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Write Admissions Office
Monroe County Community College
1555 South Raisinville Road
Monroe, Michigan 48161-9746

Visit the campus

www.monroecc.edu
Thank you for your interest in Monroe County Community College. We are proud of our national accreditation and quality education. Academic integrity at MCCC is assured by experienced faculty who enjoy seeing students succeed.

We know that our affordably low tuition and convenient location are great attributes that attract many students to Monroe County Community College. We also know that those same students discover great unexpected benefits once they become enrolled at MCCC. We believe that it is these unexpected benefits you will find particularly rewarding during your educational pursuit at Monroe County Community College.

Benefits like professors who know your name, learn what you’re capable of achieving, and challenge you to reach your full potential. And benefits like counselors who help you explore career options and choose the right classes for transferring to four-year universities for your bachelor’s degree. And the benefit of learning from instructors who have years of experience in the fields they teach so you get the most current, practical education for today’s work environment.

As President of Monroe County Community College, I am joined by all faculty and staff in welcoming you to a college that is dedicated to enriching lives. We know that affordability and convenience are extremely important when going to college, but we also believe that personal involvement, practical academics, and responsible accessibility are at the heart of student success. At MCCC, your success is our first priority.

David E. Nixon, Ed.D.
President
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Every effort has been made to insure the information in this catalog is accurate at the time of publication. The College is a dynamic institution and strives to maintain currency in our changing world, therefore the information in this catalog is subject to change. The programs, policies, and procedures in this catalog may not be considered as an agreement or contract.
About Monroe County Community College

HISTORY

Monroe County Community College is a public, two-year institution supported by tax monies from Monroe County, educational funds from the state of Michigan, and student tuition. The Monroe County Community College District was formed on June 29, 1964, by the electors of Monroe County. On July 3, 1964, the district was given statutory authority under the provisions of Michigan Act 188 of the Public Acts of 1955 to function as a community college.

The 210-acre Main Campus is centrally located in Monroe County with easy access to Detroit and Toledo. The Whitman Center in Bedford Township near the Michigan-Ohio border offers a wide selection of courses.

Monroe County, Michigan

French missionaries came to this territory as early as 1634. The river which flows through the center of the present city of Monroe was named the River Aux Raisin because of the many grapes growing in the locality. A trading post and fort were established here in 1778. Francois Navarre was the first white settler in 1780. The first settlement was called Frenchtown, when about 100 French families came here from Detroit and Canada. The American flag was first raised in Michigan in Monroe in 1796. In 1817 Frenchtown was renamed Monroe by Governor Lewis Cass in honor of President James Monroe. St. Antoine’s Church on the banks of the River Raisin was the second church in the state.

Monroe County is located at the west end of Lake Erie and has a population of approximately 146,000. Parts of the county are industrialized but much of it is also devoted to agriculture. The Port of Monroe is located on the St. Lawrence Seaway and could lead to increased business and industrial expansion. A modern hospital is located within the county. There are many opportunities to attend the church of one’s choice.

Cultural and recreational facilities are available in the county and in nearby areas. The county is within easy driving distance of Detroit, Ann Arbor, and Toledo. Other institutions of higher learning nearby include The University of Michigan (40 miles), Eastern Michigan University (35 miles), University of Toledo (20 miles), Wayne State University (35 miles), and the University of Detroit-Mercy (35 miles).
MISSION STATEMENT
Monroe County Community College was established to provide a variety of higher education opportunities for the residents of Monroe County. The College mission is to provide:

- programs for students planning to transfer to four year institutions;
- programs for students seeking an associate’s degree or certificate in an occupational area;
- general education courses/experiences integrated throughout the curriculum;
- training and retraining for business and industry;
- a strong complement of student support services;
- other activities to meet the lifelong educational and employment needs of its students.

EDUCATIONAL OBJECTIVES
The College is organized to meet the educational needs of the community by:

1. Offering freshman and sophomore college level programs in the liberal arts, sciences and reprofessional fields for students who plan to transfer to senior educational institutions;
2. Offering one- and two-year occupational and/or career programs for students preparing for employment in technical, business, or health-related fields;
3. Providing general education courses and experiences integrated throughout the curriculum which will enable students to write and communicate effectively, utilize mathematics, and employ appropriate methods of critical thinking and problem solving;
4. Providing opportunities for intellectual, cultural, and personal development for adults in a wide range of lifelong learning courses;
5. Working with business and industry to develop training and retraining programs to meet ever-changing employment needs;
6. Providing a strong complement of comprehensive support services to assist students in pursuit of their academic and vocational goals;
7. Cooperating with other school systems, civic groups, educational institutions, and private individuals and corporations to offer educational services.

ASSESSMENT PHILOSOPHY
Assessment at MCCC is a systematic and comprehensive examination of the college mission. Relevant academic and non-academic activities will be used to determine if the mission mandates continue to be met. Assessment illustrates that the College is committed to improving in all areas, particularly the central institutional mission: teaching and learning effectiveness.

Assessment at MCCC enables the institution to demonstrate concretely and convincingly that students are learning those skills, competencies, and attributes necessary to successfully function as productive citizens. Assessment also provides our constituency with an ongoing reporting mechanism that indicates high-quality performance at an institution where public resources are effectively expended for the betterment of the MCCC district.
The assessment process at MCCC provides an appropriate, self-determined accountability mechanism which will provide assurances that MCCC continues to meet its institutional mission. It provides a clear avenue for reporting results to its accrediting organization and to the State of Michigan.

POLICY STATEMENT ON AFFIRMATIVE ACTION/AFFIRMATIVE ACTION PLAN

Monroe County Community College declares and reaffirms its commitment as an educational institution to the legal and moral principles of equal opportunity in employment and educational opportunity and of non-discrimination, on the basis of race, color, religion, sex, national origin or physical handicap, in the provision of services to the public.

Monroe County Community College, consistent with existing state and federal law, adopts an affirmative action plan designed to promote, first, the employment of the best qualified candidate and, secondarily, where legally permissible, the recruitment, hiring, retention and promotion of individuals of minority status.

Monroe County Community College, to promote diversity in the composition of its work force will:

1. Review, identify and use recruitment sources and publications specializing in or likely to yield applications from individuals of minority status;
2. Reaffirm its policy of equal opportunity and affirmative action in announcements, advertisements, recruitment materials, student orientation, faculty orientation and any other sessions calculated to acquaint newcomers to the campus;
3. Use a minority-conscious preference in the selection process only in the event of a tie breaker between otherwise equally qualified candidates;
4. Transmit copies of this policy statement on affirmative action, together with copies of MCCC’s policies on “Non-Discrimination and Sexual Harassment” and “Credo Regarding Handicapped Persons” to all administrators and supervisor employees and all other appropriate College personnel.

This plan shall be of limited duration and will be periodically reviewed to ensure that there is no legal impingement upon the rights of any citizens and to ensure that this plan is in compliance with controlling law, particularly U.S. Supreme Court decisions addressing the permissible parameters of voluntary affirmative action. Nothing in this policy statement on affirmative action shall be construed to modify or diminish Monroe County Community College’s commitment to employ the best of qualified candidates from its applicant pool without regard to race, creed or religion, color, sex, national origin, age, physical handicap, or other factors which cannot lawfully be used as the basis for employment.

POLICY STATEMENT ON ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT

The Community College District of Monroe County, Michigan affirms its desire to create a work and study environment for all individuals that is fair and responsible. The College endeavors to support an environment that will support, nurture, and reward career and educational goals on the basis of relevant factors such as ability and work performance.

The College believes that illegal discrimination and sexual harassment are inconsistent with a supportive environment, and as such, endorses all applicable state and federal legislation, which includes Elliot-Larsen Civil Rights Act (Michigan) and the 1964 Civil Rights Act (Federal) involving prohibiting discrimination or harassment in employment and in the utilization of education facilities.

It is therefore the policy of the College that no employee or qualified person participating in a College sponsored program, service, or activity shall be discriminated against because of race, color, religion, national origin or ancestry, age, height, weight, sex, marital status, veteran status, or disability.

It is furthermore the policy of the College that any illegal acts of discrimination or sexual harassment of students or employees will be considered as unacceptable and impermissible conduct. Such acts will not be condoned or tolerated by the College.

The College will investigate any allegation of illegal discrimination or sexual harassment. If inappropriate behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline up to and including termination, and any student found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline, up to and including expulsion.

No employee or student will be disciplined or retaliated against for making a good faith complaint or request for investigation pursuant to this policy.

The College’s Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is the Director of Human Resources, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, phone (734) 384-4245.

For procedural information, please go to www.monroeccc.edu.

MAIN CAMPUS

The Monroe County Community College campus, located on South Raisinville Road, opened for students in October 1967. The campus buildings are related to one another by an attractively landscaped center mall. Each building is both functionally and esthetically designed.
The Campbell Learning Resources Center is the focal point of the campus. This two-story building contains classrooms, faculty offices, and the necessary space to house library facilities for a collection of over 46,000 volumes, and over 300 current subscriptions as well as electronic access to thousands of magazines and journals.

The Audrey M. Warrick Student Services/Administration Building, across the mall from the Campbell Learning Resources Center, provides dining facilities, a recreation area, and a bookstore for the student body. In addition, this facility houses four community use conference rooms, a student lounge, an art room, the Cuisine 1300 restaurant, and a beautiful courtyard. The Student Government conducts its activities from this center. The counseling, admissions, administrative, and general offices are also located in this building.

The technology buildings are two separate units connected by a covered walk. The East Technology Building contains an art studio, drafting, and business education rooms. The West Technology Building houses the Regional Computer Technology Center, classrooms, offices, and laboratories related to the industrial technology curricula. A lab annex for Automotive Engineering Technology and Construction Management Technology was added in support of these two programs in 2002.

The Life Science Building, located across the mall from the technology buildings, contains offices, student newspaper, laboratories, and classrooms related to the physical and natural sciences. The building also contains two auditorium-type lecture halls and a climate-controlled greenhouse.

The Gerald Welch Health Education Building, located on the north end of Campus, houses the Nursing, Respiratory Therapy, and Physical Education Program classrooms and laboratories, a day-care center, a multi-purpose room, a dance-aerobics room, and a fitness center.

In the latter part of 2004, the College opened the La-Z-Boy Center and Meyer Theater. This 52,000 square foot building combines facilities equipped for education and training with a performing arts venue. The La-Z-Boy Center also houses the Corporate and Community Services division offices.

LEARNING RESOURCES CENTER
The Learning Resources Center provides students and faculty with services and materials selected to support the College curricula and promote independent learning or research. The library, which contains a quiet study area, photocopiers, computers, internet research computers, an online catalog, and microfilm equipment, is located on the first floor of the Campbell Learning Resources Center. Classrooms, faculty offices and the Learning Assistance Laboratory (LAL) are located on the second floor. The Little Theatre, Educational Media Services office, Information Systems, and a microcomputer lab, and additional classrooms are located on the lower level.

Learning Resources faculty and support staff are available to assist students and faculty in all phases of library, audiovisual, and LAL services. Reference librarians provide both individual reference help and classroom research education sessions.

Learning Assistance Lab (LAL)
Academic support services are available to all students who wish to improve their classroom performance. All LAL services are free to MCC students. The LAL is located in room C-218. Appointments can be made in person or by calling (734) 384-4167.

Tutoring
Tutoring is available for most MCCC courses. Most tutoring is done one-on-one, but group tutoring is sometimes scheduled when students request it. Although walk-ins are accepted, appointments should be made to insure a time is reserved for you. Tutoring is also available to help students improve their study strategies.

Writing Center
Student Writing Fellows assist with all stages of the writing process from pre-writing to revision and editing. The Writing Fellows are students who have demonstrated writing ability in English 254 Advanced Composition. Many courses at MCCC are assigned a Writing Fellow; however, assistance on any writing project is also available by appointment in the LAL.

Supplemental Instruction
Group study sessions are led by a trained student leader for selected courses. The leader attends class, takes notes, reads the assigned materials, and conducts two study sessions per week. The scheduled group study sessions are informal and have proven helpful to students who attend.

First Steps for Classroom Success Workshop
This workshop highlights study skills and other “success strategies.” Some of the topics covered are Organizing for Effective Study, Taking Lecture Notes, Proven Learning Tools, and Surviving the First Day of Class. These free workshops are offered the day before the Fall and Winter semesters begin, and are available to anyone interested in improving their classroom performance.

Survivor Workshop
Special half-hour workshops are scheduled throughout the semester. Topics covered are similar to those in First Steps. Specialized topics are also offered for math, accounting, and other classes.
DISABILITY SERVICES

Students with documented disabilities may be entitled to classroom and instructional accommodations, as well as access to all college facilities and programs. Accommodations are intended to “level the playing field” as much as possible, so that the student with a documented disability has an equal opportunity to succeed. Access is provided, while maintaining high academic standards.

Procedures for Requesting Accommodations for Students with Disabilities

1. Under the Americans with Disabilities Act or the Rehabilitation Act of 1973, an individual with a disability includes any person who has a physical, learning, emotional, behavioral or mental impairment which substantially limits one or more major life activities.

2. At least ten business days prior to the first class session, it is the responsibility of the student with a disability to schedule an appointment with a Learning Assistance Laboratory counselor/coordinator to begin the accommodation process. (Room C-218 of the Campbell Learning Resources Center, phone 734-384-4167)

3. Once an accommodation plan has been developed, instructors will be notified by the LAL as to the specific accommodation(s) to be provided. If a special request is received after the course/semester begins, a decision regarding the type and extent of the accommodation will be communicated to the instructor with implementation to follow within a reasonable amount of time. Testing accommodations are made on a test by test basis and require at least one week notice for special arrangements to be made.

4. Within 30 calendar days of an accommodation request or by the first meeting of class (whichever comes first) acceptable documentation, substantiating any accommodation request must be provided to the Learning Assistance Lab. (For guidelines regarding acceptable documentation, contact the LAL at 734-384-4167.) If it is not received within this time frame, any future accommodations may be in jeopardy.

5. A student who receives an accommodation must:
   A. Notify or leave a message for a counselor when he/she will not be in class. (Non-credit students must notify or leave a message with the Corporate and Community Services Office (734-384-4127).
   B. Use the same procedure to notify the LAL if he/she has difficulty with any accommodations (notetaker, scribe, interpreter, etc.).

C. (Credit Students Only) Keep in regular contact with the Learning Assistance Lab (734-384-4167).

6. No charge will be made to the student, although cooperative arrangements with third party agencies (i.e. Michigan Jobs Commission, Commission for Blind, etc.) will be considered.

7. Any loaned equipment or materials must be returned to the LAL within 7 working days after termination of services. Failure to return equipment will result in a financial hold on student records.

8. Accommodations are made on a case-by-case basis each semester. A credit student must complete paperwork to reactivate his/her file each semester (non-credit students must reactivate each time they register for a class) to continue to receive any accommodations.

All reasonable attempts will be made to accommodate an individual’s special needs. However, this is not a guarantee that services can be provided.

BOOKSTORE

Located in the Student Services/Administration Building, the Bookstore is a one-stop place for all school supplies. The Bookstore provides new and used books, book bags, school supplies, scantron sheets, clothing, gift items, greetings cards, and snack foods. Textbooks for classes offered at the Whitman Center may be purchased at the Whitman Center during the first few days of each semester. Check the semester schedule for specific dates and times.

Do not write in a book until you are certain you are taking the class and that you have the correct textbook being used by the instructor. Refunds cannot be made if books are soiled or contain writing. You should also process all schedule changes before returning any books for refund. Full refunds on texts are normally given in the first two weeks of a semester. Make sure to keep your sales receipt and check the Bookstore for refund and exchange policies.

The Bookstore will buy back used books depending on the requirements for the next semester. The Bookstore will typically pay 50 percent of the current new book price. In addition, a used book warehouse representative will buy back other books with market value. Book buy-back is held during the last three days of fall, winter and spring semesters.
CORPORATE AND COMMUNITY SERVICES DIVISION

The basic mission of the Corporate and Community Services (CCS) Division is to provide a variety of educational opportunities to adults within the College service area. Courses and programs are designed in response to education and training needs expressed by individuals, community groups, business and industry, as well as demands for enrichment and recreational activities.

The CCS Division of Monroe County Community College is a comprehensive educational provider to many segments of the community. The diverse offerings and services touch a wide variety of citizens and organizations.

Community service programs and activities are an on-going part of the division. The CCS Division manages room usage of the College by on- and off-campus organizations for over 40,000 people annually. Community service programs include the annual Business and Industry Luncheon, the Whitman Campus Art Show, and other similar programs that reflect the diverse interests of the community. For more information regarding the services available through the CCS Division, visit our web site at www.monroecce.edu/corpcommserve/corporat.htm.

Customized Training

The CCS Division plays a significant role in economic development activities throughout Monroe County by providing training programs designed to maintain a competitive work force. Through contract education with area business and industry, specific training programs may be offered on-site at the workplace. CCS personnel are regularly involved in countywide programs with the Chamber of Commerce, Industrial Development Corporation, and a variety of local and state agencies and organizations dedicated to economic development activities. The College is also active in the Michigan Economic Development Corporation’s EDJT Program, and the Incumbent Worker Training Program through SEMCA, which provides grant funds for employee training programs.

Under contract with the UAW-Ford National Programs Center, the CCS Division also provides staffing/services for the Skills Enhancement Program Center (SEP, located in the Learning Center of the Auto Alliance International Plant at Flat Rock, Michigan). The SEP Center staff provides instruction to UAW hourly employees in a variety of areas including: academic advising, math enrichment, computer and technical skills, reading comprehension, general math and science, high school completion and GED certificate preparation, English as a second language, and adult basic skills.

Workforce Development

The Workforce Development Office assists current and former Monroe County Community College students, as well as, alumni and county residents in locating job opportunities in the surrounding employment area. The Workforce Development Office provides information regarding available part-time, full-time, permanent, and temporary positions in a wide variety of occupational areas. Student assistant positions in all areas of the College are also available through the Workforce Development Office.

Upon registration with the Workforce Development Office, students and job seekers can obtain job information, referrals, request mailing of credential packets to potential employers, and have access to a variety of job seeking skills seminars and reference materials.

Area employers use MCCC’s Workforce Development Office free of charge to post available jobs and access qualified candidates registered with the office.

The College’s Workforce Development Office is also part of a network of ACT authorized WorkKeys Service Centers located throughout the State of Michigan. One of the primary goals of the WorkKeys Service Center at MCCC is to help employers hire qualified employees, and build a stronger workforce for Monroe County.

If you would like more information about WorkKeys job profiling, skill assessments, register for employment opportunities, or post a job, contact the Workforce Development Office at 734-384-4124, or visit the Corporate and Community Services Division web site at www.monroecce.edu/businessandcommunity.htm.

Lifelong Learning

The Lifelong Learning Office provides educational opportunities for adults in a wide range of non-credit, non-degree programs. Through the Lifelong Learning schedule of classes, published three times per year, a variety of classes and programs are offered for professional development in business, computers, construction/real estate, industrial technology, medical skill training, and professional relicensure. Personal interest, crafts/hobby, sports/recreation, and health/wellness classes are also offered for personal development and leisure activities.

Evening office hours, evening and weekend class offerings, one-night classes, one-day workshops, and an easy registration process that includes an automated telephone registration system, are just some of the many advantages that Lifelong Learning offers to the adult student at MCCC.

For specific class information, contact the Lifelong Learning office, located within the Corporate and Community Services division office, Room 286 of the La-Z-Boy Center, at (734) 384-4127 for a current schedule of classes, or visit the CCS Division web site.
WHITMAN CAMPUS
The Whitman Campus is administered by the CCS Division and exemplifies the community service commitment of the College by taking courses to the community. Designed to serve the residents of Southeast Michigan and Northwest Ohio, the Whitman Campus located in Temperance, Michigan, offers a wide range of credit courses applicable toward an associate degree or transfer to a four-year institution as well as Lifelong Learning programs and customized training.

STUDENT ORGANIZATIONS AND ACTIVITIES
Monroe County Community College supports student organizations and activities. It is believed that such programs contribute to the overall intellectual, social, and emotional development of students. Participation in campus-sponsored activities can be a source of opportunity for 1) leadership development, 2) cultivation of broader interests, 3) recognition of achievements, 4) encouragement of social skills, and 5) practice in the skills of citizenship.

Opportunities are available for individuals to participate in extracurricular student-sponsored organizations and activities, and to help organize new programs or direct existing ones. Much of the responsibility for the types of student programs and their management rests with the student body. However, all organizations and activities must have the support of a staff adviser. The following list represents some of the extracurricular student-administered activities that are available at Monroe County Community College.

- Student Government
- Student Clubs:
  - Academic interest groups
  - Special interest groups
- Vocal and Instrumental Music

GIFTS AND BEQUESTS - THE FOUNDATION AT MONROE COUNTY COMMUNITY COLLEGE
Established in 1998, The Foundation at Monroe County Community College is a non-profit corporation designated by the College’s Board of Trustees as the development and enrichment organization for the College. The Foundation receives and administers private gifts, bequests, and donations to benefit Monroe County Community College. The Foundation, through its fund raising activities and financial awards, seeks to enhance the educational, cultural, and financial strength of the College.

A Board of Directors comprised of distinguished business and community leaders as well as MCCC faculty and staff, develops the Foundation’s policies and activities. Each member brings to the Board a unique combination of experiences, skills and perspectives that assist The Foundation in meeting its goal of providing a vehicle for contributions to support College programs and activities.

A portfolio of giving opportunities is available, each within a framework that respects the wishes and charitable choices of the donor. The giving programs enable the donor to receive maximum tax benefits under existing tax laws. Donations may be cash, securities, gifts made through a will or trust, insurance, and/or real estate and personal property. The donation may be awarded for specific purposes or given without restrictions to the general fund.

Gifts provided for scholarship, program enrichment, special purchases, faculty/staff mini-grants, special events, physical facilities, and other projects that augment high quality education at Monroe County Community College.

For more information about The Foundation at Monroe County Community College, contact the MCCC Office of Institutional Advancement at (734) 384-4206 or visit The Foundation at MCCC web site at www.monroeccc.edu/foundation.
ADMISSIONS POLICY

Monroe County Community College believes that liberal admissions requirements are an essential part of its philosophy. The College Admissions Policy affords equal opportunity for all qualified individuals for higher education experiences. The policy is based on the student’s ability to benefit and does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability. Any exception to this policy must be approved by the Vice President of Student and Information Services or his/her designee.

All applicants must be high school graduates or have successfully completed the General Education Development (G.E.D.) test for admission to Monroe County Community College (for exceptions see Special Admission). High school students may be admitted (dual enrollment) pursuant to State of Michigan law, or on a concurrent enrollment basis.

Individuals seeking admission to the College must submit a completed application along with official high school transcripts. All applicants who desire advanced standing consideration must provide an official transcript for all colleges attended or official certification of other educational experiences. Graduates of regionally accredited 2-year and 4-year colleges need not provide a high school transcript.

Falsification of any admissions information may be grounds for admission denial or dismissal from the College.

All new students as defined in Procedure 3.00(b) must participate in an assessment program.

* Information on location and times of testing is available in the Admissions Office located in the Student Services/Administration Building, 1555 South Raisinville Road, Monroe, Michigan 48161.

Main Campus: (734) 384-4104
Within 313, 419, and 734 area codes: 1-877-YES-MCCC
Whitman Center: (734) 847-0559

ADMISSIONS STATUS

The admission status of an applicant to Monroe County Community College is determined by records of his/her previous educational performance. Admission is based on the following:

1. Regular Admission
   In fall and winter semesters students may carry a maximum of 17 credit hours per semester. During the shorter spring and summer sessions students may carry a maximum of seven credit hours. Approval of the Vice President of Instruction, Vice President of Student and Information Services, or their designees, is required to exceed either limit.

2. Special Admission
   Applicants who have not graduated from high school may receive special admission status if five years or more have elapsed since the date their high school class would have graduated. For their first semester, these individuals may be admitted to no more than seven (7) credit hours of course work during either the fall or winter semester or four (4) credit hours for either the spring or summer session. Admission will be based upon an evaluation of the applicant’s background, experience, and assessment scores. The Vice President of Student and Information Services or his/her administrative designee will make the final decision for admission. Students entering the College as a special admission must maintain a minimum 1.8 grade point average. Specially admitted students must comply with all other admissions policies and procedures.

3. Restricted Admission
   Any student who enrolls at this institution with an assessment score at or below the minimum level in writing, reading, or math will have a limited enrollment status. Restrictions are described in Procedure 3.00(b)-Procedures on Student Assessment.

   Students who score below specified minimums on the English portion of an assessment must successfully complete English 090 prior to enrolling in a 100-level or higher English course.

   Students who score below specified minimums on the Math portion of an assessment must successfully complete Math 090 prior to enrolling in a 100-level or higher Math course.

   Students who score below specified minimums on the reading portion of an assessment must successfully complete Reading 090 within the first 15 attempted credit hours.

4. Programs with Selective Admission
   The following programs have selective admission:
   a. Nursing
   b. Respiratory Therapy
   c. Culinary Skills and Management

   Criteria used in selecting students for these programs are stated in Procedure 3.00(a).

5. Guest Student Admission
   Guest students must present a completed MCCC Application and a Guest Application form. The form is available in the Admissions Office, and must be completed by the student, and the Registrar and/or Dean’s office of the college or university that he/she is currently attending. This form is required each semester the student enrolls at MCCC.
6. High School Student Admission

High school students may be admitted on the basis of dual, or concurrent enrollment upon completion of the following:

a. Submission of an MCCC Application for Admission.

b. All new students as defined in 3.00(b) must meet assessment requirements. The admission decision, in part, will be based upon assessment results.

c. The MCCC High School Approval Form must be completed and signed by the high school superintendent or his/her designated representative prior to each semester of attendance.

d. Official high school transcripts are required prior to admission.

e. Approval by the Vice President of Student and Information Services or his/her designee is required for enrollment. A high school student is typically limited to one class.

7. Foreign Student Admission

Monroe County Community College is authorized under Federal law to enroll nonimmigrant alien students.

Foreign student applicants must be sponsored by a family residing in the College district. Sponsorship requires that the student will live with the family, and they will assume responsibility for his/her support. The sponsor must certify this by signing a Foreign Student Sponsorship Form, have the form notarized, and return it to the Admissions Office.

Prospective foreign students whose native language is not English are required to demonstrate proficiency in the English language. This can be accomplished in one of two ways: scoring 80 percent or higher on The University of Michigan Language Institute’s English Proficiency Examination (MELAB) or scoring 550 or more on the Test of English as a Foreign Language (TOEFL). Certification of English as the native language must be approved by the Vice President of Student and Information Services or his/her designee.

Once these requirements are met, the foreign applicant must complete the regular admissions process. A copy of his/her high school and college transcripts (in English) must be sent to the Admissions Office.

8. Advanced Standing

Students admitted to the College may be granted advanced standing according to the procedures noted in MCCC’s Procedure 3.00(c), Advanced Standing–Awarding of Credit.

ADMISSIONS/GUIDANCE SERVICES

Orientation

Prior to the first session of classes, new students are introduced to the College through an orientation program. During this program students are acquainted with the philosophy of the College, its physical facilities, educational opportunities, administrative procedures, student services and co-curricular activities. All students attending MCCC for the first time are encouraged to attend a new student orientation program.

Counseling

Monroe County Community College admits students with a variety of backgrounds to its diverse instructional programs. The purpose of counseling is to help students become better decision makers, formulate realistic educational and vocational goals, and develop more effective personal skills.

The College supports a counseling program that is comprehensive in its service and is staffed by professional counselors. These services are available to all students whether enrolled on a full-time or part-time basis.

Students are not assigned to a specific college counselor. If students wish to avail themselves of the counseling services, they should make an appointment in the Admissions and Guidance Office. Students enrolled at the Whitman Center can make an appointment at the Whitman Center.

Educational Counseling

Help may be needed in dealing with issues that interfere with college studies. An objective listener can often help unscramble ideas which need to be brought into clear focus. Whether a student is simply in need of information or whether he or she needs to gain better self-understanding, a counselor can assist.

Career Counseling

The professional counselors in the Admissions and Guidance Office can help you to obtain the decisionmaking skills necessary to organize the knowledge of values, interests and opportunities necessary to select a career.

Testing Services

Many decisions require objective data. Career inventories can often assist in the process of acquiring this data. MCCC offers, free of charge, various career inventories to students (and other members of the community). Inventories are available that measure personality characteristics and career interests.
Career Center
The Career Center provides the most current research materials for those who are developing their career goals or entering the job market. The collection includes books, periodicals, and subscription services which provide detailed job descriptions. Career packets containing occupational information are sent upon request. Resume and job interview resources are available. Computerized career guidance systems assist with assessing occupational goals, searching for the right college, and writing an effective resume. Students who are interested in college transfer information will find a collection of catalogs from colleges in Michigan and Northwest Ohio, as well as applications for admission and program transfer guides. Transfer guides are also available on the MCCC web page.

The Career Center is located in the Student Services/Administration Building, A-103.

Advising
During an initial counseling interview a program of study for a certificate, associate degree, or the first two years of a four-year degree will be developed with the assistance of a college counselor in the Office of Admissions and Guidance Services. Prior to second semester, a faculty advisor will be assigned to each new student based on the student’s declared major. Each student is encouraged to meet with the faculty advisor to discuss educational goals and course scheduling.
**Advanced Standing**

**TRANSFER CREDITS**

Credits from other regionally accredited colleges and universities which are earned with a grade of C- or better and are applicable to the student’s declared MCCC program will be accepted in transfer and appear on the student’s permanent record. Requests for awarding of credit for work at unaccredited institutions or for non-collegiate educational experiences will be evaluated by the Registrar in consultation with the respective division deans. Grades and grade point average are not transferred. A student’s grade point average will be computed only for the courses earned at Monroe County Community College.

**CREDIT BY EXAMINATION**

Credit by examination can be obtained by three methods at MCCC. Testing can be in the form of the College-Level Examination Program (CLEP), the Advanced Placement Program (AP) (through the College Board), or the MCCC credit by exam process.

The CLEP and AP options are tests given by outside testing services and cover primarily subjects designated as transfer.

Advanced Placement Program (AP)
Credit may be granted to students who have participated in the College Entrance Board’s Advanced Placement Program in their high schools. A score of three (3) or better is required to earn academic credit. Students planning to attend Monroe County Community College should arrange to have their advanced placement examination records sent to the Registrar’s office.

College Level Examination Program (CLEP)
Credit may be granted to students who have participated in the College Entrance Examination Board’s College Level Examination Program. To earn credit, a student must score in at least the fiftieth percentile in the sophomore norms. Students planning to attend Monroe County Community College should arrange to have their CLEP scores sent directly to the Registrar’s Office.

CLEP credit is not available in cases where a student has earned credit in the same course previously. For additional information regarding which tests are accepted and how credit will be awarded, please contact the Office of the Registrar.

**MCCC Credit by Examination**

The third option for credit by examination available to Monroe County Community College students is divisional testing for other courses, primarily occupational and technical. This opportunity is limited to courses identified by the division deans and faculty. By passing a comprehensive examination with a grade of “C” or better, students can earn this credit.

Students may obtain applications for such examinations in the appropriate division office. There is a non-refundable fee for credit by examination. Upon successful completion of the examination, the registrar will be notified by the division dean of the grade, and credit for the course will be entered on the student’s academic record.

A student is limited to a single attempt per course for credit by examination as certified by the division dean. Credit by examination is not available as a vehicle for repeating a course. Advanced placement is not available in cases where a student has earned credit in the same college course previously. Attainment of a “C” or better grade in a course, which requires a prerequisite disqualifies the student from gaining credit in the prerequisite course(s) via credit by examination (e.g., a student may not receive credit by examination for Math 151 if he or she attained a grade of “C” or better in Math 152).

**TECH PREP**

The Monroe County Tech Prep Consortium is a community-wide partnership among K-12 school districts, community colleges, technical schools, and business/labor, which provides the counseling and curriculum cooperation that will produce qualified graduates for the work force.

Students can now earn college credit in occupational programs while in high school that leads to a college certificate, associate degree and, in some programs, a bachelor’s degree. Any student interested in earning Tech Prep credit should work with his/her high school counselor or contact the Monroe County Community College Office of Admissions.
CREDIT FOR MILITARY SERVICE EXPERIENCE
Credit for service experience may occur in two forms. Use of this credit is based on its appropriateness to the student’s program at Monroe County Community College.

1. A student presenting the Office of the Registrar with a DD-214 form showing a minimum of one (1) year of service with the character of discharge being either “honorable” or “general under honorable conditions” will be awarded two (2) semester hours of general elective credit.

2. Service personnel, having successfully completed certain approved training courses, may be awarded a limited amount of academic credit once proof of this training has been provided to the Office of the Registrar. MCCC follows the American Council on Education Guide to the evaluation of educational experience in the armed services.

DEFINITION OF CLASS STANDING
A freshman at Monroe County Community College is one who has earned 29 or fewer semester hours including semester hours transferred from other institutions.

A sophomore is one who has earned 30 or more semester hours including approved semester hours transferred from other institutions.
Registration Information

SCHEDULE OF CLASSES
Prior to the registration period for each semester, a schedule of classes is published containing the classes offered and information on registration procedures. There is an advance registration period well in advance of the beginning of each term.

Fall and Winter Semesters
Each fall and winter semester consists of approximately 15 weeks. The maximum full-time load is 17 credits. A student desiring to carry more than 17 must obtain the approval of the Vice President of Instruction, the Vice President of Student and Information Services, or their assigned representative.

Students may be required to limit their course load to fewer credits per semester if on academic probation or if placement test scores indicate that such limitation is desirable. Such students may also be required to take selected courses.

Spring and Summer Sessions
As part of the regular academic calendar, the College schedules a 6-week spring and a 6-week summer session from early May through the first week of August.

The maximum number of credits allowed in either spring or summer session is seven (7) hours.

FULL-TIME STUDENT DEFINITION
Minimum course load required to be considered a full-time student is 12 credits for fall and winter semester, and six credits for spring/summer sessions.

LATE REGISTRATION/ADDING A COURSE
Courses may be registered for or added prior to the second scheduled meeting of the class. Short courses or evening and Saturday classes that meet only once a week may not be entered once the class has met for the first time.

On-line and video classes may not be entered once orientation has been held, or the date to email the instructor has passed.

DROPPING/ADDING CLASSES
Adds and drops may be processed via WebPal, SMART or by completing an add/drop form and returning it to the Office of the Registrar on main campus.

Course Drops and Withdrawals

Student Initiated Drop from Class or Classes
Upon official voluntary withdrawal from class or classes, a “W” (indicator of withdrawal) is assigned as follows:

1. If a drop is made by the end of the first week of a full semester (15 weeks) classes, no “W” will be recorded.
2. After week one but before the end of the twelfth week of a full semester class (prorated for classes less than the full semester), the “W” (withdrawal) is automatically recorded.
3. After the twelfth week of a full semester class (prorated for classes less than the full semester), no withdrawals will be processed. Exceptions properly documented, including health and medical emergencies or error in processing may be considered.
4. The “W” (indicator of withdrawal) is not assigned by instructor. After the semester (fall, winter, spring/summer) has ended, no grade may be changed to “W.” Exceptions properly documented, including medical emergencies or error in processing, may be considered.
5. Spring, summer, and courses shorter than a semester in length will have the appropriate dates for drop and withdrawal, prorated as necessary.

Instructor Initiated Drop from Class or Classes
A faculty member may request that a student be withdrawn from class (for non-attendance) during the first 10 weeks of the fall and winter semester. Dates are prorated for spring and summer semesters and any nonstandard length course. The procedure is as follows:

1. The faculty member submits a Faculty Initiated Withdrawal Form to the Office of the Registrar.
2. The Registrar notifies the student that the instructor recommended the student be withdrawn from class and assigned the indicator of “W” (withdrawal).
3. If the student does not respond within seven (7) calendar days, the withdrawal form is processed and a “W” will be recorded.
4. The “W” (indicator of withdrawal) is not assigned by instructor. After the semester (fall, winter, spring, or summer) has ended, no grade may be changed to “W.”
WITHDRAWAL FROM THE COLLEGE
Student may withdraw from a full semester course via WebPal, SMART, or in person up to and including the twelfth week of the class. No withdrawals will be processed after that date. The withdrawal deadline is prorated for any course less (or more) than the full semester.

PASS/FAIL OPTION
Students are strongly encouraged to investigate carefully the pass/fail option as it relates to restrictions on programs, as well as the effect upon the future employment and transferability to senior institutions. Students must also investigate the effect of a pass/fail when applying to the various graduate schools.

1. The pass/fail option will be available to all students once the required form is completed and submitted to the Office of the Registrar.
2. All courses that appear on the schedule will be made available to students on a pass/fail basis.
3. The “P” (pass) grade shall be equivalent to A, B, C, and D.
4. The deadline for changing from the pass/fail option to the traditional grading system, and vice versa, will be no later than the mid-point of any course.
5. Courses elected on the pass/fail option will count toward graduation. However, a student shall not exceed twelve (12) hours of “P” (pass) in a degree program and/or one (1) course during any semester.
6. The “P” (pass) and “F” (fail) will appear on the transcript but will not be used in the computation of the honor point average.

AUDITING COURSES
A student wishing to enroll in a class as an auditor may do so by completing and submitting the necessary form to the Office of the Registrar by the mid-point of the semester. Auditors are charged the same as students taking the course for credit. There is no credit earned for courses taken on audit. Auditors are not required to take exams, but are expected to attend class on a reasonable basis.

A student may not change to or from audit after the midpoint of the course.

SENIOR CITIZEN SCHOLARSHIPS
Senior citizens (60 years and older) should process their application for admission with the admissions office, and register for class(es). Senior citizens who are district residents qualify for a tuition waiver. Senior citizens may register either for credit or audit.

INCOMPLETE COURSE WORK
A student whose semester work is incomplete in a minor way may, upon presentation of reasons satisfactory to his or her instructor, be granted the privilege of completing the work by the end of the 12th week of the next regular semester. If granted this privilege, a grade of “I” will be recorded on the grade sheet. The instructor will file with the Registrar the Student Request for Incomplete form which includes the grade to be given if the work is not completed. Failure on the part of the student to make up the incomplete work within the specified period of time will result in the grade indicated, becoming the grade of record. It is the student’s responsibility to complete the work within the specified time limits. An “I” will not revert to a “W”. In extenuating circumstances, an extension beyond the normal period may be obtained by the completion of an incomplete extension request by the student, endorsed by the instructor.

REPEATING COURSES
Students receiving a grade of “C” or better at Monroe County Community College may not enroll again to improve the grade unless the Division Academic Dean or the Vice President of Instruction give their approval.

When repeating a course, the most recent attempt is the “grade of record” for earning credit and computing the grade point average. All previous attempts, however, remain on the transcript and are identified as repeats.

SEQUENTIAL COURSE LIMITATIONS
After students have received a grade of “C” or better in a course which requires a prerequisite, they may not enroll for credit in the prerequisite course.

CREDIT FOR INDEPENDENT STUDY
Independent study in a variety of academic disciplines is possible and encouraged for those students who desire the opportunity and challenge of investigating a particular body of knowledge outside of the structured classroom setting. Credit of one to four semester hours is available upon successful completion of an approved independent study plan. For further information, contact the appropriate division dean.
VETERANS’ BENEFITS
Monroe County Community College welcomes veterans and provides information, guidance, and counseling to those eligible for educational benefits under applicable public laws. All students who are eligible for and elect to receive education and training benefits while attending Monroe County Community College, may address inquiries for information to the Office of the Registrar, MCCC, 1555 S. Raisinville Road, Monroe, MI 48161.

A student whose Monroe County Community College cumulative GPA drops below 1.800 may be certified for a maximum of two additional semesters. If, after these two (2) semesters, he or she does not raise their cumulative GPA to a 1.800, no additional certifications will be submitted on behalf of the veteran and the Veterans Administration will be notified that the student is on VA probation. Should the veteran raise his or her cumulative GPA to a 1.800 in subsequent semesters, the College can retroactively certify the veteran one (1) full year.

Developmental courses (those numbering 090-099) are not eligible for the GI Bill, therefore, credit courses in which the student will earn the grade of H, U, S, N, or AU (audit) are not eligible.

Applications for veterans’ benefits and assistance, as well as directions on how to apply for the benefits, may be obtained from the Office of the Registrar.

ATTENDANCE
Regular class attendance is necessary if a student is to receive maximum benefits from his or her work. Students are expected to attend all the sessions of class for which they are registered. Penalties may be imposed, at the discretion of the individual instructor, when he or she feels that the quality of the student’s work has been affected by absence or tardiness.

As a matter of courtesy, students should explain the reason for absence to their instructors.

Excused absences for participation in authorized campus activities shall in no way lessen student responsibilities for meeting the requirements of the class. Instructors will be notified of students participating in authorized campus activities. Students anticipating absences for these activities should notify the instructor.

RELEASE OF INFORMATION
Monroe County Community College is in compliance with the 1974 Educational Rights and Privacy Act. Students are encouraged to stop in the Registrar’s Office to learn more about their rights and privileges under this law. Essentially, it allows students to view the contents of most of their records currently on file at the College.

Also, under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, the College is allowed to release directory information on a student. MCCC has defined directory information as: name, address, email address, dates of attendance, degrees and awards received and most recent previous educational institution attended. No other information will be released without written authorization from the student.

If a student wishes the College to withhold this information, the student must so inform the Registrar, in writing, each semester. MCCC does not sell or otherwise provide mailing lists to companies or individuals outside the College other than required by state or federal regulations.

RECORDS RETENTION
Registration and drop/add forms are normally retained by the College for a period of three years. Students with inquiries regarding their academic records are expected to contact the Registrar’s office within that time period.
Fundamental to the community college philosophy, is the concept that quality education be available at low cost.

**TUITION AND FEES**
See current schedule of classes for a listing of tuition and fees.

**PAYMENT OF TUITION AND FEES**
Tuition and fees are due and payable at the time of registration. A Deferred Payment Plan is available for students enrolled in a minimum of six credit hours. Fifty percent is due at the time of registration under the Plan. The formulation of regulations regarding payment of tuition and fees and granting of refunds is the responsibility of the Vice President of Business Affairs.

**RESIDENCE STATUS**
Tuition will be assessed and collected according to the residence status of the student on the first day of the semester, or the first day the student is officially enrolled after the first day of the semester.

Resident rates will be assessed in cases where:

1. The student is covered by a reciprocal agreement in which Monroe County Community College is a participant.
2. The student, or parents of a dependent student, who own(s) either property or a business which is located within Monroe County (Michigan).
3. The student’s tuition is paid by his or her employer and either the student or the employer is considered a county resident. (An employer is considered a county resident if that employer operates a business, or branch thereof, within Monroe County (Michigan).
4. The student is considered a resident, as defined below:
   - If a student is a minor and his or her parent or legal guardian is a resident of Monroe County.
   - A person may qualify as a resident by residing: 1) six (6) months within the state of Michigan, and 2) thirty (30) days within a Monroe County (Michigan) precinct. If a person moves to another precinct within the county, he or she is still considered a resident of the county.
   - A person on active duty in the Armed Services of the United States, who has met the residency requirements as stated above, may register as a resident of the district.

In cases where the residency of a student is considered in doubt, the student could be asked to provide proof in the form of: 1) an up-to-date voter registration card, 2) a vehicle registration form (preprinted by the Secretary of State), 3) a driver’s license, 4) an official communication from a municipal official indicating how long the student has resided in the county.

Variation concerning individual cases in regard to these regulations should be directed to the Registrar.

**REFUND OF TUITION AND FEES**
The following is the standardized policy established by the College for refunds of tuition and fees and covers individual class drops, class withdrawals and complete withdrawals from the College.

A student is considered enrolled in a class until written notice is submitted to the Office of the Registrar. Non-attendance is not considered as official notice of withdrawal.

The tuition refund computation is not based on the amount paid, but rather on the total amount of tuition and fees assessed. No tuition refunds will be made after the end of the second week of classes and no exceptions to the policy will be made to students who enter late. Exceptional circumstances such as military service, death in immediate family, serious illness or hospitalization will be taken into consideration. A written request for exception to the refund policy must be submitted to the Registrar’s Office within 10 days of last attendance in class.

**Fall and Winter Full Semester Courses**
During the first week of the semester - 100 percent refund on any or all classes dropped.

During the second week of the semester - 50 percent refund on any or all classes dropped; however, lab fees are not refundable.

**Spring, Summer and Courses Less than One Semester in Length**
If a course is completed within 1 - 13 calendar days, the 100 percent refund will apply when withdrawing prior to the day of the first class meeting. No refund will be issued after this time.

If a course is completed within 14 - 63 calendar days, the 100 percent refund will apply when withdrawing on the first or second business day of the semester. If withdrawing on the third or fourth business day of the semester, students will receive a 50 percent refund, however, lab fees are not refundable. No refunds will be issued after this time.
REFUNDS FOR STUDENTS RECEIVING FINANCIAL AID

No refunds will be made to students receiving assistance through the MCCC Financial Aid Office, Michigan Bureau of Rehabilitation, Michigan Office of Services for the Blind, or Michigan Veterans Trust Fund until the amount of the financial assistance is recovered.

All students who wish to withdraw must follow MCCC official withdrawal policy. If you officially withdraw or stop attending all your classes, you may be required to repay all or part of the financial aid disbursed to you in the term you withdraw.

Beginning October 7, 2000, students receiving federal funds may be required to repay aid determined to be “unearned.” The earned/unearned calculation is based on the percentage of days attended during the term in which you withdrew. The amount of aid earned is determined on a pro-rata basis. That is, if you completed thirty percent of the term in which you withdrew, you earn thirty percent of the federal aid you received. Once you have completed sixty percent of the term, you are considered to have earned all of your aid for that semester.

The difference between your earned federal aid and 100 percent equal the percent of unearned federal funds that are subject to repayment. Federal regulations require Title IV aid to be refunded in the following order: Federal Unsubsidized Stafford Loan, Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Education Opportunity Grant.

TUITION RECIPROCITY AGREEMENT

Monroe County Community College and Owens Community College

Monroe County Community College agrees to accept, at resident rates, certain residents of Ohio wishing to enroll at Monroe County Community College. Resident rates shall only apply to students enrolled in those programs at Monroe County Community College which are not offered at Owens Community College. Any students so admitted must meet all regular admission requirements of Monroe County Community College, including those for the specific program for which admission is sought.

Programs at Monroe County Community College that are part of this reciprocal agreement will vary each year. Please contact the Registrar’s Office for more information.

To apply for this agreement, an application is available at both the main campus and Whitman Center. The application for reciprocity must be submitted prior to the first day of class for the semester it is requested. Once approved by the Registrar, or designated representative, the student will be entitled to a waiver of the non-resident portion of tuition at Monroe County Community College.
MCCC, in conjunction with the federal and state governments and private and civic organizations, offers a variety of scholarship, grant, loans, and employment opportunities to assist students in financing their education.

Approximately 60 percent of all MCCC students receive some form of assistance from these sources. The purpose of financial aid is to ensure the College continues to make it possible for students of all degrees of financial capability, special talent, or high scholastic merit to attend MCCC.

No student should hesitate to apply for admission because of financial circumstances. It is the College’s goal to offer financial assistance to all candidates accepted for admission who demonstrate financial need.

The following information is provided to inform prospective and continuing undergraduate students of the various alternatives available.

FINANCIAL AID ELIGIBILITY – GENERAL REQUIREMENTS

Applying for Financial Aid
To be eligible for MCCC and federal and state assistance, a student must:

- have financial need, except for some loans and scholarships
- have a high school diploma or a General Education Development (GED) certificate, or pass an independently administered test approved by the U.S. Department of Education
- be enrolled as a regular student in an eligible program
- be a U.S. citizen or eligible noncitizen
- have a Social Security Number
- make satisfactory academic progress
- sign a statement of educational purpose/certification statement on refunds and default
- sign a statement of updated information
- register with the Selective Service, if required
- have completed the admissions process at MCCC.

The Application Process
Students can apply for federal and state aid by filling out the “Free Application for Federal Student Aid” (FAFSA), available from high school, or the Financial Aid Office located in the Administration Building, Room 159.

You may submit a FAFSA
- through the Internet by using FAFSA on the Web.
- by mailing a paper FAFSA.

You must reapply each school year.

FAFSA on the Web is a free U.S. Department of Education Web site where you can complete a FAFSA on-line and submit it via the Internet. You can use FAFSA on the Web on a personal computer (PC) or a Macintosh that is equipped with certain U.S. versions of Netscape. The address is www.fafsa.ed.gov.

To be considered for non-federal aid such as institutional and/or state aid, students may have to complete an additional application. Check with the Financial Aid Office to see which non-federal application to complete, if any. Remember, there’s no charge to apply for federal student aid.

For the Federal Family Education loan programs, there are some additional steps students must take to apply.

When completing the FAFSA, pay special attention to any questions on income. This area is where most mistakes are made. Also, in Section H of the FAFSA, fill out carefully the name(s) of the school(s) you’re interested in attending. If any of these schools participate in at least one of the programs mentioned in the Federal Student Guide, it will have a “Title IV Institution Code.” You can get a list of Title IV codes from the College’s financial aid office, your high school, or your local public library and on the Internet at http://www.fafsa.ed.gov.

Apply as soon as possible AFTER January 1st. If not applying electronically, mail the completed FAFSA in the envelope found in the application package. It will take approximately four weeks for the federal application to be processed. When you apply, you should have certain records on hand. These records are listed on the application. You should save all records and all other materials used in completing the application. You may need them later to prove the information you reported is correct. This process is called verification.

All MCCC awards are made for a period of one academic year only. Reapplication must be made for each year. Copies of the required forms may be obtained from the Financial Aid Office.

Financial aid awards for the prospective student are not approved before the student has attained regular admission status through the Admissions Office. Financial aid funds are limited, and late applicants may be either denied assistance, given loan and job aid only, or receive lower than normal scholarship awards when funds are limited or exhausted.
The Financial Aid Office reserves the right to request income and asset verification of financial statements submitted for need-based aid. Failure to provide the requested information will result in cancellation of award action. Falsification of income information submitted for the purpose of receiving financial assistance will result in cancellation of all future assistance and repayment of all prior assistance received falsely. If federal and/or state funds are involved, notification of the false information will be provided to the proper agencies (U.S. Office of Education and/or Michigan Higher Education Assistance Authority) for their further disposition.

**Mitigating Circumstances**

It is recognized that special mitigating circumstances may cause a student to fail to achieve satisfactory progress. If, in the judgment of the Financial Aid Director, mitigating circumstances justify continued financial aid eligibility, the Financial Aid Office reserves the right to make this determination.

**Right to Appeal**

Any student who is placed on probation or suspension may appeal this decision by submitting in writing, a statement explaining his or her performance, and the reason why he or she believes he or she should not be placed on probation or suspension status to the Director of Financial Aid.

**Financial Need**

Aid from most financial aid programs is awarded based on financial need. (An exception is the Federal Loan Programs. It’s possible to receive a Federal Stafford Loan regardless of income.)

The information reported when applying for aid is used in a formula, established by Congress, that calculates your Expected Family Contribution (EFC), an amount families are expected to pay toward education. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant.

\[
\text{Financial Need} = \frac{\text{Cost of Education}}{\text{Expected Family Contribution}}
\]

The financial aid administrator takes the cost of education for the College and subtracts the amount you and your family are expected to pay toward that cost. If there’s anything left over, students are considered to have financial need.

**Dependency Status**

Certain questions answered when applying for financial aid will determine whether students are considered dependent on their parents and must report their income and assets as well as their own, or independent and report only their own income and assets (and those of a spouse). Income and asset information are used in determining your eligibility for federal student aid.

Students are classified as dependent or independent because federal student aid programs are based on the idea that students’ parents have the primary responsibility of paying for their children’s education. Students who have access to parental support (dependent students) should not receive federal funds at the expense of students who don’t have that access (independent students).
An independent student is one of the following —

(2005-2006)

• someone born before January 1, 1982
• married
• a graduate or professional student
• someone with legal dependents other than a spouse
• an orphan or ward of the court
• veteran of U.S. armed forces

If you claim to be an independent student, the school will ask for proof before awarding any federal student aid. If you think you have unusual circumstances that would make you independent even though you normally would be considered dependent, talk to the financial aid administrator. The aid administrator can change your status to independent if he or she thinks your circumstances warrant it. Remember, the financial aid administrator won’t automatically do this. That decision is based on his or her judgment, and it’s final - you can’t appeal it to the U.S. Department of Education.

NOTE: Independence criteria are determined annually by the Federal Government and are subject to change.

THE STUDENT’S FINANCIAL AID PACKAGE

Usually a combination of gift (scholarship and grant) and self-help (job and loan) aid is offered the student. The proportion is determined annually.

Where Pell Grant, Michigan Competitive Scholarship, or Stafford Student Loan estimates appear, students are responsible for obtaining and completing necessary application forms to secure this aid.

Changes in the Award

The Office of Financial Aid anticipates that students will receive the aid package described in their award announcement. It may, however, be necessary for the College either to increase or decrease the award if changes occur in enrollment status, family financial status, or the student’s own financial resources or expenses.

Changes in enrollment status include changing majors, taking fewer than 12 credit hours per semester, or withdrawal before the end of the semester. Reductions in credit hours below 12 credits in a semester without approval from the Office of Financial Aid may result in a cancellation of assistance for that semester. Students should consult the Office of Financial Aid before making a change of this type.

Special Circumstances

Although the process of determining a student’s eligibility for federal student aid is basically the same for all applicants, there is some flexibility. For instance, if the financial aid administrator believes it’s appropriate, based on the documentation you provided, they can change your status from dependent to independent.

In some cases, the financial aid administrator may adjust your cost of attendance or the information used to calculate your Expected Family Contribution (EFC) to take into account circumstances that might affect the amount you and your family are expected to contribute toward your education. These circumstances could include a family’s unusual medical or dental expenses, or tuition expenses for children attending a private elementary or secondary school. Also, an adjustment may be made if you, your spouse, or either of your parents (if applicable) have been recently unemployed. If conditions such as these apply to you or your family, contact the financial aid administrator. Check with the financial aid administrator if you feel you have any other special circumstances that might affect the amount you and your family are expected to contribute. But remember, there must be very good reasons for the financial aid administrator to make any adjustments, and you’ll have to provide adequate proof to support those adjustments. Also, remember that the financial aid administrator’s decision is final and cannot be appealed to the U.S. Department of Education.

Award Revision

Overpayments resulting from full or partial cancellation of aid will normally result in a debt on the student’s account and must be paid back according to normal repayment policies of the College. It is the student’s responsibility to verify the accuracy of billing charges, aid credits, and stipend checks.

Award Disbursement

Scholarships and Pell Grants are usually divided in half and credited directly toward the semester bill. When possible, awards are applied to the first bill in each semester; however, late awards or award revisions will be applied throughout each semester. When FFEL Stafford Student Loan checks are received by the College, they will be released as soon as regulations permit.

Stipend checks are usually available the day classes begin each semester. However, should federal or state money not be received, students should plan to have sufficient funds for books and other expenses until checks are available.
HOPE SCHOLARSHIP TAX CREDIT

Many new tax benefits for adults who want to return to school, and for parents who are sending or planning to send their children to college are available due to the balanced budget act signed into law in August, 1997. These tax cuts effectively make the first two years of college universally available, and they will give many more working Americans the financial means to go back to school if they want to choose a new career or upgrade their skills. When fully phased in, 12.9 million students are expected to benefit – 5.8 million under the “HOPE Scholarship” tax credit, and 7.1 million under the Lifetime Learning tax credit.

Up to a $1,500 “Hope Scholarship” Tax Credit for Students Starting College

The “Hope Scholarship” tax credit helps make the first two years of college or vocational school universally available. Students will receive a 100 percent tax credit for the first $1,000 of tuition and required fees and a 50 percent credit on the second $1,000. This credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance, and will be available for payments made after December 31, 1997 for college enrollment after that date. A high school senior going into his or her freshman year of college in September, 2000, for example, could be eligible for as much as a $1,500 HOPE tax credit.

This credit is phased out for joint filers who have between $85,000 and $105,000 of adjusted gross income, and for single filers who have between $42,000 and $52,000 of adjusted gross income. The credit can be claimed in two years for students who are in their first two years of college or vocational school, and who are enrolled on at least a half-time basis in a degree or certificate program for any portion of the year. The taxpayer can claim a credit for his own tuition expense or for the expenses of his or her spouse or dependent children.
THE LIFETIME LEARNING TAX CREDIT
This tax credit is targeted to adults who want to go back to school, change careers, or take a course or two to upgrade their skills and to college juniors, seniors, graduate and professional degree students. A family will receive a 20 percent tax credit for the first $10,000 of tuition and required fees paid each year. Just like the “Hope Scholarship” tax credit, the Life Time Learning tax credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance; families may claim the credit for amounts paid on or after July 1, 1998 for college or vocational school enrollment beginning on or after July 1, 1998. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of postsecondary students in the family, and is phased-out at the same income levels as the “HOPE Scholarship” tax credit. Families will be able to claim the Lifetime Learning tax credit for some members of their family and the “HOPE Scholarship” tax credit for others who qualify in the same year.

Tuition and Fees Deduction
You may be able to deduct qualified education expenses paid during the year for yourself, your spouse, or a dependent. The tuition and fees deduction can reduce the amount of your income subject to tax up to $4,000. This deduction is taken as an adjustment to income. This means, you can claim this deduction even if you do not itemize deductions on Schedule A (Form 1040). This deduction may be beneficial to you if you cannot take either the Hope or Lifetime Learning credit because your income is too high. The tuition and fees deduction is available for 4 years, 2002 through 2005.

Going to School While You Work
The new tax law extends Section 127 of the tax code for three years. Section 127 allows workers to exclude up to $5,250 of employer-provided education benefits from their income. The assistance must be for undergraduate courses beginning prior to June 1, 2000. This provision will enable many Americans to pursue their goals of lifelong learning.

STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS
The Higher Educational Amendments of 1980 require Monroe County Community College to define and monitor standards of satisfactory progress for all students receiving Title IV student financial aid funding.

Maintaining Eligibility
Satisfactory progress may be evaluated on a semester basis. To be eligible for renewal of financial aid, students must complete satisfactorily 70 percent of the credit hours on which their award was based by the end of the spring session and maintain a cumulative 1.8 grade point average.

Financial Aid Policy on Satisfactory Academic Progress
Students must make satisfactory progress toward completion of their certificate/degrees at MCCC to be eligible to receive aid from the following programs: Pell Grant, Family Federal Education Loans, Supplemental Educational Opportunity Grant, Michigan Educational Opportunity Grant, Federal College Work Study, Michigan Work Study, Michigan Competitive Scholarship Program, and endowed need based scholarships. Grade point average (GPA), per semester, cumulative credits earned, and a maximum time frame, are all elements of the satisfactory progress determination. Requirements vary depending upon class level and attendance status as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cumulative GPA Required</th>
<th>Credit Hours Attempted</th>
<th>Credit Hours Earned</th>
<th>Semesters of Eligibility</th>
<th>Academic Year Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate First 2 years</td>
<td>1.8</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Undergraduate After 2 years</td>
<td>2.0</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td><strong>Half-Time/Less Than Full-Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate First 2 years</td>
<td>1.8</td>
<td>6-11</td>
<td>6</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate After 2 years</td>
<td>2.0</td>
<td>6-11</td>
<td>6</td>
<td>10</td>
<td>6</td>
</tr>
</tbody>
</table>

Federal aid recipients may not owe a refund from any federal grant or loan or be in default on any federal loan to attend MCCC.

Transfer students to MCCC must have a Financial Aid Transcript from each institution attended, whether or not financial aid was received, on file before federal aid will be given.

Students who are required to register for the Selective Service may be required to document their actual registration before federal student aid will be disbursed. Secure details from the MCCC Financial Aid Office.

Students on leave of absence and students registered at other institutions are not eligible to receive MCCC financial assistance.
Guest students attending MCCC are not generally eligible to receive financial assistance through MCCC. Students should check their home institution to determine eligibility for financial assistance.

Other Considerations
Repeated courses will count toward determination of enrollment status. However, for purposes of financial aid satisfactory progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits per semester.

Incomplete courses do not earn credit nor influence the grade point in the semester in which the course is incomplete; however, they are counted once they are complete. Based upon student initiated appeal, credit earned from incomplete courses may be counted as mitigating circumstances.

Withdrawn courses neither earn credit nor influence grade point average. Students may retake courses from which they have withdrawn which will count toward determination of enrollment status in that semester.

SOURCES OF STATE AND FEDERAL FINANCIAL AID

Pell Grants
Application Procedures
Students may apply for a Pell Grant by filing the Free Application for Federal Student Aid.

The completed application should be submitted for processing according to the directions included on it. A calculated Student Aid Report (SAR) will be sent to the applicant. The applicant’s award is then determined by MCCC based upon enrollment and submission of a SAR to the Office of Financial Aid. Funds will be credited to the student’s institutional account when all documentation is submitted to the Financial Aid Office.

Methods of Selection of Recipients and Allocation of Awards
The Pell Grant Program is an entitlement program based on financial need. Scholastic accomplishment has no bearing on eligibility. The applicant must be enrolled as a student in an approved postsecondary institution and must need financial assistance to continue his or her education.

Financial need is determined by a formula applied to all applicants and the student eligibility index is calculated by this formula.

Awards are available for up to the period of time taken to receive the first baccalaureate degree. Students must reapply every year.

Award Schedule
Currently awards range from $200 to $4,050, but may not exceed one-half the total cost of attendance. The amount of the award will be affected by costs of attendance and enrollment status and status at time of first Pell Grant disbursement.

Rights and Responsibilities of Recipients
Students must continue to make satisfactory academic progress in the program in which enrolled. Students must not owe any refunds on Pell Grants or other awards or be in default on repayment of any student loans.

Supplemental Educational Opportunity Grants (SEOG)
These are federal grants awarded by MCCC to undergraduate students who are U.S. citizens or permanent residents demonstrating financial need. The grants must be at least $100 and not more than $2,000 per year. Students must be making satisfactory progress to continue receiving the grant, and meet all other conditions outlined in the Financial Eligibility section.

Michigan Competitive Scholarship Program
These scholarships offer tuition and fees to Michigan residents of 12 months who qualify through a competitive examination, and who show financial need. Recipients must be attending MCCC full-time. Awards may be renewed annually for a maximum of 10 semesters, as long as need, a 2.0 grade point average, and satisfactory academic progress are maintained.

More information is available from high school counselors and by writing to the State of Michigan, Department of Education, Student Financial Assistance Services, P.O. Box 30008, Lansing, MI 48909.
Michigan Adult Part-Time Grant
This grant is designed to provide grant assistance for needy adults who enroll at MCCC on a part-time basis (3-11 credit hours). Maximum grant eligibility per year is $600 for a maximum of two years of study. Students must qualify as self-supporting under current federal criteria, demonstrate need, be out of high school (other than GED) for at least 2 years, be a Michigan resident for at least 12 months, be a U.S. citizen or permanent resident, not be incarcerated, not enrolled in a theology or divinity program, not be in default on a student loan, and must be making satisfactory academic progress, as defined by MCCC.

Michigan Education Opportunity Grant
This grant is designed to provide need-based assistance to full-time undergraduate students up to $1,000 per year. Student must be a Michigan resident for at least 12 months, be a U.S. citizen or permanent resident, be making satisfactory academic progress as defined by MCCC, may not be incarcerated in a corrections institution, and not be default on a student loan.

OTHER SOURCES OF FINANCIAL AID

Michigan Bureau of Rehabilitation
The Bureau of Rehabilitation is an arm of the Michigan Department of Education, designed to provide rehabilitative services to vocationally handicapped or impaired individuals.

Any person with an impairment such as an amputation, a cardiac condition, speech problems, deafness, blindness, orthopedic involvements, or epilepsy, can make application for service through the Bureau of Rehabilitation.

All services provided are individually planned to meet the established need and could include, for example: tuition, fees, books, prosthetic devices, maintenance, or other services that would be required for the completion of a rehabilitation program.

A student who feels that vocational rehabilitation services are needed may make inquiry and application for assistance by contacting the office of the State of Michigan Bureau of Rehabilitation serving the student’s home area.

Bureau of Indian Affairs
Grants for qualified students of at least one-quarter American Indian descent are available through the U.S. Department of the Interior, Bureau of Indian Affairs. Information can be obtained by contacting Scholarship Officer, B.I.A., Higher Education Grant Program, Michigan Intertribal Education Association, Inc., Baraga, Michigan 49908.

Public Act 174
Michigan Indian Tuition Grant
This program currently provides free tuition at MCCC for North American Indians. Information can be obtained by contacting the Michigan Commission on Indian Affairs, 5423 North Logan, Lansing, Michigan 48914, (517) 373-0054.

BENEFITS FOR CHILDREN OF DECEASED OR TOTALLY DISABLED VETERANS

Public Law 634
Those eligible for educational benefits are young men and women whose veteran-parents died of injuries or disease resulting from military service during World War 1, World War II, or the Korean conflict. Students generally must be between 18 and 26 years old; however, children will be permitted to begin school before their eighteenth birthday and finish after their twenty-sixth in some instances.

To be eligible for full benefits, a student covered under the above program must carry at least 12 semester hours of credit.

Public Act 245
Sons or daughters of a veteran who died for service-connected causes, or who is totally disabled as a result of service-connected causes of any war in which the United States has been a participant, may be eligible for benefits under Public Act 245 of the Public Acts of 1135, as amended. The benefits waive the regular fees each semester until the student reaches 23 years of age. Anyone who believes he or she is eligible should request an application from the Michigan Veterans’ Trust Fund, Lansing, Michigan. Recipients must be full-time students and must maintain a minimum cumulative 2.25 grade point average.

EMPLOYMENT PROGRAMS
Job opportunities on campus are available to MCCC students, regardless of financial need, who are enrolled half-time. Employment in moderation can be beneficial to a student’s educational need, and earnings can often reduce or eliminate the necessity to borrow. Federal regulations prevent recipients of federal aid programs, i.e., College Work Study, Supplemental Educational Opportunity Grants, from obtaining campus job earnings that, when combined with other aid resources, would exceed their financial need as outlined on the award letter. Therefore students receiving aid from these programs are not able to work on campus without authorization from the Financial Aid Office.
Students accepting student loans are committing themselves to a serious legal and moral obligation: loans must be repaid. Repayment may take as long as 10 years after leaving college. Students are urged to consider their ability to repay a loan, their future credit rating, and their potential indebtedness before accepting a loan. The staff of the Office of Financial Aid is willing to discuss the implications of loans on students’ future financial situations.

Family Federal Educational Loans

What Loans are available?
Family Federal Educational Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan (“subsidizes” the loan) until the student begins repayment and during authorized periods of deferment.

An unsubsidized loan is not awarded on the basis of need. Students are charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized. The interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you’ll repay less in the long run.

Students may receive a subsidized FFEL and an unsubsidized Stafford Loan for the same enrollment period.

Who can get a Family Federal Education Loan?
If you’re a regular student enrolled in an eligible program of study at least half-time, you may receive a FFEL. Students must also meet other general eligibility requirements.

How much can I borrow?
A dependent undergraduate student can borrow up to:

- $2,625 if you’re a first-year student enrolled in a program of study that is at least a full academic year;
- $3,500 if you’ve completed your first year of study, and the remainder of your program is at least a full academic year; or
- $5,500 a year if you’ve completed two years of study, and the remainder of your program is at least a full academic year.
An independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan, can borrow up to:

- $6,625 if you’re a first-year student enrolled in a program of study that is at least a full academic year (at least $4,000 of this amount must be in unsubsidized loans);
- $7,500 if you’ve completed your first year of study, and the remainder of your program is at least a full academic year (at least $4,000 of this amount must be in unsubsidized loans); or
- $10,500 a year if you’ve completed two years of study, and the remainder of your program is at least a full academic year (at least $5,000 of this amount must be in unsubsidized loans).

NOTE: The College can refuse to certify your loan application or can certify a loan for an amount less than you would otherwise be eligible for, if the school documents the reason for its action and explains the reason to you in writing. The school’s decision is final and cannot be appealed to the U.S. Department of Education.

NOTE: The preceding amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized Stafford Loans. You may receive less than these yearly maximum amounts if you receive other financial aid that is used to cover a portion of your cost of attendance.

The total outstanding debt from all Stafford Loans combined cannot exceed:

- $23,000 as a dependent undergraduate student;
- $46,000 as an independent undergraduate student (no more than $23,000 of this amount may be in subsidized loans); or
- $138,500 as a graduate or professional student (no more than $65,500 of this amount may be in subsidized loans). The graduate debt limit includes any Stafford Loans received for undergraduate study.

What’s the interest rate charged on these loans?
For Stafford Loans that were first disbursed before July 1, 1994, the interest rate on these loans may be different. Check with the lender or agency that holds the loan.

On subsidized loans, the federal government pays the interest while you’re enrolled in school at least half time, during a grace period, or during authorized periods of deferment. Interest will begin to accrue when you enter repayment.

For unsubsidized loans, you’ll be charged interest from the day the loan is disbursed until it is repaid in full, including in-school, grace, and deferment periods. You may choose to pay the interest during these periods or it can be capitalized.

Is there a charge for these loans?
You’ll pay fees of up to four (4) percent, deducted proportionately from each disbursement of your loan. For a FFEL Loan, a portion of this fee goes to the federal government to help reduce the cost of the loans.

When do I pay back these loans?
After you graduate, leave school, or drop below half-time enrollment, you have six months before you begin repayment. This is called a “grace period.”

During the grace period on a subsidized loan, you don’t have to pay any principal, and no interest will be charged. During the grace period on an unsubsidized loan, you don’t have to pay any principal, but interest will be charged. You can either pay the interest or allow it to accumulate.

After you leave school or drop below half-time enrollment, you’ll receive information about repayment and will be notified of the date repayment begins. However, you’re responsible for beginning repayment on time, even if you don’t receive this information.

FFEL PLUS Loan
FFEL PLUS Loans enable parents, who do not have adverse credit histories, to borrow money to pay the education expenses of each child who is a dependent, undergraduate student enrolled at least half-time. The yearly limit on a PLUS Loan is equal to the student’s cost of attendance. The interest rate on a PLUS Loan is variable but will never exceed 9 percent. Repayment on a PLUS Loan begins 60 days after the final disbursement for the period of enrollment in which you borrowed.
Short Term Loans
Short term loans are available to help pay for books and supplies. Preference is given to full-time students. A short term loan must be repaid by the end of the semester for which the loan is made. Application forms are available at the College Financial Aid Office.

Endowed Scholarships

Dr. Florence Ames Fine Art Scholarship
Donor: Dr. Florence Ames
Eligibility: Full-time second year art major, minimum 3.0 GPA, artistic merit

William J. and Jennie E. Bacarella Scholarship
Donor: William J. and Jennie E. Bacarella
Eligibility: Business-related curriculum major; non-traditional age student; Monroe County resident

Beach Culinary Scholarship
Donor: Mrs. Eugene W. Beach
Eligibility: Culinary Skills and Management Program student

Helen M. and Eugene W. Beach Scholarship
Donor: Mrs. Eugene W. Beach
Eligibility: Nursing or Respiratory Therapy student, financial need

William J. and Hildreth C. Braunlich Scholarship
Donor: Family and Friends
Eligibility: St. Mary Catholic Central graduate, academic achievement

Elizabeth and Samuel Campbell Memorial Scholarship
Donor: Various Citizens
Eligibility: Financial need and academic excellence

Guire Scholarship Fund
Donor: Iva Mennig Trust
Eligibility: Math or Science major, financial need, scholastic achievement

Dr. Gerald L. Howe Scholarship
Donor: Dr. Gerald L. Howe
Eligibility: Full-time student enrolled in health related curriculum, Monroe County resident, graduated in top 25 percent of high school class in college prep curriculum, academic promise

Gwendolyn M. Jacob Memorial Scholarship
Donor: C. S. and Marion F. McIntyre Foundation
Eligibility: Graduate of Monroe High School with preference given to a student who has also attended Lincoln Elementary School in Monroe (at least 1 year), full-time student enrolled in transfer program, financial need

Karen Karau-Collins Memorial Scholarship
Donor: Jane Karau and Family and Friends
Eligibility: Computer Science student, at least 6 hours per semester

Mary L. and Edward P. Kehoe Scholarship
Donor: Mary L. and Edward P. Kehoe
Eligibility: Minimum of six credit hours per semester, recipient working 30 hours per week or more in addition to attending college or have successfully completed a home school program

Dr. Martin Luther King, Jr. Scholarship
Donor: Concerned Citizens of the Community
Eligibility: Full-time student, resident of Monroe County, financial need

M. Carol Kish Culinary Scholarship
Donor: Monroe County Community College Library Staff and Friends
Eligibility: Culinary Skills and Management Program student, completed 24 credit hours toward culinary degree

C. S. & Marion F. McIntyre Memorial Scholarship
Donor: C. S. and Marion F. McIntyre Foundation
Eligibility: Full-time student enrolled in transfer program, demonstrate a financial need

Monroe County Community College Alumni Association Scholarship
Donor: Monroe County Community College Alumni Association
Eligibility: Nominated by Monroe County Community College Alumni Association member and additional letter of reference

LaVerne B. Norton Scholarship
Donor: Patrick H. Norton
Eligibility: Academic promise, minimum of six credit hour per semester, preference given to a Monroe County resident

Pearl K. Quermbach Memorial Scholarship
Donor: Family and Friends
Eligibility: Financial need

Robbin Ramage Memorial Scholarship
Donor: Ramage Trust Fund
Eligibility: Full-time student

C. Ernest Read Scholarship
Donor: C. Ernest Read Trust
Eligibility: Sophomore, significant contributions to campus life during the freshman year

Drew Reeves Memorial Scholarship
Donor: Family, Friends and Colleagues
Eligibility: Automotive Engineering Technology Program student
Annual Scholarships

Adopt-A-Student Scholarship
Donor: The Foundation at MCCC
Eligibility: Monroe County resident, financial need, good academic standing

Saverio Costello Memorial Scholarship
Donor: Judge Joseph A. Costello, Jr.
Eligibility: Financially disadvantaged

Education Plus Credit Union Scholarship
Donor: Education Plus Credit Union
Eligibility: Member of Education Plus Credit Union, enrolled for minimum of six credit hours, no other financial assistance

Fallen Firefighters Scholarship
Donor: Monroe County Firefighters Association
Eligibility: Monroe County firefighter or dependent

The Foundation at MCCC Scholarship
Donor: The Foundation at MCCC
Eligibility: Demonstrate financial need

Denise A. Gray Scholarship
Donor: Friends and Family
Eligibility: African-American, Monroe County resident, minimum of 6 credit hours per semester

B. J. Harmon Mathematics Scholarship
Donor: Dr. B. J. Harmon
Eligibility: Enrolled for minimum of six credit hours, 3.0 GPA (mathematic/science coursework GPA 3.0), Monroe County resident

IAAM Scholarship
Donor: IAAM – Chapter 6
Eligibility: Accounting major who has completed at least 15 credit hours in Business Division courses, enrolled for minimum of six credit hours

International Association of Administrative Professionals Scholarship
Donor: IAAP Monroe Chapter
Eligibility: Enrolled in Electronic Office Systems Program

Philip J. Iott Memorial Scholarship
Donor: Pennie M. Iott, Family and Friends
Eligibility: Participant in Balanced and Restorative Justice (BARJ) system

Future Leaders of Monroe Scholarship
Donor: Alumni and Friends of Leadership Monroe
Eligibility: Minimum of six credit hours per semester, demonstrate community service in Monroe County

Mercy Memorial Hospital Guild Scholarship
Donor: Mercy Memorial Hospital Guild
Eligibility: Monroe County resident, Nursing student, financial need, volunteer experience in healthcare setting preferred

Mercy Memorial Nursing Scholarship
Donor: Mercy Memorial Hospital
Eligibility: Nursing students

Ruthie Merrit Memorial Scholarship Fund
Donor: Family and Friends
Eligibility: Monroe County resident, 10 semester hours completed with at least a 2.5 GPA, letters of recommendation, reflection/reaction paper

Dennis J. Miller Jr. Scholarship
Donor: Family and Friends
Eligibility: TBD

Monroe County Association of Realtors Scholarship
Donor: Monroe County Association of Realtors
Eligibility: Monroe County resident, business curriculum major, at least 6 credit hours per semester, community service participation

Monroe Exchange Club Scholarship
Donor: Monroe Exchange Club
Eligibility: Full-time student, resident of Monroe County

George Rhodes Scholarship
Donor: Friends and Colleagues
Eligibility: Part-time student (6 credit hours) who has worked at least one semester in tutoring program at MCCC, recipient must be active in MCCC tutoring program during award year, 3.0 GPA

Richard and Marjorie Sieb Scholarship
Donor: Richard and Marjorie Sieb
Eligibility: Monroe County resident, at least six credit hours per semester

Elizabeth Steffes Memorial Scholarship
Donor: James J. Steffes
Eligibility: Financial need

Roy Turner Scholarship
Donor: Family
Eligibility: Monroe County firefighter or child/grandchild of a local (Monroe County) firefighter, full-time student, Monroe County resident, minimum GPA of 2.5

David H. Yoas Memorial Scholarship
Donor: Family and Friends
Eligibility: Welding or Automotive Technology Program, enrolled for minimum of 4 credit hours per semester
Scholarships Provided by MCCC

Board of Trustees Scholarship
Eligibility: Monroe County high school graduate or graduate of Milan High School who resides in Monroe County, upon recommendation of their respective facilities; must be enrolled for 12 or more credit hours per semester.
Stipend: Tuition and fees
Number: Two for each Monroe County high school, one for Milan high school, renewable
Contact: High school counseling office

Presidential Scholarship
Eligibility: Monroe County resident, cumulative high school GPA of 3.5 or better; leadership qualities; demonstrated participation in school and/or community affairs; must be enrolled for 12 or more credit hours per semester
Stipend: Tuition and fees
Number: Ten per year, renewable
Contact: High school counseling office

Instructional Scholarship
Eligibility: Must be enrolled for 12 or more credit hours in designated program per semester; GPA 2.2
Stipend: Tuition and fees
Number: Up to 16 per year, renewable
Contact: Vice President of Instruction or high school counseling office

Performing Music Scholarship
Eligibility: Monroe County resident, full-time student, participating in the MCCC Band or MCCC Agora Chorale, audition required
Stipend: Tuition and fees
Number: 14 per year, renewable
Contact: College Humanities/Social Science Division

Lewis D. McClure Scholarship
Eligibility: Monroe County resident, demonstrated financial need, minimum high school or college GPA 2.5
Stipend: Tuition and Fees
Number: One annually
Contact: Financial Aid Office

Senior Citizen Scholarship
Eligibility: Monroe County resident, age 60 or over
Stipend: Tuition and fees
Number: Variable
Contact: Financial Aid Office
**Grading System/Course Numbering**

**GRADE REPORTS**
Reports showing the grades earned by the student are issued at the end of each semester and are mailed to the student’s current address.

Students are responsible for providing their current address.

Grades are also available to students on-line via WebPal and by telephone via SMART.

**GRADING SYSTEM**
The student’s work in each course is graded on the following system. Grade points are assigned as indicated.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B - Good</td>
<td>3</td>
</tr>
<tr>
<td>C - Fair</td>
<td>2</td>
</tr>
<tr>
<td>D - Poor, but Passing</td>
<td>1</td>
</tr>
<tr>
<td>E - Failure</td>
<td>0</td>
</tr>
<tr>
<td>I - Incomplete</td>
<td></td>
</tr>
<tr>
<td>W - Withdraw</td>
<td></td>
</tr>
<tr>
<td>AU - Audit</td>
<td></td>
</tr>
<tr>
<td>*S - Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U - Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>TR - Indicates Transfer Credit Accepted</td>
<td></td>
</tr>
<tr>
<td>N - No Grade</td>
<td></td>
</tr>
<tr>
<td>*P - Pass</td>
<td></td>
</tr>
<tr>
<td>*F - Fail</td>
<td></td>
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<tr>
<td>*H - Satisfactory completion of a developmental course institutional credit and does not apply toward graduation.</td>
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</tr>
<tr>
<td>R - Repeated class, prior attempt.</td>
<td></td>
</tr>
<tr>
<td>CEU - Courses that earn CEU’s are identified with a course number between 700-899 and do not apply toward graduation.</td>
<td></td>
</tr>
</tbody>
</table>

* Not included in GPA

Grading practices regarding letter grades awarded in the Associate Degree Nursing Program are different in that letter grades of A,B,C, and E are issued; there are no D grades.

**COURSE NUMBERING SYSTEM**
- 090-099 - Developmental - courses that carry institutional credit only and do not apply toward graduation.
- 100-149 - Freshman Career/Occupational
- 200-249 - Sophomore Career/Occupational
- 150-199 - Freshman University Parallel
- 250-294 - Sophomore University Parallel
- 295-299 - Field Trips, Seminars, Workshops, Independent Study, Co-Op
- 700-999 - Lifelong Learning - Non-Credit

**GRADE POINT AVERAGE (GPA)**
To compute the Grade Point Average for a semester, divide the total honor points earned by the total semester credit hours attempted.

To compute the cumulative Grade Point Average, divide the total points earned by the total credit hours attempted in all semesters. A Grade Point Average of “C” (2.0) is required for graduation.

\[
\text{Total Grade Points Earned} \div \text{Total Semester Hours Attempted} = \text{GPA}
\]

**NOTE:** Credit accepted from other institutions is not used to calculate the student’s GPA at Monroe County Community College.

**CREDIT HOURS**
All courses carry a specified number of credits. A three-credit lecture course meets three clock hours per week during the 15-week semester. More clock hours per week are required during short courses. Certain courses that require laboratory work or skill practice may meet for more hours per week than the number of credits they confer.

MCCC courses have a minimum of 800 instructional minutes per credit hour.

**APPEAL PROCEDURE FOR GRADE CHANGE**
The appeal process shall consist of an initial appeal to the instructor in question, a second appeal to the dean of the division the instructor is teaching in, and a final appeal to a board consisting of three nonadministrative faculty and two students to be appointed by the Vice President of Instruction. The decision of the appeal board will be final and binding. A tie vote by the board will result in the grade remaining unchanged.
Students wishing to initiate a grade appeal have up to six months from the time the grade was issued to request the Vice President of Instruction to appoint an appeal board to hear the arguments. The request must be made in writing.

ACADEMIC HONORS

Dean’s List
Full-time students completing 12 credits or more who earn a Grade Point Average of 3.5 or higher will be placed on the Dean’s List each fall or winter semester. The names of students qualifying for the Dean’s List will be distributed to the media.

Graduation with Honors
Students who maintain a 3.5 overall average or higher upon graduation are awarded graduation honors at commencement. As grades are not available in time for the ceremony, honors in the commencement program are based on the cumulative GPA at the end of the term preceding graduation. Graduation with honors is, however, placed on the transcript and the diploma using the GPA upon completion of the requirements for the degree.

<table>
<thead>
<tr>
<th>Honors Designation</th>
<th>GPA Required</th>
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</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.900 to 4.000</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.700 to 3.899</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.500 to 3.699</td>
</tr>
</tbody>
</table>

TRANSCRIPTS

A transcript is the official cumulative record of a student’s enrollment at Monroe County Community College. This data is maintained by the Office of the Registrar and is cumulative from the student’s first attendance at MCCC.

A student may request an official transcript by making a request in writing or by using the secure WebPal system. The student’s signature is required for all written requests. The cost of each transcript is $2.00. A transcript requested by 4:00 p.m. will generally be available by 8:30 a.m. the following business day. Any transcript issued to the student, either by mail or in person, will carry the inscription “issued to student.”

Unofficial transcripts are issued at no charge upon students request by the Registrar’s Office. A photo ID is required. An unofficial transcript issued to the student will carry the inscription “unofficial transcript.” A transcript will not be issued to/for any student who has an indebtedness to the College.

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, no transcript will be released without the written authorization of the student.
Graduation and Degree Requirements

GENERAL REQUIREMENTS FOR GRADUATION
Upon successful completion of an approved plan of study and provided the following requirements have been fulfilled, the student will be awarded an associate degree from Monroe County Community College.

- The student must earn a minimum of sixty (60) semester hours of credit, twenty (20) of which must be earned at Monroe County Community College.
- The student must attain at graduation a cumulative grade point average of “C” or higher (2.000 or higher on a 4.000 scale).
- The student must meet the general education requirements for his or her program of study as specified in the Monroe County Community College catalog under which the student has applied for graduation.
- The student may fulfill requirements for graduation using any Monroe County Community College catalog published during their period of attendance, with the limitation that no student may use a catalog more than 10 years old at the time of graduation. Exceptions may be considered by the appropriate administrator.

Students who enroll in certificate programs of substantial length (45 or more semester hours) for the first time in fall 2002 must meet the general education requirements as specified in the 2002-2003 or a subsequent Monroe County Community College catalog.

SECOND DEGREE
To earn a second associate degree from Monroe County Community College, the student must complete twenty (20) semester hours in a specific subject area beyond the requirements of the first associate degree.

ABOUT MCCC DEGREES AND PROGRAMS
Any MCCC degree may be earned by fulfilling the general requirements and the requirements specific to the individual degree (AS, AA, AAS, AFA). This type of degree is called an undesignated degree and appears on the transcript as the degree only.

In addition to earning the specific degree, students who complete one of the occupational degree programs will have the program designation entered on their transcript along with the degree.

Specific program outlines which reflect a high level of specialization are listed elsewhere in this catalog. Deviation from degree requirements or from a specified program may be made only with approval of the division Dean, the Vice President of Instruction, or their designee.

GENERAL EDUCATION
General education unites students from diverse areas of study in the pursuit of knowledge that community college graduates should possess. At Monroe County Community College general education courses are the foundation of each certificate program of substantial length (45 or more credit hours) and of each associate degree (60 or more credit hours). To earn a certificate of substantial length or an associate degree from MCCC, students must demonstrate competency in each of the five general education areas:

- Written Communication. Graduates will communicate ideas and information in writing using the rules of standard American English.
- Mathematics. Graduates will accurately apply appropriate mathematical approaches to the analysis and interpretation of numerical information.
- Social Science. Graduates will demonstrate understanding of social science concepts.
- Science. Graduates will demonstrate understanding of the processes of scientific inquiry.
- Computer Skills. Graduates will use computer technology to retrieve and communicate information. The competency may be demonstrated by successfully completing an approved course or by demonstrating competency on a designated examination.

Students must complete, at the minimum, the general education coursework or the standardized tests and skills assessments described below. Some degree programs require specific or additional general education courses.

Written Communication
Complete one course (3 credits) from the following:

- ENGL 101 Written and Oral Communication
- ENGL 151 English Composition I

Mathematics
Complete one course (minimum of 3 credits) from the following:

- Any MATH course numbered 121 or higher
- BSMTH 101 Business Mathematics

OR

Achieve a satisfactory score on a standardized Mathematics test.

NOTE: Students who meet the Mathematics requirement by achieving a satisfactory standardized test score do not receive academic credit and may need to earn additional credit to meet degree requirements.
Social Science
Complete one course (3 credits) from the following:
- POLSC 101 American Institutions
- POLSC 151 Introduction to Political Science

Science
Complete one course (minimum of 4 credits) from the following:
- ASTRN 151 (Introduction to Astronomy)
- BIOL 152 (Biological Science)
- BIOL 154 (Introduction to Environmental Science)
- BIOL 155 (Allied Health Anatomy and Physiology I)
- BIOL 157 (Anatomy and Physiology I)
- CHEM 150 (Fundamental Principles of Chemistry)
- CHEM 151 (General College Chemistry I)
- CHEM 160 (Fundamentals of Health Science Chemistry)
- ESC 151 (Earth Science)
- GEOG 151 (Elements of Physical Geography)
- PHY 101 (Technical Physics)
- PHY 151 (General Physics I)
- PHY 251 (Engineering Physics I)
- PHYSC 151 (Physical Science)

Computer Skills
Complete one course (minimum of 2 credits) from the following:
- CIS 130 Introduction to Computer Information Systems
- WPR 102 Word Processing I
- WPR 110 Personal Word Processing

OR
Achieve a satisfactory score on a Computer Skills Assessment.

NOTE: Students who meet the Computer Skills requirement by achieving a satisfactory skills assessment score do not receive academic credit and may need to earn additional credit to meet degree requirements.

DEGREE REQUIREMENTS

Requirements for the Associate of Arts Degree (AA)
To earn the Associate of Arts degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

Written Communication – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete English 151 and one (1) additional course selected from English 102, 152, 155, or 254.

Mathematics and/or Science* – 8 Semester Hours
To meet this distribution requirement, the student must:
1. Successfully complete courses selected from two (2) or more of the following subjects: Astronomy, Biology, Chemistry, Earth Science, Mathematics, Geography 151, Physical Science, Physics.
2. Pass the Mathematics assessment or successfully complete at least three (3) semester hours of mathematics from courses numbered MATH 121 or higher.

Social Science – 15 Semester Hours
To meet this distribution requirement, the student must successfully complete Political Science 151 and additional courses selected from two (2) different subject areas listed below:
- Anthropology, Economics, Geography (except 151), History, Political Science (except 101 and 151), Psychology, Social Work, or Sociology.

Computer Skills
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.

Humanities – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete courses selected from two (2) different subject areas listed below:
- Art, Communications, English (excluding 101 and ENGL courses taken to meet Written Communication requirements), Humanities, Journalism, Music, Philosophy, Speech, or Theater.

Foreign Language – 8 Semester Hours
The student must successfully complete eight (8) semester hours of one foreign language. Students with a minimum of four semesters of one foreign language in high school may petition the Dean of Humanities/Social Sciences for a waiver of up to four (4) credits of this requirement. Students receiving waivers do not earn college credit and will need to earn additional hours to meet the 60-hour degree requirement.

* It is strongly recommended that students select a science course with a scheduled laboratory period.
Requirements for the Associate of Science Degree (AS)
To earn the Associate of Science degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

Written Communication – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete English 151 and one (1) additional course selected from English 102, 152, 155, or 254.

Mathematics and/or Science* – 8 Semester Hours
To meet this distribution requirement, the student must:
1. Successfully complete courses selected from two (2) or more of the following subjects:
   Astronomy, Biology, Chemistry, Earth Science, Mathematics, Geography 151, Physical Science, Physics.
2. Pass the Mathematics assessment or successfully complete at least three (3) semester hours of mathematics from courses numbered MATH 121 or higher.

Social Science – 9 Semester Hours
To meet this distribution requirement, the student must successfully complete Political Science 151 and additional courses selected from two (2) different subject areas listed below:
   Anthropology, Economics, Geography (except 151), History, Political Science (except 101 and 151), Psychology, Social Work, or Sociology.

Computer Skills
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.

Humanities – 3 Semester Hours
To meet this distribution requirement, the student must successfully complete one (1) course selected from the subjects listed below:
   Art, Communications, English (251 or higher, excluding 254 and 261), Foreign Language, Humanities, Journalism, Music, Philosophy, Speech, or Theater.

* It is strongly recommended that students select a science course with a scheduled laboratory period.

Requirements for the Associate of Applied Science Degree (AAS)
To earn the Associate of Applied Science degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

Written Communication – 3 Semester Hours
To meet this distribution requirement the student must successfully complete English 101 or 151.

Mathematics
To meet this distribution requirement, the student must successfully complete one (1) MATH course numbered 121 or higher, or BSMTH 101, or achieve a satisfactory score on an achievement test.

INDUSTRIAL TECHNOLOGY STUDENTS – MATH 121 and 124 (Technical Mathematics I and II) are recommended for students whose goal is to complete the associate of applied science degree and seek employment. MATH 157 (College Algebra) and MATH 159 (Trigonometry and Analytical Geometry) are recommended for students interested in transferring to a four-year institution. Other MATH courses may be selected for transfer depending on the student’s choice of transfer institution. Students interested in transfer are encouraged to seek the assistance of a faculty advisor or admissions counselor.

Social Science and Humanities – 6 Semester Hours
To meet this distribution requirement, the student must successfully complete Political Science 101 or 151, and one (1) additional course from the subjects listed below:
   Anthropology, Art, Communications, Economics, English (except 101 and 151), Foreign Language, Geography (except 151), History, Humanities, Journalism, Music, Philosophy, Political Science (except 101 and 151), Psychology, Social Work, Sociology, Speech, or Theater.

Science* – 4 Semester Hours
To meet this distribution requirement, the student must successfully complete one (1) course selected from the subjects listed below:
   Astronomy 151, Biology 152, 154, 155, or 157, Chemistry 150, 151, or 160, Earth Science 151, Geography 151, Physical Science 151, or Physics 101, 151, or 251.

Computer Skills
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.
**Technical and Specialty Areas** – 32 Semester Hours  
Deviation from a specified program may be made only with approval of the Division Dean, the Vice President of Instruction, or their designee.

**Requirements for the Associate of Fine Arts Degree (AFA)**  
To earn the Associate of Fine Arts degree, the student must successfully complete courses from the following areas to meet the minimum general education distribution requirements:

**Written Communication** – 3 Semester Hours  
To meet this distribution requirement the student must successfully complete English 101 or 151.

**Mathematics**  
To meet this distribution requirement, the student must successfully complete one (1) MATH course numbered 121 or higher, or BSMTH 101, or achieve a satisfactory score on an achievement test.

**Social Science** – 6 Semester Hours  
To meet this distribution requirement, the student must successfully complete Political Science 101 or 151, and one (1) additional course selected from the subject areas listed below:  
Anthropology, Economics, Geography (except 151), History, Political Science (except 101 and 151), Psychology, Social Work, or Sociology.

**Science* – 4 Semester Hours**  
To meet this distribution requirement, the student must successfully complete one (1) course selected from the subjects listed below:  
Astronomy 151, Biology 152, 154, 155, or 157, Chemistry 150, 151, or 160, Earth Science 151, Geography 151, Physical Science 151, or Physics 101, 151, or 251.

**Computer Skills**  
To meet this distribution requirement, the student must successfully complete one (1) course selected from CIS 130, WPR 102, or WPR 110, or achieve a satisfactory score on a computer skills assessment.

**Humanities** – 6 Semester Hours  
To meet this distribution requirement, the student must successfully complete courses selected from two (2) different subject areas listed below:  
Art, Communications, English (except 101 and 151), Foreign Language, Humanities, Journalism, Music, Philosophy, Speech, or Theater.

**Area of Specialization** – 32 Semester Hours  
(Art Courses)  
The student must successfully complete one of the art curricula which reflects a high degree of specialization.

* It is strongly recommended that students select a science course with a scheduled laboratory period.
Probation and Dismissal

ACADEMIC PROBATION AND ACADEMIC DISMISSAL POLICY
A student who has completed 10 credit hours or more (received grades of, A, B, C, D or E) at Monroe County Community College is automatically placed on probation at the end of the semester when his/her cumulative grade point average falls below 1.8.

A student who has been placed on probation will be removed from probation when he/she has achieved a cumulative grade point average of 1.8 or more.

Students on academic probation may not enroll for more than 12 semester hours. A student on probation who earns a semester grade point average of 2.5 or higher while taking 10 credit hours may carry 15 hours the next semester with the approval of his/her adviser.

During the semester in which the 20th semester hour is completed, a student on probation who fails to raise his/her cumulative grade point average to 1.8 or more will be subject to dismissal. Cases of dismissal may be appealed to the Academic Review Committee. A dismissed student who appeals to the Academic Review Committee, and is readmitted, must continue to meet with the Academic Review Committee prior to registration for any subsequent semester, or until such time the cumulative grade point average improves to 1.8 or higher. A readmitted student who achieves a grade point average of 2.25 or higher, even though his/her cumulative grade point average is not 1.8, will be considered to have demonstrated significant improvement and will automatically be continued on probation for the next semester.

Exceptions to this policy may be made by the Vice President of Student and Information Services or his/her designee.

STUDENT CONDUCT AND DISCIPLINE
Monroe County Community College recognizes that the purposes of the educational process (to question, experiment, test, and confirm results) are shared by faculty, administration, students, and community and that these crucial objectives carry with them mutual obligations.

DUE PROCESS WITH REGARD TO DISCIPLINE OTHER THAN ACADEMIC
The intent of this document is to retain the legal responsibility of the Board of Trustees as it is delegated through the President to the Vice President of Student and Information Services, or his or her designee, for the health and welfare of the student body. The steps outlined in this Procedure will be used when a student’s conduct is considered unsatisfactory according to College standards. Unsatisfactory conduct may include, but is not limited to: disruptive/inappropriate behavior anywhere on campus and destruction, theft, or mutilation of College property. Criminal activities will be referred to local legal authorities in addition to any disciplinary sanctions the College decides to impose.

Disciplinary Procedure
Action by the Vice President of Student and Information Services may be initiated upon his/her knowledge of any student conduct considered to be unsatisfactory. Action will also be initiated upon the receipt of a written statement from any Monroe County Community College employee who reports that a student’s conduct has been unsatisfactory. The Vice President of Student and Information Services will then:

1. Notify the student in writing within five (5) working days of the complaint filed against him/her, and/or arrange for a conference with said student.

2. Meet with the student whose conduct has been accused of being unsatisfactory.

3. Make a decision of what disciplinary status to impose upon the student based upon the severity of the problem:
   a. Warn the student that past conduct or behavior has not been satisfactory and/or
   b. Curtail specified privileges for a designated period of time and/or
   c. Have the student make financial restitution to the College and/or
   d. Dismiss or suspend the student from the College.

4. Send a certified letter within five (5) working days to let the student know what disciplinary action will be taken and that he/she can appeal the decision.

5. The Vice President of Student and Information Services will notify all parties they can appeal the decision directly to the President of the College whose decision is then final and binding. This appeal must be initiated within five (5) working days of the receipt of the Vice President’s decision.

6. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.
Guidelines For Classroom Discipline
If a student behaves in a disruptive or unsafe manner, the instructor in charge may dismiss the student responsible from the class. The instructor should review the student’s behavior with the student prior to the next class meeting to determine cause for further action. The instructor may permit the student to return to class after satisfying himself or herself of the student’s desire to refrain from the behavior that led to his/her suspension. The instructor may decide to disallow the student’s continuation in the class. It is the duty of the instructor in charge, however, to inform the student that he/she may appeal the dismissal to the instructor’s Academic Dean. If the student is not readmitted to class it is also the duty of the instructor to notify his/her Academic Dean of the student’s dismissal.

Should the student appeal his/her dismissal to the instructor’s Academic Dean, it will be the responsibility of the instructor and the Academic Dean to come to an agreement as to whether the student should be allowed to return to the instructor’s class. This agreement must be reached as soon as possible, but should not exceed 48 hours from the time the student is dismissed from class.

If the Academic Dean, the instructor and the student cannot reach an agreement allowing a student to return to class, a committee will be established and called into session within an additional 48 hours to hear the facts from all parties involved. This committee will be formed as follows: Student Government shall appoint two students with no vested interest to the appeal committee; Chair of Academic Review Committee will appoint two non-vested faculty members to the committee; and the Vice President of Student and Information Services will appoint one administrator not directly related to the problem. This committee will make its recommendation to the Vice President of Instruction. The decision of the Vice President of Instruction is final and binding.
Statement on Academic Honesty

The College expects students to be honest in all academic work and maintain their own integrity as well as the academic integrity and reputation of their institution. Students who seek to better their records in dishonest ways demean themselves and show a lack of regard for others. Instead, students should take full advantage of the opportunities offered by the College to ensure that their time here is well-spent, their experience is productive, and their academic credentials are valuable. Students who do this will be better prepared for future endeavors and are more likely to meet with success in a world in which their performance will be the main criterion of recognition and advancement.

Acquisition of knowledge and the development of the skills necessary for success in one’s chosen field are among the aims of education. Academic dishonesty is inconsistent with those aims and will not be tolerated. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. The College considers academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. It is the student’s responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of Academic Dishonesty will result in disciplinary action by the College. The maximum penalty under the provisions of this policy is permanent expulsion from the College. Disciplinary action will be determined according to the severity of the infraction as recommended by the faculty member and sanctioned by the College administration.

Disciplinary Procedure

1. All acts of academic dishonesty, based on the instructor’s determination of probable cause* and following review with the appropriate Academic Dean, shall be reported in writing to the Vice President of Student and Information Services. The faculty member will submit the completed Academic Dishonesty Report Form to the Vice President of Student and Information Services, with copies to the student and the appropriate Academic Dean.

The student accused of academic dishonesty should sign the Academic Dishonesty Report Form indicating his/her agreement or disagreement with the charge and his/her agreement or disagreement with the recommended penalty. In the event the student signs the form in agreement with both the charge and recommended penalty, and if the Vice President of Student and Information Services accepts the recommended disciplinary action, the student waives the right to appeal.

2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the College or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence**, whereas expulsion from the College or a program should be based on clear and convincing evidence***.

3. The Vice President of Student and Information Services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the Vice President shall inform in writing the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven (7) days of receipt of the Academic Dishonesty Report Form.

4. The Vice President shall inform both parties of the appeal/due process available.

5. The Vice President shall maintain a record of all acts of academic dishonesty.

6. Once the faculty member recommends disciplinary action, the student shall not be permitted to withdraw from the course until the review process is completed. If the charge of academic dishonesty is set aside, the student may withdraw from the course, following the withdrawal procedures for the time period of the initial incident.

7. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.
Appeals Procedure

1. A student subject to disciplinary action for academic dishonesty or the faculty member who reported the act of academic dishonesty, may appeal the decision of the Vice President of Student and Information Services as to whether academic dishonesty did or did not take place. Neither the student nor the faculty member can appeal the disciplinary action or sanction as rendered by the Vice President. The appeal must be made to the Vice President’s office within seven (7) days of notice of the Vice President’s decision.

2. The Vice President shall appoint an appeals committee composed of two (2) students, two (2) faculty members, and an administrator to hear the appeals. The Vice President and the faculty member making the charge shall not serve on the committee.

3. If it is the Vice President’s decision that academic dishonesty has occurred, and the student appeals, the committee shall determine whether the student has committed academic dishonesty. If the committee determines the student has not committed academic dishonesty, all disciplinary action shall be rescinded. If the committee determines the student has committed academic dishonesty, the Vice President’s disciplinary action shall stand. The committee’s determination shall be final and binding.

4. If the Vice President determines that the charge of academic dishonesty has not been proven, the faculty member may appeal the decision. If the appeals committee (see item 2) determines that the proofs establish an act or acts of academic dishonesty, the committee shall, by majority vote, determine the appropriate sanction. The committee’s determination shall be final and binding.

* Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

** Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

*** Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.
Academic Programs

Programs of study are designed to provide the educational outcomes and competencies necessary for students to obtain immediate employment or to further their education.

Programs lead to a two-year associate degree or certificate in the field of study.

Transfer Options

Programs of Study
MACRAO AGREEMENT
The MACRAO Agreement is an agreement between Monroe County Community College and many Michigan four-year institutions. Depending upon the institution and the program, satisfying the requirements of this agreement could allow a student greater flexibility in meeting general education requirements at the four-year institution.

6 semester hours of English Composition

8 semester hours of Humanities (courses must be taken in more than one (1) discipline and must not include English Composition)

8 semester hours of Social Science (courses must be taken in more than one (1) discipline)

8 semester hours of Natural Science 1) At least one science must have a lab, 2) One of the sciences may be Math (151 or above), 3) Science courses must be from more than one (1) discipline

Courses which are not transferable (i.e., technical, vocational, or developmental) are not part of the agreement. For additional information or to request a MACRAO agreement evaluation, please contact the Office of the Registrar.

OCCUPATIONAL CERTIFICATE AND DEGREE PROGRAMS OF STUDY
Individuals completing a prescribed course of study in one of the career program areas will receive an Associate of Applied Science or Associate of Commerce Degree. See the instructional programs listing for a detailed description of the programs offered.

Individuals who wish to upgrade their knowledge and skills or prepare for new areas of employment may choose from a wide variety of course offerings. Special sequences of courses may be designed to meet these objectives. Students should consult with an appropriate faculty member, administrator, or counselor.

Described in detail in the instructional program listing, the following is a list of career/occupational degree and certificate programs available.

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<tr>
<th>Program</th>
<th>Degree</th>
<th>Certif.</th>
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<tr>
<td>Accounting</td>
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<td>Administrative Assistant- Administrative or Legal</td>
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<td>Automotive Engineering Technology</td>
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<td>Business Management</td>
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<td>Chemistry</td>
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<td>Computer Information Systems:</td>
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<td>Accounting/CIS</td>
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<td>Computer Programming</td>
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<td>Database Application Development</td>
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<td>Microcomputer Application Development</td>
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<td>Computer Science</td>
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<td>Internet Professional</td>
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<td>Microcomputer Specialist</td>
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<td>Application Specialist</td>
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<td>Graphic Design Specialist</td>
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<td>Help Desk Specialist</td>
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<td>Network Specialist</td>
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<td>Network Software- Administration Specialist</td>
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<td>PC Support Technician</td>
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<td>Microcomputer Technician</td>
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<td>Construction Management Technology</td>
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<td>Criminal Justice</td>
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<td>Culinary Skills and Management</td>
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<td>Early Childhood Development</td>
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<td>Electrical Line Design</td>
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<td>Electrocardiography (ECG) Technician</td>
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<td>Electronic Office Assistant</td>
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<td>Electronic Office Specialist:</td>
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<td>Administrative, Legal, Medical</td>
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<td>Electronics and Computer Technology</td>
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<td>Fine Arts</td>
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<tr>
<td>General Technology</td>
<td>•</td>
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<tr>
<td>Gerontology</td>
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<tr>
<td>Industrial Electricity/Electronics</td>
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<tr>
<td>Industrial Management</td>
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<tr>
<td>Office or Plant</td>
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<tr>
<td>Manufacturing Technology</td>
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<tr>
<td>Mechanical Design Technology</td>
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<tr>
<td>Mechanical Engineering Technology</td>
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</tr>
<tr>
<td>Medical Office Coordinator</td>
<td>•</td>
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<tr>
<td>Metrology Technology</td>
<td>•</td>
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</tr>
<tr>
<td>Nursing, Registered</td>
<td>•</td>
<td></td>
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<tr>
<td>Nursing, RN from LPN/LVN (on-line)</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>•</td>
<td></td>
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<tr>
<td>Quality Systems Technology</td>
<td>•</td>
<td></td>
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<tr>
<td>Basic Quality Technician</td>
<td>•</td>
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<tr>
<td>Respiratory Therapy</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Certified and Registered</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Teacher Paraprofessional</td>
<td>•</td>
<td></td>
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<tr>
<td>Welding Technology</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Basic and Advanced Welding</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATE PROGRAMS
A certificate of completion will be granted upon completion of certain specialized certificate programs. Certificate programs are listed in the career program listing.

TRANSFER AND PRE-PROFESSIONAL OPTIONS
The university parallel and pre-professional programs are designed for the students who will eventually finish their education at a four-year college or university. Typical programs are listed below. Credits earned on the parallel or pre-professional programs are generally transferable to four-year colleges and universities if the credits meet the following criteria:
1. Satisfactory grades. Grades of “C” or better, are necessary for a student to transfer the course to most colleges or universities.
2. Proper selection of courses. A student must select courses designed for college transfer which are consistent with the requirements of the school to which the student plans to transfer. Since no two schools have identical requirements, students should consult with their faculty adviser or counselor to discuss any questions regarding specific programs.

Students following a transfer guide provided by a particular four-year college can complete the first two years of a baccalaureate program at MCCC. In addition, students fulfilling appropriate graduation requirements of Monroe County Community College will be eligible to receive an associate degree.

See the Transfer Options section on pages 51-54 for more detailed academic transfer information.

BACHELOR DEGREE COMPLETION AGREEMENTS

2 + 2 Agreements
Monroe County Community College has developed articulation agreements with a number of four-year colleges and universities. These agreements (sometimes called 2 + 2 or bachelor degree completion agreements) provide students who are pursuing one of Monroe County Community College’s specific two-year associate degree programs an opportunity to continue their studies and complete the requirements for a baccalaureate degree. Those agreements provide that the student will be able to transfer 60 semester credit hours from one of Monroe County Community College’s associate degree programs toward selected bachelor degree programs at the four year institution. At the time this catalog was printed the following colleges and universities have 2 + 2 articulation agreements with Monroe County Community College (the MCCC programs are in parenthesis):

Central Michigan University
- BAA-Administration
- BS-Administration
- BS-Community Development
  (AS-Pre-Business)

Eastern Michigan University
- Applied Technology
  (most technology programs)
- Construction Management
  (Construction Management Technology)

Ferris State University
- Allied Health Sciences
  (Business Leadership and Quality Management, Nursing, and Respiratory Therapy)
- Technology Programs
  (most technology programs)

Lourdes College
- BBA
  (AC-Accounting, Business Management, and Banking Management)
- BA-Human Resource Management
  (AC-Business Management)
- BA-Criminal Justice
  (AS or AA - Pre-Criminal Justice)
- BA-Sociology
  (AS or AA - Pre-Criminal Justice)
- BS-Nursing
  (AAS-Nursing)

Madonna University
- BSN
  (AAS-Nursing)

Marygrove College
- BSW
  (AS-Early Childhood Development)

Saint Leo University
- BA-Accounting
- BA-Business Administration
- BS-Computer Information Systems
  (AA, AS or AC degree - This is a completely on-line Bachelor’s completion program.)

Siena Heights University at MCCC
- BA-Accounting
- BA-Business Administration
- BA-General Studies
- BA-Psychology
- BAS-Technology or Allied Health
  (any Associate Degree or 60-90 credits earned at MCCC.)

Spring Arbor College
- BA-Management and Organizational Development
- BA-Family Life Education
- BS-Management of Health Services
  (Associate Degree with MACRAO endorsement)

University of Findlay
- BA-Criminal Justice
  (AS-Pre-Criminal Justice)

University of Michigan - Dearborn
- Bachelor of General Studies
  (any Associate Degree)
- BS-Computer and Information Science
  (AS-Pre-Computer Science)
University of Toledo
BBA
(AS or AS Degree)
BET-Electronics Engineering Technology
(AAS-Electronics Technology)
BET-Mechanical Engineering Technology
(AAS-Manufacturing Technology)

3 + 1 Agreements
In addition to the number of bachelor degree completion agreements MCCC has with many four-year colleges and universities, MCCC also has articulation agreements with Siena Heights University and Eastern Michigan University that give students the opportunity to transfer more than 60 credits of MCCC coursework for specified degree programs at both of these universities. Eastern Michigan University’s “3 + 1” agreements with MCCC apply to EMU’s bachelor programs in construction management and applied technology. The agreements with Siena Heights University create the added benefit of taking all or most courses at MCCC’s main campus for bachelor programs in business administration, accounting, applied science, psychology, and general studies.

Students interested in obtaining specific information regarding any of the special programs should contact a counselor in the Monroe County Community College Admissions Office.
At Monroe County Community College, students can earn the first two years of a bachelor’s degree by selecting courses that transfer to four-year institutions.

MCCC works with four-year colleges and universities to develop curricular guides which explain what courses must be taken at MCCC. These curricular guides (available in the Career Center located in the Admissions and Guidance area and on-line at www.monroeccc.edu) vary depending on the specific four-year college or university the student plans to attend. To ensure the transferability of credits to a specific four-year college or university and program, it is essential that the transfer student identify the college or university and curriculum as soon as possible, consult with a faculty advisor, and follow the appropriate transfer curriculum guide.
Transfer Options

GENERAL EDUCATION TRANSFER DISTRIBUTION REQUIREMENTS

Four-year colleges and universities have university wide requirements called “general education core curriculum.” Usually, colleges and universities expect most of these requirements to be met during the first two years of a four-year program of study. Colleges within a university may also have general education requirements beyond the university-wide requirements. Usually, these requirements can be met at Monroe County Community College.

Students who attend MCCC prior to transferring to a four-year college or university will be taking courses at MCCC recommended by the specific four-year college where they intend to receive a bachelor’s degree (four-year degree).

PRE-PROFESSIONAL PROGRAMS

The majority of the courses offered by the Humanities/ Social Science and Science/Mathematics Divisions can be transferred to a four-year college or university. These courses and sequences can be used to meet specific program requirements in areas such as pre-professional programs in architecture, biology, chiropractic, computer science, education (elementary, secondary, and special), chemistry, criminal justice, engineering, journalism, law, mathematics, medicine, mortuary science, nursing, occupational therapy, optometry, pharmacy, physics, psychology, social work, and veterinary medicine. These courses and sequences are also used to fulfill general education distribution requirements at four-year colleges and universities. Some of the courses and sequences offered by the Business, Health Sciences, and Industrial Technology Divisions may also transfer to specialized programs at four-year colleges and universities in accounting, business administration, engineering technology, and nursing.

First- and second-year college level courses and sequences in the following disciplines are frequently taken for transfer credit: accounting, art, astronomy, biology, business administration, business law, business management, chemistry, computer information systems, drama, earth science, economics, engineering drawing, English composition, foreign language, geography, history, humanities, journalism, literature, mathematics, music, philosophy, physics, physical science, political science, psychology, sociology, and social work.

PRE-EDUCATION PROGRAMS

One of the transfer programs at MCCC leads to a degree in education. Students interested in elementary education are able to transfer a large number of introductory courses such as English composition, history, mathematics, political science, science, and speech. This program also contains art, literature, mathematics, and music courses, which are specifically geared to students planning a degree in elementary education at a four-year institution.

Those interested in teaching at the secondary level also have many classes available for transfer. Classes in art, English composition, dramatic arts, history, literature, mathematics, philosophy, political science, psychology, science, sociology, and speech are frequently taken for transfer credit.

Students interested in Special Education may take transfer classes whether they are interested in a Secondary Education endorsement or an Elementary Education endorsement. Students may also specialize in Health Education and may take courses here that transfer for Health Education. MCCC also offers a class (EDUC 151 Exploring Teaching) which fulfills the pre-teaching requirement of many four-year institutions.

PRE-ENGINEERING PROGRAMS

The recommended engineering transfer program should enable the student to transfer to any of the engineering colleges in the state with a very favorable situation for transfer credit and choice of specific engineering program. It is advisable for an engineering student to make a choice of an engineering college and a specific curriculum as soon as possible, consult with their faculty advisor, and follow transfer guides available in the Career Center.

The recommended engineering transfer program includes:

- 4 or 5 semesters of mathematics through MATH 273.
- 2 semesters of calculus-based physics.
- 2 semesters of chemistry (4 semesters for chemical engineering majors).
- 2 semesters of English (composition and literature).
- 2 semesters of humanities (art, communication, journalism, music, philosophy, speech).
- 2 semesters of social science (anthropology, history, economics, geography, political science, psychology, sociology, and social work).

Many engineering programs have a specific requirement of Microeconomics (ECON 252).

Coursework may also be required in the following areas depending upon the college and engineering degree program the student chooses: drafting, computer aided design, structured programming, linear algebra, statistics, biological sciences, and business administration.
CHEMISTRY PROGRAM
This Associate of Science degree with specialization in Chemistry is designed to provide the first two years of study for students who intend to continue their education in chemistry or other natural sciences. This degree (with careful selection of electives) will also be useful for students in the pre-professional study of medicine and related fields, as well as students who seek careers as laboratory technicians after completing an Associates Degree. Students transferring to another college should obtain information early from the college concerning specific degree requirements.

HUMANITIES/SOCIAL SCIENCE PROGRAMS
In addition to fulfilling the humanities and social science general education distribution requirements at four-year colleges and universities, humanities and social science courses can be transferred as components of a baccalaureate degree program in fields such as anthropology, art, communication, education, English language and literature, foreign language, history, journalism, police administration/ law enforcement, political science, pre-law, psychology, social work, and sociology.

Humanities and social science classes which are most frequently taken for transfer credit are courses in English composition, history, literature, political science, psychology, sociology, and speech. Depending on the student’s program and the requirements of the four-year college or university, courses in art, anthropology, dance, dramatic arts, foreign language, geography, journalism, philosophy, and social work are also offered for transfer credit.

CRIMINAL JUSTICE PROGRAM
This program prepares MCCC graduates for positions in law enforcement which require an Associate of Applied Science degree. Check with your advisor and planned transfer schools for more details about transferring.

PRE-HEALTH PROFESSIONS
Students desiring to enter professional health careers such as chiropractic, dentistry, medicine, pharmacy, and veterinary medicine typically can transfer coursework in the following areas to four-year colleges and universities:

- 4 semesters of chemistry (general and organic, including laboratory).
- 2 semesters of biology.
- 2 semesters of physics.
- 2 semesters of mathematics.
- 2 semesters of English language and literature.
- 2 semesters of humanities (art, communication, journalism, music, philosophy, speech).
- 2 semesters of social science (anthropology, history, economics, geography, political science, psychology, sociology, and social work).

HEALTH OCCUPATIONS PROGRAMS
Students interested in health occupations may select a health program of study at MCCC or take preparatory work here that will transfer to four-year colleges or universities.

Students who complete an associate’s degree in nursing or respiratory therapy may also wish to pursue a bachelor’s degree. As a registered nurse, for example, students have several options for Bachelor of Science in nursing completion programs available in Southeast Michigan and Northwest Ohio. Students should talk to a faculty advisor for details.

PRE-BUSINESS ADMINISTRATION PROGRAMS
Students who wish to pursue four-year degrees in Business Administration may begin their education at MCCC. Transfer students may choose a variety of options for completing their first two years of study toward a Bachelor of Business Administration degree. When pursuing any of these options, students should consult with an MCCC counselor or advisor and the institution they intend to transfer to when deciding which courses to take. The suggested options for transfer students include:

- Pursue an Associate of Science degree and include business and pre-business electives.
- Pursue an Associate of Arts degree and include business and pre-business electives.
- Pursue a bachelor’s degree with Siena Heights University taking up to 90 credits at MCCC.
- Select and complete classes that transfer to the four-year college or university of choice. Do not pursue an associate’s degree.

All students who wish to earn an associate’s degree must complete the general requirements for graduation and meet specific degree requirements beginning on page 35.
TYPICAL BUSINESS/PRE-BUSINESS ELECTIVES  (These courses may also be required for some programs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 151</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Introduction to Computer</td>
</tr>
<tr>
<td>CIS 151</td>
<td>Information Systems</td>
</tr>
<tr>
<td>ACCTG 151</td>
<td>Accounting Principles</td>
</tr>
<tr>
<td>ACCTG 152</td>
<td>Accounting Principles</td>
</tr>
<tr>
<td>ACCTG 252</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>BMGT 201</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BSLW 251</td>
<td>Business Law</td>
</tr>
<tr>
<td>ECON 251</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 252</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>MATH 162</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>MATH 171</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MCOM 201</td>
<td>Principles of Marketing</td>
</tr>
</tbody>
</table>

Other MCCC accounting, business, and management courses may transfer to some four-year institutions. Students should contact their prospective four-year institutions before registering for elective classes at MCCC.

INDUSTRIAL TECHNOLOGY PROGRAMS

Although industrial technology programs are designed as career programs for entry into jobs after the completion of a certificate or associate degree, Monroe County Community College has transfer agreements with several universities. The University of Toledo, Wayne State University, Eastern Michigan University, Ferris State University, and Siena Heights University allow direct transfer of several of MCCC’s two-year industrial technology programs.

Many MCCC graduates earn a Bachelor of Engineering Technology degree after receiving an Associate of Applied Science degree from MCCC. Some students use their technical credits earned at MCCC as their area major in teacher education programs.

APPRENTICESHIP TRAINING

In conjunction with the U.S. Department of Labor, Bureau of Apprenticeship and Training, apprenticeship training is available in such trades as electrician, machine repair, machinist, millwright, diemaker, and welder. All of these programs can be tailored to meet the needs of individual companies. College representatives, in discussion with local employers, can design unique programs of study to suit a particular industry.
Programs of Study

Programs of study are designed to lead to degrees/certificates in particular areas of study. Students may enter the workforce following completion of the degree or certificate and/or continue their education.

While the career programs are occupationally oriented and have a high degree of specialization, many are transferable to four-year colleges for completion of bachelor degree programs such as Education, Career and Technical Education, General Studies, etc. Careful course selection is important and should be done with a Monroe County Community College counselor and, to the extent possible, with an advisor of the four-year college to which transfer is planned.
The Associate of Applied Science degree with specialization in Accounting is designed to provide practical and theoretical preparation for positions leading to supervisory and administrative assignments. In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses. This curriculum provides for careers in business and industrial accounting departments as:

- Accounting Clerks
- Junior Accountants
- Accounting and Management Trainees

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>1 Social Science/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>2 Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>3 Computer Skills Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

### Required Core Courses

#### 1st Semester
- ACCTG 151 (Accounting Principles) 4
- BUSAD 151 (Introduction to Business) 4
- † CIS 118 (Windows Operating System) 1

#### 2nd Semester
- ACCTG 152 (Accounting Principles) 4
- † CIS 109 (Microcomputer Spreadsheets) 3

#### 3rd Semester
- ACCTG 251 (Intermediate Accounting I) 4
- ACCTG 255 (Introduction to Taxation) 3
- ACCTG 201 (Microcomputer Accounting I) 3

#### 4th Semester
- ACCTG 254 (Intermediate Accounting II) 4
- ACCTG 252 (Cost Accounting) 4
- ACCTG 205 (Microcomputer Accounting II) 3

### Suggested General Electives

(to complete degree requirements, not limited to those courses listed)
- BMGT 201 (Principles of Management) 3
- BMGT 295 (Management Simulation) 2
- † CIS 130 (Introduction to Computer Information Systems) 3
- ECON 251 (Principles of Macroeconomics) 3
- ENGL 101 (Written & Oral Communication) 3
- ENGL 102 (Business Writing) 3
- PSYCH 151 (General Psychology) 3

### Total Degree Requirements

60

### Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 151 (Accounting Principles)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 152 (Accounting Principles)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 201 (Microcomputer Accounting I)</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 205 (Microcomputer Accounting II)</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 251 (Intermediate Accounting I)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 252 (Cost Accounting)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 254 (Intermediate Accounting II)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 255 (Introduction to Taxation)</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 151 (Introduction to Business)</td>
<td>4</td>
</tr>
<tr>
<td>† CIS 109 (Microcomputer Spreadsheets)</td>
<td>3</td>
</tr>
</tbody>
</table>

† Tech Prep course. See page 13.
1 See the Social Science/Humanities alternatives listed on page 36.
2 See the Science alternatives listed on page 36.
3 See the Computer Skills alternatives listed on page 36.
For medical option see Medical Office Coordinator, page 86.

The Associate of Applied Science degree with specialization as an Administrative Assistant is designed to provide comprehensive preparation for office employment. The curriculum offers Administrative and Legal Options and emphasizes communication skills as well as microcomputer office applications software usage.

Graduates of this program will be prepared for entry-level employment in corporate offices, law firms, and administrative departments of state or local governments.

Credit

Required General Education Courses 19

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152 (English Composition II)</td>
<td>3</td>
</tr>
<tr>
<td>† BSMTH 101 (Business Mathematics)</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>1 Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>† WPR 102 (Word Processing I)</td>
<td>3</td>
</tr>
</tbody>
</table>

Suggested General Electives

(Administrative Option)

(to complete degree requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCCTG 201 (Microcomputer Accounting I)</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 151 (Introduction to Business)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 173 (FrontPage Web Design)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 182 (Illustrator Graphics)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 184 (Photoshop Graphics)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 251 (Principles of Macroeconomics)</td>
<td>3</td>
</tr>
<tr>
<td>EOS 131B (Keyboarding Skills Enhancement)</td>
<td>1</td>
</tr>
<tr>
<td>PSYCH 101 (Social Psychology)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 151 (General Psychology)</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Required Core Courses for Legal Option 10

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSLW 251 (Business Law)</td>
<td>4</td>
</tr>
<tr>
<td>POLSC 154 (Introduction to Law Enforcement)</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 156 (Fundamentals of Criminal Investigation)</td>
<td>3</td>
</tr>
<tr>
<td>EOS 104 (Legal Specialty)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Requirements

Administrative Option 60
Legal Option 63

† Tech Prep course. See page 13.
1 See the Science alternatives listed on page 36.
Automotive Engineering Technology

Engineering • Manufacturing • Industrial Technology

The Associate of Applied Science degree with specialization in Automotive Engineering Technology is structured to provide the technical knowledge and mechanical abilities necessary to work in today’s growing automotive research and development industry.

Automotive engineering technicians assist engineers in design and development work. They help determine the practicality of a proposed product design change, plan and carry out tests on experimental test devices and equipment for performance, durability, and efficiency. As part of the testing procedure, they record data, make computations, plot graphs, analyze results, write reports, and often make recommendations for improvements to meet performance requirements. The automotive engineering technician makes use of various mechanical and electrical test instruments and gauges, including engine and chassis dynamometers, road simulators, flow benches, and computer controlled data gathering devices. The curriculum is planned to prepare the graduate to perform duties concerned with design, testing, and development activities in direct support of the automotive engineer. Graduates of this program will be prepared for entry-level employment in the following areas:

- Automotive Engineering Technician
- Engineering Technician
- Factory Technical Representative
- Research and Development Technician
- Research Technician
- Sales Engineer

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (Written and Oral Communications) or ENGL 151 (English Composition)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>6</td>
</tr>
<tr>
<td>POLSC 101 (American Institutions) or POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101, 151, or CHEM 150 or 151</td>
<td>4</td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Skills Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

### Required Core Courses

**1st Semester**

- † ELEC 125 (Fundamentals of Electricity) .................. 3
- AUTO 101 (Internal Combustion Engines) .................. 4

**2nd Semester**

- † AUTO 102 (Auto Electricity and Electronics) ............ 4
- AUTO 103 (Fuel and Emission Control Systems) ............ 4

**Winter or Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 201 (Automotive Digital Electronics)</td>
<td>3</td>
</tr>
<tr>
<td>MDTC 160 (Mechanical Drafting and CAD I)</td>
<td>4</td>
</tr>
</tbody>
</table>

**3rd Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 104 (Automotive Ignition Systems)</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 107 (Automotive Chassis Units)</td>
<td>4</td>
</tr>
</tbody>
</table>

**4th Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 105 (Automotive Transmissions)</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 114 (Automotive Instrumentation and Testing)</td>
<td>4</td>
</tr>
</tbody>
</table>

### Additional Technology Electives

(All recommended for better employment opportunities.)

- AUTO 109 (Welding for Automotive Technicians) ........ 3
- MATL 101 (Industrial Materials) ......................... 3
- MECH 102 (Manufacturing Processes) ...................... 4
- † MECH 103 (Basic Machine Tools) ......................... 4
- MECH 111 (Introduction to Fluid Power) .................. 3

### Total Degree Requirements

**60-61 Credits**

### Certificate Program

#### Automotive Engineering Technology

In addition to the two-year associate degree program, Monroe County Community College offers a certificate program in Automotive Engineering Technology. We recognize that many employers place value on a certificate which authenticates specialized educational preparation. The program concentrates upon basic core courses with skill development and job upgrading being the primary objectives. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.

- † ELEC 125 (Fundamentals of Electricity) .................. 3
- AUTO 101 (Internal Combustion Engines) .................. 4
- † AUTO 102 (Auto Electricity and Electronics) ............ 4
- AUTO 103 (Fuel and Emission Control Systems) ............ 4
- AUTO 104 (Automotive Ignition Systems) .................... 3
- AUTO 105 (Automotive Transmissions) ....................... 3
- AUTO 107 (Automotive Chassis Units) ....................... 4
- AUTO 114 (Automotive Instrumentation and Testing) ....... 4
- AUTO 201 (Automotive Digital Electronics) ................ 3
- MATH (Mathematics) ........................................... 4

### Certificate Requirements

**36 Credits**

† Tech Prep course. See page 13.

1. See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.

2. Automotive Engineering Technology students are strongly encouraged to take PHY 101.

3. See the Social Science/Humanities alternatives listed on page 36.

4. See the Computer Skills alternatives listed on page 36.
This Associate of Applied Science degree has been developed to provide the student with a general background in business, and an awareness of the organizational and environmental changes that continually challenge management.

Graduates of this program will potentially be prepared for entry-level employment as:
- Retail Managers
- Sales Managers
- Customer Service Representatives
- Business Analysts
- Office Managers
- General Business Managers

Although this program is a two-year occupational program designed to prepare students for employment, many four-year colleges and universities will accept much of this curriculum in transfer. See an MCCC counselor for details.

Suggested General Electives
(to complete degree requirements; not limited to those courses listed)
† CIS 109 (Microcomputer Spreadsheets) ......................... 3
† CIS 112 (Microcomputer Database) ............................. 3
CIS 123 (PowerPoint Presentation Software) .................... 3
CIS 209 (Data Communication) ................................... 3
ECON 252 (Principles of Microeconomics) ....................... 3
MATH 162 (Introduction to Statistics) ............................ 3
MCOM 106 (Communications in Sales) .......................... 3
PSYCH 151 (General Psychology) ................................ 3
PSYCH 255 (Psychology of Nonverbal Communication) .... 3
SPCH 151 (Communication Fundamentals) ....................... 3
SPCH 152 (Public Speaking) ........................................ 3
† WPR 102 (Word Processing I) .................................... 3

Total Degree Requirements 60
† Tech Prep course. See page 13.
† BSMTH 101 (Business Mathematics), or MATH 151 (Intermediate Algebra) or higher.
2 See the Science alternatives listed on page 36.
This Associate of Science degree with specialization in Chemistry is designed to provide the first two years of study for students who intend to continue their education in chemistry or other natural sciences. This degree (with careful selection of electives) will also be useful for students in the pre-professional study of medicine and related fields, as well as students who seek careers as laboratory technicians after completing an Associates Degree. Students transferring to another college should obtain information early from that college concerning specific degree requirements.

Students take chemistry courses that emphasize significant laboratory work including instrumentation, traditional wet chemical methods, and microscale techniques.

### Credits

#### Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151</td>
<td>Introduction to Political Science</td>
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</tr>
<tr>
<td>Social Sciences Elective</td>
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<td>6</td>
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<tr>
<td>Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Computer Skills Elective</td>
<td></td>
<td>2</td>
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</tbody>
</table>

#### Required Core Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>CHEM 151</td>
<td>General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MATH 171</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>CHEM 152</td>
<td>General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MATH 172</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>CHEM 251</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHY 151</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>4th</td>
<td>CHEM 252</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHY 152</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHY 151</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHY 152</td>
<td>General Physics II</td>
<td>4</td>
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</tbody>
</table>

#### Suggested Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 251</td>
<td>Introduction to Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 271</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 273</td>
<td>Introduction to Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Total Degree Requirements

60

1. See the Computer Skills alternatives listed on page 36.
2. May substitute PHY 251 for PHY 151 and PHY 252 for PHY 152.
The Associate of Applied Science degree with specialization in Accounting/CIS has a dual focus in combining accounting and computer courses. Students completing this program of study will have entry-level skills in both career areas.

Job opportunities include:
- Entry-level Accounting Clerk
- Junior Accountant
- Cost Estimator
- Small Business Accountant
- Entry-level Programmer
- CIS entry-level positions

<table>
<thead>
<tr>
<th>Required General Education Courses</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I) or ENGL 101 (Written &amp; Oral Communication)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152 (English Composition II) or ENGL 102 (Business Writing)</td>
<td>3</td>
</tr>
<tr>
<td>1 MATH</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science) or POLSC 101 (American Institutions)</td>
<td>3</td>
</tr>
<tr>
<td>2 Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>46</th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
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</tr>
<tr>
<td>ACCTG 151 (Accounting Principles)</td>
<td>4</td>
</tr>
<tr>
<td>† CIS 109 (Microcomputer Spreadsheets)</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 118 (Windows Operating System)</td>
<td>1</td>
</tr>
<tr>
<td>† EOS 102 (Microcomputer Keyboarding)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 132 (Introduction to Computer Programming)</td>
<td>2</td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
</tr>
<tr>
<td>ACCTG 152 (Accounting Principles)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 201 (Microcomputer Accounting I)</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 112 (Microcomputer Database)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 (Computer Science I)</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 171 (Using the Internet)</td>
<td>1</td>
</tr>
<tr>
<td>3rd Semester</td>
<td></td>
</tr>
<tr>
<td>ACCTG 251 (Intermediate Accounting I)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 152 (Visual Basic Programming)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205 (Systems Analysis &amp; Design)</td>
<td>3</td>
</tr>
<tr>
<td>4th Semester</td>
<td></td>
</tr>
<tr>
<td>ACCTG 205 (Microcomputer Accounting II)</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 252 (Cost Accounting)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 254 (Intermediate Accounting II)</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Required CIS Course</th>
<th>3</th>
</tr>
</thead>
</table>

| Total Degree Requirements | 68 |

† Tech Prep course. See page 13.
†‡ BSMTH 101 (Business Mathematics), †MATH 121 (Technical Mathematics), MATH 150 or higher. It is suggested that Math be taken in the first semester.
‡ See the Science alternatives listed on page 36.
The Associate of Applied Science degree with specialization in Computer Programming is designed to train students for the area programming in a business environment. Students completing this program of study should be able to write and update programs in a variety of languages.

Job opportunities include:
- Entry-level programming positions in C++, Java, and Visual Basic
- Entry-level Systems Analysis

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I) or ENGL 101 (Written &amp; Oral Communication)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152 (English Composition II) or ENGL 102 (Business Writing)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td></td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science) or POLSC 101 (American Institutions)</td>
<td>3</td>
</tr>
</tbody>
</table>

2 Science Elective

† EOS 102 (Microcomputer Keyboarding)

### Required Courses

**Credits:** 37

**1st Semester**
† EOS 102 (Microcomputer Keyboarding) ................................. 1
† CIS 118 (Windows Operating System) ..................................... 1
† CIS 132 (Introduction to Computer Programming) .................... 2
† CIS 112 (Microcomputer Database) ....................................... 3

**2nd Semester**
ACCTG 151 (Accounting Principles) ....................................... 4
CIS 150 (Computer Science I) ............................................... 3
† CIS 171 (Using the Internet) ............................................. 1
† BUSAD 151 (Introduction to Business) ............................... 4

**3rd Semester**
CIS 152 (Visual Basic Programming) .................................... 3
CIS 205 (Systems Analysis & Design) ................................... 3
CIS 250 (Computer Science II) or CIS 175 (Java Programming) .... 3
CIS 155 (Database Management Systems) ................................. 3

**4th Semester**
CIS 272 (Database Web Development) .................................... 3
CIS 252 (Advanced Visual Basic Programming) or CIS 266 (Advanced C++ Programming) or CIS 275 (Advanced Java Programming) .......... 3/4

**Additional Required CIS Courses**

(Choose a minimum of 6 credits from any of the following CIS courses)

- CIS 177 (Markup Languages) ............................................. 3
- CIS 179 (Web Script Programming) .................................... 3
- CIS 250 (Computer Science II) ........................................ 3
- CIS 255 (Microsoft SQL) .................................................. 4
- CIS 268 (Assembly Language and Computer Architecture) .......... 4
- CIS 274 (Advanced Database Web Development with ASP.NET) .... 3

Any of the advanced programming language not previously taken (CIS 252, CIS 266, CIS 275)

**Total Degree Requirements:** 62

---

### Computer Programming Certificates: Database Application Development

This certificate program focuses on database systems and database development concepts.

**Required Courses**

- † CIS 130 (Introduction to Computer Information Systems) ........ 3
- † EOS 102 (Microcomputer Keyboarding) ................................. 1
- † CIS 118 (Windows Operating System) ..................................... 1
- † CIS 171 (Using the Internet) ............................................. 1
- † CIS 112 (Microcomputer Database) ....................................... 3
- † CIS 132 (Introduction to Computer Programming) ............ 2
- CIS 150 (Computer Science I) ............................................... 3
- CIS 152 (Visual Basic Programming) .................................... 3
- CIS 155 (Database Management Systems) ................................. 3
- CIS 177 (Markup Languages) ............................................. 3
- CIS 255 (Microsoft SQL) .................................................. 4
- CIS 272 (Database Web Development) .................................... 3
- CIS 274 (Advanced Database Web Development (with ASP.Net)) ... 3

**Total Certificate Requirements:** 33

### Microcomputer Application Development

This certificate program focuses on computer programming and systems analyst skills.

**Required Courses**

- † CIS 130 (Introduction to Computer Information Systems) ........ 3
- † EOS 102 (Microcomputer Keyboarding) ................................. 1
- † CIS 118 (Windows Operating System) ..................................... 1
- † CIS 132 (Introduction to Computer Programming) ............ 2
- † CIS 112 (Microcomputer Database) ....................................... 3
- CIS 150 (Computer Science I) ............................................... 3
- CIS 152 (Visual Basic Programming) .................................... 3
- CIS 205 (Systems Analysis and Design) ................................... 3
- CIS 250 (Computer Science II) or CIS 175 (Java Programming) .... 3
- CIS 252 (Advanced Visual Basic Programming) or CIS 266 (Advanced C++ Programming) or CIS 275 (Advanced Java Programming) .......... 3 or 4

**Total Certificate Requirements**

† Tech Prep course. See page 13.
† BSMT 101 (Business Mathematics), † MATH 121 (Technical Mathematics), MATH 150 or higher. It is suggested that Math be taken in the first semester.
2 See the Science alternatives listed on page 36.
The Associate of Applied Science degree with specialization in Computer Science is designed to train students for the area of computer programming in an engineering/science environment.

Job opportunities include:

- Entry-level programming positions in C++, Java or Visual Basic.
- Entry-level Systems Analyst
- Also, this program will prepare students well for transfer opportunities in the area of Computer Science.

Credits

**Required General Education Courses:** 16

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td>3</td>
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<tr>
<td>ENGL 152 (English Composition II)</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>1 MATH Elective</td>
<td>1</td>
</tr>
<tr>
<td>2 Science Elective</td>
<td>4</td>
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</table>

**Required Core Courses:** 39

1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† EOS 102 (Microcomputer Keyboarding)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 118 (Windows Operating System)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems) Computer Science General Education</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 132 (Introduction to Computer Programming)</td>
<td>2</td>
</tr>
<tr>
<td>† CIS 112 (Microcomputer Database)</td>
<td>3</td>
</tr>
</tbody>
</table>

2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150 (Computer Science I)</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 171 (Using the Internet)</td>
<td>1</td>
</tr>
<tr>
<td>CIS 152 (Visual Basic Programming)</td>
<td>3</td>
</tr>
</tbody>
</table>

3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 155 (Database Management Systems)</td>
<td>3</td>
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<tr>
<td>CIS 175 (Java Programming)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 (Computer Science II)</td>
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</tr>
<tr>
<td>CIS 205 (Systems Analysis and Design)</td>
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4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>† CIS 167 (Discrete Structures)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 268 (Assembly Language and Computer Architecture)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 266 (Advanced C++)</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Elective Courses** 5

**Total Degree Requirements** 60

† Tech Prep course. See page 13.

1 CIS 167 (Discrete Structures) has a prerequisite of MATH 171 (Calculus I). See page 127 for the prerequisite for MATH 171 (Calculus I) which will vary based upon current math skills.

2 See the Science alternatives listed on page 36.
This Associate of Applied Science degree offers the ability to select a concentration in one of two specialties of Internet Professional: Web Design or Web Development.

Job opportunities include:
- Web Design
- Web Programmer/Developer

**Internet Professional Certificates:**

**Web Design**

This certificate program focuses on knowledge and skills for today’s web design professionals.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
<tr>
<td>† EOS 102 (Microcomputer Keyboarding)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 118 (Windows Operating System)</td>
<td>1</td>
</tr>
<tr>
<td>† WPR 102 (Word Processing I)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 171 (Using the Internet)</td>
<td>1</td>
</tr>
<tr>
<td>CIS 172 (Web Design Concepts)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 174 (Dreamweaver Web Design)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 176 (Web Animation - Flash)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 182 (Illustrator Graphics)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 184 (PhotoShop Graphics)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 185 (Web Graphics)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 186 (Multimedia Development – Director)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Requirements** 33

**Web Development**

This certificate program focuses on web development and web programming knowledge and skills needed for today’s web developers.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
<tr>
<td>† EOS 102 (Microcomputer Keyboarding)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 118 (Windows Operating System)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 112 (Microcomputer Database)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 171 (Using the Internet)</td>
<td>1</td>
</tr>
<tr>
<td>CIS 132 (Introduction to Computer Programming)</td>
<td>2</td>
</tr>
<tr>
<td>CIS 150 (Computer Science I)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152 (Visual Basic Programming)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 272 (Database Web Development)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 274 (Advanced Database Web Development with ASP.Net)</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 or 7 hours from the following:
- CIS 155 (Database Management Systems) 3
- CIS 175 (Java Programming) 3
- CIS 179 (Web Script Programming) 3
- CIS 255 (Microsoft SQL) 4

**Total Certificate Requirements** 32

† Tech Prep course. See page 13.
† BSMT 101 (Business Mathematics) or †MATH 121 (Technical Mathematics I) or MATH 150 or higher. It is suggested that Math be taken in the first semester.

2 See the Science alternatives listed on page 36.
The Associate of Applied Science degree with concentration in one of three areas of Microcomputer Specialist: Graphic Design Specialist, Help Desk Specialist, or Application Specialist.

Job opportunities include:
- Help Desk Specialist
- Information Technology Support Specialist
- Microcomputer Application Specialist
- Graphic Designer

Required General Education Courses: 19
- ENGL 151 (English Composition I) or ENGL 101 (Written & Oral Communication) ............ 3
- ENGL 152 (English Composition II) or ENGL 102 (Business Writing) ............................... 3
- MATH ....................................................... 3
- POLSC 151 (Introduction to Political Science) or POLSC 101 (American Institutions) ................. 3
- Science Elective.................................................. 4
- CIS 130 (Introduction to Computer Information Systems) .................................................. 3

Required Core Courses: 6
- CIS 118 (Windows Operating System) .......................................................... 1
- CIS 171 (Using the Internet) .............................................................. 1
- EOS 102 (Microcomputer Keyboarding) ................................................ 1
- WPR 102 (Word Processing I) .............................................................. 3

Graphic Design Concentration: 35
- ART 151 (Art Fundamentals) or ART 160 (Two-Dimensional Design) or ART 165 (Illustrative Techniques) .................. 6
- CIS 123 (PowerPoint Presentation Software) ................................................ 3
- CIS 180 (Graphic Design Concepts) ...................................................... 3
- CIS 182 (Illustrator Graphics) .............................................................. 3
- CIS 184 (PhotoShop Graphics) ........................................................... 3
- CIS 186 (Multimedia Development – Director) .................................. 3
- CIS 188 (InDesign™ Desktop Publishing) .......................................... 3
- Additional CIS or Art Electives ......................................................... 8
- General Electives (MCOM 201 recommended) .................................. 3

Help Desk Specialist Concentration: 35
- WPR 103 (Advanced Word Processing) ................................................ 3
- CIS 109 (Microcomputer Spreadsheets) .............................................. 3
- CIS 112 (Microcomputer Database) .................................................... 3
- CIS 123 (PowerPoint Presentation Software) .................................... 3
- CIS 140 (Help Desk Concepts) ........................................................... 3
- CIS 142 (Help Desk Troubleshooting) ................................................. 3
- CIS 208 (Microcomputer Operating Systems) .................................. 3
- CIS 209 (Data Communications) ....................................................... 3
- Additional CIS Required Electives .................................................. 8
- General Electives ................................................................. 3

Application Specialist Concentration: 35
- WPR 103 (Advanced Word Processing) .............................................. 3
- CIS 109 (Microcomputer Spreadsheets) ........................................... 3
- CIS 112 (Microcomputer Database) .................................................... 3
- CIS 123 (PowerPoint Presentation Software) .................................... 3
- CIS 188 (InDesign™ Desktop Publishing) .......................................... 3
- Additional CIS Required Electives .................................................. 12
- General Electives ............................................................. 8

Total Degree Requirements 60

Microcomputer Specialist Certificates:

Graphic Design Specialist
This certificate program focuses on software and skills for today’s graphic design professionals.

Required Courses
- ART 151 (Art Fundamentals) or ART 160 (Two-Dimensional Design) or ART 165 (Illustrative Techniques) .................. 6
- CIS 130 (Introduction to Computer Information Systems) .................................................. 3
- EOS 102 (Microcomputer Keyboarding) ................................................ 1
- CIS 118 (Windows Operating System) ................................................ 1
- CIS 171 (Using the Internet) .............................................................. 1
- CIS 180 (Graphic Design Concepts) ...................................................... 3
- CIS 182 (Illustrator Graphics) .............................................................. 3
- CIS 184 (PhotoShop Graphics) ........................................................... 3
- CIS 188 (InDesign™ Desktop Publishing) .......................................... 3

Total Certificate Requirements 27

Help Desk Specialist Concentration: 35
- WPR 103 (Advanced Word Processing) ................................................ 3
- CIS 109 (Microcomputer Spreadsheets) .............................................. 3
- CIS 112 (Microcomputer Database) .................................................... 3
- CIS 123 (PowerPoint Presentation Software) .................................... 3
- CIS 140 (Help Desk Concepts) ........................................................... 3
- CIS 142 (Help Desk Troubleshooting) ................................................. 3
- CIS 208 (Microcomputer Operating Systems) .................................. 3
- CIS 209 (Data Communications) ....................................................... 3
- Additional CIS Required Electives .................................................. 8
- General Electives ................................................................. 3

or

Total Certificate Requirements 27

Help Desk Specialist Concentration: 35
- WPR 103 (Advanced Word Processing) ................................................ 3
- CIS 109 (Microcomputer Spreadsheets) .............................................. 3
- CIS 112 (Microcomputer Database) .................................................... 3
- CIS 123 (PowerPoint Presentation Software) .................................... 3
- CIS 140 (Help Desk Concepts) ........................................................... 3
- CIS 142 (Help Desk Troubleshooting) ................................................. 3
- CIS 208 (Microcomputer Operating Systems) .................................. 3
- CIS 209 (Data Communications) ....................................................... 3
- Additional CIS Required Electives .................................................. 8
- General Electives ................................................................. 3

or

Total Certificate Requirements 27

1† BSMTH 101 (Business Mathematics), †MATH 121 (Technical Mathematics), MATH 150 or higher. It is suggested that Math be taken in the first semester.

2 See the Science alternatives listed on page 36.
Microcomputer Application Specialist
This certificate program focuses on office application software for today’s administrative assistant. Successful completion of these courses helps to prepare students for the certification exams.

Required Courses
† EOS 102 (Microcomputer Keyboarding) ...................... 1
† CIS 109 (Microcomputer Spreadsheets) ....................... 3
† CIS 112 (Microcomputer Database) .......................... 3
† CIS 118 (Windows Operating System) ....................... 1
† CIS 123 (PowerPoint Presentation Software) ............... 3
† CIS 130 (Introduction to Computer Information Systems) .......................................................... 3
† CIS 171 (Using the Internet) ...................................... 1
† WPR 102 (Word Processing I) ................................. 3
WPR 103 (Advanced Word Processing) ......................... 3

Total Certificate Requirements 21

Help Desk Specialist
This certificate program focuses on office application software and help desk skills that are essential for today’s help desk professionals. In addition to providing help desk skills, this curriculum is designed to help prepare students for certification exams.

Required Courses
† EOS 102 (Microcomputer Keyboarding) ...................... 1
† CIS 130 (Introduction to Computer Information Systems) .......................................................... 3
† CIS 118 (Windows Operating System) ....................... 1
† CIS 109 (Microcomputer Spreadsheets) ....................... 3
† CIS 112 (Microcomputer Database) .......................... 3
† CIS 140 (Help Desk Concepts) ................................. 3
† CIS 171 (Using the Internet) ...................................... 1
† CIS 123 (PowerPoint Presentation Software) ............... 3
† CIS 142 (Help Desk Troubleshooting) ......................... 3
† CIS 208 (Microcomputer Operating Systems) ............... 3
† CIS 209 (Data Communication) ............................... 3
† WPR 102 (Word Processing I) ................................. 3
WPR 103 (Advanced Word Processing) ......................... 3

Total Certificate Requirements 33

† Tech Prep course. See page 13.
The Associate of Applied Science degree with specialization as a Network Specialist is designed to train students in LAN Windows Server networking, hardware maintenance, data communication concepts, various PC operating systems, and web administration fundamentals.

Job opportunities include:

- Network Software Specialist
- Network Administration Specialist

### Credits

**Required General Education Courses:** 19

- ENGL 151 (English Composition I) or ENGL 101 (Written & Oral Communication) ............ 3
- ENGL 152 (English Composition II) or ENGL 102 (Business Writing) .......................... 3
- POLSC 151 (Introduction to Political Science) or POLSC 101 (American Institutions) ...... 3
- MATH .......................................................................3
- 1 MATH 121 (Technical Mathematics), MATH 150 (Beginning Algebra) or a math course numbered higher than 150. It is suggested that Math be taken in the first semester.
- 2 See the Science alternatives listed on page 36.

**Required Courses:** 34

**1st Semester**
- † EOS 102 (Microcomputer Keyboarding) ..................... 1
- † CIS 118 (Windows Operating System) ...................... 1
- CIS 140 (Help Desk Concepts) .................................... 3
- † CIS 132 (Introduction to Computer Programming) ....... 2

**2nd Semester**
- † CIS 171 (Using the Internet) ................................. 1
- CIS 150 (Computer Science I) or CIS 152 (Visual Basic Programming) ................. 3
- CIS 209 (Data Communication) .................................. 3

**3rd Semester**
- CIS 208 (Microcomputer Operating Systems) .......... 3
- CIS 230 (Windows Server) .......................................... 3
- CIS 205 (Systems Analysis & Design) ....................... 3

**4th Semester**
- CIS 234 (Advanced Windows Server) ...................... 4
- CIS 276 (Web Administration) ................................... 3
- CIS 220 (Hardware Maintenance) ............................ 4

**Additional Required CIS Electives** 7

**Total Degree Requirements** 60

### Network Specialist Certificate:

**Network Software Administration Specialist**

This certificate program focuses on knowledge and skills that are essential for those specializing in Network Software.

**Required Courses**

- † CIS 130 (Introduction to Computer Information Systems) .................................. 3
- † EOS 102 (Microcomputer Keyboarding) ..................... 1
- † CIS 118 (Windows Operating System) ...................... 1
- † CIS 132 (Introduction to Computer Programming) ....... 2
- CIS 208 (Microcomputer Operating Systems) .......... 3
- CIS 209 (Data Communication) .................................. 3
- CIS 230 (Windows Server) .......................................... 3
- CIS 234 (Advanced Windows Server) ...................... 4
- CIS 276 (Web Administration) ................................... 3

**Total Certificate Requirements** 23

† Tech Prep course. See page 13.

†† MATH 121 (Technical Mathematics), MATH 150 (Beginning Algebra) or a math course numbered higher than 150. It is suggested that Math be taken in the first semester.

†‡ See the Science alternatives listed on page 36.
The Associate of Applied Science degree with specialization as a PC Support Technician is designed to train students in PC hardware maintenance and various PC operating systems.

Job opportunities include:

- Personal Computer Technician
- Microcomputer Hardware Specialist

PC Support Technician Certificate:

**Microcomputer Technician**

This certificate program focuses on knowledge and skills that are essential for today’s microcomputer technicians.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
<tr>
<td>† EOS 102 (Microcomputer Keyboarding)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 118 (Windows Operating System)</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 132 (Introduction to Computer Programming)</td>
<td>2</td>
</tr>
<tr>
<td>CIS 208 (Microcomputer Operating Systems)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 209 (Data Communication)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 220 (Hardware Maintenance)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 230 (Windows Server)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Requirements** 20

† Tech Prep course. See page 13.
1† MATH 121 (Technical Mathematics), MATH 150 (Beginning Algebra) or a math course numbered higher than 150. It is suggested that Math be taken in the first semester.
2 See the Science alternatives listed on page 36.
The Associate of Applied Science degree with specialization in Construction Management Technology is designed to provide individuals with a sound background for rewarding careers in the construction industry.

The program is structured to provide training in both the technical and business components of this industry. Technical courses examine the materials, processes and systems used in construction. The business courses teach basic business practices and computer skills.

This program will be valuable for students seeking entry-level positions as well as individuals who are currently in the construction field seeking to enhance their employment opportunities. Graduates of the program will have sufficient knowledge of the construction process to make a valuable contribution in both the field and office environment. They will be prepared for entry-level employment in the following areas:

- Assistant Construction Superintendent
- Construction Inspector
- Quality Control Technician
- Estimator
- Land Planning Technician
- Architectural Drafter
- Materials Sales Engineer
- Specifications Writer Trainee
- Structural Engineering Technician
- Construction Supervisor

It should be noted that classes are offered on a rotating basis, but due to schedule conflicts may not be offered to allow a student to complete the program within two calendar years. Check with the Industrial Technology Division Office for further information.

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (Written and Oral Communication) or ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>6</td>
</tr>
<tr>
<td>POLS 101 (American Institutions) or POLS 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101, 151 or CHEM 150 or 151</td>
<td>4</td>
</tr>
<tr>
<td>Computer Skills Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

### Required Core Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>CONM 100 (Introduction to Design and Construction)</td>
<td>3</td>
</tr>
<tr>
<td>1st</td>
<td>CONM 101 (Materials of Construction)</td>
<td>3</td>
</tr>
<tr>
<td>2nd</td>
<td>CONM 103 (Residence Drafting)</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>CONM 110 (Construction Blueprint Reading)</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>CONM 107 (Surveying)</td>
<td>3</td>
</tr>
<tr>
<td>3rd</td>
<td>CONM 102 (Construction Practices)</td>
<td>3</td>
</tr>
<tr>
<td>3rd</td>
<td>CONM 120 (Introduction to AutoCAD for Architecture)</td>
<td>3</td>
</tr>
<tr>
<td>4th</td>
<td>CONM 105 (Mechanical Building Systems)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACCTG 110 (Applied Office Accounting)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>METC 208 (Strength of Materials)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Business and Technology Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
<tr>
<td>† ELEC 125 (Fundamentals of Electricity)</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 101 (Principles of Management)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Degree Requirements

60

† Tech Prep course. See page 13.
1 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.
2 See the Social Science/Humanities alternatives listed on page 36.
3 † CIS 130 meets this requirement.

NOTE: Construction Management students who wish to pursue the 3 + 1 transfer program to Eastern Michigan University must meet with MCCC program faculty for alternate course selections before registering for classes.
Certificate Program:
Construction Management Technology

In addition to the two-year associate degree program, Monroe County Community College offers a certificate program in Construction Management Technology. We recognize that many employers place value on a certificate, which authenticates specialized educational preparation. The program concentrates upon basic core courses with skill development and job upgrading being the primary objectives. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.

CONM 100 (Introduction to Design and Construction) .......................... 3
CONM 101 (Materials of Construction) ........................................... 3
CONM 102 (Construction Practices) .............................................. 3
CONM 103 (Residence Drafting) .................................................. 4
CONM 105 (Mechanical Building Systems) .............................. 4
CONM 107 (Surveying) ............................................................ 3
CONM 110 (Construction Blueprint Reading) ........................ 3
CONM 120 (Introduction to AutoCAD for Architecture) ............ 3
MATH (Mathematics) ............................................................... 4
METC 208 (Strength of Materials) ............................................. 3

Total Certificate Requirements .......................... 33
This program prepares MCCC graduates for positions in law enforcement that require an Associate of Applied Science degree. Check with your advisor and planned transfer school for more details about transferring.

### Credits

<table>
<thead>
<tr>
<th>Required General Education Courses</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>Math (MATH 151 or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Science (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>42</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
</tr>
<tr>
<td>POLSC 154 (Introduction to Law Enforcement)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 151 (Introduction to Sociology)</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 151 (Communication Fundamentals)</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
</tr>
<tr>
<td>POLSC 156 (Fundamentals of Criminal Investigation)</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 251 (Criminal Law)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 151 (General Psychology)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 155 (Technical Writing)</td>
<td>3</td>
</tr>
<tr>
<td>3rd Semester</td>
<td></td>
</tr>
<tr>
<td>POLSC 255 (Police Organization and Administration)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 152 (Psychology of Personality &amp; Adjustment)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 251 (Modern Social Problems)</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 155 (Interpersonal Communication)</td>
<td>3</td>
</tr>
<tr>
<td>4th Semester</td>
<td></td>
</tr>
<tr>
<td>POLSC 256 (Police Operations)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 153 (Social Psychology)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 252 (Juvenile Delinquency)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested General Electives</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152 (English Composition II)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 162 (Introduction to Statistics)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Degree Requirements</th>
<th>60</th>
</tr>
</thead>
</table>

1 Students wishing to fulfill the MACRAO agreement should take English 152.
The Associate of Applied Science degree with specialization in Culinary Skills and Management and the Culinary Skills and Management Certificate Program are designed to prepare students for careers in the food service industry. Labor market projections indicate that opportunities for trained cooks and chefs are expected to increase in the years ahead.

Students in the Culinary Skills and Management Program take college courses to gain knowledge and skills in cooking and restaurant operation. They receive hands-on experience operating the Cuisine 1300 Restaurant located on the MCCC campus, and also gain experience in banquet operations, catering, and kitchen management.

Graduates of this program are prepared to accept jobs as cooks and chefs in hotels, fine dining restaurants, resorts, and institutions. The work is demanding and the hours are long; however, job security, promotions, and good salaries reward the energetic worker.

Students are required to purchase their own uniforms, knives, tools and books. It is recommended that students have food service experience prior to enrollment in the program at MCCC.

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses. Students are required to take the CSM courses in the order listed; however, the remaining courses required for the degree may be selected in accordance with the College schedule and advisor recommendations.

Students are reminded that CSM 111 (Food Sanitation) must be completed successfully before they may enroll in CSM 101A-D. CSM 111 is offered in the six-week summer session immediately preceding fall semester.

### Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-1st Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSM 111 (Food Sanitation)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1st Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSM 101 (Food Preparation I)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CSM 101A (Introduction to Culinary Arts)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 101B (Basic Restaurant Production)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 101C (Baking I)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 101D (Soups, Stocks, Sauce Production)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSM 116 (Food Preparation II)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CSM 116A (Introduction to Buffet Preparation)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 116B (Beginning Pastries)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 116C (Baking II)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 116D (Institutional Food Preparation)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSM 114 (Nutrition)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3rd Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSM 201 (Advanced Food Preparation I)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 201A (Introduction to Hospitality Industry)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 201B (Dining Room Procedures)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CSM 201C (Menu Planning)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CSM 201D (Purchasing and Receiving)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CSM 201E (a la Carte Food Preparation)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4th Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSM 216 (Advanced Food Preparation II)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSM 216A (Garde Manger)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 216B (Menu Planning)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CSM 216C (Ice Carving)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSM 216D (Advanced Buffet Preparation)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSM 119 (Bar Management)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CSM 207 (Restaurant Management and Supervision)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Degree Requirements</td>
<td>63</td>
<td></td>
</tr>
</tbody>
</table>

† Tech Prep course. See page 13.
1 See the Social Science/Humanities alternatives listed on page 36.
2 See the Science alternatives listed on page 36.
3 CSM 111 is offered during the summer session and must be completed successfully before the student enrolls in CSM 101A-D.
Certificate Program
Culinary Skills and Management

Monroe County Community College offers certificate programs, recognizing that many employers place value on a certificate which authenticates specialized educational preparation. Certificate programs are designed to develop specific skills. Each program concentrates on specialty courses with skill development and job upgrading being the primary objective. The courses taken under the certificate plan are applicable to the associate degree.

Job opportunities include:
- Airlines
- Catering
- Clubs
- Hospitals and Institutions
- Resorts
- Restaurants and Hotels
- Vending
- Fine Dining Cooks

1  CSM 111 (Food Sanitation) ........................................... 2

CSM 101 (Food Preparation I)
- CSM 101A (Introduction to Culinary Arts) ........................... 4
- CSM 101B (Basic Restaurant Production) ............................. 2
- CSM 101C (Baking I) .................................................... 2
- CSM 101D (Soups, Stocks, Sauce Production) .......................... 2

CSM 116 (Food Preparation II)
- CSM 116A (Introduction to Buffet Preparation) ..................... 4
- CSM 116B (Beginning Pastries) ....................................... 2
- CSM 116C (Baking II) ................................................... 2
- CSM 116D (Institutional Food Preparation) .......................... 2
- CSM 114 (Nutrition) ...................................................... 2

CSM 201 (Advanced Food Preparation I)
- CSM 201A (Introduction to Hospitality Industry) .................. 2
- CSM 201B (Dining Room Procedures) ............................... 1
- CSM 201C (Menu Planning) ............................................ 1
- CSM 201D (Purchasing and Receiving) ............................... 1
- CSM 201E (a la Carte Food Preparation) ............................. 3

CSM 216 (Advanced Food Preparation II)
- CSM 216A (Garde Manger) ............................................. 2
- CSM 216B (Menu Planning) ............................................ 1
- CSM 216C (Ice Carving) ............................................... 2
- CSM 216D (Advanced Buffet Preparation) ........................... 3
- CSM 119 (Bar Management) .......................................... 1
- CSM 207 (Restaurant Management and Supervision) ............ 3

Total  44

For a student to be considered for the Culinary Skills and Management program, the Business Division of Monroe County Community College requires:

1. High school graduation or successful completion of the General Education Development (GED) test.
2. Completed Monroe County Community College Application for Admission form.
3. Official transcripts from high school and all post-secondary schools (if applicable.)
4. Two letters of personal reference (references from food service employers or instructors preferred).
5. Submit ACT scores of 18 or higher in math, reading and English OR COMPASS scores meeting currently accepted levels for satisfaction of general education graduation requirements, or placement above 090 course levels OR completion of mandated 090 courses.
6. Recent employment record. (The Culinary Skills and Management Admissions Committee is interested in a student’s exposure to and experience with the food service industry; therefore, such experience is preferred.)
7. It is mandatory that applicant complete these steps for candidacy and have a completed folder on file in the Admissions Office no later than May 1 of the year the applicant wishes to enter the program.
8. When all of the above steps have been completed, the applicant must contact the Culinary Skills and Management Office to set up an interview appointment. An admission interview is required for entry to the program.

The Culinary Skills and Management program at Monroe County Community College emphasizes food preparation and food service operations. Applicants to the program should be in good general health, be able to stand for prolonged periods at workstations such as stove tops, prep tables, and sinks, move swiftly between work areas within a busy and very active setting, and safely lift and handle up to 30 pounds. Keen senses of sight, taste and smell are also vital to a student’s success in this program.

1  CSM 111 is offered during the summer session. This course must be completed successfully before the student enrolls in CSM 101A-D.
The Monroe County Community College program in Early Childhood Development is committed to the training and professional development of students dedicated to the care and education of young children. Through experiential learning, students plan and implement activities appropriate to the developing child, birth through age eight. Students also demonstrate knowledge in creating and administering a safe, healthy environment which uses developmentally appropriate curriculum practices. A primary goal of this program is to develop attitudes and values in students which are indicative of caring, competent, and committed early childhood professionals. It provides a theoretical base in the growth and development of young children and Early Childhood curricula and activities. The externship experiences with young children facilitate the development of skills needed to implement a curriculum which fosters the motor, cognitive, social and emotional development of the child.

The Early Childhood Development Associate of Applied Science degree program prepares the student to work in a variety of early childhood settings. The associate degree program prepares individuals for staff placement in:

- Child Care Centers
- Family Daycare
- Head Start Centers
- Nursery Schools
- Public Schools Latchkey Programs
- Other programs involved in the care and guidance of children and their families.

Graduates of the associate degree program meet the educational requirements for child care center program directors as specified by the State of Michigan Child Day Care Center Licensing Regulations.

**Required Core Courses**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
</tr>
</tbody>
</table>

**Fall Semester (First Year)**

- ECDV 105 (Child Growth and Development) .......... 3
- ECDV 150 (Nutrition, Health & Safety for Early Childhood Education) .......... 3

**Winter Semester (First Year)**

- ECDV 106 (Observing & Recording Child Behavior) ..... 3
- + ECDV 107 (Programs for Young Children - Birth to Age 5) .............. 5
- HPE 151 (First Aid and Safety) ....................... 2

**Fall Semester (Second Year)**

- ECDV 207 (Methods & Materials for Early Childhood Education) ............. 5
- PSYCH 156 (The Exceptional Person) .................... 3

**Winter Semester (Second Year)**

- ECDV 210 (Administration of Child Care Programs) ....................... 3
- ECDV 218 (Early Childhood Development Externship) .................... 5

**Elective Courses**

(If needed to complete required total credit hours)

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Suggested Elective Courses**

- ENGL 102 (Business Writing) ......................... 3
- ENGL 152 (English Composition II) .................. 3
- PSYCH 254 (Life Span Psychology) ................... 3
- SOC 152 (Marriage and the Family) .................. 3
- SPCH 151 (Communication Fundamentals) ............ 3
- SWK 106 (Child Welfare) .............................. 3
- SWK 151 (Introduction to Social Services) .......... 3

<table>
<thead>
<tr>
<th>Total Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>

† Tech Prep course. See page 13.

‡ BSMTH 101 (Business Mathematics), †MATH 121 (Technical Mathematics) or MATH 150 (Beginning Algebra) or higher.

1 See Science alternatives listed on page 36.

2 See Computer Skills alternatives listed on page 36.

Credits

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
</tr>
</tbody>
</table>

- ENGL 101 (Written & Oral Communication) or ENGL 151 (English Composition I) .......... 3
- + MATH ......................................................... 3
- POLSC 101 (American Institutions) or POLSC 151 (Introduction to Political Science) ...... 3
- PSYCH 151 (General Psychology) .................. 3
- PSYCH 251 (Child Psychology) .................... 3
- Science Elective ........................................ 4
- † Computer Skills Elective .......................... 2
- Two of the following courses ....................... 6
- ART 158 (Art for Elementary Teachers - 3 credit hours)
- ENGL 256 (Children’s Literature - 3 credit hours)
- MUSIC 165 (Music for Classroom Teachers - 3 credit hours)
Certificate Program:
Early Childhood Development

The Early Childhood Development Certificate program is designed for students who will work with and teach young children. Students may use this curriculum to meet State licensing requirements to provide child care in homes, centers, and other facilities or for positions as assistant teachers in child care programs. A total of 30 credit hours minimum is required for the Early Childhood Development Certificate. Courses for the certificate can be applied toward the associate degree.

- ECDV 105 (Child Growth and Development) .................. 3
- ECDV 106 (Observing & Recording Child Behavior) ............. 3
- ECDV 107 (Programs for Young Children - Birth to Age 5) .......... 5
- ECDV 150 (Nutrition, Health & Safety for Early Childhood Education) ...... 3
- ECDV 207 (Methods & Materials for Early Childhood Education) ........ 5
- HPE 151 (First Aid and Safety) .................................... 2
- PSYCH 156 (The Exceptional Person) ............................. 3
- PSYCH 251 (Child Psychology) .................................... 3
- One of the following courses ...................................... 3
  - ART 158 (Art for Elementary Teachers)
  - ENGL 256 (Children’s Literature)
  - MUSIC 165 (Music for Classroom Teachers)

Total Certificate Requirements 30

† Tech Prep course. See page 13.

Child Development Associate (CDA)

Students may pursue formal child care education toward the Child Development Associate (CDA) credential by completing a program of training, experience and assessment outlined by the Council for Early Childhood Professional Recognition. It is the Council’s goal to credential qualified caregivers who work with children ages birth to five nationwide.

The training consists of 120 clock hours of instruction addressing the competency goals in the functional areas identified by the Council. At Monroe County Community College this training can be obtained by completing two courses: ECDV 102 and ECVD 103. ECDV 102–CDA Training Part 1 demonstrates how to plan a safe, healthy learning environment, advance children’s physical and intellectual development, provide positive ways to support children’s social and emotional development, and establish productive relationships with families. ECDV 103–CDA Training Part 2 demonstrates how to manage an effective program operation, maintain a commitment to professionalism, observe and record children’s behavior, and apply principles of child growth and development.

Once the candidate has documented 120 hours of formal training and 480 hours of experience working with children of the appropriate age within the past five years, and developed a Document of Competence, the Council for Early Childhood Professional Recognition evaluates the candidate’s materials and makes the final decision on whether to award the credential. Monroe County Community College cannot award the CDA credential.

Students who have completed the CDA training may also apply for training in the two-year associate degree program (60 credit hours). For students who possess the CDA credential, the ECDV 107 and ECDV 218 course requirements for the associate degree will be waived.
The Associate of Applied Science degree with specialization in Electrical Line Design was developed in cooperation with a major Southeastern Michigan energy company and other community colleges in the region.

The program prepares students for the positions of estimator, drafter, mapper, or planner, among other entry level technical positions. The degree combines courses from several disciplines including mathematics, electricity, business, mechanical design, and communications.

A unique feature of this curriculum is the collaborative development of residential, industrial, and commercial wiring and the electrical line construction courses with Henry Ford Community College in Dearborn, Michigan, and Macomb Community College in Warren, Michigan.

Students who complete this program will have a greater likelihood of successfully applying for positions in utility, telecommunications, and cable companies, including a large number of subcontractors in these industries.

Credits

**Required General Education Courses**

- ENGL 101 (Written and Oral Communications) or ENGL 151 (English Composition 1) ............... 3
- † MATH 121 (Technical Mathematics 1) .................. 4
- MATH 124 (Technical Mathematics II) ....................... 4
- POLSC 101 (American Institutions) or POLSC 151 (Introduction to Political Science) .......... 3
- PHY 101 (Technical Physics) ........................................ 4
- PHIL 151 (Introduction to Logic) .............................. 3
- † CIS 130 (Introduction to Computer Information Systems) .............................................. 3

**Required Core Courses**

- BMGT 201 (Principles of Management) .................... 3
- BSLW 251 (Business Law) ........................................... 4
- † ELEC 125 (Fundamentals of Electricity) ................. 3
- ELEC 126 (DC Motors and Controls) ......................... 2
- ELEC 128 (AC Motors and Controls) .......................... 3
- ELEC 133 (Circuit Analysis) ....................................... 4
- ELEC 211 (Medium Voltage Power Distribution Systems) .......... 3
- ELEC 214 (National Electrical Code) ......................... 2
- HPE 151 (First Aid and Safety) ................................. 2
- MDTC 160 (Mechanical Drafting and CAD I) ............... 4
- SPCH 151 (Communication Fundamentals) ................... 3

**Required courses offered through Henry Ford Community and the energy company**

- TAEL 270 (Industrial and Commercial Wiring) .......... 2
- TAEL 275 (Residential Wiring) ................................. 2
- TAEL 290 (High Voltage Power Distribution) ............... 2

**Total Degree Requirements**

63

† Tech Prep course. See page 13.
Certificate Program
The ECG Technician performs diagnostic tests related to the heart, recording the heart’s electrical impulses onto a paper strip. The pattern of the signals can tell the physician whether the heart is normal, experiencing electrical problems, under strain, or damaged. The ECG Technician will administer and document various types of ECG monitoring, and will provide appropriate care of the equipment. The ECG Technician works in physicians’ offices, clinics, hospitals, and diagnostic centers.

Both classes (HLTSC 136 and HLTSC 137) will be offered in the summer session, and must be completed for the certificate. To enter the clinical portion, students must be at least eighteen years old and able to document good physical and mental health. A physical examination and immunizations are required for students at their expense to verify capabilities and general health status. The exam must be completed before clinical placement in HLTSC 137. Cardiopulmonary Resuscitation Certification from the American Red Cross or American Heart Association and criminal background checks may also be required by some clinical agencies. In addition to College rules, ECG Technician students are required to adhere to policies and procedures outlined in the ECG Technician Student Handbook.

HLTSC 136 (ECG Basics) uses classroom instruction and skills laboratory experience.

HLTSC 137 (ECG II) is a clinical externship in hospitals and clinics. Some clinical work may be in the evening. Students are required to work up to 40 hours per week for the externship period to complete this course of study.

Students who wish to review or enhance ECG skills may elect to take HLTSC 136 (ECG Basics) and not HLTSC 137 (ECGII), but a certificate will not be awarded.

Credits
HLTSC 136 (ECG Basics) ............................................ 3
HLTSC 137 (ECG II) .................................................... 2

Total Certificate Requirements 5

NOTE: A minimum of ten (10) students is required for this class to run.
One-Year Certificate Programs:

Electronic Office Specialist—Administrative
Electronic Office Specialist—Legal
Electronic Office Specialist—Medical

In addition to the Administrative Assistant Associate Degree program, Monroe County Community College offers certificate programs in Electronic Office Systems. The College recognizes that many employers place value on a certificate which authenticates specialized preparation. Courses taken under the certificate programs are applicable to the associate degree.

Graduates of these programs will be prepared for entry-level employment as administrative assistants, office assistants, and transcriptionists.

Required Core Courses for Electronic Office Specialist Certificates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMCH 106</td>
<td>Micronumeric Keypad</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 109</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 118</td>
<td>Windows Operating System</td>
<td>1</td>
</tr>
<tr>
<td>CIS 188</td>
<td>InDesign™ Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EOS 101</td>
<td>Introduction to the Electronic Office</td>
<td>1</td>
</tr>
<tr>
<td>EOS 119</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>EOS 135</td>
<td>Microcomputer Keyboarding-Intermediate</td>
<td>3</td>
</tr>
<tr>
<td>† WPR 102</td>
<td>Word Processing I</td>
<td>3</td>
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</table>

Total Required Core Courses 21

Additional Required Courses for Administrative Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CIS 123</td>
<td>PowerPoint Presentation Software</td>
<td>3</td>
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<tr>
<td>EOS 201</td>
<td>Integrated Office Software</td>
<td>3</td>
</tr>
<tr>
<td>WPR 104</td>
<td>Word Processing II for Administrative Assistants</td>
<td>4</td>
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</tbody>
</table>

Total Certificate Requirements:

Electronic Office Specialist—Administrative 31
Electronic Office Specialist—Legal 31
Electronic Office Specialist—Medical 30

One-Semester Certificate Program:

Electronic Office Assistant

Required Core Courses for Electronic Office Assistant Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMCH 106</td>
<td>Micronumeric Keypad</td>
<td>1</td>
</tr>
<tr>
<td>† CIS 109</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 118</td>
<td>Windows Operating System</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EOS 101</td>
<td>Introduction to the Electronic Office</td>
<td>1</td>
</tr>
<tr>
<td>EOS 131</td>
<td>Microcomputer Keyboarding-Beginning</td>
<td>3</td>
</tr>
<tr>
<td>† WPR 102</td>
<td>Word Processing I</td>
<td>3</td>
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</table>

Total Required Core Courses 15

Additional Required Courses for Administrative Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 123</td>
<td>PowerPoint Presentation Software</td>
<td>3</td>
</tr>
<tr>
<td>EOS 201</td>
<td>Integrated Office Software</td>
<td>3</td>
</tr>
<tr>
<td>WPR 104</td>
<td>Word Processing II for Administrative Assistants</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Certificate Requirements Electronic Office Assistant 15

† Tech Prep course. See page 13.
Associate of Applied Science degree graduates with specialization in Electronics Technology typically find employment as engineering aides, laboratory technicians, and field service representatives. Many graduates transfer to nearby universities which offer a B.E.T. (Bachelor of Engineering Technology) or B.A.S. (Bachelor of Applied Science) degree on a "2 + 2" basis – two years at the community college and two years at the university. These graduates generally obtain engineering positions and often advance into management.

The program provides a solid foundation in general electronics in the first three semesters, and moves into some currently and regionally important specialized areas in the fourth semester. Throughout, the program maintains a commitment of "hands-on" laboratory applications to support and reinforce theoretical discussions of circuits. To this end, the Electronics II course includes the construction of a finished electronic instrument which students may keep at their option. Graduates of this program will be prepared for entry-level employment in the following areas:

- Computer Maintenance Technician
- Electrical Designer
- Electromechanical Technician
- Electronic Systems-Test Technician
- Electronics Technician
- Engineering Aide
- Field Service Technician

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required Core Courses

**Credits:** 41

1st Semester
- † ELEC 125 (Fundamentals of Electricity) ........................................... 3
- † MDTC 160 (Mechanical Drafting and CAD I) ...................................... 4

2nd Semester
- † ELEC 132 (Electronics I) ......................................................... 4
- † ELEC 135 (Digital Electronic Logic) ................................................. 4
- ELEC 141 (Industrial Automation and Process Control) ....................... 3

3rd Semester
- ELEC 133 (Circuit Analysis) ........................................................... 4
- ELEC 134 (Electronics II) ............................................................... 4
- ELEC 137 (Microprocessors) .......................................................... 4

4th Semester
- ELEC 130 (Introduction to Programmable Logic Controllers) ............. 2
- ELEC 136 (Instrumentation) ............................................................ 3
- ELEC 138 (Machinery and Power Control) ......................................... 4
- ELEC 144 (PC-Based Data Acquisition and Control) ........................... 2

**Total Degree Requirements:** 62

† Tech Prep course. See page 13.
1 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.
2 Electronics and Computer Technology students are strongly encouraged to take PHY 101 or 151.
3 See the Social Science/Humanities alternatives listed on page 36.
4 See Computer Skills alternatives listed on page 36. Students who pass the computer assessment test may substitute CIS 208 (Microcomputer Operating Systems - 3 credit hours).
The Associate of Fine Arts degree with specialization in Fine Arts is designed to provide the student with an excellent foundation upon which to build a profession or an avocation. In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

Credits

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 101 (American Institutions) or POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>Science (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Skills Elective</td>
<td>2</td>
</tr>
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</table>

**Required Core Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>ART 151 (Art Fundamentals)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 180 (Drawing I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 280 (Art History: Prehistoric to Gothic) or ART 281 (Art History: Renaissance to Baroque) or ART 282 (Art History: Neo-classic to Modern)</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>ART 160 (2-D Design)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 181 (Drawing II)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 152 (English Composition II)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUMAN 152 (Exploring Creativity)</td>
<td>3</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>ART 165 (Illustration Techniques)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 270 (Ceramics I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 190 (Painting I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 250 (Watercolor Painting I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 170 (Life Drawing)</td>
<td>3</td>
</tr>
<tr>
<td>4th Semester</td>
<td>ART 271 (Ceramics II)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 191 (Painting II)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 251 (Watercolor Painting II)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 280 (Art History: Prehistoric to Gothic) or ART 281 (Art History: Renaissance to Baroque) or ART 282 (Art History: Neo-classic to Modern)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tr>
<td>Required General Education Courses</td>
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<tr>
<td>Required Core Courses</td>
<td>45</td>
</tr>
<tr>
<td>Total Degree Requirements</td>
<td>60</td>
</tr>
</tbody>
</table>

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1. See the Mathematics alternatives listed on page 37.
2. See the Science alternatives listed on page 37.
3. See the Computer Skills alternatives listed on page 37.
4. Suggested Social Science Electives: PSYCH 151 (General Psychology), SOC 151 (Principles of Sociology).
The Associate of Applied Science degree with specialization in General Technology is designed to provide students with an educational opportunity to earn an Associate of Applied Science degree which can be molded to fit individual needs and interests. Examples include those who have been in an apprenticeship program, individuals working in an industry who want to design a degree which supports their job related responsibilities, or those who want to prepare themselves for a technical career which does not follow one of the College’s existing programs.

A basic core of technical courses is recommended. However, if the student’s needs or interests are better served by other technical subjects, the core can be customized. Students must, however, complete a basic core of 12 credit hours in a defined program area (manufacturing, welding, etc.). This area will be selected by the student.

The program provides wide latitude under the technical electives. Students may choose from management courses, computer information systems, or any technical course offered through the Division of Industrial Technology. Those who have participated in apprenticeship training can use those credits in these areas or, where appropriate, for the basic core courses.

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required specialized courses.

### Credits

#### Required General Education Courses

- ENGL 101 (Written and Oral Communication) or ENGL 151 (English Composition I) ......................... 3
- MATH ................................................................. 6
- POLSC 101 (American Institutions) or POLSC 151 (Introduction to Political Science) ........... 3
- Social Science/Humanities Elective ......................... 3
- PHY 101, 151, or CHEM 150 or 151 .............................. 4
- Computer Skills Elective ......................................... 2

---

#### Required Technical and Specialty Courses

This program is also applicable to the student enrolled in one of the other Industrial Technology programs, but because of scheduling conflicts and work schedules has not been able to complete the entire program sequence. Often these students can apply for an Associate of Applied Science Degree in General Technology. When they complete the courses in one of the other programs at the college, an additional program designation can be added to their transcript.

#### Required General Electives

- 7

#### Total Degree Requirements

- 60

1. See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.
2. See the Social Science/Humanities alternatives listed on page 36.
3. See the Computer Skills alternatives listed on page 36.
Gerontology

Certificate Program
The Gerontology Certificate provides background in the concepts of aging from the various disciplines of biology, psychology, sociology, social work, health sciences and education. Students may supplement other courses of study, like nursing or social work, with this certificate, or complete the certificate by itself. The certificate is not designed for career preparation, and is theoretical in nature.

Credits

Required Core Courses:
- HLTSC 160 (Perspectives of Aging) ........................................... 3
- BIOL 160 (Biology of Aging) ................................................. 3
- SOC 160 (Social Gerontology) ............................................. 3

Choose an additional 6 credits or more from this list:
- BUSAD 151 (Introduction to Business) or
  BMGT 201 (Principles of Management)
- HPE 151 (First Aid and Safety)
- HPE 152 (Community Health)
- HPE 153 (Mental Health)
- HLTSC 151 (Principles of Nutrition and Diet Therapy)
- SWK 151 (Introduction to Social Services) or
  HPE 210 (Foundations in Health Education)
- SOC 161 (Death, Loss, and Grief)
- SOC 251 (Modern Social Problems)*
- PSYCH 152 (Psychology of Personality and Adjustment)*

* Other prerequisites are required for these courses.

Total Certificate Requirements 15
Industrial Electricity/Electronics Technology

The Associate of Applied Science degree with specialization in Industrial Electricity/Electronics Technology is designed to provide the theory and application of principles, procedures, and components that technicians encounter in modern industrial environments. Subject matter ranges from fundamental electrical, electronic, and digital theory, to process control of automated systems. The program also stresses effective oral and written communication as well as related mathematics and science.

The program is supported by application of theoretical concepts via laboratory exercises in modern, well-equipped facilities. The emphasis of the program is to provide students with the knowledge and skills needed to function effectively in the increasingly technical environment of modern industry.

Electrical apprentices will find this program an attractive way to utilize the credits they have earned while pursing their journeyman status to complete an Associate of Applied Science degree. Other individuals who are working in industrial-electrical/ electronics environments will also find it to be a meaningful path to an Associate of Applied Science degree. Graduates of this program will be prepared for entry-level employment in the following areas:

- Industrial Electrician
- Electromechanical Technician
- Industrial Sales Technician
- Field Service Technician
- Automated Systems Technician

It should be noted that many of the specialty courses from the program are available only in the evening. They are offered on a sequential basis which will make completion of the program exceed two calendar years. Check with the Industrial Technology Division Office for further information.

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required Core Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>ELEC 125 (Fundamentals of Electricity)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MECH 131 (Introduction to Automated Manufacturing)</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>ELEC 132 (Electronics I)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELEC 135 (Digital Electronic Logic)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELEC 141 (Industrial Automation and Process Control)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELEC 126 (DC Motors and Controls)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ELEC 130 (Introduction to Programmable Logic Controllers)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ELEC 133 (Circuit Analysis)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELEC 137 (Microprocessors)</td>
<td>4</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>ELEC 144 (PC-Based Data Acquisition and Control)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ELEC 214 (National Electrical Code)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ELEC 211 (Medium Voltage Power Distribution Systems)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELEC 136 (Instrumentation)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELEC 128 (AC Motors and Controls)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Degree Requirements

63

† Tech Prep course. See page 13.

1 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.

2 See the Social Science/Humanities alternatives listed on page 36.

3 Industrial Electricity/Electronics students are strongly encouraged to take PHY 101 or 151.

4 See the Computer Skills alternatives listed on page 36. Students who pass the computer skills assessment test may substitute CIS 208 (Microcomputer Operating Systems - 3 credit hours).

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (Written and Oral Communication) or</td>
<td></td>
</tr>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>MATH ..................................................................</td>
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</tr>
<tr>
<td>POLSC 101 (American Institutions) or</td>
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</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science)</td>
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</tr>
<tr>
<td>SPCH 151 or Social Science/Humanities Elective</td>
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</tr>
<tr>
<td>PHY 101, 151, or</td>
<td></td>
</tr>
<tr>
<td>CHEM 150 or 151</td>
<td>4</td>
</tr>
<tr>
<td>Computer Skills Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

Credits

21
The Industrial Management Programs at Monroe County Community College are designed to prepare students for careers in entry-level to middle management. Successful graduates will qualify for positions as foremen, supervisors, and office managers.

Job responsibilities may include coordinating activities of departments, such as production, distribution, engineering, design, data processing, maintenance, human resources, sales, and accounting. Duties might include planning and developing human resource programs, or review of existing programs in such areas as inventory control, scheduling, purchasing, billing, cost, budgeting, and/or research and development.

To receive the Associate of Applied Science degree with an Industrial Management Office or Plant designation, students must complete the required general education courses as well as the required core and business (or technology) courses for the specific program.

**Industrial Management - Office**

Graduates of this program will be prepared for entry-level employment in the following areas:

- Supervision
- Production Control Supervision
- Human Resources or Industrial Relations

<table>
<thead>
<tr>
<th>Required General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I) or ENGL 101 (Written and Oral Communication)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 162 (Introduction to Statistics)</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science) or POLSC 101 (American Institutions)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 151 (General Psychology)</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Core Courses**

- BMGT 122 (Supervision I) or BMGT 201 (Principles of Management) | 3 |
- BMGT 124 (Supervision II) or QSTC 111 (Quality Management) | 3 |
- ECON 256 (Labor Problems) | 3 |
- ECON 257 (Contract Administration) | 2 |

**Additional Required Business Courses**

(Choose from courses with the following prefixes.)

- ACCTG
- BUS
- MCOM
- BMGT
- BUSAD
- QSTC
- BSLW
- CIS

**Suggested General Electives**

8

(to complete degree requirements)

- ACCTG 151 (Accounting Principles) | 4 |
- ACCTG 152 (Accounting Principles) | 4 |
- ACCTG 201 (Microcomputer Accounting I) | 3 |
- ACCTG 205 (Microcomputer Accounting II) | 3 |
- ACCTG 251 (Intermediate Accounting I) | 4 |
- ACCTG 252 (Cost Accounting) | 4 |
- ACCTG 254 (Intermediate Accounting II) | 4 |
- BMGT 201 (Principles of Management) | 3 |
- BMGT 251 (Human Resource Management) | 3 |
- BMGT 295 (Management Simulation) | 2 |
- BSLW 251 (Business Law) | 4 |
- BUSAD 151 (Introduction to Business) | 4 |
- † CIS 109 (Microcomputer Spreadsheets) | 3 |
- † CIS 112 (Microcomputer Database) | 3 |
- † CIS 118 (Introduction to Microsoft Windows) | 1 |
- CIS 150 (Computer Science I) | 3 |
- ECON 251 (Principles of Macroeconomics) | 3 |
- ENGL 102 (Business Writing) | 3 |
- MCOM 201 (Principles of Marketing) | 3 |
- PSYCH 255 (Psychology of Nonverbal Communication) | 3 |
- QSTC 111 (Quality Management) | 3 |

**Total Degree Requirements**

60

**Industrial Management - Plant**

Graduates of this program will be prepared for entry-level employment in the following areas:

- Estimator
- Sales
- Supervisor
- Production Control Supervisor
- Personnel or Industrial Relations

<table>
<thead>
<tr>
<th>Required General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151 (English Composition I) or ENGL 101 (Written and Oral Communication)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 201 (Calculus)</td>
<td>6</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science) or POLSC 101 (American Institutions)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>† CIS 130 (Introduction to Computer Information Systems)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Core Courses**

- BMGT 122 (Supervision I) or BMGT 201 (Principles of Management) | 3 |
- BMGT 251 (Human Resource Management) | 3 |
- BSLW 251 (Business Law) | 4 |
- BUSAD 151 (Introduction to Business) | 4 |
- † CIS 109 (Microcomputer Spreadsheets) | 3 |
- † CIS 112 (Microcomputer Database) | 3 |
- † CIS 118 (Introduction to Microsoft Windows) | 1 |
- CIS 150 (Computer Science I) | 3 |
- ECON 251 (Principles of Macroeconomics) | 3 |
- ENGL 102 (Business Writing) | 3 |
- MCOM 201 (Principles of Marketing) | 3 |
- PSYCH 255 (Psychology of Nonverbal Communication) | 3 |
- QSTC 111 (Quality Management) | 3 |

**Total Degree Requirements**

60

**Career Pathways**
### Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 122</td>
<td>Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 124</td>
<td>Supervision II</td>
<td>3</td>
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<tr>
<td>QSTC 111</td>
<td>Quality Management</td>
<td>3</td>
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<tr>
<td>ECON 256</td>
<td>Labor Problems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 257</td>
<td>Contract Administration</td>
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</table>

### Additional Required Technology Courses

(Select from Technology Electives)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>† ELEC 125</td>
<td>Fundamentals of Electricity</td>
<td>3</td>
</tr>
<tr>
<td>MATL 101</td>
<td>Industrial Materials</td>
<td>3</td>
</tr>
<tr>
<td>MDTC 109</td>
<td>Mechanical Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>† MDTC 160</td>
<td>Mechanical Drafting and CAD I</td>
<td>4</td>
</tr>
<tr>
<td>MDTC 161</td>
<td>Mechanical Drafting and CAD II</td>
<td>4</td>
</tr>
<tr>
<td>MDTC 226</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>MECH 102</td>
<td>Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>† MECH 103</td>
<td>Basic Machine Tools</td>
<td>4</td>
</tr>
<tr>
<td>MECH 111</td>
<td>Introduction to Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td>† MECH 131</td>
<td>Introduction to Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>METC 208</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 120</td>
<td>Introduction to Quality Systems</td>
<td>3</td>
</tr>
<tr>
<td>WELD 100</td>
<td>Introduction to Welding Processes</td>
<td>4</td>
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<tr>
<td>† WELD 102</td>
<td>Advanced SMAW</td>
<td>6</td>
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<tr>
<td>WELD 216</td>
<td>Basic Pipefitting</td>
<td>4</td>
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</tbody>
</table>

or other electives approved by the division dean

### Total Degree Requirements

64

† Tech Prep course. See page 13.
1 See the Science alternatives listed on page 36.
2 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.
3 See the Social Science/Humanities alternatives listed on page 36.
4 See the Computer Skills alternatives listed on page 36.
Manufacturing Technology

The Associate of Applied Science degree with specialization in Manufacturing Technology is designed to prepare students for a career in the intermediate levels of the production, operation, and control phases of industry. Included in the curriculum is the use of computer aided drafting and computer numerical control of machine tools. Emphasis is placed on the use of industrial materials and methods of machine operation. Students will be trained for employment in such industrial areas as milling, lathe, wire EDM, machine set-up and operation, CAD/CAM operation, quality control, and CNC machine tool programming and operation. Graduates of this program will be prepared for entry-level employment in the following areas:

- Basic Machinist
- Basic Mechanical Drafter
- Engineering Technician
- Estimation and Specifications Technician
- Industrial Product Salesperson
- CNC Operator
- CAD/CAM Technician
- Machinist
- Production Control Technician
- Quality Control Technician
- Research and Development Technician
- Sales Engineer

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Written and Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 101</td>
<td>American Institutions</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101, 151</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHEM 150</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Required Core Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>MATL 101</td>
<td>Industrial Materials</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>† MECH 103</td>
<td>Basic Machine Tools</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>† MDTC 160</td>
<td>Mechanical Drafting and CAD I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>† ELEC 125</td>
<td>Fundamentals of Electricity</td>
<td>3</td>
</tr>
<tr>
<td>2nd</td>
<td>† MECH 104</td>
<td>Machine Tool Operations</td>
<td>4</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† MECH 201</td>
<td>Introduction to CAD/CAM</td>
<td>3</td>
</tr>
</tbody>
</table>

### 3rd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 105</td>
<td>Advanced Machine Tools</td>
<td>4</td>
</tr>
<tr>
<td>MECH 111</td>
<td>Introduction to Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td>MECH 102</td>
<td>Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MDTC 226</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
</tbody>
</table>

### 4th Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† MECH 131</td>
<td>Introduction to Automated Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>METC 208</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 111</td>
<td>Quality Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Degree Requirements

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
</tr>
</tbody>
</table>

### Certificate Program: Manufacturing Technology

In addition to the two-year associate degree program, Monroe County Community College offers a certificate program in Manufacturing Technology. We recognize that many employers place value on a certificate which authenticates specialized educational preparation. The program concentrates upon basic core courses with skill development and job upgrading being the primary objectives. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† MECH 103</td>
<td>Basic Machine Tools</td>
<td>4</td>
</tr>
<tr>
<td>† MECH 104</td>
<td>Machine Tool Operations</td>
<td>4</td>
</tr>
<tr>
<td>MECH 105</td>
<td>Advanced Machine Tools</td>
<td>4</td>
</tr>
<tr>
<td>MECH 102</td>
<td>Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>† MDTC 160</td>
<td>Mechanical Drafting and CAD I</td>
<td>4</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATL 101</td>
<td>Industrial Materials</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Certificate Requirements

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
</tr>
</tbody>
</table>

1. † Tech Prep course. See page 13.
2. † See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.
3. † See the Social Science/Humanities alternatives listed on page 36.
4. † See the Computer Skills alternatives listed on page 36.
5. † Students may take this course during their first or second spring semester.
The Associate of Applied Science degree with specialization in Mechanical Design Technology is designed to equip students with one of the most sought-after technical skills in this area – mechanical drafting and CAD. This program is representative of the highly technological demands of business and industry and maintains its leading edge with assistance from qualified representatives of industry, on current mechanical design practices and future trends. Course work within the program includes manufacturing processes, strength of materials, computer-aided drafting, computer-aided manufacturing, geometric dimensioning and tolerancing, and tool and die design.

Students will gain the knowledge and ability to determine part specifications, dimensioning techniques, manufacturing processes and strength of materials through vigorous application-based projects. The students will achieve a thorough understanding of drafting fundamentals, and proceed to computer-aided drafting and computer-aided manufacturing.

Mechanical Design Technologists may work in many areas, including product design and development, and manufacturing and production for organizations ranging from large multi-national corporations to small local shops. The demand for qualified CAD operators has exploded as companies take advantage of this progressive technology. Graduates of this program will be prepared for entry-level employment in the following areas:

- CAD Operator/Designer
- Tool and Die Drafter
- Layout Drafter
- Product Drafter
- Detailer
- Engineering Technician
- Basic Machinist
- CAD/CAM Operator
- Research and Development Technician
- Technical Sales Representative

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (Written and Oral Communication) or ENGL 151 (English Composition I)</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>6</td>
</tr>
<tr>
<td>POLSC 101 (American Institutions) or POLSC 151 (Introduction to Political Science)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101 or 151, or CHEM 150 or 151</td>
<td>4</td>
</tr>
<tr>
<td>Computer Skills Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits Required:** 21

### Required Core Courses

**1st Semester**

- MDTC 160 (Mechanical Drafting and CAD I) | 4
- MECH 103 (Basic Machine Tools) | 4

**2nd Semester**

- MDTC 161 (Mechanical Drafting and CAD II) | 4
- MDTC 152 (Descriptive Geometry) | 4
- MECH 134 (Machine Tool Theory) | 2

**Winter or Spring Semester**

- MECH 201 (Introduction to CAD/CAM) | 3

**3rd Semester**

- MDTC 224 (CAD Applications – Mechanical) | 3
- MDTC 226 (Geometric Dimensioning and Tolerancing) | 3
- METC 170 (Introduction to Parametric CAD/ProE) | 3
- MATL 101 (Industrial Materials) | 3

**4th Semester**

- MDTC 240 (Tool and Die Design) | 4
- METC 208 (Strength of Materials) | 3
- MECH 102 (Manufacturing Processes) | 4

**Total Degree Requirements:** 65

† Tech Prep course. See page 13.

1 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.

2 See the Social Science/Humanities alternatives listed on page 36.

3 Mechanical Design Technology students are strongly encouraged to take PHY 101 or 151.

4 See the Computer Skills alternatives listed on page 36.
Certificate Program:  
Mechanical Design Technology

In addition to the two-year associate degree program, Monroe County Community College offers a certificate program in Mechanical Design Technology. We recognize that many employers place value on a certificate which authenticates specialized educational preparation. The program concentrates upon basic core courses with skill development and job upgrading being the primary objectives. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.

- MATH (Mathematics) .................................................. 4
- MDTC 152 (Descriptive Geometry) .............................. 4
- † MDTC 160 (Mechanical Drafting and CAD I) ................ 4
- MDTC 161 (Mechanical Drafting and CAD II) .......... 4
- MDTC 224 (CAD Applications – Mechanical) .......... 3
- MDTC 226 (Geometric Dimensioning and Tolerancing) ...................................................... 3
- † MECH 103 (Basic Machine Tools) .............................. 4

Total Certificate Requirements 26

† Tech Prep course. See page 13.
Mechanical Engineering Technology

The Associate of Applied Science degree with specialization in Mechanical Engineering Technology offers individuals the opportunity to prepare for rewarding and responsible careers in support of technical and engineering activities in business and industry. The Mechanical Engineering Technology curriculum is based on engineering theory, but emphasis is placed on application, implementation skills, and computer modeling. The Mechanical Engineering Technologist is responsible for the application and implementation of engineering design methods and analysis techniques for the improvement of products, processes, and systems. Course work within the program includes manufacturing processes, strength of materials, computer-aided drafting, computer-aided manufacturing, computer applications in machine design, and feature based 3D CAD with surfacing.

The rapid increase in complexity of manufacturing technology and operations has caused the education of most engineers to become increasingly theoretical. This has produced a demand for manufacturing professionals who have applied technical skills. Our graduates, who are educated in mechanical engineering technology, help to meet that demand.

Graduates of this program meet the minimum requirements for placement at the junior level of Bachelor of Engineering Technology programs at many four-year institutions, or may seek immediate employment in industry. Students planning to transfer to a four-year program should consult with that institution in order to insure the maximum number of courses transfer. Graduates of this program will be prepared for entry-level employment in the following areas:

- Mechanical Engineering Technician
- CAD Operator/Designer
- Product Designer
- Field Technician
- Lab Technician
- Basic Machinist
- CAD/CAM Operator
- Research and Development Technician
- Technical Sales Representative

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 155</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 157</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 159</td>
<td>Trigonometry and Analytical Geometry</td>
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<td>MATH 160</td>
<td>Math Applications in Engineering Technology</td>
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</tr>
<tr>
<td>PHY 151</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>WPR 110</td>
<td>Personal Word Processing</td>
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</table>

### Required Core Courses

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† MDTC 160</td>
<td>Mechanical Drafting and CAD I</td>
<td>4</td>
</tr>
<tr>
<td>MECH 102</td>
<td>Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>† MECH 103</td>
<td>Basic Machine Tools</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MDTC 152</td>
<td>Descriptive Geometry</td>
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</tr>
<tr>
<td>MDTC 161</td>
<td>Mechanical Drafting and CAD II</td>
<td>4</td>
</tr>
<tr>
<td>MECH 134</td>
<td>Machine Tool Theory</td>
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</tr>
<tr>
<td>METC 170</td>
<td>Introduction to Parametric CAD/ProE</td>
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</table>

#### Winter or Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 201</td>
<td>Introduction to CAD/CAM</td>
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</table>

#### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MDTC 224</td>
<td>CAD Applications – Mechanical</td>
<td>3</td>
</tr>
<tr>
<td>MDTC 226</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
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<tr>
<td>METC 180</td>
<td>Statics</td>
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<tr>
<td>METC 208</td>
<td>Strength of Materials</td>
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#### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATL 101</td>
<td>Industrial Materials</td>
<td>3</td>
</tr>
<tr>
<td>METC 210</td>
<td>Computer Applications in Machine Design</td>
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</tr>
<tr>
<td>PHY 152</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General College Chemistry I</td>
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### Total Degree Requirements

<table>
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<tr>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>72</td>
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</table>

† Tech Prep course. See page 13.

While the above math and physics courses provide adequate preparation for technician level work, students who intend to transfer into a Bachelor of Science degree program in Mechanical Engineering Technology should consider taking the Calculus (MATH 171, 172) sequence and Engineering Physics (PHY 251, 252) sequence.
The Associate of Applied Science degree with specialization as a Medical Office Coordinator is designed to provide comprehensive preparation for employment in the administrative areas of modern health care facilities. The curriculum emphasizes communication skills, computer applications, and a solid background in medical terminology, transcription, insurance billing, and office procedures. This program is for students who would like to work in the health care field but who prefer to specialize in administrative skills rather than patient contact or clinical practice.

Graduates will be prepared for entry-level employment in doctors' offices, clinics, hospitals, public health departments, and other health care facilities.

Credits

Required General Education Courses 19
ENGL 151 (English Composition I) ......................... 3
ENGL 152 (English Composition II) ......................... 3
† BSMTH 101 (Business Mathematics) ...................... 3
POLSC 151 (Introduction to Political Science) ............ 3
BIOL 155 (Allied Health Anatomy and Physiology) ...... 4
† WPR 102 (Word Processing I) .............................. 3

Required Core Courses 34/35

1st Semester
EOS 101 (Introduction to the Electronic Office) ............ 1
† CIS 118 (Windows Operating System) ....................... 1

2nd Semester
ACCTG 110 (Applied Office Accounting) or
ACCTG 151 (Accounting Principles) ....................... 3/4
BSMCH 106 (Micronumeric Keypad) ......................... 1
HLTSC 110 (Medical Terminology) ........................... 2
EOS 135 (Microcomputer Keyboarding-Intermediate) .... 3

3rd Semester
EOS 119 (Machine Transcription) ........................... 3
MOAD 104 (Medical Office Administration I) ............ 4
WPR 104 (Word Processing II for Administrative Assistants) .................. 4

4th Semester
EOS 105 (Medical Specialty) ................................. 3
EOS 201 (Integrated Office Software) ....................... 3
MOAD 204 (Medical Office Administration II) ............ 3
MOAD 206 (Medical Insurance Coding and Billing) ...... 3

Additional Required Core Courses 8
BMGT 201 (Principles of Management) .................... 3
HPE 151 (First Aid and Safety) ............................... 2
SPCH 151 (Communication Fundamentals) ................. 3

Total Degree Requirements 61 or 62

† Tech Prep course. See page 13.
The Associate of Applied Science degree with specialization in Metrology Technology (precision measurement) is designed to meet the precision measurement needs of industry by preparing graduates through both theoretical and hands-on laboratory work to successfully enter the workforce. Metrology is used throughout the world in such areas as telecommunications, manufacturing, electrical power, aerospace, transportation, medicine, pharmaceuticals, food production, packaging, construction, national defense, atmospheric research and environmental protection. The Metrology Technology Program at MCCC emphasizes dimensional metrology for the manufacturing industry. Individuals with dimensional metrology skills, especially coordinate measuring machine (CMM) operators, are in high demand. MCCC is one of only a handful of colleges offering a program in dimensional metrology technology (one of only two in Michigan).

Graduates of this program will be prepared for employment in the following areas:
- Field Service Technician
- Inspection
- Lab Technician
- Layout Inspector
- Metrologist
- Metrology Technician
- Quality Assurance
- Quality Control
- Testing Technician

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required Core Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>MATL 101 (Industrial Materials)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>+ MECH 103 (Basic Machine Tools)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>+ MDTC 160 (Mechanical Drafting and CAD I)</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>MDTC 226 (Geometric Dimensioning and Tolerancing)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MECH 102 (Manufacturing Processes)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>QSTC 111 (Quality Management)</td>
<td>3</td>
</tr>
<tr>
<td>3rd</td>
<td>METC 208 (Strength of Materials)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>QSTC 150 (Introduction to Metrology)</td>
<td>3</td>
</tr>
<tr>
<td>4th</td>
<td>+ ELEC 125 (Fundamentals of Electricity)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 155 (Technical Writing)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>QSTC 210 (Advanced Metrology)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>QSTC 220 (Calibration and Gage R &amp; R)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Degree Requirements

61 Credits

### Certificate Program: Metrology Technology

In addition to the two-year associate degree program, Monroe County Community College offers a certificate program in Metrology Technology. We recognize that many employers place value on a certificate, which authenticates specialized educational preparation. The program concentrates upon basic core courses with skill development and job upgrading being the primary objectives. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATL 101 (Industrial Materials)</td>
<td>3</td>
</tr>
<tr>
<td>+ MDTC 160 (Mechanical Drafting and CAD I)</td>
<td>4</td>
</tr>
<tr>
<td>MDTC 226 (Geometric Dimensioning and Tolerancing)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 102 (Manufacturing Processes)</td>
<td>4</td>
</tr>
<tr>
<td>+ MECH 103 (Basic Machine Tools)</td>
<td>4</td>
</tr>
<tr>
<td>MATH (Mathematics)</td>
<td>4</td>
</tr>
<tr>
<td>QSTC 150 (Introduction to Metrology)</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 210 (Advanced Metrology)</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 220 (Calibration and Gage R &amp; R)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Certificate Requirements

31 Credits

2. See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.
Nursing, Registered

The Associate of Applied Science degree with specialization in Nursing prepares graduates to function as beginning registered nurse practitioners and members of the health care team in the care of acutely and chronically ill individuals with common illnesses. Registered nurses are qualified for employment in structured practice settings including acute care hospitals, extended care facilities, nursing homes, clinics, and physicians’ offices. With experience, nurses may also participate in providing skilled care in more specialized areas including psychiatric units, emergency departments, pediatrics and obstetrics units, critical care units, and home health settings. Jobs in all areas of nursing are plentiful. Job pay is exceptional, starting at $41,000 + with full benefits. Nursing is a flexible and mobile career choice. A total of 72 credits is required to complete the program.

Upon program completion and the Michigan State Board of Nursing eligibility determination, graduates will be prepared to take the licensure exam to become a registered nurse.

This nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and is approved by the Michigan Board of Nursing. Graduates may transfer all or part of the credit earned at MCCC to several colleges and universities to pursue a Bachelor of Science in Nursing (BSN) degree.

NLNAC
61 Broadway -33rd Floor
New York City, NY 10006
212-363-5555
1-800-669-1656, extension 153
nlac@nlnc.org

Required Courses and Sequence 72

Summer Session (First Year)

1 ENGL 151 (English Composition I) ......................... 3
1 PSYCH 151 (General Psychology) ............................ 3

Fall Semester (First Year)

NURS 151 (Adapting to Common Stressors I: Psychiatric Nursing) .......................... 4
NURS 155 (Adapting to Common Stressors II: Medical-Surgical Nursing) .................. 4
1 BIOL 157 (Anatomy & Physiology I) ................................ 4

Winter Semester (First Year)

NURS 154 (Adapting to Multiple Stressors I) ................. 10
NURS 210 (Seminar) .............................................. 3

Spring Session (First Year)

NURS 209.A (Adapting to Multiple Stressors II) ........... 3

Total Degree Requirements 72

1 Suggested Additional General Electives
BIOL 259 (Pathophysiology) ........................................ 4
CHEM 160 (Fundamentals of Health-Science Chemistry) ........................................ 4
1 CIS 130 (Introduction to Computer Information Systems) ................................ 3
HLTSC 110 (Medical Terminology) ................................ 2
HLTSC 151 (Principles of Nutrition and Diet Therapy) ................................. 3
HLTSC 156 (Phlebotomy Basics) .................................. 6
Higher Level Humanities Course ................................ 3
MATH 162 (Introduction to Statistics) ................................ 3
PSYCH 251 (Child Psychology) .................................... 3
PSYCH 254 (Life Span Psychology) ................................ 3
SPCH 151, 152 (Speech) ............................................ 3

Students’ clinical assignments are determined by the concurrent classroom theory. Clinical instruction and guidance in medical-surgical, obstetric, pediatric, and psychiatric units will be provided in surrounding area facilities: Mercy Memorial Hospital, Monroe; Mercy Memorial Nursing Center, Monroe; Oakwood Hospital-Southshore Medical Center, Trenton; Henry Ford-Wyandotte Hospital, Wyandotte; Oakwood Hospital-Heritage Center, Taylor; Lutheran Home, Monroe; HomeCare Connection, Monroe; Harper Hospital, Detroit; Children’s Hospital of Michigan, Detroit; University of Michigan Medical Center (Women’s and C.S. Mott Children’s Hospital), Ann Arbor; Oakwood Hospital and Medical Center, Dearborn; Flower Hospital, Sylvania, Ohio; and Toledo Hospital, Toledo, Ohio.

† Tech Prep course. See page 13.
1 Courses may be taken prior to entry into the nursing program.
2 Not required for degree. Some may assist in completion of bachelor’s degree.
Nursing Admission Criteria
The registered nursing program is a selective admission program which involves three steps:

1. Admission to the College;
2. Completion of prerequisites as indicated in a folder in the Admissions area which confirms that the minimum standards listed below have been met by the deadline date of May 10;
3. Selection of qualified nursing applicants by use of the numerical process.

The potential nursing applicant needs to be aware that meeting the standards at the minimum level does not insure admission to the nursing program. The applicants for the nursing program tend to be well qualified and only the top 40 candidates are selected each year.

Nursing program admission requirements are separate from general admission to the college and are subject to change. To be accepted into the nursing program, a student must meet the requirements in effect for the class and year of admission.

Specific Criteria for Step Two
Developing a folder in the Admissions area consists of the following:

1. Evidence of high school graduation must be submitted (diploma or G.E.D.). Transcripts must be sent which confirm this requirement for those with no prior college or university degree. High school students may apply, but acceptance is contingent upon high school and prerequisite completion;
2. Official transcripts from all post-secondary schools must be submitted for evaluation, including L.P.N. and R.N. programs, if applicable;
3. An accumulative grade point average of 2.5 (on a 4.0 scale) is required from the most recent academic institution attended, whether high school or college. High school grade point averages are based on five academic areas of study: English, mathematics, foreign language, social sciences, and natural sciences. The measuring point for the accumulative grade point average will be the end of winter term for college students or the most recent grading period for high school students;
4. High school-level chemistry must be completed (two semesters), or CHEM 150, Fundamental Principles of Chemistry (one semester), or CHEM 151 General College Chemistry I (one semester), with a grade of “C” (average) or better. The chemistry class must be within the past ten (10) years;
5. High school-level biology must be completed (two semesters), or BIOL 152, Biological Science (one semester), with a grade of “C” (average) or better. The biology class must be within the past ten (10) years;
6. The American College Test (ACT) is required of all applicants. The minimum composite score to be considered as an applicant is a seventeen (17) on the Enhanced Test, or fourteen (14) if tested prior to 1989;
7. Successful completion of MCCC’s mathematics graduation requirement (either a passing score on the College competency test or a math class above the 090 level of mathematics).
8. Successful completion of MCCC’s computer skills graduation requirement (either a passing score on the College competency test, or by taking a course which meets the requirement). CIS 130 is recommended.
9. MELAB (80 percentile) or TOEFL (550) tests may be required to show proof of English language proficiency for those whose native language is not English.

These are minimum requirements for consideration. Meeting the minimum requirements does not guarantee admission into the Nursing Program.

Specific Criteria for Step Three
Once minimum standards have been met, the applicants will be evaluated to determine admission status. Criteria for this evaluation may be obtained from the Admissions Office.

General Information
1. The class of forty (40) will be selected from among the pool of applicants by use of the numerical process.
2. A physical examination and immunizations are required of students selected for the program at the student’s expense which verify capabilities and general health status.
3. Applicants should be aware that any previous or current conviction of a crime and/or treatment for substance abuse may result in ineligibility to be licensed as a registered nurse. The determination of (in)eligibility is made by the Michigan State Board of Nursing. Any questions or concerns about the licensing should be directed to the State Board of Nursing at www.michigan.gov/healthlicense.

4. Students in the nursing program must consent to a criminal history check to comply with Michigan Compiled Laws, Section 333.20173. No student will be admitted to the program if convicted of a felony or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, or criminal sexual conduct or fraud or theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of the date of admission. Any cost incurred with the criminal check is the student’s responsibility.

5. Registered nursing at the associate degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program, all applicants should possess:
   
a. sufficient visual acuity, such as needed in the accurate preparation and administration of medications and for observation, necessary for patient assessment and nursing care;
   
b. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, I.V. infusion pumps, Doptone, fire alarms, etc.;
   
c. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs;
   
d. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual’s interest;
   
e. sufficient intellectual and emotional functions to plan and implement care for individuals;
   
f. psychological stability, allowing the student to perform at the required levels in the clinical portions of the program;
   
g. the capability to concentrate for long periods of time in selecting correct techniques, equipment, and safety measures to assure maximum care and safety of the patient. Therefore, the applicant must be able to exercise independent judgments under both routine and emergency conditions. A person under the habitual influence of alcohol or consciousness-altering drugs could not meet the above criteria;
   
h. the ability to tolerate and function safely in environmental conditions, such as exposure to a variety of substances (such as latex products) and conditions within the laboratory and clinical environment: temperature fluctuations; electromagnetic radiation; hazardous waste materials including chemicals, poisonous substances, blood, body tissue or fluids; loud or unpleasant noises; high humidity; inhalants such as dust or latex particles.

Applicants should have reasonable expectations that they can complete the program of study and meet the educational objectives. Accommodations are unreasonable if they essentially impair or change the curriculum. Questions should be directed to the Special Populations Coordinator in the Learning Assistance Laboratory.

6. Students who successfully complete at least one nursing class must complete the nursing portion of the program within four years of initial entry into the program. Failure to meet the time framework necessitates re-application to the nursing program.

7. The nursing courses utilize Internet services and resources to supplement instruction. It is recommended that students have access to a reliable computer with Internet connection. MCCC offers open access computer laboratories, but students should also be familiar with community resources for computer access, such as public libraries. A personal computer is helpful.

8. In addition to the general College rules, nursing students are required to adhere to policies and procedures outlined in the Nursing Program Student Handbook.
Advanced Standing Mechanism for Licensed Practical Nurses

Currently Licensed Practical Nurses may be eligible for advanced standing in the classroom based nursing program.

To be eligible for consideration for advanced standing, the L.P.N. must:

1. Meet minimum admission criteria outlined in Step Two, including ACT, GPA, chemistry, biology, and the computer and math requirements, etc., by July 30 of the year prior to the time he or she plans to join the program;
2. Have an active LPN license without stipulation/restrictions;
3. Show evidence of successful completion of a basic medication administration course.

Completion by May 10 allows the L.P.N. to seek candidacy for admission in the regular admission process (no advanced placement).

The advanced standing group (not to exceed 10) will be chosen from among the L.P.N. applicants. Those L.P.N.’s not selected for advanced standing may elect to be considered in the generic group if the criteria is met by May 10. Criteria for the final selection process may be obtained through the Admissions Office.

A physical examination and immunizations are required at the student’s expense which verify the student’s capabilities for the nursing field. Refer to General Information page 90.

To enter the Nursing Program at the N-104/105 level, the selected L.P.N. must:

1. Pass a faculty-constructed test over fundamentals of nursing materials with a minimum score of 76 percent. (Syllabus and review books are available in the library);
2. Students must correctly demonstrate selected skills learned in NURS 103 with a skills laboratory instructor. Students may be asked to pass the NURS 103 skills examination;
3. Complete the liberal arts and science courses required in the first two semesters of the regular program. A “C” (2.0) grade must be achieved in Biology 157;
4. Complete, with at least a “C” (2.0) grade, Nursing 102, Transition to Medical-Surgical Nursing.

The students who have successfully completed the transition course will join the generic nursing class in January.
Licensed practical nurses may choose to complete the Associate Degree of Applied Science in nursing by enrolling in the on-line nursing program. This program is a cooperatively run program by Monroe County Community College, Kirtland Community College, and Kalamazoo Valley Community College. One of these schools must serve as the “home school,” which is ideally the school located closest geographically and the degree granting institution. This is an intensive, on-line program. The workload is heavy each week, with frequent assignment deadlines. Working knowledge of computers and on-line computer use is required. Also, access to a more recent computer system with Internet connection is imperative.

Successful completion of the full program and the AAS degree will allow graduates to be eligible to take the NCLEX-RN CAT, the licensing examination to practice as a registered nurse. The Michigan State Board of Nursing determines eligibility for licensure, not MCCC.

To get admitted to this program:

1. You must have a current, unrestricted, and valid license as an LPN/LVN, and at least 1040 hours of current nursing practice (about 6 months of practice). The license and work verification will be completed before admission.

2. You must be admitted to a Michigan community college (your home school), and then start a second admission process for the on-line program. To receive information about the on-line program, including registration forms, go to: www.mccvlc.org. Information will be found under the “on-line programs” link, then the “RN from LPN On-line Program” link. Note: The application process must be completed in an on-line format.

3. There is prerequisite work required before admission to the program. Prerequisite work includes anatomy and physiology (at Monroe, BIOL 157 & 158), and Nursing 180: Nursing Application of Pharmacology. This pharmacology course is only offered on-line through Kalamazoo Valley Community College and the MCCVLC. Prerequisite course work must be completed at a “C” or better (2.0 on a 4.0 scale). Note: Other pharmacology courses may meet the requirement but must be evaluated for equivalency. However, all students must complete a credit college level course that was in an on-line format before the application deadline.

4. The deadline for meeting admission requirements is May 1 of the year admission is desired. Residents of Michigan have priority over out-of-state candidates.

5. Each home school also has different general education courses required for graduation. It is recommended that the general education courses be completed before starting the on-line program to ease the work load. General education course work may be taken on-line (if available) or face-to-face.

6. Clinical experiences will require actual duty in health care settings. The last semester of the program will focus on clinical experiences. See the web site for more detail. Agencies may require negative drug screens for clinical placement. Many agencies will also refuse students who have criminal convictions in their background. Students must have an active unencumbered practical nurse licensure, active health insurance, and current BLS C.P.R. Certification throughout the program.

For those students who choose Monroe County Community College as their home/degree granting school:

Required Course Work:

General Education Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 254</td>
<td>Life Span Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 157 &amp; 158</td>
<td>Anatomy and Physiology</td>
<td>8</td>
</tr>
<tr>
<td>* Meet the mathematics competency requirements for MCCC (If course needed, recommend Math 125 or Math 151, available on-line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Meet the computer skills competency for MCCC (If course needed, recommend CIS 130)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced Placement as a Licensed Practical Nurse ...... 7
Required Core Courses:

* NURS 180 W (Pharmacology) (only offered by KVCC) ................. 3
NURS 220 (Nursing Assessment) (only offered by Kirtland) ............ 3
NURS 260 (Nursing Care of Adults) (I, II)*** ......................... 8
NURS 290 (Nursing Leadership) (only offered by Monroe) ............. 3

** NURS 270 (Nursing Care of Special Populations) (I, II)*** ......................................................... 8
NURS 280 (Clinical Application of Nursing Care)*** .................. 8

(Plus math and computer course work if required.)

* Prerequisite to admission.
** PSYCH 151 must be completed before this course.
*** Offered by all schools, but at different times.

Please see the Student Handbook on-line for other requirements for program admission and completion. All students must meet health, immunization and other requirements noted in the Student Handbook to be admitted. Also refer to www.monroeccc.edu Nursing: RN from LPN program information for further Monroe information.
Phlebotomy Technician

Certificate Program

The Phlebotomy Technician performs venipuncture techniques to collect blood specimens necessary in the diagnosis and treatment of a client. It also includes related procedures, such as point of entry testing/dermal punctures, specimen transport and processing, and infection control. Legal, ethical, and professional concepts related to the role of the phlebotomist will also be studied.

The program includes classroom and skills laboratory experiences, followed by a clinical externship. Some clinical work may be in the evening. To enter the clinical portion, students must be at least eighteen years old and able to document good physical and mental health. A physical examination and immunizations are required for students at their expense to verify capabilities and general health status. The exam must be completed before clinical placement in HLTSC 157. Cardiopulmonary Resuscitation Certification from the American Red Cross or American Heart Association and criminal background checks may also be required by some clinical agencies. In addition to College rules, Phlebotomy Technician students are required to adhere to policies and procedures outlined in the Phlebotomy Technician Student Handbook. Students must be available at least 20 hours per week for the classroom portion and are required to work up to 40 hours per week for the externship period to complete this course of study.

Both classes (HLTSC 156 and HLTSC 157) must be completed for the certificate.

Phlebotomists work in free standing laboratories, hospitals, clinics, home care areas, and physicians’ offices. Phlebotomists are often cross-trained as patient care technicians. Starting pay is about $21,000.

Students who wish to review or enhance phlebotomy skills may elect to take HLTSC 156 (Phlebotomy Basics) and not HLTSC 157 (Phlebotomy II), but a certificate will not be awarded.

Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTSC 156 (Phlebotomy Basics)</td>
<td>6</td>
</tr>
<tr>
<td>HLTSC 157 (Phlebotomy II)</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Certificate Requirements 8

NOTE: A minimum of ten (10) students is required for this class to run.
The Associate of Applied Science degree with specialization in Quality Systems Technology is designed to prepare students to assume responsibilities in a wide variety of technical and management support roles. The program combines quality tools to monitor production and management practices to develop the environment that is most conducive to establishing quality systems in organizations. In today's business and industrial environments, "quality" is an integral part of the way companies are organized and managed to produce quality products and services.

Graduates of this program will be prepared for employment in the following areas:

- Inspector
- Lab Technician
- Quality Engineer
- Quality Auditor
- Quality Control Technician
- Quality Manager
- Quality Technician
- Testing Technician

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

### Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Written and Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MATH 162</td>
<td>Introduction to Statistics</td>
<td>3</td>
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<tr>
<td>POLSC 101</td>
<td>American Institutions</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PHY 101</td>
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<tr>
<td>PHY 151</td>
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<td>4</td>
</tr>
<tr>
<td>Social Science/Humanities Elective</td>
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### Required Core Courses

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<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATL 101</td>
<td>Industrial Materials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>Technical Electives</td>
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<td></td>
</tr>
<tr>
<td>MDTC 109</td>
<td>Mechanical Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>MECH 102</td>
<td>Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>QSTC 111</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 105</td>
<td>SPC Basics</td>
<td>1</td>
</tr>
<tr>
<td>QSTC 111</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 150</td>
<td>Introduction to Metrology</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 151</td>
<td>Communication Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
</tbody>
</table>

### 4th Semester

- CIS 112 (Microcomputer Database) ............................................. 3
- QSTC 230 (Documentation and Audit Preparation) ................ 3

### Total Degree Requirements

60

### Certificate Program: Quality Systems Technology

In addition to the two-year Associate degree program, Monroe County Community College offers a certificate program in Quality Systems Technology. We recognize that many employers place value on a certificate, which authenticates specialized educational preparation. The program concentrates upon basic core courses with skill development and job upgrading being the primary objectives. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>QSTC 111</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 115</td>
<td>Statistical Process Control</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 150</td>
<td>Introduction to Metrology</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 160</td>
<td>Team Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 230</td>
<td>Documentation and Audit Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MDTC 109</td>
<td>Mechanical Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 151</td>
<td>Communication Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121</td>
<td>Technical Mathematics I</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Certificate Requirements

27

### Basic Quality Technician Certificate

A certificate is also available for a Basic Quality Technician. This certificate is designed for the entry level production or quality assurance employee who seeks additional skills for assuming greater responsibility in a production environment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>QSTC 105</td>
<td>SPC Basics</td>
<td>1</td>
</tr>
<tr>
<td>QSTC 111</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>QSTC 150</td>
<td>Introduction to Metrology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MDTC 109</td>
<td>Mechanical Blueprint Reading</td>
<td>2</td>
</tr>
</tbody>
</table>

### Total Certificate Requirements

12

† Tech Prep course. See page 13.

1 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.

2 See the Social Science/Humanities alternatives listed on page 36.
Respiratory Therapy, or Respiratory Care, is an allied health profession specializing in cardiopulmonary disorders and diseases. A respiratory therapist can be instrumental in assisting a physician in the diagnosis, treatment and prevention of a wide spectrum of disorders affecting the heart and lungs.

There are two levels of therapists in Respiratory Care: certified respiratory therapists and registered respiratory therapists. A certified respiratory therapist is the entry-level position in the field and requires a minimum of an associate degree to be a candidate for the CRT board exam. CRTs typically work with less critically ill patients. A registered respiratory therapist is an advanced-level position in the field and requires a two, three or four year degree program. RRTs typically work in ICUs and are more likely to be in positions of supervision. Monroe County Community College has both CRT and RRT programs at the associate degree level. Graduates of the CRT program may transfer to a bachelor degree program or elect to continue with the accelerated RRT program for the advanced practitioner. Because area employers prefer the RRT, graduates who complete the accelerated registered therapist program are able to assume positions of advanced practitioners in less time. Graduates of both CRT and RRT programs at MCCC exceed the national averages for success on board exams. Future employment for certified and registered respiratory therapists is considered excellent nationwide as well as Southeast Michigan and Northwest Ohio.

The Monroe County Community College Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation for Respiratory Care (CoARC).

Graduate therapists are prepared:

- to assume basic or advanced respiratory care positions in hospitals, nursing homes, subacute care centers, rehabilitation facilities, long-term care facilities, home care companies, asthma clinics, sleep disorders laboratories, and pulmonary function laboratories;
- to continue higher education, if desired.

### Registered Respiratory Therapist (RRT) Program

#### Required Courses and Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring/Summer Semester (First Year)</strong></td>
<td>1 PSYCH 151 (General Psychology) ................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1 ENGL 151 (English Composition I) ......................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>Fall Semester (First Year)</strong></td>
<td>RTH 100 (Respiratory Care Techniques I) .....................................</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>RTH 104 (Cardiopulmonary Assessment) ....................................</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1 BIOL 157 (Anatomy and Physiology I) ...................................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Winter Semester (First Year)</strong></td>
<td>RTH 110 (Respiratory Care Techniques II) .....................................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 111 (Respiratory Care Clinical Practice I) ................................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 116 (Cardiopulmonary Pathophysiology) ..................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1 BIOL 158 (Anatomy and Physiology II) ....................................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Spring/Summer Semester (Second Year)</strong></td>
<td>RTH 120 (Respiratory Care Techniques III) ................................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 121 (Respiratory Care Clinical Practice II) ................................</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RTH 220 (Pharmacology for Respiratory Therapists) ................................</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td><strong>Fall Semester (Second Year)</strong></td>
<td>RTH 211 (Respiratory Care Clinical Practice III-Therapist) ................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 212 (Advanced Cardiopulmonary Physiology) ................................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>RTH 214 (Adult Critical Care) .............................................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>RTH 216 (Perinatal/Pediatric Critical Care) ..................................</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td><strong>Winter Semester (Second Year)</strong></td>
<td>RTH 221 (Respiratory Care Clinical Practice IV) ..................................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 222 (Seminar) ........................................................................</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RTH 226 (Respiratory Care Techniques IV) .......................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1 BIOL 260 (General Microbiology) .............................................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>1 POLSC 151 (Political Science) ................................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

#### Completion of RRT Program

1. If desired, these courses may be taken prior to the scheduled sequence as long as prerequisites are met.
2. Not required for degree. May assist in completion of bachelor’s degree.

Suggested General Electives

- BIOL 259 (Pathophysiology) ................................................................... | 4 |
- CHEM 151, 152, 160 (Chemistry) ....................................................... | 4 |
- HLTSC 110 (Medical Terminology) ..................................................... | 2 |
- Higher Level Humanities Course ........................................................ | 3 |
- MATH 151, 152, 162 .............................................................................. | 3 |
- PSYCH 254 (Life Span Psychology) .................................................. | 3 |
- SPCH 151, 152 (Speech) ....................................................................... | 3 |

97
Certified Respiratory Therapist (CRT) Program

Required Courses and Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring/Summer Semester (First Year)</td>
<td>PSYCH 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 151</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Fall Semester (First Year)</td>
<td>RTH 100</td>
<td>Respiratory Care Techniques I</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>RTH 104</td>
<td>Cardiopulmonary Assessment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BIOL 157</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Winter Semester (First Year)</td>
<td>RTH 110</td>
<td>Respiratory Care Techniques II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 111</td>
<td>Respiratory Care Clinical Practice I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 116</td>
<td>Cardiopulmonary Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIOL 158</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Spring/Summer Semester (Second Year)</td>
<td>RTH 120</td>
<td>Respiratory Care Techniques III</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 121</td>
<td>Respiratory Care Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RTH 220</td>
<td>Pharmacology for Respiratory Therapists</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Fall Semester (Second Year)</td>
<td>POLSC 151</td>
<td>Political Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RTH 209</td>
<td>Respiratory Care Specialty Clinic I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RTH 211</td>
<td>Respiratory Care Clinical Practice III-Therapist</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RTH 214</td>
<td>Adult Critical Care</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>CRT to RRT Program for returning students</td>
<td>RTH 212</td>
<td>Advanced Cardiopulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>RTH 216</td>
<td>Perinatal/Pediatric Critical Care</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BIOL 260</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Winter Semester</td>
<td>RTH 219</td>
<td>Respiratory Care Specialty Clinics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>RTH 222</td>
<td>Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RTH 226</td>
<td>Respiratory Care Techniques IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Respiratory Therapy Program

Admission Criteria

Admission requirements are subject to change. A student must meet the admission requirements in effect for the class and year students are entering. Both Respiratory Therapy Programs are selective admission.

To be eligible for evaluation and selection, all required information must be included in the student's folder at application deadline, which is May 10 of the year the student wishes to enter the Respiratory Therapy Program. Applications completed after the deadline date will be considered on a space-available basis.

For a student to be considered for either program, Monroe County Community College, Division of Health Sciences, requires:

1. Graduation from high school or G.E.D. A grade point average of 2.5 or better in high school work and any previously completed college level courses is preferred. High school grade point averages are based on the evaluation of five academic areas of instruction: English, mathematics, foreign language, social sciences, and natural sciences;

2. Completion of CHEM 150, Fundamental Principles of Chemistry, or a higher level college chemistry course. An applicant with one year of high school chemistry can be accepted into the program contingent upon his or her successful completion of CHEM 150 or higher prior to starting fall semester respiratory therapy classes. A challenge exam is available for CHEM 150 through the MCCC Credit by Examination process. It is required that chemistry be repeated if it has not been taken within 10 years of the application deadline date;

3. Completion of one year of high school level biology or BIOL 152, Biological Science. Preferred grade of “B” or better in biology. Unless waived by the Respiratory Therapy Program Director, it is required that biology be repeated if it has not been taken within 10 years of the application deadline date;
4. Completion of MATH 150, Beginning Algebra, or a higher level college mathematics course. An applicant with one year of high school Algebra can be accepted into the program contingent upon his or her successful completion of MATH 150 or higher prior to starting fall semester respiratory therapy classes. A challenge exam is available for MATH 150 through the MCCC Credit by Examination process. It is required that Algebra be repeated if it has not been taken within 10 years of the application deadline;

5. Completion of CIS 130, Introduction to Computer Information Systems, or the graduation requirement for computer skills;

6. The American College Test (ACT) examination is required of all applicants who have not completed 25 semester hours of college courses by application deadline. An ACT composite of 21 or above is preferred for applicants taking the exam after Fall 1989, and 19 or above if taken prior to Fall 1989;

7. Students in the respiratory therapy program must consent to a criminal history check to comply with Michigan Compiled Laws, Section 333.20173. No student will be admitted to the program if convicted of a felony or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, or criminal sexual conduct or fraud or theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of the date of admission. Any cost incurred with the criminal check is the student’s responsibility.

8. At least two references (forms available from the Office of Admissions):
   a. If you have taken college course work, you may include a reference from an instructor or professor who can evaluate your academic potential;
   b. If you have been employed within the last two years, you may include one reference from an immediate supervisor;
   c. If you have had any health care experience, volunteer or other, you may include one reference from someone in a position to evaluate your potential as a health student;
   d. If you are under 21, you may include one reference from a high school counselor, teacher, or principal.

9. Official transcripts from high school (if needed to verify algebra, chemistry, or biology) and all colleges or universities, if transfer credit is desired;

10. Attendance at a Respiratory Therapy Program information session or hospital tour offered at various times throughout the year.

People whose native language is not English may be required to submit proof of English language proficiency via MELAB or TOEFL tests.

Selection of respiratory therapy class members is determined by the total consideration and evaluation of the applicant’s standing in relation to all the previously listed criteria.

A physical examination and immunizations are required of students selected for the program at the student’s expense that verify capabilities and general health status.

The position of a certified or registered respiratory therapist involves providing direct care to individuals. As such, it is characterized by the application of verified knowledge in the skillful performance of respiratory care modalities. Therefore, in order to be considered for admission or to be retained in the program, all applicants should possess:

   a. sufficient visual acuity, such as needed in the accurate interpretation of gauges, preparation and administration of medications and observation necessary for patient assessment and care;
   b. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, pulse oximeters, mechanical ventilators, fire alarms, etc.;
   c. sufficient gross and fine motor coordination to respond promptly and to implement skills, including the manipulation of equipment required in meeting health needs;
   d. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual’s interest;
   e. sufficient intellectual and emotional functions to plan and implement care for individuals;
f. psychological stability allowing the student to perform at the required levels in the clinical portions of the program;

g. the capability to concentrate for long periods of time in selecting correct techniques, equipment, and safety measures to assure maximum care and safety of the patient. Therefore, the applicant must be able to exercise independent judgments under both routine and emergency conditions. A person under the habitual influence of alcohol or consciousness-altering drugs could not meet the above criteria;

h. the ability to tolerate and function safely in environmental conditions such as exposure to a variety of substances (including latex particles) and conditions within the laboratory and clinical environment: temperature fluctuations; electromagnetic radiation; hazardous waste materials including chemicals, poisonous substances, blood, body tissue or fluids; loud or unpleasant noises; high humidity; inhalants such as dust and aerosol mists.

Applicants should have reasonable expectations that they can complete the program of study and meet the educational objectives. Accommodations are unreasonable if they essentially impair or change the curriculum. Questions should be directed to the Special Populations Coordinator in the Learning Assistance Laboratory.

In addition to the general College rules, respiratory therapy students are required to adhere to policies and procedures outlined in the Respiratory Therapy Student Handbook.
Teacher Paraprofessional

This program leads to the Associate of Applied Sciences degree and will fulfill the requirements of the No Child Left Behind legislation. After completing these program requirements, graduates will be able to apply for teacher paraprofessional positions in K-12 school districts. Also, because many of these courses transfer to four-year institutions, students interested in becoming certified teachers will be able to benefit from this program. Check with your advisor and planned transfer school for more details about transferring.

### Credits

#### Required General Education Courses 19

- ENGL 151 (English Composition I) .......................... 3
- ENGL 152 (English Composition II) .......................... 3
- POLSC 151 (Introduction to Political Science) .......... 3
- Science with Lab .................................................... 4
- † CIS 130 (Introduction to Computer Information Systems) .................. 3
- A mathematics course numbered MATH 150 or higher . 3

#### Required Core Courses 26

- ART 158 (Art for Elementary Teachers) ..................... 3
- EDUC 151 (Exploring Teaching) .............................. 3
- ENGL 256 (Children’s Literature) ............................ 3
- HPE 151 (First Aid and Safety) ................................ 2
- HPE 210 (Foundations in Health Education) ............... 3
- MUSIC 165 (Music for Classroom Teachers) ............... 3
- PSYCH 251 (Child Psychology) ............................... 3
- PSYCH 156 (The Exceptional Person) ......................... 3
- SPCH 151 (Communication Fundamentals) ............... 3

#### Electives 15

(must choose from at least two different subjects)

- ECDV 105 (Child Growth and Development) .......... 3
- ECDV 106 (Observing/Recording Child Behavior) .... 3
- ECDV 150 (Nutrition Health and Safety) ............... 3
- ECDV 207 (Methods/Materials Early Childhood Education) .................. 3
- ENGL 261 (Creative Writing) .................................. 3
- HIST 151 (Western Civilization to 1650) ................. 3
- HIST 152 (Western Civilization, 1650 to Present) .... 3
- HIST 154 (History of the U.S., 1607-1877) ............. 3
- HIST 155 (History of the U.S., 1877 to Present) .... 3
- HIST 255 (History of East Asia) .............................. 3
- HIST 256 (African-American History) ...................... 3
- HPE 158 (Effective Coaching for Team Sports) ........ 3
- HUMAN 151 (Introduction to Humanities) ............... 3
- HUMAN 152 (Exploring Creativity) ......................... 3
- MATH 156 (Math for Elementary Teachers I) ........ 3
- MATH 166 (Math for Elementary Teachers II) .......... 3
- PSYCH 151 (General Psychology) ......................... 3
- SOC 151 (Principles of Sociology) ......................... 3
- SOC 251 (Modern Social Problems) ....................... 3
- SOC 252 (Juvenile Delinquency) ............................ 3
- SWK 106 (Child Welfare) ...................................... 3

#### Total Degree Requirements 60

† Tech Prep course. See page 13.
The Associate of Applied Science degree with specialization in Welding Technology parallels the highly technological demands of industry. The welding laboratory contains state-of-the-art equipment for shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), gas tungsten arc welding (GTAW), submerged arc welding (SAW), plasma arc cutting (PAC), and oxy-fuel cutting (OFC). Virtually all modern production welding practices are covered.

The subject matter and laboratory experiences in the welding program provide training for the serious welding technologist, with emphasis on welding skill development, welding metallurgy, weldment evaluation and testing, and related technical courses. Students are prepared for many welding related careers, including welding inspection, sales, service, design, maintenance, and engineering. The College offers state and American Welding Society (AWS) welder certification testing. Graduates of this program will be prepared for entry-level employment in the following areas:

- Welder/Fabricator
- Welding Metallurgy Technician
- Welding Sales/Service Technician
- Engineering Technician
- Pipefitter
- Weld Inspector
- Production Welder

For welding courses 102, 104, and 106, it is possible to enroll for specific subdivisions of the courses. As an example, WELD 102, Advanced SMAW, is shown as a single 6 credit hour course. The course can be subdivided into WELD 102A, Multi-Pass Arc Welding – 2 credits; WELD 102B, Code Welding Techniques – 2 credits; and WELD 102C, Multi-Pass Pipe Fillet Welding – 2 credits. This allows greater flexibility in terms of advanced placement for those with prior welding experience/training and also in the amount of time one has to commit to class during any one semester. Similar options exist in GMAW and GTAW Applications. See the division dean or faculty member for more information.

Another important feature of the program is the individual progress, audio-tutorial approach to mastering welding skills. Students may come in and, within certain parameters, progress at their own rate of speed. This allows students to complete course requirements based on their own ability rather than being locked into a set rate of progress for a given class.

Welding majors will be required to purchase related equipment for the program. A list is available from the College.

In addition to completion of the required general education courses, students desiring the program designation on their transcript must complete the required core and specialized courses.

## Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 (Written and Oral Communication) or</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151 (English Composition I)</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 101 (American Institutions) or</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 151 (Introduction to Political Science)</td>
<td></td>
</tr>
<tr>
<td>PHY 101, 151, or</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 150 or 151</td>
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</tr>
<tr>
<td>Computer Skills Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

## Required Core Courses

### 1st Semester

- MATL 101 (Industrial Materials) ................. 3
- WELD 100 (Introduction to Welding Processes) ... 4

### 2nd Semester

- † WELD 110 (Welding Symbols and Blueprint Reading) .......... 2
- † WELD 114 (GMAW and GTAW Applications) ............ 6

### 3rd Semester

- METC 208 (Strength of Materials) ................. 3
- † WELD 102 (Advanced SMAW) .......................... 6
- WELD 103 (Weldment Evaluation and Testing) ....... 3

### 4th Semester

- WELD 105 (Welding Metallurgy) ...................... 3
- WELD 106 (Basic Pipe Welding) ..................... 6

### Spring

- WELD 216 (Basic Pipefitter) ....................... 4

## Total Degree Requirements

61

### Certificate Program: Welding Technology

The College offers two levels of certificate programs in Welding. The basic certificate is oriented toward developing those skills required for entry level jobs in the welding field. The advanced certificate program is also a skills intensive program but takes students through higher level skill proficiencies, utilizing additional welding procedures and applications. All courses taken in the certificate program are applicable toward the Associate of Applied Science degree.
Basic Welding Certificate

- WELD 100 (Introduction to Welding Processes) ........... 4
- † WELD 102 (Advanced SMAW) or
  † WELD 114 (GMAW and GTAW Applications) .......... 6
- WELD 103 (Weldment Evaluation and Testing) .......... 3
- † WELD 110 (Welding Symbols and Blueprint Reading) ........................................ 2

Basic Certificate Requirements 15

Advanced Welding Certificate

- WELD 100 (Introduction to Welding Processes) ........... 4
- † WELD 102 (Advanced SMAW) .............................. 6
- WELD 103 (Weldment Evaluation and Testing) .......... 3
- WELD 105 (Welding Metallurgy) ............................ 3
- † WELD 114 (GMAW and GTAW Applications) .......... 6
- WELD 216 (Basic Pipefitting) ......................... 4
- † WELD 110 (Welding Symbols and Blueprint Reading) ........................................ 2

Advanced Certificate Requirements 28

American Welding Society (AWS) Certification

The College also offers course work to prepare students to qualify for AWS Certification at Entry and Advanced Levels of proficiency. In addition to verification of skill levels to national standards, AWS Certification also includes nationwide registry in the AWS data bank.

† Tech Prep course. See page 13.

1 See page 36 for specific Industrial Technology Division mathematics requirements for the Associate of Applied Science degree.

2 See the Social Science/Humanities alternatives listed on page 36.

3 See the Computer Skills alternatives listed on page 36.
Course Descriptions

Course Numbering System

090-099 Developmental courses that carry institutional credit only and do not apply toward graduation.

100-149 Freshman Career

150-199 Freshman University Parallel

200-249 Sophomore Career

250-291 Sophomore University Parallel

295-299 Field Trips, Seminars, Workshops, Independent Study, Co-ops
ACCOUNTING (ACCTG)

110 Applied Office Accounting 3 Credit Hours
Prerequisite: BSMTH 101 or MATH 121 or MATH 150
F, W
This introductory course is designed to provide an overview of accounting concepts and principles for non-accounting majors. Two mini practice sets provide students with real-world experience using the accounting cycle.

151 Accounting Principles 4 Credit Hours
Prerequisite: Completion of, or co-register in BSMTH 101, MATH 150 or higher, or achieve a score on the COMPASS or ACT which satisfies current college general education requirements for graduation.
F, W
The study of accounting theory and principles is applied to service and merchandising enterprises, including special journals and ledgers, adjusting and closing procedures, preparation of financial statements, promissory notes, inventory control and valuation, depreciation, payroll, and an introduction to cash control.

152 Accounting Principles 4 Credit Hours
Prerequisite: ACCTG 151
F, W
This course is a continuation of Accounting 151. The concepts and principles of partnership and corporate accounting; introduction to manufacturing and cost accounting; management analysis; and interpretation of financial data are covered in this course.

201 Microcomputer Accounting I 3 Credit Hours
Prerequisite: ACCTG 151 and CIS 109
F
This course is an introduction to computerized accounting emphasizing the application of accounting principles to microcomputers. Microcomputers will be used to maintain general and subsidiary ledgers.

205 Microcomputer Accounting II 3 Credit Hours
Prerequisite: ACCTG 152 and ACCTG 201
W
This course is a continuation of Microcomputer Accounting I. Using a software package, students will review and apply basic accounting principles, record transactions, and generate computer documents for various types of business organizations.

251 Intermediate Accounting I 4 Credit Hours
Prerequisite: ACCTG 152
F
This course is a detailed analysis of accounting problems as they relate to the valuation of assets. The course begins with a review of the fundamental accounting process and preparation of financial statements. The concept of present value is then introduced followed by a comprehensive study of the asset section of the balance sheet.

252 Cost Accounting 4 Credit Hours
Prerequisite: ACCTG 152
F, W
This course is an introductory course designed to provide a practical knowledge of cost accounting systems and procedures. The course begins with an overview of the nature and purpose of cost accounting, and follows with the basic concept that cost flow matches work flow. The major areas of cost accounting are covered including job order cost accounting, process cost accounting, budgeting, standard costs, direct costing, and nonmanufacturing costs.

254 Intermediate Accounting II 4 Credit Hours
Prerequisite: ACCTG 251
W
This course is a continuation of Intermediate Accounting I. The emphasis is on the liabilities and stockholders’ equity sections of the balance sheet. Additional topics such as statement of cash flows, and analysis and interpretation of financial statements are also covered in detail.

255 Introduction to Taxation 3 Credit Hours
Prerequisite: ACCTG 152
F
This course deals with the broad concepts of taxation. Topics include a working definition of taxation and tax bases. Tax concepts for both individual and corporate taxation are covered. Since income tax laws are constantly changing, this course is not designed to teach individuals how to be tax accountants or prepare individual income tax returns. The emphasis will be on broad, general concepts, and on such topics as gross income deduction, credits and payments, expenses, capital gains, and tax planning.

ANTHROPOLOGY (ANTHR)

152 Introduction to Cultural Anthropology 3 Credit Hours
F
This course provides a foundation of knowledge and appreciation of the range and variety of human life styles on a global basis. It describes and seeks general understanding about human “customs” or “cultural behavior.” This course provides the conceptual tools to understand cultural diversity, and to help individuals to gain enlarged and enhanced perspectives on both their own lives as well as the lives of others.

155 Introduction to Archaeology 3 Credit Hours
F
This course is designed to provide a thorough introduction to the history, methods, and theories of archaeology. Emphasis will be on a North American perspective although examples of archaeological research/reasoning from around the world will be discussed, as appropriate. Case studies will be employed to illustrate major trends or concepts. Lectures, demonstrations, slide shows, hands-on-experiences, and exercises will be used to facilitate the learning experience.

ART (ART)

151 Art Fundamentals 3 Credit Hours
F, W
This is an introductory course for all art students, especially those who are interested in taking a basic art class. The student will be exposed to the elements of two-dimensional form structure, the principles of organization, art terminology, materials and techniques, and forms of artistic expression.

155 Art Appreciation 3 Credit Hours
F, W
The student will be exposed to the fundamental principles governing art in its various forms. Slide lectures, class discussions, presentations by visiting artists, films, and studio projects are designed to meet the needs of general students in understanding and appreciating the fine and applied arts.
158 Art for Elementary Teachers 3 Credit Hours
F, W
This course is designed for the student who is pursuing a career in elementary education. It will focus on the various strategies that are required to produce a qualitative art program at the primary grade levels. Emphasis will be placed on teaching art production, writing instructional objectives for lesson planning, and reviewing the fundamentals of art.

160 Two-Dimensional Design 3 Credit Hours
F
This course studies the principles of two-dimensional design for an understanding of its nature and expressive possibilities. It allows for the opportunity to develop a creative approach in working with its elements. Emphasis will be placed on developing an awareness of composition and the principles of organization involving creativity and intuition. This course is viewed as a continuation of Art Fundamentals.

165 Illustration Techniques 3 Credit Hours
F, W
This course introduces the art student to the many drawing and painting techniques used by professional illustrators. The student will simulate the demands and deadlines faced in the advertising world. The exploration of ideas and images, recognition, media selection, step-by-step work-ups, and presentation of final work is of utmost importance and will be developed thoroughly by the student. This course is viewed as a continuation of ART 160.

170 Life Drawing 3 Credit Hours
Prerequisite: ART 151 or ART 180
F, W
This is an introductory course in drawing the human figure from a live model. Numerous approaches, including varied media and drawing techniques as well as the examination of human anatomy and its structure, will be discussed and explored. Understanding of the various attitudes of the human form will be emphasized.

171 Drawing I 3 Credit Hours
F, W
This is a comprehensive course covering the mechanics and techniques of drawing. The student will become aware of the various dry media used in drawing. Concentration on expressive line quality, mass, value, proportion, and visual awareness will be of primary concern.

172 Drawing II 3 Credit Hours
Prerequisite: ART 180
F, W
In this course mixed media, self-expression, craftsmanship, composition, content, and subject awareness will be emphasized. The student will be placed in a situation where self-discipline, analysis of composition, and the development of creative imagery are of the utmost importance. This course is a continuation of ART 180.

180 Painting I 3 Credit Hours
F, W, Sp, Su
This is an introductory course in painting. The selection of subject, composition, investigation of the many techniques (glazing, scumbling, dry brush, wet on wet, impasto, etc.), and preparation of painting surfaces will be explored thoroughly. Acrylic paint will be the media of choice in this class.

181 Painting II 3 Credit Hours
Prerequisite: ART 190
F, W, Sp, Su
Emphasis is placed upon individual problems and the further development of techniques and approaches gained in Painting I. This course is a continuation of ART 190.

205 Watercolor Painting I 3 Credit Hours
Prerequisite: ART 250
F, W, Sp, Su
This is an introductory course designed to familiarize the beginning student with the many technical and creative approaches to watercolor painting. Investigation of papers and watercolor tools, exploration of the medium, demonstrations, slide lectures, and critiques will give the student in this class a more than adequate understanding of waterbase media.

250 Watercolor Painting II 3 Credit Hours
Prerequisite: ART 250
F, W, Sp, Su
Emphasis will be on composition and individual expression. This course is a continuation of ART 250.

251 Studio Art 3 Credit Hours
Prerequisite: ART 181 or ART 191 or ART 251
F, W, Sp, Su
Studio Art is a non-transferable course for the student/artist who has completed all the art offerings in a given discipline but still wishes to utilize the studio space, facilities, and instructor’s expertise to gain further knowledge. This will be done with the permission and under the supervision of an instructor. The student receives “P” or “F” rather than a letter grade for the course since it is not intended to transfer.

108
280 Art History: Prehistoric to Gothic  3 Credit Hours
This course examines the art of the ancient western world beginning with pre-historic man and concluding with the Medieval Gothic era. The periods covered include pre-historic, Mesopotamian, Egyptian, Greek, Roman, early Christian, Byzantine, and Gothic.

281 Art History: Renaissance to Baroque  3 Credit Hours
This course is an exploration of the artists and ideals which mark the development of early Renaissance art and its subsequent developments in Northern and Southern European art to the nineteenth century. Focus will be placed on the individual artists from the early Renaissance period to the Baroque.

282 Art History: Neo-Classical to Early Modern  3 Credit Hours
This course traces the early movements of modern art, showing the progression of thought and the change of styles from the Neo-Classical period through the early twentieth century. Focus will be placed on specific artists who had leading roles in these developments.

ASTRONOMY (ASTRN)

151 Introduction to Astronomy  4 Credit Hours
A non-mathematical introduction to the principles of the astronomical universe. A general education course designed to be of interest to the individual without a scientific background who wishes to study the interrelation of the parts of the universe. Major areas of study include historical overviews, stars, stellar evolution, galaxies, cosmology and the solar system. Some laboratory work, and day/evening outside observing may be required.

AUTOMOTIVE ENGINEERING TECHNOLOGY (AUTO)

101 Internal Combustion Engines  4 Credit Hours
This course covers the operating principles and design considerations of internal combustion engines typically encountered in the transportation field. Included will be two and four stroke-cycle gasoline and diesel engines, the Wankel and gas turbine engines. Emphasis will be on four stroke-cycle gasoline engines.

102 Automotive Electricity  4 Credit Hours
Prerequisite: ELEC 125
W
The practical application of electrical principles will be studied and include theory of operation, design and troubleshooting of starting motors, alternators, regulators, and the complex electrical accessories found on modern automobiles. Use of automotive electrical test equipment will be stressed.

103 Fuel & Emission Control Systems  4 Credit Hours
W
This course covers the design theory, construction, operation and maintenance of fuel pumps, fuel injection, and emission control systems. Principles of fuel distribution, manifolds, and carburetors are studied. Students will develop skills in the use of diagnostic equipment to test and calibrate fuel and emission control systems.

104 Automotive Ignition Systems  3 Credit Hours
Prerequisite: ELEC 125
F
This course covers the operating principles of electronic and computer controlled ignition systems. Dynamometers are used to determine ignition timing curves for various operating conditions. Diagnostic procedures and the use of testing equipment will be stressed.

105 Automotive Transmissions  3 Credit Hours
W
This course covers the construction, operation, and maintenance of standard and automatic transmissions and overdrive units. Troubleshooting, adjustment, and maintenance of the various transmissions is covered in detail.

107 Automotive Chassis Units  4 Credit Hours
F
This course covers the design theory, construction, operation and maintenance of basic chassis components. Differentials, propeller shafts, springs, suspension, alignment, and brake systems are studied. Use of road simulators with accelerometers and load cells are used to study vehicle dynamics.

109 Welding for Automotive Technicians  3 Credit Hours
F
This course is an in-depth introduction to the technical concepts pertaining to the more common automotive welding and cutting processes. Machine functions and filler metal chemistry will be emphasized as well as procedure requirements for stainless steel and aluminum. Welding/cutting processes covered (including laboratory applications) include: oxy-fuel cutting (OFC), plasma arc cutting (PAC), gas tungsten arc (GTAW), and gas metal arc (GMAW) welding.

114 Auto Instrumentation/Testing  4 Credit Hours
Prerequisite: AUTO 101 and AUTO 103 and AUTO 104
W
This course is designed to further develop students' understanding and ability to set up and conduct laboratory investigations applicable to automotive research and development. Emphasis will be placed on defining the scope of a project, evaluation of investigation procedures, setting up and conducting tests, gathering and analyzing data, and the production of final reports. Hardware and procedures will include computerized data collection, application of thermocouples, pressure transducers, strain gauges, and similar devices applied to components undergoing tests on chassis and engine dynamometers, flow benches, and related equipment.

201 Automotive Digital Electronics  3 Credit Hours
Prerequisite: ELEC 125
W or Su
An introduction to digital theory, components, circuitry and systems as they relate to automotive applications. Topics covered are: basic microprocessor theory, the address bus, the data bus, control lines, memory, output systems, input systems, inherent instructions, extended instructions and applications.
BIOLOGY (BIOL)

152 Biological Science 4 Credit Hours
This course is designed to cover selected biological topics which should help the student gain an understanding and appreciation of basic life functions, man's relationship to the environment, and the application of biological data to effective decision making. Units in modern cell biology, chemistry, metabolism, genetics, ecology, and the taxonomy and evolution of major phyla. Course requires laboratory work.

154 Introduction to Environmental Science 4 Credit Hours
A non-mathematical introduction to ecology and environmental science stressing fundamental concepts and principles of ecology/ecosystems, population dynamics, resources, and pollution. Topics include land use, food resources, mineral resources, energy, air and water, and the causative interrelationships between human values, socio-economic, political, and environmental problems. This course is open to both science and non-science majors.

155 Allied Health Anatomy/Physiology 4 Credit Hours
Prerequisite: CHEM 150 or high school Biology or Chemistry
A one semester course which surveys the fundamental concepts of cellular structure and human body organization. Basic anatomy and physiology of the ten body systems is integrated with laboratory exercises using models and microscope slides to illustrate human anatomy. This course cannot be used to meet the anatomy and physiology requirements of the nursing or respiratory therapy associate degree programs. Course requires laboratory work.

157 Anatomy & Physiology I 4 Credit Hours
Prerequisite: BIOL 152 or CHEM 150 or high school Biology and Chemistry within the last 5 years
Fundamental concepts of cellular structure and human body organization. Emphasis on cellular structure and function, and anatomy and physiology of the following human organ systems: integumentary, skeletal, muscular, nervous, and special senses. Integrated principles of chemistry, biology, and embryology. REQUIRED for all students in the Health Sciences curriculum. Course requires laboratory work.

158 Anatomy & Physiology II 4 Credit Hours
Prerequisite: BIOL 157
A continuation of Biology 157. Anatomy and physiology of the human endocrine, circulatory, respiratory, digestive, renal, and reproductive systems. This course is REQUIRED for all students in the Health Sciences curriculum. Course requires laboratory work.

160 Biology of Aging 3 Credit Hours
This course presents the essential biological changes which occur as part of the aging process, in particular, those pathological conditions which are common in later life. It includes current theories of biological aging with special attention to the implications of those changes in serving the needs of older adults. It is designed to meet the needs of students preparing for careers in working with older adults.

161 Elements of Zoology 4 Credit Hours
Prerequisite: BIOL 152
A detailed study of invertebrate and vertebrate animals. Emphasis is placed on morphology and physiology, taxonomy, evolution, economics, and ecology. Some of the more important cases under these topics will be discussed and explored. This course requires field work outside of the normal laboratory hours throughout the semester.

251 Elements of Botany 4 Credit Hours
Prerequisite: BIOL 152
A detailed study of plant forms from the primitive groups to the higher seed plants. Morphology and physiology, taxonomy, evolution, ecology, and economics will be studied. Course requires laboratory work.

252 Elements of Zoology 4 Credit Hours
Prerequisite: BIOL 152
A detailed study of invertebrate and vertebrate animals. Emphasis is placed on morphology and physiology, taxonomy, evolution, economics, and ecology. Some of the more important cases under these topics will be discussed and explored. This course requires field work outside of the normal laboratory hours throughout the semester.

259 Introduction to Pathophysiology 4 Credit Hours
Prerequisite: BIOL 158 and BIOL 260
A study of the fundamental mechanisms and manifestations of disease. The course covers basic principles of human pathophysiology, including infectious disease, immunopathology, congenital and hereditary disorders, and neoplasia. Disorders of the major organ systems are emphasized: cardiovascular, respiratory, nervous, endocrine, renal, urologic, and gastrointestinal/biliary pathophysiology. Designed for students in occupational programs relating to the health sciences.

260 General Microbiology 4 Credit Hours
Prerequisite: BIOL 152 or CHEM 150 or NURS 105
An introductory course designed to present the basic concepts, techniques, and applications of microbiology. Detailed discussion of the characteristics of bacteria, fungi, algae, protozoa, helminthes, and viruses in terms of morphology, chemical and biological properties, control techniques, disease, and applications. Course requires laboratory work.

264 Fundamentals of Genetics 4 Credit Hours
Prerequisite: BIOL 152
This course provides an introduction to the principles of the transmission of inherited characteristics and the underlying molecular mechanisms of the regulation of expression of genetic information. Topics will include: classical genetics, molecular genetics, biotechnology and genetic engineering, genetics of cancer, and population genetics.

BUSINESS ADMINISTRATION (BUSAD)

151 Introduction to Business 4 Credit Hours
Prerequisite: Chemistry
This course surveys the field of business, focusing on problems, practices, and procedures. The scope includes environmental aspects, organization, marketing and sales promotion, production, personnel, labor relations, and finance. This course is required by most business curricula and should be taken in the first year. This course is also highly recommended for any non-business major who wishes to explore the field of business.

BUSINESS LAW (BSLW)

251 Business Law 4 Credit Hours
Prerequisite: Biology
This course addresses various legal principles: law of contracts, agency, negotiable instruments, and banking. Some of the more important cases under these topics will be discussed and explored.
BUSINESS MACHINES (BSMCH)

106 Micronumeric Keypad 1 Credit Hour F, W, Sp
Micronumeric Keypad teaches the touch operation of the microcomputer ten-key pad. This course is designed for the development of speed and accuracy in entering data on the microcomputer ten-key pad. Micronumeric Keypad is offered through the Regional Computer Technology Center and the Business Learning Lab on an individualized self-paced basis.

BUSINESS MANAGEMENT (BMGT)

122 Supervision I 3 Credit Hours
This course addresses the skills necessary for competent supervision. Extra emphasis is placed on proven techniques for working with people and handling work-related problems. Practical information is provided for direct application in the following areas: the supervisor's role identification, motivation, stress, leadership styles, union relationships, line-staff relationships, authority, self-understanding, accountability, responsibility, and the management functions as related to the job of the front-line supervisor.

124 Supervision II 3 Credit Hours
Prerequisite: BMGT 122
This course deals with more practical ways used by the supervisor to manage people. It is a continuation of the Supervision I course but much less theoretical. Tips and techniques used in actual situations will include decision-making, supervising for results, managing time, training, communicating, interviewing, handling problem employees, discipline, grievance appraisals, job analysis, and other topics of concern to the front-line supervisor. This is a good course for students who have had supervisory experience and want to find out how others handle similar problems.

201 Principles of Management 3 Credit Hours F, W, Sp, Su
This course emphasizes the basic principles of management. The course topics include functions of management, decision-making, directing, communicating, controlling, planning, human resources, and organizing. Managerial functions are discussed within the framework of modern business organizations.

220 International Business 3 Credit Hours
Prerequisite: BMGT 201 and ECON 251
International Business introduces the process of globalization and its implications for business firms and their managers. Course content includes the social, political, and economic environments of the multinational firm, with emphasis on management strategies across cultural and national boundaries.

251 Human Resource Management 4 Credit Hours W
Prerequisite: BUSAD 151 or BMGT 201
The focus of this course is on business organization and management, as they apply to the personnel functions of recruitment, selection, placement, orientation, and training. Attention is given to job analysis and evaluation, morale measurement and maintenance, union-management relationships, and employees' economic and physical security.

295 Management Simulation 2 Credit Hours
Prerequisite: ACCTG 151
This course allows the student to apply the knowledge gained from basic business courses. Student teams will operate simulated business firms over several quarters in a competitive environment. Students will be making decisions based upon facts which deal with their firm and the economy. These facts will require decisions to be made about productive capacity, marketing, finances, and research and development. Decisions will be entered into a computer so that students will get immediate feedback about the company and the validity of their decisions.

BUSINESS MATH (BSMTH)

101 Business Mathematics 3 Credit Hours F, W
This course covers practical application of addition, subtraction, multiplication, division, decimals, fractions, percentages, discounts, simple interest, compound interest, present value, discounting notes, interest on installment loans, and amortized mortgage loans, to the problems of everyday business and accounting.

CHEMISTRY (CHEM)

150 Fundamental Principles of Chemistry 4 Credit Hours
An introduction to the fundamental concepts and applications of general chemistry and description of chemical compounds. Detailed discussions include: measurement, atomic structure, nuclear change, stoichiometry, inorganic nomenclature, and the qualitative behavior of common metals and their cations. Course requires laboratory work.

151 General College Chemistry I 4 Credit Hours
Prerequisite: MATH 151 or equivalent and CHEM 150 or one year of high school Chemistry F
A study of the basic principles of general chemistry including classification and characterization of chemical particles, chemical bonding and molecular structure, chemical reactions, oxidation-reduction processes, reaction stoichiometry, inorganic nomenclature, and the qualitative behavior of common metals and their cations. Course requires laboratory work.

152 General College Chemistry II 4 Credit Hours
Prerequisite: CHEM 151 W
A continuation of Chemistry 151 which includes obtaining and applying quantitative information in laboratory to the basic interrelationships among solution chemistry, chemical thermodynamics, chemical kinetics, chemical equilibria, and electrochemistry. Course requires laboratory work.

160 Fundamentals of Health-Science Chemistry 4 Credit Hours
Prerequisite: CHEM 150 or CHEM 151 or high school Chemistry W
A study of organic and biochemistry as it applies to the health sciences. The course is designed for majors in occupational programs relating to the health sciences that require a basic understanding of organic and biochemistry. Course requires laboratory work.
251 Organic Chemistry I 4 Credit Hours
Prerequisite: CHEM 152
F
The preparation, properties, structures, and reactions of aliphatics, alcohols, ethers, aldehydes, ketones and carboxylic acids. Laboratory develops basic organic chemistry techniques as well as instrumental methods including chromatography and spectroscopy. Three hours lecture and three hours of laboratory each week.

252 Organic Chemistry II 4 Credit Hours
Prerequisite: CHEM 251
W
A continuation of Chemistry 251 with consideration of enols, polyenes, amines, heterocyclics, carbohydrates, amino acids, and macromolecular species. Laboratory develops basic organic chemistry techniques as well as instrumental methods including chromatography and spectroscopy. Three hours lecture and three hours of laboratory each week.

COMMUNICATION (COMM)

151 Introduction to Radio and TV 3 Credit Hours
W
This course is designed for students who wish to develop criteria to evaluate the flood of information presented by the media. Students will gain insight into the effects and influence of media in daily application. Also within this design will be the exploration and implementation of production methods used in radio and TV programming. Students will create and design, write, produce and direct, and present material for audience (class) consumption.

251 Television Workshop 3 Credit Hours
W
This course is designed to provide students with a broad understanding of television production theory and practice. It combines lectures on television technology and production techniques with studio production. Students will produce simulated programs in the studio laboratory.

COMPUTER INFORMATION SYSTEMS (CIS)

109 Microcomputer Spreadsheets 3 Credit Hours
F, W
This course familiarizes students with electronic spreadsheets, spreadsheet graphics and data management systems. The various applications to business and general management systems will be discussed. Hands-on experience will be provided utilizing a popular spreadsheet software package.

112 Microcomputer Database 3 Credit Hours
F, W
This course familiarizes students with the basic models and capabilities of standard database management systems. Students will have hands-on experience in creating and using databases on a microcomputer. Skill will be obtained primarily through the use of a common database software package.

118 Windows Operating System 1 Credit Hour
F, W, Sp, Su
This course will focus on the Windows operating environment. Topics include working with files and folders, customizing the Windows environment, managing programs, using windows accessories and utility programs, transferring data between applications, managing printing option, and performing disk maintenance.

123 PowerPoint Presentation Software 3 Credit Hours
W
The student will learn to transform data into professional presentations using a sophisticated PC-based software package. The course will start with simple presentations moving to the more complex projects involving animation and sound. Students will create and design charts, graphs, and other visual elements which will be integrated with text to effectively communicate ideas.

130 Introduction to Computer Information Systems 3 Credit Hours
F, W, Sp
This course provides students with basic knowledge of computer information systems. This course includes both computer concepts and hands-on use of various computer applications. Computer concepts include computer system basics of hardware, software, files and data storage. The hands-on portion consists of using the operating system, spreadsheets, word processing, databases, presentation software, e-mail, and the Internet.

132 Introduction to Computer Programming 2 Credit Hours
F, W
This course provides an introduction to computer program design and the coding of computer programs. Students will design solutions to computer problems using pseudocode, flowchart symbols, and structure charts. These solutions will then be coded, executed and debugged.

140 Help Desk Concepts 3 Credit Hours
This course covers help desk technology, tools, techniques, and customer service skills that are essential to any effective help desk. In this course students are introduced to the service concepts of “soft skills” and “self-management skills” as well as the operation of a help desk and possible career paths.

142 Help Desk Troubleshooting 3 Credit Hours
Prerequisite: CIS 118 and CIS 130
This course covers application and operating system troubleshooting and problem-solving techniques. Real-world case studies will be fielded by students to provide them with challenges they can expect to encounter in a day-to-day help desk support situation. In addition, this course will help to prepare students to successfully pass the HDA (Help Desk Analyst) certification exam.

150 Computer Science I 3 Credit Hours
Prerequisite: CIS 132
F, W
This course focuses on the design stage of computer program development and coding of programs using the C++ programming language. Students will diagram solutions to a variety of computer problems using ANSI standard flowcharting symbols, structure charts and other design methods. Utilizing microcomputers, these solutions will then be coded, executed and debugged.

152 Visual Basic Programming 3 Credit Hours
Prerequisite: CIS 132
F, W
This course uses VISUAL BASIC to develop Windows applications. Utilizing microcomputers, students will design, build, run, save, modify, and debug VISUAL BASIC applications using VISUAL BASIC interfaces, tools, forms, controls, properties, and code.
This course covers the process of database design, development, implementation and management. Topics covered include relational database model, object-oriented database model, structured query language, entity relationships, normalization, database life cycle, and distributed database management systems.

**167 Discrete Structures**  
Prerequisite: CIS 150 and MATH 171  
This course covers mathematical principles and techniques required for analysis, proofs and general understanding of algorithms used in computer science. Topics include: algorithms, combinatorics, sets, functions, mathematical induction, understanding and doing proofs. Also covered are “big oh,” omega, and theta notations for the growth of functions, graphs, trees, and Boolean Algebra.

**171 Using the Internet**  
1 Credit Hour  
F, W, Sp  
This course will teach students how to use the Internet as a resource and research tool. Students will learn various ways of accessing the Internet and communicating with others via the Internet. In addition students will learn advanced search tools and other resources to retrieve information. Course coverage will include browsers, search engines, FTP, email, and Internet security. Operating system file management skills and basic knowledge of the Internet are required for this course. Students who do not have these skills and knowledge should enroll in CIS 130 prior to this course.

**172 Web Design Concepts**  
Prerequisite: CIS 130  
This course covers the fundamentals of designing informative, attractive and efficient web pages. It includes issues of design techniques, browsers and computing platforms, typography, color selection, navigation, and storyboarding.

**173 FrontPage Web Design**  
Prerequisite: CIS 130 or CIS 171  
F, W  
This course will focus on web page design using FrontPage to produce web pages and HTML (hypertext mark-up language).

**174 Dreamweaver Web Design**  
Prerequisite: CIS 130 or CIS 171  
W  
This course covers the use of one of today's most powerful web design tools, Macromedia Dreamweaver™. Students will cover the Dreamweaver™ topics and skills necessary to build and manage attractive, dynamic, professional web sites.

**175 Java Programming**  
Prerequisite: CIS 150  
This is an object-oriented programming language that can be used to create stand-alone applications and applets. Java applications are platform-independent programs that will run on any computer that supports Java. Java applets are used to enhance World Wide Web pages. By using applets, Web pages can include audio, animation, interactivity, video and even three-dimensional imaging. This course includes coverage of the Java language and Object-Oriented Programming.

**176 Web Animation (Flash)**  
Prerequisite: CIS 130 or CIS 171  
F  
This course covers the skills and techniques for producing and delivering high-impact web sites using Macromedia Flash™. Students will be incorporating musical tracks, sound effects, and advanced animations to create effects that are viewable across numerous web platforms with efficient download speeds.

**177 Markup Languages**  
Prerequisite: CIS 130 or CIS 171  
This course covers HTML and Dynamic HTML techniques and skills, and introduces XML. Students will be using a case-oriented, problem-solving approach to creating web pages using these web development markup languages.

**179 Web Script Programming**  
Prerequisite: CIS 132 or higher programming language and CIS 177  
This course covers the creation of dynamic web pages using the popular scripting languages including JavaScript. Students will build applications from the bottom up. Client-side and server-side scripting will be explored. The goal of this course is to create web pages that have dynamic and interactive content.

**180 Graphic Design Concepts**  
Prerequisite: CIS 130  
F  
This course covers print design, layout, typography, and related publishing concepts. It contains essentials of print design layout, typographic composition, font selection, scanning techniques, and printing professional-looking publications.

**182 Illustrator Graphics**  
Prerequisite: CIS 130  
3 Credit Hours  
This course covers the tools and techniques of vector-based drawing software using Adobe Illustrator™.

**184 PhotoShop Graphics**  
Prerequisite: CIS 130  
3 Credit Hours  
This course covers the tools and techniques of the image-editing software Adobe PhotoShop™.

**185 Web Graphics**  
Prerequisite: CIS 130  
3 Credit Hours  
This course focuses on designing and creating professional looking Web graphics to be incorporated onto Web sites. Included in this course are techniques for creating image maps, rollover effects, icons, and buttons for the Web. This course uses Macromedia Fireworks. Knowledge of Adobe Photoshop and/or Adobe Illustrator are recommended for this course.

**186 Multimedia Development (Director)**  
Prerequisite: CIS 130  
W  
This course covers the tools and techniques of the authoring tool Macromedia Director™. This development platform will stress the incorporation of sound, graphics, animation, and video that can be deployed on the web, CD-ROM, and other multimedia applications.

**187 Digital Video Editing**  
Prerequisite: CIS 130  
W  
This course provides skills and knowledge of digital video basics. Topics will include editing, transitions, auto, adding motion and other multimedia components involving digital video. This course is applicable to web designers, graphic designers, video production artists, or home digital video camera users.
188 InDesign Desktop Publishing  3 Credit Hours
InDesign Desktop Publishing is a comprehensive desktop publishing course which provides instruction in the use of sophisticated page composition software. Class projects range from simple, one-page documents to multi-page documents produced with imported text and graphics. Final class projects involve the conceptualization and creation of a variety of complex publications.

189 3D Animation  3 Credit Hours
Prerequisite: CIS 130 and CIS 176 or CIS 186
F
This course is an introduction to 3D animation for character animation, visual effect, and 3D solid modeling. Software used includes a complete set of tools for drawing and animating 3D objects. Students will create objects with a variety of surfacing materials, textures, and effects. Students will create and animate digital models/objects.

205 System Analysis and Design  3 Credit Hours
Prerequisite: CIS 130
F
This course is designed to guide the student in developing a system where computer hardware and/or software is to be installed or updated. The student will consider problems of data flow through the system. The student will undertake case studies involving data collection, current system analysis, recommendations, design, development, and implementation of a new or updated computer system. Students may be required to design a full or partial system.

208 Microcomputer Operating Systems  3 Credit Hours
Prerequisite: CIS 118 and CIS 130
F
This course emphasizes the study of operating systems for personal computers. Topics include: Command Line vs. Graphical User Interface, batch programs, and configuration. Students will learn to install, protect, and troubleshoot CPUs, disk drives, disk utilities, disk operation, installing and uninstalling applications, multitasking, security, and configuration. Operating systems discussed in this course will include Windows, UNIX/Linux and others. This course will enhance students understanding of PC operations.

209 Data Communications  3 Credit Hours
Prerequisite: CIS 130
This course examines the technical aspects of electronic data communications within and between organizations. Topics include: fundamentals of data communication environments, communication media, data transmission methods, common carrier services, networks, LAN hardware, LAN topologies, media access control, WAN hardware, WAN topologies, transmission services and Internet Technology.

220 Hardware Maintenance  4 Credit Hours
Prerequisite: CIS 130
W
This course develops a student’s knowledge of microcomputer hardware for the purpose of installation and maintenance at the equipment level. Students will learn to install, protect and troubleshoot CPUs, disk drives, memory, circuit boards, video adapters, displays, CD-ROM drives and more. Students will learn how to use the Internet to upgrade and maintain computers. This course will also bring together all the physical components of equipment evaluation for purchase, future maintenance and growth. In addition, this course will help to prepare students to successfully pass the A+ certification exam.

230 Windows Server  3 Credit Hours
Prerequisite: CIS 209
In this course, students learn to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows based network.

234 Advanced Windows Server  4 Credit Hours
Prerequisite: CIS 230
This course provides a training solution for support professionals working in a Microsoft Windows Server-based enterprise environment. Students must have previous experience supporting a Windows Server-based network. Students learn to design, implement, and support the Windows Server network operating system in a multi-domain enterprise environment. The course is organized in four units, each covering a segment of the enterprise environment. In addition, this course will help to prepare students to successfully pass the MCSE certification exam.

250 Computer Science II  3 Credit Hours
Prerequisite: CIS 150
W
This course continues the exploration of computer science begun in CIS 150, Computer Science I. Topics to be covered include: object-oriented programming in C++, pointers, recursive algorithm design and implementation, sorting, searching, and file processing. Data structures studied include: stacks, queues, and linked-lists. This course is designed for students who wish to continue their computer science education beyond the community college level.

252 Advanced Visual Basic Programming  4 Credit Hours
Prerequisite: CIS 152
W
This project-oriented course expands on the Visual Basic Programming topics covered in CIS 152. The more complex concepts and features of the programming language are covered with emphasis on managing data and multiple forms, reporting information, and ActiveX controls.

255 Microsoft SQL  4 Credit Hours
Prerequisite: CIS 155
In this course, students will learn how to develop relational database applications using Microsoft SQL client/server database. Concepts to be covered include creating and modifying database tables and data using SQL command-line environment. Additional topics will involve creating queries, transaction management, managing files and file groups and security management. The student will also learn how to install Microsoft SQL and perform day-to-day administration tasks in a Microsoft Windows based network.

266 Windows Programming in C++  3 Credit Hours
Prerequisite: CIS 150
Students will design and implement programs for Windows using RAD tools and C++. The speed and ease of use for RAD tools combined with the power of C++ will be utilized to create complete Windows applications. Programs will be developed that utilize many GUI features found in Windows such as buttons, menus, windows, scroll bars, text areas, etc.
CONSTRUCTION MANAGEMENT TECHNOLOGY (CONM)

100 Introduction to Design/Construction 3 Credit Hours
Based on experiences in the field of architecture and construction, this course explores the work of architects and their relationships with the various supporting technicians. Consideration is given to historical, aesthetic, functional, structural, and economic aspects of design.

101 Materials of Construction 3 Credit Hours
A study of natural and manufactured building materials, including concrete and masonry, steel and non-ferrous metals, wood and composition materials, glass and plastics, and exterior and interior finishing materials. In laboratory sessions, the physical properties of materials and methods of assembly are studied using material samples. Beginning sketching techniques are developed.

102 Construction Practices 3 Credit Hours
This course develops those supporting skills essential to the organization and management of construction projects, including material takeoff and bidding procedures, organization and interpretation of specifications, function preparation, and use of the various construction documents, scheduling of construction operations, and familiarization with building codes and zoning regulations.

103 Residence Drafting 4 Credit Hours
Prerequisite: CONM 110 or MDTC 101 or MDTC 151 or MDTC 160 or concurrent registration in CONM 110 Complete working drawings are developed for one building of frame construction, with emphasis on the interrelationships of the various views, including site and floor plans, exterior and interior elevations, sections, and details. Accuracy of linework, lettering and scale are stressed.

105 Mechanical Building Systems & Equipment 4 Credit Hours
Prerequisite: CONM 110 or MDTC 101 or MDTC 151 or MDTC 160 The focus of the course is on water distribution and waste systems, calculation of heat losses and gains, “wet heat” and air handling comfort systems including air conditioning, electrical power and lighting. Mechanical and electrical layouts are developed.

107 Surveying 3 Credit Hours
Prerequisite: High school or college Trigonometry Theory and field practice in using tapes, levels, and transits in land survey, building layout, and contours and drainage are covered. Includes a study of building site conditions and practice in taking field notes and in translating them into drawings.

110 Construction Blueprint Reading 3 Credit Hours
Covered in this course are fundamentals of construction blueprint reading: interpretation of basic symbols, terminology organization of construction drawing, sketching, and material quantity takeoff.

120 Introduction to AutoCAD for Architecture 3 Credit Hours
Prerequisite: CONM 103 or CONM 110 This course is an introduction to computer aided design as it applies to the architecture and construction industry. The content examines typical hardware requirements and basic software (AutoCAD) commands used to create, edit, and plot 2D architectural drawing files.

201 Site Planning and Development 3 Credit Hours
W
This course studies the processes required to develop a functional site plan, including basic designs of pavements, parking lots layout, storm drainage, public utilities, landscaping consideration and zoning requirements.
COOPERATIVE EDUCATION (CO-OP)

Cooperative Work Experience 1 to 4 Credit Hours

Cooperative education is for students interested in an introduction to the world of work. It is designed to give on-the-job experience which is related to the student’s program of study. The co-op experience may be on a half-time or full-time basis. If employed from 15 to 20 hours per week in an approved coordinated program, the student is entitled to 2 hours credit upon successfully completing the semester. Full-time status generally represents 40 hours per week of coordinated work. Students electing full-time co-op should plan to limit their campus schedule to one or two courses. Arrangements for the co-op program must be made through the proper co-op coordinator or division dean.

CULINARY SKILLS AND MANAGEMENT (CSM)

Food Preparation I

101A Introduction to Culinary Arts 4 Credit Hours
Prerequisite: CSM 111

Students learn the fundamentals of food preparation in the food service business including safety skills, modern kitchen tools and equipment, properties and composition of food, and basic knowledge of meats, poultry and seafood. The study of basic cooking principles, weights and measures, and vegetables and starch preparation, along with basic recipe understanding are all stressed in this course to help prepare students for Culinary careers. Students are required to register for all modules of CSM 101 concurrently.

101B Basic Restaurant Production 2 Credit Hours

Students study and demonstrate, through extensive hands-on training, daily food service production. Through rotations of training stations students maintain and operate entree production, garnishes and salads, soups, stocks and sauces, beginning baking, and basic food preparation. Students are required to register for all modules of CSM 101 concurrently.

101C Baking I 2 Credit Hours

Students study and demonstrate, through daily production, the basic baking skills used in modern food service establishments. This includes principles and mixing procedures for quickbreads and yeast doughs, weighing and portioning, recipe conversions, and types of ingredients. The use of yeast doughs and sweet doughs is an important objective of this course. Students are required to register for all modules of CSM 101 concurrently.

101D Soups, Stocks, & Sauce Production 2 Credit Hours

In modern food service, a thorough understanding of soups, stocks, and sauce production is vital for the successful cook. Through daily production, students demonstrate the proper preparation of stocks, reductions, and glaces, as well as convenience bases. Roux and other thickening agents are taught with uses in sauce production. Soups, classifications and varieties such as bisque, consomme, puree soup, and chowders are regularly prepared. Students are required to register for all modules of CSM 101 concurrently.

Food Preparation II

116A Introduction to Buffet Preparation 4 Credit Hours
Prerequisite: CSM 101D

Students will obtain cooking and learning experience in this course including the demonstration and practical application of preparing and serving salads and salad dressings, sandwiches, and hors d’oeuvres, along with an introduction to food garnishing. The importance of breakfast is thoroughly covered including breakfast cooking, dairy products, cheese, coffee, and tea. Students also demonstrate how to cook with herbs and spices, and wines and spirits, along with an introduction to ice carving. Students are required to register for all modules of CSM 116 concurrently.

116B Beginning Pastries 2 Credit Hours
Prerequisite: CSM 101D

This course is designed to introduce the student to the wide range of pastries used in commercial food service establishments. The preparation and uses of puff dough, Danish dough, French pastries, and international pastries are studied and demonstrated by the student. Students also learn about and produce gateaux, wedding cakes, danish dough, French pastries, and international pastries.

116C Baking II 2 Credit Hours
Prerequisite: CSM 101D

Students study and demonstrate, through daily production, the basic baking skills used in modern bakery facilities, including the principles and mixing methods of pies and cakes. Weighing and portioning, recipe conversions and the study of ingredients are also explored. Students will prepare and bake pies, as well as finish cakes with different icings and decorations. Students are required to register for all modules of CSM 116 concurrently.

111 Food Sanitation 2 Credit Hours

This course is an operations-centered certification course which will provide culinary students with basic principles of sanitation for food service. The course will include ways to apply these principles to practical situations, as well as methods of training and motivating employees to follow good sanitation practices. Students will study the laws and regulations related to safety, fire, and sanitation, and adhere to them in the food service operation. Upon successful completion of this course, students may take the examination for an Applied Foodservice Sanitation Certificate, which meets or exceeds F.D.A. recommendations on content for sanitation courses. This is the most universally recognized and accepted sanitation certification. Students may also receive the State of Michigan Sanitation Certificate.

114 Nutrition 2 Credit Hours

The objectives of this course are designed to make the food service student aware of nutrient needs throughout the life cycle and to apply those principles to menu planning and food preparation. Students also learn the characteristics, functions, and food sources of the major nutrient groups and how to maximize human health.
Advanced Food Preparation I

201A Introduction to Hospitality Industry  2 Credit Hours
Prerequisite: CSM 116D

This course is designed to introduce the student to the wide range of businesses in the hospitality industry. Students study various food service organizations and career opportunities which include business organizational structures and basic functions of departments within food service establishments. A close study of catering services including on and off-premise catering is also emphasized in this course. Students are required to register in all modules of CSM 201 concurrently.

201B Dining Room Procedures  1 Credit Hour
Prerequisite: CSM 116D

Through daily operations of the Cuisine 1300 restaurant, students learn the various types of dining service appropriate for different food service operations. Students also learn how to service the public which includes table side cookery, taking orders, serving food, and, through use of a modern computer cash register system, cashing out and end-of-the-day sales mix. Students are required to register in all modules of CSM 201 concurrently.

201C Menu Planning I  1 Credit Hour
Prerequisite: CSM 116D

This course introduces students to one of the most important aspects of the food service industry. The principles of menu planning to various types of facilities are applied. The course covers menu layout, selection and development, and pricing/food cost structure. Students plan, cost, and determine the menu used in the Cuisine 1300 restaurant. Students are required to register in all modules of CSM 201 concurrently.

201D Purchasing and Receiving  1 Credit Hour
Prerequisite: CSM 116D

Students learn the principles and practices concerned with the purchasing and receiving of food, supplies, and equipment for various food service operations. The importance of developing a purchasing system, an effective storeroom, and proper use of checklists and bid sheets are all covered in detail. Students are required to register in all modules of CSM 201 concurrently.

Advanced Food Preparation II

201E a la Carte Food Preparation  3 Credit Hours
Prerequisite: CSM 116D

This course prepares the student for the wide variety of a la carte food service establishments in the modern industry. Through daily operations of the Cuisine 1300 kitchen facility, students rotate through various stations obtaining vital hands-on experience and training. The principles of a la carte food preparation, such as menu development and food/labor costs, are also emphasized to the student. Students are required to register in all modules of CSM 201 concurrently.

207 Restaurant Management & Supervision  3 Credit Hours
Prerequisite: CSM 116D

This course provides instruction in the management techniques involved in modern food service operations. Particular topics include the study of restaurant and menu planning. Through the assembly of a semester-long project, students learn the tasks and responsibilities of operating a restaurant from “conception to opening day.” This includes areas such as market surveys, scheduling needs, and management and supervisory concepts.
DANCE (DANCE)

151 Ballet I  1 Credit Hour
The purpose of this course is to introduce the student to the study of classical ballet through traditional ballet bar, center floor and traveling ballet exercises and combinations. Included in the class is basic alignment principles, ballet vocabulary and steps, and beginning combinations of ballet technique. Music accompaniment will enhance and complement the types of movements inherent to ballet dance. Emphasis is on personal growth with each class and assignment being a new challenge. Proper attire, terminology, and health and safety issues are discussed. Written and skills tests are part of this course. Due to the fact that ballet dance has aerobic components, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

152 Modern Dance I  1 Credit Hour
The purpose of this course is to introduce the student to the principles of modern dance techniques designed for the inexperienced dancer. Toning, stretching and strengthening exercises are incorporated to promote the investigation of the body's overall range of motion. Music accompaniment may be utilized to complement the movement. Emphasis is on personal growth with each class and assignment being a new challenge. Attire, terminology, and health and safety issues are explained and discussed. Written and skills tests are part of this course. Due to the fact that modern dance can be aerobic, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

153 Jazz I  1 Credit Hour
The purpose of this course is to introduce the student to the study of jazz through movement, vocabulary and toning, isolations in jazz techniques, and stretching and strengthening exercises. Music will be utilized in each class to complement the jazz dance styles chosen for study. Emphasis is on personal growth with each class and assignment being a new challenge. Attire, terminology, and health and safety issues are explained and discussed. Written and skills tests are part of this course. Due to the fact that jazz dance is aerobic by nature, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

155 Dance Improvisation I  1 Credit Hour
The purpose of this course is to create an atmosphere in which students can realize and enhance their own creative resources by utilizing the dance medium. This course provides students with opportunities to discover the skills of creative thinking through problem solving exercises which are designed to uncover spatial, kinesthetic and emotional awareness as well as the discovery of movement qualities. Emphasis is on personal growth with each class and assignment challenging the student's own initiative to move physically and think quickly. Attire, terminology, and health and safety issues are explained and discussed. Written and creatively challenging skills tests are part of this course. Because some of the class content may involve aerobic components, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

170 Dance Composition I  2 Credit Hours
Prerequisite: DANCE 152 and DANCE 155
The purpose of this course is to introduce the student to the study of Dance Composition. The semester will be spent with the intent to obtain an understanding of the elementary components that may be utilized in choreographing a dance. The concept of dance language and symbol system will be introduced. Emphasis is on one's individual growth process in relation to the concepts of this course as presented in class. Written and skills tests are a part of this course. Because some creative processes are aerobic by nature, a medical release may be required. This class may be repeated for credit twice (total 6 credits).

251 History of Dance  3 Credit Hours
The purpose of this course is to give the student a foundation in which to develop a greater understanding of dance as a medium of expression. The student will examine dance as it has served as ritual, play, and art from the past to the present.

EARLY CHILDHOOD DEVELOPMENT (ECDV)

101 Introduction to CDA  1 Credit Hour
This course is designed to help students planning to complete the Child Development Associate (CDA) Credentialing Assessment by providing information on the process. Students will learn how to apply, how to develop a portfolio, how to write entries, how to document entries, and how to coordinate the readiness and assessment phases of CDA. The CDA Direct Assessment is done by a team composed of the advisor, a parent/community representative, and a representative of CDA. Students must also provide verification of 480 clock hours of working with young children during the immediate past five years, in addition to the required course work. NOTE: The successful completion of this course does not guarantee receiving the CDA Credential.

102 CDA Training-Part 1  5 Credit Hours
This course is designed to help the CDA candidate demonstrate skills and knowledge in seven of the 13 functional areas described in the CDA Competency Goals. The student will also develop professional child care giving skills in specific performance areas: profiling for a child’s safety, adequate supervision of children, maintaining a healthy environment, providing nutritional meals, offering a variety of developmentally appropriate materials, enhancing physical development, fostering interactions through play, exploration and learning; engaging in conversation.

103 CDA Training-Part 2  4 Credit Hours
This course is designed to help the CDA candidate demonstrate skills and knowledge in six of the 13 functional areas described in the CDA Competency Goals. The student will also develop child care skills in specific performance areas: creativity, individual worth, encouraging self-help skills, mutual respect and acceptance, positive guidance techniques, multicultural awareness and sensitivity, competent and effective management skills, advocacy to promote quality child care services.
105 Child Growth and Development  3 Credit Hours
This course is intended to present to the student a comprehensive analysis of children from conception to eight years old. The student will gain an understanding of child development in all of the following areas: physical growth, cognitive development, psychological development, nutritional value, and socialization processes. The purpose of this course is to focus on enhancing child care skills as a practical application of the theoretical structure of the course.

106 Observing and Recording Child Behavior  3 Credit Hours
Prerequisite: ECDV 105
Students develop appropriate skills and experience for conducting objective child observations. Observation in a child care center and a case study are required. The physical, emotional, social, cognitive, language, and creative needs of pre-schoolers will be analyzed in relation to sound child guidance techniques. Thirty clock hours of observation experiences will be required.

107 Programs for Young Children Birth-5  5 Credit Hours
Prerequisite: ECDV 105
The development of curricula and activities for use with children from birth to age 5 will be emphasized in this course. Students will design a safe environment and plan developmentally appropriate activities. This course will include 60 contact hours of field experiences.

150 Nutrition, Health and Safety for Early Childhood Education  3 Credit Hours
Best practices in health, safety, and nutrition are presented. Students develop specific competencies in these areas including establishing and maintaining a healthy, safe child care program, planning nutritional meals and snacks, and teaching children and their parents about health, safety, and nutrition. Communicable diseases, government funded child/family food and nutrition programs, playground and toy safety, and resources for the child care provider are included.

207 Methods and Materials for Early Childhood Education  5 Credit Hours
Prerequisite: ECDV 105
The course is designed to develop student’s skills in planning, implementing, and evaluating developmentally appropriate learning experiences in children from kindergarten to age eight. A variety of curriculum areas—science, math, creative art, sensory, gross and fine motor, and language arts are covered. Basic skills and concepts, resource materials, and teaching methods are explored for each curriculum area. Community involvement, school partnerships, and standards for school-age childcare programs are also considered. This course will include 60 contact hours of field experiences.

210 Administration of Child Care Programs  3 Credit Hours
Prerequisite: ECDV 105 and ENGL 101 or ENGL 151
This course will enhance the student’s understanding of the total range of administrative responsibilities in early childhood programs. It is designed to offer an overview of interpersonal communication, financial responsibilities, licensing, personnel certification, staffing, and evaluation of overall programs. Students will be responsible for developing budgets, job descriptions, health and safety programs, and a variety of other materials used in administration.

218 Early Childhood Development Externship  5 Credit Hours
Prerequisite: ECDV 106 and ECDV 107 and ECDV 207
The Early Childhood Development Externship is intended for students to gain practical experience while working under supervision in a child care facility. In addition to weekly class meetings, a minimum of 150 hours of supervised experiences in a licensed child care facility are required during the semester. The student will apply theories learned in the prerequisite classes to their field work.

EARTH SCIENCE (ESC)

151 Earth Science  4 Credit Hours
An introduction to earth sciences for beginning students. The course is designed to show the numerous and important ways in which geology and some aspects of meteorology, oceanography, and solar-system astronomy interrelate with humankind and our environment. Emphasis is on broad concepts and fundamental principles of earth science and their application to environmental considerations. Course requires laboratory work.

ECONOMICS (ECON)

251 Principles of Macroeconomics  3 Credit Hours
F, W
This course is a survey of the economic system including ideas relating to production, national income, national growth, money and banking, markets and prices, and the distribution of income. This is a macro-economics course designed for both the student who needs one semester in economics and the student who will take further courses in the field.

252 Principles of Microeconomics  3 Credit Hours
F, W
This is a survey course of the microeconomic system including ideas relating to pricing and output determination, factor income, economic development, international economics, and market structures.

256 Labor Problems  3 Credit Hours
This course examines labor history, labor legislation, wage determination, unions, and collective bargaining. The collective bargaining process is strongly emphasized through the use of role-playing simulations.

257 Contract Administration  2 Credit Hours
This course is designed for students desiring investigation into areas of administering negotiated agreements between labor and management. The course focuses on problems encountered by the union steward or committee person and first-line supervisors regarding grievance procedures and grievance arbitration.
EDUCATION (EDUC)

151 Exploring Teaching  3 Credit Hours  F, W
This course is designed primarily for students who are considering entering the teaching profession. The course involves a minimum of 60 hours of field work where the student will have the opportunity to observe and participate in a public school as an aide to the professional staff. All students meet together on campus for 1-1/2 hours each week to hear guest speakers, to discuss classroom experiences and to review relevant readings. Placement schedules are worked out in cooperation with the participating teacher. Time in the host school averages about 6 hours per week. This course fulfills similar pre-teaching experiences required by several universities. Check with the College counselor regarding transfer to the university you plan to attend.

ELECTRONIC OFFICE SYSTEMS (EOS)

101 Introduction to the Electronic Office  1 Credit Hour  F, W
This introductory course provides an overview of the Electronic Office Systems program. Content includes communication techniques and use of resources. Proofreading, spelling, grammar, and punctuation skills are emphasized.

102 Microcomputer Keyboarding  1 Credit Hour  F, W
Microcomputer keyboarding is designed to teach touch operation of the microcomputer keyboard. The purpose of the course is to enable students to input and access information accurately and efficiently. Note: Students who have received credit for any of the following courses: EOS 121, 131, 135, WPR 103 and WPR 104 will not receive credit for this course. This class may not be taken concurrently with any of the above courses.

104 Legal Specialty  3 Credit Hours  F, W
Prerequisite: EOS 119
This course is a comprehensive study of legal procedures and terminology. Content includes five basic areas of law. All material is transcribed from recorded media on the microcomputer. Legal Specialty is offered through the Regional Computer Technology Center and the Business Learning Lab on a self-paced basis.

105 Medical Specialty  3 Credit Hours  F, W
Prerequisite: EOS 119 and HLITSC 110
This course is a comprehensive study of medical terminology and transcription of operative reports, discharge summaries, pathology reports, etc. All material is transcribed from recorded media using the microcomputer. The course is offered through the Regional Computer Technology Center and the Business Learning Lab on a self-paced basis.

119 Machine Transcription  3 Credit Hours  F, W
Prerequisite: EOS 135
Machine Transcription provides practice in processing communication from verbal to printed form by transcribing from recorded media on the microcomputer. Students develop proficiency in the technical skill of transcribing business documents while strengthening punctuation, spelling, grammar, vocabulary, listening, editing, and proofreading skills.

131 Microcomputer Keyboarding-Beginning  3 Credit Hours  F, W
This course teaches the touch method of microcomputer keyboard operation and provides practice techniques for building speed and accuracy. Content includes keying letters, memos, tables, and reports.

131B Keyboarding Skills Enhancement  1 Credit Hour  F, W
Prerequisite: EOS 102 or touch keyboarding skills of 30 wpm
This course presents proven techniques for increasing keyboarding speed and accuracy. After a series of diagnostic tests, the student completes corrective drills which are followed by post-tests and more drills. With this technique a motivated student can increase keyboarding speed up to 20 words a minute. This is a self-paced course using a software program specifically created for skill building.

135 Microcomputer Keyboarding-Intermediate  3 Credit Hours  F, W
Prerequisite: Keyboarding skills of 40 wpm
Microcomputer Keyboarding-Intermediate is taught on the microcomputer with word processing software. The course includes the development of speed and accuracy and the production of business letters, memos, tables, and manuscripts.

201 Integrated Office Software  3 Credit Hours  W
Prerequisite: CIS 109 and WPR 102
Integrated Office Software provides instruction in the proper use of Microsoft Office software. The course includes simulation exercises designed to develop proficiency in organizing, sorting, managing, and presenting information with word processing, spreadsheet, database, and presentation software programs. The course also includes complex hands-on projects that provide practice in linking and embedding objects among different programs contained in the office suite.

ELECTRONIC AND COMPUTER TECHNOLOGY (ELEC)

125 Fundamentals of Electricity  3 Credit Hours  F, W, Sp, Su
Prerequisite: One year high school Algebra
This course is designed as a survey for electronics majors and non-majors. It covers safety, basic electrical theory (AC and DC), Ohm’s Law, reading schematic drawings, electrical component identification and functions, sources of electrical power, motors, power distribution, and basic solid-state devices. Laboratory exercises will include measurement of resistance, voltage, and current with analog and digital meters, basic oscilloscope use, relays and transformers, circuit design and construction, and component testing.

126 DC Motors and Controls  2 Credit Hours  F
Prerequisite: ELEC 125
This course is designed to provide students with a knowledge of DC motor operating characteristics and control circuits. It will provide hands-on experience with wiring control circuits, checking the operational characteristics of motors, and use and installation of circuit protection devices. Development and application of ladder logic theory, diagrams, and circuits will be covered.
128 AC Motors and Controls  3 Credit Hours  
Prerequisite: ELEC 126  
W  
This course acquaints the student with concepts and applications of three-phase power, including wye and delta configurations. Basic operation and circuit characteristics of three-phase alternators and transformers will be covered. The construction and operation of three-phase induction motors and their related starting, control and protection circuits along with variable-frequency drives will also be addressed.

130 Introduction to Programmable Logic Controls  2 Credit Hours  
Prerequisite: ELEC 125  
F, W  
The course introduces the concepts and applications of the control and protection of industrial machines and systems through the use of programmable logic controllers (PLCs).

132 Electronics I  4 Credit Hours  
Prerequisite: ELEC 125  
W  
An introduction to basic solid-state electronic circuits. Elementary mathematical techniques are used to analyze circuit performance, and coordinated laboratory activities verify these predictions. Topics covered include diodes, basic power supplies, transistors and amplifiers in the common-emitter, common-base, and common-collector configurations, field-effect transistors, basic operational-amplifier circuits, and electronic properties of digital ICs.

133 Circuit Analysis  4 Credit Hours  
Prerequisite: ELEC 125 and MATH 124 or MATH 151 or MATH 159 or MATH 164  
F  
Topics covered are: Phasor analysis of series AC circuits, both resistor-capacitor and resistor-inductor; phasor analysis of parallel AC circuits, both RC and RL; magnetism; magnetic field in a coil (inductor); inductive transient response to switched DC; impedance of complex AC circuits; oscilloscope phase measurement techniques; power factor in AC circuits; series-resonant LC circuits; parallel-resonant LC circuits; filtering using resonant LC circuits; the j-operator; voltage-division in DC and AC; bridge circuit analysis in DC and AC; Thevenin’s theorem in DC and AC; computer-aided circuit analysis in DC and in AC frequency domain.

134 Electronics II  4 Credit Hours  
Prerequisite: ELEC 132  
F  
A continuation of Electronics I. Topics covered include: decibels, multistage and differential amplifiers, negative feedback, frequency limitations, op-amp applications, special-purpose ICs, oscillators, power amplifiers, regulated power supplies, and an introduction to radio-frequency techniques. An important part of the course is the construction of a variable regulated power supply which the student may keep upon payment of the approximately $18 parts cost.

135 Digital Electronic Logic  4 Credit Hours  
Prerequisite: ELEC 125. Taking ELEC 132 concurrently is recommended.  
W  
An introduction to digital components, circuitry, and systems. Topics covered are: logic gates, networks, and truth tables; logic-network description and simplification using Boolean algebra; binary and hexadecimal numbers and arithmetic; various types of integrated-circuit flip-flops; digital counters and registers; digital arithmetic circuits; astable clocks; one-shots; decoders; memories and display devices.

136 Instrumentation  4 Credit Hours  
Prerequisite: ELEC 132  
W  
This course examines the characteristics and limitations of common electronic instruments. Topics covered include voltmeter circuits and loading, both DC and high-frequency; average-responding vs. true-rms meters, the potentiometer circuit, the Wheatstone bridge, and various AC bridges; a survey of transducers and actuators; and advanced oscilloscope techniques, including differential input, delayed sweep, digital storage, and menu-driven types. Since the course is normally taken in the student’s final semester, considerable time is spent on preparation for the electronics technician’s certification exam sponsored by ISCET.

137 Microprocessors  4 Credit Hours  
Prerequisite: ELEC 135  
F  
This course is devoted to assembling and programming microcomputer systems using 6800-family components. Applications are simplified or partially implemented games, automated test devices, and industrial instruments. Covered are: computer architecture, memory types, interfacing techniques and components, and machine-language programming. Flowcharting, computerized program assembly, and proper hardware and program documentation are emphasized. Troubleshooting exercises utilizing oscilloscopes, and computer single-step circuitry are an important part of the course.

138 Machinery and Power Control  4 Credit Hours  
Prerequisite: ELEC 132  
Odd numbered years  
W  
This course deals with rotating machines and their control, and industrial machine control systems. Topics covered: construction and operating principles of DC generators and DC motors; voltage-vs.-current characteristics of various types of DC generators; speed-vs.-torque and current-vs.-torque characteristics of various types of DC motors; switchgear starting and control circuits; power control with silicon controlled rectifiers (SCRs) and triacs; characteristics of unijunction transistors (UJT’s), diacs, and other thyristors; construction and operating principles of single-phase and three-phase alternators and three-phase AC induction motors; power measurement in three-phase systems; three-phase transformers; programmable logic controller (PLC) operation.

141 Industrial Automation & Process Control  3 Credit Hours  
Prerequisite: ELEC 125  
Even numbered years  
W  
Topics covered: the three subsystems in industrial control systems - information-gathering, logic and output; some typical industrial control systems for machine tool processes and materials handling; programmable logic controllers; the differences between open-loop and closed-loop control; terms used in industrial closed-loop control; the five modes of control; effects of varying proportional band, integral (reset) time-constant, and derivative (rate) time-constant; operating principles and applications of electrical transducers (thermocouples, photocells, tachometers, etc.); output devices (valves and valve-operators, AC and DC motors etc.); principles and applications of DC drive systems.
ENGLISH (ENGL)

Students who score below specified minimums on the ACT or COMPASS English placement test must successfully complete English 090 prior to enrolling in a 100-level or higher English course.

090 Basic Writing Skills 3 Credit Hours F, W
This is a basic writing course that examines the elements of sentence structure with some emphasis on grammar and punctuation, proceeding to topic sentence analysis, paragraph, and essay development. The purpose of this course is to develop the writing skills necessary to perform acceptably in English 101 or English 151. This course does not count toward graduation. English 090 is meant for students whose first language is English.

101 Written & Oral Communication 3 Credit Hours F, W
This course is designed for, but not limited to, students in technical and business career programs. It helps students develop their written and oral communication skills with the emphasis on writing.

102 Business Writing 3 Credit Hours F, W
Prerequisite: ENGL 101 or ENGL 151
This course emphasizes communication skills for business and technical careers. Special emphases include preparing a resume, oral briefing, and practicing skills for effective job interviews. Students will also develop skills in writing all types of business letters and reports.

151 English Composition I 3 Credit Hours F, W, Sp, Su
This is the core course in English composition. It covers primarily expository writing, grammar, analysis, and punctuation. Emphasis is placed on structure, style, and appropriate usage. This course transfers to most four-year colleges and universities as the introductory writing course. Students will produce and edit a variety of written documents.

152 English Composition II 3 Credit Hours W
Prerequisite: ENGL 151
The emphasis of this course is on research and writing the research paper. Writings include topics taken from a variety of selected readings. The course is a continuation of English 151.

155 Technical Writing 3 Credit Hours F, W
Prerequisite: ENGL 101 or ENGL 151 and basic word processing skills
Students will learn to analyze and interpret technical information and to communicate effectively and efficiently in writing using the vocabulary of the business and technical worlds. Writing assignments and projects will include a variety of business and technical applications and report writing. Conducting research, analyzing various writing, writing correspondence and instructions, preparing an oral briefing, and engaging in group projects will promote critical thinking and teamwork.

211 Medium Voltage Power Distribution System 3 Credit Hours W
Prerequisite: ELEC 125
The course deals with industrial applications of power distribution and circuit applications of voltages of 480 volts and higher. Safety is emphasized throughout the course. National Electrical Code requirements are referenced in all application areas.

214 National Electrical Code 2 Credit Hours W
Prerequisite: ELEC 125
A study of the current National Electrical Code for the installation of electrical equipment and electrical systems. Topics covered include wiring methods and materials, general use materials, special occupancies, equipment for special conditions, requirements for communication systems, and use of the tables and examples.

240 African American Literature 3 Credit Hours F
Prerequisite: ENGL 151
This is a survey course of major literary works by African American authors, mainly from the nineteenth and twentieth century. This class is designed to develop critical reading proficiency and to better understand our multicultural society.

251 Introduction to Poetry and Drama 3 Credit Hours F, W, Sp, Su
Prerequisite: ENGL 151
The course examines selected poetry and drama, emphasizing the development of critical attitudes needed to understand and enjoy these literary forms. About half a semester is spent on each form.

252 Introduction to Short Story and Novel 3 Credit Hours F, W, Sp, Su
Prerequisite: ENGL 151
This course includes reading and analysis of short stories and novels of major authors in order to develop the critical attitudes needed for understanding and enjoyment of these literary forms. This course will include writing assignments and library work.

253 American Literature 3 Credit Hours W, Sp, Su
Prerequisite: ENGL 151
This is a survey course of major literary works, mainly of nineteenth and twentieth century authors, designed to develop the ability to read critically with understanding and appreciation.

254 Advanced Composition 3 Credit Hours F, W
Prerequisite: ENGL 151. Faculty nominated and instructor's approval.
This course offers selected students theory and practice in peer tutoring and advanced composition. Emphasis is placed on student writing conferences, process writing, and standard research methods. All students enrolled in this course work as tutors in the Writing Center.
This course will introduce the student to women's writings from diverse cultures. Beginning with the 18th century, this course will trace the development of women's writings in a variety of genres—novels, short stories, poetry, diaries, journals, and essays. The student will also be introduced to the social context of these writings as well as a number of critical approaches to their interpretations.

This course is intended for prospective teachers as well as students preparing for careers in child care. Students will survey a wide variety of children's books (classic and contemporary) and will learn methods for introducing literature to children from pre-school age to high school. Coursework will include writing assignments, class presentations, and library research.

This course is a study of Shakespeare through reading and discussion of six to nine plays selected from the comedies, histories, tragedies, and romances. The class may view videos of plays being studied or attend a live performance. The purpose of this course is to present the mastery of Shakespeare's artistry in light of his world and ours.

This course will introduce the student to the art and craft of creative writing. Each student's work will receive attentive individual scrutiny by the instructor and will be discussed in class and in individual conferences. In addition, the course will include analytic reading of the work of other students and of professional writers.

This course is a survey study of the literature of England from the Anglo-Saxons through the eighteenth century. Emphasis will be given to the major writers of the British canon from Beowulf poet to Samuel Johnson. Examples of different genres (poetry, prose, drama, etc.) will be read and discussed. Students will also explore the various literary movements that shaped those writers.

This course will introduce the student to the art and craft of creative writing. Each student's work will receive attentive individual scrutiny by the instructor and will be discussed in class and in individual conferences. In addition, the course will include analytic reading of the work of other students and of professional writers.

This course is a survey study of the literature of England from the Romantic writers through the twentieth century. Emphasis will be given to the major writers of the British canon from William Wordsworth to Samuel Beckett. Examples of different genres (poetry, prose, drama, etc.) will be read and discussed. Students will also explore the various literary movements that shaped those writers.

This course–formerly Personal Financial Planning—lays out practical methods to increase one's net worth over time by utilizing sound principles of money management and understanding how money behaves. No knowledge of accounting or business principles is required. Topics include compounding and the "time value" of money; investments; wills and estates; cohabitation and divorce; taxes; mortgages; retirement plan; and insurance.

This course is an introduction to the French language. The emphasis will be on learning to read and interpret French. Students will study elementary grammar, pronunciation, and basic vocabulary. Language laboratory work and/or instructional aids will be included.

This course is a continuation of French 151. There will be emphasis on aural and oral practices. Also, there will be a study of French contemporary life and reading selections. There will be instructional aids included. The primary purpose of this course is to have the students read and write the French language at a fluent elementary level, with comprehension at the same level.

This course will be a review of grammar and practice in oral and written French, based on selected readings and lectures. This course emphasizes writing and reading skills. Short papers and essays will be written in French. This class will culminate in the writing of a research paper in French.

This course is a continuation of French 251. There will be emphasis on aural and oral practices. Also, there will be a study of French contemporary life and literature. There will be instructional aids included. This course emphasizes reading French literature and will culminate in the writing of a report on a piece of French literature. Several pieces of French literature will be read during the course. The primary purpose of this course is to have the students read and comprehend French literature at a fluent intermediate level.

This course provides a world regional survey emphasizing regional distinctions including population characteristics, environmental features, basic resources, political structure, and economic activity within the major geographical regions with a focus on cause and effect, and man/land relationships.
GERMAN (GERMN)

151 Elementary German I 4 Credit Hours F
This beginning course in German provides an introduction to German language and culture. The student will learn basic structures and vocabulary of the target language as well as practice the four basic language skills: reading, writing, listening, and speaking.

152 Elementary German II 4 Credit Hours Prerequisite: GERMN 151 or one year high school German W
The student will learn more advanced structures of the target language and additional vocabulary. The proficiency orientation of the class allows extensive practice in the four basic language skills: reading, writing, listening, and speaking. This course is a continuation of GERMN 151.

251 Second Year German I 4 Credit Hours Prerequisite: GERMN 152 or two years high school German F
The student will learn additional structures and vocabulary of the target language and will continue practicing the four basic language skills: reading, writing, listening, and speaking. Students will be introduced to authentic materials and literature. This course is a continuation of German 152.

252 Second Year German II 4 Credit Hours Prerequisite: GERMN 251 or three years high school German W
The student will continue exploring authentic materials and literature. Practice of the four basic language skills — reading, writing, listening, and speaking — will continue at an advanced level. This course is a continuation of German 251.

HEALTH SCIENCES (HLTSC)

110 Medical Terminology 2 Credit Hours F, W
The purpose of this course, designed primarily for health and business students, is to provide basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words, and combining forms. It provides practice in building and defining medical terms and emphasizes correct spelling and pronunciation of medical words. Basic anatomy and physiology of systems is reviewed with an emphasis on disease conditions and diagnostic tests. This class utilizes a text/workbook, computer assisted instruction, audio tapes, and classroom instruction.

120 Pharmacology 2 Credit Hours Prerequisite: BIOL 158 Sp, Su
This course for nursing and allied health students is designed to introduce the major drug classifications, prototype and common drugs within those classifications, and the specific drug actions and interactions. The course also emphasizes the physiologic effects of drugs on the human body, identifying therapeutic usefulness, adverse effects, and contraindications.

136 ECG Basics 3 Credit Hours Sp, Su
The purpose of this class is to teach the theory and skill of correctly administering an electrocardiograph and other forms of ECG testing. The class also covers related basic cardiac anatomy and physiology/electrophysiology of the heart; the normal ECG; basic identification of cardiac rhythms; infection control; lead systems and care of monitoring equipment, care of the patient undergoing testing including ECGs, holter monitors, and stress testing; quality assurance guidelines, legal and ethical considerations, and specific communication skills needed by an ECG technician.

137 ECG II 2 Credit Hours Prerequisite: HLTSC 136 Sp, Su
The purpose of this class is to further advance the skill of ECG testing. The course will include practical application of ECG skills in the clinical setting. Students must be prepared to spend at least 20 hours per week in the clinical setting and be at least 18 years old.

151 Principle of Nutrition & Diet Therapy 3 Credit Hours F, W, Sp, Su
The purpose of this course is to study the role of nutrition in promoting health throughout the life cycle. Basic nutrition concepts are discussed, with emphasis placed on the nutrition needed for the maintenance of health and the prevention of disease. Personal nutritional practices are analyzed in light of nutritional theory.

156 Phlebotomy Basics 6 Credit Hours Sp, Su
The purpose of this class is to prepare students for the role of the phlebotomist and to be a member of the health care team. Infection, and quality control and safety, specimen collection, techniques for venipuncture and dermal or capillary puncture, specimen transport and processing, and legal, ethical and professional conduct will be presented.

157 Phlebotomy II 2 Credit Hours Prerequisite: HLTSC 156 Sp, Su
The purpose of this class is to apply venipuncture and dermal puncture skills in the clinical setting. Students will work 80 hours in the clinical setting and be at least eighteen (18) years old.

160 Perspectives of Aging 3 Credit Hours F, W, Sp, Su
This course introduces students to the multiple dimensions of aging — physiologic, psychological, cognitive, and social. The broad demographic, political and social frameworks, and policy considerations that impact the aging population are also introduced.
150 Personal Health 2 Credit Hours  
F, W
This is a basic course designed to provide college students with fundamental concepts and practices relating to healthy living. Personal, local, state, and national health problems are studied in an effort to provide the student with a broad knowledge and understanding of vital health issues as they impact on the physical, mental, emotional, spiritual, and social well-being of the individual. Areas of health which are studied include: chemical dependency; cancer; heart disease and its related factors, exercise; nutrition, weight management, hypertension; marriage, and family relationships. The critical thinking skill in this course will coincide with the student’s ability to think critically in order to solve problems related to the health, wellness, and safety of individuals and society as a whole.

151 First Aid and Safety 2 Credit Hours  
F, W, Sp, Su
The First Aid and Safety course will provide the student with a basic knowledge and understanding of accidents, illness, and injuries that most commonly occur at home, work, school, play, or while traveling. The student is given opportunities to analyze specific emergency situations with emphasis on treatment, prevention, and protection. Major areas include: wounds; injuries to muscles, bones, and joints; shock; poisoning; burns, sudden illnesses; heart attacks and respiratory emergencies. Rescue breathing, choking and CPR skills are learned and applied to adults, children, and infants.

152 Community Health 3 Credit Hours  
F
This course is designed to introduce students to community health and lay the foundation for later learning of more in-depth health disciplines. Students will become familiar with health-related agencies at all levels-local, state and federal. A complete overview of community health will be provided. Students will review and discuss controversial current issues including access to health care and quality of health care. Political, social and economic dimensions of community health will be analyzed. There will be a focus on the common diseases particularly affecting persons living in or near poverty. There will be an overview of the types of data from which to identify community health problems. Students will be provided the opportunity to gain a good understanding of the realm of community health.

153 Mental Health 3 Credit Hours  
W, Sp, Su
The purpose of this class is to develop a concept of mental health and to increase awareness of mental health issues. Students will examine the principles of mental health including risk factors associated with mental illness and factors which lend toward positive mental health. Various mental illnesses and treatment strategies will also be explored. The education and roles of mental health professionals will be reviewed as well as mental health facility options. Societal issues concerning mental health status will also be discussed.

158 Effective Coaching for Team Sports 3 Credit Hours  
F
Principles and effective coaching practices are introduced. The role of the coach is explored, including aptitude and skills/preparation needed. Basic information about physical maturation; motor development; athletic characteristics of children, adolescents, and adults will be studied. Meeting the athlete and team, selecting a team, motivating athletes, and developing appropriate behavior will be explored in detail. An overview of typical administrative duties and legal aspects will also be explored.

159 Principles of Safety 3 Credit Hours  
F
This course is designed to introduce students to the field of safety and injury prevention. Accident control and disaster preparation are examined in different settings including: at home, in the workplace, during recreation, and in motor vehicles. Safety management is studied as it relates to hazard identification, accident investigation, and injury prevention. Accident data and sources of data are examined. Students will be instructed on how to plan, develop, and execute safety and accident prevention control programs.

165 Mental Health 3 Credit Hours  
W, Sp, Su
Various mental illnesses and treatment strategies will also be explored. The education and roles of mental health professionals will be reviewed as well as mental health facility options. Societal issues concerning mental health status will also be discussed.

167 Laido: Japanese Swordsmanship 1 Credit Hour  
W, Sp, Su
The purpose of this course is to help the participating student understand the art of laido, not only as a method of swordsmanship, but as an art to develop coordination between mind and body. Emphasis will be placed on physical fitness, history of the art, self-discipline, and the culture of the Samurai. Involved are body movement principles, a progressive exercise program and other desirable health and technical aspects of the art of laido, written assignments and tests (both written and performance testing) are a part of this course.

185 Snowboarding 1 Credit Hour  
W
This course provides students an opportunity to learn snowboarding skills along with the knowledge and understanding of concepts related to snowboarding. Course content will include: selection of clothing and equipment, terminology, fundamental skills of snowboarding, and safety. Written and performance based tests are a part of this course. Students will benefit from the emphasis on individual lifetime sport and recreation activities while receiving one hour of credit toward a degree. This course meets off campus and will require significant physical effort. Students must be at least 18 years of age and be in good physical condition to participate.

193 Snow Skiing 1 Credit Hour  
W
Course content for physical education activities will include: selection of clothing, equipment, terminology, fundamental skills, and safety. Written and/or skills tests are a part of each course. The purpose of this course is to provide students an opportunity to learn snow skiing skills and the knowledge and understanding of concepts related to snow skiing. Students will benefit from today’s emphasis on individual lifetime sport and recreational activities while receiving one hour elective credit for either their associate’s degree or for personal enjoyment. This course is also transferable to many four-year institutions as a P.E. credit for those students seeking a baccalaureate degree.

210 Foundations in Health Education 3 Credit Hours  
Sp, Su
This course is designed to introduce students to the health education discipline and the competencies needed by health educators. Students will become familiar with learning experiences that promote voluntary actions and informed decisions conducive to improving health status and preventing injury. An overview will be provided about how Health Education is concerned with the health behavior of individuals and with the living and working conditions that influence their health. Students will learn about where health education services are offered and for whom. There will be a general overview of different Health Education services, including those provided for in schools and in community settings.

212 Principles of Safety 3 Credit Hours  
Sp, Su
This course is designed to introduce students to the field of safety and injury prevention. Accident control and disaster preparation are examined in different settings including: at home, in the workplace, during recreation, and in motor vehicles. Safety management is studied as it relates to hazard identification, accident investigation, and injury prevention. Accident data and sources of data are examined. Students will be instructed on how to plan, develop, and execute safety and accident prevention control programs.

125
100 Level — Activity Courses 1 Credit Hour
Course content for physical fitness and aerobic activities will include: selection of clothing and equipment, terminology, components of fitness, benefits of exercise, basic fundamental skills, and safety. Course content for individual and team sports activities will also include rules of play, scoring, and a basic understanding of offensive and defensive strategy. Written and/or skills tests are a part of each course.

Skills require some physical exertion; gross and fine motor coordination; sufficient intellectual and emotional functions to implement skills; and sufficient visual and auditory acuity to communicate needs in the activity. All students must sign a waiver to do activities, and a doctor’s permit may be needed.

Please consult the latest class schedule for current information on offerings.

160 Archery  F, Sp, Su
161 Badminton  F, W
162 Bowling  W
163 Golf  Sp, Su
165 Karate  F, W
167 Physical Fitness  F, W, Sp, Su
170 Exercise Walking  F, Sp, Su
171 Jogging  Sp
173 Aerobics  F, W, Sp, Su
174 Tae Kwon Do  Sp, Su
175 Kick Boxing  F
177 Weight Training  F, W, Sp, Su
178 Weight Lifting  Sp, Su
181 Volleyball  F, W
184 Basketball  F, W
185 Snowboarding  W
193 Snow Skiing  W
197 Hiking and Backpacking  Sp

200 Level - Continuing Courses 1 Credit Hour
Prerequisite: appropriate 100 level beginning course
A review of what was offered in the corresponding beginning course, along with more advanced skills. A greater emphasis will be on offensive and defensive strategies, with an indepth evaluation of the individual skills and abilities for individual and team sports activities. For physical fitness and aerobic activities, more emphasis will be placed on individual goals that will challenge their upper level skills and abilities. Written and/or skills tests are a part of each course.

Skills require some physical exertion, gross and fine motor coordination, sufficient intellectual and emotional functions to implement skills, and sufficient visual and auditory acuity to communicate needs in the activity. All students must sign a waiver to do activities, and a doctor’s permit may be needed.

260 Intermediate Archery  Sp, Su
261 Intermediate Badminton  F, W
262 Intermediate Bowling  W
263 Intermediate Golf  Sp, Su
265 Intermediate Karate  W, Sp, Su
273 Aerobics II (Step Aerobics)  
285 Intermediate Snowboarding  W
293 Intermediate Snow Skiing  W
297 Intermediate Hiking and Backpacking  Sp, Su

HISTORY (HIST)

151 Western Civilization to 1650 3 Credit Hours  F, W, Sp, Su
This course introduces the cultural and institutional development of Western civilization from its beginning to 1650. It emphasizes the contributions of past civilizations to the present. Students planning a major in history should elect both 151 Western Civilization and 152 Western Civilization in their freshman year.

152 Western Civil/1650 to Present 3 Credit Hours  F, W
This course, a continuation of Western Civilization 151, introduces the cultural and institutional development of post-1650 Western civilizations. Understanding the contributions these civilizations made to the present is emphasized.

153 History of Michigan 3 Credit Hours  F, W, Sp, Su
This course is a survey of Michigan history from the French exploratory period to the present. It will examine how the economic, political, and social development of Michigan relates to American history. Local history and the collection and interpretation of primary historical materials are emphasized. This includes utilizing primary historical materials and fitting this information into a local and a national context.

154 History of the US, 1607-1877 3 Credit Hours  F, W, Sp, Su
This course is a survey of American history from the time of exploration and the Colonial Era to the end of Reconstruction. It will examine the peoples of America, native and immigrant, their institutions, and the changes fashioned in the new environment. Special emphasis is placed on the growth and development of American democracy. The purpose of this course is to have the student understand the complexity and essential content of the American past.

155 History of US/1877-Present 3 Credit Hours  F, W, Sp, Su
This course is a survey of American history from the end of Reconstruction to the present. It will examine industrialization, urbanization, ethnic and racial diversity, economic conditions, political, social, cultural and intellectual trends, the growth of America as a world power, the Cold War and the growth of the federal government. The purpose of this course is to have the student understand the historical roots of modern America.

160 Civil War and Reconstruction 3 Credit Hours  F, W, Sp, Su
This course is a survey of the Civil War era in U.S. history. Special emphasis is on modernization, slavery, the causes of the war, the military aspects, and the reconstruction process.

255 History of East Asia 3 Credit Hours  F
This course surveys the history of East Asia from its beginning to modern times. It emphasizes the social, political, and economic institutions that have shaped the civilization of this region.
256 African-American History  3 Credit Hours
This course examines the history of African-Americans from their African origins to the present. Special emphasis is placed on the cultural development and contributions of black Americans, and the ever-changing dimensions of racism and discrimination in American society. This course will help the student understand the integral role that African-Americans have played in our nation's history, and to perceive that the very foundation of the American experiment rests on cultural diversity.

HUMANITIES (HUMAN)

151 Introduction to Humanities  3 Credit Hours  F, W
This course is a survey of the humanities that focuses on painting, poetry, drama, and music with emphasis placed on what the humanities tell us about human values. Extra cost may be incurred for field trips. Schedules may have to be adjusted because of field trips, which may be on weekends.

152 Exploring Creativity  3 Credit Hours  F, W
This class will examine in detail the creative process and the factors that surround it. Beginning with the trinity of creation— the person, the process, and the product—the course will explore those characteristics of creative people that enhance creativity and also those elements that inhibit it. The class will be based on the experiences of those who are productive creators. We will note their thinking and feeling habits, examine their products, discover their processes, and understand how creativity is part of everyone. Creative and lateral thinking processes will also be explored. A creativity project will be presented to the class by each student.

250 Visual Media Literacy  3 Credit Hours  Prerequisite: ENGL 151
This class will acquaint the student with the cultural messages that are created and manipulated by movies and television programming. Each student will be provided with the vocabulary and critical tools necessary for discussing and writing about these vital media. Upon successful completion of this course, the student will be able to analyze the visual media and their role in shaping his or her world.

INDEPENDENT STUDY

1 to 4 Credit Hours
Prerequisite: Approval of the respective Division Dean
A student may have an interest in a topic or an area of specialization not covered by regular MCCC class offerings. In order to further the student’s learning in these areas, the divisions (Business, Health-Science, Humanities-Social Sciences, Industrial Technology, and Science-Mathematics) may offer an Independent Study class in which the student would complete selected readings, research, projects and/or papers under the guidance of an instructor.

JOURNALISM (JOURN)

161 Introduction to Journalism  3 Credit Hours  F
Students in this course will learn how to determine what is newsworthy as well as the basics of news and feature writing, journalistic style, copy editing and gathering of information with an emphasis on interviewing techniques. Students may hear presentations by professional journalists and/or visit a newspaper operation.

162 Journalism Workshop I  3 Credit Hours  Prerequisite: JOURN 161
In this course students will be given practical experience in journalistic writing, photography, layout procedures and newspaper production. They will have the responsibility for producing the College newspaper, The Agora.

261 Journalism Workshop II  3 Credit Hours  Prerequisite: JOURN 162
This course is a continuation of Journalism 162.

262 Journalism Workshop III  3 Credit Hours  Prerequisite: JOURN 261
This course is a continuation of Journalism 261.

MANUFACTURING TECHNOLOGY (MECH)

102 Manufacturing Processes  4 Credit Hours  F, W
This is a survey course providing a comprehensive introduction to various manufacturing techniques used to produce products from metals, plastics, ceramics, and composite materials. Classroom discussion will center around the major families of processes: forming, separating, conditioning, fabricating, and finishing. Laboratory experience will include welding, foundry, sheet metal forming, machining, and plastics manufacture.

103 Basic Machine Tools  4 Credit Hours  F, W
This course deals with the care and use of hand tools, measuring instruments, and layout tools as they are used in fundamental fabrication of industrial products. Basic theories and operation and typical applications of lathes, milling machines, and surface grinders are also stressed.

104 Machine Tool Operations  4 Credit Hours  Prerequisite: MECH 103  W
This course covers advanced machine tool techniques and applications with emphasis on lathes, mills, and surface grinders. The theory, use and means of producing machined projects, is incorporated into the course along with a detailed coverage of machine speeds, feeds, and cutter materials. Students are also introduced to the field of computer numerical control (CNC) of machine tools.

105 Advanced Machine Tools  4 Credit Hours  Prerequisite: MECH 104  F
The major emphasis of this course is the programming and operation of computer numerically controlled (CNC) machine tools. Laboratory experiences will include writing and editing programs and parts production on both CNC milling machines and lathes. Programming and editing will be done directly on the CNC machines as well as off-line on microcomputers. Wire Electrical Discharge Machines (EDM) are also covered.

111 Introduction to Fluid Power  3 Credit Hours  Prerequisite: One year high school Algebra  F, W
This course is an introduction to hydraulic principles and equipment used in industry. Basic hydraulic circuit design along with actual set-up and operation of hydraulic circuits is stressed.

127
112 Pneumatics  3 Credit Hours
Prerequisite: MECH 111

This course covers advanced circuit design, hardware theory and application, and circuit construction and operation in pneumatic systems. Emphasis is on circuits and components commonly covered in automated manufacturing. Circuits encountered will include pneumatic, electrical/electronic control, and feedback.

116 Industrial Plumbing and Pipefitting  3 Credit Hours

This course is designed to allow the student to gain an understanding of the basic scientific principles that apply to the plumbing/pipefitting trade. Various hand and power tools will be used to install and join the different types of piping systems used in the trade. Additional topics include: installing pumps and piping systems; basic mathematics as it applies to the plumbing/pipefitting trade; producing and interpreting basic shop drawings and piping sketches as used at a typical work site; use of the trade code book and applying code regulations to the installation piping.

117 Basic Air Conditioning and Refrigeration  3 Credit Hours

This technician-level course covers the basic compression refrigeration cycle, refrigerants available for use, major refrigeration system components, and fundamentals of system operations. Using small scale, basic refrigeration systems, participants will apply theory to hands-on knowledge as they become familiar with evacuation and charging procedures and basic troubleshooting techniques.

131 Introduction to Automated Manufacturing  3 Credit Hours
F, W

This is a survey course for the world of robots. Included will be automation safety, justification, design and classification, applications, end-of-arm tooling, power sources, future trends and societal impact. Laboratory experiences will include robot programming and operation through both teach pendants and microcomputers. Basic configurations with programmable controllers will be included, with an abbreviated introduction to fluid power and ladder logic.

134 Machine Tool Theory  2 Credit Hours
Prerequisite: MECH 103
W

This course covers advanced machine tool techniques with emphasis on lathes and mills. There will be detailed coverage of machine speeds, feeds, and cutter materials. Students are introduced to the field of computer numerical control (CNC) of machine tools. Basic diemaking is also covered.

201 Introduction to CAD/CAM  3 Credit Hours
Prerequisite: MDTC 121 and MECH 104 or MECH 134
W, Sp, Su

This course introduces the theory and application of computer programs which provide the automatic generation of CNC machine tool codes from the entry of part geometry. Operator designs and runs tool path for CNC machines in 2D and 3D. This technology eliminates the need for the CNC programmer to master the traditional M and G codes and dramatically shortens CNC programming time.

MARKETING COMMUNICATIONS (MCOM)

106 Communication in Sales  3 Credit Hours
This course addresses the basic principles of sales techniques, selling personality, selection of a sales force, types of selling, types of customers, steps in the sale, suggestion selling, and methods for increasing average sales.

201 Principles of Marketing  3 Credit Hours
F, W

The focus of this course is the study of the fundamental marketing principles. Topics include the marketing environment, marketing planning and research, consumer behavior, market segmentation, international marketing, and the marketing mix.

MATERIALS TECHNOLOGY (MATL)

101 Industrial Materials  3 Credit Hours
Prerequisite: One year high school Algebra
F, W

This course presents an introduction to materials of industry, including iron and steel, nonferrous metals, plastics, and ceramics, from the standpoint of properties and applications. Major topics include material classification, mechanical and physical properties, metallurgy, and heat treating. Laboratory experience will be gained in mechanical testing, microscopy, heat treating, and materials identification.

215 Metallurgy  3 Credit Hours
Prerequisite: MATL 101

This course builds on the foundation of Industrial Materials (MATL 101) to explore in-depth the physical and mechanical properties of metals and alloys. Laboratory work will include industrial metallographic techniques and metals testing.

225 Plastics and Ceramics  3 Credit Hours
Prerequisite: MATL 101

This course builds on the foundation of Industrial Materials (MATL 101) to explore in-depth the physical and mechanical properties of plastics and ceramics. Laboratory work will include processing and testing techniques of polymers, composites and ceramics.

MATHEMATICS (MATH)

Students who score below specified minimums on the ACT or COMPASS Math placement test must successfully complete Math 090 prior to enrolling in a 100-level or higher Math course.

090 Basic Mathematics Skills  3 Credit Hours
Basic Mathematics Skills will provide instruction in elementary arithmetic skills, mathematical operations, and their applications. The content of the course includes operations with whole numbers, whole-number and decimal fractions, ratio and proportion, percent, and calculator fundamentals. Some topics must be completed without the use of a calculator. The purpose of the course is to prepare students for the transition from arithmetic to algebra. This course will be graded on a Pass/Fail mastery basis and does not count toward graduation. It does not fulfill math competency requirements.

118 Introduction to Metric Systems  1 Credit Hour
This course is designed to introduce students to the metric system of weights and measures commonly used in industrial settings. With the prevalence of international trade and organizations with worldwide locations, drawings, specifications, tolerances, and other measurements in trade and commerce are being prepared and presented in the metric system.
121 Technical Mathematics I 4 Credit Hours
Prerequisite: MATH 090 or qualifying score on ACT or COMPASS test
This course provides basic mathematics preparation for students in technology programs. It emphasizes fundamental operations of algebra and the solution of linear equations relating to technical applications. The course also includes binary and hexadecimal numbers, estimation, scientific and engineering notation, engineering calculation form, proportion and variation, measurement systems and conversion methods, precision, accuracy, and error. The purpose of this course is to acquaint students with the type of mathematics that is used in the technical area.

124 Technical Mathematics II 4 Credit Hours
Prerequisite: MATH 121
This course is designed to provide advanced mathematics preparation for students in technology programs. It emphasizes concepts and applications of algebra, geometry, and trigonometry to technical areas. The course includes geometry, graphs and charts, functions and graphs, trigonometry, vectors and polar coordinates, systems of equations, logarithms, and statistics.

125 Mathematics for Allied Health 3 Credit Hours
Prerequisite: MATH 090 or qualifying score on ACT or COMPASS test
This course covers practical application of addition, subtraction, multiplication, division, decimals, fractions, conversion of units, ratio and proportion problems, estimation (including reasonableness of numerical result), precision, accuracy, variation, measurement systems, conversion methods, review of the Roman numeral system, use of algebraic formulas, and solving algebraic word problems as related to the medical profession. The purpose of this course is to give the student competency in the mathematics used in the medical profession.

150 Beginning Algebra 4 Credit Hours
Prerequisite: MATH 090 or qualifying score on ACT or COMPASS test
Fundamental concepts of algebra such as symbols, signed numbers, rational numbers, factoring, and solutions to linear equations. Also includes solutions of rational equations, quadratic equations, and systems of equations. Intended for students who have had no high school Algebra or feel a need to review elementary Algebra.

151 Intermediate Algebra 4 Credit Hours
Prerequisite: MATH 150 or qualifying score on ACT or COMPASS test which satisfies the mathematics general education graduation requirement.
Properties of real numbers, solutions of first- and second-degree polynomial equations and inequalities, systems of equations and their graphs, basic properties of logarithms, complex numbers, basic right triangle trigonometry, and laws of sines and cosines. The purpose of this course is to prepare students for the transition to College Algebra.

154 Mathematics Explorations 4 Credit Hours
Prerequisite: MATH 150 or higher or qualifying score on ACT or COMPASS test which satisfies the mathematics general education requirement.
A college level course designed primarily for non-math and non-science transfer majors with the purpose of introducing them to the nature of mathematics as it applies to both the practical and the abstract. Students will gain understanding in the areas of sets, logic, probability, statistics, Algebra, Geometry, and math as it applies to the present modern world. The history as well as the future of mathematics will be interspersed throughout the course as it applies to each topic. Topics will be explored with the use of computers, problem solving, critical thinking, and group/self-discovery.

156 Math for Elementary Teachers I 3 Credit Hours
Prerequisite: MATH 150 or higher or qualifying score on ACT or COMPASS test which satisfies the mathematics general education requirement.
An introduction to the theory of arithmetic to develop understanding and skill in mathematical processes. Consists of set theory, logic, number bases, properties of natural numbers, integers, rational and real numbers. An emphasis is put on the use of manipulatives and problem solving. The purpose of the course is to provide the future elementary teacher with a perspective for understanding the mathematics taught in the elementary school.

157 College Algebra 3 Credit Hours
Prerequisite: MATH 151 or two years high school Algebra and one year high school Geometry.
This course covers the topics of polynomial equations, inequalities, exponential equations, and logarithmic equations. Also included are systems of equations and complex numbers. The purpose of this course is to introduce students to college level mathematics at a more gradual pace than MATH 164. The two courses, MATH 157 and MATH 159, are the equivalent of MATH 164.

159 Trigonometry and Analytical Geometry 3 Credit Hours
Prerequisite: MATH 157 or two years high school Algebra and one year high school Geometry.
This course covers the topics of circular functions, trigonometric functions, inverse trigonometric functions, trigonometric identities, conic sections, polar coordinates, sequences, and induction. The purpose of this course is to teach students trigonometry and conic sections so that the student will have the prerequisites needed for the study of calculus. MATH 159 is a continuation of MATH 157. The two courses, MATH 157 and MATH 159, are the equivalent of MATH 164.

160 Math Applications in Engineering Technology 2 Credit Hours
Prerequisite: MATH 124 or MATH 159 or MATH 164
This course is an introduction to the concepts of statistics and calculus as they apply to engineering technology, focusing on the application of spreadsheet and math analysis software. Computer resources provided include Microsoft Excel and the Maple computer Algebra packages. Topics range from experimental data reduction to numerous examples from mechanical and electrical systems.
162 Introduction to Statistics  3 Credit Hours
Prerequisite: MATH 151 or two years high school Algebra
A basic course to acquaint the student with the theory and application of statistical methods to engineering, health, social, and business problems. Topics considered are graphical representation of data, central tendency measures, bivariate data, probability, distribution, sampling, hypothesis testing, and correlation aspects. Out of classroom use of microcomputers will be expected.

164 Precalculus  4 Credit Hours
Prerequisite: MATH 151 or two years high school Algebra and one year high school Geometry
This course emphasizes the study of polynomial, exponential, logarithmic and trigonometric functions. Other topics considered are complex numbers, trigonometric identities, systems of equations, and analytic geometry. The purpose of this course is to provide knowledge and skills in mathematics of advanced algebraic and trigonometric concepts for applications in situations that require the use of quantitative processes. This course serves as a core requirement in many baccalaureate programs and provides prerequisite concepts and skills needed in business, mathematics, engineering, and in the physical sciences for continued study in calculus.

166 Math for Elementary Teachers II  3 Credit Hours
Prerequisite: MATH 156
A study of elementary probability and statistics, geometry, computer, and calculator applications. An emphasis is put on the use of manipulatives and problem solving. The purpose of this course is to provide the future elementary school teacher with a perspective for understanding the mathematics taught in the elementary school.

171 Calculus I  4 Credit Hours
Prerequisite: MATH 159 or MATH 164 or three years high school mathematics including Algebra, Geometry and Trigonometry.
An introductory course in the study of single variable calculus covering both differentiation and integration. The types of functions covered include algebraic and transcendental. The purpose of the course is to study analysis of single variable functions primarily through differentiation and integration.

172 Calculus II  4 Credit Hours
Prerequisite: MATH 171
A continuation in the study of calculus with an emphasis upon integration. Topics included are algebraic and transcendental functions, techniques of integration, improper integrals, infinite series, plane analytic geometry, parametric equations and polar equations. The purpose of the course is to continue the study of calculus of single variable functions with a more in-depth study of integration and various infinite series.

251 Introduction to Linear Algebra  3 Credit Hours
Prerequisite: MATH 171
An introduction to linear algebra. The content of the course includes methods for solving systems of equations, matrices, vector spaces, inner product spaces, eigenvalues and eigenvectors, and linear transformations. The purpose of this course is to introduce students to linear algebra. Specifically, the course prepares students to work with abstract mathematical structures and multivariate problems.

271 Calculus III  4 Credit Hours
Prerequisite: MATH 172
The continuation of the principles of calculus applied to multivariable functions. The content of the course includes partial differentiation, multiple integration, and vector analysis. The purpose of the course is to continue the analysis of functions with calculus to multivariable functions.

273 Introduction to Differential Equations  3 Credit Hours
Prerequisite: MATH 172
An introduction to ordinary differential equations. The content of the course includes methods for solving first- and second-order ordinary differential equations, systems of differential equations, power series solutions, and Laplace transforms. The purpose of this course is to introduce students to the theory and application of differential equations. Specifically, the course prepares students to apply differential equations to scientific, engineering, and economic problems.

MECHANICAL DESIGN TECHNOLOGY (MDTC)

109 Mechanical Blueprint Reading  2 Credit Hours
Prerequisite: MATH 151 or two years high school Algebra
This course covers the basic principles essential for interpretation of blueprints and engineering drawings. Fundamental symbols, signs and techniques, as well as size and shape description, are emphasized.

116 Plant Layout and Material Handling  3 Credit Hours
Prerequisite: MDTC 101 or MDTC 109 or MDTC 151 or MDTC 160 or MDTC 161
This course is an introduction to the practices and procedures for developing optimum plant layouts for production and material handling. Students will follow the process of analyzing and developing information to produce a plant layout. Print reading skills will be developed with an emphasis on reading industrial equipment drawings for equipment installation and movement of materials including conveyers.

152 Descriptive Geometry  4 Credit Hours
Prerequisite: MDTC 160 or MDTC 151
This course consists of lectures, discussions, and home and classroom drawings. Major topics and applications will include: fundamental theory of the point, line and plane with application to solids, generation and classification of lines and surfaces, tangent planes, sections, intersections, development and applications to engineering problems.

160 Mechanical Drafting and CAD I  4 Credit Hours
Prerequisite: Students who have taken MDTC 101 and MDTC 121 should not take MDTC 160
This course is a first exposure to the drafting and design field. Sketching, drafting equipment, basic drafting techniques, geometry, multiview drawings, dimensioning and sectional views will be taught using both sketching techniques and Computer Aided Drafting (CAD) software. A major emphasis will be placed on current drafting standards and procedures.
161 Mechanical Drafting and CAD II  4 Credit Hours
Prerequisite: MDTC 160 or MDTC 101 or MDTC 121 or two years high school mechanical drafting and CAD.
Students who have taken MDTC 151 and MDTC 122 should not take MDTC 161.
F, W

This course is designed as a continuation of the Mechanical Drawing and CAD I course. Auxiliary Views, Fasteners, Pictorial Drawings, and Working Drawings will be taught using both sketching techniques and Computer Aided Drafting (CAD) software. 3D concepts and solid modeling will also be included in this course.

224 CAD Applications-Mechanical  3 Credit Hours
Prerequisite: MDTC 121 and MDTC 101 or MDTC 151 or MDTC 160 and MDTC 161
F

This course focuses on the process of interpreting complex engineering drawings and developing the detail drawings which are used in manufacturing parts. The course is designed to simulate the engineering environment from a detailer’s perspective and provide application based drawings/projects commonly found in industry. The projects will consist of commercial details, machine from solid details, casting details, and weldment details. This course will pull together the skills acquired in MDTC 121 and MDTC 151 and will enable the student to develop and critique their research skills. CAD lab is required to complete drawings.

226 Geometric Dimensioning and Tolerancing  3 Credit Hours
Prerequisite: MDTC 101 or MDTC 151 or MDTC 160
F

This course covers fundamental concepts and applications relating to geometric dimensioning and tolerancing (GD&T). This includes tolerance of form, profile, orientation, runout, and location as they relate to the ANSI/ASME Y14.5M-1994. Emphasis is placed on how GD&T is utilized by engineering, manufacturing and inspection departments.

240 Tool and Die Design  4 Credit Hours
Prerequisite: MDTC 152 and MDTC 224 and MDTC 226. Students who have taken MDTC 101 and MDTC 121 should not take MDTC 160.
W

Keeping pace with the latest advances in jigs and fixtures, this course covers thoroughly how and why jigs and fixtures are designed and built. From simple template and plate-type workholders to complex channel and box-type tooling, economy and simplicity in tool design is stressed throughout. This course is also a step-by-step introduction to the design of stamping dies including material, punches, die sets, stops, strippers, gages, pilots and pressers. Special attention is given to the use of standard parts catalogs. The function of the course is to call upon the knowledge and skills acquired by the student in supporting and related courses to analyze and solve specific design problems. CAD lab is required to complete drawings. Students who have successfully completed both MDTC 229 and MDTC 230 may not enroll for credit in this course.

MECHANICAL ENGINEERING TECHNOLOGY (METC)

170 Introduction to Parametric CAD/ProE  3 Credit Hours
Prerequisite: MDTC 121 or MDTC 160
F, W

In this course students learn concepts in the use of profiles and parametric features as building blocks for 3D solid models, and using the Pro Engineer part and assembly modeling software. Advanced topics of NURBS surfacing and assemblies, as well as the creation of 2D drawings will be discussed.

180 Statics  1 Credit Hour
Prerequisite: MATH 124 or MATH 159 or MATH 164
F, W

This course is an introduction to the concepts of vector resultant and equilibrium of coplanar force systems, solution of truss problems by method of joints and method of sections, and calculation of static friction. The course is intended to expand on the related material from METC 208 Strength of Materials (which includes determination of area centroids and moments of inertia).

208 Strength of Materials  3 Credit Hours
Prerequisite: MATH 124 or MATH 151 or higher
F, W

This course is concerned with the selection of machine and building members of adequate strength and rigidity, and the investigation of existing load carrying members. Consideration is given to economy of weight and cost. Topics covered include: stress, strain and deflection calculations, shafts, centroids and moments of inertia, beams, and columns, Mohr’s circle and combined stress. Computer software resources will be available to assist students in completion of homework assignments.

210 Computer Applications in Machine Design  4 Credit Hours
Prerequisite: MATH 160 and METC 170 and METC 180 and METC 208

This course covers the application of the principles of engineering mechanics (stress/strain, impact, dynamic loading and fatigue) through computer analysis to the design and/or selection of machining elements. Components discussed include fasteners, springs, bearings, belt and chain drives, brakes and clutches, power screws and gears. Students are exposed to use of CAD to model designs, FEA stress verification, and a variety of math tools to reproduce equations from industry handbooks and component supplier guides.

270 Advanced Parametric CAD/ProE  3 Credit Hours
Prerequisite: METC 170

This course provides the dual opportunities to explore advanced topics in parametric CAD, and to gain valuable design experience through its application to a team based project. Topics begin with a brief review of the introductory course, METC 170. Participants will then choose to either complete a minimum of ten additional topic modules, through the use of tutorial exercises, or to form teams that together will share these topic modules while applying the knowledge gained to a semester long design project. A partial list of topics include top-down assembly modeling, surfacing, dynamic analysis of mechanisms, rendering and animation, sheet metal and plastics design techniques, and fundamentals of Finite Element Analysis. The software of choice is currently Pro/Engineer and Pro/Mechanica, and students are required to purchase student editions, and to have a reliable Internet connection to enroll.

131
MEDICAL OFFICE ADMINISTRATION (MOAD)

104 Medical Office Administration I  4 Credit Hours
Prerequisite: EOS 131 or WPR 102
An overview of medical office procedures for the medical assistant or the medical office coordinator. Students will study theory and participate in practical applications such as preparing the office and reception area, welcoming patients, scheduling appointments, creating medical office correspondence, and managing medical records. The use of computers in medical offices will be stressed throughout the course.

204 Medical Office Administration II  3 Credit Hours
Prerequisite: MOAD 104
A continuation of Medical Office Administration I. Covers theory and practice in the areas of patient billing and fee collection, basic bookkeeping and banking procedures, and general office management.

206 Medical Insurance Billing and Coding  3 Credit Hours
Prerequisite: BIOL 155 and HLTSC 110
A hands-on approach to insurance coding and billing. Students will learn to use the Current Procedural Terminology (CPT-4) and International Classification of Diseases (ICD-9-CM) manuals to accurately identify medical procedures and assign the appropriate billing codes. Manual and computerized billing systems will be reviewed as well as third-party reimbursements. Students should have a thorough understanding of basic human anatomy and physiology and medical terminology to successfully complete this course.

MUSIC (MUSIC)

150 Agora Chorale  1 Credit Hour
The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

151 Agora Chorale  1 Credit Hour
Prerequisite: MUSIC 150
The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

152 Voice Class  2 Credit Hours
This course is open to all students who wish to improve their singing abilities.

154 College-Community Symphony Band  1 Credit Hour
The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for College functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

155 College-Community Symphony Band  1 Credit Hour
Prerequisite: MUSIC 154
The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for College functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

157 Listening to Classical Music  2 Credit Hours
This class is designed for people seeking greater awareness of the aesthetic content of “classical” music. The forms, styles, methods of composition, and composers are discussed and analyzed as a basis for intelligent listening and appreciation.

161I Applied Music Instrument  1 Credit Hour
Prerequisite: MUSIC 161I
This course provides private lessons in piano, guitar, wind, or percussion instruments (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

161V Applied Music Voice  1 Credit Hour
Prerequisite: MUSIC 161V
This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

162I Applied Music Instrument  1 Credit Hour
Prerequisite: MUSIC 162I
This course provides private lessons in piano, guitar, wind, or percussion instruments (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.
162V Applied Music Voice 1 Credit Hour
Prerequisite: MUSIC 161V  F, W
This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student's ability to perform musically.

165 Music for Classroom Teachers 3 Credit Hours  F, W
This course is highly suggested for future elementary teachers but open to all students. The instructor assumes the students have not had previous formal music instruction. The course covers basic knowledge and skills needed to incorporate music into the regular classroom as well as methods of using music to enhance teaching of academic subjects.

170 Introduction to Music Theory I 3 Credit Hours  F
Music Theory I will examine the basic knowledge and skills of music theory in order that the student can understand and analyze musical compositions, write music in several classical styles, and transcribe music played on a keyboard. The knowledge that the course will teach includes understanding the concepts and experiencing aurally the following: pitches, intervals, all types of triadic and seventh chords, voice leading, cadences, and musical form.

250 Agora Chorale 1 Credit Hour  F, W
Prerequisite: MUSIC 151
The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

251 Agora Chorale 1 Credit Hour  F, W
Prerequisite: MUSIC 250
The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

252 Voice Class 2 Credit Hours  F
Prerequisite: MUSIC 152
This course is a continuation of Music 152.

254 College-Community Symphony Band 1 Credit Hour  F, W
Prerequisite: MUSIC 155
The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for College functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

255 College-Community Symphony Band 1 Credit Hour  F, W
Prerequisite: MUSIC 254
The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for College functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

261I Applied Music Instrument 1 Credit Hour  F, W
Prerequisite: MUSIC 162I
This course provides private lessons in piano, guitar, wind, or percussion instruments (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

261V Applied Music Voice 1 Credit Hour  F, W
Prerequisite: MUSIC 162V
This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

262I Applied Music Instrument 1 Credit Hour  F, W
Prerequisite: MUSIC 261I
This course provides private lessons in piano, guitar, wind, or percussion instruments (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

262V Applied Music Voice 1 Credit Hour  F, W
Prerequisite: MUSIC 261V
This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.
NURSING (NURS)

102 Transition to Medical-Surgical Nursing  
Prerequisite: Must be a Licensed Practical Nurse and must meet the advanced standing requirements. Must also register for BIOL 157.  
2 Credit Hours

This course is designed to be taken by the Licensed Practical Nurse. Successful completion of the course will partially fulfill the requirements for advanced standing in the Associate Degree Nursing program. The content will focus on the basic concepts integrated in the total curriculum, such as nursing process, professional role identification, stress adaptation framework, communication, and the nurse-patient relationship. The critical thinking skill, which is integral to the nursing process, is the essential skill emphasized in this course. Special focus is on the needs, culture and lifestyle, and community resources available to the elderly.

103 Adapting Throughout the Life Cycle  
Prerequisite: Acceptance into the Nursing program, must also register for BIOL 157.  
9 Credit Hours

This course provides an introduction to the concepts of nursing practice. The program’s organizing framework, based on the content threads of stress-adaptation, holistic health, nursing process, communication, human needs, growth and development, community, and accountability are introduced. Critical thinking, which is integral to the nursing process, will be emphasized as a means of facilitating the client’s adaptation to stressors throughout the life cycle. Special focus will be placed on the needs, culture and lifestyle, and community resources available to the elderly. The clinical content will be applied 12 hours weekly utilizing the campus laboratory, hospital, and nursing home settings.

104 Adapting to Common Stressors I: Psychiatric Nursing  
Prerequisite: BIOL 157 and NURS 102 or NURS 103. Must also register for NURS 105.  
4 Credit Hours

This course utilizes a holistic view to study the nursing care of the adult, mentally ill client’s adaptation to stressors and crises. The student will use critical thinking to integrate psychopathology in assessing, planning, implementing, and evaluating care of clients with health care needs in the mental and spiritual spheres. Special focus will be placed on communication, therapeutic use of self, nurse-client relationship, stress adaptation, and holistic health in the care of the mentally ill. During this course, the student will have 12 hours per week for 5 weeks of clinical instruction in the acute psychiatric care setting.

105 Adapting to Common Stressors II: Medical-Surgical Nursing  
Prerequisite: BIOL 157 and NURS 103. Must also register for NURS 104.  
5 Credit Hours

This course utilizes a holistic view to study the adult client’s adaptation to commonly occurring health problems. The student will use critical thinking to integrate holistic theory and basic pathophysiology in assessing, planning, implementing, and evaluating care for clients with medical-surgical health care needs. Special focus will be placed on chronic illness and perioperative care. During this course, the student will have 12 hours per week for 10 weeks of clinical instruction in the acute care setting.

204 Family Adapting I: Obstetrical Nursing  
Prerequisite: NURS 105  
4.5 Credit Hours

This course utilizes a holistic view to study the family and its adaptation to pregnancy and childbirth. Critical thinking skills are emphasized through the application of nursing process. Core components of this course include family growth and development, health promotion and maintenance, cultural and ethnic variations regarding health and illness, psychological, social, and spiritual stressors impinging on families, community resources available to families, and disease pathologies in relation to the maternity cycle. During this course, students will have 12 hours per week of obstetrical nursing clinical instruction in the hospital and selected community settings.

205 Family Adapting II: Pediatric Nursing  
Prerequisite: NURS 105  
4.5 Credit Hours

This course utilizes a holistic view to study the childrearing family and its adaptation to stressors. Critical thinking skills are emphasized through the application of nursing process. The focus of this course includes child and family growth and development, health promotion and maintenance, cultural and ethnic variations regarding health and illness, psychological, social, and spiritual stressors impinging on families, and community resources available to families. Special emphasis will be placed on pediatric pathophysiology. During this course, students will have 12 hours per week of pediatric clinical instruction in the hospital and selected community settings.
209A Adapting Multiple Stressors I  
**Prerequisite:** NURS 205

This course utilizes the holistic view to study adult patients and their adaptation to severe stressors. The student will become increasingly sophisticated in the use of nursing process and critical thinking skills to facilitate adaptation to serious physiologic insults. Students will have the opportunity to gradually increase organizational skills through an expanding client care workload in medical-surgical settings. This course will help students develop knowledge and skills. The development of these skills will enable the student to build upon the theory learned in all completed coursework and maintain an understanding of the role of the nurse in the care of the patient with severe stressors.

**209B Adapting Multiple Stressors II**  
**Prerequisite:** NURS 209A

This four-week course is a continuation of NURS 209A and explores the theoretical content in managing groups of clients and in communicating with other members of the health team. Students will have the opportunity to increase client care workload in a medical-surgical setting utilizing a full-time preceptorship arrangement. Critical thinking skills continue to be emphasized through active clinical decision making. Clinical practice during this time will be full time work for three (3) weeks.

210 Nursing Seminar  
**Prerequisite:** NURS 205

This course facilitates the student’s socialization into the nursing profession. Critical thinking skills are emphasized through discussion related to the following topics: historical perspectives of nursing; nursing education; issues, trends, and problems of health care and nursing practice; and legal, professional, ethical, and social responsibilities of the nurse. Special focus will be on basic management skills, preparation for employment, and career development.

260 Nursing Care of Adults (I, II)  
**Prerequisite:** Admission to the On-Line RN from LPN Program. This is an on-line class that is only available to students enrolled in the RN from LPN on-line program.

A course designed to facilitate the student in using the nursing process to give care to adults who are acutely or chronically ill or who have multiple health problems. Nursing interventions to assist the client and family in their holistic adaptive responses to illness and stress are discussed. Emphasis is placed on the nurse’s role in health care management (disease prevention, health promotion, and maintenance, and teaching). Information is designed to build upon the theory learned in all completed coursework and will enable the student to apply previously learned knowledge and skills.

270 Nursing Care of Special Populations  
**Prerequisite:** NURS 260 and PSYCH 151 or equivalent. Admission to the on-line RN from LPN on-line class that is only available to students enrolled in the RN from LPN on-line program.

A course designed to facilitate the student in using the nursing process to give care to special populations (mental illness, childbearing family, and childrearing family). Nursing interventions to assist the client and family in their holistic adaptive responses to growth and development, illness, and stress are discussed. Emphasis is placed on the nurse’s role in health care management (disease prevention, health promotion and maintenance, and teaching). Information is designed to build upon the theory learned in all completed coursework and will enable the student to apply previously learned knowledge and skills.

277 NCLEX-RN Review Course  
**Prerequisite:** Admission to the on-line RN from LPN Program. This is an on-line class that is only available to students enrolled in the RN from LPN on-line program.

The purpose of this course is to review content in preparation for the registered nurse licensing examination. The areas of medical, surgical, pediatric, obstetric and psychiatric nursing, plus test taking techniques, will be covered. It is recommended only for students who have completed, or nearly completed, a registered nursing program.

280 Clinical Applications of Nursing Care  
**Prerequisite:** Admission to the on-line RN from LPN Program. This is an on-line class that is only available to students enrolled in the RN from LPN on-line program.

This is an 8-hour clinical course that focuses on the practice of nursing in selected settings (in-patient, out-patient, and community settings) and with varying client populations. Students apply nursing process to assist clients and families to achieve maximum holistic health through continuous adaptation and growth and development. Students will respond to health changes ranging from normal childbearing to severe illness and crises. Students will manage care for increasing numbers of clients within selected settings. Communication skills with clients, peers, and the health care team are emphasized, as are professional nursing behaviors. Knowledge is demonstrated by the safe and effective clinical care to clients in the mental health, childbirth, childrearing, and medical-surgical settings over 15 weeks of clinical experience.

290 Nursing Leadership  
**Prerequisite:** Admission to the on-line RN from LPN Program. This is an on-line class that is only available to students enrolled in the RN from LPN on-line program.

This course explores the professional nurse’s role in management including priority setting, delegation, supervision and resource management in the health care setting. Content includes leadership/management issues, career development, and current health care trends as they impact the professional nursing role.

**PHILOSOPHY (PHIL)**

151 Introduction to Logic  
**Prerequisite:** NURS 205

This course includes basic and standard systems of formal and informal logic, embracing both logical theory and the practical application of logic. This course examines critical thinking, inductive, and deductive analysis. Material includes the leading topics of traditional Aristotelian logic together with insight into symbolic logic. This course will include writing assignments.

152 Introduction to Western Philosophy  
**Prerequisite:** NURS 205

This course provides an introduction to the types of philosophy and the study of the great thinkers’ contributions to studies which investigate the principles and facts of reality, of human nature, and basic problems of conduct relevant to man. Emphasis is on early Greek philosophy: Plato and Aristotle. This course will include writing assignments.
253 Introduction to the Philosophy of Religion  
3 Credit Hours  
F, W
This course presents an introductory inquiry into the study of religion, its meaning and truths, emphasizing the historical and structural aspects of religion, religious experience, and religious symbols exemplified through various religious traditions. The concern of the course is not to inculcate any particular faith or doctrinal position but to develop an understanding and appreciation of basic religious concepts and ideas which influence our century.

PHOTOGRAPHY (PHOTO)

151 History of Photography  
3 Credit Hours  
F
This course is an exploration of the photographers and evolution of the photographic process from its inception to the present. Emphasis will be placed on individual photographers and the various artistic photographic progressions.

PHYSICAL SCIENCE (PHYSC)

151 Physical Science  
4 Credit Hours  
F
This course serves as an introduction to physical science for both applied and non-science majors. Selected topics on astronomy, chemistry, geology, and physics are included. Emphasis is placed on understanding the fundamental principles of the physical sciences. It will also include a discussion of the limitations and potential applications of the physical sciences. Course requires laboratory work.

PHYSICS (PHY)

101 Technical Physics  
4 Credit Hours  
W  
Prerequisite: MATH 124 or MATH 151 or higher
This course is designed for technical majors to provide an understanding of physical principles and their application to industry and certain technical occupations. Topic coverage reflects the general needs of the various technician programs while giving a broad overview of the physical world around us. Topics included are measurement, kinematics, mechanics, rotational motion and dynamics, simple machines, matter, fluids and fluid flow, heat and thermodynamics, waves, sounds, optics, and some electricity and magnetism. Course requires laboratory work.

151 General Physics I  
4 Credit Hours  
F  
Prerequisite: MATH 151 or high school Algebra and Trigonometry. Recommended: MATH 157 and 159 or MATH 164.
This is a liberal arts course in the fundamental principles of physics. Units include measurement, kinematics, mechanics, rotational motion, fluids, temperature and heat, and waves and sound. This course is designed to fulfill the physics requirement in pre-medicine, pre-dentistry, pre-law, pre-architecture, pre-chiropractic, and similar pre-professional programs. This course should not be taken as a substitute for pre-engineering physics or other related disciplines. Course requires laboratory work.

152 General Physics II  
4 Credit Hours  
W  
Prerequisite: PHY 151
This course is a continuation of General Physics I; units on electricity and magnetism, light and optical phenomena, relativity, atomic, quantum, and nuclear physics are included. Course requires laboratory work.

251 Engineering Physics I  
5 Credit Hours  
F  
Prerequisite: MATH 171, MATH 172 is highly recommended.
This course is designed to satisfy the requirements of Engineering and Physics majors. Development of ability to marshal physical principles and mathematical techniques in the solution of problems encountered in measurement, kinematics, mechanics, relativity, rotational and wave motion, waves, sound, and fluid mechanics. Course requires laboratory work.

252 Engineering Physics II  
5 Credit Hours  
W  
Prerequisite: PHY 251. MATH 251 and 273 are highly recommended.
This course is a continuation of PHY 251 and is designed to satisfy the requirements of Engineering and Physics majors. Topics include temperature and heat, electricity and magnetism, electromagnetic waves, optics, quantum, atomic, and nuclear physics. Course requires laboratory work.

POLITICAL SCIENCE (POLSC)

101 American Institutions  
3 Credit Hours  
W
This course considers the historical, economical, and political principles as they operate within the American nation/state political system. Students examine the purpose and function of each primary branch of government.

151 Introduction to Political Science  
3 Credit Hours  
F, W, Sp
This course emphasizes American political institutions, policy formulation, diverse political groups, and key issues. This course also provides a foundation for responsible citizenship. Emphasis is given to the federal level of government with a critical look at contemporary problems in American democracy.

154 Introduction to Law Enforcement  
3 Credit Hours  
F, W
This course addresses the basic elements of our legal system, the nature of crime and criminal responsibility, the criminal justice process, and the role of the professionals in the criminal justice system.

156 Fund of Criminal Investigation  
3 Credit Hours
This course examines investigation procedures including the theory, conduct, collection, and preservation of physical evidence.

221 State and Local Government  
3 Credit Hours  
W  
Prerequisite: POLSC 151
This course is a study of state and local government units, including types of organizations, their structures, functions, and activities. Students will explore and evaluate the everyday activities of local government units as well as special problems in local politics and policy development. Consideration is given to intergovernmental relations between the various local levels of government and the federal government.

251 Criminal Law  
3 Credit Hours  
F
This course traces the history and development of criminal law and gives attention to definitions of crimes, their elements, penalties, and defenses.
252 International Relations  3 Credit Hours
Prerequisite: POLSC 151 or HIST 154 or HIST 155
Students will examine the fundamental and persistent forces which influence world politics and the foreign policies of states. Through theoretical, ideological, and pragmatic approaches students will explore the historical, economic, geographical, social, and cultural phenomena that impact international politics.

255 Police Organization & Administration  3 Credit Hours
The administration of police-line operations including patrol, the investigative functions, traffic, vice control, youth services, and non-crime functions are emphasized. The purpose of this course is to have the student understand the administrative role a police department has in order to provide police services to a community.

256 Police Operations  3 Credit Hours
This course focuses on the day-to-day line operation of the police department. Emphasis focuses on patrol, reports, communications, arrests, officer survival skills, community relations, and jail operations.

PSYCHOLOGY (PSYCH)
151 General Psychology  3 Credit Hours
Subject matter begins with an introduction to the major models of human behavior along with appropriate research methodology, including applied statistics. The operational framework is then applied to the following topics: physiological processes, sensation, perception, learning, motivation, emotion, stress, development [life span], personality, adjustment, mental health and therapeutic techniques, personal growth, and social processes. Useful information regarding “real life” application is emphasized throughout the course. It is assumed that, in the majority of cases, this may be the only psychology course the student will experience; as the field of psychology has shifted from theory-based to fact-based, it appears both desirable and possible to expose students to useful information for everyday living while providing a comprehensive coverage of the current major concepts, exploratory models, and research procedures inherent in an introductory psychology course.

152 Psychology of Personality/Adjustment  3 Credit Hours
Prerequisite: PSYCH 151
This course applies psychological principles to the problems of the individual’s adjustment to everyday life. Topics include adjustment processes, personality development, theories of personality, behavior disorders, psychotherapy techniques, human relationships, defense mechanisms, and mental health.

153 Social Psychology  3 Credit Hours
This course emphasizes the individual as a member of society. The development of changing values, attitudes, social behavior, and an awareness of current problems of socialization are explored. Several theoretical frameworks, including attribution and social-cognitive processes are examined. The purpose of this course is to present concrete, factual materials and applications to the students.

156 The Exceptional Person  3 Credit Hours
This course is designed to give students an understanding of persons with special problems. The gifted, the physically challenged, the emotionally challenged, and the mentally challenged are considered.

251 Child Psychology  3 Credit Hours
This course involves the investigation of the child’s emotional, intellectual, social and physical development from birth to age twelve. The purpose of this course is to provide students with scientific facts of children’s behavior for study, presented along with practical application for parents, teachers, etc.

254 Life Span Psychology  3 Credit Hours
This course will explore the developmental stages of human behavior during the life cycle. The stages of infancy, childhood, adolescence, and early-, middle-, late-adulthood, late-late adulthood, death, and dying will be covered. Various issues and concepts will be dealt with related to the typical psychological, sociological, and biological changes that occur during each phase or stage of life. The purpose of this course is to provide the student with the opportunity to explore their own stages, and those of their family, relatives, friends, and others.

255 Psychology Nonverbal Communication  3 Credit Hours
This course studies the use and meaning of the language of body movement and gestures, facial expressions, eye contact, clothing, space, etc., as related to the communication process. This science attempts to correlate nonverbal behaviors with underlying conscious/unconscious feelings, attitudes, emotions, mood, and state. Students will be provided with the knowledge of the psychological processes underlying nonverbal communication: learning and using communication in interpersonal relations. Also applications to education, mental health, business, government, religion, speech and drama. Effects of communication themes, techniques, symbols, and formats on the thoughts, attitudes, and personality of others.

QUALITY SYSTEMS TECHNOLOGY (QSTC)
105 SPC Basics  1 Credit Hour
An introductory course for those who need a basic understanding of variation, statistical fundamentals, data gathering, and control charting.

111 Quality Management  3 Credit Hours
Prerequisite: F, W
This course will introduce students to the management approach that developed from principles of Total Quality. Students will study the principles, concepts and practices of Quality Management as developed by experts like Deming, Juran, Crosby and others. Students will examine the role of organizations involved in world class competition. Emphases will be placed on customer satisfaction, employee empowerment, process identification and measurement, and continual improvement.

115 Statistical Process Control  3 Credit Hours
Prerequisite: MATH 121
This course focuses on the basic concept of variation, sampling methodology, and basic six-sigma improvement tools including control charting, significance testing, process capability, and DOE. Techniques used are relevant to manufacturing and service environments.
120 Introduction to Quality Systems  3 Credit Hours
This course is designed to provide students with a working knowledge of the major systems of a modern industrial quality assurance program. Students will examine opportunities for quality improvement through the implementation of lean systems and mistake/error proofing. Emphasis will be placed on quality engineering elements dealing with quality planning, corrective and preventive action, measurement, and continual improvement. Techniques used are relevant in manufacturing and service organizations.

150 Introduction to Metrology  3 Credit Hours
Prerequisite: MDTC 101 or MDTC 109 or MDTC 151 or MDTC 160 or MDTC 161
This course introduces the fundamentals of dimensional measurement, production gages, and gaging techniques. Interpretation of geometric tolerances will also be covered with respect to their implications for inspection. Measurement techniques will emphasize proper use of open-setup equipment including hand tools, gage blocks, surface plates and accessories, analog and digital measuring devices, optical comparator, pneumatic gages, and coordinate measuring machines (CMM).

160 Team Problem Solving  3 Credit Hours
This course is designed to build the student's ability to respond to the needs of groups as a team member and team leader. Studies team structuring, roles of team members, and tools used in facilitating teams that contribute to organization quality. Kaizen, six-sigma, 8D team members, and tools used in facilitating teams that contribute to organization quality. Kaizen, six-sigma, 8D and other effective team-based solutions will be modeled. Techniques used are applicable to manufacturing and service environments.

210 Advanced Metrology  3 Credit Hours
Prerequisite: QSTC 150
This course covers advanced metrological techniques including CMM operation, Optical and Electronic Measuring, and Graphical Inspection Analysis (paper gaging). Laboratory work concentrates on CMM operation and programming using the PC DMIS operating system.

220 Calibration and Gage R & R  3 Credit Hours
This course covers techniques of gage calibration and gage repeatability and reproducibility studies (Measurement System Analysis). Hands-on work includes calibration of measuring tools and computerized gage documentation using Gage-trak software.

230 Documentation & Audit Preparation  3 Credit Hours
Prerequisite: QSTC 111
This course examines techniques for the development and implementation of quality systems. Participants explore internal auditing techniques and preparation for 3rd party audits. The focus is on understanding quality system requirements, and effective documentation alternatives to meet those requirements. ISO9000:2000, QS9000 (including the TE supplement), TS16949, ISO14000 and other assessment criteria are defined and applications are explored for service businesses and manufacturing.

### READING (RDG)

**090 Basic Reading Skills  3 Credit Hours**
This is a basic reading course emphasizing essential skills for building literal and critical comprehension proficiency. A COMPASS test score and a counselor’s consultation provide the basis for selecting this reading instruction. This course does not count toward graduation. This course helps students accomplish the following: (1) to develop basic reading skills which provide students the opportunity to succeed in college courses selected in the future, (2) to show reading proficiency progress as measured by a post-test COMPASS score, and (3) to work toward gaining admission status to enroll in regular College courses. This course is meant for students whose first language is English.

**145 Strategies for College Success  3 Credit Hours**
This course is designed to develop effective study habits necessary for academic success. Topics will include goal setting, time management, note taking from lecture and test assignments, test taking, listening and concentration skills. Students in this course will develop reading strategies that go beyond literal comprehension and emphasize critical thinking and written response to reading assignments. Reading 145 is not designed to transfer.

### RESPIRATORY THERAPY (RTH)

**100 Respiratory Care Techniques I  8 Credit Hours**
Prerequisite: Acceptance into the Respiratory Therapy Program. Must also register for RTH 104.
This classroom and laboratory course is an introduction to the duties and responsibilities of respiratory care practitioners. Topics covered include a review of physical science, cardiopulmonary anatomy and physiology, cardiopulmonary resuscitation, basic nursing skills, medical gas and aerosol administration, employee health and safety, pulmonary medications, and an orientation to clinical sites.

**104 Cardiopulmonary Assessment  2 Credit Hours**
Prerequisite: Acceptance into the Respiratory Therapy Program. Must also register for RTH 100.
This course is an introduction to basic physical and laboratory assessment of cardiopulmonary patients. Topics include basic pulmonary function and medical labor values, blood gas analysis, and bedside patient assessment equipment and techniques.

**110 Respiratory Care Techniques II  5 Credit Hours**
Prerequisite: RTH 100. Must also register for RTH 116.
This classroom and laboratory course continues the introduction to basic duties of respiratory care practitioners. Emphasis will be placed on patient assessment, basic therapy modalities, airway management, cardiopulmonary diagnostic equipment and techniques, and an introduction to continuous mechanical ventilation.

**111 Respiratory Care Clinical Practice I  5 Credit Hours**
Prerequisite: RTH 100. Must also register for RTH 110.
This course provides a hospital experience in which previously acquired classroom theory and laboratory skills can be exercised. Skills practiced include those associated with patient respiratory assessment, oxygen therapy, a wide range of bronchopulmonary hygiene therapies, and equipment processing. In addition, weekly clinic seminars will be held on campus to facilitate student learning.
116 Cardiopulmonary Pathophysiology  3 Credit Hours
Prerequisite: RTH 100. Must also register for RTH 110.

This course gives the student an introduction to the most common cardiopulmonary diseases and conditions encountered in the clinical setting. Topics include lung defense mechanisms, common cardiopulmonary manifestations of disease, obstructive lung diseases, and restrictive lung diseases.

120 Respiratory Care Techniques III  5 Credit Hours
Prerequisite: RTH 110

Mechanical ventilation topics are continued in this classroom and laboratory course. Topics presented include volume pre-set and pressure pre-set ventilator equipment and application techniques and basic ventilation management of adult and neonatal patients.

121 Respiratory Care Clinical Practice II  2 Credit Hours
Prerequisite: RTH 111. Must also register for RTH 120.

This clinical course provides three types of experience for the respiratory therapy student. First, there will be a continuation of basic respiratory care modalities from the previous semester. Second, the diagnostic areas of basic pulmonary function testing, arterial blood gas puncture and analysis, and 12-lead electrocardiography will be introduced. Third, the student will receive an orientation to volume control ventilation in the adult ICU environment. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

209 Respiratory Care Specialty Clinic I  2 Credit Hours
Prerequisite: RTH 121

This clinical course provides the certified therapist student with experience in long-term respiratory care, home care, and neonatal patients needing mechanical ventilation. Clinical assignments will be with institutions and companies that employ respiratory therapists to care for patients in a variety of settings. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

211 Respiratory Care Clinical Practice III  5 Credit Hours
Prerequisite: RTH 121

This clinical course allows students to assist in the pulmonary management of adults on mechanical ventilation. An integrated approach to patient care will be stressed through accurate patient assessment and application of various equipment and therapies. Students will function as a member of the health care team. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

212 Advanced Cardiopulmonary Anatomy & Physiology  4 Credit Hours
Prerequisite: RTH 120

This course advances the student’s knowledge of cardiopulmonary physiology. The cardiac sections cover gross and histologic cardiovascular anatomy, neural/endocrinological control of cardiac function, hemodynamics, microcirculatory disorders, and a review of common cardiac arrhythmias. The pulmonary section covers broncho-pulmonary anatomy, gas diffusion, blood flow, ventilation/perfusion relationships, gas transport, mechanics and control of ventilation, and lung responses to changing environments and conditions.

214 Adult Critical Care Management  4 Credit Hours
Prerequisite: RTH 120. Must also register for RTH 211.

This classroom and laboratory course covers the cardiopulmonary equipment, techniques, and management theory for the adult patient in an intensive care unit. Topics include critical care patient assessment, review of fundamental concepts in ventilation techniques, and management of adult patients in surgical, medical, pulmonary, cardiothoracic, and neuro intensive care settings.

216 Perinatal/Pediatric Management  2 Credit Hours
Prerequisite: RTH 120

This classroom and laboratory course covers topics including fetal growth and development, patient assessment, commonly encountered equipment, and the clinical management of common neonatal/pediatric diseases and conditions.

219 Respiratory Care Specialty Clinic II  4 Credit Hours
Prerequisite: RTH 216 and RTH 209

This clinical course is designed for the certified therapist student who has returned to complete the registered therapist program. A major emphasis will be in assisting with the pulmonary management of neonatal patients on mechanical ventilation. Other rotations will be in a variety of advanced diagnostic laboratories and alternate site venues where respiratory therapists are employed. In addition, weekly clinic seminars will be held on campus to facilitate learning.

220 Pharmacology for Respiratory Therapists  2 Credit Hours
Prerequisite: RTH 110

This course provides an overview of general pharmacology with an emphasis on drugs used in the critical care management of cardiopulmonary conditions.

221 Respiratory Care Clinical Practice IV  5 Credit Hours
Prerequisite: RTH 211 and RTH 216. Must also register for RTH 226.

This clinical course provides a varied experience for students who are about to graduate. A major emphasis will be in assisting with the pulmonary management of neonatal patients on mechanical ventilation. Other rotations will be in a variety of advanced diagnostic laboratories and alternate site venues where respiratory therapists are employed. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

222 Seminar  2 Credit Hours
Prerequisite: RTH 214 and RTH 216

This course presents a wide variety of topics for discussion. Included are respiratory care history, management and supervision, trends in allied health, research, job acquisition skills, and credentialing exam preparation.
226 Respiratory Care Techniques IV  3 Credit Hours
Prerequisite: RTH 214. Must also register for RTH 219 or RTH 221.
This course covers a variety of diagnostic and therapeutic settings. Pulmonary function and stress testing equipment and procedures used in advanced labs will be presented. Additional emphasis will be made in the interpretation of pulmonary function test results. Delivery of respiratory care in alternate sites will also be emphasized. Included will be goals, procedures and equipment associated with pulmonary rehabilitation, home care, subacute and long-term care settings.

SOCIAL WORK (SWK)

106 Child Welfare  3 Credit Hours
This course is designed to introduce the student to the broad field of child welfare. Topics include the history of child welfare, the role of private and government agencies, legal aspects of child welfare, and case planning and investigation.

108 Practicum  2 Credit Hours
Prerequisite: SWK 105 and SWK 106 and SWK 107
The Practicum for the Child Care Technology Associate degree is intended for students to gain practical experience while working under supervision in a child care facility. In addition to weekly class meetings, a minimum of 60 hours of supervised experiences in a licensed child care facility are required during the semester. The student will apply theories learned in the prerequisite classes to their field work.

151 Introduction to Social Service  3 Credit Hours
This course is intended to present an overview of the field of social work. The student will develop an understanding and beginning knowledge of what social work entails. Included will be the gamut of roles available to social work in a variety of different settings—schools, hospitals, mental health centers, and social service agencies, all of which require different educational backgrounds. This course will focus on the needs and problems of clients (defined as individuals, families, groups, community); the variety of methods used to help solve these problems; and the social, cultural, political, and economic values which affect these needs and problem solving.

296A Work Experience I  1 Credit Hour
Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.

296B Work Experience II  1 Credit Hour
Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.

296C Work Experience III  1 Credit Hour
Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.

296D Work Experience IV  1 Credit Hour
Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.

SOCIETY (SOC)

151 Principles of Sociology  3 Credit Hours
F, W, Sp, Su
This course introduces the concepts of culture, socialization, social structure, social stratification, racial and ethnic relations, and deviance. These topics are used principally to examine life in contemporary United States. Whereas psychology focuses on individual behavior, sociology focuses on behavior that results from membership within and between groups.

152 Marriage & Family  3 Credit Hours
F, W, Sp, Su
This course examines marriage and family at various periods in American history in order to assess the same today. Topics include the variety of households, divorce, working parents, male-female relationships, and economic influences on marriage and family. Partisan political views on the family are discussed.

153 Women in Society  3 Credit Hours
F
This is a foundation course in Women’s Studies. Emphasis is placed on how women have been perceived historically and the progress they have made in the context of today’s society. The concept of “voice” will be examined in each of the four units looking at how women have been silenced and how, and if, they have recovered their “voice.”

160 Social Gerontology  3 Credit Hours
F
This course focuses on the aged as a social subculture of the United States. How roles and status change with age in relation to family and major social institutions and the adjustments that individuals make to these changes are examined. The impact of an aging population on society is also discussed. Special attention will be placed on similarities and differences in aging and change related to an individual’s gender, race, ethnicity, and socioeconomic status.

161 Death, Loss, and Grief  3 Credit Hours
W
This course analyzes the historical, socio-cultural, psychological, and political construction of death, dying, and bereavement in the United States. Ethical debates in the right-to-die movement and other social issues about the quality of life will be explored. This course will also address the challenges and rewards in working with the dying and grieving.

251 Modern Social Problems  3 Credit Hours
Prerequisite: SOC 151
W
A number of social problems will be examined and interrelated as time permits. Topics include the global workplace, poverty, crime, power, and wealth. Problems are analyzed with a set of sociological perspectives developed early in the semester.

252 Juvenile Delinquency  3 Credit Hours
Prerequisite: SOC 151
F
This course deals with theories of causation and prevention with emphasis on juvenile courts, institutional treatment, and community resources for prevention.
SPANISH (SPAN)

151 Elementary Spanish I  4 Credit Hours  F
This course emphasizes the audio-lingual aspects of learning basic Spanish. The basic structure of the Spanish language with oral and written practice is the focus.

152 Elementary Spanish II  4 Credit Hours  W
Prerequisite: SPAN 151 or one year high school Spanish
This course is a continuation of grammar practice in oral and written Spanish with selected readings. Emphasis is on spoken Spanish.

251 Second Year Spanish I  4 Credit Hours  F
Prerequisite: SPAN 152 or two years high school Spanish
This course continues the review of grammar practice in oral and written Spanish, based on selected readings and lectures. Conversation skills are emphasized.

252 Second Year Spanish II  4 Credit Hours  W
Prerequisite: SPAN 251 or three years high school Spanish
This course emphasizes aural and oral practices. The study of Spanish contemporary life and literature will be a major focus. This course is a continuation of Spanish 251.

SPEECH (SPCH)

151 Communication Fundamentals  3 Credit Hours  F, W, Sp, Su
This course is designed to acquaint the student with the principles of the communication process: intrapersonal, interpersonal, and public. It is a broad-based approach to aid the student in becoming a more effective communicator. Each student will present several formal speeches to inform, persuade, and demonstrate.

152 Public Speaking  3 Credit Hours  W
Prerequisite: SPCH 151
This course is designed as an intensive study of the principles of effective public speaking. Focus is placed upon improving speech skills in a variety of public speaking situations.

155 Interpersonal Communication  3 Credit Hours  F
Prerequisite: SPCH 151
Students will explore the role that communication plays in the evolution of relationships in friendship, a professional setting, marriage/romance, and family. Students will practice and develop effective interpersonal skills such as self-disclosure, conflict resolution, and ethical communication by working with a partner, in small groups, and an open-discussion forum.

THEATER (THEA)

151 Introduction to Theater  3 Credit Hours  F
This course is a comprehensive survey of the theater and its drama. The goal is to familiarize the student with theater as an art form and as an implement of education and entertainment. The following aspects of theater are considered in the course: play and play structure, scene design, scene construction, lighting and sound, costume and make-up, theater history, directing, and acting.

152 Directing and Production Techniques  3 Credit Hours  F
Prerequisite: THEA 151 and Instructor's Approval
Directing and Production Techniques offers a survey of directing principles and a study of fundamental elements in the analysis and production of a play. Although the materials consider the relationship of directing to other production crafts (set design, lighting, sound, costumes), the main focus is on the work of the director, and particularly on the relationship with the script and the actor. This initial exploration provides a foundation for a more detailed look at varieties of theater experience and the processes of theatrical production.

153 Readers’ Theater  3 Credit Hours  F
This course is a survey and practicum in readers’ theater materials and performance. The goal is to familiarize the student with readers’ theater as an art form and to give experience to the student with readers’ theater as a performance craft. The following aspects of readers’ theater are considered in the course: selection, analysis; voice/speech development; body development; interpretation of prose, poetry, and drama; performance of readers’ theater.

161 Theater Workshop  3 Credit Hours  F, W
Prerequisite: Instructor’s Approval
Drama Workshop offers an opportunity to study the basics of theater production with special emphasis on the practical crafts of theater (acting, directing, set design and construction, lighting, sound, costuming, and management activities). Through practical experience with particular productions and related possible projects the relationships among some of these elements may be studied. This course enables the student who has the requisite background in theater to focus upon individual theater projects and to learn more about the varieties of theatrical experience and the processes of theatrical production.

WELDING TECHNOLOGY (WELD)

100 Introduction to Welding Processes  4 Credit Hours  F, W, Sp, Su
This course is an in-depth introduction to the technical concepts pertaining to the more common industrial welding and cutting processes. Machine functions and filler metal chemistry will be emphasized as well as code and procedure requirements for a variety of industrial needs. Welding/cutting processes covered (including laboratory applications) include: oxy-fuel cutting (OFC), plasma arc cutting (PAC), shielded metal arc (SMAW), gas tungsten arc (GTAW), and gas metal arc (GMAW) welding.

101A Introduction to GMAW  2 Credit Hours  F, W
This course is an introduction to manufacturing’s most common welding process. Emphasis is placed on machine setup and flat position welding techniques on various weld joints.
101B Basic SMAW  2 Credit Hours  
F, W
The student is introduced to flat position stick welding using various common welding electrodes. Emphasis is placed on welding technique in the flat and horizontal positions.

101C Arc Applications  2 Credit Hours  
Prerequisite: WELD 101B  
F, W
A continuation of WELD 101B, the student progresses to vertical-up welding, and is introduced to low hydrogen electrodes, and vee groove weldments.

102 Advanced SMAW  6 Credit Hours  
Prerequisite: WELD 100  
F, W
The major emphasis of this course is the development of welding skills utilizing the Shielded Metal Arc (SMAW) welding process. Students will be welding vertical up, over-head and multipass with varied rods, and metal thicknesses.

102A Multi-Pass Arc Welding  2 Credit Hours  
Prerequisite: WELD 100  
F, W
Students perfect their welding skills by welding thick section fillet welds in all positions. Expertise is developed using fast freeze and low hydrogen electrodes.

102B Code Welding Techniques  2 Credit Hours  
Prerequisite: WELD 102A  
F, W
Students perform several common code welds in all positions. Completion of the course requires successful guided bend tests in all positions using fast freeze and low hydrogen electrodes.

102C Multi-Pass Pipe Fillet Welding  2 Credit Hours  
Prerequisite: WELD 102A  
F, W
Students master weld pool control and all position welding techniques on an 8” pipe-to-plate welding exercise. The finished project requires approximately 84 stringer and weave bead combinations in all positions.

103 Weldment Evaluation and Testing  3 Credit Hours  
Prerequisite: WELD 100 or MECH 102  
F
This course provides an introduction to the various methods used to inspect weldments for reliability using both nondestructive and destructive techniques. Weld quality and procedure requirements of the AWS Structural Welding Code will be introduced. The knowledge and skills required for certification as an AWS welding inspector will be covered in-depth. Laboratory experience will be gained in non-destructive test methods (visual, ultrasonic, magnetic particle, radiographic, eddy current, and dye penetrant testing).

104A Introduction to GTAW  2 Credit Hours  
Prerequisite: WELD 100  
F, W
Students are introduced to Gas Tungsten Arc Welding. All assignments are completed on mild steel in the flat and vertical positions on various types of weld joints.

104B Introduction to GMAW  2 Credit Hours  
Prerequisite: WELD 100  
F, W
Students perform GMAW welding on a variety of weld joints in all positions. Weld integrity is determined by guided bend testing.

104C GTAW-Stainless Steel  2 Credit Hours  
Prerequisite: WELD 100  
F, W
Students perform GTAW welds in a variety of weld positions and joint designs on thin gage stainless steels. Bead color and base metal distortion are greatly emphasized.

104D GTAW-Aluminum  2 Credit Hours  
Prerequisite: WELD 100  
F, W
Students are required to master welding techniques particular to aluminum. Metal chemistry and weld perfection are emphasized.

105 Welding Metallurgy  3 Credit Hours  
Prerequisite: WELD 100  
W
This course covers the physics and metallurgy of welding steel, aluminum, and cast iron. In addition, the course covers welding procedure qualifications, welding design, industrial welding processes, equipment, and parameter selection for production applications.

106 Basic Pipe Welding  6 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W
This course deals with vertical-up, fixed position pipe welding on standard pipe diameters and thicknesses. Emphasis is placed on fit-up preparation, code-making organizations and standards, and destructive/non-destructive pipe welding tests.

106A Pre-Pipe Welding Skills  2 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W
Students are required to thoroughly master tie-in and rod pick-up welding techniques on 3/8” mild steel plate in all positions. The satisfactory completion of guided bend testing is a course requirement.

106B SMAW Pipe Welding--Uphill  2 Credit Hours  
Prerequisite: WELD 106A  
F, W
Students are required to weld 8” diameter, schedule 40 pipe in the 2, 5, and 6G positions. Four guided bend tests are required for course completion.

106C SMAW Pipe Welding--Downhill  2 Credit Hours  
Prerequisite: WELD 106A  
F, W
Students are required to weld two, 8” diameter schedule 40 pipes in the 5 and 6G position, vertical down weld progression. All procedures relating to the A.P.I. code are adhered to.

110 Welding Symbols and Blueprint Reading  2 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W
Students are required to weld 8” diameter, schedule 40 pipe in the 2, 5, and 6G positions. Four guided bend tests are required for course completion.

106B SMAW Pipe Welding--Downhill  2 Credit Hours  
Prerequisite: WELD 106A  
F, W
Students are required to weld two, 8” diameter schedule 40 pipes in the 5 and 6G position, vertical down weld progression. All procedures relating to the A.P.I. code are adhered to.

110 Welding Symbols and Blueprint Reading  2 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W
Students are required to weld 8” diameter, schedule 40 pipe in the 2, 5, and 6G positions. Four guided bend tests are required for course completion.

106C SMAW Pipe Welding--Downhill  2 Credit Hours  
Prerequisite: WELD 106A  
F, W
Students are required to weld two, 8” diameter schedule 40 pipes in the 5 and 6G position, vertical down weld progression. All procedures relating to the A.P.I. code are adhered to.

110 Welding Symbols and Blueprint Reading  2 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W
Students are required to weld 8” diameter, schedule 40 pipe in the 2, 5, and 6G positions. Four guided bend tests are required for course completion.

106C SMAW Pipe Welding--Downhill  2 Credit Hours  
Prerequisite: WELD 106A  
F, W
Students are required to weld two, 8” diameter schedule 40 pipes in the 5 and 6G position, vertical down weld progression. All procedures relating to the A.P.I. code are adhered to.
114 GMAW and GTAW Applications  6 Credit Hours
Prerequisite: WELD 100  F, W
A continuation of basic concepts learned in WELD 100, this course is designed to develop the skill levels of GMAW and GTAW welders and introduce pulse transfer in both processes. Acceptable levels of weld quality are significantly increased in this course as welders begin welding nonferrous metals, weld in all positions, and complete more demanding destructive tests on their projects.

216 Basic Pipefitting  4 Credit Hours
Prerequisite: WELD 110 and WELD 102 or WELD 114  Sp, Su
This course will cover basic fabricating techniques of various pipe intersections, pipe runs, and sheet metal layout for heating, plumbing and power plant installations.

240 AWS Qualification/Cert-Entry Level  4 Credit Hours
Prerequisite: WELD 100 and WELD 110 and WELD 114  F, W
This course is designed to meet the skill and knowledge requirements established by the American Welding Society for entry level welders. Successful course completion meets the welding and cutting processes standards established in the requirements of AWS QC10, Specification for the Qualification and Certification for Entry Level Welders. Testing includes SMAW, GMAW and GTAW on aluminum, stainless and mild steel, on flat stock up through 3/8 inches.

250 AWS Qualification/Certification-Advanced Level  4 Credit Hours
Prerequisite: WELD 102 and WELD 106  F, W
This course is designed to meet the skill and knowledge requirements established by the American Welding Society for intermediate level welders. Successful course completion meets the welding and cutting processes standards established in the requirements of AWS QC11, Specification for the Qualification and Certification for Intermediate Level Welders. Testing includes SMAW, GMAW and GTAW on 3/8" flat aluminum, stainless and mild steel, and on 8"0 mild steel, stainless and aluminum pipe, 1/8" thick.

WORD PROCESSING (WPR)

102 Word Processing I  3 Credit Hours
Prerequisite: EOS 102 or equivalent keyboarding skills
Word Processing I is designed to develop proficiency in the operation of word processing software using a microcomputer system. Course content focuses on creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents. Content also includes file management, introduction to microcomputer operating systems and terminology, and use of the Internet and e-mail.

103 Advanced Word Processing  3 Credit Hours
Prerequisite: WPR 102  F, W
Advanced Word Processing develops proficiency in the advanced word processing functions of Microsoft Word such as macros, sorting, tables, and columns. A simulation will give additional practice in the advanced features of the software. Any student receiving credit for this course may not receive additional credit for WPR 104.

104 Word Processing II for Administrative Assistants  4 Credit Hours
Prerequisite: WPR 102  F, W
Word Processing II develops proficiency in advanced word processing functions, such as macros, sorting, tables, and columns. The content also includes office practices and procedures. A simulation will give additional practice in the advanced features of the software. Any student receiving credit for this course may not receive additional credit for WPR 103.

110 Personal Word Processing  2 Credit Hours
Personal Word Processing is a practical approach to the efficient use of Microsoft Word. This course emphasizes proper style and format in the creation of documents ranging from business and personal correspondence to reports and research papers across the curriculum. The course also covers file management, includes an introduction to microcomputer operating systems and terminology, and offers practice in using the Internet and e-mail. No previous computer or keyboarding experience required.
ADMINISTRATORS

Bennett, Timothy S. .................. Vice President of Business
  B.A. Alliance College
  M.B.A. Gannon University

Boggs, Bonnie E. ................. Director of Respiratory Therapy
  A.A. Lexington Technical Institute
  B.S. University of Kentucky

Brunswick, Lonnie L. .......... Vice President of Student
  B.S. St. Joseph College
  M.Ed. Miami University

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  M.A. University of Minnesota

Daniels, Randell W. ............. Director of Admissions
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Ford, Jean .......................... Director of Purchasing and
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Greene, Tina .......................... Interim Director of
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Kinsey, Barry ....................... Director of Workforce Development
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  M.S. Eastern Michigan University

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  M.Ed. Bowling Green State University

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  M.A. University of South Dakota
  Ed.D. University of South Dakota

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  M.S.N. Ohio State University

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  M.A. University of Phoenix

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  B.A. Central Michigan University
  M.A. Michigan State University
  Advancement and
  Executive Director
  Of The Foundation

Wise, Deborah ...................... Director of Marketing
  A.A.C. Kellogg Community College
  B.S. Eastern Michigan University

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FACULTY

Ahmed, Khadija .................... Assistant Professor of Mathematics
  B.S. Michigan State University
  B.A. University of Michigan
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  M.S.N. University of Colorado

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  M.S. University of Connecticut
  M.B.A. The University of Toledo

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  M.A. Wayne State University
  and Tae Kwan Do

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  A.A. Henry Ford Community College
  B.P.A. Wayne State University
  M.P.A. Eastern Michigan University
  Ph.D. Wayne State University

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  M.S.N. Ohio State University
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Burke, Andrew M., C.W.I./C.W.E.  Associate Professor of
  B.S. Eastern Michigan University
  Welding Technology
  M.A. Eastern Michigan University

Carmody, Jennifer ................ Assistant Professor,
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  M.L.I.S. Wayne State University
  Librarian

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  M.A. Eastern Michigan University

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DeVries, James E. ................ Professor of History
  B.A. Hope College
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  B.A. Oakland University
  Coordinator of WAC Program
  M.A. and Ed. The University of Toledo

Evangelinos, Angela ............. Professor of Business
  B.S. Miami University
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Giles, Bonnie L. .......................... Assistant Professor of Electronic and Computer Engineering
                   A.S. Owens Technical College  Office Systems
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Haver, Joyce L. .......................... Professor of Counseling
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                   M.A. Eastern Michigan University
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Holladay, John M. ........................ Professor of English and Philosophy
                   B.A. Eastern Michigan University
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Hong, Ronald .............................. Instructor of Computer
                   A.D. Oakland Community College  Information Systems
                   B.B.A. Walsh College
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Hyatt, Donald F. .......................... Associate Professor of Business
                   B.S. in Ed. Defiance College  and Management
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                   Ph.D. University of Windsor

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                   M.S. Central Michigan University

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                   M.B.A. Tiffin University

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M.A. The University of Toledo

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M.A. The University of Missouri

Strickland, Grant E.   Associate Professor of English  
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M.A. Ohio State University

Telfer, Terry A.       Professor of English  
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Thom, Allan L.         Assistant Professor of Physical Education  
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Thomas, Kevin          Instructor of Culinary Skills  
A.O.S. Culinary Institute of America

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M.A. Bowling Green State University

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Welniak, Bonnie L.     Assistant Professor of Nursing  
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B.S.N. University of Toledo-MCO  
M.S.N. Medical College of Ohio

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Wollmann, Jr., Jack A. Associate Professor of  
A.A. Jackson Community College  
B.S. Western Michigan University  
M.A. Western Michigan University

Wysocki, Wendy         Assistant Professor of Business and Economics  
B.B.A. Eastern Michigan University  
M.B.E. Eastern Michigan University

STAFF

Applin, Glori          Administrative Assistant  
A.S. University of Toledo  
A.S. Community & Technical College  
B.A.S. Siena Heights University

Bates Donna           Coordinator of Registration  
A.C. Monroe County Community College and Records

Bean, Toni            Accounts Receivable Clerk  
Bennett, William      General Maintenance Worker  
Berns, Randy          Receiving Clerk  
Bezeau, Dennis        General Maintenance Worker

Bezeau, Wayne         Maintenance Foreman

Billmaier, Julie      Administrative Assistant  
A.C. Monroe County Community College to the Director of Admissions and Guidance Services

Biscomer, Mary Ann    Administrative Assistant  
A.C. Monroe County Community College for Workforce Development

Bodell, Penny         Administrative Assistant  
to the Vice President of Student and Information Services

Broadway, Jason       Information Systems Technician  
Burkmier, Craig       Maintenance Chief

Clevenger, Jane       Administrative Assistant for LAL/At Risk Program

Cole, Terry           Power Systems Operator

Cramer, Diana         Child Care Center Coordinator  
A.S. Marion College

D’Haene, Richard      General Maintenance Worker

Davis, Frank          General Maintenance Worker

Dick, Kelly           Financial Aid Assistant

Drouillard, Renee     Financial Aid Assistant  
A.C. Monroe County Community College

Eshelman, Carol       Administrative Assistant  
A.C. Monroe County Community College to the Director of Physical Plant

Faunt, Peggy          Administrative Assistant  
A.S. Monroe County Community College  
B.A. Siena Heights University

Germani, Annie        Administrative Assistant  
A.S. Monroe County Community College  
B.A. Siena Heights University

Germann, Jeffery      Administrative Assistant  
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B.A. Siena Heights University

Gerweck, Keith        General Maintenance Worker

Goldsmith, Lynne      Executive Assistant  
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B.A. Siena Heights University

Greene, Tina          Administrative Assistant  
A.C. Monroe County Community College  
B.A. Siena Heights University  
M.A. University of Phoenix Community Services

Gunjak, Martin        Power Systems Operator

Hamman, Daniel        Computer Programmer  
A.C. Monroe County Community College  
B.A.S. Siena Heights University

Harbaugh, Jeffery     Power Systems Operator

Hawley, Linda         Accountant  
B.B.A. Eastern Michigan University

Howe, Denise          Circulation/Public Services Assistant

Hubbert, Rick         Computer Lab Technician  
A.C. Monroe County Community College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iyengar, Mythili</td>
<td>Computer Lab Technician</td>
<td>B.S. Madras University, India</td>
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<tr>
<td></td>
<td></td>
<td>M.S. Eastern Michigan University</td>
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<tr>
<td>Jean, Gerald</td>
<td>Computer Operator</td>
<td>A.C. Monroe County Community College</td>
</tr>
<tr>
<td>Johnston, Laurel</td>
<td>Administrative Assistant to Science/Mathematics</td>
<td>A.C. Monroe County Community College</td>
</tr>
<tr>
<td>Kleman, Thomas</td>
<td>General Maintenance Worker</td>
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<tr>
<td>Kohler, Beth</td>
<td>Coordinator of Alumni and Resource Development</td>
<td>B.A. Michigan State University</td>
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<tr>
<td>Koppelman, Terry</td>
<td>Cashier</td>
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<tr>
<td>Kuhl, Karen</td>
<td>Computer Lab Coordinator</td>
<td>A.C. Monroe County Community College</td>
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<tr>
<td>LaValle, Vicki</td>
<td>Culinary Technician</td>
<td>A.C. Monroe County Community College</td>
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<td>B.A.S. Siena Heights University</td>
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<tr>
<td>Laverty, Norma</td>
<td>Administrative Assistant to Health Sciences</td>
<td>A.C. Monroe County Community College</td>
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<tr>
<td>Lehr, Stacy</td>
<td>Technical Services Assistant</td>
<td>A.C. Monroe County Community College</td>
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<tr>
<td>Lewis, Denice</td>
<td>Administrative Assistant to Learning Resources</td>
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<tr>
<td>Lindeman, Denise</td>
<td>Bookkeeper</td>
<td>A.C. Monroe County Community College</td>
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<td>B.A. Siena Heights University</td>
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<tr>
<td>MacDonald, Joanne</td>
<td>Switchboard Operator</td>
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<tr>
<td>McKee, Suzanne</td>
<td>Computer Programmer</td>
<td>A.C. Monroe County Community College</td>
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<td>B.A.S. Siena Heights University</td>
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<tr>
<td>Moran, David</td>
<td>Power Systems Operator</td>
<td>A.A.S. Ferris State University</td>
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<tr>
<td>Morse, Jerry</td>
<td>Graphic Arts Technician</td>
<td>B.F.A. Ohio University</td>
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<tr>
<td>Naber, Penny</td>
<td>Administrative Assistant to Financial Aid</td>
<td>A.C. Monroe County Community College</td>
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<td>B.A. Siena Heights University</td>
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<tr>
<td>Osborne, Nancy</td>
<td>Administrative Assistant to Vice President</td>
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<tr>
<td>Paolino, Anthony</td>
<td>Power Systems Operator</td>
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<tr>
<td>Parker, Dale</td>
<td>General Maintenance Worker</td>
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<td>Peterson, Terry</td>
<td>General Maintenance Worker</td>
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<td>Pickard, William</td>
<td>General Maintenance Worker</td>
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<tr>
<td>Pillarelli, Lauren</td>
<td>Administrative Assistant for Admissions</td>
<td>A.S. Monroe County Community College</td>
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<td>Admissions and Guidance</td>
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<tr>
<td>Prusaitis, Cynthia</td>
<td>CAD Lab Technician</td>
<td>A.S. Monroe County Community College</td>
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<td>B.A. Lourdes College</td>
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<tr>
<td>Roberts, Linda</td>
<td>Administrative Assistant to Registrar</td>
<td>A.S. Monroe County Community College</td>
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<td>B.A.A. Central Michigan University</td>
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<tr>
<td>Rorke, Bryan</td>
<td>General Maintenance Worker</td>
<td>A.S. Monroe County Community College</td>
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<td>B.B.A. Eastern Michigan</td>
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<tr>
<td>Rosinski, Tyra</td>
<td>Media Technician</td>
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<tr>
<td>Russell, Annette</td>
<td>Accounts Payable Clerk</td>
<td>A.C. Monroe County Community College</td>
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<tr>
<td>Russo, James</td>
<td>General Maintenance Worker</td>
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<tr>
<td>Ryder, Thomas</td>
<td>Fitness Activities Center</td>
<td>A.S. Monroe County Community College</td>
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<tr>
<td></td>
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<td>Campus/Community Events Coordinator</td>
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<tr>
<td>Scheer, Thomas</td>
<td>Microcomputer Technician</td>
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<tr>
<td>Sims, Mary Chris</td>
<td>Administrative Assistant to Industrial Technology</td>
<td>A.C. Monroe County Community College</td>
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<tr>
<td>Spenos, Linda</td>
<td>Administrative Assistant to Business Division</td>
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<tr>
<td>Spenos, Mark</td>
<td>Digital Imaging Specialist</td>
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<tr>
<td>Stasko, Michael</td>
<td>Housekeeping Foreman</td>
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<tr>
<td>Streeter, Colleen</td>
<td>Serials/Public Services Assistant</td>
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<td>B.A. University of Michigan</td>
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<td>MPH University of Michigan</td>
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<tr>
<td>VanSlambrouck, Jeffry</td>
<td>Maintenance Chief</td>
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<tr>
<td>Weisbecker, Joan</td>
<td>Information Systems Technician</td>
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<tr>
<td>Wrede, Kelly</td>
<td>Administrative Assistant to Information Systems</td>
<td>A.C. Monroe County Community College</td>
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<tr>
<td>Wyrabkiewicz, John</td>
<td>Information Systems Technician</td>
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<tr>
<td>Yarger, Jennifer</td>
<td>Distance Education Assistant</td>
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<td>A.C. Monroe County Community College</td>
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<tr>
<td>Zorn, Kevin</td>
<td>General Maintenance Worker</td>
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