHOOD DEVELOPMENT

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	Course #	Cr.
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General Requirements

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

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

Other Degree Requirements

Emergency Health Care	AH100	2
Children's Literature:		
Preschool - Kindergarten	LA295	1
General Psychology	SS220	3
Child Psychology	SS221	3
Electives		5

Suggested Electives

Small Business Management**	BA235	3
Accounting for Small Business	BA105	3
Introduction to Teaching	ED100	2
Michigan Child Care Futures:		
Basic	ECD140	1
Michigan Child Care Futures:		
Advanced	ECD141	1
Elementary Spanish	FL130	4
Children's Literature:		
Kindergarten to Eight Years	LA295	1
Children's Literature:		
Eight to Twelve Years	LA295	1

Suggested Two-year Sequence

FIRST YEAR

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

SECOND YEAR

Fall: ECD130, HU200, NS100 & SS220
Spring: ECD160, HU201, NS101, SS221 & an elective

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

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

AN EARLY CHILDHOOD DEVELOPMENT APPLIED ARTS AND SCIENCES ASSOCIATE (SEE PAGE 55) AND A CHILDHOOD DEVELOPMENT ASSOCIATE (SEE PAGE 78) ARE ALSO AVAILABLE.

LANGUAGE ARTS

Arts &
Sciences
Associate

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.

General Requirements

Humanities I	HU200	4
Humanities II	HU201	4
Freshman English I	LA100	3
Freshman English II	LA101	3
Biological Science*	NS100	4
Physical Science*	NS101	4
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	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 1877	SS250	3
US History Since 1877	SS251	3
Michigan History	SS255	3

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, LA200, LA210, SS110 & an elective

Spring: LA101, LA201, SS111 & 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

Humanities I	HU200	4
Humanities II	HU201	4
Freshman English I	LA100	3
Freshman English II	LA101	3
Biological Science*	NS100	4
College Chemistry I	NS220	5
Introduction to Social Science I	SS110	4
Introduction to Social Science II*	SS111	4

Core Requirements

Emergency Health Care	AH100	2
Anatomy & Physiology I	NS103	5
Anatomy & Physiology II	NS203	4
Personalized Body Conditioning	PE103	1
or Introduction to Physical Fitness	PE110	1
Sports Fundamentals	PE105	1
Beginning Swimming	PE130	1
Sports Officiating	PE210	1

Other Degree Requirements

Speech	LA210	3
Intermediate Algebra	MA104	4
General Psychology	SS220	3
Electives		9-11

Suggested Electives

Introduction to Business	BA135	3
Principles of Marketing	BA233	3
Small Business Management	BA235	3
Management	BA237	3
Introduction to Computer Information Systems	CIS115	3

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, MA104, NS100, PE103, PE110 & SS110

Spring: LA101, LA210, PE105, SS111 & electives

SECOND YEAR

Fall: HU200, NS103, NS220, PE130, PE210 & an elective

Spring: AH100, HU201, NS203, SS220 & electives

PHYSICAL SCIENCE

Arts &
Sciences
Associate

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.
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General Requirements

Humanities I	HU200	4
Humanities II	HU201	4
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

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

Other Degree Requirements

Electives

Suggested Electives

Biological Science	NS100	4
Physical Science	NS101	4
Earth Science	NS102	3
Environmental Geography	NS120	3
College Biology I	NS121	4
College Biology II	NS122	4
Microbiology	NS201	4
Nature Study	NS208	4

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, MA120, NS220 & NS230

Spring: LA101, MA159, NS221 & NS231

SECOND YEAR

Fall: HU200, MA250, SS110 & an elective

Spring: HU201, MA251, SS111 & an elective

PRE-ELEMENTARY EDUCATION

This liberal arts program with an emphasis in pre-elementary education provides the background and skills necessary to continue toward a bachelor's degree in elementary education. A minimum of 60 credits is required.

Course Name

Course # Cr.

General Requirements

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

Core Requirements

Music in the Elementary Classroom	HU110	3
Children's Literature	LA235	3
Intermediate Algebra	MA104	4
Mathematics for Elementary Teachers I	MA151	4
Mathematics for Elementary Teachers II	MA152	3
General Psychology	SS220	3

Other Degree Requirements

Electives 10

Suggested Electives

These courses are required at one or more of the nearby four-year institutions granting bachelor's degrees in elementary education. Students should consult with a counselor at the institution to which they will transfer.

Introduction to Teaching	ED100	2
Art for the Elementary Teacher	HU225	2
Literature (LA200, LA201, LA220, or LA221)	LA210	3
Speech	LA210	3
Youth Literature	LA236	3
The American Political System	SS240	3
US History to 1877	SS250	3
US History Since 1877	SS251	3
Foreign Language		4

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, MA104, NS100 & SS110

Spring: LA101, HU110, NS101, SS111 & an elective

SECOND YEAR

Fall: HU200, LA235, MA151, SS220 & an elective

Spring: HU201, MA152 & electives

SOCIAL SCIENCE

Arts &
Sciences
Associate

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.
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General Requirements

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

Core Requirements

Principles of Macroeconomics	SS215	3
General Psychology	SS220	3
Child Psychology	SS221	3
Sociology	SS230	3
Social Problems	SS235	3
US History to 1877	SS250	3
US History Since 1877	SS251	3
Cultural Anthropology	SS260	3

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
Principles of Microeconomics	SS216	3
Abnormal Psychology	SS225	3
Michigan History	SS255	3

*See the alternatives listed under the requirements for the associate degree in arts and sciences on page 10.

Suggested Two-year Sequence

FIRST YEAR

Fall: LA100, SS110, SS230 & SS250

Spring: LA101, SS111, SS235 & SS251

SECOND YEAR

Fall: HU200, NS100, SS220 & SS260

Spring: HU201, NS101, SS215 & SS221

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.
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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

Core Requirements

Principles of Accounting I	BA115	4
Principles of Accounting II	BA116	4
Introduction to Business	BA135	3
Legal Environment of Business	BA200	3
Computerized Accounting I	BA213	3
Computerized Accounting II	BA214	3
Management	BA237	3
Tax Accounting	BA246	3
Organizational Behavior	BA250	3
Introduction to Computer Information Systems	CIS115	3
Introduction to PCs and Spreadsheets	CIS125	1
Business Calculators	CIS240	3

Other Degree Requirements

Speech	LA210	3
Intermediate Algebra	MA104	4
Principles of Macroeconomics	SS215	3
Electives		

Suggested Electives

International Business	BA260	3
Field Experience	BA290	3
Field Experience	BA292	4-5
Microcomputer Applications	CIS175	3
Issues in Leadership	HU270	3
Managerial Mathematics	MA116	3
Tax Law	PL210	3
Principles of Microeconomics	SS216	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

Suggested Two-year

Sequence

FIRST YEAR

Fall: BA115, BA135, CIS115, CIS125, CIS240 & LA100

Spring: BA116, LA101, LA210 & MA104

SECOND YEAR

Fall: BA200, BA213, BA246, SS110 & SS215

Spring: BA214, BA237, BA250, SS111 & an elective

BUSINESS ADMINISTRATION

Applied Arts
& Sciences
Associate

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.
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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

Core Requirements

Principles of Accounting I	BA115	4
Principles of Accounting II	BA116	4
Introduction to Business	BA135	3
Legal Environment of Business	BA200	3
Marketing	BA233	3
Management	BA237	3
Organizational Behavior	BA250	3
International Business	BA260	3
Keyboarding	CIS100	1
Introduction to Computer Information Systems	CIS115	3
Introduction to PCs and Spreadsheets	CIS125	1

Other Degree Requirements

Speech	LA210	3
Business Communications II**	CIS185	3
Principles of Macroeconomics	SS215	3
Electives		5-7

Suggested Electives

Accounting for Small Business	BA105	3
Computerized Accounting I	BA213	3
Computerized Accounting II	BA214	3
Retailing	BA234	3
Small Business Management	BA235	3
Advertising	BA248	3
Customer Relations	BA251	2
Field Experience	BA292	4-5
Microcomputer Applications	CIS175	3
Issues in Leadership	HU270	3
Managerial Math	MA116	3
College Algebra	MA159	4
General Psychology	SS220	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

**The prerequisite of CIS180 does not apply to this program.

Suggested Two-year Sequence

FIRST YEAR

Fall: BA115, BA135, CIS100, CIS115, CIS125 & LA100

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

SECOND YEAR

Fall: BA200, BA233, BA237, SS110 & SS215

Spring: BA260, CIS185**, SS111 & an elective

BUSINESS INFORMATION SYSTEMS

This program leads to an associate degree in applied arts and sciences with a specialty in business information systems and provides the background and skills necessary for a job in the business information systems field. It is designed for students seeking entry level business/management careers with companies that use microcomputers and commercially available software packages. A minimum of 62 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
Introduction to Business	BA135	3
Legal Environment of Business	BA200	3
Management	BA237	3
Organizational Behavior	BA250	3
Introduction to Computer Information Systems	CIS115	3
Introduction to Programming and Logic	CIS130	3
Microcomputer Applications	CIS175	3
Microcomputer Spreadsheets	CIS250	3
Microcomputer Data Base Applications	CIS255	3
Advanced Microcomputer Applications	CIS260	3
Systems Concepts/Design	CIS265	4

Other Degree Requirements

Business Communications II **	CIS185	3
Speech	LA210	3
Elective (math recommended)		3-4

Suggested Electives

Elementary Algebra	MA100	4
Intermediate Algebra	MA104	4
Managerial Math	MA116	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

**The prerequisite of CIS180 does not apply to this program.

Suggested Two-year Sequence

FIRST YEAR

Fall: BA115, BA135, CIS115, CIS130 & LA100
Spring: BA116, BA250, CIS175, CIS255, LA101 & an elective

SECOND YEAR

Fall: BA200, BA237, CIS250, CIS260 & SS110
Spring: BA250, CIS265, LA210 & SS111

COSMETOLOGY MANAGEMENT

Applied Arts
& Sciences
Associate

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.

may be granted up to 36 credits (a maximum of 32 general cosmetology credits) toward this degree. If licensed more than two years ago, applicants must document six months work experience out of the last 30 months to be eligible for the transfer credit. Unlicensed transfer applicants must take state pre-board exams to determine transfer credits in cosmetology.

A CERTIFICATE PROGRAM IN COSMETOLOGY IS ALSO AVAILABLE. SEE PAGE 69.

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

Core Requirements

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

Other Degree Requirements

Accounting for Small Business	BA105	3
or Principles of Accounting I	BA115	4
Small Business Management	BA235	3

Select at least 3 of the following electives.

Introduction to Business	BA135	3
Legal Environment of Business	BA200	3
Principles of Marketing	BA233	3
Retailing	BA234	3
Organizational Behavior	BA250	3
Customer Relations	BA251	2
Introduction to Computer Information Systems	CIS115	3
Business Mathematics	CIS155	3
Microcomputer Applications	CIS175	3
Business Communications I	CIS180	3
Speech	LA210	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 10.

**Students who hold a valid State of Michigan Cosmetology License issued within the last 24 months

CRIMINAL JUSTICE

This associate degree program prepares successful graduates for careers in the criminal justice field. The program is designed to provide maximum transferability to four-year colleges and universities which offer a bachelor's degree in criminal justice or related fields. 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

Introduction to Criminal Justice	CJ100	3
Introduction to Corrections	CJ110	3
Corrections Institutions/Facilities	CJ120	3
Police Administration and Operations	CJ125	3
Criminal Investigation	CJ130	3
PPCT Defensive Tactics	CJ137	2
American Criminal Law	CJ210	3
Juvenile Delinquency	CJ230	3
Introduction to Security Systems	CJ240	3

Other Degree Requirements

Introduction to Computer Information Systems	CIS115	3
Humanities I	HU200	4
Humanities II	HU201	4
Speech	LA210	3
Psychology	SS220	3
American Political System	SS240	3

Suggested Electives

Principles of Accounting I	BA115	4
Introduction to Business	BA135	3
Communication in Criminal Justice	CJ136	3
Emergency Intervention Techniques	CJ138	2
Criminal Justice Practicum**	CJ290	5
Personal Self-Defense***	PE114	1

*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 10.

**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.

Suggested Two-year Sequence

FIRST YEAR

Fall: CIS115, CJ100, CJ110, LA100 & SS110
Spring: CJ120, CJ125, CJ137, LA101 & SS111

SECOND YEAR

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

CRIMINAL JUSTICE/CORRECTIONS CERTIFICATE (SEE PAGE 69) AND TRAINING PROGRAMS (SEE PAGE 78) ARE ALSO AVAILABLE.

CRIMINAL JUSTICE/CORRECTIONS

Applied Arts
& Sciences
Associate

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

Course Name	Course #	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

Core Requirements

Introduction to Corrections	CJ110	3
Introduction to Criminal Justice	CJ100	3
Stress Management for Correctional Officers	CJ115	1
Corrections Institutions/Facilities	CJ120	3
Communication in Criminal Justice	CJ136	3
PPCT Defensive Tactics	CJ137	2
Emergency Intervention Techniques	CJ138	2
American Criminal Law	CJ210	3
Legal Issues in Corrections	CJ220	3
Parole and Probation	CJ235	3
Client Relations in Corrections	CJ250	3
Client Growth & Development	CJ260	3

Other Degree Requirements

Humanities I	HU200	4
Humanities II	HU201	4
Speech	LA210	3
Electives		

Suggested Electives

Organizational Behavior***	BA250	3
Introduction to Computer Information Systems	CIS115	3
Criminal Justice Practicum**	CJ290	5
Psychology	SS220	3

*See the alternatives listed under the requirements of the associate degree in applied arts and sciences on page 10.

**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.

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

Suggested Two-year Sequence

FIRST YEAR

Fall: CJ100, CJ110, LA100, SS110 & an elective
Spring: CJ120, CJ135, CJ137, LA101, SS111 & an elective

SECOND YEAR

Fall: CJ115, CJ210, CJ220, CJ250, HU200 & LA210
Spring: CJ136, CJ138, CJ235, CJ260 & HU201

CRIMINAL JUSTICE/CORRECTIONS CERTIFICATE (SEE PAGE 69) AND TRAINING PROGRAMS (SEE PAGE 78) ARE ALSO AVAILABLE.

DRAFTING TECHNOLOGY

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

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

Core Requirements

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

Other Degree Requirements

Customer Relations	BA251	2
Introduction to Computer Information Systems	CIS115	3
Intermediate Algebra	MA104	4
Trigonometry	MA120	3
Industrial Graphics Communication	TD102	2

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

**Students may substitute TD140 Plastic Mold Design I.

Suggested Two-year Sequence

FIRST YEAR

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

SECOND YEAR

Fall: CIS115, EL100, SS110, TD215 & TD230
Spring: BA251, IT253, SS111, TD135 & TD250

A CERTIFICATE PROGRAM IN DRAFTING IS ALSO AVAILABLE. SEE PAGE 70.

EARLY CHILDHOOD DEVELOPMENT

Applied Arts
& Sciences
Associate

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	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

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

Other Degree Requirements

Emergency Health Care	AH100	2
Accounting for Small Business	BA105	3
Small Business Management**	BA235	3
Introduction to Computer Information Systems	CIS115	3
Business Mathematics	CIS155	3
Children's Literature: Preschool - Kindergarten	LA295	1
Introduction to Physical Fitness	PE110	1
Dealing with Stress	SD120	1
General Psychology	SS220	3
Child Psychology	SS221	3
Electives		7

Suggested Electives

Legal Environment of Business**	BA200	3
Organizational Behavior**	BA250	3
Michigan Child Care Futures: Basic	ECD140	1
Michigan Child Care: Advanced	ECD141	1
Introduction to Teaching	ED100	2
Elementary Spanish	FL130	4
Children's Literature: Kindergarten to Eight Years	LA295	1
Children's Literature: Eight to Twelve Years	LA295	1
Sociology	SS230	3

Suggested Two-year Sequence

FIRST YEAR

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

SECOND YEAR

Fall: BA105, CIS155, ECD130, PE110 & SS220
Spring: BA235, CIS155, ECD160, SD120 & SS221

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

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

AN EARLY CHILDHOOD DEVELOPMENT ARTS AND SCIENCES ASSOCIATE (SEE PAGE 42) AND A CHILD DEVELOPMENT ASSOCIATE (SEE PAGE 78) 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.
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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

Core Requirements

Concepts of Electricity	EL100	3
Electronic Fabrication	EL105	1
Electrical Circuit Analysis	EL110	3
Electronic Devices	EL120	3
Electronic Circuits	EL210	3
Digital Electronics	EL230	3
Microprocessors	EL240	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

Other Degree Requirements

Customer Relations	BA251	2
Introduction to Computer Information Systems	CIS115	3
Intermediate Algebra	MA104	4
Trigonometry	MA120	3
Introduction to College Physics I	NS111	3
Introduction to College Physics II	NS112	3
Elective		3

Suggested Electives

Introduction to Programming and Logic	CIS130	3
Basic Fluid Power	IT253	3
College Algebra	MA159	4

Suggested Two-year Sequence

FIRST YEAR

Fall: CIS115, EL100, LA100, MA104 & NS111
Spring: EL105, EL110, LA101, MA120 & NS112

SECOND YEAR

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

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

EMERGENCY MEDICAL TECHNOLOGY

Applied Arts
& Sciences
Associate

This program leads successful students to an associate degree in applied arts and sciences with a specialty in pre-hospital emergency medicine, and provides the knowledge and skills necessary to obtain employment in emergency medicine and related fields. Graduates are eligible to apply for paramedic licensure through the EMS Division of the Michigan Department of Consumer and Industry Services and national registration through the National Registry of Emergency Medical Technicians.

Course Name Course # Cr.

The following curriculum sequence is required:

SPRING SEMESTER

Emergency Medical Technician	AH200	9.5
Freshman English I	LA100	3
Biological Science	NS100	4

FALL SEMESTER

Emergency Medical Technician		
Specialist/Paramedic	AH202	7
Freshman English II	LA101	3
Anatomy and Physiology I	NS103	5

SPRING SEMESTER

Paramedic Pharmacology	AH203	4
Paramedic Cardiology	AH204	4
Anatomy and Physiology II	NS203	4
Introduction to Social Science I	SS110	4

SUMMER SEMESTER

Paramedic Clinical I	AH205	4
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FALL SEMESTER

Paramedic Medical Emergencies	AH206	3
Paramedic Traumatic Emergencies	AH207	3
Paramedic Clinical II	AH208	3

Suggested Electives

Dosages & Calculations	AH106	1
Introduction to Computer		
Information Systems	CIS115	3
Bioethics	HU222	3
Understanding Research	NUR260	2
Intermediate Algebra	MA104	4
Introduction to Social Science II	SS111	4

A PARAMEDIC CERTIFICATE PROGRAM IS
ALSO AVAILABLE. SEE PAGE 73.

EXECUTIVE SECRETARY

This program provides students with a knowledge of business concepts and technology. Graduates are prepared for employment as secretaries, who are responsible for assisting the executive. A minimum of 60 credits is required.

Suggested Two-Year Sequence

FIRST YEAR

Fall: CIS140, CIS155, CIS180, LA100 & an elective
Spring: CIS115, CIS185, CIS200, CIS240 & LA101

SECOND YEAR

Fall: BA105, CIS145, CIS225, SS110 & an elective
Spring: CIS190, CIS245, CIS270 & SS111

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

Core Requirements

International Business	BA260	3
Introduction to Computer Information Systems	CIS115	3
Typing II	CIS140	3
Speedwriting I	CIS145	3
Business Mathematics	CIS155	3
Business Communications I	CIS180	3
Business Communications II	CIS185	3
Records Management	CIS190	3
Typing III	CIS200	3
Voice Transcription: Business	CIS225	3
Business Calculators	CIS240	3
Advanced Document Processing	CIS245	3
Office Administration	CIS270	3

Other Degree Requirements

Accounting for Small Business	BA105	3
Electives		4

Suggested Electives

Introduction to Business	BA135	3
Organizational Behavior	BA250	3
Speed Writing II	CIS150	3
Microcomputer Applications	CIS175	3
Field Experience	CIS290	3
Issues in Leadership	HU270	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

FOOD SERVICE TECHNOLOGY

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.

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

Core Requirements

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

Other Degree Requirements

Introduction to Business	BA135	3
Small Business Management	BA235	3
Business Mathematics	CIS155	3
Humanities I	HU200	4

Suggested Two-year Sequence

FIRST YEAR

Fall: CIS155, FST100, FST101, FST110 & LA100

Spring: BA135, FST120, FST130, FST140 & LA101

SECOND YEAR

Fall: FST200, FST201, FST210 & SS110

Spring: BA235, FST220, FST230, HU200 & SS111

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

A CERTIFICATE PROGRAM IN FOOD SERVICE TECHNOLOGY IS ALSO AVAILABLE.
SEE PAGE 70.

INDUSTRIAL TECHNOLOGY

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

Course Name	Course #	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

Core Requirements

Concepts of Electricity	EL100	3
Basic CNC Operation	IT102	2
Metallurgy and Heat Treatment	IT130	2
Basic Machine Operation	IT220	3
Basic Fluid Power	IT253	3
Manufacturing Processes	IT260	2
Industrial Quality Control	IT270	2
Technical Drafting I	TD100	3
Layout & Precision Measurement	TD106	2
Welding Elective		1-3

Other Degree Requirements

Customer Relations	BA251	2
Introduction to Computer Information Systems	CIS115	3
Elementary Algebra	MA100	4
Intermediate Algebra	MA104	4
Trigonometry	MA120	3
Introduction to College Physics I	NS111	3
Introduction to College Physics II	NS112	3
Industrial Graphics Communications	TD102	2

Suggested Two-year Sequence

FIRST YEAR

Fall: CIS115, IT220, LA100, MA100 & TD100
Spring: IT253, IT260, LA101, MA104, TD102 & TD106

SECOND YEAR

Fall: EL100, IT102, IT130, NS111 & SS110
Spring: BA251, IT270, MA120, NS112, SS111 & a welding elective

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

INFORMATION SYSTEMS

*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 #	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

Core Requirements

Introduction to Computer Information Systems	CIS115	3
Typing II	CIS140	3
Business Mathematics	CIS155	3
Microcomputer Applications	CIS175	3
Business Communications I	CIS180	3
* Business Communications II	CIS185	3
* Records Management	CIS190	3
Typing III	CIS200	3
Voice Transcription: Business	CIS225	3
Business Calculators	CIS240	3
* Advanced Document Processing	CIS245	3
* Office Administration	CIS270	3

Other Degree Requirements

Accounting for Small Business	BA105	3
Electives		7

Suggested Electives

Introduction to Business	BA135	3
Organizational Behavior	BA250	3
Speed Writing I	CIS145	3
Field Experience	CIS290	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

Suggested Two-Year Sequence

FIRST YEAR

Fall: CIS140, CIS155, CIS180, LA100 & an elective

Spring: CIS115, CIS185, CIS200, CIS240 & LA101

SECOND YEAR

Fall: BA105, CIS175, CIS190, CIS225 & SS110

Spring: CIS245, CIS270, SS111 & an elective

A CERTIFICATE PROGRAM FOR INFORMATION PROCESSING ASSISTANT IS ALSO AVAILABLE. SEE PAGE 71.

LEGAL INFORMATION SYSTEMS

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

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

Core Requirements

Introduction to Computer		
Information Systems	CIS115	3
Typing II	CIS140	3
Speedwriting I	CIS145	3
Business Mathematics	CIS155	3
Business Communications I	CIS180	3
Records Management	CIS190	3
Typing III	CIS200	3
Legal Terminology	CIS205	3
Legal Office Procedures	CIS210	3
Voice Transcription: Legal	CIS230	3
Business Calculators	CIS240	3
Advanced Document Processing	CIS245	3
Office Administration	CIS270	3

Other Degree Requirements

Accounting for Small Business	BA105	3
Legal Environment of Business**	BA200	3
Elective		1

Suggested Electives

Introduction to Business	BA135	3
Organizational Behavior**	BA250	3
Speedwriting II	CIS150	3
Microcomputer Operations	CIS175	3
Business Communications II	CIS185	3
Field Experience	CIS290	3
Legal Research and Writing	PL110	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

Suggested Two-Year Sequence

FIRST YEAR

Fall: CIS115, CIS140, CIS155, CIS180 & LA100
Spring: BA105, CIS200, CIS240, CIS245 & LA101

SECOND YEAR

Fall: BA200, CIS145, CIS190, CIS205 & SS110
Spring: CIS210, CIS230, CIS270, SS111 & an elective

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

A CERTIFICATE PROGRAM FOR LEGAL OFFICE ASSISTANT IS ALSO AVAILABLE. SEE PAGE 71.

MEDICAL INFORMATION SYSTEMS

Applied Arts
& Sciences
Associate

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

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

Core Requirements

* Introduction to Computer Information Systems	CIS115	3
* Typing II	CIS140	3
Speedwriting I	CIS145	3
* Business Mathematics	CIS155	3
* Business Communications I	CIS180	3
Records Management	CIS190	3
* Typing III	CIS200	3
* Medical Terminology	CIS215	3
* Medical Office Procedures	CIS220	3
* Voice Transcription: Medical	CIS235	3
* Business Calculators	CIS240	3
Advanced Document Processing	CIS245	3
Office Administration	CIS270	3

Other Degree Requirements

* Emergency Health Care	AH100	2
* Accounting for Small Business	BA105	3
Electives		2

Suggested Electives

Introduction to Business	BA135	3
Organizational Behavior**	BA250	3
Speedwriting II	CIS150	3
Microcomputer Applications	CIS175	3
Business Communications II	CIS185	3
Field Experience	CIS290	3

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

Suggested Two-Year Sequence

FIRST YEAR

Fall: CIS115, CIS140, CIS155, CIS180 & LA100
Spring: BA105, CIS200, CIS240, CIS245 & LA101

SECOND YEAR

Fall: CIS145, CIS190, CIS215, CIS235 & SS110
Spring: AH100, CIS220, CIS270, SS111 & an elective

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

A CERTIFICATE PROGRAM FOR MEDICAL OFFICE ASSISTANT IS ALSO AVAILABLE. SEE PAGE 72.

NURSING

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 40 on the ASSET Reading Test; score at least 41 on the ASSET Numerical Skills Test; complete a college biology course with a lab, equivalent to NS100, with a C or better grade within the last 10 years (or receive a passing score on the MCC Competency Exam); complete at least 1 credit at MCC; 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 7 years, complete LA100, and have completed high school Algebra I or a more advanced math course within the last 5 years, MCC's MA100, or received a passing score on the competency test (as arranged by the Math Department). The student must submit a completed, current MCC health form and proof of completing the CPR Health Care Provider course to the nursing office prior to the start of the program and contact the nursing office to set up an interview with the Director of Nursing and Allied Health.

Prior to admission to the degree program, students must complete a general chemistry course with lab, equivalent to NS105, with a C or better grade within the last 7 years before entry into the first clinical course of the nursing program; complete LA101; complete NS201 within the last 7 years before entry into the first clinical course of the nursing program (NUR253), with a C or better grade, or concurrent with NUR253 Advanced Medical-Surgical Nursing, complete SS220 prior to NUR227 Community Mental Health and complete SS110. Students must submit a completed, current MCC health form and proof of completing the CPR Health Care Provider course to the nursing office prior to the start of the program. Admission into the nursing program is dependent upon available space and is not guaranteed immediately upon acceptance or being placed on the waiting list.

Felony Statement: Previous treatment for substance abuse or conviction of a felony may prevent an applicant from taking the NCLEX-PN or NCLEX-RN. Individuals with a conviction history must contact the Board of Nursing and inform them of the circumstances for which subsequent determination should be made regarding licensure eligibility in the State of Michigan.

Course Name Course # Cr.

The following curriculum sequence is recommended:

FALL SEMESTER

Freshman English I	LA100	3
Anatomy and Physiology I	NS103	5
Introduction to Social Science I	SS110	4

SPRING SEMESTER

Freshman English II	LA101	3
Introductory Chemistry	NS105	4
Anatomy and Physiology II	NS203	4
General Psychology	SS220	3

The following curriculum sequence is required:

FALL SEMESTER

Fundamentals of Nursing Care	NUR101	5
Nursing of the Adult Client I	NUR103	6
Nutrition and Diet Therapy in Nursing	NUR111	2
Introduction to Concepts of Communication in Nursing	NUR121	2
Pharmacology in Nursing	NUR163	2

SPRING SEMESTER

Pharmacology in Nursing (continues)		
Nursing of the Adult Client II	NUR105	6
Nursing Care of the Childbearing Family	NUR146	3
Nursing Care of Children	NUR147	3

SUMMER SEMESTER

Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends	NUR126	0.5

FALL SEMESTER

Microbiology*	NS201	4
Advanced Medical-Surgical Nursing	NUR253	10

SPRING SEMESTER

Community Mental Health	NUR227	5
Advanced Nursing Care of the Childbearing Family	NUR246	3
Advanced Nursing Care of Children	NUR247	3

SUMMER SEMESTER

Leadership and Management	NUR257	3
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*NS201 can be taken prior to fall semester.

Upon completion of the ADN program, students are required to take an RN review course. Students will need to prepare, in advance, to acquire funds for the \$200 course fee.

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 40 on the ASSET Reading Test; score at least 41 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 7 years before entry into the first clinical course of the nursing program; complete a high school Algebra I or more advanced math course within the last 5 years, or MCC's MA100, or receive a passing score on the competency test as arranged by the Math Department; complete LA101 Freshman English II; complete a pharmacology course in the Practical Nurse program within the previous 5 years of beginning the ADN program, or the 5 year requirement may be waived with documentation of current work experience as an LPN who administers medications in acute or extended care or completion of an NLN competency test scoring in the 5th percentile. There is a fee for NLN testing. Applicants who do not meet this criteria must complete a pharmacology course. Official transcripts must be received to complete waiting list requirements. Students must also complete a nutrition course, or the NLN competency test scoring in the 50th percentile (there is a fee for this test), score at least 25 on the dosage calculation evaluation and submit a Waiting List Request Form.

Before beginning ADN nursing courses, students must complete SS110 Introduction to Social Science I; submit a completed, current MCC health form and proof of completing the CPR Health Care Provider course to the nursing office prior to the start of nursing courses; and contact the nursing office to set up an interview with the Director of Nursing and Allied Health. The student must take NS201 Microbiology within the last 7 years prior to entry into the first clinical course in the nursing program (this may be taken prior to or concurrent with NUR253 Advanced Medical-Surgical Nursing) and SS220 General Psychology prior to NUR227 Community Mental Health. If the PN graduation date is more than 5 years previous, the student must be NLN tested (there is a fee for each of the 3 tests taken) and a skills test arranged and

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

Course Name	Course #	Cr.
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The following curriculum sequence is recommended:

FALL SEMESTER

Elementary Algebra	MA100	4
Introduction to Social Science I	SS110	4

SPRING SEMESTER

Freshman English II	LA101	3
Introductory Chemistry	NS105	4
General Psychology	SS220	3

The following curriculum sequence is required:

SUMMER SEMESTER

Role Transition	NUR200	2
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FALL SEMESTER

Microbiology	NS201	4
Advanced Medical-Surgical Nursing	NUR253	10

SPRING SEMESTER

Community Mental Health	NUR227	5
Advanced Nursing Care of the Childbearing Family	NUR246	3
Advanced Nursing Care of Children	NUR247	3

SUMMER SEMESTER

Leadership and Management	NUR257	3
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A CERTIFICATE PROGRAM IN PRACTICAL NURSING IS ALSO AVAILABLE. SEE PAGE 73 & 74.

PARALEGAL STUDIES

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

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

Core Requirements

Legal Environment of Business**	BA200	3
American Criminal Law	CJ210	3
Introduction to Paralegal Studies	PL100	3
Legal Research and Writing	PL110	3
Estates, Wills and Trusts	PL200	3
Litigation I	PL215	3
Litigation II	PL216	3
Domestic Relations Law or Tax Law	PL217 PL210	3 3

Other Degree Requirements

Principles of Accounting I	BA115	4
Typing I	CIS105	3
Introduction to Computer Information Systems	CIS115	3
Speech	LA210	3
General Psychology	SS220	3
Electives		9-12

Suggested Electives

Business Communications II**	CIS185	3
Advanced Document Processing**	CIS245	3
Introduction to LEXIS Research	PL102	1
Tax Law	PL210	3
Domestic Relations Law	PL217	3
Administrative Law	PL219	2
Paralegal Practicum	PL290	3

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: BA115, CIS105, LA100, PL100 & SS110
Spring: CIS115, LA101, PL110, SS111 & an elective

SECOND YEAR

Fall: BA200, CJ210, PL215, SS220 & an elective
Spring: LA210, PL200, PL216, PL217 or PL210 & an elective

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

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

RADIOLOGICAL TECHNOLOGY

Applied Arts
& Sciences
Associate

This program is offered in cooperation with Mid-Michigan Community College and is for students who live in the MCC service area. Liberal arts, science and prerequisite courses (29 credit hours) are available at MCC. Radiological technology courses (24 credit hours) are taught at Mid-Michigan Community College and the clinical courses (26 credit hours) are arranged locally. 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

FALL SEMESTER (MONTCALM)

Medical Terminology *	CIS215	3
Freshman English I	LA100	3
Elementary Algebra	MA100	4
Anatomy and Physiology I *	NS103	5
Introductory Chemistry *	NS105	4

SPRING SEMESTER (MONTCALM)

Introduction to Computer		
Information Systems	CIS115	3
Anatomy and Physiology II *	NS203	4
Introduction to Social Science I	SS110	4
General Psychology	SS220	3

*These courses are prerequisite to acceptance in Mid-Michigan Community College's Radiography program. It is strongly recommended by MMCC that students also 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 MAT105 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.

**The 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 be eligible 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 John Skinner, Mid-Michigan's Director of the Radiologic Technology program, at (517) 386-6646 once each semester.

Second Year

MCC students accepted in Mid-Michigan's Radiologic 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

WINTER SEMESTER (MID-MICHIGAN)

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

SUMMER SEMESTER (MID-MICHIGAN)

Radiographic Positioning III	RAD175	3
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Third Year

This 50-week clinical is held at Carson City Hospital.

FALL SEMESTER

Clinical Education I	RAD200	10
Radiologic Techniques I	RAD215	3

SPRING SEMESTER

Radiologic Techniques II	RAD217	3
Clinical Education II	RAD220	10

SUMMER SEMESTER

Clinical Education III	RAD225	6
Radiographic Quality Assurance	RAD230	2

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.

Suggested Two-year Sequence

FIRST YEAR

Fall: BA105, BA135, CIS115 & LA100

Spring: BA233, BA235, BA248, LA101 & LA210,

SECOND YEAR

Fall: BA246, CIS155, CIS175, SS110 & SS215

Spring: BA200, BA234, BA251, BA260 & SS111

*See the alternatives listed under the requirements for the associate degree in applied arts and sciences on page 10.

A CERTIFICATE PROGRAM FOR SMALL BUSINESS DEVELOPMENT/MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 75.

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

Core Requirements

Accounting for Small Business	BA105	3
Introduction to Business	BA135	3
Legal Environment of Business	BA200	3
Marketing	BA233	3
Retailing	BA234	3
Small Business Management	BA235	3
Tax Accounting	BA246	3
Advertising	BA248	3
Customer Relations	BA251	2
International Business	BA260	3
Introduction to Computer Information Systems	CIS115	3
Business Mathematics	CIS155	3
Microcomputer Applications	CIS175	3

Other Degree Requirements

Speech	LA210	3
Principles of Macroeconomics	SS215	3
Elective		

Suggested Electives

Principles of Accounting I	BA115	4
Principles of Accounting II	BA116	4
Computerized Accounting I	BA213	3
Computerized Accounting II	BA214	3
Management	BA237	3
Field Experience	BA292	4-5

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
Beginning Hairstyling	CS101	3
Beginning Hairstyling Lab	CS111	4

SPRING SEMESTER*

Beginning Hair Cutting and Permanent Waving	CS102	3
Beginning Hair Cutting and Permanent Waving Lab	CS112	4
Beginning Hair Coloring and 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	CS200	3
Advanced Hairstyling Lab	CS210	5
Advanced Hair Coloring and Permanent Waving	CS201	3
Advanced Hair Coloring and Permanent Waving Lab	CS211	5

SPRING SEMESTER*

Advanced Hairstyling II	CS202	3
Advanced Hairstyling II Lab	CS212	5
Salon Management and Board Review	CS203	3
Salon Management and Board Review Lab	CS213	5

*18-week semester program with 9-week courses.

AN ASSOCIATE DEGREE IN COSMETOLOGY MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 51.

CRIMINAL JUSTICE/ CORRECTIONS

Certificate
Programs

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

Introduction to Criminal Justice	CJ100	3
Introduction to Corrections	CJ110	3
Corrections Institutions/Facilities	CJ120	3
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4

SPRING SEMESTER

Communication in Criminal Justice	CJ136	3
Legal Issues in Corrections	CJ220	3
Client Relations in Corrections	CJ250	3
Client Growth and Development	CJ260	3
Freshman English II	LA101	3
Speech	LA210	3

AN ASSOCIATE DEGREE IN CRIMINAL JUSTICE (SEE PAGE 52) AND CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 53), AND A TRAINING PROGRAM IN CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 78) ARE ALSO AVAILABLE.

DRAFTING

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

Course Name	Course #	Cr.
Customer Relations	BA251	2
Introduction to Computer Information Systems	CIS115	3
Basic Machine Operation	IT220	3
Basic Fluid Power	IT253	3
Manufacturing Processes	IT260	2
Applied Algebra	MA110	2
or Elementary Algebra	MA100	4
Applied Geometry	MA111	2
or Intermediate Algebra	MA104	4
Improving Reading & Writing	SD175	3
Technical Drafting I	TD100	3
Industrial Graphics Communication	TD102	2
Reading Engineering Drawings	TD105	2
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 54.

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

AN ASSOCIATE DEGREE IN FOOD SERVICE TECHNOLOGY IS ALSO AVAILABLE. SEE PAGE 59.

INFORMATION PROCESSING ASSISTANT

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

Course Name	Course #	Cr.
FALL SEMESTER		
Introduction to Computer Information Systems	CIS115	3
Typing II	CIS140	3
Business Mathematics	CIS155	3
Business Communications I	CIS180	3
SPRING SEMESTER		
Microcomputer Applications	CIS175	3
Business Communications II	CIS185	3
Typing III	CIS200	3
Office Administration	CIS270	3
SUMMER SEMESTER		
Voice Transcription: Business	CIS225	3
Advanced Document Processing	CIS245	3

AN ASSOCIATE DEGREE IN INFORMATION SYSTEMS IS ALSO AVAILABLE. SEE PAGE 61.

LEGAL OFFICE ASSISTANT

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

Course Name	Course #	Cr.
FALL SEMESTER		
Legal Environment of Business	BA200	3
Typing II	CIS140	3
Business Communications I	CIS180	3
Legal Terminology	CIS205	3
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Introduction to Computer Information Systems	CIS115	3
Typing III	CIS200	3
Legal Office Procedures	CIS210	3
Business Calculators	CIS240	3
SUMMER SEMESTER		
Voice Transcription: Legal	CIS230	3

AN ASSOCIATE DEGREE IN LEGAL INFORMATION SYSTEMS IS ALSO AVAILABLE. SEE PAGE 62.

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

MEDICAL OFFICE ASSISTANT

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

Course Name	Course #	Cr.
FALL SEMESTER		
Introduction to Computer Information Systems	CIS115	3
Typing II	CIS140	3
Business Communications I	CIS180	3
Medical Terminology	CIS215	3
SPRING SEMESTER		
Emergency Health Care	AH100	2
Accounting for Small Business	BA105	3
Typing III	CIS200	3
Medical Office Procedures	CIS220	3
Business Calculators	CIS240	3
SUMMER SEMESTER		
Voice Transcription: Medical	CIS235	3
Elective		1

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

OFFICE ASSISTANT

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

Course Name	Course #	Cr.
FALL SEMESTER		
Introduction to Computer Information Systems	CIS115	3
Typing II	CIS140	3
Business Mathematics	CIS155	3
Business Communications I	CIS180	3
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Business Communications II	CIS185	3
Typing III	CIS200	3
Business Calculators	CIS240	3
Office Administration	CIS270	3
SUMMER SEMESTER		
Voice Transcription: Business	CIS225	3
or Voice Transcription: Legal	CIS230	3
or Voice Transcription: Medical	CIS235	3

PRACTICAL NURSING: OFF & ON CAMPUS

Certificate
Programs

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 40 on the ASSET Reading Test; score at least 41 on the ASSET Numerical Skills Test; complete a college biology course with a lab, equivalent to NS100 Biological Science, with a C or better grade within the last 10 years; complete one MCC credit; and submit a Waiting List Request Form to the MCC Admissions Office. Prior to admission to the PN program, students must complete NS103 and NS203 Anatomy and Physiology I & II with a C or better grade within the last 7 years before entry into the first clinical course of the nursing program; have completed high school algebra or a more advanced math course within the last 5 years, MCC's MA100, or receive a passing score on the competency test as arranged by the math department; and complete LA100 Freshman English I. The student must also submit a completed, current MCC health form and proof of completing the CPR Health Care Provider course to the nursing office prior to the start of the program and contact the nursing office to set up an interview with the Director of Nursing and Allied Health. Attendance at the nursing orientation is mandatory.

Progression in the nursing program without interruption is determined academically by the minimal grade of C (2.0, 78%) in each of the nursing courses. In required science courses, a student must also earn a minimal grade of C or they will not progress.

If progressing to ADN program, successful completion of the RN pre-assessment exam is required, effective February 1997. There is a fee.

Felony Statement - Previous treatment for substance abuse or conviction of a felony may prevent an applicant from taking the NCLEX-PN or NCLEX-RN. Individuals with a conviction history must contact the Board of Nursing and inform them of the circumstances for which subsequent determination should be made regarding licensure eligibility in the state of Michigan.

(continued on following page)

PRACTICAL NURSING: OFF & ON CAMPUS

(continued from previous page)

Off Campus

Course Name Course # Cr.

The following curriculum sequence is required:

SPRING SEMESTER

Fundamentals of Nursing Care	NUR101	5
Nutrition and Diet Therapy in Nursing	NUR111	2
Introduction to Concepts of Communications in Nursing	NUR121	2

SUMMER SEMESTER

Nursing of the Adult Client I	NUR103	6
Pharmacology in Nursing	NUR163	2

FALL SEMESTER

Pharmacology (continued from summer)		
Nursing Care of the Childbearing Family	NUR146	3
Nursing Care of Children	NUR147	3

SPRING SEMESTER

Nursing of the Adult Client II	NUR105	6
Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends	NUR126	0.5

On Campus

Course Name Course # Cr.

The following curriculum sequence is required:

FALL SEMESTER

Fundamentals of Nursing Care	NUR101	5
Nursing of the Adult Client I	NUR103	6
Nutrition and Diet Therapy in Nursing	NUR111	2
Introduction to Concepts of Communication in Nursing	NUR121	2
Pharmacology in Nursing	NUR163	2

SPRING SEMESTER

Pharmacology in Nursing (continued from fall)		
Nursing of the Adult Client II	NUR105	6
Nursing Care of the Childbearing Family	NUR146	3
Nursing Care of Children	NUR147	3

SUMMER SEMESTER

Nursing of the Adult Client III	NUR119	5
Nursing Issues and Trends	NUR126	0.5

AN ASSOCIATE DEGREE IN NURSING IS ALSO AVAILABLE. SEE PAGE 64.

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 #	Cr.
FALL SEMESTER		
Legal Environment of Business	BA200	3
Marketing	BA233	3
Small Business Management	BA235	3
Keyboarding	CIS100	1
Introduction to Computer Information Systems	CIS115	3
Business Mathematics	CIS155	3
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Retailing	BA234	3
Customer Relations	BA251	2
International Business	BA260	3
Microcomputer Applications	CIS175	3

AN ASSOCIATE DEGREE IN SMALL BUSINESS DEVELOPMENT/MANAGEMENT IS ALSO AVAILABLE. SEE PAGE 68.

STENOGRAPHER

Certificate Programs

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 Systems, and Legal and Medical Information Systems. Thirty credit hours are required.

Course Name	Course #	Cr.
FALL SEMESTER		
Typing II	CIS140	3
Speed Writing I	CIS145	3
Business Mathematics	CIS155	3
Business Communications I	CIS180	3
SPRING SEMESTER		
Accounting for Small Business	BA105	3
Speed Writing II	CIS150	3
Typing III	CIS200	3
Business Calculators	CIS240	3
Office Administration	CIS270	3
SUMMER SEMESTER		
Voice Transcription: Business	CIS225	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.
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FALL SEMESTER

Metallurgy and Heat Treatment	IT130	2
Basic Machine Operations	IT220	3
Applied Algebra	MA110	2
Introduction to College Writing II	SD171	2
Reading Engineering Drawings	TD105	2
Welding Technique and Joint Preparation	WE107	3
Welding and Fabrication I	WE108	3

SPRING SEMESTER

Customer Relations	BA251	2
Basic Fluid Power	IT253	3
Industrial Graphics Communication	TD102	2
Layout and Precision Measurement	TD106	2
Welding and Fabrication II	WE120	3
Related Welding Skills	WE122	3

*The college does not certify welders.

ALLIED HEALTH

APPRENTICESHIP TRAINING

Training
Programs

Emergency Medical Technician

This program is approved by the state of Michigan's Emergency Medical Services Division and prepares successful students to take the state of Michigan examination for licensure as an Emergency Medical Technician. The program requires six hours of lecture per week for 16 weeks and seven hours of clinical practice in one of several local cooperating hospitals starting after the midterm examination. Thirty-two additional lab hours will be arranged during the semester. It is recommended that students enroll in AH100 Emergency Health Care prior to the EMT course.

Course Name	Course #	Cr.
FALL SEMESTER		
Emergency Health Care	AH100	2
SPRING SEMESTER		
Emergency Medical Technician	AH200	9.5

EMT Specialist/Paramedic

This program is the first course in the paramedic curriculum and also prepares successful students to take the state of Michigan's examination for licensure as an EMT Specialist. 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 and ambulance services starting in the sixth week of the semester. Students must have an EMT license to challenge state boards for licensure as an EMT Specialist or Paramedic. Seven credit hours are required.

FALL SEMESTER		
EMT Specialist/Paramedic	AH202	7

Nurse Assistant

This course provides basic nursing skills and knowledge in the classroom and simulated labs. Supervised clinical experience in long-term, acute care and home health agencies are included. Upon completion of this course, the student is eligible to apply to the State of Michigan Department of Public Health to take the Certified Nurse Assistant exam.

FALL or SPRING SEMESTER		
Nurse Assistant	AH105	5

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

AN EARLY CHILDHOOD DEVELOPMENT ASSOCIATE DEGREE IS ALSO AVAILABLE. SEE PAGES 42 AND 55.

CRIMINAL JUSTICE/ CORRECTIONS

This 15-credit-hour, five-course program qualifies students to apply for corrections officer positions with the Michigan Department of Corrections. Students must achieve a 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
Corrections Institutions/Facilities	CJ120	3
Legal Issues in Corrections	CJ220	3
Client Relations in Corrections	CJ250	3
Client Growth and Development	CJ260	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 52) AND CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 53) AND A CERTIFICATE PROGRAM IN CRIMINAL JUSTICE/CORRECTIONS (SEE PAGE 69) 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/HU
Advertising/BA
Algebra/MA
Allied Health/AH
Analytic Geometry/MA
Anatomy/NS
Anthropology/SS
Art/HU
Art Appreciation/HU
Biology/NS
Blueprint Reading/TD
Botany/NS
Business
 Communications/CIS
Business Correspondence/CIS
Business Law/BA
Business Mathematics/CIS
Calculus/MA
Ceramics/HU
Chemistry/NS
Child Development/ECD
Communications/LA
Composition/LA
Computer Applications/CIS
Computers/CIS
Corrections/CJ
Correspondence/CIS
Cosmetology/CS
Criminal Justice/CJ
Data Processing/CIS
Die Drafting Apprentice/TD
Directed Studies/XY
Drafting Technology/TD
Drafting & Design
 Apprentice/TD
Drama/HU
Drawing/HU
Early Childhood
 Development/ECD
Economics/SS
Education/ED
Electronics-Industrial/EL
Emergency Health Care/AH

English/LA
Entrepreneurship/BA
Executive Secretary/CIS
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 Systems/CIS
Journalism/LA
Law-Business/BA
Law Enforcement/CJ
Legal Information Systems/CIS
Literature/LA
Machine Lab Apprentice/IT
Machine Shop/IT
Management/BA
Marketing/BA
Mathematics/MA
Mathematics Apprentice/MA
Mathematics-Business/CIS
Medical Information
 Systems/CIS
Medical Terminology/CIS
Metallurgy Theory
 Apprentice/IT
Mold & Die Design
 Apprentice/TD
Music/HU
Natural Science/NS
Nursing-Practical/NUR
Nursing-ADN/NUR
Office Assistant/CIS
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/CIS
Shop Drawing/TD
Shorthand/CIS
Sketching/HU
Small Business/BA
Social Science/SS
Sociology/SS
Spanish/FL
Speech/LA
Speedwriting/CIS
Sports/PE
Statistics/MA
Supervision and
 Management/BA
Taxation-Business/BA
Technical Drafting/TD
Theater/HU
Tool Drafting Apprentice/TD
Transcription/CIS
Trigonometry/MA
Typewriting/CIS
Welding Trades
 Apprentice/WE
Welding Technology/WE
Word Processing/CIS
Writing/LA or SD
Zoology/NS



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

The information in the parentheses indicates the number of credit, lecture and laboratory hours for each class. The lecture and laboratory hours equal the total classroom/laboratory contact hours. For example, there are 13 contact hours for the course AH200 Emergency Medical Technician — 6 lecture and 7 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.

AH105 Nurse Assistant
(5 credit, 2 lecture, 6 lab) Prerequisites: None

This course provides knowledge and skills required to provide basic patient care appropriately and safely. Upon successful completion of the course, the student can seek employment in acute, extended, or home care facilities and be eligible to take the state Certified Nurse Assistant exam.

AH106 Dosages and Solutions for Nursing and Allied Health
(1 credit, 1 lecture, 0 lab) Prerequisites: MA100 or a passing score on ASSET Elementary Algebra test

This course offers a clear and concise method of calculating medication dosages. Adult and pediatric medication calculations are included. The content includes how to read medication labels and physician orders relating to medications; convert metric, apothecary and household measurements; compute IV drip rates; reconstitute powders and administer heparin and insulin.

AH200 Emergency Medical Technician
(9.5 credit, 6 lecture, 7 lab) Prerequisites: None

This course includes orientation to EMT legal responsibilities, anatomy, physiology and pathophysiology, diagnostic signs, triage, basic cardiac life support, injuries to the body, illnesses of the body,

childbirth, mental health, environmental injuries, communications, emergency vehicle operation and extrication. Upon successful completion, students are eligible to take the state of Michigan's examination for licensure as an Emergency Medical Technician.

AH202 Emergency Medical Technician Specialist/Paramedic
(7 credit, 5 lecture, 4 lab) Prerequisite: State of Michigan Basic Emergency Medical Technician license or successful completion of approved EMT program.*

This course includes orientation to EMT Specialist/Paramedic legal responsibilities, anatomy, physiology, a review of emergency medical technician aspects of care, acid base balance, body chemistry, intravenous therapy, fluid therapy, advanced airway management including endotracheal intubation, esophageal obturator airway, esophageal gastric tube airway, Combitube and pharyngeal-tracheal lumen airway, tracheal suctioning and Magill forcep usage. Communications, cardiac monitor interpretation and recognition of cardiac dysrhythmias are discussed. Upon successful completion of AH202, students are eligible to take the state of Michigan's examination for licensure as an EMT Specialist.

*A student must be licensed as an Emergency Medical Technician to challenge state boards for specialist or paramedic licensure. Students without an EMT license must obtain EMT licensure and challenge specialist boards within one year of completion of AH202 to obtain a specialist license.

AH203 Paramedic Pharmacology
(4 credit, 4 lecture, 0 lab) Prerequisites: Completion of ASSET test demonstrating math competency, NS203 and AH202, Corequisite: AH204

This course introduces the actions, indications, contraindications, precautions, administration routes, dosages and side effects of medications that are commonly used in the pre-hospital setting.

AH204 Paramedic Cardiology
(4 credit, 4 lecture, 0 lab) Prerequisite: AH202, Corequisite: AH203

This course includes review of cardiovascular anatomy, physiology, and pathophysiology and the

introduction to electrophysiology. The student learns to monitor an electrocardiogram and manage life threatening dysrhythmias and cardiovascular emergencies.

AH205 Paramedic Clinical I

(4 credit, 0 lecture, 8 lab) Prerequisites: AH203 and AH204

This activity provides supervised clinical experiences in both hospital and pre-hospital settings. Clinical rotations include: emergency department, advanced life support vehicle and respiratory therapy.

AH206 Paramedic Medical Emergencies

(3 credit, 3 lecture, 0 lab) Prerequisite: AH205, Corequisites: AH207 and AH208

This course includes a review of medical and respiratory emergencies and introduces paramedic-level intervention in the neonatal, infant, pediatric, adult and geriatric patient.

AH207 Paramedic Traumatic Emergencies

(3 credit, 3 lecture, 0 lab) Corequisites: AH206 and AH208

This course includes a review of traumatic emergencies and introduces paramedic-level intervention in the neonatal, infant, pediatric, adult and geriatric patient.

AH208 Paramedic Clinical II

(3 credit, 0 lecture, 6 lab) Corequisites: AH206 and AH207

This continuation of supervised clinical experiences in both hospital and pre-hospital settings is intended to further develop and build paramedic skills. Clinical rotations include: ICU emergency department, advanced life support vehicle, geriatrics, pediatrics, labor and delivery, and psychiatric unit.

AH299 Directed Study

See the XY299 Directed Studies description on page 123.

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: A passing score on the ASSET Reading and Numerical Skills tests

This course provides basic accounting principles and practices from a theoretical and practical approach, with emphasis on the small business. Although it is not a prerequisite for BA115, it is strongly recommended prior to BA115.

BA115 Principles of Accounting I

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

This introduction to accounting fundamentals covers the meaning and purpose of accounting statements; the theory of debits and credits; accounts payable and receivable; the trial balance; adjusting and closing entries; and accounting for notes, deferred 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 course provides an overview of American free enterprise and its functions and the role of business

as an institution in society from both an historical and contemporary perspective. Topics include business organization, management, marketing, finance, legal and regulatory environment, and global opportunities.

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 Corequisite: BA135

This course covers the installation, set up, and operation of a computerized general ledger, accounts receivable, and accounts payable modules. This includes preparation and data entry of monthly transactions and financial statements.

BA214 Computerized Accounting II

(3 credit, 3 lecture, 0 lab) Prerequisite: BA213

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

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 and 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 course covers the processes and problems an entrepreneur encounters in starting a business venture and also examines the management practices necessary for running a successful enterprise.

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) Prerequisite: BA105 or BA115

This course covers practices and procedures for state and federal income taxes for individuals, sole proprietorships, and partnerships.

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 Organizational Behavior

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

This course provides a background in human relations and behavior of individuals within an organizational environment, with emphasis on social and group influences.

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, mutual

funds, various financial instruments, security analysis and portfolio development.

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 123.

BA299 Directed Study

See the XY299 Directed Studies description on page 123.

COMPUTER INFORMATION SYSTEMS

CIS100 Keyboarding

(formerly OS145)

(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.

CIS101 Computer Literacy

(formerly DP100)

(2 credit, 1 lecture, 2 lab) Pre- or Corequisite: CIS100 or departmental approval

Students are introduced to the main components of a computer and the Windows operating system. Emphasis is placed on the use of applications software using word processing to assist students in writing for other classes.

CIS102 Introduction to Windows '95

(formerly OS106)

(1 credit, 0 lecture, 2 lab) Prerequisite: CIS100

This course teaches students the fundamentals and skill necessary to adequately use Windows '95.

CIS105 Typing I

(formerly OS100)

(3 credit, 3 lecture, 1 lab) Prerequisite: CIS101

This course is an introduction to and a mastery of the computer keyboard (including the 10-key pad). Correct techniques are emphasized along with speed and accuracy development. Students learn to format letters, memos, tables and reports using word processing software. Basics of grammar and punctuation are introduced.

CIS110 Introduction to Internet

(formerly OS110)

(1 credit, 1 lecture, 1 lab) Prerequisite: CIS101

This course helps students become highly productive, knowledgeable workers using the Internet—the largest and most widely used computer network in the world. Students access and retrieve data using e-mail, File Transfer Protocol, Gopher, Usenet and the World Wide Web.

CIS115 Introduction to Computer Information Systems

(formerly DP110 & OS225)

(3 credit, 2 lecture, 2 lab) Prerequisites: CIS101 and a passing score on ASSET Reading Skills Test

This course covers basic concepts, principles and functions of the computer system, history and evolution of the computer and its current role in society. The function of applications software and an introduction to the use of standard applications software including word processing, spreadsheets, databases, and BASIC programming are included.

CIS120 Computer Applications in Health Care

(formerly DP111)

(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.

CIS125 Introduction to PCs and Spreadsheets

(formerly DP113)

(1 credit, 0.5 lecture, 1 lab) *Pre- or Corequisite:* BA115

This course provides a brief introduction to the Windows operating environment used on personal computers and to the application of current spreadsheet software used by business and industry. Students are involved with problem solving and proper spreadsheet planning and development techniques for later use with spreadsheet accounting applications.

CIS130 Introduction to Programming and Logic

(formerly DP114)

(3 credit, 2 lecture, 2 lab) *Prerequisites:* CIS101 and a passing score on ASSET Numerical Skills test

This course investigates problem solving using both QuickBASIC and Visual Basic. Emphasis is on decisions, looping, functions, arrays and formatting. Planning, testing, debugging and style are also examined.

CIS135 Typewriting Improvement

(formerly OS150)

(2 credit, 2 lecture, 0.5 lab) *Prerequisite:* CIS100 or CIS105

This course is for students wishing to improve typewriting speed and accuracy and includes pretesting, diagnosing problem areas, typing extensive drills and post testing on the microcomputer.

CIS140 Typing II

(formerly OS101)

(3 credit, 0 lecture, 4 lab) *Prerequisite:* CIS105, *Corequisite:* CIS135

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

CIS145 Speed Writing I

(formerly OS115)

(3 credit, 3 lecture, 1 lab) *Prerequisite:* CIS105

This course teaches a working knowledge of an alphabetic speed writing system and develops skills in reading and fluency in writing and taking dicta-

tion. This knowledge can be applied to a professional setting or personal tasks.

CIS150 Speed Writing II

(formerly OS116)

(3 credit, 3 lecture, 1 lab) *Prerequisite:* CIS145

This course reviews all speed writing principles. The concentration is on speed building, new-matter dictation and mailable transcription.

CIS152 Refresher Course in Gregg Shorthand

(formerly OS105)

(2 credit, 2 lecture, 1 lab) *Prerequisite:* Shorthand experience

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.

CIS155 Business Mathematics

(formerly OS120)

(3 credit, 3 lecture, 0 lab) *Prerequisite:* A passing score on 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.

CIS160 Introduction to WordPerfect 6.1 for Windows

(formerly OS111)

(1 credit, 0 lecture, 2 lab) *Prerequisite:* CIS101 or CIS102

This open-lab course provides experience using beginning features of WordPerfect 6.1 for Windows.

CIS165 Intermediate WordPerfect 6.1 for Windows

(formerly OS112)

(1 credit, 0 lecture, 2 lab) *Prerequisite:* CIS105 or CIS160

This open-lab course provides experience using intermediate features of WordPerfect 6.1 for Windows. Students should have a basic knowledge of WordPerfect 6.1 for Windows.

CIS170 Advanced WordPerfect 6.1 for Windows

(formerly OS210)

(1 credit, 0 lecture, 2 lab) Prerequisite: CIS165

This open-lab course provides experience using advanced features of Wordperfect 6.1 for Windows. Students should have a broad knowledge of WordPerfect 6.1 for Windows.

CIS175 Microcomputer Applications

(formerly DP116 and OS226)

(3 credit, 2 lecture, 2 lab) Prerequisite: CIS101

Standard business problems are considered using various software applications. Word processing, spreadsheet, database, and presentation software are introduced. Throughout the course, students prepare and present business reports and analyze and chart data.

CIS180 Business Communications I

(formerly OS129)

(3 credit, 3 lecture, 0 lab) Prerequisite: CIS105

This course develops basic communications skills through a review of language structure with attention given to the basics of writing, English for business use, vocabulary, punctuation, capitalization, spelling and numbers.

CIS185 Business Communications II

(formerly OS130)

(3 credit, 3 lecture, 0 lab) Prerequisite: CIS180

This course focuses on human relations, proper and concise word usage, the formation of effective sentences and paragraphs, and planning techniques for writing effective correspondence in business. Students use the computer to complete their assignments and communicate through electronic mail.

CIS190 Records Management

(formerly OS175)

(3 credit, 3 lecture, 1 lab) Prerequisite: CIS175

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 manage-

ment field. Students complete projects using database software on the computer.

CIS200 Typing III

(formerly OS202)

(3 credit, 0 lecture, 4 lab) Prerequisite: CIS140, Corequisite: CIS135

This open-lab course develops continued speed-building techniques and advanced-production type-writing techniques focusing on formatting and proof-reading. Correspondence, reports, tables and forms are prepared using WordPerfect software.

CIS205 Legal Terminology

(formerly OS205)

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

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.

CIS210 Legal Office Procedures

(formerly OS206)

(3 credits, 0 lecture, 4 lab) Prerequisites: CIS105 and CIS205

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.

CIS215 Medical Terminology

(formerly OS207)

(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. Students are prepared to pursue additional education in the medical environment.

CIS220 Medical Office Procedures

(formerly OS208)

(3 credit, 0 lecture, 4 lab) Prerequisites: CIS105 and CIS215

This open-lab course focuses on the duties and responsibilities of those working in the medical environment while being introduced to the proce-

dures of the medical profession. Students develop a marketable skill in the use of computer software for the medical office.

CIS225 Voice Transcription:

Business

(formerly OS220)

(3 credit, 0 lecture, 4 lab) Prerequisite: CIS200

This open-lab course stresses development of business transcription skills with the operation of cassette tape transcribers at the computer. Typing proficiency, grammar and punctuation usage, and proofreading skills are emphasized while creating business documents.

CIS230 Voice Transcription: Legal

(formerly OS221)

(3 credit, 0 lecture, 4 lab) Prerequisites: CIS200 and CIS205

This open-lab course develops legal transcription skills using a cassette tape transcriber at the computer. Typing proficiency, grammar, punctuation, and proofreading skills are emphasized while creating legal documents.

CIS235 Voice Transcription:

Medical

(formerly OS222)

(3 credit, 0 lecture, 4 lab) Prerequisites: CIS200 and CIS215

This open-lab course develops medical transcription skills using a cassette tape transcriber at the computer. Typing proficiency, grammar, punctuation, and proofreading skills are emphasized while creating medical documents.

CIS240 Business Calculators

(formerly OS240)

(3 credit, 0 lecture, 4 lab) Prerequisites: CIS155 and CIS175

This open-lab course emphasizes business math concepts. Students are introduced to the electronic calculator and micro-numeric keypad using Excel spreadsheets.

CIS245 Advanced Document

Processing

(formerly OS227)

(3 credit, 0 lecture, 4 lab) Prerequisite: CIS175

This open-lab course provides experience using beginning through advanced features of Microsoft Word 7.0. Desktop publishing is introduced.

CIS250 Microcomputer

Spreadsheets

(formerly DP230)

(3 credit, 2 lecture, 2 lab) Prerequisite: CIS175

This introduction to electronic spreadsheets using microcomputers covers popular spreadsheet applications using Microsoft Excel. Basic spreadsheet design, problemsolving, functions, and charting are investigated.

CIS255 Microcomputer Database Applications

(formerly DP235)

(3 credit, 2 lecture, 2 lab) Prerequisite: CIS175

This course introduces the concepts of database management and the application of a typical database system in various business applications using Microsoft Access.

CIS260 Advanced Microcomputer Applications

(formerly DP236)

(3 credit, 2 lecture, 2 lab) Prerequisites: CIS250 and CIS255

The use of integrated software applications is investigated using the Microsoft Office application. More advanced functions of Word, Excel, Access, and PowerPoint are investigated individually through integration techniques.

CIS265 Systems Concepts/Design

(formerly DP240)

(4 credit, 2 lecture, 4 lab) Prerequisite: CIS260

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 investigators; design of systems output, files, pro-

cessing and controls; project management and implementation.

CIS270 Office Administration (formerly OS230)

(3 credit, 3 lecture, 1 lab) Prerequisites: CIS140 and CIS175

This course emphasizes advanced-level office administration for meeting the needs of business, industry, and the professions. Communications, information systems, presentation software, administrative support, records management, reprographics, human relations, time management, ethics, telecommunications, and professional development concepts are stressed.

CIS275 Desktop Publishing / WordPerfect 6.1 Windows

(formerly OS251)
(1 credit, 0 lecture, 2 lab) Prerequisite: CIS165 or CIS200

This open-lab course provides experience in producing documents with text and graphics using WordPerfect 6.1 for Windows software. Good design of documents is emphasized in addition to the mechanics of producing the document. Documents produced include reports, flyers, newsletters, graphs, charts, letterhead, brochures, business cards and certificates.

CIS280 Desktop Publishing (formerly OS250)

(3 credit, 2 lecture, 2 lab) Prerequisite: CIS115

Students learn the basics of graphic design and create reports, brochures, advertisements, and newsletters using PageMaker software.

CIS290 Field Experience (formerly OS290)

(3 credit, 0 lecture, 0 lab) Prerequisite: Written departmental approval

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 to the office site.

CIS292 Field Experience (formerly OS292)

(4 or 5 credit, 0 lecture, 0 lab) Prerequisite: Written departmental approval

This course consists of a carefully planned cooperative work experience in the office. Students must complete 16-20 hours per week of approved work experience arranged by the instructor and show evidence of satisfactory progress through employer reports and instructor visitations to the office site.

CIS299 Directed Study (formerly DP299 or OS299)

(1 or 2 credit, 0 lecture, 0 lab) 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 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.

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 shaping and finger waving, shampoos and rinses, and scalp treatments.

CS101 Beginning Hairstyling

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

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

CS102 Beginning Hair Cutting and Permanent Waving Theory

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

This course provides further theoretical training in the basic art of hairstyling and introduces basic hair cutting, permanent waving and chemical hair relaxing. The course 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 and 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 Studies description on page 123.

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 and 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.

CJ136 Communication in Criminal Justice

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

This course addresses the communication needs of persons working in the field of criminal justice. It approaches communication as a continuing process of receiving and transmitting information between individuals, groups, and agencies. The course focuses on the unique responsibilities of line officers to perceive, evaluate, document, and disseminate information in a variety of mediums. Students examine the relationship between oral, written, and multimedia communication and their appropriate use in criminal justice environments. The course is applicable for all criminal justice students.

CJ137 PPCT Defensive Tactics

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

This course is designed to meet MLEOTC requirements for defensive tactics to prepare correctional officer training students for employment at a local corrections facility.

CJ138 Emergency Intervention Techniques

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

This course addresses the essentials of responding appropriately to a wide variety of crisis situations in a custodial environment. It balances the unique needs of custody, care and control required in jail settings where the law, conflicting interests, human emotions, and discretion often collide. The course approaches various crisis situations as only one stage in a continuum of events and decisions which can be effectively managed to reduce trauma for all parties involved.

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 rela-

tions 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.

CJ299 Directed Study See the XY299 Directed Studies description on page 123.

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 through the CDA National Credentialing Program.

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 guid-

ance techniques are presented. Students 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 are presented. Students 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 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 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; implement-

ation 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) Prerequisites: None

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 Studies description on page 123.

EDUCATION

ED100 Introduction to Teaching

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

This introductory course provides the student an opportunity to explore the teaching profession. Specifically, the course is designed to assist the student in the decision of whether or not to pursue K-12 teaching as a profession.

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 intercon-

nection 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 or CIS115, 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 or current electrician license*

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 Studies description on page 123.

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 and 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 Studies description on page 123.

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 Studies description on page 123.

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. This course is normally offered only in fall semesters.

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 in the fall semester before taking this course which is only offered in spring semester.

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.

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.

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, propor-

tion 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.

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.

HU141 Voice Improvement I

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

This class provides instruction concentrating on the basic techniques of singing. Students learn correct posture, breathing, support and tone production, and experience many different styles of music.

HU142 Voice Improvement II

(1 credit, 0 lecture, 1 lab) Prerequisite: HU141

This class is a continuation of HU141.

HU143 Voice Improvement III

(1 credit, 0 lecture, 1 lab) Prerequisite: HU142

This class is a continuation of HU142.

HU144 Voice Improvement IV

(1 credit, 0 lecture, 1 lab) Prerequisite: HU143

This class is a continuation of HU143.

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.

HU160 Introduction to Graphic Design

(3 credit, 1 lecture, 3 lab) Prerequisites: None

This course introduces graphic design with an emphasis on the Macintosh computer as a production tool. Students explore two-dimensional design, typography, logo development, and advertising layout. Students gain experience in solving design problems using traditional tools and techniques and desktop publishing programs.

HU185 Special Ensemble I

(1 credit, 0 lecture, 2 lab) Prerequisite: Instructor permission

This course offers musically talented students an opportunity to further develop their talents in small vocal or instrumental ensembles. Literature is tailored to the capability of the students.

HU186 Special Ensemble II

(1 credit, 0 lecture, 2 lab) Prerequisite: HU185 or instructor permission

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) Prerequisite: Instructor permission

This course offers students interested in the performing arts an opportunity to further develop musical talents. The choir performs at several campus and community events throughout the academic year with opportunities to perform in small vocal ensembles.

HU192 Choir II

(1 credit, 0 lecture, 2 lab) Prerequisite: HU191 or instructor permission

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 Instrumental Ensemble I

(1 credit, 0 lecture, 2 lab) Prerequisite: Instructor permission

This course is for instrumentalists with previous band experience. The band performs at various concerts and community programs throughout the school year.

HU196 Instrumental Ensemble II

(1 credit, 0 lecture, 2 lab) Prerequisite: HU195 or instructor permission

This course is a continuation of HU195. The band performs at various concerts and community programs throughout the school year.

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) Prerequisite: 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.

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.

HU260 Graphic Design Applications

(3 credit, 1 lecture, 3 lab) Prerequisite: HU160

Students work on advanced design problems centered around the production of a unified body of work that is based on promoting a new company. Students use both traditional tools and the computer to design a complete promotional package for a fictional company.

HU270 Issues in Leadership

(3 credit, 3 lecture, 0 lab) Prerequisite: 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 fur-

ther 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 Instrumental Ensemble 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.

HU298 Instrumental Ensemble 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.

HU299 Directed Study

See the XY299 Directed Studies description on page 123.

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. Problem-solving 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 set up, operation, adjustment, and minor repairs to an injection molding machine through classroom and hands-on experience. Common molding materials, their major characteristics, and the effects of recipe changes are also covered.

IT130 Metallurgy and Heat Treatment

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course examines properties of metals and the tests to determine their use, chemical metallurgy, producing iron and steel, physical metallurgy, shaping and forming of metals, properties and nonferrous alloys, properties of steel, surface treatments, powder metallurgy, and classifications of steels. Stress, strain and strength of materials is also covered.

IT140 Technical Writing for Business and Industry

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Writing Skills test

This practical course covers technical writing style, format and techniques in order to organize, clarify, revise and prepare technical information. The course includes how to write effective memos, reports, procedures and technical documents by using proper format, grammar, and sentence and paragraph structure.

IT155 Industrial Safety and First Aid

(2 credit, 2.25 lecture, 0 lab) Prerequisites: None

This course illustrates basic industrial safety practices and includes samples of lessons learned the hard way. Safety topics include fire, electrical, moving machinery, lifting, vision and hearing, and overhead work. An eight-hour basic first-aid section is taught by a certified 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 set up 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 manufactur-

ing. 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 Studies description on page 123.

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 LA100 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) Prerequisite: 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.

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.

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) Pre- or Corequisite: LA100

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.

LA236 Youth Literature

(3 credit, 3 lecture, 0 lab) Pre- or Corequisite: LA100

This is a survey of literature expressly created for youth in middle and high school age groups (12-adult). The study investigates methods, selection processes, criticism, applications, writing, education, publishing and illustration. A field component is required.

LA240 The Novel

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

This course focuses on the themes of novels through the study of various schools of criticism. The more-than-casual reader is encouraged to analyze and interpret literature in novels from the 18th through 20th centuries.

LA250 Creative Writing

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

This course allows students to sharpen their ability to use the English language in expressing creative thought in any of the traditional genres. Students are encouraged to greater achievement in types of writing already tried and are expected to attempt work in new areas in a workshop atmosphere with common exchange of ideas.

LA260 Drama as Literature

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

This course is an introduction to drama as a literary form and requires the reading of representative writings of the period from classical times to present.

LA261 Drama as a Performing Art

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

This course provides experience in producing, acting, staging and directing plays.

LA270 Poetry

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

This course compares contemporary and classic examples of poetry to historically durable examples of structure and content.

LA280 A Survey of Black American Literature
(3 credit, 3 lecture, 0 lab) Prerequisites: None

This is a chronological survey of Black American writing from 1760 to the present with emphasis on 20th-century poetry, fiction, drama and autobiography.

The following LA295 courses are one-credit-hour modules of Children's Literature. Any three may be converted into credit for LA235 Children's Literature. Students wishing to make this conversion must contact the Registrar.

LA295 Children's Literature: Preschool - Kindergarten
(1 credit, 1 lecture, 0 lab) Pre- or Corequisite: LA100

This course is a one-credit module of LA235 Children's Literature.

LA295 Children's Literature: Kindergarten - Eight Years
(1 credit, 1 lecture, 0 lab) Pre- or Corequisite: LA100

This course is a one-credit module of LA235 Children's Literature.

LA295 Children's Literature: Eight - Twelve Years
(1 credit, 1 lecture, 0 lab) Pre- or Corequisite: LA100

This course is a one-credit module of LA235 Children's Literature.

LA299 Directed Study
See the XY299 Directed Studies description on page 123.

MATHEMATICS

MA050 Mathematical Bridges
(2 credit, 2 lecture, 1 lab) Prerequisites: None

This course explores basic mathematical concepts including arithmetic, problem solving, geometry, probability, statistics, and algebra using whole numbers and fractions. Students experience these concepts through hands-on models and by using technology at an elementary level.

MA075 Transition to Algebra
(2 credit, 2 lecture, 1 lab) Prerequisite: A passing score on the ASSET Numerical Skills test or MA050

This course explores mathematical concepts at a slightly higher level than MA050 using appropriate models and technology. The course prepares students for MA100 by allowing them to experience concepts in problem solving, geometry, probability, statistics, and algebra.

MA100 Elementary Algebra
(4 credit, 4 lecture, 1 lab) Prerequisite: A passing score on the ASSET Numerical Skills test or MA075

This course studies beginning algebra concepts including first-degree equations and inequalities, quadratic equations, graphing linear equations, and an introduction to functions using a problem solving approach.

MA100A Elementary Algebra, Part 1
(2 credit, 2 lecture, 1 lab) Prerequisite: A passing score on the ASSET Numerical Skills test or MA075

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 polynomial operations, all in a problem solving setting. Students must complete both MA100A and MA100B to have the equivalent of MA100. Students may not receive credit in both MA100A and MA100. This course is offered only in the fall semester.

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, 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. This course is offered only in the spring semester.

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 students with the algebraic, numeric, and graphical skills necessary for the study of college algebra and analytic geometry. Topics

covered include the usual topics through quadratics plus the exponential and logarithmic functions, sequences, systems of equations, and an introduction to probability.

MA104A Intermediate Algebra, Part 1

(2 credit, 2 lecture, 1 lab) Prerequisite: 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 rational expressions 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

The right triangle is studied to introduce the trigonometric functions. These functions are also studied as circular functions of real numbers. Other topics include graphing, identities, inverse functions, Law of Sines, Law of Cosines, complex numbers, and vectors.

MA151 Mathematics 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. This course is offered only in the fall semester.

MA152 Mathematics 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. This course is offered only in the spring semester.

MA159 College Algebra

(4 credit, 4 lecture, 0 lab) *Pre- or Corequisites:* MA120 or passing score on 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, exponential and logarithmic functions, complex numbers, polynomial and rational functions, conic sections, polar and parametric equations, sequences, series, mathematical induction, combinatorics and probability.

MA190 Elementary Statistics

(3 credit, 3 lecture, 1 lab) *Prerequisite:* MA100 or a passing score on the ASSET Elementary Algebra test

This course introduces basic statistical techniques including mean, standard deviation, frequency, probability, binomial distribution, normal curve, sample means, confidence limits, and hypothesis testing.

MA250 Calculus and Analytic Geometry I

(4 credit, 4 lecture, 0 lab) *Prerequisites:* MA159 or passing score on the ASSET College Algebra test and written departmental approval

This course covers functions and continuity, limits, differentiation, definite integrals, the Fundamental Theorem of Calculus, inverse functions, and applications of the derivative.

MA251 Calculus and Analytic Geometry II

(4 credit, 4 lecture, 0 lab) *Prerequisite:* MA250

This course covers antiderivatives, definite integral applications, integration techniques, improper integrals, sequences and series, and differential equations. This course is normally offered only in spring semesters.

MA252 Calculus and Analytic Geometry III

(4 credit, 4 lecture, 0 lab) *Prerequisite:* MA251 or written departmental approval

This course covers multivariable functions, vectors and analytic geometry, partial derivatives, multiple integrals, and their application. This course is normally offered only as independent study.

MA290 Probability & Statistics

(4 credit, 4 lecture, 0 lab) *Prerequisite:* MA250 or written departmental approval

This is a calculus-based course in probability and statistics. Topics covered include: descriptive statistics, probability, random variables, estimation, confidence intervals, hypothesis tests, simple linear regression, ANOVA, and applications.

MA299 Directed Study

See the XY299 Directed Studies description on page 123.

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) *Prerequisite:* Passing scores on the ASSET tests, *Pre- or Corequisite:* 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) Prerequisite: Passing scores on the ASSET tests, Pre- or Corequisite: 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.

NS121 College Biology I

(4 credit, 3 lecture, 2 lab) Prerequisite: Passing scores on the ASSET tests, Pre- or Corequisite: LA100 or SD175

This is the first part of a two-semester college biology sequence designed for students planning to transfer to a four-year college or university. This part of the course emphasizes a review of the metric system, prokaryotes, cell structure and function, plant life,

and ecology. The laboratory portion of this course provides students with the opportunity to experience and participate in hands-on exercises which emphasize learning through doing as well as learning from the experience of others.

NS122 College Biology II

(4 credit, 3 lecture, 2 lab) Prerequisite: NS121

This is the second part of the two-semester college biology sequence. Topics covered include chemistry, cellular respiration, genetics, and the systemic approach to animal diversity.

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 Studies description on page 123.

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, dying 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 human kind are demonstrated and practiced.

NUR103 Nursing of the Adult Client I

(6 credit, 2 lecture, 8 lab) *Prerequisite: 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, 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 class-

room 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 Diet Therapy in Nursing

(2 credit, 2 lecture, 0 lab) *Prerequisite: 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 are 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 and observe, discuss and begin to develop therapeutic communication skills. Types of learning and teaching styles are addressed. The nursing process

is used in client teaching. Reporting and recording skills are based on the nursing process. Use of computers in the professional role will include communication and legalities.

NUR126 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) *Prerequisite: 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 in a variety of health care settings. 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. In addition to addressing managed care, the course 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.

NUR260 Understanding Research

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

This course assists students in acquiring competencies necessary to critically read, evaluate, and interpret the findings of research studies that bear on the profession and practice of nursing. Students are introduced to techniques that facilitate the explicitness, precision, control and quantification of data collection and analysis required in conducting research. Both quantitative and qualitative research are addressed.

NUR299 Directed Study

See the XY299 Directed Studies description on page 123.

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 in-depth study of trial considerations and procedures. Evidence, interviews, client preparation, jury selection, arguments, instructions to the jury, verdicts and other pertinent trial-related activities are covered

with an emphasis on the role of the legal assistant in trials and appeals. This course is normally offered only in spring semesters.

PL217 Domestic Relations Law
(3 credit, 3 lecture, 0 lab) *Prerequisite: PL100*

This course provides students with an overview of the legal system's involvement in the area of family law and relations.

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 Studies description on page 123.

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) Prerequisites: None

This course introduces the basic principles of the sport of Judo. The student traces 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 American 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 administration. Students may choose, upon completion of the class, to take the state examination to become a registered official in the chosen sport.

PE231 Swimming Fitness

(1 credit, 0 lecture, 2 lab) *Prerequisite:* PE131

This course provides the knowledge and guidance to improve health and physical fitness through exercise and training in a swimming program. This conditioning course covers the advantages and benefits of swimming; principles of training, evaluation and motivation; minor health annoyances and stroke mechanics.

PE299 Directed Study

See the XY299 Directed Studies description on page 123.

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.

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

(3 credit, 3 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 CIS155, CIS115, 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 Studies description on page 123.

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.

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.

SS215 Principles of Macroeconomics

(3 credit, 3 lecture, 0 lab) *Prerequisite:* A passing score on the ASSET Reading Skills test

This 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-economic analysis 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 designed to prepare students to function as members of a global society. Economic, political and security issues are examined. The course includes analysis of foreign policy objectives, internal and external influences on foreign policy making and trends in the international system. Successful completion of SS110 or SS240 are recommended.

SS250 United States History to 1877

(3 credit, 3 lecture, 0 lab) Prerequisite: A passing score on the ASSET Reading Skills test

This course critically examines America's past from before the European takeover and domination of the North American continent until a young but increasingly powerful United States is ripped apart by Civil War. Conflicts between individualism and collectivism and nationalism and sectionalism and conflicts between social classes and ethnic groups are examined. Attention is given to social history, which involves the effort to explore history "from the bottom-up" through the eyes and everyday experiences of common, working-class people preoccupied not with the great events of the day, but with the day-to-day business of living. This course focuses on America before the European invasion; native American cultures; early settlements; the variety of colonial experience and regional differences; independence, war, and nationhood; the Constitution; economic growth; an emerging American culture; territorial expansion and manifest destiny; nationalism and sectionalism; North/South Conflict; and the Civil War in an effort to contribute to the understanding of America's infancy and early youth.

SS251 United States History Since 1877

(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 Studies description on page 123.

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 weldment assembly. Students are required to check manufactured parts against part prints with precision measuring devices.

TD110 Descriptive Geometry

(3 credit, 1 lecture, 4 lab) Prerequisite: TD100

This laboratory/lecture course consists of one hour of lecture and four hours of supervised laboratory instruction each week. Topics include projection of points, lines, and planes; revolution of objects; intersection of planes and solids; and projection of oblique and true view surfaces.

TD120 Shop Drawing

(2 credit, .5 lecture, 1.75 lab) Prerequisites: None

This course includes the basic principles and techniques of shop drafting, stressing the essentials of equipment usage, line work, lettering, isometric and oblique drawings, multi-view (orthographic) projection, geometric construction, basic auxiliary views, and basic dimensioning.

TD130 Technical Drafting II

(3 credit, 1 lecture, 4 lab) Prerequisite: TD100

This lecture/laboratory course includes one hour of lecture theory directly related to four hours of instructor-supervised laboratory each week. The course includes dimensioning, English and metric tolerancing, threads, fasteners, springs, representation of screws, nuts, bolts, dowels, and detailing of assembly drawings.

TD135 Tool and Die Design I

(2 credit, .5 lecture, 1.75 lab) Prerequisite: 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. Students 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 Studies description on page 123.

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 students with 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 oxy-acetylene, 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 tool-and-die industry.

WE299 Directed Study See the XY299 Directed Studies description on page 123.

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 CJ290 Criminal Justice Practicum in criminal justice and CIS290 Field Experience in computer information systems. On semester schedules the letters "XY" are replaced with department prefixes such as CJ290 or CIS290.

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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GLOSSARY 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 planned degree program of approximately 60 credit hours conferred by an accredited college.

AUDIT generally means students pay regular tuition 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 degree from an accredited college or university that is awarded upon successful completion of a prescribed major course of study of approximately 124 credit hours.

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 academic, 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 during the same semester as another class.

CREDIT BY EXAM is available for some courses. Students must sign up for and pay full tuition for the course and then take the exam. A grade of "S" will be issued if the exam is passed satisfactorily.

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.

GRADEPOINT 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, 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.

LIBERAL ARTS are academic disciplines such as language, history or humanities that develop general intellectual ability and provide information of general cultural concern.

MATRICULATION is the act of enrolling at a college or university.

OFFICE HOURS are scheduled times instructors are in their offices to meet with students. The hours are posted on faculty office doors.

OPEN LABORATORY is a classroom setting where self-teaching materials are used.

ORIENTATION is a scheduled time for students to become familiar with places, processes and expectations. Examples: New Student Advisement/Orientation; open lab orientation.

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.

SEQUENTIAL CLASSES are courses offered consecutively with each serving as the prerequisite for the next.

SKILLS DEVELOPMENT LAB, in the Instruction West Building, is where students develop basic reading, math and language-usage skills.

STUDENT RIGHTS include procedures for appealing grades and offering input on college or university policy-making.

STUDENT SERVICES is located in the lower level of the Library and Administration Building and includes records, registration, veterans' information, counseling and employment services.

SUBSTITUTION of a course required for a degree or certificate must be done in writing, signed by the appropriate instructor and instructional administrator. Forms are available in the Registrar's Office.

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 Populations Counselor.

WAIVING a class is possible through a competency exam, if such an exam is available. To waive a required course a student must pass the exam and pay \$5.00 per credit hour. Credit hours must be made up by taking other courses.

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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C ALENDAR

1997 Spring Semester

Registration begins November 25
Classes begin January 10
Spring Break March 31-April 6
College closed March 28 (Good Friday)
Classes end May 10

1997 Summer Semester

Registration begins April 28
Classes begin June 9
Classes end August 1

1997 Fall Semester

Registration begins April 28
Classes begin August 20
Classes end December 15

1998 Spring Semester

Registration begins November 24
Classes begin January 12
Classes end May 9

1998 Summer Semester

Registration begins April 27
Classes begin June 8
Classes end July 31

1998 Fall Semester

Registration begins April 27
Classes begin August 19
Classes end December 14

1999 Spring Semester

Registration begins November 23
Classes begin January 11
Classes end May 8

For more information, call 517/328-2111.

The material in this catalog applies to the 1997-99 academic years and reflects information available at publication in January 1997. 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.



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